

Safe Start Park Special Request Application

Forms submitted without the Park Event review fee or complete information will not be considered.

Applicant Information

Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Applicant Contact Person: _____
(must be authorized agent)

Phone: _____ Email: _____

Safe Start

What age group does your program serve: Youth (0 – 18) Adults Seniors Special Populations

Program adult to child ratio: _____ Total participants per program: _____

Required Attachments:

Please attach your plan of operations that describes how your organization will comply with the State of Washington and Department of Health's Safe Start guidelines including:

1. Maximum gathering size
2. Maintenance of physical separation
3. Screening of participants
4. Cleaning and disinfecting procedures
5. Food handling protocols
6. Face coverings

Is your Safe Start plan of operations attached? Yes No

Special Request Information

Event Name: _____ Event Website: _____

On-site Contact: _____ Phone: _____

Alternate Contact: _____ Phone: _____

Special Request Location(s):

Bloedel Donovan Park
Elizabeth Park
Lake Padden Park
Whatcom Falls Park

Cornwall Park
Fairhaven Park
Maritime Heritage Park
Woodstock Farm

Depot Market Square
Fairhaven Village Green
Squalicum Creek Park

Trails

Other:

Special Request Type:

Music Festival

Athletic Event

Open to the Public

Promotional

Private

Other:

Will you: (check all that apply)

Collect Fees

Collect Donations

Overnight

Serve Food

Food Truck

Caterer

Canopy / Tent

Inflatable Equipment

Animals (other than dog on leash)

Special Request Days and Times:

Date	Start Time	End Time	Facility	Park Area	Number of Participants
1.					
2.					
3.					
4.					
5.					

General Description:

General description of the Special Request including set up, take down, course or other markings, etc.

Alcohol:

[Washington State Liquor and Cannabis Board](#) (WSLCB) regulates the sale, service and consumption of alcoholic beverages. Your Special Request may be subject to WSLCB licensing and permit requirements.

Are you requesting to sell or consume alcohol? Yes No

Describe plans for alcohol service, including beer garden if required: (include site map)

Parking Plan:

Describe traffic flow and parking plan: (include site map)

Vehicle Access:

Is vehicle access required outside of established parking areas: Yes No

How many vehicles will be accessing areas outside of identified traffic areas: _____

Describe vehicle access needs and location: (include site map)

Amplifies Sound/Music: (BMC 10.24.120)

Will there be amplified sound? Yes No Will the sound include music/entertainment? Yes No

Describe what sound will be amplified:

What equipment will be used at what locations: (include site map)

Electrical Request: (may not be available at all locations)

Describe electrical needs: (power type, equipment)

Potable Water Request: (may not be available at all locations)

Does this request need drinking water? Yes No

Waste Management Plan:

The number of required toilets is based on the duration of the event and number of anticipated people attending. Please refer to the City of Bellingham Special Event Guide for portable toilet requirements. List portable toilets quantities and locations: (include site map)

Waste Management Service Provider: _____

Recycling, Compostables and Trash:

Bellingham Parks and Recreation requires organizers and vendors to remove all trash. Washington State law requires vendors and organizers for festivals and special events to provide recycling collection containers for cans and bottles. RCW 70.93.093.

Describe recycling, compostables and trash management: (include site map)

Will you be hiring a vendor to assist in the collection? Yes No

Company Name: _____

Security & Emergency Management Plan:

Applicants are responsible to review and comply with the Emergency Response & Safety information provided in the City of Bellingham Special Event Guide.

Have you read the City of Bellingham Special Event Guide section on Security & Emergency Management? Yes No

Person Responsible for Event Security: _____ Cell Number: _____

Insurance Requirements

The City of Bellingham requires Certificates of Insurance, along with supporting policy documents, at least 20 days prior to the Special Request date.

Required Insurance Forms and language:

- General Liability:** Minimum coverage required is determined by request, in general, most requests will require \$1 million per occurrence.
- Additional Insured:** noting The City of Bellingham, its officers, employees, elected officials, agents and volunteers are additional insured.
- Primary and Noncontributory:** Coverage is primary and non-contributory with a waiver of subrogation
- Automobile liability:** Coverage is determined by request.
- Liquor Liability** (if applicable): minimum coverage required is determined by request, in general, most requests will require \$1 million.

Map

Attach a site map that illustrates special request general logistics including: main event area, beer garden, equipment placement, porta-potties, recycling, trash, start and finish lines, first aid stations, parking and traffic management.

Fees

All Special Requests are subject to a \$50 review fee, due at the time of application, and Park and Recreation Use Fees (insert link to website here). Use fees are due upon Special Request approval. Cancellations received more than 30 days from the first day of the event. Request may be refunded, minus the \$20 administrative fee. Cancellations received 30 days or less are non-refundable.

Other Permits

The applicant is responsible to research and secure any permits required for a Special Request. Typical permitting may include:

- City of Bellingham Special Event Permit
- Liquor Control board
- Temporary Food Permit

Signature

I certify that I am a duly authorized agent of the applicant. I understand that it is my responsibility to read and abide by the City of Bellingham Policies and Procedures. Further the applicant and I do hereby agree to release, hold harmless, defend and indemnify the City of Bellingham, its elected officials, employees and agents from and against any and all liability, claims, demands and actions arising out of or related to any loss, damage, or injury, including death, to persons or property that may be sustained during my use or rental of the facility. This expressly includes my own claims, demands, and actions as well as any third party claims, demands and actions brought for property damage or personal injury that may arise directly or indirectly from my use or rental of the facility.

I understand that my use of Park facilities involves inherent risks of injury including tripping, falling, stumbling and other incidents. I voluntarily assume all the risks associated with the use of the facility and waive any claims, demands or actions that may arise therefrom.

Responsibility for conduct of invitees and vendors. I agree that I shall provide adequate security and crowd control and further assume full responsibility for the conduct of persons at the facility by my consent or invitation, including vendors.

By signing this document, I indicate my understanding that the terms included herein are legally binding.

Signature: _____ **Date:** _____

Parks & Recreation Use only

- Approved
- Denied _____

Assigned Coordinator: _____

Coordinator Signature: _____

Manager Signature: _____

Director Signature Required	Yes	No
Alcohol	Yes	No
Overnight	Yes	No
Vehicle Permit	Yes	No
Free Speech	Yes	No
Fee Waiver	Yes	No

Director Signature: _____

Conditions:

Addendums (i.e. Facility Use Agreement)