



City of Burlington Special Event Organizer Guidelines

A “special event” is considered to be a pre-planned activity sponsored by an individual or group for the purpose of entertainment, celebration, cultural recognition, demonstration, competition, or other similar activity.

A Permit Application should be submitted to the City of Burlington if one or more of the following applies to your event:

1. The event will be held on City public streets, sidewalks, walkways, trails or on other publicly owned property,
2. The event interferes with normal vehicular or pedestrian traffic and/or requires the use of City services,
3. The event is on private property, but cannot be self-contained (i.e. parking spills over onto City owned public property) and/or requires the use of City services, and/or closure of City streets.

Specific activities that require a permit include (but, are not limited to) the following:

- Bike Races
- Bike/Walk-a-thons
- Block Parties
- Carnivals
- Fairs/Festivals
- Fun Runs
- Group Marches/Parades /Processions
- Parking Lot Auto Sales
- Relay Races
- Street Vendor Sales

TO APPLY FOR A SPECIAL EVENT PERMIT:

- If your special event activity will **take place in or will include a City park**, a Special Event Permit Application should be submitted to the **Burlington Parks and Recreation Department**. See attached pages 2-7 for application and guidelines.

Burlington Parks and Recreation Department

900 E. Fairhaven Avenue

Burlington, WA 98233

(Use East Entrance at Regence Street)

360-755-9649 or BParks@burlingtonwa.gov

- Contact the **Burlington Planning Department** for permit information and application concerning activities that do not include use of a City park in your event plans.

Burlington Planning Department

833 S. Spruce Street

Burlington, WA 98233

(City Hall – First Floor)

360-755-9717 or BPlanning@burlingtonwa.gov

Burlington Parks and Recreation SPECIAL EVENT GUIDELINES

We are pleased that you are considering the City of Burlington for your event location! The information contained within these pages has been developed in effort to make the process of event planning as comprehensive as possible and to help ensure clear communication between you, the Event Organizer and the City of Burlington.

1. **APPLICATION.** If your **event will take place in or include a City of Burlington park***, Event Organizers should complete a Special Event Permit Application or a Low Impact Event Permit Application. Submit the Application to Burlington Parks and Recreation Department at least 60 days prior to your event start date. An initial application received within the 60 day timeframe may be disallowed by the City if it is determined that ample notice to accommodate the event has not been provided.

A **Low-Impact Event** is considered to be an event that that meets the following criteria:

- Is *not* expected to have significant impact on public safety and/or public property;
- Is *not* expected to draw gatherings of 100 persons or more at a time;
- Will *not* include food vendors or food service;
- Will *not* include the presence or consumption of alcohol
- Will *not* include street or public parking lot closures;
- Will *not* include canopies/groupings of canopies whose size equals 700sqft or more. Canopies are considered to be structures with no sidewalls;
- Will *not* include tents/groupings of tents whose size equals 400sqft or more. Tents are considered to be structures with one or more sidewalls.

Organizers whose event *will* include one or more of the above features should complete the **standard Special Event Permit Application**. Organizers whose event will *not* include any of the above features may complete a **Low-Impact Event Permit Application** which is an abbreviated form.

The Parks and Recreation Department is located at 900 E. Fairhaven Avenue in Burlington WA 98233. The business entrance is located off Regent Street. Applications may also be submitted via email to BParks@burlingtonwa.gov. Please feel free to contact Parks and Recreation with any questions you may have, (360) 755-9649.

**If your event does not take place in or include a City park, please contact the Burlington Planning Department for permit application: (360) 755-9717 or BPlanning@burlingtonwa.gov.*

2. **APPLICATION FEE.** A non-refundable Application Fee payable to the City of Burlington must be submitted with your permit application:

\$25.00 Low-Impact Event Permit Application

\$50.00 Standard Special Event Permit Application

Accepted forms of payment are Visa, MasterCard and Discover cards, checks payable to the City of Burlington or cash.

3. **APPLICATION REVIEW.** Your application will be forwarded to departments within the City of Burlington so that each will have an opportunity to evaluate the various aspects of your event and

its impact to each's purview. Your application's last stop is with the Office of the Mayor where a final review and determination will be made. Recommendations from departments are made with the chief concern being the safety and welfare of the Burlington community.

The City will endeavor to deliver a response regarding your application within 30 days of its submittal. The scope of your event and thoroughness of your application will largely dictate the speed at which the review process is completed.

Please note the City reserves the right to *withdraw permit approval* when it determines circumstances have arisen that jeopardize public safety or welfare. Additionally, the City will revoke permit approval when it has determined the applicant has submitted false, misleading or incomplete information in the application.

4. **CITY STAFF/ SECURITY.** The presence of City staff and/or Security Guard may be required during the active hours of the event. If deemed necessary by the City, these services will be arranged by the City of Burlington with the expense paid by the Event Organizer. The scope or circumstances of some events may necessitate the presence of an off-duty Burlington Police Officer(s). The Officer(s) would be scheduled and paid by the Event Organizer. If required, Organizers would coordinate with the Burlington Police Department at (360) 755-0921.

5. **EVENT LAYOUT.** A detailed layout must be submitted with your permit application which describes at minimum your proposed locations for the following, where applicable:
 - a. Emergency access route
 - b. Scheduled activities (i.e. activity/information booths, inflatables, amusement rides...)
 - c. All structures erected for your event (i.e. bleachers, stage, generator, canopies/tents...)
 - d. Food vendors
 - e. Concessionaire/merchandise booths
 - f. First aid station(s)
 - g. Event headquarters
 - h. Designated parking areas
 - i. Portable restrooms/hand-wash stations and waste/recycle rollaways
 - j. Propane/LPG tanks and size, if applicable.
 - k. Open flame or spark producing equipment, if applicable (i.e. fire pit, barbeque/grill...)
 - ❖ Be sure that your event layout provides sufficient services for the disabled.
 - ❖ Your layout must also include sufficient access for extra sanitation services that may be needed during your event.

6. **FIRE and LIFE SAFETY INSPECTION.** The Burlington Fire Marshal may require an inspection prior to your event's opening. The inspection will verify that:
 - Fire hydrants, fire sprinkler systems remain readily visible and unobstructed with a 3 foot (3') minimum clearance around the circumference.
 - Street access is unhindered.
 - Emergency access routes have an unobstructed width of not less than 20 feet (20') and a vertical clearance of not less than 13 feet, 6 inches (13'6").

- Exit locations are clearly marked and remain unobstructed.
- Booths that are using a heating appliance have an easily accessible, currently serviced fire extinguisher. Minimum size and rating = 2A10BC or Type K (if cooking with grease).
- Propane/LPG tanks are certified, are secured and are not located within structures.
- Coleman/camp-style cook stoves and heating devices are not located inside temporary structures or tents with sides.
- All electrical wiring has met electrical safety standards.
- 'No Smoking' signs have been posted in appropriate areas.
- All applicable permits or licenses have been obtained.

7. **INSURANCE DOCUMENTATION.** A Certificate of Liability Insurance AND an Endorsement page naming the Event Organizer as Insured and the City of Burlington as Additional Insured must be received by the City at least 30 days prior to your event start date. The documentation must meet the following *minimum* requirements :

A. CERTIFICATE OF INSURANCE

- a. The Additional Insured/Certificate Holder* must be listed as: City of Burlington
833 S. Spruce Street
Burlington, WA 98233

**Do not list specific departments, facilities or persons as Additional Insureds/Certificate Holders*

- b. Description of Operations/Additional Remarks must include the statement: "Additional Insureds include the City of Burlington, its elected officials, appointed officers, employees, volunteers and agents."
- c. Minimum Thresholds of Coverage:
- i. Commercial General Liability Insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
 - ii. Automobile Liability insurance shall be written with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

B. ENDORSEMENT

- a. Written using ISO Form CG 20 26 or coverage at least as broad
- b. Additional Insured must be listed as: City of Burlington
833 S. Spruce Street
Burlington, WA 98233
- c. The Insured's policy number must be referenced on the Endorsement.

❖ Please note: Liquor Liability Insurance is also required with the policy if alcohol will be included in your event plans.

➤ Email the Certificate Of Liability Insurance and Endorsement page to BParks@burlingtonwa.gov

8. **ALCOHOL.** The service of alcohol is permitted within select indoor facilities only. Alcohol consumption is prohibited at the City's outdoor venues unless permission has been granted with the Organizer's approved Permit Application. The request will be forwarded with the Parks and Recreation Director's recommendations to the Office of the Mayor and City Council for final determination.

The service of alcohol, whether indoor or outdoor, will necessitate the inclusion of *Liquor Liability Coverage* in addition to the insurance requirements stated in item #7 of these guidelines. The State of Washington will require a permit also. The permit is purchased directly from the Washington State Liquor & Cannabis Control Board (WSLCB). Contact the WSLCB for to determine the appropriate license for your event, (360) 664-1600.

You may also visit WSLCB's webpages for more information regarding *Special Licenses and Permits*: <http://www.liq.wa.gov/licensing/special-licenses-and-permits>
9. **AMPLIFIED MUSIC or SOUND.** Sound amplification is permitted between the hours of 10:00 a.m. and 10:00 p.m. at City facilities for which a permit has been issued by the City. On a Friday or Saturday, it is permitted until 11:00 p.m. within the Community Center building only. Please refer to Burlington Municipal Code (BMC) Chapter 8.14.060 for all provisions governing sound amplification at special events. The BMC can be accessed from the homepage of the City of Burlington's website at www.burlingtonwa.gov: select "*I Want To*", (View), then "*Municipal Code*".
10. **BOUNCE HOUSE, INFLATABLES & AMUSEMENT STYLE RIDES.** If amusement style rides will be erected for your event, the City must also receive from the structure's owner insurance documentation meeting the City's minimum requirements (refer to item #7 of your guidelines). A few examples of features that would be considered amusement style rides are bounce houses/inflatable devices, dunk tanks, climbing walls, zip lines or similar. A current copy of the owner's Labor & Industries (L&I) operating permit must also be provided to the City for some types of amusement style rides. A valid operating decal provided by L&I must be displayed on the structure in plain view of the public.
11. **EQUIPMENT & SUPPLIES.** The Event Organizer must provide all supplies and equipment needed for the duration of your event. You are responsible for setup and for prompt removal upon close of your event of supplies and equipment used, including all structures, signage and decorations. Your use of City owned supplies or equipment may be requested with your Event Permit Application. Approval must be given in writing by the City and in advance of your event start date. All City owned supplies and equipment that have been used by the Event Organizer during your event must be returned to the City on the first business day after close of the event.
12. **EVENT NOTICE.** Event Organizers are responsible for notifying neighboring residents and businesses that may be significantly impacted by your event. When deemed pertinent, copy of your notification letter or flyer with your name and contact information clearly listed must be provided to the City.

13. **FIREWORKS.** Public display or discharge of fireworks is prohibited within Burlington’s city limits without approval of special permit from the Burlington Fire Department. Application for the permit is made to the Fire Marshal. Contact the Fire Marshal’s office at (360) 757-6684 for more information and to obtain permit application. If approved, the event’s firework/pyrotechnic provider will be required to provide insurance documentation meeting the City’s minimum requirements for providers.

14. **FOOD and BEVERAGE VENDORS.** Food & beverage vendors shall submit a Vendor Permit Application. The application is required whether sales are conducted or food service is offered free of charge. Vendors invited by the Event Organizer to participate must submit their Application to the Event Organizer. The Organizer is responsible for submitting all Applications from their invited vendors to Parks and Recreation **AT LEAST 30-days prior** to the event date. The Event Organizer will be billed for all applicable application fees. This stipulation also applies to Event Organizers conducting sales.

Food and beverage vendors must possess a valid permit from the Skagit County Health Department and, when applicable, Washington State Labor & Industries (L&I). Any conditions imposed by the City of Burlington should be considered supplemental to requirements of the Health Department and L&I.

Please contact the Health Department at (360) 416-1500 or EH@co.skagit.wa.us for detailed information regarding their mobile vendor requirements. Vendors operating from a truck or trailer unit built on a permanent chassis which includes electrical, plumbing or gas piping must have a current state permit issued by Washington State Labor & Industries posted on their mobile unit. Please visit the Labor & Industries website at <http://www.lni.wa.gov/tradeslicensing/FAS/> for more information or phone (360) 902-5218.

Please refer to page 9-10 of your guidelines for information concerning the setup of Tents & Canopies, setback requirements and size/square footage limitations.

15. **GAMBLING/RAFFLES.** The Event Organizer is responsible for complying with Washington State law regarding gambling activities and for obtaining required licensing. The law governing gambling activities is Chapter 9.46 of the Revised Code of Washington and can be found at <http://app.leg.wa.gov/RCW/>. For more information, contact the Washington State Gambling Commission at: (360) 486-3440 or (800) 345- 2529; AskUs@wsgc.wa.gov or www.wsgc.wa.gov

16. **GARBAGE and CLEANUP.** Cleanup of garbage during and at the close of your event is the Event Organizer’s responsibility. Garbage must be hauled from the event site by the Event Organizer promptly upon the conclusion of your event. The scope of the event may require the delivery of a waster dumpster. Arranging for delivery and covering the expense of the dumpster is the responsibility of the Event Organizer. Customer Service for Waste Management, a local provider, can be reached at (800) 592-9995. Labor deemed necessary by the City due to inadequate setup/cleanup of the event will be billed to the Event Organizer.

- 17. PORTABLE RESTROOMS.** Additional portable restroom units and/or hand-wash stations required to service your event will be arranged by the City in advance of the event. Fees for units are payable by the Event Organizer to the City.
- 18. RAILROAD CROSSINGS.** Burlington Northern Santa Fe Railroad (BNSF) operates dozens of shipping spurs throughout Skagit County. Several of these bisect primary city thoroughfares such as Burlington Boulevard, Spruce Street, Greenleaf and Fairhaven Avenues. Event Organizers must contact BNSF prior to your event date to verify schedules since an unanticipated train crossing may dramatically alter the event's outcome. Phone BNSF North Operations Dispatch Office at least 1 week prior to your event date at (817) 352-2992. BNSF Headquarters: (800) 795-2673, <http://www.bnsf.com/about-bnsf/contact-us/>
- 19. RECYCLING.** Washington State law requires vendors who sell beverages in single-use aluminum, glass, or plastic bottles or cans to provide a recycling program at every "...official gathering and sports facility in communities where recycling services are available..." (<http://apps.leg.wa.gov/rcw/>, RCW 70.93.093). A recycling program includes the provision of recycle receptacles and provisions to transport and recycle the collected materials. Refer to Washington State Department of Ecology's website (www.ecy.wa.gov) for complete information regarding the law or phone 1-800-RECYCLE. Customer Service for Waste Management, a local provider, can be reached at (800) 592-9995 if needed.
- 20. RENTAL FEE.** A security deposit and rental fee may be required when the event requires reservation of City facilities. Please refer to the applicable Facility Rental Guidelines for complete information. Facility key(s) or other City owned equipment that have been used by the Event Organizer during your event must be returned to the City on the first business day after close of your event. Your security deposit will be processed for full refund within (4) weeks after close of the event if all guidelines have been followed and City property has been returned clean and undamaged. When applicable, any fees assessed for repairs, non-routine maintenance and/or additional services required from your use will be deducted from the security deposit. Additional fees will be billed to the Event Organizer if the cost is greater than the value of the deposit. An administrative fee may apply for cancellation or date changes once facility reservations are confirmed.
- 21. STREET & PUBLIC PARKING LOT CLOSURES.** When Event Organizers wish to close a city street or public parking area, a detailed diagram of your proposed closures must be submitted with your Event Permit Application. The request will be reviewed by City departments and ultimately by City Council. The closure request will be assigned to the first available City Council meeting agenda for determination. You will be notified of meeting date and will be responsible for presentation of request at the Council meeting.
- ❖ If closure request is approved, it is the Event Organizer's responsibility to notify neighboring residents and businesses that will be affected by the closure as well as 9-1-1 Emergency Services (360-428-3200), S.K.A.T (360-757-4433) and Burlington-Edison School District (360-757-3311).

22. **STREET MARSHALS and FLAGGERS.** The Event Organizer is responsible for providing flaggers and/or street marshals when your event involves a parade/march, a road run, a street closure or similar event where participants will share roadways with vehicular traffic. Flaggers must meet certification requirements as set forth by Washington State Department of Transportation and Labor & Industries. The placement and removal of traffic control signs and equipment will be coordinated by the City.
23. **TENTS and CANOPIES.** Tents are considered to be structures with one or more sidewalls; Canopies are considered to be structures with no sidewalls. Event Organizers whose event plans include the setup of tents or canopies should bear in mind that in keeping with International Fire Code an inspection by the City's Fire Marshal is required when the dimension of Tents or Canopies exceed a certain size:
- A Tent whose square footage equals 400 square feet or more, or *groupings* of Tents whose combined square footage equals 400 square feet or more
 - A Canopy whose square footage equals 700 square feet or more, or *groupings* of Canopies whose combined square footage equals 400 square feet or more
- Please refer to pages 9-10 of your Guidelines, "When is a Permit Required..." for more information regarding setback requirements and size/square footage limitations.
24. **VEHICLES.** All vehicles used in conjunction with the event by the Event Organizer or Organizer's staff, volunteers and participants must be insured and must meet safety standards required by law. Drivers of vehicles must obey all traffic laws. Vehicles are permitted only in those areas designated as roadways or for parking unless prior written permission has been issued by the City.
25. **VENDOR SALES/CONCESSIONAIRES.** Vendors conducting sales of merchandise or service shall submit a Vendor Permit Application. Vendors invited by the Event Organizer to participate must **submit their Application to the Event Organizer**. The Organizer is responsible for submitting all Applications from their invited vendors to Parks and Recreation **at least 30-days prior** to the event date. The Event Organizer will be billed for all applicable application fees. This stipulation also applies to Event Organizers conducting sales.

WHEN IS A PERMIT REQUIRED FROM THE FIRE MARSHAL FOR A TENT, CANOPY or AIR SUPPORTED STRUCTURE?

DEFINITIONS

Tent: A structure, enclosure, or shelter with one or more sidewalls or drops constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

Canopy: A tent which is completely open on ALL sides, no sidewalls.

PERMIT REQUIRED



Tents larger than
400 square feet

PERMIT REQUIRED



Canopies larger than
700 square feet

PERMIT REQUIRED



Cumulative size of Canopies grouped
together exceeds 700 square feet

PERMIT REQUIRED



Because it is closed on
at least one side,
this is a TENT,
NOT a CANOPY

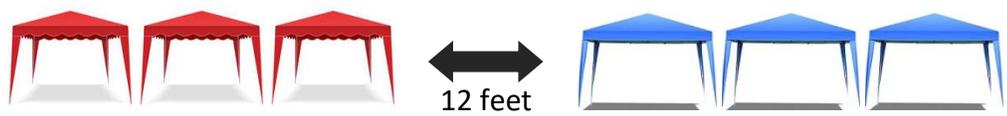
PERMIT REQUIRED
if over 400 square feet

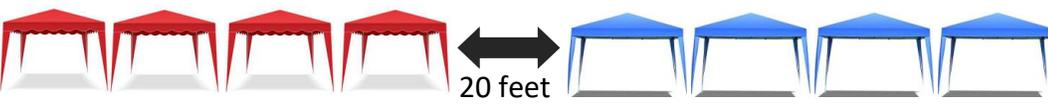
Examples using 15'x15' square foot canopies (each 15'x15' canopy = 225 square feet)

	<p>Three 15x15 Canopies = 675 square feet</p> <p>PERMIT NOT REQUIRED</p>
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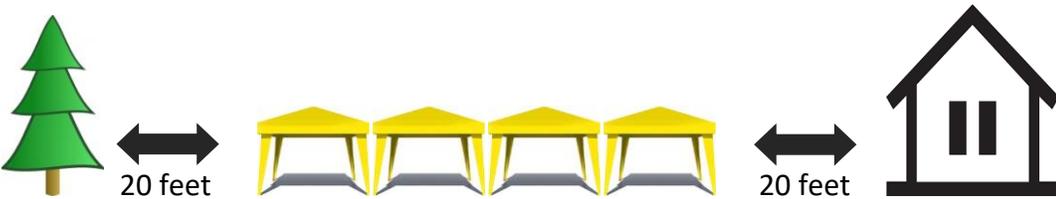
	<p>Four 15x15 Canopies = 900 square feet</p> <p>PERMIT REQUIRED</p>
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FIRE CODE REQUIREMENTS

	<p>at least 12 feet between Canopy groupings under 700 square feet</p>
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	<p>at least 20 feet between Canopy groupings over 700 square feet</p>
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	<p>a Canopy or grouping of Canopies under 700 square feet must be at least 12 feet from any building or flammable object</p>
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	<p>a Canopy or grouping of Canopies over 700 square feet must be at least 20 feet from any building or flammable object</p>
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Please be aware that devices emitting flame, fire, or heat shall not be permitted inside or located within 20 feet of a tent or canopy at any time.

This flyer is intended to provide general information only. It is not meant to convey all variables considered with regard to the safety requirements imposed by the International Fire Code.

For more information, please contact the City of Burlington Fire Marshal at 360-755-6684.