



SPECIAL EVENTS PERMIT

Frequently Asked Questions

WHAT IS A "SPECIAL EVENT"?

A special event is an activity, which occurs on private or public property that attracts, seeks to attract, or otherwise generates or causes a number of participants or spectators, for a particular and limited purpose and time, to gather. Special events include, but are not limited to: fun runs, roadway foot races, bike-a-thons, parades, street fairs, sidewalk sales, circuses, carnivals, shows, exhibitions, festivals, fairs and other events that will extraordinarily impact or obstruct public right-of-ways, public property or public services.

WHY DO I NEED TO APPLY FOR A SPECIAL EVENT PERMIT?

Since special events impact the general public use of City rights-of-way, sidewalks, parks, etc, the City is concerned that the event is conducted in a safe and proper manner, and that adequate public services like police, fire, emergency aid, traffic, sanitation are provided.

HOW MUCH WILL A SPECIAL EVENT PERMIT COST?

There is no charge for a special event permit.

HOW DO I OBTAIN A PERMIT APPLICATION FOR MY SPECIAL EVENT?

You may obtain an application in person at the Civic Center, 525 West Cota St., by phone at (360) 426-4491, or by e-mail at cityhall@ci.shelton.wa.us.

Your must submit your completed application at least thirty (30) business days prior to your event. The City will approve or deny the permit within ten (10) business days of receiving your completed application.

DO I NEED INSURANCE?

At a minimum, you will be required to sign an agreement holding the City harmless for any claims that may result from your event. Depending upon the magnitude of your event, the City may require that you provide Commercial General Liability Insurance in minimum amounts of \$1,000,000 general liability

for each occurrence and \$2,000,000 general aggregate, with the City named as an additional insured on the policy for the duration of the event. If insurance is required, you will need to provide the City with a certified copy of the policy naming the City as an additional insured. Your insurance carrier is familiar with this process and can assist you. If you cannot obtain insurance locally, the City can assist you through an alternative program with our insurance provider.

WHAT ELSE SHOULD I KNOW ABOUT APPLYING FOR A PERMIT?

Depending on your proposal, you may be required to notify affected businesses and/or residents, provide sanitation facilities, barricades, first aid stations, be subject to traffic control, or electrical inspections. City staff will assist you in identifying these needs, but you are responsible for obtaining required permits and complying with regulations.

WHAT ARE SOME REASONS THE CITY MAY DENY A SPECIAL EVENTS PERMIT?

The City will work to resolve any problems that may be presented by your event. However, the City will deny your special events permit if:

- Traffic is disrupted beyond practical solution;
- Access to fire stations and fire hydrants is hindered;
- Undue hardship is imposed on surrounding residents/businesses;
- Service to the public at large is denied due to demands for service at your event;
- Public health, safety, or welfare is endangered;

- Complete and accurate information on the event is not provided;
- Applicable legal requirements are not complied with.

WHAT CAN I DO IF MY PERMIT HAS BEEN DENIED?

You may appeal a denial to the City Commission by filing a letter of appeal with the City Clerk within five (5) business days of the denial of your permit. The City Commission will review the appeal and issue a final decision within thirty (30) days of the filing of the appeal.

DO VENDORS AT THE EVENT NEED A CITY BUSINESS LICENSE?

Possibly, any business participating in a Special Event must comply with the City of Shelton business license requirements as defined in Shelton Municipal Code Chapter 5.04. Please call 426-9731 for specific requirements.

DO VENDORS PAY BUSINESS AND OCCUPATION TAX?

Businesses with gross sales in Shelton greater than \$20,000 a year are required to pay Business and Occupation Tax.

WHO DO I CONTACT FOR MORE INFORMATION?

For further information, contact Customer Service at (360) 432-5109.