



Special Event Permit Policy

Phone: 253.305.1000 / Fax: 253.305.1005 / www.metroparkstacoma.org

ADMINISTRATIVE PROCEDURES: Procedures for Special Events and Activities on Park Property or Facilities are listed below.

- **Special Event Categories**
 - **Walks/Runs/Cycling Events**

A special event offering a walking, running, and/or cycling route for a large group of people. Generally, these events are open to the public to participate in, and are used as a fundraising mechanism for the hosting organization.
 - **Signature, Citywide Events**

MPT Sponsored – contracted events such as Taste of Tacoma, Sound to Narrows, Ethnic Fest, etc.
MPT Produced/Supported – events MPT produces and/or provides in-direct support to Play Tacoma, Summer Sounds & Cinema, Maritime Fest, First Night, Freedom Fair, etc. This list changes on an annual basis.
 - **Neighborhood/Community Events, Festivals and Concerts**

An event offering a multitude of activities including but not limited to food booths, musical/stage performances, arts and crafts booths/demonstrations, carnivals, etc. These are hosted by neighborhood/community groups for local involvement.
 - **Commercial Filming and/or Photography**

An activity with the primary purpose to film, video or photograph in or at a park or facility for commercial benefit/promotion.
 - **Other Events/Activities**

Any events/activities not listed above that may adversely impact normal park usage.
- **Special Event Permit Application Fees**
 - Commercial special permit application fee \$250
 - Non-profit special event permit application fee \$150 (proof of non-profit status must be provided)

Per Participant Fees for all walks/runs at Point Defiance Park and along Ruston Way

 - Commercial event per participant fee \$2/per participant
 - Non-profit event per participant fee \$1/per participant

**Events that require set-up a day and/or days prior to the actual permitted event date may be required to pay additional fees. MPT does not recommend equipment set-up the day and/or night prior to the event date due to safety and security concerns.

- **Special Event Permit Application Process and Guidelines**

PROCESS

- Applications are accepted up to one year in advance, and on a space available basis.
- Applications are processed on a first-come, first-served basis, with walk-in applications being processed first.
- All permit applications will be reviewed by the Special Event Permit Review Committee (SEPRC). This Committee meets regularly to review permit applications and determines if the requested park can accommodate the permit request and what conditions the special event must adhere to in order to occur.

- Application requests cannot conflict with and/or interfere with current Metro Parks programs, activities or scheduled administrative use.
- The SEPRC reserves the right to suggest alternative sites should the requested park property not be suitable for the event, its participant capacity, set-up needs, parking, traffic, security, etc. If an alternative site cannot be agreed upon, the permit application will be denied.
- To hold the requested event space and date until reviewed and/or approved by the SEPRC, the permit application fee is due at the time the application is submitted. Accepting the application and fee in no way guarantees the event will be permitted, they are only a means by which the event application can be reviewed. Once the permit application is approved by the SEPRC, the event organizer is responsible for submitting all required documents and fees by the required deadlines. Failure to submit supporting documentation and fees may result in the revocation of the special event permit application.
- Special events that occur on City of Tacoma property or in the street right of way are required to secure a special event permit from the **City of Tacoma City Clerk's Office** prior to a Metro Parks Tacoma special event permit being issued.
- Special events that have a waterside component are required to secure a permit from the **U.S. Coast Guard**.
- Special events that use tents, liquid propane gas, fireworks, (etc.) are required to secure permits from **Tacoma Fire Department**.
- Special events that serve and/or provide food and/or beverage are required to secure permits from the **Pierce County Health Department**.
- All Tacoma Municipal and Metro Parks Tacoma Codes are applicable to all special events.

GUIDELINES

- **Site Plan:** A detailed site plan for all public special events is required one month prior to the event.
- **Damage Deposit:** Is used to offset the cost of damage/repair or excessive clean-up at the park and/or facility at which/in which the special event was held. The damage deposit may also be used to offset the cost of Park labor to restore the park property to its pre-event condition. Damage deposits will be refunded after a complete site inspection is conducted. Damage deposits can be held for damage, excessive cleaning and/or if the balance of fees owed has not yet been paid in full. Damage deposits will also be held until all per participant fees are paid in full. Damage deposits can range from \$500 to \$3,500 and above, depending on the SEPRC's decision.
- **Per Participant Fees:** Are based on actual registration rosters provided by the organization. Failure to report accurate numbers/information may result in the denial of future permit applications.
- **Certificate of Insurance (COI):** May be required for special events. The COI must provide insurance coverage with at least \$1,000,000 per occurrence from an insurance company acceptable to Metro Parks with coverages, forms, and limits approved by the Risk Manager. Metro Parks Tacoma must be named as additional insured, and have a copy of the insurance certificate on file 30 days prior to the special event, or the special event may be cancelled. Any deviation from this Policy must be approved by the MPT Risk Manager.
- **Security:** Metro Parks reserves the right to require security at any event (public or private) based on the activities, hours, location, and number of people at the event. Tacoma Police Department (TPD) works cooperatively with MPT when determining the security needs at each special event. TPD will determine whether off-duty police officers or private security officers are required at the special event. It is the sole responsibility of the applicant to pay for all services rendered by TPD and/or private security firm providing services. Safety of participants, public and park assets are the overriding factor when determining security needs.
- **Additional Fees:** Should a special event negatively impact MPT revenue-generating facilities (specifically but not limited to Point Defiance Park), additional fees may be assessed to recover those fees, ie: facility and picnic shelter rentals. The additional fees will be assessed based on the times the facilities and/or shelters are blocked out of inventory and based on normal published facility/picnic shelter rental rates.
- **Portable Toilets/Totes/Handwashing Stations:** The SEPRC may require portable toilets, hand-washing stations and garbage totes based on the estimated number of participants.

The Permit Review Committee will determine the proper number of portable toilets (standard and ADA units) and garbage totes that must be provided at the event site. MPT will place the equipment orders and bill the event organizer as part of the permitting fees. **Should the event organizer secure in-kind equipment donations, documentation verifying that donation, as well as the actual equipment order (including delivery and pick-up dates), must be submitted at least 7 days prior to the event.** Failure to pay said fees or arrange for in-kind equipment donations prior to the event may result in the revocation of the special event permit.

All special event applicants are strongly encouraged to incorporate recycling efforts into their event. The City of Tacoma offers an Environmental Services Sponsorship Program to non-profit organizations that produce an event or activity that protects, enhances or restores Tacoma's environment. Visit www.cityoftacoma.org/essponsorship for more information.

- **Event-Site Monitors:** May be required and the cost would be the responsibility of the special event applicant. On-site monitors monitor event set-up/tear down to ensure damage to park property does not occur and that all permit conditions are met.
- **Utilities:** Each park has unique features and amenities. Certain fees may be assessed when a special event requires access to water, restrooms, electricity, etc.
- **Site Visits:** The SEPRC may require site visits prior to the issuance of a special event permit.
- **Point Defiance Park:** Permit application requests for Point Defiance Park are subject to further review and/or conditions due to capacity issues and impacts to revenue-generating facilities. Walks/Runs/Cycling events must begin and end at Owen Beach – with the exception of Sound to Narrows and the Tacoma City Marathon. All walks/runs/cycling events using Point Defiance and the 5-Mile Drive must complete the activity within the gated area prior to the gates opening at 1pm – no exceptions.
- Prior to event set-up, MPT staff may conduct locates to ensure no underground utilities are compromised. This will be pre-arranged between MPT staff and event applicant.

- GENERAL INFORMATION

- **General Park Information**

- All park sites officially close ½ hour after sunset. Special events extending beyond the official park closure time must receive written permission as stated on the special event permit.

- **Special Equipment, Use Permits and Rental Requirements:**

These requirements apply even if they do not fall under the scope of a Special Event.

- Special equipment such as a bouncer/air jumper, a tent/canopy, fireworks, staging, risers, equipment that requires electricity may require additional permits and/or increased amounts of liability insurance. Metro Parks does not allow dunk tanks.
- Review the special event permit application and the information that is provided. Additional permits and/or fees may be assessed by the City of Tacoma.

- Metro Parks reserves the right to cancel the special event due to unforeseen circumstances. The applicant then has the opportunity to reschedule the event at no additional fee or receive a full refund. We **strongly encourage** you not to promote the event or produce marketing materials until the Permit Review Committee has approved the application request and a special event permit has been issued.

- **Appeals Process:**

- A written appeal regarding the denial of a special event permit application must be in writing and delivered to the attention of the Director of Recreation and Community Services. Once this has been submitted, the Director will consult with staff to investigate why the permit application was denied and will gather a manager from Recreation and a manager from Business Operations to review the matter and make a decision based on factual information.

- PARK POLICIES & GUIDELINES FOR USE

- 1. **Applicant Responsibilities:**

- Each individual in the group must obey all applicable Metro Parks, City, State and Federal rules, ordinances, laws and regulations. Failure to do so may result in your permit/contract being cancelled or terminated, and you and your party being asked to leave the premises and/or be subject to legal action.
- The applicant and/or designated representative must be on-site during the permitted event hours.
- Provide general clean-up of park property including the removal of all personal belongings and/or left-over food from the premises. Per the permit guidelines, the permitted event/park space must be restored to its pre-event condition or damage fees will be assessed.
- The Permit Review Committee will determine the proper number of police officers, portable toilets (standard and ADA units) and garbage totes that must be provided at the event site. MPT will place the equipment orders and bill the event organizer as part of the permitting fees. **Should the event organizer secure in-kind equipment donations, documentation verifying that donation, as well as the actual equipment order (including delivery and pick-up dates), must be submitted at least 7 days prior to the event.** Failure to pay said fees or arrange for in-kind equipment donations prior to the event may result in the revocation of the special event permit.
- Permit applicant is to become familiar with the park site, its amenities and overall condition.
- The Special Event Permit Review Committee reserves the right to locate any event to another park property should the requested park property not be suitable for the event, its participant capacity, set-up needs, etc.
- **Tents & Canopies:** Tents and canopies are allowed at most parks. If tents and canopies are desired, they must be weighted down, and not staked. Digging and/or driving stakes into the ground is prohibited. Applicants are required to follow Tacoma Municipal Code as it relates to the temporary erection of tents/awnings/canopies. In some instances, permits are required by the Tacoma Fire Department. It is the responsibility of the applicant to secure the necessary City of Tacoma permits.
- **Signs & Banners:** Signs may be posted on temporary, sandwich board-type structures only. Balloons can be used as a marker, and may be tied with string to a fixed object; however they cannot obstruct the view of any road sign. Signs are not allowed to be nailed, stapled or bungee corded to trees, buildings, light poles or road signs, and/or stakes driven into the ground, and/or the temporary marking (chalk, water-based paint) of any pavement or hard surface. Applicant is required to remove and properly dispose of all temporary signage/banners at the conclusion of the event.
- **Parking/Traffic:** Vehicle access and general parking at most park sites is limited. All group users are advised and encouraged to car pool to the event and/or shuttle their participants from an authorized pre-arranged location. Vehicular traffic is prohibited on park grass, unless pre-authorized by the Special Event Review Committee. Vehicular traffic must obey all traffic laws. Parking and traffic plans may be required as part of the permit application process and approval. Failure to take necessary measures to manage parking/traffic may result in the denial of the permit application.
- **Alcohol:** Alcoholic beverages of any kind are not allowed in any open park space.
- **Smoking:** Smoking is prohibited on Metro Parks' property and in Metro Parks' facilities.
- **Food Vendors:** All food vendors must be self-contained and provide any and all items associated with the preparing, cooking and selling of food items. This includes, but is not limited to cooking units, utensils, food prep area, hot and cold food/beverage storage, and those items necessary to meet health department codes. Utility hook-ups (electrical and water) are limited, and may not be available in all areas.
 - Each food vendor is responsible for the safe removal of coals, grease and/or any debris associated with their food booth. Do not dump coals or grease in the park or in park trash cans.
 - MPT recommends that all food/beverage vendors secure the necessary Health Department Permits.
 - All events serving food and beverages are required to have the appropriate health department permits. Failure to secure the necessary Health Department Permits may result in the denial and or shut-down of the event.

- When any Metropolitan Park District of Tacoma employee or any police officer has probable cause to believe that a person has violated any rule of the Metropolitan Park District of Tacoma, any provision of the Tacoma Municipal Code, or any provision of the Revised Code of Washington while in a park, he or she may require that person to leave the park immediately. Any person who remains on park property after being required to leave by a Metropolitan Park District of Tacoma employee or by a police officer, or who returns to the park on the same calendar day, is guilty of criminal trespass and may be arrested and prosecuted under the Tacoma Municipal Code.
- Walks, Runs and Bicycling Events: *All walks, runs and bicycling events that utilize the public right-of-way (streets), must obey all traffic laws, which includes participants using routes that go in the direction of standard vehicular traffic flow (unless exclusively approved by the SEPRC).
- Point Defiance Bowl area: Due to recent renovations and an extensive drainage system, only those events produced by Metro Parks staff are permissible.

Park Site	Event Type	Amenities Available	Parking	Misc. Information
Pt Defiance Owen Beach	Walk/Runs, Concerts and Festivals	Electrical <ul style="list-style-type: none"> • 110 volt outlet (shelter & restroom) • Water w/ hosebib Public Restrooms	208 stalls 4 handicap	Food concession stand open during peak season.
Titlow Park	Concerts, Festivals	Electrical <ul style="list-style-type: none"> • 110 volt outlet (shelter) Water <ul style="list-style-type: none"> • Sink with hosebib Public Restrooms	24 stalls 2 handicap overflow parking available on-street and at Titlow Pool parking lot (120 spaces)	
Vassault	Walk/Runs, Concerts, Festivals	Electrical Water Public Restrooms	92 parking stalls 2 handicap limited on-street parking	
Wright Park	Concerts, Festivals	Electrical Water Public Restrooms	limited on-street parking	
Wapato Park	Small-scale special events	Electrical <ul style="list-style-type: none"> • 110 volt outlet (shelter) Water <ul style="list-style-type: none"> • Hosebib (Kiwanis) Public Restrooms	86 stalls limited parking during summer; limited on-street parking	
Peoples Park	Concerts/Festivals	Electrical <ul style="list-style-type: none"> • 110 volt outlet 	Limited on-street parking	
Ruston Way Waterfront	Walks/Runs	Electrical Water Public Restrooms	Parking	



Special Event Permit Application

Phone: 253.305.1000 / Fax: 253.305.1005 / www.metroparkstacoma.org

Application Instructions:

1. Review the "Event Permit Guidelines" information packet before completing and submitting a special event permit application.
2. Complete this application in its entirety, sign and submit along with other required paperwork. Special Event Permits are not guaranteed until all required fees and paperwork are submitted.
3. Permit applications are reviewed by the Special Event Permit Committee and are processed on a first-come, first-served basis, with walk-in applications being processed first.
4. Permit applications received less than 30 days prior to event date may not be approved.
5. A per participant fee applies to all walks/runs on MPT property. Please refer to Event Permit Guidelines for more information.
6. We **strongly encourage** you not to promote the event or produce marketing materials until the Permit Review Committee has approved the application request and a special event permit has been issued.

Name of Primary Event Contact: _____

Day Phone: _____ Evening Phone: _____ Cell Phone: _____

Email Address: _____

Mailing Address: _____ City: _____ Zip: _____

Name of Business/Group/Association Represented: _____

EVENT DETAILS

Event Date(s) Requested: _____ M T W Thu Fri Sat Sun

Set-Up Start Time & Day: _____ AM/PM Event Start Time: _____ AM/PM

Event End Time & Day: _____ AM/PM Tear Down Complete: _____ AM/PM

Est. Event Attendance: _____ Est. # of Event Participants: _____

LOCATION REQUEST

(*Park sites subject to availability and may not accommodate specific events due to size, scope, etc. The Permit Review Committee makes the final determination where an event can be held.)

- | | | | |
|--|---|---------------------------------------|---|
| <input type="checkbox"/> Titlow Park | <input type="checkbox"/> Owen Beach at Point Defiance | <input type="checkbox"/> Wright Park | <input type="checkbox"/> Ruston Way _____ |
| <input type="checkbox"/> Vassault Park | <input type="checkbox"/> Wapato Park | <input type="checkbox"/> Peoples Park | <input type="checkbox"/> Thea's Park |

Event Details:

Check Type of Event: *Walk *Run Concert Performance Festival Other _____

*All walks, runs and bicycling events must obey all traffic laws, which includes participants using routes that go in the direction of standard vehicular traffic flow (unless exclusively approved by the Special Event Permit Committee). If the event occupies Tacoma City streets, a City of Tacoma Special Events Permit is required (www.cityoftacoma.org/cityclerk). All walks/runs at Point Defiance Park must use the pre-determined routes as posted on MPT's website: www.metroparkstacoma.org.

Brief Description of Event(s) and Activities:

Will Food and/or Beverages (non-alcoholic) Be Served? Yes No

If Yes, list all _____

*Distribution and/or consumption of alcohol at any special event must be approved by Park Board Resolution.

Will Food, Beverages and/or Other Goods Be Sold? Yes No

If Yes, check all: *Food **Goods or Merchandise Non-Alcoholic Beverages
 Other _____

**ALL FOOD VENDORS must obtain the required Temporary Food Establishment Permit from the Tacoma/Pierce County Health Department. Phone: 253.798.6456 or website: www.tpchd.org*

***ALL GOODS OR MERCHANDISE VENDORS are required to pay a Special Event Per Vendor Fee Per Day through the City of Tacoma Tax and License Office (733 Market Street, Room 21. For more information, please call the Tax and License Department at 253.591.5252.*

Will Event Admission or Registration fee be charged? Yes, Fee? _____ No

Special Equipment Use/Needs:

Please check all that apply at the proposed event site.

*Tent(s)/Canopies Size(s) _____ # of Tents _____
*Tents/canopies must be weighted down by weights/sand bags. Staking of tents is prohibited.

*LPG (liquid propane gas) *Pyrotechnics *Open Flame Device
**Tents/Canopies, LPG, and Pyrotechnics usage may require additional permits from the Tacoma Fire Prevention Bureau. Phone: 253.594.5709 or www.tacomafiredepartment.org.*

Inflatable(s) Stage(s) Lighting Amplified Music Other _____

*Generator(s) *Use of generators require grounding rods and must be pre-approved. MPT staff will identify specific site(s) where grounding rods can be temporarily installed.

Access to Electricity (not available at all park sites) (\$150 minimum charge per day):
Describe needs for amperage, sound system, lighting, food vendors.

Access to Water (not available at all parks sites) (\$75 minimum charge per day):
Describe needs for food vendors, drinking water, etc.

Additional Special Event Permit Information:

The Permit Review Committee will determine the proper number of police officers, portable toilets (standard and ADA units) and garbage totes that must be provided at the event site. MPT will place the equipment orders and bill the event organizer as part of the permitting fees. Should the event organizer secure in-kind equipment donations, documentation verifying that donation, as well as the actual equipment order (including delivery and pick-up dates), must be submitted at least 7 days prior to the event. Failure to pay said fees or arrange for in-kind equipment donations prior to the event may result in the revocation of the special event permit.

Tacoma Police: \$55/per officer/per hour, based on 4-hour minimum
Additional fees and police staffing may be assessed based on size and complexity of the event and are determined at the sole discretion of Tacoma Police Department.

On-Site Monitor: \$15/per hour, as deemed necessary by the Permit Review Committee

Portable Toilets: \$125/regular or ADA unit w/hand sanitizer, day rate

Garbage Totes: \$75/per 300-gallon tote, day rate

Gray Water Tanks: Fees vary depending on size requested.
Vendors generating gray water must dispose of it in approved gray water storage tanks and have them properly removed from the event site at vendors expense.

Environmental Stewardship:

Metro Parks Tacoma supports and practices environmental stewardship and strongly encourages those individuals producing events on Park property to also apply environmental stewardship practices (promote carpooling to event sites, provide recycling containers in addition to regular trash containers, etc.).

Environmental Services Sponsorship Opportunities offered through the City of Tacoma:

The City of Tacoma offers an Environmental Services Sponsorship Program to non-profit organizations that produce an event or activity that protects, enhances or restores Tacoma's environment. Visit www.cityoftacoma.org/essponsorship for more information.

****Accompanying Documents Due at Time of Application Submission****

*Event Site Map Completed Application Permit Application Fee Insurance Certificate

**Should include (but not limited to) the following details: event equipment set-up location, traffic/parking flow/management, portable restroom/tent(s)/stage(s)/hand-washing station placement, garbage/recycling plan, gray water plan, etc.*

PARK USAGE REMINDERS APPLICABLE TO ALL SPECIAL EVENTS

- The driving of vehicles on Park property, outside of designated vehicular pathways, is prohibited unless pre-approved by MPT staff.
- No driving of stakes/poles into the ground without prior permission and utilities are located by MPT staff.
- All parks are open to the general public; no resident/visitor should be denied access to utilize park property, regardless of the event.
- MPT staff and/or designated MPT representative may not be denied access to park facilities at any time, regardless of the special event.
- Special event permit holders and/or event participants are prohibited from blocking or holding up any traffic on the public-right-of-way.
- Special event producers and participants must obey all Park Codes (www.metroparkstacoma.org) and traffic laws.
- Park property must be left in the condition which it was found. This includes removal of temporary event signage, event equipment, etc.
- Smoking is prohibited on MPT property.
- Failure to comply with park usage reminders, violations of the special event permit, and/or damage park property may result in full or partial loss of the damage deposit and the denial to use MPT facilities in the future.

INSURANCE – Metro Parks of Tacoma (District) does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities/Parks 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 District policy, name the District as an additional insured on the policy, and be responsible for obtaining said insurance. After reviewing this application, the District will determine whether you must obtain liability insurance.

AGREEMENT – Depending on the type of event planned, you may be required to defend, indemnify and hold harmless the District, its agents, employees and officials, while acting within the scope of their duties, from 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 for liability caused due to the sole negligence of the District. After reviewing this application, the District will determine whether you must indemnify the District and its agents.

Applicant Name (printed)

Applicant Signature

Date

Staff Name (printed)

Staff Signature

Date

Please be aware that by acknowledging on your special event permit application that you will be assembling people, preparing and/or distributing food, erecting tents and/or canopies, using any open flame device, and/or selling merchandise, it is the permit applicants responsibility to obtain the necessary permits from Tacoma Fire Department (TF: Joe Stiles at 253.594.5709), the Tacoma/Pierce County Health Department (TPCHD: Rose Silloway at 253.798.6456) and/or City of Tacoma Tax and License Office. Failure to do so will jeopardize the issuance of a special event permit and/or risk the event being shut down due to non-compliance with Tacoma Municipal Code.

Internal Office Use Only

Date Application Submitted: _____ Approved: Yes No Date: _____

Site Plan/Event Map Required: Yes No On File: Yes No

Insurance Certificate Required: Yes No On File: Yes No

Electricity Yes No Water Yes No

Trash Totes: Yes Size: # _____ No

Portable Toilets: Yes Standard: # _____ ADA: # _____ No

On-Site Monitor Required Yes No

Security Required: Yes No Name: _____

Damage Deposit: Yes No \$ _____

Non-Profit Status: Yes No On File: Yes No

Departmental Approval: Parks Yes No Reason: _____
 Recreation Yes No Reason: _____
 Risk Management Yes No Reason: _____
 TPD Yes No Reason: _____