

**Chapter 5.08**  
**SPECIAL EVENT/SPECIAL**  
**USE PERMIT**

Sections:

- 5.08.010 Definitions.
- 5.08.020 Permit required - Exemptions.
- 5.08.030 Application - Form - Contents.
- 5.08.040 Review of application.
- 5.08.050 City Clerk to issue permit - Criteria for issuance.
- 5.08.060 Revocation or suspension of permit.
- 5.08.080 Appeals.
- 5.08.090 Violations - Penalties.

**5.08.010 Definitions.**

As used in this chapter, the following terms shall have the meaning set forth below:

A. "Special event" means an event or happening organized by any person which will generate or invite considerable participation by invitees, the public and/or spectators, for a particular and limited purpose and time, including, but not limited to, fun runs, roadway foot races, fundraising walks, bikeathons, parades, carnivals, shows, exhibitions, circuses, fairs, dances, wedding receptions, quinceneras, reunions, retirement parties, birthdays, holiday parties and similar types of functions. Special events are not limited to those events conducted on the public streets or property but may occur entirely on private property.

B. "Use" means to construct, erect or maintain in, on, over or under any street, right-of-way or other public place, any building, structure, sign, equipment or scaffolding, to deface any public right-of-way by painting, spraying or writing on the

surface thereof, or to otherwise occupy in such a manner as to obstruct the public use of any public street, right-of-way or other public place within the City, including any use related to special events.

**5.08.020 Permit required - Exemptions.**

A. It is unlawful for any person to hold or conduct any special event in the City, or to use any street, right-of-way, or other public place in the City for any purpose unless such person has obtained and has in full force and effect a permit to do so, issued by the City.

B. The following special events, when conducted entirely upon private property or on property streets or rights of way not owned by the City, shall be exempt from the requirement to obtain a permit under this chapter:

1. Dances and other special events conducted by schools or churches;
2. Temporary sales conducted by licensed businesses, such as holiday sales, grand opening sales or anniversary sales; and
3. The exhibition of films or motion pictures.

**5.08.030 Application - Form - Contents.**

A. Any person desiring to apply for a special event or special use permit shall do so by filing a written application therefor with the City Clerk at City Hall. The application shall be made on forms provided by the City and shall include, at a minimum, the following information:

1. The name, address, telephone number and date of birth of the applicant;

2. A full and complete description of the special event sought to be held, the duration of such special event and whether a permit will be required from the Washington State Liquor and Cannabis Board for the consumption of liquor, beer, wine or cannabis;
3. The proposed location of the special event and the dimensions and plans for any structure to be utilized or erected or constructed in connection with the special event;
4. Whether the special event will require the use of any City street or right-of-way or City property and if so, the location and dimensions of the proposed use, together with a statement as to the dimensions of remaining unobstructed street or right-of-way or City property;
5. An estimate of the number of persons who will or who are expected to attend the special event;
6. If the permit sought is for the use of a City street not connected with a special event, a full and complete description of the use sought to be made of the street by the applicant and the duration of such use;
7. If the permit sought is for the use of a City street not connected with a special event, the location and dimensions of the proposed use and of any structure to be constructed on the street, together with a statement as to the dimensions of remaining unobstructed street or right-of-way; and
8. Such other and further information as the City Clerk may reasonably require to determine whether the application and proposed use meet all of the requirements for permit issuance established by this chapter.

B. All applications shall be accompanied by a nonrefundable application fee of \$20.00, provided, that the City Clerk may waive such fee if, in the opinion of the City Clerk, the imposition of such fee will create an undue hardship for the applicant.

**5.08.040 Review of application.**

Upon receipt of a completed special event/special use permit application, the City Clerk shall refer the same to the appropriate departments for their investigation and review concerning compliance of the proposed special event or use with the criteria for issuance set forth in Section 5.08.050. The departments shall forward the results of their investigation and review to the City Clerk within 10 working days.

**5.08.050 City Clerk to issue permit - Criteria for issuance.**

A. All permits issued under this chapter shall be issued by the City Clerk or the Clerk's designee. Upon receipt of the comments and approvals of the Chief of Police, Public Works Director and the Fire Chief on the application, the City Clerk shall proceed to consider whether or not the permit should be issued. A permit may be issued to the applicant only if all of the following criteria and conditions for issuance are met:

1. The proposed special event will not unreasonably endanger the participants, spectators, the public or property;
2. The proposed special event will not unreasonably interfere with vehicular or pedestrian traffic flow at the proposed location;
3. Adequate plans for parking exist to meet the need generated by the proposed special event;

4. The proposed special event or proposed use of any street will not intrude onto or over any portion of a public right-of-way open to vehicle or pedestrian travel in such a manner as to create a likelihood of endangering vehicles or pedestrians. In addition, in the event the requested permit involves encroachment or partial obstruction of a sidewalk or other walkway open to the public, a minimum of 3 feet of unobstructed sidewalk or other walkway shall be maintained at all times;

5. If the special event or use of the street involves an obstruction of a portion of a public sidewalk or other walkway, the City Clerk shall establish the specific period of the permit;

6. In the case of special events such as fun runs, marathons, etc., or in the case of any street use which requires the closure of any public street or walkway, the proposed event or use will not require closure for a period longer than that established by the City Clerk;

7. Whenever the requested permit is for an action which will require the use of any City street, or other City property, whether or not such use is connected with a special event, the applicant must agree to indemnify, defend and hold the City harmless from any and all claims for bodily injury or property damage that may arise out of or in connection with the applicant's permitted special event or use;

8. Whenever the requested permit is for an action which will require the use of any City street or other City property, whether or not such use is connected with a special event, the applicant must secure and maintain in full force and effect throughout the duration of the permit comprehensive general liability insurance for bodily injury and property

damage in such amounts as the City Clerk deems necessary, and shall have the City of Granger named as an additional named insured on the policy of insurance which shall include a provision prohibiting cancellation of said policy except upon 30 days' prior written notice to the City;

9. Whenever any special event or other use requires the use of any City street or other City property and will require the use of City services, including, but not limited to, the employment of police officers or the provision of a standby aid car or fire protection services, the applicant shall agree to reimburse the City for the same and pay in advance an estimate of the cost of such services, along with a \$50 administrative fee;

10. Whenever any special event will occur on private property and the Chief of Police determines that security services will be necessary for the safety of the participants, the public and/or property, the applicant shall agree to provide and shall provide licensed security officers during the event contracted and paid for by the applicant in such number as the Chief of Police determines; and the applicant shall provide the signed agreement with the security firm to the City Clerk who shall retain a copy for the City records;

11. If a permit will be required from the Washington State Liquor and Cannabis Board for the consumption of liquor, beer, wine or cannabis, whether the applicant has been convicted for violating any state or federal law pertaining to drugs or alcohol: and

12. Such other and further conditions as the City Clerk deems necessary to reasonably ensure that the proposed special event does not in any way create a likelihood of endangering the participants, spectators, the public or property.

B. If any of the above criteria are not met by the proposal, the City Clerk shall deny the permit or may issue the permit with such conditions as the City Clerk deems necessary for the application to meet all of the criteria set forth above.

C. All conditions of the permit shall be subscribed on or attached to the permit.

**5.08.060 Prohibitions.**

Upon the obtaining of a permit, the permittee shall be responsible to ensure that the special event or special use is conducted in a reasonable and safe manner and in accordance with all terms and conditions of the permit. In addition, the following prohibitions shall apply to any special event or use:

A. The security officers approved for the special events shall be required to be on the premises at all times and shall not be a participant in the event;

B. No firearms, knives or any other type of dangerous weapon or object shall be permitted in or about the event or permitted area;

C. The permittee shall comply with all laws of the state of Washington, including the laws and regulations of the Washington State Liquor and Cannabis Board; and

D. Dancing and other social activities, which is included in the description of the special event, shall be permitted as long as the same are conducted in a safe and reasonable manner, provided no nude or lewd conduct shall be permitted at any gathering.

**5.08.070 Revocation or suspension of permit.**

All permits issued pursuant to this chapter shall be temporary, shall vest no permanent rights in the applicant, and may be revoked by the City Clerk as follows:

A. The permit may be immediately revoked by the City Clerk or Clerk's designee in the event of a violation of this chapter or any of the terms or conditions of the permit; or

B. The permit may be immediately revoked by the City Clerk or Clerk's designee in the event the permitted special event or street use shall become, for any reason, dangerous to persons or property, or if any structure or obstruction permitted becomes insecure or unsafe; or

C. The permit may be revoked by the City Clerk upon 30 days' notice if the permit was not for a specified period of time and is not covered by either of the preceding subsections.

D. If any event, use or occupancy for which the permit has been revoked is not immediately discontinued, the City Clerk or Clerk's designee may remove any structure or obstruction, or cause to be made, without obligation to do so, such repairs upon the structure or obstruction as may be necessary to render the same secure and safe, or adjourn any special event. The cost and expense of such removal, repair or adjournment shall be assessed against the permittee, including all professional fees associated with enforcement of the collection of the same.

#### **5.08.090 Appeals.**

All decisions of the City Clerk with respect to the issuance, denial, revocation or suspension of any permit under this chapter shall be final unless appealed by any aggrieved party in writing to the City Council within ten (10) days of such action.

#### **5.14.100 Violations - Penalties.**



In addition to any other penalties provided in this chapter, any person who violates any of the provisions of this chapter shall be guilty of a misdemeanor and shall, upon conviction thereof, be punished by a fine in any sum not to exceed \$5,000, or by imprisonment for any term not to exceed 1 year, or by both such fine and imprisonment. In addition, each and every day during any portion of which any violation of any provision of this chapter is committed, continued or permitted by any person constitutes a separate offense.