

Park Special Use Permit Guidelines

A Park Special Use Permit is required for events of short duration, (less than one week) which will occur, either wholly or partially, on City Park Property. Such events may include:

- Walks/Runs/Cycling
- Athletic Competitions
- Festivals/Concerts
- Community Special Events (Egg Hunts, Fishing Derby, etc.)
- Large Corporate Events
- Free Speech/Demonstrations

General Information

- Applications are reviewed on a first-come, first-served basis and are accepted twelve months in advance of event date. Due to the limited public park properties and high demand for other uses, Special Use Event Permits are approved on a limited basis.
- At least 45 days prior to the proposed event, applicant must submit a completed *Application for a Park Special Use Permit* to the City.
- A \$100.00 non-refundable application fee will be collected when the application is submitted. Additional inspection fees may also be charged based on time required by City staff to establish compliance with City of Maple Valley requirements for Limited Special Use Permits. Following submission of the application city staff will review your application and set-up any additional meetings for review and planning. Following review, you will be notified if your application is accepted and what fees and permits are needed for final approval.
- Special Use activities that extend outside of park property are responsible for obtaining all necessary permits for use of City streets, right of ways, King County Trail systems, etc.
- The City reserves the right upon review of your application to require public safety measures such as providing police security, on-site fire first aid response, additional portable restrooms and hand washing stations, etc.

Step 1: Initial Application Requirements:

- **Application Form:** Completed Park Special Use Permit and submit \$100.00 non-refundable application fee.
- **Site Plan:** A detailed site plan with an outline of the overall event area, routes and surrounding streets/trails associated with the event, location of tents, booths, food service, portable restrooms, inflatable toys, etc.
- **Safety Plan:** A detailed outline of how your event will be managed, what safety measures you have in place, your emergency procedures, and if you are extending outside the park, the police safety plan for using streets and blocking intersections.
- **Parking/Transportation Plan:** How many vehicles and parking locations or bussing from off-site location.
- **Other Permits:** Any permits that may be required: City of Maple Valley Special Use Permit, City of Maple Valley Right of Way Permit, King County Trail Permit, King County Health Permit, etc. (Or let us know it is in the works.)

Upon initial review you will be notified if other information or requirements are needed and if the event is accepted pending meeting requirements and payment of fees.

Step 2: Final Application Requirements:

- **Permit Fees:** Payment of fees assessed for using park properties.
- **Liability Insurance:** The applicant shall secure and maintain a policy of general liability insurance with combined single limits of liability not less than \$1,000,000 for bodily injury, including personal injury or death and property damage. The City shall be named as an additional insured on this policy and declared as a Certificate Holder. The applicant must submit to the City a copy of the insurance policy declaration page as evidence of insurance coverage. If inflatables are used the vendor must also provide a certificate of insurance naming City of Maple Valley as additionally insured and listing the City of Maple Valley as a Certificate Holder. Minimum amount of General liability is \$1,000,000 per occurrence, 2,000,000.
- **Other Permits:** Copies of all other required permits.



Park Special Use Permit Application

City of Maple Valley Parks & Recreation 425-432-9953

CONTACT INFORMATION:		
Contact Name:	Business/Org.	Organization Website:
Address:	City:	State/Zip:
Day Phone:	Cell Phone:	Email:
DATE & LOCATION:		
Event Type:	Official Event Name:	
Date (s): (Include set-up & take down)		
Set-Up Time/Date:	Event Hours' Time/ Date:	Tear Down Time/Date:
Is Event open or advertised to the public?		
Anticipated Maximum Attendance:	# of Vehicles Parking:	
Park Area/s Requested: _____		
EVENT INFORMATION:		
<input type="checkbox"/> Tents/Canopies Sizes: _____ How Many: _____		
<input type="checkbox"/> Amplified Sound/Music # of Speakers: _____ Please describe intended Use: _____		
<input type="checkbox"/> Stage (Use of amplified sound must comply with City Codes and Park Ordinances)		
<input type="checkbox"/> Food/Beverage <input type="checkbox"/> Free or <input type="checkbox"/> Charge <input type="checkbox"/> Cooking On Site <input type="checkbox"/> Charcoal <input type="checkbox"/> Propane <input type="checkbox"/> Caterer/Vendor Preparation		
<input type="checkbox"/> *Electrical Access <input type="checkbox"/> Bringing Generator (What size): _____ How Many: _____		
<input type="checkbox"/> *Water Access (from a hose bib) * <input type="checkbox"/> Additional Picnic Tables: (may request up to 4) How Many: _____		
<input type="checkbox"/> Vehicle Access beyond Parking Lot (Weather dependent, permitted for loading and unloading only.)		
How Many Vehicles? _____ What Access Point (s)? _____		
<input type="checkbox"/> Inflatable Toys How Many? _____		
Only Certified Amusement Ride Operators are permitted, visit the Washington State Department of Labor & Industries: http://www.lni.wa.gov/tradescicensing/electrical/amuseride/licensedoperators.asp . Rides must display a WA L&I decal. A certificate of insurance naming City of Maple Valley as additionally insures and listing the City of Maple Valley as a Certificate Holder will be required if approved. Minimum amount of General liability is \$1,000,000 per occurrence, 2,000,000. Adult supervision required at all times		

***Service Fees Apply**

The undersigned hereby certifies that the information set forth above is true and correct, and further acknowledges to have read all policies and facility use requirements governing users of City facilities. Should it be determined that these rules have been violated, I acknowledge that my rental period may be terminated immediately with no refund or recourse. Cancellations must be made at least fourteen (14) days in advance of reservation date to be eligible for a refund. Requests made for cancellations or reschedules less than fourteen (14) days before the rental date will result in the loss of the entire rental fee. A \$30 administrative fee for all cancellations or reschedules will be charged. Refunds are not issued in case of inclement weather.

Signature _____

Date _____

Please complete and Return to:

Mailing Address: P.O. Box 320
Maple Valley, WA 98038

In Person: Lake Wilderness Lodge
22500 SE 248th Street, Maple Valley

By Fax: 425.432.9974



PARK SPECIAL USE Permit REFERENCE LIST

City of Maple Valley:

Maple Valley Parks and Recreation (Park Special Use Permit)

425.413.9953

Maple Valley Public Works Department (City of Maple Valley Special Use Permits, Right of Way Permits)

425.413.8800

Maple Valley Police Department

425.413.5158

Maple Valley Fire & Life Safety

425.432.0200

King County:

King County Parks & Recreation Scheduling Office (Permits for use of the Lake Wilderness Trail)

Phone: 206.296.4232

Seattle/King County Health Dept. (Health Permits)

Phone: 206.263.9566

Washington State:

Washington State Dept. of Transportation (DOT) (Permitting for crossing/use of State Highways)

Phone: 206.440.4471

Vendors:

Disposal (Recology) (Waste receptacles & disposal)

Phone: 425.413.1555

AABCO Barricade

Phone: 1.800.559.6212

Event Insurance

WCIA-Tulip Program

<http://www.wciapool.org/insurances/tulip>

Phone: 206.575.6046

Northwest Cascade (Portable Toilets)

Phone: 1.800.444.2371

Adequate and accessible restroom facilities are often limited or not available at park event sites including park and recreation facilities. The recommendation for provision of toilets is one restroom for each sex for every 200 persons.

Recommended Restrooms/Number of Hours for Event										
	1	2	3	4	5	6	7	8	9	10
Number of People	Number of Portable Restrooms									
0 - 500	4	4	4	6	6	6	8	8	8	8
1,000	4	4	4	6	6	6	8	8	8	12
2,000	8	8	8	8	8	12	12	12	12	16
3,000	8	8	10	10	10	12	16	16	20	20
4,000	8	8	12	12	16	16	20	24	24	28
5,000	12	12	12	16	20	30	30	30	30	34