



# SPECIAL EVENT APPLICATION PROCEDURE

1. Review Special Event Application Procedure/Guidelines AND Reservation Guidelines.
2. Fill out the Special Event Permit form providing a detailed description of the event and any additional services required of the City.
3. A certificate of insurance listing the City of Federal Way as an additional insured is required for all special events with a minimum general aggregate of two million (\$2,000,000.00). 501-C3 documentation is required only if applicable.
4. Submit the completed Special Event Permit form and insurance certificate a minimum of sixty (60) days prior to desired event date. The City may not be able to accommodate special event requests with less than sixty (60) days notice. Incomplete applications will not be accepted.
5. All applications are submitted for review and approval from key Parks staff to ensure that the event can be accommodated. This process can take up to 4-6 weeks.
6. Payment shall be made after the event has been approved. You will be notified at this time and payment in full will be required within ten (10) business days. The City reserves the right to cancel the event if payment is not received within this period.
7. A signed copy of the Special Event Permit and receipt will be sent to you. You must bring a physical copy of the Special Event Permit with you on the day of your event.



# SPECIAL EVENT GUIDELINES

A **Special Event** is defined by the City of Federal Way as any community, special or private event not sponsored by the City that requires other than routine use of any park or outdoor facility. Examples of such events include, but are not limited to, weddings/receptions, baptisms, fun runs, and athletic tournaments.

**Base Fee** - \$70.00/hour (Minimum of 3 hours)

**Damage Deposit** - \$500.00

At the City's sole discretion, the damage deposit may be reduced or waived based on the nature of the special event request and its estimated impact on the City's facilities and grounds, as well as any previous history of good standing between the requesting party and the City for similar/annually recurring events.

**Additional Services** provided by the City (all prices are per day):

- Table - \$15.00 ea.
- Trash receptacle - \$5.00 ea.
- Electricity - \$50.00
- Stage - \$500.00
- Stage with Canopy - \$1,000.00

\*\*Please note that each special event reservation will be subject to a \$1.00 non-refundable Technology Fee\*\*

**Admission/Revenue:** When admission is charged or when an event generates revenue, 20% of the total gate admission or event revenues shall be paid to the City. The percentage of revenue paid to the City is in addition to the Special Event fee. A certified statement of total gate admissions or revenues, along with the 20% payment must be submitted within 20 days of the conclusion of the event. Non-profit agencies must provide a copy of their "501-C3" non-profit determination to be considered for exemption from this requirement.

**Amplified Sound:** The playing of amplified music or other type of live entertainment may be limited at certain locations. No amplified sound prior to 9:00am per Federal Way City Code Sect. 10-27. Amplified sound will cease prior to 9:00pm unless under "exclusion:" of aforementioned City code.

**Approval Authority:** All Special Event Permits are subject to relevant Federal, State and City ordinances and to City of Federal Way park regulations. Copies of city ordinances are available on request. Special Event requests shall be reviewed and approved by the Parks Director, Parks Maintenance Manager and other applicable key staff. It is the responsibility of the applicant to obtain all other necessary permits and licenses required for the desired event.

**Cancellation/Refund:** Cancellation requests must be given a minimum of two weeks prior to the event date and will receive a 50% refund. Cancellations requests made less than two weeks prior to the event date will not receive a refund. Cancellations will not be honored due to weather conditions. Rescheduling requests will be subject to the same terms and conditions as cancellations. Special Event fees paid by debit/credit card will be directly refunded to the card used for payment. The damage deposit, and any fees paid by cash or check will be refunded via check and will take approximately four weeks to process and arrive by mail.

**Insurance:** A certificate showing comprehensive general liability insurance coverage for the proposed event is required prior to approval of a Special Event. Certificates of insurance must show a combined single limit of not less than \$2,000,000.00 for bodily injury and personal damage liability and must name the City of Federal Way as an additional insured.

**Recycling** is required per RCW 70.93.093 at events at City facilities. For more information, call the Recycling Program @ 253-835-2771 or visit: <http://www.ecy.wa.gov/pubs/0807016.pdf>.

**COVID:** Users and guests are responsible for following all applicable public health guidelines to reduce the risk of spreading COVID-19.

**The City reserves the right to cancel a Special Event at any time. Cancellations due to non-compliance of Special Event/Reservation Guidelines and/or safety risk are not entitled to a refund.**