

FEDERAL WAY SPECIAL EVENTS POLICY CHECKLIST



I understand that a walk through with Parks staff/management is required at least 2 weeks prior to the event taking place.

Initials

I understand that all amplified sound must be kept at a reasonable level as determined by Parks staff/management.

Initials

I understand that no vehicles are allowed on Parks grounds without prior written permission granted by the Parks department.

Initials

I understand that if the proposed event has an expected attendance of 500+ there will be a mandatory \$50/hr charge for a Parks staff member to be on site at the event to help maintain park and public safety. In addition – a parking plan will be required and private/ licensed security may be required depending on the nature of the event.

Initials

I understand that if the proposed event includes food trucks that a vendor fee of \$100 per vendor will be assessed and all vendors will need to obtain a City of Federal Way business license prior to the event. All food vendors will also be required to have a certificate of insurance that lists the City of Federal Way as an additional insured and a Health Department permit. In addition – all food vendor employees will be required to have a valid food handlers' card.

Initials

If any of the above policies are not adhered to I understand that my damage deposit will not be refunded and any future event requests received by the City of Federal Way on my behalf may not be approved

Applicant Signature: _____