



# CITY OF RICHLAND

## SPECIAL USE/EVENT APPLICATION

PARKS AND PUBLIC FACILITIES DEPARTMENT  
(509) 942-7529

**Type of Request (Check all that apply and complete all sections pertaining to your request):**

- ☐ Park/Trail Reservation for 200+ participants OR run/walk (attach aerial map of event area AND run/walk route maps)
- ☐ Street Closure Permit (attach aerial map of requested street closure area); including:
- ☐ Block Party Permit ☐ Parade Permit

**Instructions:** Complete all sections that pertain to your event and submit to [richlandparksrec@ci.richland.wa.us](mailto:richlandparksrec@ci.richland.wa.us) or in-person at Richland Parks and Recreation Office, 500 Amon Park Drive, Richland, WA 99352, a **minimum of 60 days before the requested event date**. Insurance documentation will be due 30 days before the event date; otherwise, the reservation will be canceled. Once an application is received, your event will be assigned a Parks and Recreation staff person to assist with gathering all required documentation to ensure your event and the Private Special Event Agreement is executed successfully and timely.

### REFUNDS/CANCELLATIONS:

- All event cancellations must be made in writing to Richland Parks & Recreation.
- Cancellations made 60+ days before the event date will receive a full refund of all facility use fees.
- Cancellations made 30-59 days before the event date will receive 50% refund of all facility use fees.
- Cancellations made less than 30 days before the event date receive no refund.
- Damage Deposit refunded in full if canceled before the event.
- The Contract Administration fee is non-refundable.

### SECTION 1 - APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Organization/Business Name: \_\_\_\_\_ UBI#: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### SECTION 2 - EVENT INFORMATION

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Event Location: \_\_\_\_\_

If Trail, from \_\_\_\_\_ to \_\_\_\_\_

Type of Event: \_\_\_\_\_

Time Requested (include set-up and takedown): From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Time of Event: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Anticipated Number of Participants: \_\_\_\_\_ Is this event open to the public? ☐ Yes ☐ No

### SECTION 3 - ACTIVITY/EVENT ELEMENTS (FOR PARK/TRAIL RESERVATIONS ONLY)

Check all elements which may apply to the requested event:

<input type="checkbox"/> Alcohol ( <i>security required if event is 500+</i> )	<input type="checkbox"/> Runs/Walks/Races
<input type="checkbox"/> Amplified Sound	<input type="checkbox"/> Road/Trail Closure
<input type="checkbox"/> Animals	<input type="checkbox"/> Security - Private and/or Public
<input type="checkbox"/> AEDs Required over 250 people	<i>(required for events w/o alcohol of 1,000+ or events w/alcohol of 500+)</i>
<input type="checkbox"/> Boat Moorage	<input type="checkbox"/> Trail/Road Markings
<input type="checkbox"/> City-provided Electricity	<input type="checkbox"/> Sound System Rental ( <i>HAPO Stage Only</i> )
<input type="checkbox"/> Cooking/Food Service	<input type="checkbox"/> Temporary Fencing
<input type="checkbox"/> Drones	<input type="checkbox"/> Temporary Stage
<input type="checkbox"/> Field Grooming/Tournaments	<input type="checkbox"/> Tent/RV Camping
<input type="checkbox"/> Inflatables/Rides	<input type="checkbox"/> Tent/Canopy over 200/400 sq. ft.
<input type="checkbox"/> Maintenance & Janitorial	<input type="checkbox"/> Traffic Control
<input type="checkbox"/> Parades	<input type="checkbox"/> Trash Disposal (additional trash cans requested)
<input type="checkbox"/> Portable Toilets	<input type="checkbox"/> Use of City Logo
<input type="checkbox"/> Riverfront Trail Usage	<input type="checkbox"/> Vehicles on the Turf
<input type="checkbox"/> Underwater Activity	<input type="checkbox"/> Vendors – Food, Beverages, Merchandise, etc.
<input type="checkbox"/> Admission Fees, Donations, Solicitation	<input type="checkbox"/> Video/Film Production

### SECTION 4 – ADDITIONAL INFORMATION FOR STREET CLOSURE, BLOCK PARTIES OR PARADES

Barricades erected on: \_\_\_\_\_ at or near \_\_\_\_\_

Closure between the hours of \_\_\_\_\_ and \_\_\_\_\_

Purpose of closure: \_\_\_\_\_ Required Map Attached: ☐ Yes

**User** shall be responsible for the cost of traffic control for the event. If required by the **City**, **User** shall have required flaggers to provide traffic control. Four (4) weeks prior to the event, the **User** shall be required to submit a complete traffic control plan for approval by the **City**.

Permittee agrees to indemnify and hold the City of Richland harmless from any claims for loss, damage, or expenses arising from any activity under or in connection with this permit. Permittee assures the City that permission has been obtained from persons affected by the street closure, and they do not object. Permittee agrees to erect and maintain signs, barricades, lights, and/or other channelizing devices necessary to protect the public in accordance with the City of Richland's manual on traffic control.

### SECTION 5 – ADDITIONAL INFORMATION FOR PARADE PERMIT

Purpose/Name of Parade: \_\_\_\_\_

Start Location: \_\_\_\_\_

Parade Route: From \_\_\_\_\_ to \_\_\_\_\_

Expected number of groups: \_\_\_\_\_ Number of floats: \_\_\_\_\_ Required Map Attached ☐ Yes

The parade route shall be determined by mutual agreement of the **City** and **User**, considering all traffic detours and road closures necessary to provide a safe route. Based on the agreed route, the **City** will determine the starting point of the parade/staging area, the location of emergency vehicle access and egress, the location of barriers to be placed (at the **User's** expense), the number of certified flaggers required (at the **User's** expense). Railroad crossing on the parade route shall be avoided.

All parade participants entering a float or vehicle must sign a form specifying that they have reviewed and understand the following rules: all floats must adhere to the minimum and maximum size and height as determined by the **City**, riding on the top of or outside of vehicles without belts or harnesses is prohibited, fire or open flame on any entrant is not permitted, all drivers of all vehicles and floats shall possess and provide proof of a valid driver's license, fire extinguishers, with a minimum rating of 2A-10BC are required on all motorized decorated vehicles, exhaust systems shall extend beyond any and all decorations so that drivers or riders are not exposed to carbon monoxide fumes, all decorative materials are to be fire

retardant, drivers shall have 180-degree vision, all floats must have one spotter in the vehicle whose job it is to monitor activity on the float so that the vehicle operator is not distracted, throwing candy or other objects from the vehicles is prohibited. Walking beside the float and giving out candy/toys is allowed. **City** reserves the right to bar from the parade at any time any entrant not conforming to the rules or refusing to follow the instructions of the police or parade officials. Alcoholic beverages are prohibited on any float or vehicle or on the person of any participant. All floats are to be inspected by the Fire Marshal or other applicable official prior to being allowed to participate in the parade. Animals shall always be under the control of their owners. Entrants shall promptly remove all waste deposited by their animals. No stallions are allowed.

---

## SECTION 6 – TERMS AND CONDITIONS

1. The event sponsor (Permittee) shall 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 this agreement or from any activity, work or thing done, permitted, or suffered by the permittee, its employees, contractors, and volunteers in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City.
2. The permittee is responsible for costs to stage the event, including but not limited to: traffic control, signs, barricades, cones, flaggers, security, set-up, clean-up, insurance, parking, dust control, and similar obligations.

### STREET CLOSURES, BLOCK PARTIES, AND PARADE PERMITS

3. If required, traffic control plan(s) must be submitted by the permittee and approved by the Traffic Engineer Division and Police Department a minimum of (30) days before the event.
  4. All landowners, businesses, and residents having direct or sole access to the street(s) to be closed must be notified prior to the event by the permittee. An acceptable means of access must be maintained for those requesting access during the event.
  5. Once the City approves, this permit shall only be effective for the specific event on the listed date and time.
  6. If the City determines that any terms or conditions of the permit are being violated, the City may revoke the permit and close the event. All costs incurred by the City due to the closing of an event shall be the permittee's responsibility.
- 

## SECTION 7 – REQUIRED ITEMS TO BE SUBMITTED WITH THE APPLICATION

- ☐ Detailed Event Map      ☐ Detailed Trail Map (If applicable)      ☐ Traffic Control Plan (if applicable)
- 

## SECTION 8 – ACKNOWLEDGE RECEIPT OF RULES AND REGULATIONS

\_\_\_\_\_ Applicant has read the rules, regulations, terms, and conditions and agrees to abide by and enforce the same.

\_\_\_\_\_ Applicant agrees to all other rules, regulations, laws, or statutes that apply to this event that has been or may be established by the City, County, State, or Federal governments.

\_\_\_\_\_ Applicant and any other persons, organizations, firms, or corporations on whose behalf the application is made, by filing such application, do stipulate, contract, and agree that they will jointly and severally indemnify and hold harmless the City of Richland and its officers and employees harmless against liability for any claims for damage to property, injury to, or death of persons arising from the issuance of the permit.

\_\_\_\_\_  
Name of Applicant (please print)

\_\_\_\_\_  
Title/Role with Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date