

Special Event Guide

v.3 May 21, 2018



Topic Areas

- Admission/Ticketed Entry
- Alcohol
- Americans with Disabilities Act (ADA)
- Amplified Sound
- Annual Events
- Banners
- Block Parties
- Boat Launch & Moorage
- City Venues/Facilities
- Emergency Response & Safety Plan
- Event Site Map
- Event Supplies
- Fees & Charges
- Filming
- Fire Bin/Burn Barrel/Bonfire
- Fireworks/Pyrotechnics
- Food
- Insurance & Endorsement
- Notification & Promotion
- Open Water
- Parking
- Portable Restrooms
- Power Access
- Protests, Rallies and Other Expressive Activities
- Recycling & Waste
- Security
- Signs/Markings
- Tents, Canopies & Bouncy Toys
- Traffic Control Plan
- Volunteers

Attachments

- Special Event Permit Application
- Special Event Fee Schedule

Additional Resources Available on the Web:

- Traffic Control Plan Information
- Emergency Action Plan Template
- Signature Verification Form
- Insurance Requirement Summary



Introduction

The community is enriched by a full range of cultural and community events. This Special Event Guide has been created as a resource to assist event sponsors in the production of safe, well-organized, and low-impact events.

A Special Event is defined as:

1. Temporary - not a normal use of a facility or property;
2. A large number of people watching and/or participating; and/or
3. Involves or impacts the public realm (for examples, by requiring City services beyond the normal capacity, generating traffic, parking, noise, etc).



Downtown Race. Kenni Merritt

Examples of Special Events include carnivals, parades, races/fun runs, festivals, block parties, film crews, temporary use of a building outside the normal approved occupancy (e.g. haunted house, reception in a warehouse, etc) and more.

A Special Event Permit is not required for:

1. Funeral and wedding processions;
2. Students going to and from school classes or participating in educational activities;
3. A governmental agency acting within the scope of its functions;
4. A Special Event occurring in a City park that does not require review by City departments other than the Parks and Recreation Department and are not expected to impact the normal use of the park or City services.

The City's rules and regulations for Special Events are contained in Bellingham Municipal Code (BMC) 13.13. Any inconsistencies between this guide and the BMC shall be resolved in favor of the BMC.



Application Process

In order to expedite your Special Event permit application, Bellingham uses a team review process that includes representatives from the following City departments, as needed:

- Public Works
- Parks & Recreation
- Fire
- Planning & Community Development (which includes Building Services)
- Police

The review team may condition your Special Event permit by imposing reasonable requirements concerning the time, place, and manner of the event necessary to protect the safety and rights of people and property and the control of traffic. It is in the best interest of your event to work with this review team well in advance to insure all conditions can be met.

Additional review and approval may be necessary from agencies outside the City of Bellingham, including, but not limited to:

- State Liquor and Cannabis Board;
- State Department of Transportation;
- Port of Bellingham;
- Whatcom Transportation Authority;
- Whatcom County Health Department or other County departments; and/or
- Other agencies, depending on whether elements of your Special Event are within their jurisdiction.

This is not an exhaustive list. It is the event organizer's responsibility to make sure approval from outside agencies is granted prior to the date of the event. Links are included in the topic areas to assist you where possible.

Step 1 - Determine the event date and time

Research and consider what other events may be scheduled. The City's online events calendar (www.cob.org/events) and the Bellingham/Whatcom County Tourism calendar of events (www.bellingham.org/event-calendar/) are good resources for this information.

City facilities are available on a first-come, first-served basis. See the City Venues and Facilities topic area for additional information. We recommend you begin planning your event at least 6 months in advance of the intended date. Special Event permit applications may be submitted up to a year in advance of the proposed event date.

Step 2 - Initial Inquiry to City Review Team (OPTIONAL)

If you have questions about the application or permit requirements after consulting this Special Event Guide, contact the Permit Center at (360) 778-8300 or permits@cob.org and our staff will be happy to help guide you in the preparation of your application materials.



Step 3 - Submit application and supplemental information

Application materials are available [online](#) and at the end of this Guide. The application must include the following items:

1. Completed application form
2. Event site map showing location and event details
3. Preliminary Traffic Control Plan (if required)
4. Other details, as provided in this Guide.

ALL EVENT ADVERTISING AND/OR
PROMOTION IS AT YOUR OWN RISK
UNTIL YOUR APPLICATION IS
APPROVED!

Applications may be submitted by email to PWPermits@cob.org or in person at the Permit Center, located in City Hall, 210 Lottie Street, Bellingham, WA 98225.

Step 4 - Permit Review and Issuance

Applications should be submitted at least 2 months in advance of your event to ensure enough time to work through any issues that may arise. Staff will respond within 7 business days of submittal with an initial review and provide feedback necessary to ensure approval of your permit. This may include a request for changes or additional information needed to approve your application. First amendment events, including rallies, protests, and demonstrations, are exempt from the application deadline and will be processed promptly.

The following documents are examples of items that may be required prior to permit issuance:

- Final Traffic Control Plan
- Proof of Insurance and Endorsement forms
- Signature Notification form
- Copy of liquor license
- Proof of approval from the Whatcom Transportation Authority, Whatcom Health Department, or other agencies with jurisdiction
- Vendor list with UBI verification
- Other information requested by the City to ensure public health/safety and traffic control.

Step 5 - Pre-Event Meeting or Inspection

If required by the City (or requested by the applicant), a pre-event meeting and/or inspection will be held with City staff and the event sponsor to discuss day-of logistics and expectations. Applicants will be notified whether a pre-event meeting or inspection is a condition of the permit, and will work with you to schedule the date and time of this meeting/inspection.



Procession of the Species, Manuel Rod del Pozo

Step 6 - Have a Great Event!

Make sure the event sponsors, volunteers, and other key people have a copy of the Special Event permit on hand during the event, as well as the Emergency Response & Safety Plan, Traffic Control Plan, and other helpful documents.



TOPIC AREAS

Admission/Ticketed Entry

Events charging admission are subject to the City of Bellingham's admission tax, equal to 5% of the cost of admission. See [Bellingham Municipal Code 4.74](#) for more information.

Qualifying live music venues in the Downtown and Fairhaven entertainment districts are exempt from this tax.

Alcohol

Events which provide alcohol must adhere to all Washington State Liquor and Cannabis Board (WSLCB) requirements and regulations.

Special Occasion licenses are issued only to non-profit societies or organizations holding an event at which alcohol is sold by the drink. Your event may require a different type of permit. Visit the [WSLCB](#) website for more information:

<http://www.liq.wa.gov/licensing/special-licenses-and-permits>.

A copy of the liquor license must be filed with the City of Bellingham no less than 14 days prior to the event.

Events which serve alcohol are likely to be subject to additional security requirements and require additional insurance coverage. See the Insurance & Endorsement and Security topic areas for more information.

Beer Garden

"Beer garden" is a general term that encompasses sale of any alcoholic beverage in a defined location associated with a Special Event. Sale, service, and consumption of alcohol

must be confined to a designated location(s) and shown on the Event Site Map submitted with your application.



Beer gardens must comply with the following conditions:

- Must be separately fenced and have only one public entrance.
- Alcohol may only be served when food is also available.
- Gardens shall be enclosed with 6' high chain link fencing where security will not be present at all times. Where security will be present at all times, 42" high picket or other approved fencing may be used. Fencing should deter fence "hopping" and alcohol from being passed through.
- Beer garden staff shall ensure that all persons who appear 30 years of age or younger present appropriate identification verifying they are at least 21 years old.
- Sufficient lighting must be maintained so that identification may be checked and patrons may be observed for the enforcement of liquor laws.

Events in City parks are prohibited from serving alcohol unless explicit written permission from the Director of Parks and Recreation is provided.



Americans with Disabilities Act (ADA)

It is the event sponsor's responsibility to comply with all City, County, State and Federal accessibility requirements, including the ADA. The ADA mandates equal access to facilities, services, and programs for persons with a disability. This may include providing a clear path of travel to and on sidewalks, maintaining designated ADA parking and accessibility to restrooms.

Visit the City's ADA General Information Page for additional resources:

<https://www.cob.org/gov/access/Pages/ada-information.aspx>

Amplified Sound

The City of Bellingham regulates public disturbance noise under [Bellingham Municipal Code 10.24.120](#). This ordinance defines the types of sound and music that may be considered a nuisance and subject to enforcement. Additional consideration is provided for sound occurring within the Fairhaven and Downtown entertainment districts. Any specific conditions related to noise, such as hours of amplified sound, will be outlined in the Special Event permit.

Amplified music in City parks must not exceed 2 hours and must end before 9 p.m. Maritime Heritage Park, Depot Market Square, and the Fairhaven Village Green facilities managed by the City Parks and Recreation Department allow amplified music which is audible over 50-feet. Other facilities may allow public address systems or concerts that comply with the public disturbance noise ordinance.

The best way to handle a noise complaint is to avoid one in the first place! Be a good neighbor and provide advance notice to adjacent

property owners/users. Most complaints are reported when the noise level is unreasonably loud, has been going on for a long period of time, or takes place outside of permitted hours.

Annual Events

City facilities and resources are reserved on a first-come, first-serve basis not more than one year prior to the proposed date. When more than one applicant requests the same date, time and/or venue, priority will be determined by the Mayor.



Race Starting Line, John Kienast Jr.

Banners

The City's banner program allows for the display of artwork, public service announcements, or event announcements in pre-approved locations to promote events within the City of Bellingham. Banners must be non-religious and non-political in nature and be approved through a separate banner permit.

Reservations are made on a first-come, first-serve basis and will be accepted up to one year in advance and no sooner than six months in advance of the first day of the month the banner will be installed.

Banner [General Requirements](#)



Block Parties

Block parties meeting the following criteria are not required to pay Special Event review or personnel fees, and the indemnification and insurance requirements shall be waived:

1. The block party has an anticipated attendance of three hundred (300) people or fewer; and
2. The block party will close only a sidewalk or alley abutting a park, an unopened right of way, or residential street segment no more than one (1) block in length; and
3. The block party does not require police service for crowd control.

Block parties meeting these conditions may utilize the pre-approved Block Party Traffic Control Plan (TC-340), available from the Public Works Department, in lieu of submitting a separate Traffic Control Plan.

Block parties complying with these criteria must still apply for a Special Event permit so the City has record of the event.

The City of Bellingham offers a free Neighborhood Block Party Trailer with chairs/tables, games and supplies for closing the street. For more information or to make a reservation, contact the Parks and Recreation Department at parks@cob.org or 360.778.7000.

Boat Launch & Moorage

Bellingham has a number of public boat ramps as well as a variety of locations for launching small craft, such as kayaks, for events with a marine or water-based component.

Bloedel Donovan Park

This boat launch at Lake Whatcom is open year round and launching is free. There is a permit required to launch all motorized craft and non-motorized, hand carried water craft and

inflatables over 10' (except Stand Up Paddle Boards). Visit [Whatcom Boat Inspections](#) for more information about aquatic invasive species and required inspections.

Port of Bellingham

The Port of Bellingham maintains two public boat launches on Bellingham Bay.

- [Squalicum Harbor](#) is a year round paved 4-lane ramp.
- [Fairhaven](#) is a seasonal ramp available April through October providing for the needs of small trailer boats.



Sea Kayaks, John Kienast Jr.

Larrabee State Park

The State of Washington maintains a small boat ramp suitable for launching small craft or trailered craft (at high tide). Daily, or annual launch fees apply.

Taylor Dock

Moorage is available at Taylor Dock in Fairhaven on a first-come, first-served basis between the hours of 6 a.m. and 10 p.m., with a 2-hour daily limit. The dock is available for recreational use only.

Small Craft

Bellingham has a number of locations suitable for launching a small human-powered craft such as a kayak, kiteboard or canoe.

- [Lake Padden](#)
- [Marine Park](#)
- Locust Beach



- [Boulevard Park](#)
- [Bloedel Donovan Park](#)
- Cornwall Beach Park (aka Glass Beach)
- Squalicum Beach

City Venues/Facilities

The City offers a number of venues and facilities for use by both public and private events. These include parks, amphitheaters, buildings, pavilions, and picnic shelters. A reservation for these facilities must be made separately from the Special Event permit application and may include associated fees.

Park hours are 6:00 a.m. to 10:00 p.m. After hours use of a City park is allowed only by the written permission of the Parks and Recreation Director.

For a full list of City facilities, their availability and specific regulations, or to make a reservation, visit:
<https://apm.activecommunities.com/bellingham#>



Rooftop Cinema, Aaron Brick

For information about reserving the flag pavilion outside of City Hall, contact 360-778-800 or email info@cob.org.

Parking Garage Rooftop

The rooftop of the Commercial Street Parking Garage, located at 1300 Commercial Street, is available for event rentals on a first-come, first

served basis through a Special Event Permit. The City reserves the right to cancel any scheduled use in the event of an emergency.

Maximum occupancy of the rooftop is 240 people.

Parking permit holders will be notified 24 hours in advance of the event that rooftop parking will be unavailable. However, the City cannot guarantee vacancy nor approve towing of vehicles that are present when the event begins.

Food vendors and alcohol service are permitted, subject to the approval of the governing agency. Glassware is prohibited. Events serving alcohol may require security, with the costs covered by the applicant.

Public restrooms are available at the ground floor courtyard and will be opened during the event. Additional portable restrooms may be required if there are not adequate public facilities, at the applicant's expense.

The applicant shall arrange for the delivery and removal of appropriate waste receptacles.

Applicants are responsible for providing all special needs or equipment, including tables, chairs, etc. Two electrical outlets (110v and 240v) are available.

The applicant will be billed for staff time for clean-up after the event if City resources are required to remove signs, pavement markings, litter, or other impacts from the event.

Available Facility Hours (includes setup/cleanup):

Monday-Friday: 5 pm-12 midnight
Saturday-Sunday: 8am-12 midnight

Music and/or Amplified Sound:

Sunday-Thursday: 10pm shut-off
Friday-Saturday: 11pm shut-off



Trail Use

City trails are available for a variety of Special Events, including competitive and non-competitive walks, runs and bike rides. Trails remain open to the community during these events. Events should be designed to minimize impact on other user groups. Out and back courses are, with rare exceptions, prohibited due to the resulting congestion on the trails.

Exceptions might include:

- A very small event providing minimal impact on other users e.g.: volkswalk.
- An extremely short event impacting use for a very short time e.g. 1 mile race lasting < 10 min.
- Out and back events where participants will not impact facilities at the same time e.g. a "lollypop" course.
- Competitive events where participants start in heats to minimize the number of participants on a course at any one time.

Exclusive use of a trail must be requested in writing to the Director of Bellingham Parks & Recreation.

Events that cross property within multiple jurisdictions may be conditioned on written permission from other land owners/managers.

Fishing Tournaments

A fishing tournament is defined as any event where six or more licensed anglers (age 15 and older) or ten or more juvenile (under 15) fish competitively for game fish and determine winners, regardless of the prize value.

These events must be permitted through the Washington Department of Fish and Wildlife. Information regarding permitting and contest calendars may be found [here](#).

Events may also be required to reserve the facility where the event is hosted or which hosts

event parking e.g. Bloedel-Donovan Park, Whatcom Falls Park, etc.

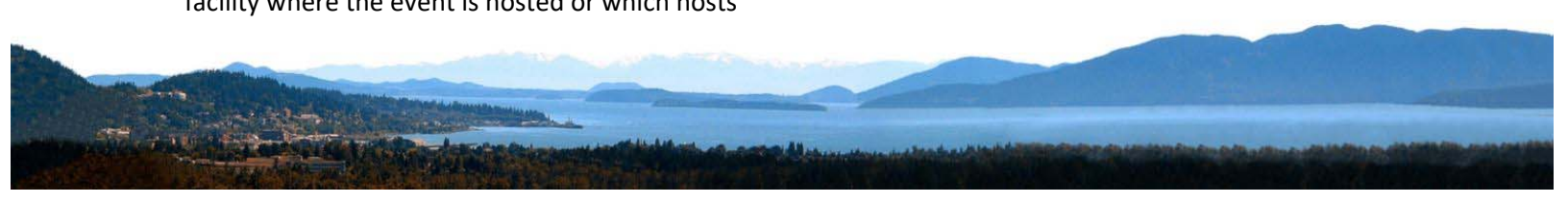
Emergency Response & Safety Plan

It is highly recommended that you consider how to respond and communicate with volunteers, emergency responders and the event planning team in the case of an emergency. All events should have a detailed emergency response and safety plan. Some considerations to be described in the plan include:

- Location of an Emergency Command Center/staging area and access for emergency vehicles.
- Primary and Secondary Event Officials - Identify those who have authority to cancel or modify event activities, along with their day-of-event contact information.
- Available on-site medical equipment and names/contact information of trained staff/volunteers.
- Protocol for missing persons and lost children.
- For events on or near the water, a water safety plan.
- Identification of risk-factor thresholds that would alter or cancel the event e.g. weather, air/water quality, police activity, etc.

Depending on whether the event has limited access, a large number of attendees, or a high risk/likelihood of injuries, the Bellingham Fire Department may determine that medics and/or a staffed aid transport unit is required at the expense of the event sponsor.

An example of an Emergency Action Plan is provided as an attachment to this Guide.



Event Site Map

An Event Site Map is required with the Special Event application to show the overall layout of the event. The map must be legible and on a minimum 8.5" x 11" paper. This map should show all the following items, as applicable:

- Surrounding street names
- Directional arrows/route
- Parking/staging areas
- Recycling/trash areas
- Portable restroom locations
- Start/finish lines
- Fencing/barriers
- Beer/wine gardens
- Street closure points
- Emergency access routes and staging areas
- Booths/vending areas
- Cooking areas (including fire pits)
- Food trucks
- Generators
- Stages
- Signage, a-boards, balloon arches, banners
- For private events in buildings or enclosed spaces:
 - Show maximum number of people present at one time
 - Provide floor plan(s) with the activities and use of each room, width and door swing of entrances and exits, location and number of restrooms, and note whether the building has a fire sprinkler and/or alarm.
- Other information or activities that help describe the event

Event Supplies

Bellingham Parks and Recreation has a variety of event supplies available for open events. Available equipment includes: tables, chairs, bike racks, stages, water coolers, traffic control

devices, etc. Games and other equipment are also available for block parties at no charge through the Neighborhood Block Party trailer program.

To be eligible, events must be hosted in the Bellingham City limits and open to the general public with no admissions fee, age or other condition of participation, or registration requirement.

- There is a fee charged for use of supplies
- Supplies may be reserved up to one year in advance.
- City-sponsored events have priority over non-City events.
- Users are responsible for replacing missing or damaged items.

Contact Bellingham Parks & Recreation for more information on available supplies and use fees: parks@cob.org / 360.778.7000

Additional equipment and supplies, including any supplies needed for restricted events, must be provided by the event sponsor.

Fees & Charges

Review fees and personnel charges are adopted by the City Council to recover the costs of reviewing, approving and staffing a Special Event. For a complete list of fees and charges, see the Fee Schedule at the end of this document.

Permit Review Fee

Applicants are required to pay a non-refundable permit review fee prior to review of their permit application. A fee sheet will be provided to the applicant upon receipt of a complete application.

City Personnel Charges

If required, additional charges will be incurred for the costs of City personnel required to



support the event (e.g. due to security, emergency service or traffic control requirements). An estimate of these fees will be provided during the review of your application, then a bill for payment of services will be sent to the applicant after the event.

Post-Event Services

The applicant will be billed for staff time for clean-up after the event if City resources are required to remove signs, pavement markings, litter, or other impacts from the event.

Facility Rental Fees

See City Venues/Facilities topic area for information.

Exemptions and Reductions

Political or religious activity intended primarily for the communication or expression of ideas shall be presumed to be a constitutionally-protected event, and fees and charges will not be assessed.

Filming

A Filming Request Form must be submitted for any filming in a City-owned park. Otherwise, the standard Special Event applicability and review process applies. This form is available from the Parks and Recreation Department: parks@cob.org / 360.778.7000

Fire Bin/Burn Barrel/Bonfire

Open fires are not allowed in City of Bellingham facilities. Exceptions include charcoal briquettes in existing or portable barbeques. Proposed recreational fires will be reviewed by the Bellingham Fire Department according to these criteria:

<https://www.cob.org/documents/fire/safety/recreational-burning-requirements.pdf>

Fireworks/Pyrotechnics

Public firework displays require a separate Fire Operational Permit. An application, including display plans, must be submitted to the Fire Department at least 10 days prior to the event for review and approval. Submittal requirements are outlined under [WAC 212-17-270](#). Private display of fireworks is prohibited.

Food

Food and beverage services must follow all applicable laws and regulations including food handling, taxes and labor laws. See the Whatcom County Health Department Temporary Food page for more information: <http://www.co.whatcom.wa.us/871/Temporary-Food>

Heat Source/Cooking Equipment

Any heating equipment, such as electric hotplates or other similar heat-producing devices shall have at least one fire extinguisher with a minimum rating of 2A:10BC. Extinguishers shall be in good working condition, fully charged, with seals intact and currently certified.

The use of propane, structures with deep fat fryers and other cooking equipment may have other safety and permitting restrictions.

The City of Bellingham Parks Department contracts with recreation and food/beverage vendors to provide services in some City parks each year. City vendors and their customers must be allowed access at all times, and Special Events shall not duplicate contracted food vendor products.

Cooking/Food Waste

Receptacles for all waste related to food and beverage services must be provided for and by the event sponsor. Exceptions may be made with a written agreement with the City. See the



Recycling & Waste topic for additional information.

Power/Water

Except where specific written permission has been granted, all food and beverage services must provide their own power and water. See the Power Access topic area for more information.

Compostable Products

The City of Bellingham supports environmentally-friendly practices, and strongly urges event sponsors to require vendors to supply compostable or reusable serving ware and packaging. See the Recycling/Sanitation topic for more information.

Insurance & Endorsement

Except for certain exempt activities and those occurring within a public park, event sponsors must procure and maintain insurance coverage for the duration of the event to cover any claims for injuries to people or damage to property that could occur in connection with the event.

The City of Bellingham must be added as an additional insured on the sponsoring organization's Commercial General Liability insurance policy and this policy must be accompanied by an additional insured endorsement form.

The General Liability insurance shall be written with limits no less than \$1 million each occurrence, \$2 million general aggregate, shall be primary and noncontributory, and shall include a waiver of subrogation.

For events serving alcohol, the event sponsor must also procure and maintain Liquor Liability insurance in the amount of \$1 million each occurrence, unless a qualified host has coverage which is approved in writing by the City.

Insurance documentation must be filed with the City no less than 14 days prior to the event.

Notification & Promotion

Required Notification

Advanced notification of Special Events is intended to help ensure their success and mitigate impacts to the community. The review team will determine the extent of community outreach required for each event, but generally outreach shall occur as follows:

Type I Events:

- Block parties as described in BMC 13.13.040 B.2; and/or
- Closure of 1 street segment.

Notification: Signature verification form (this form is attached as an appendix to this Guide)

Type II Events:

- Rolling street closure (short-term); and/or
- Requires traffic management (e.g. flaggers, police escort, etc) but doesn't restrict access to property.

No advanced notification required

Type III Events:

- Displaces on-street parking;
- Closure of more than 1 street segment;
- Rolling street closure (longer-term); and/or
- Restricts or temporarily eliminates access to property.

Required notification:

1) For displacement of on-street parking, post NO PARKING signs:

- 24 hours in advance for metered or time-limited parking
- 72 hours in advance for all other areas



See PARKING topic area for more information about No Parking signs.

- 2) Signature notification form signed by any parties disproportionately impacted (TBD by Public Works staff)
- 3) Type II barricade with attached event description placed at major intersections 1 week in advance of the event (TBD by Public Works staff).
- 4) Posted to the City's [Event Calendar](#) and/or distributed through the City's weekly Street Closure posting/email.

Promotion

The following resources are optional, but may help promote your event and assist with public notification. **Promotion of an event prior to the receipt of a Special Events Permit is undertaken at the risk of the event sponsor.**

City of Bellingham Leisure Guide

The guide is produced quarterly and distributed in the Bellingham Herald. Copies are also available at City Hall, Bellingham Public Library, Arne Hanna Aquatic Center, Bellingham Parks and Recreation and [online](#). Contact [Bellingham Parks and Recreation](#) for more information about listing your event in this guide.

Bellingham/Whatcom County Tourism

Bellingham/Whatcom County Tourism maintains a community events webpage where event organizers may post notification of events: <http://www.bellingham.org/event-calendar/>

City of Bellingham - Bellingham TV

While inappropriate for direct commercial programming, you may consider advertising your event through public access programming. For more details contact [BTV](#).

Open Water

In the event of an open water swim, event organizers must provide qualified lifeguards and other safety personnel adequate to the safety of participants and staff. Open water boating events must provide safety personnel and vehicles to monitor and rescue participants, if necessary. Open water events must enforce all laws and regulations outlined by the [United States Coast Guard](#). Open water events held at Lake Samish or Lake Whatcom are managed by [Whatcom County](#).



Boat Race, John Kienast

Parking

An important part of the required Event Site Map and/or Traffic Control Plan is a parking plan identifying where event participants, staff, volunteers, and participants in the event are intended to park.

City staff will determine whether additional parking is required based on anticipated attendance for similar events and the parking plan feasibility. Event sponsors are encouraged to identify and offer transportation alternatives, such as:

- Carpools
- Transit (include routes servicing the event in advertising and/or registration materials)
- Biking/walking routes (include in advertising and/or registration materials)
- Shuttle(s)



- Temporary additional bike racks

If non-traditional parking or turf areas are proposed for temporary parking, specific details must be provided to indicate parking areas, vehicle access and drive lanes, and precautions to prevent damage to property or people.

Information about the number of available parking stalls at City Park facilities is available [here](#).

No Parking Signs

If metered parking spaces are blocked as a result of the event, they must be posted with "No Parking" signs at least 24 hours in advance of the event. Other parking areas must be posted 72 hours in advance of the event. See Notification topic area for additional information.

No Parking signs are inexpensive to purchase, or you can make your own. However, all No Parking signs must comply with the following minimum requirements:

- Provide the information as shown on the example contained in the Traffic Control Plan guidance document, which is included as an attachment at the end of this Guide
- Minimum size of 11" x 17"
- Constructed from heavy cardboard/sign material - laminated or water-resistant
- Attached with a zip tie or other sturdy material (NOT tape!)
- Attached to parking meters or to stakes - NOT to trees, light poles, traffic signs, or other existing features in the right-of-way
- Removed at the conclusion of the event

Portable Restrooms

All Special Events must provide sufficient restroom facilities for event attendees. When on-site facilities are insufficient, the event sponsor must arrange and pay for supplemental portable units to be delivered and removed for the event.

The number of required toilets is based on the duration of the event and number of people anticipated to attend. Sanitary Services Company provides this free Event Services Guide, which includes calculations for portable restrooms: <http://www.ssc-inc.com/forms/EventServices2014.pdf>

Events providing alcohol should plan for 40% additional units. Competitive athletic events should provide units at a ratio of 1 for every 50-75 participants.

A restroom inventory at City facilities is available [here](#).

Power Access

Events located in City facilities may utilize City power connections for normal usage, where available. However, the City is not responsible for power failures and staff may not be available to respond immediately to power-related issues.

Power sources provided by the event sponsor shall be self-contained and comply with the National Electrical Code. Rubber guards should be used when cords and/or cables cross public walkways.

Generators must be separated from temporary structures, tents and canopies by a minimum of 20 feet and be isolated from contact with the public by fencing, enclosure or other approved means.



Protests, Rallies and other Expressive Activities

If the City determines the proposed event will be an exercise of rights protected by the First Amendment of the United States Constitution, the application will be accepted without regard to the submission deadlines and no fees will be charged or insurance coverage required. Reservation fees will still be required if the special event will be utilizing reservation-based City facilities.

Organizers are required to comply with all other local, state and federal laws and regulations governing public safety and health, and must obtain a Special Event permit.



Occupy Bellingham, James Weekley

Recycling & Waste

The City of Bellingham encourages all events to provide recycling and food waste service in addition to trash receptacles. Event waste plans should include sufficient receptacles to support event activities. Sustainable Connections provides a free online [Towards Zero Waste Event Planning Guide](#) that may assist you.

One 90 gallon recycle tote will accommodate approximately 225-250 containers (e.g. cans, bottles, tubs, etc)

One 60 gallon food waste bin services approximately:

- 150 people (per meal)

- 250-300 people (snacks only)

If full recycling and food waste services are provided, then one 60 gallon tote for garbage will service approximately:

- 400 people (per meal)
- 600 people (just snacks)

(Estimates courtesy of SSC-Inc)

Event staff are responsible for the condition of portable toilets and waste receptacles and must maintain all waste receptacles during permit hours and dispose of all debris off-site.

In addition, event organizers are responsible for cleaning up litter at the end of each event day. This includes any streets, sidewalks, parking lots, staging areas, parks, etc. that are used for event activities. Failure to clean up after your event may result in additional charges.

Security

Crowd Control

Events which anticipate a large number of attendees may be required to hire security service. This service may be provided by either a licensed private company or off-duty Bellingham Police officers, to be determined

during the application review process. This may depend on the number of attendees, alcohol service/beer garden, music, time of day, experience of staff, or other information necessary for the Police Department to weigh the potential risks of the event. (See Fee Schedule for fees for off-duty officers.)

Overnight Security

Although the City does not require overnight security for multiple day events, it is highly recommended. Event organizers may hire off-duty Bellingham police officers or private security services for this purpose. Some facilities may require additional permissions for overnight security.



Beer Gardens

A minimum of two (2) security or police officers are required for most beer/wine/liquor gardens. The total number of officers will be calculated to insure compliance with State and local laws, including staffing at each exit/entry to ensure that no alcoholic beverages are removed from or brought into the garden. A waiver of this requirement may be approved by the Bellingham Police Chief if the specific conditions of the event are not anticipated to warrant security staffing.

Signs/Markings

A sign includes any sign, pennant, flag, banner, inflatable display, chalk or other attention-seeking device intended to advertise the event or elements of the event. Temporary event signs may be erected the morning of the event and must be removed immediately after the event has ended. "No Parking" signs are not included in this definition; see Parking topic area for more information.

Temporary event signs may be placed in the following locations:

- On private property, with the property owner's written permission;
- On unpaved, non-landscaped, unimproved public right-of-way areas where they will not impede or obstruct vehicular or pedestrian traffic or create traffic obscuring hazards;
- On landscaped strips between sidewalks and paved roads which are not adjacent to parks or other public property; and/or
- In downtown information kiosks, with the approval of the [Downtown Bellingham Partnership](#).

Temporary event signs are PROHIBITED in the following locations:

- Median strips of roads, traffic circles or in public landscaped areas, such as the lawn and planter areas adjacent to City neighborhood or gateway signs;
- Sidewalks or paved roadway surfaces, including where temporary traffic control signage is required;
- Fire lanes or within three feet of a fire hydrant; or
- Attached to utility poles, street furniture, utility vaults or street trees.

Signage must not be attached with screws, nails, staples or similar fasteners to any City facility or equipment (e.g. street signs or light poles). Any sign found in violation may be removed and discarded and personnel fees may be charged.

Street Markings

Pavement painting, spray paint or spray chalk is prohibited on public streets or sidewalks. Non-permanent markings, such as loose chalk or flour, are permitted on horizontal sidewalks, paths, trails and paved surfaces. Vertical surfaces, such as buildings, rocks, bollards, trees, etc. may not be marked. Other temporary course markings may be used provided they do not damage public or private property and are only in place during the event. This may include survey tape/flags, pennants or similar items. The event sponsor shall remove all markings after the event or will be billed for staff time and resources to perform the cleanup.

See the Banner topic for more information about approval of banners.

Tents, Canopies & Bouncy Toys

Tents, canopies, bouncy toys and other temporary structures must be secured to the manufacturer's specifications to prevent injury or damage.



Stakes may only be used with written permission and only in the location specified to prevent damage to facilities. These structures should never be left unattended.

Tents and membrane structures in excess of 400 sq. feet require a separate Fire Operational Permit from the Bellingham Fire Department. An [application](#), including display plans, must be submitted to the Fire Department at least 10 days prior to the event for review and approval.

Bouncy Toy Requirements

Inflatable play equipment must be powered independent of City facilities, secured to the manufacturer's specifications and include an insurance endorsement in the amount of \$1,000,000 per occurrence which lists the City of Bellingham as additional insured. See Insurance topic area for additional information.

Equipment must be provided by a vendor that complies with Washington State Law ([RCW 67.42](#) and [WAC 296-403A](#)) be certified by the Washington State Department of Labor & Industries. A list of locally acceptable vendors is available at [Bellingham Parks & Recreation](#).

Traffic Control Plan

When an event impacts or requires closure of a public street(s), the following factors need to be considered:

- Police, fire, emergency medical services access routes;
- Church, school, business and resident access;
- Public transportation;
- Pedestrian access;
- Alternative traffic flows.

These considerations are outlined in a Traffic Control Plan (TCP), which may be prepared by the applicant or by a private company depending on the complexity of the event. The plan must comply with Department of

Transportation regulations, and include a detailed description and map of the following:

- Name and date of event
- Street closures
- Start/finish lines, if applicable
- Event route(s), if applicable
- Detour route(s)
- Parking areas (See Parking for more information)
- Traffic control devices (i.e. Road Closed barricades, directional signage, etc.)
- Police posts
- Monitor posts



A preliminary Traffic Control Plan must be submitted with the initial Special Event application. During the application review process, City staff will provide guidance to help develop the final Traffic Control Plan, which must be approved prior to permit issuance.

Pre-approved routes (which include lists of necessary materials and staffing) are also available, which may expedite the review of your application.

For additional guidance on Traffic Control Plans, see the template attached to the end of this guide.

Volunteers

In order to ensure a successful event, volunteers must have general knowledge of the schedule, event layout, what is expected of them, and how to handle emergencies. Communicating this information to your



volunteers will make the event and their experience more enjoyable.

When using minors as volunteers, event sponsors should be familiar with the following:

- www.lni.wa.gov/WorkplaceRights/Teenworkers/Prohibited/
- WAC 296-125-030 Prohibited and Hazardous Employment - All Minors
- WAC 296-125-033 Prohibited and Hazardous Employment - Special Restriction for Minors Under the Age of 16

All volunteers

- Should remain sober throughout their shift.
- Should understand emergency protocol.
- Should dress appropriately for assigned duties.

Road Closures/Route Monitors/Parking Attendants

Volunteers working in the public right-of-way must be 16 or older and are required to wear safety reflective vests while on duty.

