



Special Events Guide

City of Kalama



360-673-4908

City Hall, 195 N 1st St, Kalama, WA

apclerk@cityofkalama.com



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Introduction

The Kalama community is enriched by a full range of cultural and community events. This special event guide is a resource to assist event sponsors in production of safe, well-organized, and positive events. The City needs to receive complete and detailed information to successfully assist with a special event.

“Special Event” defined:

1. Temporary- not a normal use of a facility or property.
2. A large number of people watching and/or participating; and/or
3. Involves or impacts the public realm (examples- requires City services beyond the normal capacity, generates traffic, parking, noise, street closures, etc.).

Examples of “Special Events”:

Some examples of special events include carnivals, parades, races, festivals, block parties, film crews, temporary use of a building outside the normal approved occupancy (e.g., haunted house, reception in a warehouse, etc.) and more.

A “Special Event” permit is NOT required for:

1. Funeral and wedding processions.
2. Students going to and from school classes or participating in educational activities.
3. A governmental agency acting within the scope of its functions.
4. A special event occurring in a City park that does not require review by City departments other than the Parks Department and is not expected to impact the normal use of the park or City services.

“Special Events” that do NOT require payment of application fees:

1. For an exercise of rights protected by the First Amendment to the United States Constitution, the application shall be accepted without regard to the submission deadlines of this chapter, shall be processed with reasonable promptness, and the review fees for the application, charges for city services, and indemnification and insurance requirements of this chapter shall be waived.
2. The City requires a special event permit application without a fee for events held on private or city property where expected attendance will have a minimal impact to city streets, sidewalks, parking, and the downtown core.
3. Neighborhood gatherings, or block parties meeting all the following criteria shall not be required to pay review fees or provide indemnification or insurance:
 - a. Attendance at the event will not unreasonably disrupt the orderly or safe circulation of vehicle and pedestrian traffic.
 - b. The event will close off a residential street segment no more than one block in length, or a sidewalk or alley abutting a park, or an unopened right-of-way; and
 - c. The event will occur during daylight hours for a duration of eight hours or less; and
 - d. The event does not require police service for crowd control.

The City’s rules and regulations for Special Events are contained in the Kalama Municipal Code (KMC) 15.17. Any inconsistencies between this guide and the KMC shall be resolved in favor of the KMC.

To expedite your Special Event permit application, Kalama uses a team review process that includes representatives from the following City departments (and non-City departments), as needed:

- Public Works
- Parks & Recreation
- Fire
- Planning & Community Development (which includes Building Services)

- Police
- Administration

The review team may condition your Special Event permit by imposing reasonable requirements concerning the time, place, and manner of the event necessary to protect the safety and rights of people and property and the control of traffic. It is in the best interest of your event to work with this review team well in advance (at least 60 days prior to the event) to ensure all conditions can be met.

Additional review and approval may be necessary from agencies outside the City of Kalama, including, but not limited to:

- State Liquor and Cannabis Board;
- State Department of Transportation;
- Port of Kalama;
- Cowlitz County Health Department or other County departments; and/or
- Other agencies, depending on whether elements of your Special Event are within their jurisdiction.

This is not an exhaustive list. It is the event organizer's responsibility to make sure approval is granted from other agencies prior to the date of the event. Links are included in the topic areas to assist you where possible.

Follow These Steps:

Step 1- Determine the event date and time

Research and consider what other events may be scheduled. The City's online events calendar is a good resource for this information. (See events calendar here: <https://www.cityofkalama.com/i-want-to-/advanced-components/calendar-month-view>) You should also review the Chamber of Commerce events page here: <https://www.kalamachamber.com/eventinfo>

City facilities are available on a first-come, first-served basis. See the City Venues and Facilities topic area for additional information. We recommend you begin planning your event at least 6 months in advance of the intended date. **Special Event permit applications** may be submitted up to a year in advance of the proposed event date but **must be received 60 days prior to an event.**

ALL EVENT ADVERTISING AND/OR
PROMOTION IS AT YOUR OWN RISK
UNTIL YOUR APPLICATION IS
APPROVED!

Step 2 - Initial Inquiry to City Review Team (OPTIONAL)

If you have questions about the application or permit requirements after consulting this Special Event Guide, contact City Hall at (360) 673-4908 or apclerk@cityofkalama.com and our staff will be happy to help guide you in the preparation of your application materials.

Step 3 - Submit application and supplemental information

Application materials are available online and at the end of this guide. The application must include the following items:

1. Completed application form
2. Event site map showing location and event details
3. Preliminary Traffic Control Plan (if required)
4. Other details, as provided in this guide.

Applications may be submitted by email to apclerk@cityofkalama.com or in person at City Hall, located at 195 N 1st Street, Kalama, WA 98625 or mail to PO Box 1007, Kalama, WA 98625.

Step 4 - Permit Review and Issuance

Applications must be submitted at least 60 days prior to your event to ensure enough time to work through any issues that may arise. Staff will respond within 7 business days of submittal with an initial review and provide feedback necessary to ensure approval of your permit. This may include a request for changes or additional information needed to approve your application. First amendment events, including rallies, protests, and demonstrations, are exempt from the application deadline and will be processed promptly.

The following documents are examples of items that may be required prior to permit issuance:

- Final Traffic Control Plan
- Proof of Insurance and Endorsement forms
- Signature Notification form
- Copy of liquor license
- Proof of approval from the Cowlitz County Health Department, or other agencies with jurisdiction where applicable
- Vendor list with UBI verification
- Other information requested by the City to ensure public health/safety and traffic control.

Step 5 - Pre-Event Meeting or Inspection

If required by the City (or requested by the applicant), a pre-event meeting and/or inspection will be held with City staff and the event sponsor to discuss day-of logistics and expectations. Applicants will be notified whether a pre-event meeting or inspection is a condition of the permit and will work with you to schedule the date and time of this meeting/inspection.

Step 6 - Have a Great Event!

Make sure the event sponsors, volunteers, and other key people have a copy of the Special Event permit on hand during the event, as well as the Emergency Response & Safety Plan, Traffic Control Plan, and other helpful documents where applicable.



Topic Areas

Admission/Ticketed Entry

An admission or ticketed entry is allowed provided the event can be encased in an area where access can be limited as approved under a special events permit. A small, designated area, such as a beer garden, that does not dominate more than 30% of the event space (park, street, right-of-way, etc.) may allow an entry fee payable to the event host per the approval of the City.

Alcohol

Events which provide alcohol must adhere to all Washington State Liquor and Cannabis Board (WSLCB) requirements and regulations. Special Occasion licenses are issued only to non-profit societies or organizations holding an event at which alcohol is sold by the drink. Your event may require a different type of permit. Visit the WSLCB website for more information: <https://lcb.wa.gov/licensing/applicant-faqs>.

A copy of the liquor license must be filed with the City of Kalama no less than 14 days prior to the event.

Events which serve alcohol are likely to be subject to additional security requirements and require additional insurance coverage. See the Insurance & Endorsement and Security topic areas for more information.

Beer Gardens

"Beer garden" is a general term that encompasses the sale of any alcoholic beverage in a defined location associated with a Special Event. Sale, service, and consumption of alcohol must be confined to a designated location(s) and shown on the Event Site Map submitted with your application.

Beer gardens must comply with the following conditions:

- Must be separately fenced and have security at each public entrance/exit point. (Note: This varies based on location and whether premises are already licensed. Only one entrance/exit point is recommended.)
- It is recommended that alcohol is to be served when food is also available.
- Gardens (alcohol service areas) shall be clearly identified and must be enclosed areas with a minimum barrier height of 42" high. A security person must be at each entry/exit point and check IDs before alcohol is served and be certain alcohol doesn't leave the garden. Picket fencing or other approved fencing may be used. Fencing should deter fence "hopping" and alcohol from being passed through.
- Beer garden staff shall ensure that all persons who appear 30 years of age or younger present appropriate identification verifying they are at least 21 years old.
- Sufficient lighting must be maintained so that identification may be checked, and patrons may be observed for the enforcement of liquor laws.
- MAST permit is not required for serving alcohol but is highly recommended for special occasion licenses. Contact specialoccasions@lcb.wa.gov for more details.
- Special Occasion licenses are available through the Washington State Liquor and Cannabis Board. This license allows a non-profit organization to sell liquor at a specific time, date, and place—and some offer an "all ages outdoor event addendum". Visit the link for more details: <https://lcb.wa.gov/licensing/special-occasion-licenses>

Events in City parks are prohibited from serving alcohol unless under an approved Special Event Permit [KMC 9.30.020 (i)]. Note: Failure to abide by the Kalama Municipal Code or the Washington State Liquor and Cannabis Board regulations and Washington State law could result in criminal citations and/or denial of any future liquor licenses.

Americans with Disabilities Act (ADA)

It is the event sponsor's responsibility to comply with all City, County, State, and Federal accessibility requirements, including the ADA. The ADA mandates equal access to facilities, services, and programs for persons with a disability. This may include providing a clear path of travel to and on sidewalks, maintaining designated ADA parking, and accessibility to restrooms. For additional information, visit: <https://adata.org/topic/state-and-local-government-ada-title-ii>.

Amplified Sound

The City of Kalama regulates public disturbance noise under Kalama Municipal Code 9.14. This ordinance defines the types of sound and music that may be considered a nuisance and subject to enforcement. Any specific conditions related to noise, such as hours of amplified sound, will be outlined in the Special Event permit.

Amplified music in City parks must end by 10 p.m. (from KMC 9.14.020-B.3). Public address (PA) systems or concerts must comply with the public disturbance noise ordinance. If your event's amplified sound will deviate from the KMC, it must be specified in the special event application before issuance of the permit.

The best way to handle a noise complaint is to avoid one in the first place! Be a good neighbor and provide advance notice to adjacent property owners/users. Most complaints are reported when the noise level is unreasonably loud, has been going on for a long period of time, or takes place outside of permitted hours.

Annual Events

City facilities and resources are reserved on a first-come, first-serve basis not more than one year prior to the proposed date. When more than one applicant requests the same date, time and/or venue, priority will be determined by the City Administrator or designee.

Banners/Signs

The City allows for the display of artwork, public service announcements, or event announcements in pre-approved locations to promote events within the City of Kalama. Banners/signs should be event specific in nature and be reviewed and approved by the City as part of the special event permit. We recommend that applicants submit a "proof" of their signage/banner with their special event application.

Reservations are made on a first-come, first-serve basis and will be accepted up to one year in advance and no sooner than six months in advance of the first day of the month the banner will be installed.

Block Parties

Block parties (or neighborhood gatherings) meeting the following criteria are not required to pay Special Event review fees, and the indemnification and insurance requirements shall be waived:

1. Attendance at the event will not unreasonably disrupt the orderly or safe circulation of vehicle and pedestrian traffic.
2. The event will close off a residential street segment no more than one block in length, or a sidewalk or alley abutting a park, or an unopened right-of-way; and
3. The event will occur during daylight hours for a duration of 8 hours or less; and
4. The block party does not require police service for crowd control.

Block parties complying with these criteria must still apply for a Special Event permit, so the City has a record of the event.

Boat Launch & Moorage

Kalama has public boat ramps and locations for launching small craft, such as kayaks, for events with a marine or water-based component. Any necessary permitting to utilize these locations for a special event will be completed through the Port of Kalama. Port contact information: 360-673-2325

City Venues/Facilities

The City offers a few venues and facilities for use for both public and private events. A reservation for these facilities (such as the community building) must be made separately from the Special Event permit application and may include associated fees.

City parks are open for public use on a first come, first served basis from sunrise to sunset. After hours use of a City park is allowed only by the written permission of the City.

Emergency Response & Safety Plan

All large-scale events should have a detailed emergency response and safety plan. Some considerations to be described in the plan include:

- Location of an Emergency Command Center/staging area and access for emergency vehicles.
- Primary and Secondary Event Officials - Identify those who have authority to cancel or modify event activities, along with their day-of-event contact information.
- Available on-site medical equipment and names/contact information of trained staff/volunteers.
- Protocol for missing persons and lost children.
- For events on or near the water, a water safety plan.
- Identification of risk-factor thresholds that would alter or cancel the event e.g. weather, air/water quality, police activity, etc.

Depending on whether the event has limited access, a large number of attendees, or a high risk/likelihood of injuries, Kalama Police and Cowlitz County Fire District 5 may determine police/security, as well as medics and/or a staffed aid transport unit are required at the expense of the event sponsor.

Event Site Map

An Event Site Map is required with the Special Event application to show the overall layout of the event. The map must be legible and on a minimum of 8.5" x 11" paper. This map should show all the following items, as applicable:

- Surrounding street names
- Directional arrows/route
- Parking/staging areas
- Recycling/trash areas
- Portable restroom locations
- Start/finish lines
- Fencing/barriers
- Beer/wine gardens
- Street closure points
- Emergency access routes and staging areas
- Booths/vending areas
- Cooking areas (including fire pits)
- Food trucks
- Generators
- Stages
- Signage, a-boards, balloon arches, banners
- For private events in buildings or enclosed spaces:
 - Show maximum number of people present at one time
 - Provide floor plan(s) with the activities and use of each room, width and door swing of entrances and exits, location and number of restrooms, and note whether the building has a fire sprinkler and/or alarm.
- Other information or activities that help describe the event

Fees & Charges

Review fees and personnel charges are adopted by the City Council to recover the costs of reviewing, approving, and staffing a Special Event. For a current fee schedule, see the City website:

<https://www.cityofkalama.com/home/showpublisheddocument/5359/638083529445000000>.

City Personnel Charges

If required, additional charges will be incurred for the costs of City personnel required to support the event (e.g. due to security, emergency service, or traffic control requirements). An estimate of these fees will be provided during the review of your application, then a bill for payment of services will be sent to the applicant after the event.

Post-Event Services

The applicant will be billed for staff time for clean-up after the event if City resources are required to remove signs, pavement markings, litter, or other impacts from the event.

Facility Rental Fees

See City Venues/Facilities topic area for information.

Exemptions and Reductions

Political or religious activity intended primarily for the communication or expression of ideas shall be presumed to be a constitutionally protected event, and fees and charges will not be assessed.

Fire Bin/Burn Barrel/Bonfire

Open fires are not allowed in City of Kalama facilities. Exceptions include charcoal briquettes in existing or portable barbeques. Proposed recreational fires will be reviewed by Cowlitz County Fire District 5.

Fireworks/Pyrotechnics

Public commercial firework displays require a separate Fire Operational Permit. An application, including display plans, must be submitted to the Fire Department at least 10 days prior to the event for review and approval. Submittal requirements are outlined under WAC 212-17- 270. Private use of fireworks should be contained, monitored, and follow all safety rules and regulations as outlined by city and state codes. (see KMC 9.16.030 & 9.16.050).

Food

Food and beverage services must follow all applicable laws and regulations including food handling, taxes, and labor laws. See the Cowlitz County Health Department Temporary Food Permits page for more information:

<https://www.co.cowlitz.wa.us/1064/Temporary-Food-Permits>

If there are vendors with food (edible) products, please reach out to the Cowlitz County Health Department. They will come out to the event and perform food inspections.

Heat Source/Cooking Equipment

Any heating equipment, such as electric hotplates or other similar heat-producing devices shall have at least one fire extinguisher with a minimum rating of 2A:10BC. Extinguishers shall be in good working condition, fully charged, with seals intact and currently certified. The use of propane, structures with deep fat fryers and other cooking equipment may have other safety and permitting restrictions.

Cooking/Food Waste

Receptacles for all waste related to food and beverage services must be provided for and by the vendor and/or event sponsor. Exceptions may be made if approved under the special events permit.

Power/Water

Except where specific written permission has been granted (under the special events permit), all food and beverage services must provide their own power and water. See the Power Access topic area for more information.

Compostable Products

The City of Kalama supports environmentally friendly practices, and strongly urges event sponsors to request that vendors supply compostable or reusable serving ware and packaging. See the Recycling/Sanitation topic for more information.

Insurance & Endorsement

Except for certain exempt activities, event sponsors must procure and maintain insurance coverage for the duration of the event to cover any claims for injuries to people or damage to property that could occur in connection with the event.

The City of Kalama must be added as an additional insured on the sponsoring organization's Commercial General Liability insurance policy and this policy must be accompanied by an additional insured endorsement form. Special event insurance may be available at: <https://app.gatherguard.com/?v=0501-1170>

The General Liability insurance shall be written with limits of no less than \$1 million for each occurrence, \$2 million general aggregate, shall be primary and noncontributory, and shall include a waiver of subrogation. For events serving alcohol, the event sponsor must also procure and maintain Liquor Liability insurance in the amount of \$1 million each occurrence, unless a qualified host has coverage which is approved in writing by the City. Insurance documentation must be filed with the City no less than 14 days prior to the event. Special event insurance may be available at: <https://app.gatherguard.com/?v=0501-1170>

Notification & Promotion

Event Type Classification

Advanced notification of Special Events to the public is intended to help ensure their success and mitigate impacts to the community. **City staff will be in charge of public noticing where parking, streets, or public safety is involved.** The review team will determine the extent of community outreach required for each event, but generally outreach shall occur as follows:

Type I Events:

- Block parties as described in KMC; and/or
- Closure of 1 residential street segment.

Notification: Permission for use of private property form signed by property owner and event organizer (this form is attached as an appendix to this Guide)

Type II Events:

- Rolling street closure (short-term); and/or
- Requires traffic management (e.g. flaggers, police escort, etc.) but doesn't restrict access to property.

Advanced notification of a minimum of 24 hours required.

Type III Events:

- Displaces on-street parking;
- Closure of more than 1 street segment (residential or commercial);
- Rolling street closure (longer-term); and/or
- Restricts or temporarily eliminates access to property.

Required notification:

1. For displacement of on-street parking, post NO PARKING signs:
 - a. 24 hours in advance for designated time-limited parking
 - b. 72 hours in advance for all other areas

See PARKING topic area for more information about No Parking signs.

Note: City Staff will put out signage.
2. Permission for Use of Private Property form signed by any parties disproportionately impacted. Applicant is responsible for getting permission and providing supporting documentation. A form is available for applicant use.
4. Type II barricade with attached event description placed at major intersections 1 week in advance of the event (TBD by Public Works staff).
5. Posted to the City's Event Calendar and/or distributed through the City's social media/website. (City staff posts notice.)

Open Water

In the event of an open water swim, event organizers must provide qualified lifeguards and other safety personnel adequate for the safety of participants and staff. Open water boating events must provide safety personnel and vehicles to monitor and rescue participants, if necessary. Open water events must enforce all laws and regulations outlined by the United States Coast Guard. Open water events held at the Port's waterfront are managed by the Port of Kalama. Events at Kress Lake are managed by the Department of Fish and Wildlife.

Parking

An important part of the required Event Site Map and/or Traffic Control Plan is a parking plan identifying where event participants, staff, volunteers, and participants in the event are intended to park.

City staff will determine whether additional parking is required based on anticipated attendance for similar events and the parking plan feasibility. Event sponsors are encouraged to identify and offer transportation alternatives, such as:

- Carpools
- Biking/walking routes (include in advertising and/or registration materials)
- Shuttle(s)

If non-traditional parking or turf areas are proposed for temporary parking, specific details must be provided to indicate parking areas, vehicle access and drive lanes, and precautions to prevent damage to property or people.

No Parking Signs

If time-limited parking spaces are blocked as a result of the event, they must be posted with "No Parking" signs at least 24 hours in advance of the event. Other parking areas must be posted 72 hours in advance of the event. See Notification topic area for additional information.

No Parking signs are inexpensive to purchase, or you can make your own. However, all No Parking signs must comply with the following minimum requirements:

- Provide the information as shown on the example contained in the Traffic Control Plan guidance document, which is included as an attachment at the end of this Guide
- Minimum size of 8.5" x 11"
- Constructed from heavy cardboard/sign material - laminated or water-resistant
- Attached with a zip tie or other sturdy material.
- Attached to barricades/cones/sawhorses - NOT to trees, light poles, traffic signs, or other existing features in the right-of-way
- Removed at the conclusion of the event

Portable Restrooms

All Special Events must provide sufficient restroom facilities for event attendees. When on-site facilities are insufficient, the event sponsor must arrange and pay for supplemental portable units to be delivered (no more than 48 hours prior) and removed (within 48 hours after) the event.

The number of toilets required is based on the duration of the event and number of people anticipated to attend. Sanitary Services Company provides this free Event Services Guide, which includes calculations for portable restrooms:

<https://www.servicesanitation.com/portable-restroom-calculator/>.

Events providing alcohol should plan for 40% additional units. Competitive athletic events should provide units at a ratio of 1 for every 50- 75 participants.

Power Access

Events located in City facilities may utilize City power connections for normal usage, where available. However, the City is not responsible for power failures and staff may not be available to respond immediately to power-related issues.

Power sources provided by the event sponsor shall be self-contained and comply with the National Electrical Code. Rubber guards shall be used when cords and/or cables cross public walkways.

Generators must be separated from temporary structures, tents, and canopies by a minimum of 20 feet and be isolated from contact with the public by fencing, enclosure, or other approved means.

Temporary Lighting

Applicant is responsible for temporary lighting for events held after dusk and/or at the discretion of the Police Chief or designee to address safety issues.

Promotion

Promotion of an event prior to the receipt of a Special Events Permit is undertaken at the risk of the event sponsor.

Protests, Rallies, and other Expressive Activities

If the City determines the proposed event will be an exercise of rights protected by the First Amendment of the United States Constitution, the application will be accepted without regard to the submission deadlines and no fees will be charged or insurance coverage required. Reservation fees will still be required if the special event will be utilizing reservation-based City facilities.

Organizers are required to comply with all other local, state, and federal laws and regulations governing public safety and health and must obtain a Special Event permit.

Recycling & Waste

The City of Kalama encourages all events to provide recycling and food waste service in addition to trash receptacles. Event waste plans should include sufficient receptacles to support event activities.

Event staff are responsible for the condition of portable toilets and waste receptacles and must maintain all waste receptacles during permit hours and dispose of all debris off-site.

In addition, event organizers are responsible for cleaning up litter at the end of each event day. This includes any streets, sidewalks, parking lots, staging areas, parks, etc. that are used for event activities. Failure to clean up after your event may result in additional charges.

Security

Crowd Control

Events which anticipate a large number of attendees may be required to hire security service. This service may be provided by either a licensed private company or off-duty Kalama Police officers, to be determined during the application review process. This may depend on the number of attendees, alcohol service/beer garden, music, time of day, experience of staff, or other information necessary for the Police Department to weigh the potential risks of the event. (See Fee Schedule for fees for off-duty officers.)

Overnight Security

Although the City does not require overnight security for multiple day events, it is highly recommended. Event organizers may hire off-duty Kalama police officers or private security services for this purpose. Some facilities may require additional permissions for overnight security.

Beer Gardens

A minimum of 2 designated security persons are required for most beer/wine/liquor gardens. The total number of security personnel will be calculated to ensure compliance with State and local laws, including monitoring at each

exit/entry to ensure that no alcoholic beverages are removed from, or brought into, the garden. A waiver of this requirement may be approved by the Kalama Police Chief if the specific conditions of the event are not anticipated to warrant security staffing.

Fencing & Barriers

Temporary fencing is a critical component to an event safety plan. Temporary fencing helps with crowd control whether it is used to set apart VIP areas, keep restrooms more secluded, protect stages from excited fans or meet legal requirement for service alcohol. Before renting temporary fencing, determine what purpose the fence will serve in different areas of the venue. The most common type of temporary fencing is:

- Fence panels which resemble chain link fence and are typically made from durable steel in 10 ft. and 12 ft. widths. They come in various heights and can be anchored by sand bags;
- Barricades are lighter weight and shorter than fence panels. They are sometimes called “bike fence” because they can also be used as temporary bike racks. They are easy to hook together;
- Plastic fence is a strong plastic mesh that can be used as a lightweight alternative for easy set-up.

Fencing and other crowd control devices are the responsibility of the event coordinator. Specific requirements are applicable during fireworks displays. Consult with Public Works and Police Department contacts prior to making arrangements for installation of any crowd control devices.

Signs/Markings

A sign includes any sign, pennant, flag, banner, inflatable display, chalk, or other attention-seeking device intended to advertise the event or elements of the event. Temporary event signs may be erected the morning of the event and must be removed immediately after the event has ended. "No Parking" signs are not included in this definition; see Parking topic area for more information.

Temporary event signs may be placed in the following locations:

- On private property, with the property owner's written permission;

Temporary event signs are PROHIBITED in the following locations:

- Median strips of roads, traffic circles or in public landscaped areas, such as the lawn and planter areas adjacent to City neighborhood or gateway signs;
- Sidewalks or paved roadway surfaces, including where temporary traffic control signage is required;
- Fire lanes or within three feet of a fire hydrant; or
- Attached to utility poles, street furniture, utility vaults or street trees.
- On unpaved, non-landscaped, unimproved public right-of-way areas where they will not impede or obstruct vehicular or pedestrian traffic or create traffic obscuring hazards; and/or
- On landscaped strips between sidewalks and paved roads which are not adjacent to parks or other public property

Signage must not be attached with screws, nails, staples or similar fasteners to any City facility or equipment (e.g. street signs or light poles). Any sign found in violation may be removed and discarded and personnel fees may be charged.

Street Markings

Pavement painting, spray paint or spray chalk is prohibited on public streets or sidewalks. Nonpermanent markings, such as loose chalk or flour, are permitted on horizontal sidewalks, paths, trails and paved surfaces. Vertical surfaces, such as buildings, rocks, bollards, trees, etc. may not be marked. Other temporary course markings may be used provided they do not damage public or private property and are only in place during the event. This may include survey

tape/flags, pennants, or similar items. The event sponsor shall remove all markings after the event or will be billed for staff time and resources to perform the cleanup.

See the Banner topic for more information about approval of banners.

Tents, Canopies & Bouncy Toys

Tents, canopies, bouncy toys, and other temporary structures must be secured to the manufacturer's specifications to prevent injury or damage.

Stakes may only be used with written permission and only in the location specified to prevent damage to facilities. These structures should never be left unattended. Tents, canopies, and bouncy toys must be secured to the ground.

Bouncy Toy Requirements

Inflatable play equipment must be powered independent of City facilities, secured to the manufacturer's specifications, and include an insurance endorsement in the amount of \$1,000,000 per occurrence which lists the City of Kalama (and/or Port of Kalama if on Port property) as additional insured. These structures are **not permitted inside City facilities**. See Insurance topic area for additional information.

Equipment must be provided by a vendor that complies with Washington State Law (RCW 67.42 and WAC 296-403A) and be certified by the Washington State Department of Labor & Industries.

Traffic Control Plan

When an event impacts or requires closure of a public street(s), the following factors need to be considered:

- Police, fire, emergency medical services access routes;
- Church, school, business and resident access;
- Public transportation;
- Pedestrian access;
- Alternative traffic flows.

These considerations are outlined in a Traffic Control Plan (TCP), which can be provided as a map of the area with details of the event space. This may be prepared by the applicant or the Special Event Safety Team (Kalama Police Department, Public Works, Cowlitz Fire District 5, City Hall staff, and any other involved stakeholders). This plan should include a detailed description and map of the following:

- Name and date of event
- Street closures
- Start/finish lines, if applicable
- Event route(s), if applicable
- Detour route(s)
- Parking areas (See Parking for more information)
- Traffic control devices (i.e. Road Closed barricades, directional signage, etc.)
- Police post(s)
- Monitor post(s)
- Emergency/medical post(s)

A preliminary Traffic Control Plan must be submitted with the initial Special Event application. During the application review process, City staff will provide guidance to help develop the final Traffic Control Plan, which must be approved prior to permit issuance.

Volunteers

To ensure a successful event, volunteers must have general knowledge of the schedule, event layout, what is expected of them, and how to handle emergencies. Communicating this information to your volunteers will make the event and their experience more enjoyable.

When using minors as volunteers, event sponsors should be familiar with the following:

- <https://lni.wa.gov/safety-health/safety-topics/topics/teen-worker-safety>
- WAC 296-125-030 Prohibited and Hazardous Employment - All Minors
- WAC 296-125-033 Prohibited and Hazardous Employment - Special Restriction for Minors Under the Age of 16

All volunteers

- Should remain sober throughout their shift.
- Should understand emergency protocol.
- Should dress appropriately for assigned duties.
- Should provide their contact information to the event host (at minimum).

Road Closures/Route Monitors/Parking Attendants

Volunteers working in the public right-of-way must be 16 years of age or older and are required to wear safety reflective vests while on duty.

Resources & Attachments

Contact List

POLICE OR FIRE EMERGENCIES	911
PUBLIC WORKS AFTER-HOURS EMERGENCY	(360) 703-0168 – OR CALL 911
Public Works Non-Emergency	(360) 673-3706
Kalama Police Office Non-Emergency	(360)-673-2165
Kalama City Offices	(360)-673-4562
Cowlitz Public Utilities District	(360) 423-2210
Fire District #5 Office Non-Emergency	(360) 673-2222
Kalama Telephone Company	(360) 673-2755
Waste Control	(360) 425-4302
Waste Control Emergency	(360) 431-0255 or (360) 430-1299

Fee Resolution

You can find the current fee resolution here:

<https://www.cityofkalama.com/home/showpublisheddocument/5609/637866523840470000>

Special Event Application

Access the Special Event Permit Application here:

<https://www.cityofkalama.com/home/showpublisheddocument/5597/638136929071000000>

(Note- this **application includes** (1) *Permission for Use of Private Property* and (2) *Vendor List*)