



KENNEWICK WASHINGTON Parks & Recreation

SPECIAL EVENT PERMIT GUIDE

90+ Days
Prior

- Review Special Events Permit Guide thoroughly
- Submit Special Events Permit Application and Initial Fees
- **Note: Don't advertise until Conditional Approval has been granted.**

60+ Days
Prior

- Meet with the City's Special Events Coordinator
- Review, Sign & Return Conditions of Approval / or Event Agreement

30+ Days
Prior

- Submit Insurance, Site Map, Run of Show, Incident Action Plan, etc.
- Submit Final Payment

14+ Days
Prior

- Schedule and Conduct Final Walkthrough
- Receive Final Special Event Permit

SPECIAL EVENT PROCESS TRAINING

The Special Events Team is committed to making your event a success! If you are hosting an event in one of our City Parks or Facilities we invite you to join us for a Special Event Process Training, designed just for you. This training will cover the Special Events Permit process, how to fill out the application, what you need to know regarding City requirements for Special Events, and much more. Check online for our upcoming offerings.

SPECIAL EVENT PERMIT APPLICATION

The City of Kennewick Special Event Permit Application is available online at <https://www.go2kennewick.com/DocumentCenter/View/1515/Special-Events-Guide-and-Application-?bidId=>. See [Appendix 1](#) for a sample of the application.

By applying for a Special Event Permit, you and your representatives agree you have the sole responsibility at all times to be knowledgeable about, fully understand, and to meet or exceed all local, state and federal laws, policies and regulations associated with the proposed event and its related activities including but not limited to the provisions of the Kennewick Municipal Code, Special Events Application, Special Events Permit Guide, other city documents, permits, requirements and /or correspondence.

Providing complete and detailed information regarding the description of activities, performances, services and other elements that you plan to incorporate in your event plans helps the Special Events Team to work effectively with you in developing plans that provide for the safety of all those participating in, or attending, your event.

Activities not included in your permit application are not authorized to take place at your event and can be curtailed by the Kennewick Police Department and/or result in cancellation of your event.

Applications are due at least **90 days** in advance of your event. Events in Columbia Park requiring approval of the Corps of Engineers and/or the Coast Guard require an additional 105 days for review.

Your permit application and initial fees are to be submitted to the Special Events Office at the Southridge Sports & Events Complex by the date indicated above. Fees may be paid via cash, check, or credit card. All remaining required documentation, forms, and fees, as listed in the remaining sections included in this guide, must be received by the Special Events Team at least **30 days** prior to your event and can be submitted in person, in the mail, or via email to:

City of Kennewick
Attn: Special Events Team
2901 Southridge Blvd.
Kennewick, WA 99338
Special.events@ci.kennewick.wa.us

The following guide will help answer questions as you plan your event. Please be sure to review the entire guide thoroughly, as agreement to abide by the contents of this guide will be a part of the Application.

Contents of this guide:

[Section A](#): Hold Harmless / Insurance Requirements

[Section B](#): Site / Route Map

[Section C](#): Alcohol

[Section D](#): High Risk Activities

[Section E](#): Food Sales / Consumption

[Section F](#): Portable Toilets

[Section G](#): Garbage, Waste Water, Grease Disposal

[Section H](#): Incident Action Plan

[Section I](#): Street Closure Guidelines

[Section J](#): Music / PA Systems / Noise Ordinance

[Section K](#): Camping

[Section L](#): Business Licenses

[Section M](#): Fees

[Section N](#): Run of Show

PLANNING MEETING

Once we have received your Special Event Permit Application, it will be routed to the necessary City departments involved. If a planning meeting is necessary for your event, you will be contacted with a date for your meeting, to take place at the Southridge Sports & Events Complex, during regular business hours.

APPROVAL OF SPECIAL EVENT PERMIT

The City may condition the issuance of a Special Event Permit by imposing reasonable requirements concerning time, place, and manner of the event; such requirements may be determined to be necessary to protect safety, property, the rights of persons and control of traffic. You will be required to sign the Conditions of Approval prior to your event.

A Special Event Permit may be denied or conditioned based upon a determination that:

1. The event as proposed would seriously endanger public safety; or the event will substantially

interfere with the safe and orderly movement of pedestrians and vehicular traffic in the area;

2. The event as proposed would conflict with another proximate event or interfere with construction or maintenance work in the immediate vicinity;
3. There is not sufficient safety personnel or other necessary City Staff to accommodate the event;
4. The applicant fails to complete the application form after being notified of the additional information or documentation required;
5. The applicant cannot meet, or is unwilling to meet, all of the requirements of this guide or any special conditions imposed by any of the reviewing agencies; or
6. Failure to pre-pay fees/deposits.

A special event permit will not be approved until a contract or Conditions of Approval have been signed by all parties, all necessary permits have been applied for, fees have been paid, Certificates of Insurance with the additional insured endorsements are submitted to the Kennewick Special Events Team, and any additional requirements are met. All of these conditions must be met **no later than 30 days prior to the event date.**

OTHER PERMITS REQUIRED

Depending on the features of your event, you may be required to obtain other permits from such agencies as the Washington State Liquor and Cannabis Board (WSLCB), the Benton-Franklin County Health Department, and the City of Kennewick Fire Department/Fire Marshal. Information on these additional permit requirements is listed in the sections that follow. You may be required to provide the City of Kennewick with other permits obtained prior to the approval of your Special Event Permit, as indicated in each Section.

FINAL WALKTHROUGH

All events will require a final walkthrough of the event site approximately **7 days** prior to the event. This must be scheduled with the Special Events Team, by the applicant, at least **14 days** prior to the event.

CANCELLATION POLICY

Cancellation of an approved event must be received in writing at the Special Events Office.

- A full refund of fees and the damage deposit, less the application fee and contract administration fee, will be issued if the event is cancelled at least 30 days prior to an event.
- Events canceled within 30 days of the event, forfeit all fees, including the damage deposit, usage fees, and the application and contract administration fees.

SECTION A: HOLD HARMLESS / INSURANCE REQUIREMENTS

The Event Organizer must agree to defend, indemnify, and hold the City of Kennewick harmless from all liability resulting from the use of the property. In addition, the Event Organizer must provide insurance and will be responsible for any damage to the event-site property, City facilities and equipment, even if damages exceed the insurance coverage required.

See [Appendix 3](#) for an insurance worksheet that outlines the types and amounts of insurance that may be required.

Proof of insurance:

An ACORD Certificate of Liability Insurance or its equivalent, evidencing the types and amounts of

insurance required, accompanied by the additional insured endorsement(s) specified in your contract or Conditions of Approval letter is required. Your liability insurance must be in effect during all set-up and tear-down dates and times in addition to the dates of the event.

Certificate Holder must reflect:

City of Kennewick
210 W 6th Ave
Kennewick, WA 99336

Please note that depending on the features of your event, additional types of insurance and/or higher limits may be required.

The following is a non-exhaustive list of some of the additional types of insurance that may be required.

Events with alcohol:

If your event will include alcohol service, liquor liability insurance must be obtained either by the Event Organizer or the vendor, in the minimum amount of \$1 million (this amount could be greater depending on the scope of the event). The liquor liability policy must name the City, and if a vendor is used for service, the Event Sponsor, as additional insureds on the policy.

A crowd control company will be required to monitor alcohol service and consumption. The crowd control company must provide and maintain commercial general liability insurance in the amount of \$1 million per occurrence, \$2 million aggregate naming the City of Kennewick as an additional insured.

Events with fireworks:

If your event involves a professional fireworks demonstration, you must require the pyrotechnician to provide a minimum of \$5 million in liability insurance naming the City as an additional insured.

Events with inflatables:

If your event involves inflatables, such as bouncy houses, obstacle courses, etc., the vendor must have liability insurance that names the City and the Event Sponsor as an additional insured.

- For every 3 inflatables, must provide \$1 million per occurrence & \$2 million aggregate (ie. If you plan to have 4 inflatables, vendor would need \$2 million per occurrence & \$4 million aggregate; or you may use two separate vendors, each providing \$1 million per occurrence and \$2 million aggregate).

Food service vendors involved with your event:

If your event involves food service vendors, it is your responsibility to ensure the vendors have the proper insurance requirements for mobile food vendor service, such as liability insurance with products / completed operations coverage.

Vehicles involved with your event:

Any and all vehicles associated with your event, including but not limited to vehicles driving into parks to deliver goods, vehicles driving in parades, etc., must have auto liability insurance. As the event organizer, it is your responsibility to ensure that any and all vehicles associated with your event are compliant with these insurance requirements.

Purchasing event insurance:

You are encouraged to contact your insurance provider to arrange coverage for your Special Event. Your provider may email the electronic version of the required certificate and accompanying ISO Forms directly to the Special Events Team at special.events@ci.kennewick.wa.us.

Depending on the features of your event, you may be able to purchase event insurance through the Tenant User Liability Insurance Policy (TULIP) through One Beacon Entertainment. There are many exemptions, including any type of ride/inflatable, involvement of water, events over 5,000 attendees, etc. If your event qualifies and you are interested in

purchasing TULIP coverage, you may access the website at www.onebeaconentertainment.com.

If you have any questions regarding purchasing insurance online, you may contact OneBeacon Entertainment / Entertainment Brokers International Customer Service at 1-800-507-8414.

See [Appendix 4](#) for an example of the forms required.

SECTION B: SITE / ROUTE MAP

A site map is required for all events and must be submitted at least **30 days** prior to the event.

A site map is a visual representation of all the infrastructure and operational elements that you describe throughout the application and should include any stationary elements such as: fencing, booths, tents, canopies, stages, inflatables, equipment (tables, chairs, etc.), first aid stations, lost and found area, portable restrooms, vehicles which remain on site, beverage gardens, parking, etc. For tents, canopies, and beer gardens, please indicate the size of each on the map. This will allow the Fire Department to review for compliance with ADA laws, ingress/egress requirements, etc.

If your event includes a tent over 400 square feet, you will be required to obtain an additional permit from the Fire Department. The tent must be fire resistant and labeled with that information. Tents need to be 20 feet from other tents, lot lines, combustibles, etc.

If your event is a walk/run event, a route map is also required. This route map should outline the route(s) used, street closures (please include names of streets on map), water stations, portable restrooms, etc.

If you are submitting a map similar to a previous year’s event, please be sure it is properly updated.

Please do not submit an illegible copy of another map. If you need assistance generating a map, please contact the Special Events Team.

See [Appendix 5](#) for Site Map Templates.

SECTION C: ALCOHOL

The consumption of alcoholic beverages is not permitted in City Parks or Buildings, unless the Event Organizer of either a public or private event is granted written approval from the City of Kennewick and has obtained the appropriate permits or permissions from the Washington State Liquor and Cannabis Board (WSLCB).

Non-compliance with any of the conditions stated in this Section or associated conditions required by the City of Kennewick and/or the WSLCB will be cause for immediate permit revocation and cancellation of the event.

Special Occasion License:

The sale, service and consumption of alcoholic beverages are subject to Washington State Liquor and Cannabis Board (WSLCB) regulations, licensing, and permit requirements.

Special Occasion licenses are issued 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. Please visit the WSLCB website: www.liq.wa.gov for additional information. A copy of the permit must be filed with the City before your Special Event Permit can be issued.

Liquor Liability Insurance:

See [Section A](#).

Site Map:

See [Section B](#).

Beer Garden Operations:

Alcohol sales, service, and consumption must be confined to designated location(s). Beer gardens must be separately fenced and have only one controlled public entrance with an additional exit only point.

Permit Holders must comply with the following conditions:

1. Gardens shall be enclosed with 6' high chain link fencing if security will not be present at all times. Where security will be present at all times, 42" high picket fencing may be used. Fencing should deter fence "hopping" and alcohol from being passed through. Double fencing that is spaced a certain distance apart may be required.
2. Arrangements must be made for professional, licensed and bonded security to be present during the event. Level of security staffing shall be sufficient to ensure compliance with state and local laws and shall require that every exit/entry be staffed to ensure that no alcoholic beverages are removed from or brought into the garden. See [Section A](#) & [Section J](#).
3. Sufficient lighting must be maintained so that identification may be checked and patrons may be observed for the enforcement of liquor laws.
4. When admitting entrants, security staff shall ensure that all persons present valid identification attesting they are at least 21 years old.
5. Provide free pitchers of water.
6. Garden personnel shall not consume alcohol prior to their shift or while on duty.
7. Do not serve alcohol to intoxicated customers.
8. Stop all alcohol service at least 30 minutes before the event is scheduled to end.
9. When using unlicensed servers, "Mandatory Alcohol Server Training" must be provided.
10. Additional conditions may be required at the discretion of the City.

SECTION D: HIGH RISK ACTIVITIES

A higher level of insurance and/or alternative types of insurance other than those outlined in the guide may be required if your event includes anything listed in this section or any similar activities. Additional insurance may also be required for activities not on this list as it is not intended to be exhaustive. Please ensure you list all planned activities on the application so the City may make an informed determination of required insurance at the time of the application review.

Amusement Rides/Inflatables:

An amusement ride includes any type of inflatable (i.e. jumpers, obstacle courses, décor elements, inflatable games, etc.), or any other type of ride / portable play apparatus, all of which are hereinafter referred to as “ride”, both on City property, and outside City property as a part of a Special Event.

If you are planning to have a ride on City property, you must obtain a Special Event Permit.

The City has the following requirements for all rides on City property:

1. The **ride** itself must be licensed through L&I and marked with the appropriate L&I inspection decal.
2. The **vendor** supplying the ride must be an L&I certified amusement ride operator (L&I website has a list of approved vendors).
3. The ride **operator** must be an employee of the vendor supplying the ride. *This means that you cannot rent a ride from a vendor and have adult volunteers operate the ride. The ride must be setup, operated by, and torn down by the vendor’s staff member.*

To view L&I licensing information, please visit: <http://www.lni.wa.gov/TradesLicensing/Electrical/AmuseRide/PermitInspect.asp>.

Fireworks & Pyrotechnic Displays:

If your event will include Fireworks / Pyrotechnics Display, an additional permit is required from the City of Kennewick Fire Department with a fee determined by the Master Fee Schedule. You must remit payment of this fee and obtain the necessary permit from the Fire Department prior to approval of your Special Event Permit. As listed in [Section A: Insurance](#), the professional pyrotechnics company will be required to provide general liability insurance that will cover their operations.

Other High Risk Activities:

There are other activities that may be deemed “high-risk” and will potentially require additional insurance. Some examples may be: Animal Acts and Shows, Wall Climbing, Water Slides, Large Mechanical Equipment or Vehicles, Aircraft Events, Drone Usage, and events greater than 5,000 people.

See [Section A](#) and [Appendix 3](#) for additional insurance that may be required.

SECTION E: FOOD SALES / FOOD CONSUMPTION

The service of food at an event involves various permitting, licensing, and insurance. The following information will assist you with ensuring that your food vendors are compliant for your event.

As with any vendor selling any goods in the City of Kennewick, a food vendor must obtain a business license to operate here, even if it is for a one-day event. See [Section L](#).

The City of Kennewick requires that all Mobile Food Vendors have an annual fire inspection prior to participating in an event. Mobile Food Vendors should contact the Fire Department at 509-585-4302, at least **30 days** prior to the event to schedule the inspection.

As the Event Organizer, you are required to provide a list of all of the food vendors associated with your event to the Special Events Team for review by the Fire Department 30 days prior to your event. You are responsible to account for all the required documentation from your food vendors, including but not limited to their City business license; food service permits or exemption certificates; food worker card(s); L&I licensing documentation; current fire inspection documentation; and evidence of liability insurance, with products/completed operations coverage. Your vendors may be inspected by the Benton-Franklin County Public Health and by the City of Kennewick Fire Department.

If your event does not have food vendors but you are selling concessions or otherwise providing food to the public, you still must obtain the necessary permits.

It is required that mats are placed under any cooking and serving areas for spills. The mats should completely cover the entire cooking and serving area. You will be billed for any stains, damages, or cleaning needs.

See [Appendix 6](#) for Fire Department Info Sheets that should be shared with each of your Food Vendors prior to your event.

For links to information on temporary mobile food vendor regulations please visit the Benton-Franklin Health District Environmental Health page at http://bentonfranklinhd.hosted.civiclive.com/programs_services/food_safety.

For information on food worker cards, please visit Washington State Department of Health at <https://www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/FoodWorkerCard>.

For information on food truck and mobile food vendor licensing, please visit Washington State Department of Labor and Industries at <http://www.lni.wa.gov/TradesLicensing/FAS/FoodTruckTrailer/>.

SECTION F: PORTABLE TOILETS

The provision of restroom facilities at any event is governed by the Americans with Disabilities Act. If you are adding portable toilets to an area with existing restroom facilities, or placing them in an area where there are no regular facilities, you must comply with the ADA requirements for the number of handicap accessible toilets.

The ADA requires at least 1 accessible unit per cluster up to 20 units, or 5% of the total number of units with at least 1 per cluster. If your event will have only 1 unit, it must be ADA accessible. You will be required to provide a site map with the location of your portable toilets and which units are ADA accessible as part of your application.

For guidance on the number of units for your event, contact the Special Events Team.

SECTION G: GARBAGE, WASTE WATER, & GREASE DISPOSAL

The Event Organizer must make arrangements for the disposal of excess garbage or other waste directly related to the event. The Event Organizer will pay for additional trash cans and disposal of waste.

The City of Kennewick has an exclusive agreement with Waste Management of Kennewick and they must be contacted for additional garbage containers and disposal of waste, unless the service is being donated or Waste Management does not have enough garbage containers in inventory to support the request.

The Event Organizer is responsible for procuring the use of specific “grease disposal containers” for use during an event and for pickup and disposal of same post-event.

Disposal of excess waste or any damage, which occurs as a result of improper disposal, will be deducted from the damage deposit.

SECTION H: INCIDENT ACTION PLAN

As an event organizer, you must provide a safe and secure environment for your event. This is accomplished through sound pre-planning which includes anticipating potential problems and concerns related to the event activities and the surrounding environment and by being prepared to react during the event to any unanticipated problems.

Once your event permit application has been submitted, the Kennewick Police Department will review the plan and has final authority to require a minimum number of licensed private security guards, and/or volunteer and staff positions as well as police officers and traffic controllers necessary to staff your proposed event.

Medical:

The most basic plan for small events with a low medical risk assessment is the designation of an event representative to call 9-1-1 and a representative on-site with a CPR training certification. Events with a higher potential for risk are required to implement an appropriate medical plan to address the specific needs of the attendees and/or participants.

Parking Plan:

It is the intent of the City of Kennewick to maintain free public access to Park facilities and grounds. However, under certain circumstances, restricting

public access to Park facilities and grounds is permissible and appropriate with a Special Event Permit. It is the responsibility of the Event Organizer to provide appropriate signage and parking attendants directing the public to alternative routes, not impacting the limited access area.

Parking is not allowed on bike paths, footpaths, roadways and bridges or in limited access areas. The Event Organizer is responsible for providing adequate personnel for crowd control, vehicle travel, and parking.

First Amendment Activity:

Special events sometimes attract First Amendment, or free speech, activity such as protests, petition gathering and leafleting. The Kennewick Police Department is responsible for managing protest activity. Generally, protestors have the right to be within sight and sound of an event. If your event is free and open to the public, the Police Department will not remove an attendee, even if the attendee is associated with a protest group, unless the individual is disrupting the event or engaging in other illegal conduct. When First Amendment activity is anticipated at your event, the Police Department will discuss handling of the activity with you and may make suggestions to ensure the safety and rights of all are protected.

See [Appendix 7](#) for Basic Safety Information.

Events with 1,000 or more expected attendees are required to submit a formalized Incident Action Plan at least 30 days prior to the event. The Incident Action Plan will be reviewed by the Kennewick Police and Fire Departments.

See [Appendix 8](#) for an Incident Action Plan template that may be used.

SECTION I: STREET CLOSURE

GUIDELINES

If your event will include a street closure, you will need to complete the *Parade, Demonstration, and/or Street Closure Permit Application* and submit it to the City of Kennewick **30 days** prior to the event.

See [Appendix 9](#) for a blank application or visit <https://www.go2kennewick.com/DocumentCenter/View/3454/Parade-Demonstration-Street-Closure-Permit?bidId=>.

You will be provided with specific requirements for street closure as part of your Conditions of Approval.

SECTION J: MUSIC/PUBLIC

ADDRESS SYSTEMS/NOISE ORDINANCE

Amplified sound must be monitored and kept under 80 decibels at the perimeter of the event boundaries. This includes sound checks. We don't allow amplified sound before 7 am or after 10 pm unless otherwise approved.

When music or a public address system is necessary for a special event, City of Kennewick approval is necessary. The Event Organizer must:

- Obtain approval from the Special Events Team
- Adhere to vehicle policy when offloading equipment
- Coordinate with City Staff in locating power requirements
- Adhere to start and end times
- Ensure the use of approved staging
- Pay for all extra services and equipment necessary
- Minimize the noise impact on the adjacent properties by angling the speakers towards the ground.

SECTION K: CAMPING

Camping in City parks is prohibited. Requests for a security trailer or an exception to this condition must be submitted in writing to the Special Events Team with the application form, and must be included on the site plan.

Camping fee for approved event participants will be \$15 per night per camper.

SECTION L: BUSINESS LICENSES

Any food or non-food vendor selling any goods or services in the City of Kennewick, must obtain a City business license to operate here, even if it is for a one-day event. Temporary business licenses can be obtained from Customer Service at City Hall. Applications for business licenses are due to City Hall at least **30 days** prior to your event. Information on City business licenses can be found on our website at <https://www.go2kennewick.com/199/Business-Licensing>.

See [Appendix 10](#) for Temporary Business License Application.

SECTION M: FEES

Fees are charged to provide a system for recovery of the cost to City taxpayers to host activities in City Parks and Facilities. Fees include the costs for application, administration, maintenance, utilities, space and or facility usage, police, fire, public works costs, and any other miscellaneous expenses.

Initial Fees:

Every special event will be assessed the following initial fees: a \$40 application fee and \$230 contract administration fee. These fees are due at the time

the application is submitted to the Special Events Team.

Usage Fees:

Usage fees for all areas reserved will be assessed for the entire length of the reservation, to include set-up and tear-down time. Two categories of fees are used based on the type of event. The first is for Commercial events, the second for community events.

Community Event:

Events produced and organized for the intended purpose of providing an educational, philanthropic, or entertainment experience, or events that further the mission of the city by creating a higher quality of life for the Kennewick community.

Commercial Event:

Commercial Events are events where the direct sale of a product or service is made between a customer and the event organization, and where the sale of a product or service is the primary purpose of the event.

Private Event:

Events not open to the public (such as but not limited to weddings, family reunions, church services, family/company picnics) will be assessed at the community rate.

Damage Deposit:

The damage deposit required to host an event is determined by the size and type of the activity including the potential impact to underground improvements. The damage deposit is required to cover potential damages to the parks grounds and facilities, and is refundable if the site is returned to pre-event condition.

- \$100 Low Impact: no ground penetration, no vehicles on turf.
- \$500 Medium Impact: no ground penetration, vehicles permitted on turf.

- \$1,000 High Impact: ground penetration and vehicles permitted on turf; use of 2 or more areas; permitted use of alcohol.

All damages including excessive turf damage as a result of special use will be deducted from the damage deposit. The damage deposit or a notification of partial or non-refund of the damage deposit will typically be issued within 10 working days after the event. Events held in Columbia Park may take longer depending on the type of damage and whether an application to make repairs must be submitted to the Corps of Engineers.

If keys are issued for an event, they must be returned the first working day after the event. If a key is lost, a fee of \$25 per key will be deducted from the damage deposit. The Damage deposit will not be returned until all keys have either been returned, or reported lost and the fee paid to the Special Events Team.

Miscellaneous Fees:

In addition to the initial fees, usage fees, and damage deposit, other fees may apply based on equipment supplied, requested setup/teardown assistance, janitorial fees, etc.

See [Appendix 2](#) for a list of fee schedules to use as a guide for planning purposes. All fees are reviewed annually and adjusted as necessary to meet costs. Although an estimate of fees can be obtained early in the process, the final determination of fees may vary from that estimate and will only be available once all aspects of the event have been identified. Payment of fees is due at least **30 days** prior to your event. A final permit will not be issued until full payment has been received.

All event items must be removed from the park or facility by the date stipulated in the final permit. If items are not removed by the Event Organizer by the date specified in the permit, they will be removed and/or discarded at the Event Organizer's expense.

After the event, a reconciled invoice will be sent to reflect any changes that took place after the final payment. Potential changes may include, usage fees for adding additional space, equipment rentals for items not identified during the application process, etc.

There are a few ways you can pay your invoice:

- Mail (Check only)
 - Checks should be made payable to City of Kennewick
- Over the Phone (Credit Card Only)
 - Call 509-585-5182 or 509-585-4339
- In-Person (Cash, Check or Credit Card)
 - Southridge Sports & Events Complex
2901 Southridge Blvd
Kennewick, WA 99338
 - Keewaydin Community Center
500 S Auburn St
Kennewick, WA 99336

SECTION N: RUN OF SHOW

All event must provide a “Run of Show” schedule document that outlines the expected timing and flow of all activities related to the event, beginning with any set up, including any major time points within the event, and concluding with the event tear down and clean up. If your initial application includes a tentative Run of Show, you will need to send updates to the Special Events Office as details are finalized.

See [Appendix 11](#) for an example. Your Run of Show document can be in a different format but must contain the same information.

APPENDIX

See website for links to tools below

Appendix 1 – Special Event Permit Application

Appendix 2 – Fee Schedule

Appendix 3 – Insurance Worksheet

Appendix 4 – Sample Certificate of Insurance w/ Policy Endorsement

Appendix 5 – Site Plan Map Templates

Appendix 6 – Food Vendor Info Sheets

Appendix 7 – Basic Safety Information

Appendix 8 – Incident Action Plan Template

Appendix 9 – Parade, Demonstration, Street Closure Permit Application

Appendix 10 – Temporary Business License Application

Appendix 11 – Example Run of Show