

Special Event Application Instructions

PMC 5.35

Special Event applications must be submitted no less than 30 days prior to the event, 90 days for an outdoor music festival.

STEP 1: Complete & Submit City Application with Required Fee

Complete the Special Event application and return with required attachments (as noted on application) to the Inspection Services office, with the appropriate fee.

STEP 2: City Review Process

The application will be reviewed by the City, and you will be notified if any conditions are imposed. When all conditions are met, the Inspection Services Office will issue a Special Event Permit.

****Street and Intersection Closure Review requires a non-refundable fee.**

Additional Information

Noise Ordinance PMC 9.130: No person, whether or not that person is in actual possession of the noise source, shall create, continue, or cause to be created or continued, or allow to be created or continued, any public disturbance noise.

For more info contact our Community Development Department at 509) 545-3441.

Admission Tax: Those responsible for special events for which admission is charged shall file a tax return accompanied by remittance of admissions tax within 10 business days of the conclusion of the event.

For more information contact our Finance Department at 509) 543-5713.

Sales Tax: Use location code 1104 on your State of Washington Combined Excise Tax Return when reporting retail sales or use tax occurring within the City of Pasco. This does not increase your tax liability and insures that Pasco receives the local sales and use tax from your business activities within Pasco.

If you have Questions about the permit process, please call:

Inspection Services 509) 543-5726

***KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE ***

Special Event Types & Fee Schedule

PMC 3.35.050

<u>Event Type:</u>	<u>Fee:</u>	<u>Code Section:</u>
Athletic, competitive, or festival	\$25.00	5.35.130
Auction sales – for 3 days	\$75.00	5.35.130
Carnivals and circuses – first day fee	\$275.00	5.35.130
Each and every day after first	\$125.00	5.35.130
Concert	\$25.00	5.35.130
Dance hall – without liquor	\$75.00	5.35.130
Dance hall – with liquor	\$350.00	5.35.130
Demonstration	\$15.00	5.35.130
Outdoor music festival	\$25.00	5.35.130
Parade	\$15.00	5.35.130
Public dance	\$15.00	5.35.130
Temporary special sales event (Maximum for event \$500.00)	\$40.00 for the first vendor	5.35.130
Each additional vendor	\$20.00	
Street and intersection closure review fee	\$50.00	5.35.180(1)(e)
Fireworks sales and wholesale distribution		5.35.050
Fourth of July License Term: (Fire safety inspection \$75.00) (License fee \$25.00)	\$100.00	5.96.030

Application Help Text:

Name of Location: i.e. Dance Hall Name, Name of Business, etc.

Location Address: Physical address where the event will take place.

Type of Event: Definitions can be found here: [PMC 5.35.040](#)

Date of Event: Please enter the first day of event. Events within 30 days of Application will not be accepted.

If a line is not applicable, indicate it with: N/A

Street and Intersection Closures

PMC 5.35.180

- A) Each application for a special event permit which includes a request for a closure (or partial closure) of a street or intersection shall include the following:
1. **Indemnity.** The applicant shall be required to sign a statement that he or she shall defend, indemnify and otherwise hold harmless the City of Pasco, its officers, employees and agents from any and all claims or liability arising from the City's grant of permission for or the actual conduct of the special event associated with, and including, such street closure.
 2. **Insurance.** The applicant shall provide evidence of liability insurance coverage, for review by the City's risk manager, with the City of Pasco, its officers, employees and agents named as additional insured parties and offering death, personal injury and property damage liability in an amount not less than \$1 million.
 3. **Notice.** The applicant shall provide for payment of one newspaper publication and posting, at each end of the to be closed portion of the street and at all intersecting streets, of the notice of street closure (for closures of duration in excess of twelve (12) hours) pursuant to RCW 47.48.020; or for closures of less than twelve (12) hours, posting of such notice, posting only as outlined above.
 4. **Traffic Control Plan and Devices.** The applicant shall provide a plan and such barricades, traffic cones or signs, in conformance with the most current version of the Manual on Uniform Traffic Control Devices (MUTCD) as adopted by the State of Washington and approved by the City Engineer, as are necessary to accomplish the proposed closure. The City does not provide or lend traffic control equipment except for City-sponsored events and closures.
 5. **Review Fee**** A review fee, which shall be in addition to any special event fee, and as set forth in Chapter 3.35 of this code, shall be required with each application for closure of a street or intersection. **The fee shall be non-refundable, regardless of whether the application is approved or denied.**
- B) Each street closure request contained within an application for special event shall be reviewed by a committee consisting of the City Engineer (or designee), the Police Chief (or designee) and the City Fire Chief (or designee). The committee shall determine if requested street or intersection closures will be allowed, together with any additional requirements for or traffic flow, public safety, access or public notice. Any appeal of the decision of the committee may be made to the City Manager pursuant to section 5.35.180.
- C) The committee shall approve an application for a street or intersection closure which satisfies the requirements set out in subsection A, above; together with such other requirements as the committee may impose, pursuant to subsection B, unless it finds one or more of the following conditions, in which case the application shall be denied:
1. That the closure is likely to unreasonably interfere with vehicle or pedestrian traffic flow; or
 2. That the closure is likely to create an immitigable danger to vehicular or pedestrian traffic; or
 3. That the closure will cause irrevocable interference with previously approved and/or scheduled construction, maintenance, or other activities; or
 4. That the closure will seriously inconvenience the general public's use of public property, services or facilities; or
 5. That there are not sufficient public safety personnel or other necessary city staff to accommodate the closure so that it may occur in a reasonably safe manner; or
 6. That the closure would endanger public safety or health; or
 7. That the closure would likely to cause unreasonable damage to public properties or facilities; or
 8. That the closure is not necessary to accommodate an event or activity sponsored by a public entity or available to the general public for the period of the closure.

Special Event Application

Applicant Information:

Applicant Name: _____ Organization: _____ ☐ Non-Profit
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone Number: _____ Email: _____

Event Details: (see page 2 of application packet for help text)

Name of Location: _____ Location Address: _____ Pasco WA 99301

Name of Event: _____ Type of Event: _____

Describe in detail all activities that will take place at the Event:

Date of Event: _____ Number of Days of Event: _____ Hours of Operation: _____

Set-Up Date & Time: _____ Dismantling Date & Time: _____

Estimated Number of Attendees: _____ Age of Attendees: _____

Will you be charging Admission to this Event? ☐ Yes ☐ No If Yes: Provide Event Admission Cost: _____

Will you have Vendors? ☐ Yes ☐ No If Yes: Number of Vendors: _____

Will there be any performers at your event? ☐ Yes ☐ No If Yes Number of Performers: _____

Will you use amplification equipment? ☐ Yes ☐ No

Did you receive the Pasco Noise Regulations? ☐ Yes ☐ No

Will you have a fireworks display? ☐ Yes ☐ No

Did you receive the Fireworks P.M.C. Chapter 5.80? ☐ Yes ☐ No ☐ N/A

Did you receive & sign the Fireworks Sales Agreement? ☐ Yes ☐ No ☐ N/A

Will you have a sign? ☐ Yes ☐ No

Will you have Alcohol Sales? ☐ Yes ☐ No

Are you proposing a street or intersection closure? ☐ Yes ☐ No

If Yes: there will be a \$50 nonrefundable review fee for any events that are proposing a street or intersection closure. Please review Section 5.35.180 (1), attached to this application, to make sure that you understand the criteria for evaluating street or intersection closures. A review fee, which shall be in addition to any special event fee, and as set forth in Chapter 3.35 of this code, shall be required with each application for closure of a street or intersection. The fee shall be non-refundable, regardless of whether the application is approved or denied. (see page 3 of the application packet)

List of Vendors & Performers

- Please attach the list of your Vendors to this application. If you do not have it at the time of application, the final List is due 3 days before the Date of Event. Your list must include: Vendor Name, Address, Phone, and Goods/Services offered.
- Please attach the list of your Performers to this application.



Inspection Services | Business License-Special Event

525 N 3rd Ave, Pasco, WA 99301

P: 509.543.5726

www.pasco-wa.gov | businesslicense@pasco-wa.gov

Emergency Contact Person Information:

Contact Person First Name: _____ Contact Person Last Name: _____

Contact Person Date of Birth: _____ Contact Person Gender: ☐ Female ☐ Male

Contact Person Mailing Address: _____ City, State & Zip: _____

Secondary Contact Person Information:

Contact Person First Name: _____ Contact Person Last Name: _____

Contact Person Date of Birth: _____ Contact Person Gender: ☐ Female ☐ Male

Contact Person Mailing Address: _____ City, State & Zip: _____

Person/Entity Liable for Collection and Payment of Admission Tax:

Name: _____ Phone: _____ Email: _____

Contact Person Mailing Address: _____ City, State & Zip: _____

Person/Entity Liable for Collection and Payment of Retail Sales Tax:

Name: _____ Phone: _____ Email: _____

Contact Person Mailing Address: _____ City, State & Zip: _____

Attachments:

- Copy of your Picture ID
- Copy of any Brochures, Flyers, or Mailings advertising this event
- Map of your event location with measurements (streets, parking, buildings, stages etc.)
- Written consent of Owner of Property
- Copy of your Security Contract
- Map of parade route (*if applicable*)
- Street closures \$50, non-refundable fee (*if applicable*)
- Vendor List (Final List due 3 days before Event) Include Name, Address, Phone, and Goods/Services offered.
- Special Event Application Fee (*if applicable*)
- Certificate of Liability Insurance. Certificate Holder must be: City of Pasco, 525 N 3rd Ave, Pasco WA 99301
- Copy of WSP Retail Fireworks License (if applicable)
- Copy of WSP Wholesaler License (if applicable)

Acknowledgement

INSURANCE – The City 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. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain bodily injury and property damages liability insurance in accordance with City policy, name the City as an additional insured on the policy, and be responsible for obtaining said insurance. After reviewing this application, the City will determine whether you must obtain liability insurance.

AGREEMENT – I shall be required to defend, indemnify and hold harmless the City, its agents, employees and officials, 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 for liability caused due to the sole negligence of the City.

Name of Applicant (print): _____ Title: _____

Signature of Applicant: _____ Date: _____



Inspection Services Division | Finance Department
525 N 3rd Ave, Pasco, WA 99301
P: 509.543.5713
www.pasco-wa.gov

CITY OF PASCO
Admission Tax
Return

Name of Business: _____

Type of Business: _____

Address: _____

Period Ending: _____ 20____

Owner or Manager: _____

Event Held: _____

Tax on admissions of eleven cents or more (2.5% of Admission charge). Enter each admission price separately.

Date	Gross Sales	Price Per Admission	Number Sold	Tax Per Admission	Total Tax Due	(Do Not Use)

The undersigned taxpayer declares that he/she has read the foregoing return and certifies it to be correct.

Dated this _____ day of _____, 20____

FOR CITY'S USE
Receipt No. _____
Date _____

Individual's or Firms Name (printed)

Signature of owner or authorized representative



Map of Event

Draw to show the following:

- All streets and driveways
- Event Layout and Measurements
- Portion of the property to be used by the applicant
- Portion of property used for parking
- Location of existing buildings/structures and their uses
- Floor Plan (if applicable) – exits, stages, seating etc.
- Traffic Control (if applicable) Proposed street and intersection closures require a traffic control plan which must be submitted at least 2 weeks before the event. Plans must include all locations/routes/intersections for which closure is proposed