



City of Stanwood

10220 270th Street NW, Stanwood, WA 98292
(360) 629-2181 x5231

PARK SPECIAL EVENT APPLICATION

City of Stanwood Parks: The City's parks that can be used for both public and private events include, Church Creek Park, Heritage Park and Lions Park. Future parks include Hamilton Landing Park and Ovenell Park, although these parks are not completed, they can still be rented for public and private events with the approval of the parks manager or public works director. To check availability Email amanda.slattery@stanwoodwa.org or call (360) 454-5231.

City Park information please visit: <https://stanwoodwa.org/210>

Park hours are from 8:00am to dusk. Before or after hours use of a City park is allowed by the written permission of the Public Works Director.

Definition: Special events include any event in the City of Stanwood which is to be conducted on public property (City Parks) or on a public right-of-way; and, also, any event held on private property which would have a direct significant impact on traffic congestion; or traffic flow to and from the event over public streets or rights-of- way; or which would significantly impact the need for city-provided emergency services such as police, fire or medical aid. It is presumed that any event on private property which involves an open invitation to the public to attend is presumed to be an event that will have a direct significant impact on the public streets, rights-of- way or emergency services.

Special events held at city parks might include, but not be limited to, family reunions, birthday parties, fundraisers, exhibitions, filming/movie events, circuses, temporary markets, sporting events and fairs.

Private Park Reservation- This means the park will be closed to the public.

Non-Private Park Reservation-This means the park will be open to the public. The city will post a sign letting the public know there will be a special event happening in the park but, the city cannot guarantee or reserve a certain space for your event. *Note: if reserving the picnic shelter- the shelter will be reserved for you.*

Note: *If you are having a private event that is open to the public to participate you will be charged the "Private Park Reservation" fee. This will reserve the full park for your event.*

PARK RESERVATION FEES for Special Events	
Park Hours: 8am to dusk	
RESERVATION TYPE	FEE
<i>PRIVATE PARK RESERVATION Full Day: Park will be CLOSED to public for your event</i>	\$300.00 (5+ hrs) 200.00 refundable deposit
<i>PRIVATE PARK RESERVATION 1/2 day (up to 5 hrs): Park will be CLOSED to public for your event</i>	\$150.00 (up to 5 hrs) \$100.00 refundable deposit
<i>NON-PRIVATE PARK RESERVATION Full Day: Park will be OPEN to the public</i>	\$100.00 (5+ hrs) \$100.00 refundable deposit
<i>NON-PRIVATE PARK RESERVATION 1/2 day (up to 5 hrs): Park will be OPEN to the public</i>	\$50.00 (up to 5 hrs) \$50.00 refundable deposit
<i>Picnic Shelter- Available at Church Creek, Heritage, and Lions Park</i>	Resident: \$30.00 (up to 5 hrs) Non-Resident \$50.00 (up to 5 hrs)
ADDITIONAL	FEE
<i>Energy Rate</i>	\$5.00 per hr
<i>PW Crew ie: open park early, clean up, and repairs</i>	\$50.00 per hr 2 hr minimum
<i>Litter-Garbage Users will be held responsible for excessive litter and garbage left after games and practices by participants and spectators.</i>	\$50.00 per hr

** Fee's subject to change*

** City sponsored events may have all or partial fees waived*

Note: If you are having a private event that is open to the public to participate you will be charged the "Private Park Reservation" fee. This will reserve the full park for your event.

The following items are required for all special event applications:

- Completed application - submitted 60 days prior to the event for review and processing. (Applications received less than 60 days prior to the event will still be reviewed and the city will accommodate if possible.)
- Certificate of Liability Insurance
- Site map if applicable, showing how event will be set up: tents, vendors, projector & screen, etc.
- Parking at Church Creek if applicable: written permission from High School to use parking lot for overflow parking
- Banner application if applicable, application located on City website or at City Hall.
- Park Reservation Fee
- Refundable** Damage Deposit if applicable

APPLICANT INFORMATION

Applicant's Name: _____ Organization: _____

Phone: _____ Email: _____

Mailing Address: _____

EVENT INFORMATION

Name of Event: _____

On-site Contact Person: _____ Cell: _____

Event Location: _____ Event Date: _____ Time: _____

Is Event Public or Private? _____ Charging Admission? _____ (if yes) Amount: \$ _____

ATTENDANCE

Estimated Total Attendance: _____ Volunteers: _____ Staff: _____

EVENT SITE PLAN

Detailed Location (*picnic shelter, grass area, parking lot only, entire park*): _____

Parking Plan: _____

Staging Area: Attach a map to show where you will be setting up tents, screen and projector, and food/concessions.

CITY SERVICES

Will any City services or supplies be requested? If so, please describe in detail below:

a. Police: _____

b. Fire: _____

c. Public Works: _____

Plan for police services, security/crowd control, first aid/medical assistance, street closures, and traffic route/intersection control: _____

Plan for portable toilets, garbage, sanitation, and clean-up (please include delivery and pick up dates):
Applicant must provide for their own portable toilets, but explain plan _____

What impacts will the event cause to adjacent businesses and landowners? _____

Will there be other organizations or vendors involved in the event? Yes No

If yes, How many? _____ Attach a list of all vendors and appropriate proof of insurance.

Note: Vendors must conform to the same insurance requirements applicable to the applicant as indicated in the Agreement section of this application.

Will food be sold at event: Yes No (if yes, please explain plan)

Note: per SMC 9.24.080 "No person shall consume liquor ... in a public place".
and per the City of Stanwood Field Use Guide section 4.2 Alcoholic Beverages, Marijuana, and illegal drugs:
Alcoholic beverages, including unopened containers, marijuana and other illegal drugs are not permitted on City property.

Once application is approved, within 72 hours of event, applicant shall notify all parties' impacted (residents, businesses, transit, fire, police, public works).

AGREEMENT

The City of Stanwood does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Applicant will provide the City with a **Certificate of Liability Insurance** naming the City as an additional insured on the policy. Applicant's insurance coverage shall be primary as respects to the City. The policy must include bodily injury and property damage coverage limits of no less than \$1,000,000 for each occurrence and \$2,000,000 general aggregate. Insurance is to be placed with insurers with a current AM Best rating of not less than A: VII who are authorized to do business in the State of Washington.

The applicant shall defend, indemnify and hold harmless the City of Stanwood, its officers, officials, employees and volunteers, while acting within the scope of their duties, from any and all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

Signature of Applicant

Organization/Title

Date