

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. I understand a map showing event layout needs to be provided to Parks staff/management prior to walkthrough

Initials

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

Initials

I acknowledge that the use of inflatables, including bounce houses, is strictly prohibited at all City park locations, in accordance with park regulations.

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

I acknowledge that the park remains open to the public during my event. I understand that my event does not grant exclusive use of the park, and that access to public amenities will not be restricted during my event.

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: _____