

2021 Special Event Permit Application



****To send this form electronically; the file name must be saved as SEPA-Application.PDF**

Name of Special Event

Date(s) with Start and End Times of Setup, Event, & Tear Down

Expected Attendance

Local:

Not Local

Estimated # of lodging
rooms per night:

Special Event Sponsor /
Organization

Mailing Address

City

State

Zip

Primary Contact Name

Phone Number

Email

Alternate Contact Name

Phone Number

Email

Location(s) Requested

Check all that apply

Southridge Sports & Events Complex

Entire Pavilion (\$2,500/day)
Multi-Court (\$87.50/hr)
Meeting Room (\$40/hr)
Pavilion Cafe (\$80/day)
Plaza Area South (\$40/hr)
Plaza Meeting Room (\$25/hr)
Plaza Area North (\$30/hr)
Multi-Use Sports Field (\$17/hr)
Walking Path (\$54/day)
Parking Lot South (\$1,000/day)
Parking Lot North (\$750/day)

Columbia Park

Bandshell (\$364/day)
Riverfront East (\$93/day)
Riverfront West (\$179/day)
Memorial East (\$52/day)
Memorial West (\$52/day)
Multi-Use 20 Acres (\$327/day)
Multi-Use 10 Acres (\$164/day)
Fishing Pond East (\$93/day)
Lampson Pits (\$52/day)
Walking Path (\$55/day)

Other Open Space

Keewaydin Park (\$138/day) Eastgate Park (\$214/day)
Lawrence Scott Park (\$123/day) Hansen Park (\$138/day)
Other

**Pricing shown is for Community rates. Additional fees may apply. See Appendix 2 of the Special Event Permit Guide.

Type of event: Choose all that apply to your event.

Open to the public	Car Show
Private event	Run/Walk
Ticketed event	Cycling
Recurring/Annual	Dancing
Festival/Fair	Fundraiser
Concert/Performing Arts	Parade
Other	Sporting Event

Brief Description of Event:

Features of your Event

Will food be provided at your event?

There is no food sold and/or consumed at my event.

The food being consumed at this event is a closed picnic, no sale of food, no provision of food to the public.

Yes. I will be responsible for ensuring my vendors have obtained all of the necessary food service permits or exemptions, and evidence of liability insurance with products/completed operations coverage. (See section A for requirements).

Will alcohol be sold/consumed at your event?

There is no alcohol sold/consumed at my event.

I will obtain the required Special Occasion License from the Washington State Liquor and Cannabis Board for this event and the required additional liquor liability insurance (See section A & C), and I will provide the Special Occasion License and Insurance documentation to the City at least 30 days prior to the event. (Some permits take up to 90 days to process by the WSLCB.)

Will your event have amplified sound? (See Section J)

No, my event will not have amplified sound.

Yes, my event will have recorded music/sounds.

Yes, my event will have live music/performances and I will provide a noise monitor.

Will any type of structure be erected? Check all that apply.

Temporary Stage	Tent	Canopy
Theater Screen	Fence	Booth
Pipe & Drape	Outdoor Lighting	Display Vehicle
Food Truck	None	
Other		

Will streets, footpaths, bridges, limited access areas be closed? (See Section I)

No

Yes, and I will submit the completed Parade, Demonstration, Street Closure Permit Application and fee to the City of Kennewick at least 30 days prior to my event.

Will admission fees be charged?

No

Yes, and I will complete the admission's tax form and return it to City Hall after my event.

Yes, and all proceeds will be received by a non-profit organization.

Will donations be collected?

No

Yes, in conformance with KMC Chapter 6.23, provided the proceeds are used for the sole purpose of conducting the permitted event and necessary expenses incident, thereto.

Will any type of auction or sale of used goods/items take place?

No

Yes, in conformance with KMC Chapter 6.17 - Dealers in Used Goods.

Will there be any type of raffle at the event?

No

Yes, and I will comply with the provisions of KMC Chapter 3.6 - Gambling Tax and the Washington State Gambling Commission.

The following activities are considered "higher risk" and may require higher limits of insurance. Please check all that apply:

Animals: Domestic or Exotic

Fireworks / Pyrotechnics

Mechanical Amusement Rides

Wall-Climbing

Water-Slides

Other

Drones

Inflatables: bounce houses, slides, etc.

Swimming

Watercraft used

Aircraft / Helicopter

If you checked yes to any of the above; please describe in detail what you would like to have (including quantity and vendor) and any relevant information pertaining to that activity.

Please Initial:

I have read the Special Events Permit Guide and understand the requirements for my event:

This application is fully completed and all activities associated with the event have been fully disclosed:

The City of Kennewick may revoke a permit and/or stop use in progress if the User fails to comply with any Federal and/or State laws, City ordinances, and the terms of this permit. The City of Kennewick may also revoke a permit and/or stop a use in progress if the user fails to secure a necessary permit, disregards a lawful order of an authorized representative of the City of Kennewick, or engages in activity that may cause injury to the public or damage to the premises.

I agree to pay any fees associated with this request at least 30 days prior to my event. Cancellations are to be received by the Special Events Office, in writing, at least 30 days prior to the event to be eligible for a refund.

Hold Harmless: I agree to defend, indemnify and hold harmless the City, its officers, officials, employees, and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of the Premises or from any activity, work or thing done, permitted or suffered by me or the organization I represent in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

I further state that I am 18 years of age or older, am legally competent to sign this agreement, and am authorized on behalf of the organization I represent to sign this agreement. I understand these terms are contractual and not a mere recital, and that I have signed this document of my own free act.

I make application to the City of Kennewick for the use of the facility and/or property described above. I certify this information is correct. I agree to exercise care and safety in use of the facility and property, to hold harmless the City of Kennewick from all liability and medical expenses resulting from the use of the facility/property, and agree to adhere to the General Park rules of the City of Kennewick.

Print Name

Date

Signature