



SPECIAL EVENTS PERMIT APPLICATION

(Revision Date November 2023)

A permit is required for events taking place at the City of Woodway Parks. The parks shall be open between the hours of 5:30 a.m. and 10 p.m. The Community Services Director may temporarily close, limit, or restrict the use of any park or any facility, structure, section, or part of any park at any time to host events and activities; for the protection of public health and safety; or for park maintenance or preservation.

A NON-REFUNDABLE FEE OF \$100.00 IS REQUIRED PER APPLICATION

DEFINITIONS:

1. “Park facility” shall mean any land held, used, owned, leased, maintained, or acquired by the city for use as a public park, trail, recreation or playground area, and any building, facility, or structure thereon, whether or not such areas have been formally dedicated to such purpose.
2. “Recognized user group” shall mean an association, league, organization, or team that the Community Services Director has formally approved to use park facilities within the City.

APPLICATION CHECKLIST:

The following items should be submitted with the application, and applications will be considered incomplete if any of the items are missing. Applicant must mark each box to indicated the requirement has been met; or (1) explain in the space provided why the requirement has not been met and (2) provide the date of when the requirement will be met.

APPLICANT (EVENT COORDINATOR/MANAGER) CONTACT INFORMATION

Name _____

Organization _____

Mailing Address _____ City _____ State _____ Zip _____

Telephone Number _____ Cell Number _____

Email _____ DOB _____ DL# _____

EVENT INFORMATION

Name of Event _____

Date of Event _____

Time of Event _____

Setup Arrival Time _____ Cleanup Time _____

Unless waived by the Director, detailed information related to the event or activity addressing each of the following items.

FACILITIES

- A set of plans and specifications relating to all temporary facilities to be constructed or utilized for the event or activity.

FIRE PROTECTION

- A plan for prevention of fires and for adequate protection of persons and property in case of a fire, including by way of illustration and without limitation, adequate exits and fire extinguishers, and access for fire trucks and emergency vehicles.

CONCESSIONS

- A plan to provide food and beverages, a health permit, and proof of insurance from the concession operator listing the city as an additional insured.

EMERGENCY MEDICAL SERVICE

- A plan to provide adequate emergency medical services at the event or activity.

PARKING

- A plan to provide adequate parking for the event or activity, including proof of consent by any private landowner whose property will be used for parking.

POLICE PROTECTION

- A plan providing for adequate safety, security, traffic, and crowd control in connection with the event or activity. All public safety services shall be provided by Woodway Public Safety personnel.

PROMOTIONAL INFORMATION

- If applicable, a plan to promote, market, and advertise the event or activity.

SANITATION

- A plan to ensure that the highest standards of cleanliness and sanitation are maintained at the event or activity, including the provision of adequate restroom facilities, and a plan to clean and stock public restrooms, police and maintain litter-free grounds, empty refuse containers frequently so as to prevent overflow, contain all on-site waste and provide proper containers for recycling, if available.

ATTENDANCE

- Estimated number of attendees. For appropriate events, the estimate should distinguish between event participants and spectators.

INSURANCE

Proof of insurance with such coverages and minimum limits as are satisfactory to the City for the event identifying the city as an additional insured and/or providing the city with a waiver of subrogation.

***Applications must be filed at least 30 days in advance of the event or activity for which a permit is sought in order to be considered timely. Failure to timely file and application is sufficient grounds for denial of the application. ***

City staff shall determine whether the application and plans for the event meet city safety and other goals. Criteria used by the city for evaluating applications may include, without limitation, the following:

- (1) Scheduling conflicts with city-sponsored programs, events, or other park uses;**
- (2) The extent to which the event or other activity restricts the public use of city-owned or leased park facilities;**
- (3) The extent to which the event or other activity provides a positive public device and addresses a legitimate public need;**
- (4) Any public safety issues created by the event or activity; and**
- (5) Any involvement or endorsement of commercial enterprise(s).**

If the City determines that issuance of a requested permit is appropriate and in the best interest of the public, the City may issue the permit. If the applicant fails to provide viable plans and sufficient assurances to satisfy the City that the event or activity will be carried out in a manner that is in the best interest of the public, the application may be denied.

If, after issuing a permit, the City becomes aware of new or additional information that demonstrates the event or activity is not in the best interest of the public, the city may revoke the permit. Without limitation, the city has authority to revoke a permit upon finding of a violation of any rule, ordinance, or law, or upon the violation of any condition or restriction under which the permit for the event was issued. If the City determines that an applicant falsified any information related to a permit application, the city may revoke the permit and deem any fees (including deposits and bonds) paid by the applicant for the event forfeit to the city.

Permits are not transferable without the City’s prior written authorization. An applicant shall be bound by all park rules and regulations and all applicable ordinances as fully as though the same were expressly stated in the permit. Issuance of a permit pursuant to this article does not waive the requirements of any other ordinance or law. The City, by issuing a permit pursuant to this article, assumes no liability or responsibility whatsoever for the event.

