



## Whatcom County Parks & Recreation Special Event Permit Instructions

### Introduction

Special Event Permits are needed for any of the following situations:

1. Organized activities open to the public
2. Requires exclusive use of the park, area, or facility
3. Requires services or facilities not normally available to the general public
4. May disrupt or interfere with the public's regular use of the facility
5. An admission fee is charged or a donation is recommended.

The following pages include Whatcom County Parks and Recreation Special Event Permit information, the application and instructions to help guide you through the permit process.

**Applicant is solely responsible for reviewing, understanding, and abiding by all health and safety measures outlined in the COVID-19 regional Healthy Washington – Roadmap to Recovery Plan. Events are subject to the regulations and guidelines in place at time of the event.**

### 1. Application Process

Whatcom County Parks & Recreation begins accepting Special Event Permit applications every year in October for the following year. A complete application must be received at least 90 days prior to the desired event date.

The permit application process begins when a completed Special Event Permit Application is received. A complete application must include:

- ✓ \$100 non-refundable application fee
- ✓ Special Event Permit Application
- ✓ Plan of Operation
- ✓ Copy of Written COVID-19 Procedure for Employee & Participant Safety
- ✓ Security, Emergency Response and Safety Plan
- ✓ Detailed Site Plan
- ✓ Supplemental Map Diagram (*if applicable*)

**Submit complete applications to:**

*Whatcom County Parks & Recreation  
3373 Mount Baker Highway  
Bellingham, WA 98226*

**Incomplete or partial applications will not be accepted.**

**Application Timeline**

1. At least 90 days prior to event date, submit complete application. ***If complete application is not received in Parks office a minimum of 90 days prior to the event date, the event will not be permitted.***
2. Within 5 days you will receive a confirmation email that your application has been received and if available, the event Date/Location has been reserved pending approval & Permit Agreement.
3. Within 20 days of submission, an initial review of the application will be completed. You will receive an email outlining the insurance requirements for the event, the fee estimate, and request for any additional information needed.
4. Within 35 days of submission, required fees are due along with any additional information requested. A second review will be completed by Park Staff.

5. 60 days prior to the event, all paid fees become non-refundable.
6. 45 days prior to the event: 1. All required insurance documents and 2. Complete vendor list with attached insurance documents are due to the Parks office by end of business. ***If correct insurance is not received 45 days prior to the event, the event will not be permitted.*** It is recommended that insurance is submitted sooner to allow time for review and corrections. ***Vendors not included on the list or vendors with incomplete or incorrect insurance documents will not be permitted to participate at the event.***
7. 15 days after the event, participant/volunteer fees and waivers are due *(if applicable)*.

\*Once an application has been submitted, any changes to that application must be submitted in writing to [WCPREvents@co.whatcom.wa.us](mailto:WCPREvents@co.whatcom.wa.us). Changes will be reviewed on a case by case basis, up to 45 days prior to the event. Changes to an application may result in increases to assessed fees and/or insurance requirements.

## 2. Event Locations

Special events are permitted at the following Whatcom County Properties when compatible with park, facility and public use:

- Chuckanut Mountain Park ([Map](#))
- Hovander Homestead Park ([Map](#))
- Interurban Trail ([Map](#))
- Lighthouse Marine Park ([Map](#))
- Roeder Home
- Samish Park ([Map](#))
- Semiahmoo Park ([Map](#))
- Silver Lake Park ([Map](#))

### **General Exclusions**

Event permits are not to be construed as permitting or providing authorization for any activities that occur outside of Whatcom County Parks and Recreation property or those requiring permitting from another authority. If an event crosses onto other agency or private land, the applicant is responsible for obtaining all other required permits. Authorized use areas will be outlined in event permit based on approved applicant Plan of Operations and Site Plan. Whatcom County Parks & Recreation reserves the right to exclude any park area from an event permit.

### **Specific Park Exclusions:**

Hovander Park must remain open to the public and may not be reserved for exclusive use for any event purposes. Similarly, The Nooksack River Trail must remain open to the public at all times and cannot be closed for any event purposes. The Hovander Barn and Hovander House are not available for event use. Additionally, when animals are on display in the park, those areas are unavailable for event use. Tennant Lake and the Tennant Lake Interpretive Center parking lot are excluded from Hovander Homestead Park event permits unless otherwise specified in the permit. Events at Samish Park are not permitted during peak season (June through September).

## 3. Sporting and Athletic Events, Runs and Races, Competitions

Any event with runs, walks, races, sporting or athletic activities, or competitions must have signed participant liability waivers releasing Whatcom County, its representatives and agents, its officers, employees and volunteers from any and all claims. Participants must sign the liability waiver before engaging in the activity. Participants who are minors must have a parent or guardian sign the waiver. A joint liability waiver of your choosing may be used if the following language specifically related to Whatcom County is included.

**I hereby acknowledge that participating in this Event and these activities presents a risk of personal injury, death, damage or loss of personal property which may result from my participation, and as such, I hereby acknowledge and recognize the existence of these risks, and assume all risks completely, and agree to the following:**

**I agree to assume all risks of property damage, illness, personal or physical injury, or death. I hereby agree to hold harmless and release Whatcom County, its departments, Whatcom County Parks & Recreation Department, its officials, agents, employees and volunteers and other parties involved from**

and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and /or causes of action of any type or nature whatsoever, including actual and reasonable attorney's fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting or arising out of my participation in this event. This waiver includes myself, all of my family members, representatives, heirs and descendants forever from seeking any legal action whatsoever against Whatcom County, its departments, officials, employees, officers, designees, agents and volunteers. No oral representations, statements or inducements, apart from the foregoing written agreement have been made. I enter into this agreement freely, voluntarily and knowingly. Whatcom County does not waive, and specifically reserves the right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Title 4 of the Revised Code of Washington.

Copies of these waivers must be returned to the Parks & Recreation Department no later than fifteen (15) days after the event.

## 4. General Event Information

### 4.1 Portable Toilets

Applicants are responsible for providing portable toilets based on attendance, including an appropriate ratio of ADA accessible units. The units shall be serviced at the applicant's expense, as needed throughout the event to maintain sanitary conditions. Placement of portable toilets must be identified on the site map submitted with the application and may be finalized with the County's designated field representative prior to the event. Applicants are responsible for securing, maintaining and promptly removing the toilets after the event.

Minimum required # of toilets based on expected attendance:

- 50 attendees = 2 toilets (1 ADA)
- 51-100 attendees = 3 toilets (1 ADA)
- 101-250 attendees = 4 toilets (1 ADA)
- 251-500 attendees = 8 toilets (1 ADA)
- 501-1000 attendees = 12 toilets (2 ADA)
- 1001-2000 attendees = 16 toilets (2 ADA)

### 4.2 Parking and Traffic Control

Applicants are responsible for all traffic and parking control on Whatcom County property. Traffic control plan must be included in the plan of operation submitted with the application and approved by the Operations Manager.

### 4.3 Road Closure and Trail Signage

Events that use the right of way or require a county road closure will need an [encroachment permit](#) from Whatcom County Public Works. All trail events for runs/races are non-exclusive use. Trail signage must be posted at least 48 hours prior to the event notifying the public of the race at boundaries of the County's jurisdiction. Signs must be temporary laminated signs (8.5" X 11"), include the date of the event, and must be removed promptly after the event.

### 4.4 Refuse and Recycling

Applicants are required to ensure all trash is removed from event location. Whatcom County Parks & Recreation does not supply trash cans or other receptacles, nor service any temporary receptacles. Washington State Law ([RCW 70.93.093](#)) requires that the applicants / vendors provide recycling at events where beverages are sold.

### 4.5 Cleanup and Damage

Applicants are responsible for maintaining the facility in a safe and sanitary condition. When the event is complete, all decorations, tables, chairs, etc. must be cleared and/or returned to their original location. Applicants will be billed for all damages and cleaning costs.

### 4.6 Fire Marshal

The Whatcom County Fire Marshal provides [safety guidelines](#) for events to follow. Currently no permit is required from the Fire Marshal's office, but these safety guidelines can be enforced by the Fire Marshal's office at any time. It is the applicant's responsibility to review and abide by all guidelines laid out by the Fire Marshal.

#### 4.7 **Amplified Sound**

Amplified sound is permitted in conjunction with a special event permit. Sound must be kept at a level that does not disturb neighbors or other park users. Applicants must respond promptly to any complaints regarding excessive noise. Special event electrical service is available at Hovander Homestead Park. Additional fees apply.

#### 4.8 **Americans with Disabilities Act (ADA) Requirements**

Applicants are expected to make every effort to follow ADA guidelines, maintaining access for people with disabilities. This may include providing a clear path of travel to and on sidewalks and maintaining designated parking and accessibility to restrooms.

## 5. Vendors

It shall be the Applicant's *sole* responsibility to obtain vendors, exhibitors, and contractors commercial general liability insurance and/or special event insurance and other applicable insurance (example: liquor liability or animal coverage) and said insurance shall name the Applicant and **Whatcom County, its departments, elected and appointed officials, employees, agents, and volunteers as Additional Insureds**. All vendor insurance shall be primary to and non-contributory with all other insurance and shall waive all rights of subrogation. Endorsements for additional insured, primary and noncontributory and waiver of transfer of rights shall be collected from all vendors along with the certificate of insurance.

Applicant shall review, compile and provide all insurance documentation to Parks at least 45 days prior to the event. Applicant shall use the attached vendor checklist (*pages 15-16*) to provide a complete list of vendors, describe their goods and services and checkoff that all required insurance documents have been provided by the vendor. Insurance documentation must be attached to the checklist.

***If required vendor insurance is not received 45 days prior to the event date, that vendor will not be permitted at the event.***

The Applicant is responsible for ensuring that all vendors that prepare food onsite have a current permit from the Whatcom County Health Department, which must be clearly displayed on the day of the event.

## 6. Music Festivals

Whatcom [County Code 5.40](#) requires a valid county permit for all events where both music is the primary purpose and the event anticipates attendance of 1,000 or more people. The permit must be obtained through the [County Council's Office](#) 90 days in advance of the event date.

## 7. Animal Displays

All animal displays must be maintained in clean, humane, safe, and secure conditions. In addition, hand washing stations including soap or sanitizing solution must be provided within 25 feet of any location where the public is intended to come into contact with animals. All contact between animals and the public must be supervised by the owner/handler at all times. Animal waste must be immediately removed. Whatcom County reserves the right to refuse certain animals or animal events.

\*See section 12.0 & 12.2 for information regarding insurance requirements for events including animals.

## 8. Event Camping

Limited event camping is permitted only at Hovander Homestead Park events (field no. 2) in conjunction with a Special Event permit. Applicant must provide security at all times for all nights of camping associated with the event. Camping fees are charged per unit per night in accordance with the County's approved Unified Fee Schedule. Event organizers are responsible for collecting fees from all campers as well as for producing, maintaining, and submitting records for all camping fees collected. These records will be submitted to Whatcom County Parks and Recreation along with fee payment no later than fifteen (15) days after the event. Specific camping details may be coordinated with the County's designated field representative prior to the event.

## 9. Alcohol

Events which serve or sell alcohol must adhere to all Washington State Liquor and Cannabis Board requirements. Application for a [Liquor License](#) should be done 90 days in advance. A designated area for alcohol service must be securely fenced, signed and qualified security staff shall be stationed at the area throughout the event. Applicant shall indicate if the applicant organization will provide the liquor or if liquor will be provided by an outside vendor.

\*See section 12.0 & 12.1 for information regarding insurance requirements for events including the sale or consumption of alcohol.

## 10. Bounce Houses and Inflatables

Bounce Houses are permitted in accordance with a special event permit. They must be operated in accordance with all applicable rules and regulations, including [RCW Chapter 67.42](#) and [WAC Chapter 296-403A](#). Bounce Houses shall be provided by a [Washington State Labor and Industries Certified Amusement Ride Operator Vendor](#). Bounce House shall bear a current L&I issued operating decal. All electrical connections involving the bounce house shall be inspected by a licensed electrician prior to connection.

\*See section 12.0 & 12.3 for information regarding insurance requirements for bounce house vendors

## 11. Security and Emergency Management

The Applicant agrees that they shall provide adequate security and crowd control and further assume full responsibility for the conduct of persons at the Event by Applicant's consent or invitation, including vendors and contractors. Further, applicant is responsible for submitting a security, emergency response and safety plan for the event as part of the application.

## 12. Applicant Insurance Requirements

The Applicant shall obtain insurance coverage. Listed below are potential required insurance types. Minimum liability limits shall be at least \$1,000,000 per occurrence, ranging up to \$5,000,000 per occurrence depending on the level of assessed risk. Parks will assess actual insurance requirements during application review and provide to applicant within 20 days of submitting complete application.

### Required Insurance Types

- Commercial General Liability / Special Event Commercial General Liability
- Property Damage
- Product Liability
- Business Automobile Liability (*if applicable to event*)
- Host/Liquor Liability Insurance (*events with alcohol*)

**Evidence of Applicant's insurance must be submitted and approved no later than forty-five (45) days prior to the commencement of the event. A Special Event Permit will not be issued until all insurance documentation has been received, verified and approved by Whatcom County Parks & Recreation Department. Events that fail to provide adequate proof of insurance at least (45) days prior to the event:**

- Will not be permitted
- Will forfeit all paid fees
- Will be cancelled.

**The County shall not be liable for any loss of profits or costs to the Applicant, to the vendors or to any 3<sup>rd</sup> parties as a result of cancellation.**

A Certificate of Liability Insurance alone is insufficient proof of insurance. **Endorsements must be provided with the Certificate.** Minimum required endorsements shall include (additional endorsements may be required depending on the event):

1. Additional Insured Endorsement (CG 20 26 or similar): *Must contain the following language:*  
***Whatcom County, its departments, elected and appointed officials, employees, agents, and volunteers are included as an additional insured; Whatcom County Parks & Recreation Department, 3373 Mt. Baker Highway Bellingham, WA 98226***

2. Waiver of Subrogation / Transfer of Rights Endorsement (CG 20 24 or similar): *Containing the above language*
3. Primary and Noncontributory Endorsement (CG 20 01 or similar): *Containing the above language*

All insurers providing such insurance shall have an A.M. Best Rating of not less than A- (or otherwise be acceptable by the County) and be licensed to do business in the State of Washington and admitted by the Washington State Insurance Commissioner.

Insurance coverage and minimum limits will be set by Whatcom County. The limits requested by the County do not warrant that the insurance is adequate for the Applicant's needs. By accepting a Permit, the Applicant acknowledges sole responsibility for obtaining whatever coverage the Applicant deems necessary but shall be no less than what the County requires.

All insurance shall be on a per occurrence basis. Whatcom County shall be the named certificate holder.

The Certificate of Insurance shall be signed by an authorized representative of the insurance company and shall contain:

- The policy numbers
- ISO form numbers including form CG 20 26 or equivalent for Commercial General Liability/Special Event Liability coverages.
- Any deductible or self-insured retention
- Effective dates (including setup and cleanup)
- Limits of liability sorted by required coverage type
- Name, dates and location of the Events(s).

The Applicant's insurance shall **be primary to and non-contributory with all other insurance** and self-insurance maintained by the County, **shall waive all rights of subrogation**, and must protect the County from any and all claims and risks in connection with any activity performed by the Applicant by virtue of this Permit and arising out of the Special Event or any use and occupancy of the premises authorized by this Permit.

The insurance shall provide coverage for all setup and preparation before the Event and for removal and clean up after the Event. Specific or unusual exposure coverage required by the Permit should be stated in the Certificate with policy endorsements and proof of coverage documents.

**Specific Insurance requirements will be assessed during review of application and provided to applicant within twenty (20) days of submission along with the estimate of assessed fees.**

*\* Whatcom County holds the right to change or modify insurance requirements at any time.*

#### **12.1 Insurance Requirements for Events with Alcohol**

Applicant must carry Liquor Liability insurance for events where alcohol will be sold. Events where alcoholic beverages will be provided and consumed, but not sold, applicant must carry Host Liquor Liability Insurance for the duration of the event. In addition, for all events where alcohol is present, general aggregate limits increase. All other requirements of section 12 remain the same.

#### **12.2 Insurance Requirements for Events with Animals**

Events that include animals, either on display or as participants in the event, general aggregate limits increase. Applicant must also provide policy endorsement stating animals are covered under their insurance policy. All other requirements in section 12.0 remain the same.

#### **12.3 Bounce Houses & Inflatables**

Events that include inflatables must increase general aggregate limits. Applicant must also provide policy endorsement stating inflatables are covered under their insurance policy. All other requirements in section 12.0 remain the same.

## 13. Other Permits

It is the applicant's responsibility to research and secure permits required for an event other than the Parks Special Event Permit. Here are links to common permits:

**Temporary Food Permits:** <http://www.whatcomcounty.us/871/Temporary-Food>

**Alcohol Permits:** <https://lcb.wa.gov/licensing/special-licenses-and-permits>

**Fire Marshal:** <https://wa-whatcomcounty.civicplus.com/DocumentCenter/View/36212/FMO-special-event-requirements>

**Road Closures:** <http://www.whatcomcounty.us/507/Encroachment-Permits>

**Music Festival:** [Whatcom County Code 5.40](#)

**WA State Parks:** <https://parks.state.wa.us/217/Special-Activities-Permit>

**WA State Highways:** <https://wsdot.wa.gov/Operations/Traffic/events.htm>

## 14. Fees

Special Event fees are assessed during the application process in accordance with the County's approved unified fee schedule. An event cost assessment is provided to the Applicant within twenty (20) days of submitted application. Payment must be received within thirty-five (35) days of submitted application. Participant fees (including volunteers) are due at least 15 days after event date along with credible backup for participant & volunteer counts and as well as all required waivers.

## 15. Cancellation

To cancel an event, written notification should be sent to [WCPREvents@co.whatcom.wa.us](mailto:WCPREvents@co.whatcom.wa.us) as soon as possible. If cancellation notice is made sixty (60) days or more prior to the event date, all fees paid to date will be refunded except the \$100 application fee. If notification is made fifty-nine (59) days or less prior to the event date, all paid fees are non-refundable.

If an event needs to be cancelled due to hazardous weather conditions or for the safety of event participants, all paid fees will be refunded, except the application fee. Whatcom County Parks will work with applicant to reschedule event, if requested by applicant.

**The County shall not be liable for any loss of profits or costs to the applicant, to the vendors, or to any 3<sup>rd</sup> parties if an event must be cancelled for any health or safety reason, including COVID-19.**

***Thank you for considering Whatcom County Parks for your event!***



## Whatcom County Parks & Recreation Special Event Permit Application

This application must be completed, signed and submitted to Whatcom County Parks & Recreation at least (90) days prior to the first day of the event. Incomplete applications or applications received within 90 days of the event **will not** be permitted.

*\*Please read all Special Event instructions carefully prior to beginning this application*

Event Information						
Event Name:						
Event Location(s)  <i>*See section 2.0 of instructions for site maps and exclusions</i>	Check all that apply <input type="checkbox"/> Chuckanut Mountain Park <input type="checkbox"/> Hovander Homestead Park <input type="checkbox"/> Lighthouse Marine Park <input type="checkbox"/> Roeder Home <input type="checkbox"/> Samish Park <input type="checkbox"/> Semiahmoo Park <input type="checkbox"/> Silver Lake Park					
Event Dates		Hours: Open to Close Each Day		Expected Daily Attendance		
open to attendees		open to attendees				
DAY	DATE	START TIME	END TIME	PARTICIPANTS	STAFF/VOLUNTEERS	
Day 1						
Day 2						
Day 3						
Day 4						
Day 5						
Event Setup Starts:			Event Take Down Complete:			
START DAY/DATE		START TIME	END DAY/DATE		END TIME	

Applicant Information		
Sponsoring Applicant Organization:		
Mailing Address	Street Address:	
	City, State, Zip:	
Applicant Contact (must be the authorized agent)	Name:	Title:
	Cell:	Alt Phone:
	Email:	



On-Site Event Contact	Name:	Title:
	Cell:	Alt. Phone:
	Email:	
Organization/Event Website:		

Event Details			
Has this event been done before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this an annual event? <input type="checkbox"/> Yes <input type="checkbox"/> No	How many years?	Previous Name(s) of Event?
Are there any changes from previous years? <input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Changes:		
Event Type	Choose the event types below that pertain to your event. Select all that apply.		
	<input type="checkbox"/> Open to the Public <input type="checkbox"/> Run/Walk <input type="checkbox"/> Cycling <input type="checkbox"/> Other Sports Event <input type="checkbox"/> Festival <input type="checkbox"/> Private <input type="checkbox"/> Other _____		
Admission Fees	Does your event require a paid fee or recommended donation for participants and/or spectators? <input type="checkbox"/> Yes <input type="checkbox"/> No    Amount? \$ _____		
Event Purpose	Please give an overview of the event purpose.		
Event Set-Up	Please give an overview of event set up.		
Equipment/Set-Up	Select all that apply. Show all equipment on your attached map and describe in detail in supplemental documents.		
	<input type="checkbox"/> Staging/Scaffolding <input type="checkbox"/> Amplified Sound <input type="checkbox"/> Generators <input type="checkbox"/> Stage <input type="checkbox"/> Inflatables <input type="checkbox"/> Portable Restrooms <input type="checkbox"/> Handwashing Stations <input type="checkbox"/> Animals <input type="checkbox"/> Exhibits    Tents (size) _____ feet x _____ feet		
	Please list the outside companies/vendors that you are using for any of the checked boxes above.		

## Alcohol

The sale, service and consumption of alcoholic beverages are subject to Washington State Liquor & Cannabis Board (WSLCB) regulations, licensing, and permit requirements. Please visit the WSLCB website, <https://lcb.wa.gov/licensing/special-licenses-and-permits> for additional information.

*\*See sections 9.0 & 12.1 of instructions for additional information*

Will alcohol be sold or consumed? <input type="checkbox"/> Yes <input type="checkbox"/> No	How many individual alcohol service areas?	Alcohol service provider: <input type="checkbox"/> Self <input type="checkbox"/> Provider _____
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### Alcohol Service Area/Beer Garden Schedule

	DAY	DATE	START TIME	END TIME
Day 1				
Day 2				
Day 3				
Day 4				
Day 5				

## Vendors

General Information	Does your event have vendors selling or promoting products or services? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Items to be sold. Check all that apply. <input type="checkbox"/> Food <input type="checkbox"/> Beverages <input type="checkbox"/> Merchandise <input type="checkbox"/> Services <input type="checkbox"/> Other _____
Required Information	<p><b>Using the vendor checklist on page 15, applicant shall provide a complete list of vendors forty-five (45) days in advance of event. Applicant is responsible for collecting a certificate of insurance and all required endorsements for each vendor. Insurance documents shall be attached to the submitted checklist.</b></p> <p><i><b>If required vendor insurance is not received 45 days prior to the event date, that vendor will not be permitted at the event.</b></i></p> <p><i>*see section 5.0 of instructions for vendor information</i></p>

## Amplified Sound/Music

Does your event have any amplified sound? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will the sound include music/entertainment? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe what sound will be amplified: (announcements, background music, etc.):	
Describe what equipment will be used and at what locations:	
On-site event organizer personnel with authority to control sound issues:	
Name / Company:	Cell Number:

## Recycling, Compost, & Trash

Whatcom County Parks & Recreation requires vendors and organizers 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](#).

Will you be hiring a vendor to assist in the collection?

Yes  No

Vendor/Company Name:

Detail your plan for waste management within the event area.

## Security, Emergency Response and Safety Plan

Emergency Response and Safety Plan

**Applications will not be accepted without an emergency response & safety plan.** On a separate sheet, indicate how you will respond and communicate with volunteers, emergency responders, and the event team in case of an emergency. Please include the following:

- Describe in detail the security protocols for your event
- Location of Emergency Command Center/staging area
- Emergency vehicle ingress and egress
- The need for fire and emergency medical services personnel
- Emergency evacuation plan
- Location of Emergency Command Center/staging area
- Available on-site medical equipment and names/contact information of trained staff/volunteers
- Primary and Secondary Event Officials – people who have the authority to cancel or modify event activities, along with their day-of-event contact info
- Identification of risk-factor thresholds that would alter or cancel the event e.g. weather, air/water quality, police activity, etc.
- Protocol for missing persons and lost children
- For events on or near water, a water safety plan

Event Security

Depending on the size and scope of your event you may be required to hire event security. This will be determined during the application review.

## COVID-19 Procedure for Employee & Participant Safety

Applicant is solely responsible for reviewing, understanding, and abiding by all health and safety measures outlined in the regional COVID-19 Healthy Washington – Roadmap to Recovery Plan. Events are subject to the regulations and guidelines in place at time of the event.

### Health & Safety Procedure

**Applications will not be accepted without COVID-19 health & safety procedure.** Applicant must adopt a written procedure for employee safety and participant interactions that is at least as strict as any health and safety requirements released from the Washington State Department of Health. This includes compliance with any recreation or event specific guidance.

**The County shall not be liable for any loss of profits or costs to the applicant, to the vendors, or to any 3<sup>rd</sup> parties if an event must be cancelled due to changing COVID-19 regulations.**

## Plan of Operation

**Applications will not be accepted without a plan of operation.** On a separate sheet, please describe in narrative the following applicable aspects of your proposed event.

Examples of applicable topics to include:

- General description of event and how it will be operated
- Parking/Traffic Flow
- Sanitation and garbage disposal
- Utilities
- Facilities and areas proposed to be used
- Describe all areas where food/beverages will be served
- Animal control
- Trails (i.e. start/finish lines)
- Aid stations
- Other

## Site Plan

### Maps Required

**Applications will not be accepted without a site plan.** Map diagrams are required for the overall event layout as well as any separately fenced areas.

#### Overall Map Diagram

The overall map must include:

- Fencing/barriers
- Bleachers, booths, stages and any canopies/tents
- Cooking areas/vendor locations
- Porta-potty locations
- Generators
- Vehicles/parking areas
- Traffic flow
- Entrances/exits
- Start/finish lines
- Routes with direction arrows
- Aid station locations
- Security locations
- Emergency vehicle ingress/egress
- Performers/exhibits/demonstration areas

#### Supplemental Map Diagrams for Alcohol Service or Beer Garden (if necessary)

Requires an individual detailed schematic/layout of any intended beer/wine/liquor garden areas that depicts:

- Fencing
- Entrances
- Exits
- Dimensions
- Maximum intended capacities.

Please use Whatcom County Park maps located at:

<http://whatcomcounty.us/2649/Locations> for your diagram.

## Insurance

Evidence of Applicant's insurance must be submitted and approved no later than forty-five (45) days prior to the commencement of the event. A Special Event Permit will not be issued until all insurance documentation has been received, verified and approved by Whatcom County Parks & Recreation Department. Events that fail to provide adequate proof of insurance at least (45) days prior to the event:

- Will not be permitted
- Will forfeit all paid fees
- Will be cancelled.

The County shall not be liable for any loss of profits or costs to the Applicant, to the vendors or to any 3<sup>rd</sup> parties as a result of cancellation.

The certificate of insurance, along with the supporting policy endorsements for Additional Insured and Waiver of Transfer of Rights must include the following language:

**"Whatcom County, its departments, elected and appointed officials, employees, agents, and volunteers are included as an additional insured; Whatcom County Parks & Recreation Department, 3373 Mt. Baker Highway Bellingham, WA 98226"**

*\*Review section 12 of instructions thoroughly for complete insurance requirements*

### Required Insurance Forms:

- Certificate of Insurance (CG 00 01 10 01): *Required minimum coverage is determined by event*
- Additional Insured (CG 20 26): *Containing the above language*
- Waiver of Transfer of Rights (CG 20 24): *Containing the above language*
- Primary and Noncontributory (CG 20 01): *Containing the above language*

## Fees

Special Event Fees are assessed according to the Unified Fee Schedule and are based on park use, impact to the park and staff time.

All Special Event Applications are subject to a \$100 application fee. Your application is not complete until this fee is received. Is your application fee enclosed?

- Yes    No

## Special Event Checklist

Completed Application Form including:

- \$100 Application Fee - Payable to Whatcom County Parks & Recreation
- Attached Plan of Operation
- Attached Security, Emergency Response & Safety Plan
- Attached COVID-19 Procedure for Employee & Participant Safety
- Attached Site Plan
- Attached Supplemental Map Diagram (if applicable)

Submit 45 Days Prior to Event:

- Insurance Documents
- Complete Vendor List

## Applicant Hold Harmless, Defense & Indemnity Agreement

*The applicant does hereby agree to release, hold harmless, defend and indemnify Whatcom County and its departments, elected and appointed officials, employees, agents, and volunteers, from and against any and all demands, claims, actions, suits, proceedings, damages, losses and expenses, including but not limited to court costs, expenses, reasonable attorney's fees and alternative dispute resolution costs, for any personal injury, for any bodily injury, sickness, disease or death and for any damage to or destruction of any property (including the loss of use resulting therefrom) whatsoever arising out of the use and/or occupation the public premises authorization by this Permit and any act or omission of Applicant or any of its officers, employees, agents, licensees, permittees, invitees, contractors, vendors or the invitees of any of the same (hereinafter collectively referred to as "actors" including patent, trademark and copyright infringement; or arising out of or relating to any concurrent act or omission of any of the above-referenced actors and the County or any County officers, officials, employees, agents or volunteers; Provided, that nothing herein shall be construed as requiring the Applicant to indemnify the County against liability for bodily injury, death or damage to property caused by or resulting from the sole negligence of the County or any of its officers, officials, employees, agents or volunteers. The indemnification obligation set forth in this section shall survive the expiration of earlier termination to this Permit.*

*In the event that any lawsuit based upon any such claim, action, loss, damage or cost is brought against the County where the sole basis of the County's liability is the granting of the Permit, the Applicant, after being notified that such lawsuit has been started, shall defend such lawsuit at no expense to the County; and if, in such lawsuit, a final judgement is rendered against the county, or against the County and the Applicant jointly, the Applicant shall promptly satisfy such judgement.*

- I certify that I am the applicant or that I am a duly authorized agent of the Applicant organization for this Event. The information provided on this application is true and accurate to the best of my knowledge. If the event plans change, I will submit a revised application or additional information accordingly.

\*All information contained in this application is subject to public disclosure.

**The application is not valid without a signature.**

Applicant Name:

Title:

Applicant Signature:

Cell Phone:

Date:

Return To: Whatcom County Parks & Recreation  
3373 Mount Baker Highway  
Bellingham, WA 98226

Email: WCPREvents@co.whatcom.wa.us  
Phone: 360-778-5850



## Whatcom County Parks & Recreation Special Event Vendor Checklist

Applicant shall review, compile and provide all insurance documentation to Parks at least 45 days prior to the event. Applicant shall use this checklist to provide a complete list of vendors, describe their goods and services and checkoff that all required insurance documents have been provided by the vendor. Insurance documentation must be attached to the checklist. See section 5 of the instructions for additional information.

**Event Name:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

#	Vendor Name	Product / Service Type	Certificate of Insurance	Additional Insured Endorsement	Primary & Non Contributory	Waiver of Transfer of
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#	Vendor Name	Product / Service Type	Certificate of Insurance	Additional Insured Endorsement	Primary & Non Contributory	Waiver of Transfer of
19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>