

Application Checklist:

Items listed below may or may not be required depending on size and scope of your event.

Always required:

- A letter describing your event;
- Facility reservation;
- Copies of any publications, or advertisements.
- Map/diagram of route, park set-up, including location of chairs, food vendors, tables, stage, tents;
- Proof of Liability Insurance (\$1,000,000) naming the City of Pullman as an additional insurer on the policy;
- Special Event Application.

Permits that may be required:

- Fireworks Permit (Pullman Fire Dept.);
- Noise Variance Permit (Pullman Police Dept.);
- Places of Assembly Permit (Pullman Fire Dept.);
- Special Event Permit (Pullman Parks, Facilities, & Recreation Dept.);
- Street Use Permit (Pullman Police Dept.);
- Tent larger than 400 sq. ft. (20x20) require a permit (Pullman Fire Dept.).

Additional possible requirements:

- Crowd evacuation plan and notification plan;
 - Dumpster;
 - Informing the public of the event;
 - Portable restrooms;
 - Other requirements put forth by city staff during application review may be added to the permitting process, conditions that would insure the safety of attendees, the preservation of the facility, or requirements by state and/or city code.
- ◆ There are no call phones available on city property, it is recommended that you have a cell phone available in case of an emergency.

City of Pullman
Parks, Facilities, & Recreation
240 SE Dexter St
Pullman, WA 99163



Special Event Application Information

Special Events may include, but are not limited to: fun-runs, races, (on foot, bicycle, or roller-skates), other athletic events, fundraising events, auctions, bike-a-thons, parades, political demonstrations, carnivals, shows or exhibitions, film-making, circuses, block parties, class reunions, fairs, religious events, and weddings on City of Pullman property.



Pullman Parks, Facilities, & Recreation

Mail: 240 SE Dexter St
Pullman, WA 99163

Phone: 509-338-3227

Fax: 509-338-3313

Email: recreation@pullman-wa.gov

Web: www.PullmanParksandRec.com

Special Event Permit:

Any person desiring to conduct or sponsor a special event in the City of Pullman shall first obtain the appropriate Special Event Permit from the City, the application form is found on the City of Pullman website at www.PullmanParksandRec.com, Department downloads, Special Event Application, or at our office at 240 SE Dexter St., Pullman, WA 99163.

1. It shall be unlawful for any person to sponsor, conduct, or participate in a Special Event without first obtaining the proper Special Event Permit.
2. The Special Commercial Event Permit and the Special Civic Event Permit authorize the permit holder/ sponsor to conduct only such an event as is described in the permit, and to do so in accordance with the terms and conditions of the permit. It is unlawful to violate the terms and conditions of these permits, or to continue with the event after the permit is revoked or expired.
3. Special Event permits will only be issued for use of public right-of-ways between the hours of 7:30 a.m. and 11:00 p.m. (10:00 p.m. in residential areas or dusk in city parks)
4. Public right-of-ways include streets, public parking lots, green-spaces, plazas, malls, parks, parkways, paths, and any other public property owned by the City of Pullman that are or could be used for/or during a Special Events.

Permit Fees:

- \$15 per special event application if received more than 10 days prior to scheduled event, all other use fees apply
- \$25 per application if received with less than 10 business days to scheduled event, all other use fees apply.

You may submit a completed application to Pullman Parks, Facilities, & Recreation, 240 SE Dexter, Pullman, WA 99163. You will also need to reserve the site prior to completion of the application. If you have any questions please call 509-338-3228.

Additional Information:

Alcoholic Beverages: Alcoholic beverages cannot be sold, distributed or consumed on/in any sidewalks, streets, public places, including city parks per state and local laws. Alcohol is strictly forbidden in City Parks.

Bill Chipman/Palouse Trail: To use the Bill Chipman/ Palouse Trail that runs between Pullman and Moscow, the

majority of the trail is under the management of the Whitman County Parks, Facilities, & Recreation Department, and they are responsible for approving or denying any special events utilizing the trail. More information can be obtained by phone at 509-397-6238 or by email at parkds@co.whitman.wa.us. Whitman County requires at least 30 days notice for events, and there is a registration fee as well as an insurance requirement. Additionally, there is a portion of the trail that is managed by the City of Pullman, Parks, Facilities, & Recreation Department, so you would also need to submit the City of Pullman, Special Event Application, found on the City of Pullman website at www.PullmanParksandRec.com, Department downloads, Special Event Application.

City of Pullman Streets and/or Sidewalks: Per Pullman City Code, Chapter 11.32, it is unlawful for any person or persons to hold any public meeting or public event upon any street or alley, or an event that will obstruct any sidewalk, without first obtaining a permit to do so. Any person, company, or organization wishing to use a portion of a street, sidewalk, alley, or public place for a public meeting or event shall apply in writing prior to the planned use to the Chief of Police for permission. Upon review of the application, the Chief of Police may grant a permit for use of the street, sidewalk, alley, or public place if it is found that doing so will not unduly obstruct either automobile or pedestrian traffic or endanger the safety of the public. A written permit or denial will be issued to the applicant(s), and any approved permits will be made available to the public. Violation of this chapter of City Code can result in a civil infraction and a \$500 fine. Form is downloadable on the City of Pullman website at <http://www.pullman-wa.gov/departments/police/documents-a-forms> in a fill-able PDF file titled Street Use Permit Application. Note Route on WSU Campus: For event routes occurring on WSU property/streets, you will need to contact with the WSU Police Department at 509-335-8548 to coordinate the use of campus streets and facilities.

City of Pullman City Trail System: To use the City Trail System, you must complete a City of Pullman Special Event Permit application. The application is found on the City of Pullman website at www.PullmanParksandRec.com, department downloads, Special Event Application, or at our office at 240 SE Dexter St., Pullman, WA 99163.

Cleanup of City Property: The applicant is responsible for clean-up of all permitted premises utilized under the terms of a Special Event Permit. Clean-up includes wiping surfaces, cleaning spills, and bagging and removing garbage, resulting from the Applicant's use of city property as needed and complying with any other directions given under the Special Event Permit.

Emergency Access: Applicants agree to maintain access across city property for emergency vehicles throughout the period of the permit.

Inflatables: Event planners must supply a plan on how inflatables are going to be monitored. Equipment is required to be monitored at all times. Owners of inflatables must present the city with proof of a liability insurance policy in the amount of \$2,000,000.

Insurance: City of Pullman Street Use Permits (City streets), City of Pullman Special Event Permits (City trail system and parks), and the Whitman County Special Event Permits (Bill Chipman/Palouse Trail) all require event organizers to provide special event liability insurance in the amount of \$1,000,000 (\$2,000,000 when having inflatables) naming the City of Pullman as an additional insurer, prior to approval of permits for an event. Contact your insurance agent for more information on obtaining special event insurance. (For WSU student organizations, you can contact Director of Student Involvement & Leadership, for more information on how your organization can obtain the appropriate insurance for your event).

Noise: Regardless of whether an event is held on a City street, city parks, plazas, or any city right-a-ways, private property, or on WSU campus, if you anticipate there being excessive noise levels (due to the number of participants) or if there will be amplified noise from starting guns, megaphones, speakers and/or music as part of your event, you may need to request a noise variance from the Chief of Police. Form is downloadable on the City of Pullman website at <http://www.pullman-wa.gov/departments/police/documents-a-forms> in a fill-able PDF file titled Noise Variance Application.

Pedestrian Access: Applicant agrees to maintain access to normal pedestrian traffic throughout the period of use under the Special Event Permit.

Additional Requirements: Depending on the type and size of the event additional requirements may be needed after review of your application by city staff. So please give the city staff ample time to review your permit application(s). (i.e. permits from Pullman Fire Dept., additional portable restrooms, dumpster.)

If you have more questions about hosting your event or your proposed event route, please do not hesitate to contact Pullman Parks, Facilities, & Recreation, 509-338-3228 or email us at recreation@pullman-wa.gov.