

SPECIAL EVENTS PERMIT INFORMATION SHEET City of Ridgefield

WHAT IS A “SPECIAL EVENT”?

A special event includes any activity that occurs on private or public property and affects the ordinary use of public streets, rights-of-ways, and/or sidewalks. For practical purposes, this includes, but is not limited to parades, fun runs, art fairs, musical events, vendor events and bicycle runs.

WHY DO I NEED TO APPLY FOR A PERMIT FOR MY SPECIAL EVENT?

- To assure that an activity meets legal requirements of the use of public Rights-of-ways.
- To enable the City to ensure that adequate services such as the public safety, traffic control and sanitation are scheduled.
- To alert the City to any unusual event which should be known to the providers of the emergency services.

HOW DO I OBTAIN A PERMIT FOR MY SPECIAL EVENT?

- Obtain the application from City Hall (address), or a call (phone number).
- Submit completed application to the City, allowing enough time for City staff review. Depending on the size of the event, a minimum of two weeks is preferred for all permits whenever possible.

HOW MUCH WILL A SPECIAL EVENTS PERMIT COST OVERALL?

This depends on the type of special event. Special events protected by the First and Fourteenth Amendments of the United States Constitution shall be exempt from fees. All other special events will require a non-refundable application fee, and fees to provide special City services necessary for public health, safety and welfare may be identified through the review process. For example, additional fees may be required to provide traffic control, emergency services, sanitation, etc.

WHEN DO I PAY THE FEES?

All fees are to be paid prior to issuance of the permit unless otherwise provided in the conditions of approval. A performance deposit, based on estimated costs, may be required.

DO I NEED INSURANCE?

The City may require you to provide commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence with the City named as an additional

insured on the policy for the duration of the special event. If insurance is required, you will have to provide the City with a certified copy of the policy naming the City as an additional insured.

WHAT ELSE SHOULD I CONSIDER AS I APPLY FOR THIS PERMIT?

Depending on the scope of your proposal, you may be required to make arrangements for notification to affected businesses, residence, sanitation facilities, barricades, electrical inspections (by the State Department of Labor & Industries), county health department inspections, first aid stations, traffic control, etc. Staff will assist you in identifying these needs. However, the applicant has sole responsibility for obtaining required permits and complying with the City's special events ordinance.

WHAT ARE THE REASONS FOR DENYING SPECIAL EVENTS PERMITS?

Permits for special events protected under the First and Fourteenth Amendment are subject to reasonable exercise of public control or limitation in the interest of public health, safety, morality and welfare. For all other permits, applications will be denied if the proposed activity disrupts traffic beyond practical solution; interferes with access to fire stations and fire hydrants; causes undue hardship to surrounding residences or businesses; requires the diversion of so many public employees that service is denied the public at large; endangers the public health, safety or welfare; the applicant fails to provide complete and accurate information or comply with the terms of the permit; is unlawful, or fails to comply with applicable legal requirements.

WHAT CAN I DO IF I FEEL MY PERMIT HAS BEEN UNFAIRLY DENIED?

You may appeal a denial to the City Council by filing written Notice of Intent to Appeal within three (3) business days of notification of denial of permit.

For further information, contact City Hall at (360) 887-3557.