



CITY OF KIRKLAND EVENT GUIDE



ANNUAL KIRKLAND KIWANIS EGG HUNT 2024

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Kirkland is a spirited lakeside oasis that buzzes with Northwest spirit, welcomes with relaxed charm, and showcases water views at every turn. Just a short 15-minute drive east of Seattle, the delightful downtown city center offers a pedestrian-friendly mix of locally owned coffee shops, boutiques, health and beauty spas and an eclectic mix of award-winning restaurants and cafes. Business and leisure travelers alike unwind on our shores and choose their own adventures, whether by bicycle or boat, or by the fire with wineglass in hand. A unique network of parks connects Kirkland's diverse and fearless urbanites with nature and recreation. World-class theaters, venues and galleries attract culture lovers of all ages. We are a dynamic city, at home with our enterprising heritage, alive with artistic vigor, and in love with our unique lifestyle. Come unwind, come experience, come stay.



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To receive this document in Portuguese, Chinese, Spanish, or Russian, please contact the Title VI Coordinator at 425-587-3011 or TitleVICoordinator@kirklandwa.gov.



INTRODUCTION

Thank you for choosing Kirkland as your event destination! Our Special Event Team will guide you throughout the permit application process. The team includes members from various departments who bring valuable expertise to reviewing and evaluating your event proposal. Special Projects Coordinator Sudie Elkayssi will be your point of contact throughout the application process. She can be reached at 425-587-3347 or selkayssi@kirklandwa.gov.

We understand a great deal of detail and planning goes into every event – whether it’s a run, walk, concert, or festival. This guide has been created as a resource to assist you, the event organizer, in the planning and production of a safe, well-organized, and compliant public event. We hope you’ll refer to the guide often as it provides important information regarding rules and regulations. Special Event regulations are defined in [Kirkland Municipal Code 19.24](#). Additional regulations can be found in the appendices located at the end of this guide.

As you begin planning an event, you need to understand the difference between a private and public gathering:

- A **private event** is one in which there is a specific guest list, and the event organizer knows who is attending. There can be no advertising to the general public, including on social media.
- A **public event** is one in which the general public is invited to attend through advertising such as flyers, posters, social and traditional media.

The City of Kirkland requires a permit for any fair, festival, concert, performance, show, parade, run, walk, bike, or other publicly attended activity, which is to be held entirely or partially on publicly owned property or public right-of-way. The permit requirement also applies to the same type of activities if they are held on private property and affect or impact normal public use of public property such as parks, streets, or sidewalks within the vicinity of the event. A full list of activities that are exempt from the special event permit requirement can be found in [KMC 19.24.030](#).

The City’s Special Event Program supports the following activities:

- **City Council designated Community Events** - special events designated as such by the city council. These events are intended for Kirkland residents, free of an admission charge, organized by the city or a recognized Kirkland nonprofit agency, and is intended to celebrate an important community holiday, event, or tradition.
- **Special Events** - major events that cause the closure or limited use of streets, sidewalks, public parking, parks, or other public venues normally accessible by the general public. These activities are limited to two per calendar month at any one venue, or along any one street.
- **Community Programs** - activities of an on-going nature, typically at least four weeks in duration, which are open to the public and provided free of an admission charge, such as a weekly farmer’s market or performing arts series.
- **Expressive** - a protected class of activities includes conduct for the purpose of expression, dissemination, or communication by verbal, visual, literary, or auditory means of political or religious opinion, views, or ideas.

Again, we thank you for choosing Kirkland as the host community for your event. We look forward to working with you!

Alternate Formats: Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

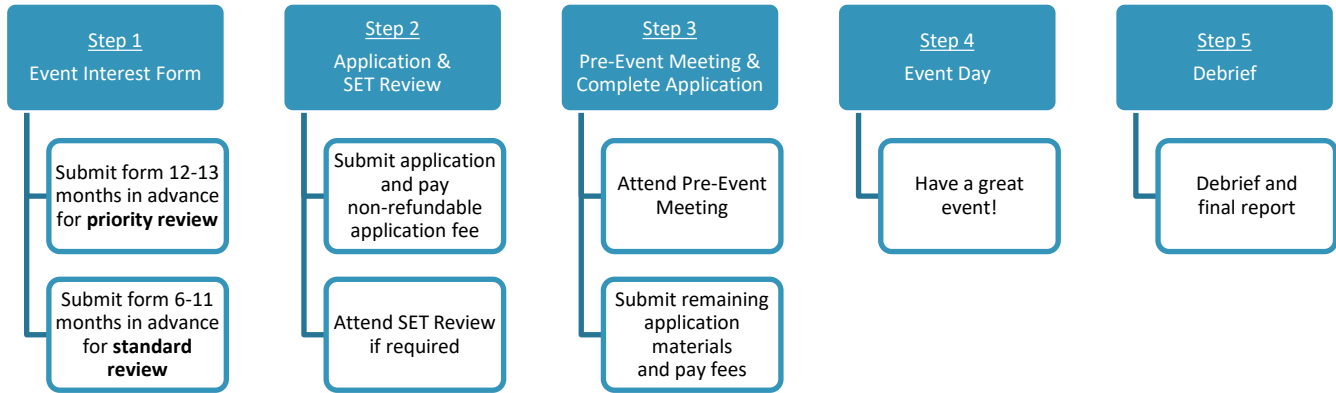
Title VI: It is the City of Kirkland’s policy to ensure full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City of Kirkland. For questions regarding Kirkland’s Title VI Program, or to file a complaint with the City of Kirkland contact the City’s Title VI Coordinator at 425-587-3011 or TitleVICoordinator@kirklandwa.gov.



APPLICATION PROCESS

The City’s Special Event Team (SET) helps you plan for a safe and compliant event. The SET includes representatives from Police, Fire, Public Works, Parks & Community Services, Planning & Building Development, Risk Management, and Finance. The SET may condition the issuance of event permits regarding the time, place, and manner, to ensure and protect the safety and rights of people and property. The SET may also deny applications and revoke permits.

Below is a simple outline of the step-by-step permit application process to help you plan, more detailed information follows.



STEP 1 – GET YOUR EVENT ON THE CALENDAR

Plan ahead to get the date you want!



Please note that permits will not be issued for the following restricted days: New Year’s Day, Martin Luther King Jr. Day, Presidents’ Day, Independence Day, Veterans Day, Thanksgiving Day, and Christmas Day.

EVENT INTEREST FORM (EIF)

By submitting an EIF, you are officially requesting a date and venue. Forms are accepted 6 - 13 months prior to the date of the proposed event. Dates will be reserved no sooner than 11 months prior to the event date. For priority consideration, submit early!

PRIORITY REVIEW

Event Interest Forms received 12-13 calendar months in advance of a proposed event will receive a priority review. During the 2-month priority review window, when more than one applicant requests the same date and venue, or the number of requests exceeds the established event limit for the requested venue, the following criteria will be used to evaluate and prioritize requests:

- The event is a City Council designated Community Event which currently includes the Evening Summer Concerts, Kids Summer Concerts, and Kirkland Winterfest.
- The event and/or event organizer have a demonstrated history of success in producing events in Kirkland.
- The event is unique in purpose and adds cultural diversity as compared to other events.
- The event provides free and/or low-cost opportunities for those who cannot afford to attend.
- The event provides opportunities for local businesses and organizations to participate and be involved.
- The extent to which the event directly benefits a nonprofit organization serving Kirkland residents.
- The event supports a [city council goal or program initiative](#).
- The event is expected to generate a positive economic impact by attracting out-of-town visitors to Kirkland.

PRIORITY PROCESS

Once your EIF is submitted, you will receive confirmation of receipt and notification of the anticipated decision date which is generally on or around the first business day following closure of the 2-month priority window.

1. Accepted: If accepted, you will receive an Acceptance Letter outlining your application timeline. The letter will include important application dates, required meetings, and deadlines.
2. Denied: If denied, you will be notified of the reason and possible next steps.

STANDARD REVIEW

Event Interest Forms received 11-6 calendar months prior to event date will be processed on a first come, first-serve basis.

STANDARD PROCESS

Your EIF will be reviewed, and you will be contacted within ten business days.

1. Accepted: If accepted, you will receive an Acceptance Letter outlining your application timeline. The letter will include important application dates, required meetings, and deadlines.
2. Denied: If denied, you will be notified of the reason and possible next steps.

STEP 2 –SPECIAL EVENT PERMIT APPLICATION & SET REVIEW

Welcome to the permitting process!

Once you have received your Acceptance Letter confirming a tentative hold on the requested date and venue for your event, the next step is to submit your application.

APPLICATION & FEE DUE

The application and non-refundable application fee are due no less than two weeks prior to the SET Review. This provides time for the SET to review your application materials and prepare for the review meeting. You are encouraged to submit everything as soon as possible. Late submissions are subject to daily late fees.

1. If all required documentation is submitted on time, the SET Review will take place.
2. If all required documentation is not submitted on time:
 - a. You may request an extension if time allows, but you will be subject to daily late fees.
 - b. If time does not allow, the SET Review will be cancelled, and the permit application will be denied.

SPECIAL EVENT TEAM REVIEW

At the SET Review meeting, you have the opportunity to give a brief ten-minute presentation about your event and answer questions from the SET. Each review is scheduled to last twenty-five minutes. Not all applicants are required to attend. You will be notified in the Acceptance Letter if you need to appear. The application will automatically be denied for failure to appear. If the schedule allows, the applicant can request a later review date, for which a \$250 late fee will be assessed. Later review dates may not be available.

The SET will make a determination on the status of your permit application, and you will be notified within approximately two weeks.

1. Approved: If approved, you will receive a SET Review Letter confirming remaining deadlines, required meeting dates, required supplemental application materials, and invoice. You may also be required to conduct a Neighborhood Impact Survey if the event proposal includes a new route or footprint.
 - ✓ **Event promotion and marketing may begin once the SET Review Letter is received.**
2. Denied: If denied, you will be notified of the reason and possible next steps.

STEP 3 – PRE-EVENT MEETING & FINAL APPLICATION REQUIREMENTS

Congratulations! If you've made it to this step, then your event is on track to be permitted.

PRE-EVENT MEETING

Most event organizers are required to attend a Pre-Event Meeting to discuss event day logistics, expectations, and finalize permit details. This is determined on an event-by-event basis for reasons such as: if the event is new or requires road closures, City resources, high-risk activities, etc. In addition to the event organizer and Special Projects Coordinator, meeting may be attended by Kirkland Police, Kirkland Fire, King County Metro, and other relevant stakeholders. The meeting is held 4-5 weeks prior to event day.

REMAINING APPLICATION REQUIREMENTS

The SET Review Letter details any remaining requirements and their respective deadlines. All supplemental application materials and fees must be submitted no later than twenty-one (21) calendar days before the event or as set in your letter. Late submissions will incur daily late fees.

PERMITS ISSUED

Event permits are issued once application requirements have been met, fees have been paid, and meetings have taken place. Permits are typically issued one week prior to event day.

STEP 4 – HAVE A GREAT EVENT!

You made it, it's event day!

EVENT DAY

To safeguard attendees and personnel, inspections may be carried out by relevant agencies, including but not limited to the City of Kirkland, Public Health – Seattle & King County, and Washington State Liquor and Cannabis Board, at various times during the event. Approximately one hour before opening to the public, Kirkland's Special Projects Coordinator will conduct special event permit compliance and safety checks. Should any issues arise, the event organizer will be informed and given a timeframe to resolve them, to prevent event closure or cancellation of activities. Ensuring all permit conditions are met before inspections take place can help avoid any violations.

Permits may be summarily revoked at any time when by reason of disaster, public calamity, riot, or other emergency the City determines safety of the public or property requires such revocation.

STEP 5 – DEBRIEF MEETING & FINAL REPORT

DEBRIEF MEETING

Event organizers may be required to attend a Debrief Meeting. At this meeting, the event organizer, special projects coordinator, Kirkland Police, Kirkland Fire, and other stakeholders gather to discuss issues that should be addressed the following year. The meeting is typically held one to two weeks after the event.

FINAL REPORT

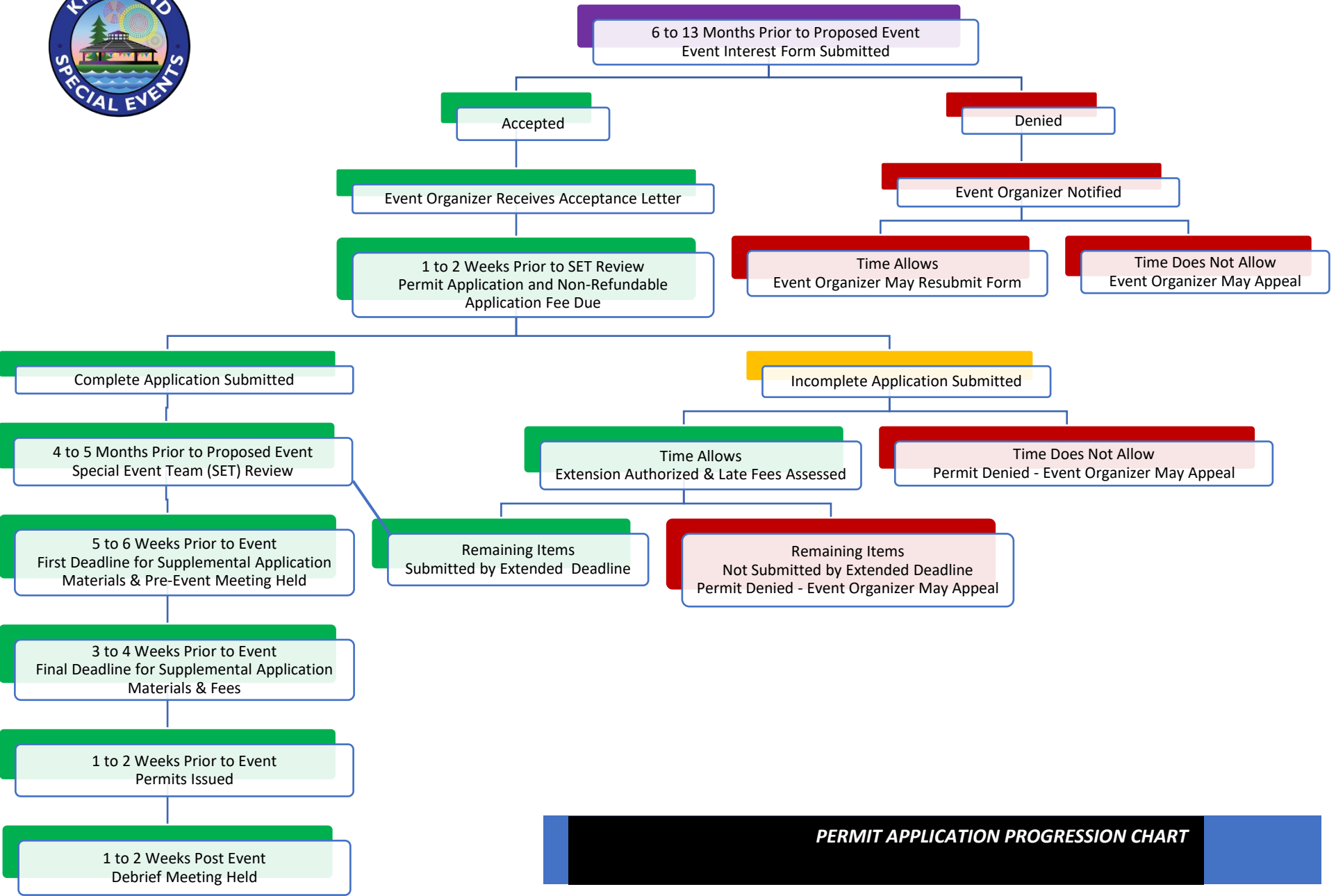
A final report detailing permit and safety compliance may be provided to the event organizer if event day issues are identified, late application fees or penalties for violations are assessed.

APPEAL PROCESS

Any event organizer who objects to the revocation or denial of a special event permit; to a limitation on the number of participants; to required modifications of the date, venue, or activities; to the imposition of fees; or other decision by the SET may appeal for a review of the decision.

Appeals must be submitted to the special projects coordinator within seven (7) calendar days of the date the applicant or event organizer was notified. Appeals must be made in writing (e-mail is acceptable) and include the grounds for appeal along with any documentation in support of the appeal. The special projects coordinator will present the appeal to the City Manager or their designee for review. The appeal will be reviewed, and every effort will be made to issue a written decision within ten (10) business days following receipt of the appeal.







ACCESSIBLE EVENTS

It is the event organizer’s responsibility to comply with all City, County, State and Federal accessibility requirements, including the Americans with Disabilities Act (ADA). The ADA mandates equal access to facilities, services, and programs for persons with a disability. This includes providing a clear path of travel to and on ramps, sidewalks, maintaining designated parking, and accessibility to restrooms. An ADA Plan will be required of all events which block a sidewalk.



The ADA National Network’s 2015 [Planning Guide for Making Temporary Events Accessible to People with Disabilities](#) provides information to assist event organizers in making temporary events accessible to people with disabilities.

The planning guide covers:

- The value of making temporary events accessible.
- An overview of the law.
- Planning strategies to help prevent discrimination.
- Typical barriers encountered by people with disabilities and solutions for removal.
- The importance of an accessible route.

The guide also addresses most questions about how to host an accessible temporary event. However, if you have additional questions, please contact the Northwest ADA Center for more information at 425-248-2480, nwadactr@uw.edu, or nwadacenter.org.

The Americans with Disabilities Act (ADA) is part of our larger civil rights tradition which recognizes and celebrates diversity and strives to include all members of our society. It is in this spirit that accessibility should be embraced. (ADA National Network, www.adata.org)

ADMISSION/TICKETED ENTRY

Any person conducting or operating any place for entrance to which an admission charge is made shall first obtain a Certificate of Registration from the City’s Finance Department. Whenever a charge is made for admission, those charges are subject to an admissions tax. **Community Programs and Expressive events may not charge admission fees.**

ADVERTISING/PROMOTIONS

Applicants may not begin promoting the event until written notification has been received from the city. If the event is approved for permitting, the SET Review Letter will serve as written notification.

The city would like to help get the word out. By using the following resources, we can help promote the event.

TOURISM PROMOTION

Event organizers are required to submit event information through the City’s tourism website www.explorekirkland.com to be included in such tourism promotions as the online events calendar, monthly events guide, social media, and public relations outreach. Information can also be sent to tourism@kirklandwa.gov.

BANNER PROGRAM

The purpose of the City’s [banner program](#) is to allow for the display of public service messages relevant to the Kirkland community or promote an event taking place within city limits. Banner message may not be religious or political in nature and may not advertise or promote the sale of any product, commodity, or service.

Street, Vertical, and Park banners have required specifications which are outlined in the respective permit application. Banner design/artwork must be approved by the city prior to banner construction.

Applications are accepted up to six months, but no later than one month, prior to the requested installation date. Fees are due at the time of application. Permits are issued on a first come, first-serve basis. Banners are installed on Mondays and displayed for up to two weeks. Use of any one site is limited to once per calendar month by any one group.

All advertising is done at the applicant’s own cost and risk. The City of Kirkland is not responsible for financial losses due to cancelled events.

ALCOHOL

The city, along with the Washington State Liquor Cannabis Board (WSLCB), must grant permission for alcohol to be sold or consumed at public events.

**KMC 11.80.210, KMC 19.24.140, KMC 19.24.175
RCW 66.28.090**

SPECIAL OCCASION LICENSE

The sale, service, and consumption of alcoholic beverages are subject to Washington State Liquor Cannabis Board (WSLCB) regulations, licensing, and permit requirements. **RCW 66.24.380, WAC 314.05.020, WAC 314.05.030**

Special Occasion Licenses are issued to bona fide non-profit organizations holding an event at which alcohol is sold. Your event may require a different type of permit. Please visit the WSLCB website: <https://lcb.wa.gov/licensing/special-occasion-licenses> for additional information. ***A copy of the license must be filed with the City of Kirkland no less than twenty-one (21) calendar days prior to the event.***

DUI PREVENTION

Organizers are strongly encouraged to develop a DUI prevention plan. City staff can connect organizers with resources upon request.

INTERNATIONAL FIRE CODE (IFC) PERMIT

Applicants must submit a separate garden site map. Plans are reviewed by Kirkland Fire Department for assembly, occupancy, access, emergency egress and other approvals, and permits. See section **Site Map** for requirements.

SECURITY

The city requires event organizers hire a minimum of two off-duty Kirkland police officers during alcohol service hours. In addition, event organizers must provide security personnel at each entrance and exit and one additional security personnel for every 250 attendees.

BEER/WINE GARDEN OPERATIONS

The Kirkland Municipal Code requires alcohol service

areas comply with all state laws and regulations relating to alcohol, conditions imposed by the WSLCB, and the following conditions:

1. The sale, service, and consumption of alcohol must be confined to designated location(s).
2. Alcohol may be sold, served, and consumed between 8:00 a.m. and 11:00 p.m., seven days a week.
3. **Alcohol service is limited to beer, wine, and one signature cocktail. Expanded cocktail options may be considered upon request at the time of application, subject to approval on a case-by-case basis for established events with a clean record of service compliance and no prior violations.**
4. Alcohol may only be served when food is also available at the event.
5. Event organizer is responsible for securing entrances and exits with staff checking for age twenty-one and over identification.
6. Alcohol may not be removed from or brought into the alcohol service area; except for original unopened bottles purchased at the event for off-site consumption.
7. The alcohol service area shall be enclosed with either a single fence that is at least six feet high or two fences that are no less than forty-two inches in height, separated by at least six feet.
8. Tables, counters, ledges, or similar surfaces may not be used as barriers between restricted and nonrestricted areas.
9. Sufficient lighting must be maintained so that identification may be checked, and patrons may be observed for the enforcement of liquor laws.
10. Signs must be posted near garden entrance stating, "Must be 21 years or older to enter".
11. Provide free drinking water.
12. All personnel working in alcohol service areas must be at least 21 years old, including cleaning crew and performers.
13. Garden personnel are prohibited from consuming alcohol prior to their shift or while on duty.
14. Do not serve alcohol to intoxicated customers.



15. Stop all alcohol service at least 30 minutes before the event is scheduled to end.
16. When using unlicensed servers, “Responsible Beverage Service Training” must be provided.

FARMER’S MARKETS

The WSLCB authorizes farmer’s markets to allow Washington wineries, microbreweries, and breweries, holding a farmer’s market endorsement, to sample and sell sealed product of their own production for off-site consumption.

OPERATIONS FOR SAMPLING

Event organizers shall comply with the following:

1. No more than 3 vendors may offer samples per day.
2. Sales and samples shall be limited to beer and wine.
3. Each vendor shall be limited to serving up to a total of 2oz per customer per day.
4. Sampling area shall be separately fenced and contained with a 42” high barrier and may not include tables or chairs.
5. Vendors shall verify customers are age twenty-one (21) or older prior to sampling and selling.
6. Each vendor shall post a “Must be 21+ to purchase” sign.
7. Open containers shall not leave the designated sampling area.
8. “No alcohol beyond this point” signs shall be posted at each exit.
9. All staff serving samples must hold a valid Mandatory Alcohol Server Training (MAST) permit, Class 12 or Class 13 alcohol server permit.

Event organizer shall submit required documentation and receive written City approval prior to allowing beer and wine vendors to sell or sample at the market.

AMPLIFIED SOUND/NOISE

Excessive noise is considered a public nuisance if occurring before 8:00 a.m. or after 8:00 p.m. Monday through Friday, or before 9:00 a.m. or after 6:00 p.m. Saturday, Sunday, or the following

holidays: New Year’s Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas.

Event organizers should make every effort to keep volume levels low prior to start of the event.

Speakers should be directed downward and away from private residences and businesses.

COMPLAINTS

The best way to handle a noise complaint is to avoid one in the first place. Be a good neighbor and provide advance notice to adjacent property owners. Most complaints are reported when the noise level is unreasonably loud, has been going on for an extended period of time, or takes place outside of permitted hours.

If there is no violation of law, but the noise level is clearly unreasonably annoying, the Kirkland Police Department will ensure an acceptable resolution.

KZC 115.95

ANIMALS

ANIMALS

It is unlawful for any person to allow any animal under their control to run at large or enter any designated swimming area. Event organizers shall ensure animals always remain tethered or contained. Animal waste shall be removed immediately.

EXHIBITS

Animal exhibits are extremely popular because they provide opportunities for people to get face-to-face with animals and learn more about them. It’s important to remember that animals can carry harmful germs but if you follow these best practice tips, they will help prevent illness and keep your guests healthy:

1. Locate exhibits away from food preparation, serving, and eating areas.
2. Provide hand washing stations with running water and soap at the exhibit. The next best option is alcohol-based hand sanitizer containing at least 60% alcohol.

3. Use plain language signs and pictures to show guests how and where to wash hands.
4. Only allow trained staff to oversee the exhibit.

BOAT LAUNCH

The Kirkland Boat Launch is accessible for a fee April to October and for no fee November through March. Operating hours are 5:00 a.m. to 11:00 p.m. Use of the launch is recommended for boats 24' or less in length.

CLOSURES

If an event causes closure of the boat launch for 60+ minutes during peak season, the city may distribute "Boat Launch Closure" notification to current boat launch card holders. The event organizer will be billed for associated costs. In addition, event organizers shall post public notification signage one week prior to event.

TRAILER PARKING

A limited number of trailer parking stalls are located at Heritage Park on the corner of Market Street and Waverly Way – one block north of the boat launch.

CANCELLATION/CONTINGENCY PLAN

Events may be cancelled for any number of reasons. These reasons may include, but are not limited to, failure to meet minimum staffing requirements, severe weather, bacteria related beach closures, water main breaks, etc. Event organizers are encouraged to have a cancellation/contingency plan. When creating a plan, consider how participants will be notified ahead of time or upon arrival, can the event be rescheduled, can the event take place using an alternate route or venue, will registration fees be returned.

City officials, designated to your event, will determine if contingency plans can be implemented based on the safety and welfare of event participants and impact to the public.

CROSS KIRKLAND CORRIDOR (CKC)

The 5.75-mile Cross Kirkland Corridor (CKC) traverses Kirkland from the South Kirkland Park and Ride to

the City's northern boundary in the Totem Lake District. When planning an event along the CKC, the following guidelines should be considered:

- The CKC shall remain open to the public.
- Public notification signage is required at major access points one week prior to event.
- Timed events may not begin or end on the trail.
- Timed events may not travel out and back or use both directions of the same section of trail.
- Timed events may not cross NE 124th Street.
- Bicycle races are not allowed.
- Cones may be placed at entry and exit to establish lanes.
- Event staff shall lead participants and monitor trail by bicycle.
- Except for electric-assisted bicycles and wheelchairs, motorized vehicles are restricted.
- Off-duty Kirkland police officers are required for traffic control at each street crossing.

DECORATIONS

Twinkle lights must be pre-approved. If authorized, Permit Holder shall maintain working lights and ensure equipment does not pose hazards to vehicles or pedestrians. Lights must be maintained to provide 8 feet of clearance above sidewalks. Lights shall not interfere with driver visibility and shall not be hung over any roadway.

Confetti and other party supplies such as glitter, birdseed, rice, pinatas, and powder are not allowed.

Nothing shall be attached to permanent amenities or structures such as, but not limited to, buildings, trees/shrubs, light posts, signposts, benches, public art, etc. without prior approval. Permit Holder is responsible for the cost to repair any damage to city-owned property that may result from installation, attachment, hanging or suspension of decorations. Permit Holder shall not prune, trim or remove trees, plants, shrubs, or vegetation.

Permit Holder shall remove decorations identified to be unsafe immediately upon notification from the City. In the event of an emergency, the City will remove hazardous equipment and Permit Holder shall reimburse the City at the current billable rate for crews/equipment.

See section **Signage** for additional information.

DRONES

The use of battery-powered, remote-controlled drones may be approved through the permitting process. Drone operators must abide by the **Code of Federal Regulations Title 14 – Part 107** applicable to commercial drone use.

In addition, the following conditions will apply:

- Drone shall weigh no more than 10 lbs.
- Drone shall remain within 1,000 feet of operator’s natural line-of-sight
- Daylight operations only
- Drone shall not travel faster than 50 mph
- Drone may not be operated over open-air assemblies of human beings

The following documentation is required:

- Remote Pilot Certificate
- Drone Registration Number
- Aviation Liability Insurance

EVENT CATEGORIES

The Event Category determines the permitting application process and restrictions.

CITY COUNCIL DESIGNATED COMMUNITY EVENT

A special event designated as such by the City Council, which is intended primarily for Kirkland residents, is free of an admission charge, is organized by the city or a recognized Kirkland non-profit agency, and is intended to celebrate an important community holiday, event, or tradition. Current City Council designated community events include the Evening Summer Concerts, Kids Summer Concerts, and Kirkland Winterfest.

Special Event permit limitations do not apply to City Council designated Community Events.

COMMUNITY PROGRAM

An activity which is on-going in nature, typically at least four weeks in duration, which is open to the public and provided free of an admission charge, such as a weekly farmer’s market or park performing arts series.

Special Event permit limitations do not apply to Community Programs.

EXPRESSIVE

This protected class of activities includes conduct for the sole or principal object of which is the expression, dissemination, or communication by verbal, visual, literary, or auditory means of political or religious opinion, views, or ideas and for which no fee or donation is charged or required as a condition of participation in or attendance at such activity. Expressive events may include demonstrations, rallies and marches but does not include fairs, festivals, concerts, parades, performances, athletic events, fundraising events, or events intended for entertainment. See section **Expressive Activity** for more information.

Special Event permit limitations do not apply to Expressive/Free Speech events.

SPECIAL EVENT

Is any fair, festival, concert, performance, show, parade, run, walk, bike, or other publicly attended entertainment or celebration which is to be held in whole or in part upon publicly owned property or public rights-of-way that causes the closure or limited use of streets, sidewalks, public parking, parks or other public venues normally accessible by the general public; or a special event that causes significant impacts to the public or if held wholly upon private property, will nevertheless affect or impact the ordinary and normal use by the general public of public property or public rights-of-way within the vicinity of such event.

No more than two special event permits may be issued per calendar month at any one venue, or along any one street. **KMC 19.24.038**

EVENT OFFICIALS

Designated event officials are decision makers with final authority to suspend, reschedule, or cancel event activities.

An event organizer is any person who conducts,

manages, promotes, organizes, aids, or solicits attendance at an event.

A certified race director is a person who has successfully completed an educational program and received nationally recognized credentials showing the recipient has the knowledge required to conduct safe events for rides, runs, walks, and swims.

EXPRESSIVE ACTIVITY

When a permit is sought for an expressive activity such as a march, demonstration, or rally the following exceptions apply:

1. An application shall be submitted no less than 15 calendar days before the proposed event.
2. When the event will not require temporary street closures, fees shall be limited to the non-refundable application fee.
3. Insurance requirements can be waived if the cost of obtaining insurance imposes an unreasonable financial burden. When applying, the applicant must provide a verified statement indicating this burden. This statement should include the name and address of at least one insurance broker or other source for insurance coverage that was contacted to determine premium rates.
4. Where event activities require temporary street closures or cause other significant adverse impacts resulting in the need for City services in the interest of public health, safety, and welfare the permit may be conditioned upon payment of actual, direct costs incurred by the City to a maximum of five hundred dollars.

Event Officials are required to comply with all local, state, and Federal laws and regulations governing public safety and health.

Impromptu Expressive Events intended to be held on public property outside the traveling lanes of the right-of-way and for which advance coordination with the city for permitting is not feasible. Kirkland Police Department notification is required in advance.

FEES

A cost estimate for your event will be provided, by way of an Event Invoice, after a complete application has been submitted and reviewed by the SET. Fees are due approximately 4 weeks prior to the event. Permits will not be issued until fees have been paid.

APPLICATION FEE

A non-refundable application fee shall be charged for all special events and is due at the time of application.

SPECIAL EVENT PERMIT FEE

Unless otherwise exempted, a special event permit fee shall be charged for all special events.

OTHER FEES

All other fees associated with special events and providing support services, including but not limited to other permits and licenses, park use and facility fees, utilities, off-duty officers and support staff, signage, and equipment, are in addition to the application and special event permit fees.

EXPRESSIVE EVENTS

When the expressive event will require temporary street closures requiring the city to provide services in the interests of public health, safety, and welfare, issuance of the special event permit may be conditioned upon payment of actual, direct costs incurred by the city to a maximum of five hundred dollars. Any fee schedule adopted by the city shall contain a provision for waiver of fees for city services, including police costs, on the basis of ability to pay.

FIRE BIN/BURN BARREL/BON FIRE

PERMITS

International Fire Code (IFC) Permits are required for fires. Permit applications must be submitted along with a detailed site map. See section **Site Map** for requirements.

STAFFING

Each fire bin/barrel is required to have a minimum of

one designated, identifiable, monitor present when fire is burning.

EXTINGUISHER

One portable fire extinguisher or other means for extinguishing flames must accompany each fire. Extinguishers shall be water based or other as identified in the IFC Permit.

FIREWORKS/PYROTECHNICS

PERMITS

An International Fire Code (IFC) Permit is required for performance and proximate theatrical fireworks. Consumer fireworks are strictly prohibited. Permit applications must be submitted along with a detailed site map. The applicant will also be required to provide copies of permits obtained from other county/state agencies. **KMC 11.60**

STAFFING

Due to the high-risk nature of fireworks, event organizers are required to hire and pay for dedicated Kirkland Fire Department support.

When the pyrotechnic platform is located on Lake Washington, event organizers may also be required to pay for [King County Marine Patrol](#) perimeter control.

When dedicated staff are required as a condition of the permit, arrangements will be made by the City and paid for by the event organizer.

FIRST AID/SAFETY PLAN

Emergencies will happen and it’s important that event personnel are prepared to handle them. Event staff should always call 9-1-1 for medical emergencies first, then report to the event organizer and designated event official.

Applicant’s safety plan and map must include:

- Emergency Command Center – Location.
- Primary and Secondary Event Officials – Identify those who have authority to cancel and/or modify event activities, along with day of event contact information.

- On-site Medical Equipment and Support – Include number and location of first aid kits/stations, heating/cooling stations, aid vehicles, number of medical personnel, number and location of fire extinguishers, etc.
- Water Safety – When Lake Washington will be accessed for the event, include course, zones, lifeguards, rescue vessels, SUP boards, kayaks, jet skis, [King County Marine Patrol](#), aid car, extraction point (should be clearly marked on event day w/ bright flagging), etc. See American Lifeguard Association Guidelines for additional safety measures.
- Risk Factor Thresholds – Identify thresholds which will result in cancellation of an activity or entire event. Examples include wind speed, lightning, poor air or water quality, water main break, police activity, serious injury or fatality, fire/explosion, etc.

Use the following information to help determine which level of medical services is appropriate:

Anticipated Crowd Size	Concert or Festival	Athletic Event	Parade
Less than 2,500	Basic First Aid and CPR	First Aid Station with licensed medical staff, aid car, and mobile team	Basic First Aid and CPR
Anticipated Crowd Size	Concert or Festival	Athletic Event	Parade
2,500 – 15,000	First Aid Station with CPR/First Aid certified staff	N/A	First Aid Station with CPR/First Aid certified staff
15,000 – 50,000	First Aid Station with licensed medical staff, aid car, and mobile team	N/A	First Aid Station with licensed medical staff, aid car, and mobile team

FLOOD LIGHTS

When security lighting is required the event organizer must select, place, and direct light sources so that glare produced by any light source does not extend to adjacent properties or to the right of way.

Outdoor lighting used for security purposes or to illuminate walkways, roadways, equipment staging, and parking lots may remain on after 10:00 p.m. provided that light fixtures are mounted to a maximum of 12' feet high in a city park, and a maximum of 20' feet high in open air parking areas.

FOOD/BEVERAGES

FOOD TRUCK (MOBILE FOOD PREPARATION VEHICLE)

Operators of vehicles equipped with appliances that produce smoke or grease-laden vapors or utilize LP-gas systems or CNG systems are required to obtain an IFC Permit and pass an inspection.

A valid operational permit, along with a passed inspection report, issued by any King County Fire Agency will be accepted provided that the vehicle and appliances are maintained in accordance with conditions of the permit. **KMC 21.20.030(g), IFC 105.6.30**

Food trucks shall be parked a minimum of 10 feet from buildings, structures, other vehicles and in consideration of heat venting related to overhang, such as tree branches. Fire lanes and connections to buildings and hydrants must always be kept clear.

FOOD BOOTH/STALL

Booths/Stalls with cooking equipment shall be positioned no less than 25 feet away from trees and flammable vegetation.

Vendors cooking under open-walled canopies shall adhere to the following:

1. The public shall not be allowed under the tent/canopy.
2. Two exit pathways from the canopy shall be provided for staff. (Climbing over a table or equipment is not considered an exit pathway).
3. The canopy shall be UL listed with a flammability rating consistent with NFPA 701 testing methods.
4. The canopy shall be clean and maintained, without visible grease build up.

5. Vendors producing grease-laden vapors must have a UL listed Class K extinguisher available near the cooking appliance.
6. Vendors producing grease-laden vapors shall have a minimum separation distance of 12 feet from other tents/canopies.

FIRE EXTINGUISHER REQUIRED

One fire extinguisher with a minimum rating of 2A:10BC is required. If cooking is to take place, one additional fire extinguisher with a minimum rating of 40BC shall be provided in the tent/canopy.

PROPANE STORAGE

Flammable or combustible liquids and LP gas shall not be stored in the booth/stall, nor less than fifty feet from the booth/stall.

CONTAINMENT & DISPOSAL OF FATS/OILS/GREASE (F.O.G.), WASTEWATER, AND DEBRIS

1. Vendors are required to remove their own fats, oils, and grease (F.O.G.). When arranged in advance, vendors may use City-provided barrels to dispose of F.O.G., service fees will be charged to the event.
2. All wastewaters must be discharged to the sanitary sewer system or contained and removed from the site. If sanitary sewer discharge is planned, you must request a Safe-T temporary sanitary sewer manhole cover. A service fee will be charged to the event.
3. Charcoal, grease, and other debris shall not be dumped in waste receptacles or restrooms.
4. It is unlawful to discharge or cause to be discharged the following, but not limited, to the public sanitary sewer system per **KMC 15.36.030**:
 - a. Wastewater containing F.O.G. in excess of 100 parts per million = 1 teaspoon per 13 gallons of water shall not be discharged to the public sewer system.
 - b. Any food particles that have not been properly shredded so that 100% will pass a 3/8-inch sieve and 75% will pass a 1/4 inch sieve are prohibited.

If a violation is found, events may be assessed monetary fines, charged for pre/post event inspections, and cleaning costs associated with prohibited discharges.

Update

Save yourself the hassle and encourage your food/ beverage vendors to take a free on-line course at wastormwatercenter.org. The short training covers proper waste management methods, setup, staff training, and why everyone should care about pollution prevention.

Update

COMPOST CONTAINERS

Events are encouraged to reduce single use service ware when possible. If vendors are providing compostable service ware to be collected in compost containers, only approved compostable products are required. Styrofoam food service ware is not allowed, per Washington State Law. Vendors may consider using reusable, durable dishes. For assistance in reducing waste at your event, contact recycle@kirklandwa.gov.

See these sections for additional Food/Beverage requirements **Health Department** for permit requirements, **Tents/Canopies/ Bouncy Toys** for temporary structure heat source requirements, **Storm Water Pollution Prevention** for discharge violations, and **Waste/Sanitation Plan** for containment and disposal requirements.

FREE SPEECH

During permitted special events conducted on public property, individuals unassociated with the event can circulate and hand out leaflets, gather initiative or petition signatures and engage in other forms of free speech without a permit. However, if an individual or group wants to operate or use any loudspeaker or sound amplification device that can be heard 50 feet or more from the source or set up a table or booth, then a permit is required.

Individuals and groups cannot interfere with the rights of others to enjoy an event, park, public

sidewalk or interfere with pedestrian or auto traffic, or violate other laws. Individuals and groups also cannot interfere with permitted events such as concerts, performances or programs held in parks or on public property.

GAMBLING

Bingo, raffles, amusement games, punchboards, pull tabs, and fundraisers are permitted with certain restrictions:

1. Applicants must file a Notice of Intention to Conduct Non-Prohibited Gambling Activities form and copy of their state gambling license no less than 45 days prior to event day.
2. Gambling tax ranges from 2% - 11% of gross receipts.

HEALTH DEPARTMENT

Most food and beverage related operations require permits. If food or beverages will be available at the event, regardless of if they are sold or given away for free, event organizers must contact the [Health Department – Seattle & King County](#) to discuss their event.

Event organizers are responsible for communicating rules and regulations to participating organizations, vendors, and persons. It is also the event organizer's responsibility to ensure every vendor has obtained the required permits for their operations and that all activities associated with the preparation and dispensing of food/beverages meet all applicable codes and laws as regulated by **WAC 246.215**.

Written documentation must be filed with the city showing permit requirements have been met.

INFLATABLE BOUNCERS/AMUSEMENT RIDES

PERMITS

International Fire Code Operational Permits (IFC) are required for inflatable amusement structures. IFC permit applications must be submitted along with a detailed site map and a fabric flame retardant certificate.

Event organizers are required to contract with an approved L & I vendor to provide equipment,

installation, and staffing to supervise use of equipment for the duration of the event. A list of certified amusement ride operators can be found at: <https://lni.wa.gov>.

In addition, the following industry best practices must be adhered to:

1. No less than one operator per unit under fifteen feet tall and two operators per unit over fifteen feet tall shall be present to monitor equipment while in use.
2. Do not exceed manufacturer's requirements for maximum loads.
3. Follow the manufacturer's requirements regarding maximum number and size of riders.
4. Follow the manufacturer's requirements for anchoring with ground weights. If stakes must be used for anchoring, you must notify the Special Projects Coordinator to request special consideration.
5. Do not use equipment in wind speeds that exceed the manufacturer's recommendations. Inflatable units must be unloaded and deflated when wind speed exceeds 25 mph.

INSPECTIONS

Pre-Event inspections are carried out by appropriate agencies generally one hour prior to public event hours, giving the event organizer time to resolve any identified issues. If issues cannot be resolved in a timely manner, activities may be cancelled and/or permits may be revoked.

Post-Event inspections take place following event load-out. If the event organizer fails to comply with cleanup requirements within the permitted timeframe, the event organizer may be assessed additional fees and/or fines.

INSURANCE & ENDORSEMENT

Event organizers must procure and maintain comprehensive general liability insurance to protect the city against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the event. The general liability insurance shall be written with limits no less than \$1

million each occurrence and \$2 million general aggregate.

The policy should be written on an occurrence basis, for a period of not less than twenty-four hours prior to the event and extending for a period not less than twenty-four (24) hours following the completion of the event. The policy shall contain a provision prohibiting cancellation of the policy, except upon thirty (30) days written notice to the City of Kirkland.

The policy shall contain, or be endorsed to contain, that the applicant's insurance coverage shall be primary insurance as respects to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be in excess of the applicant's insurance and shall not contribute with it.

The City of Kirkland, its officers, employees, and agents, and as required, any other public entity involved in the event, shall be named as additional insured. **The Additional Insured Endorsement must be provided on ISO Form CG 20 12 or CG 20 26 or equivalent or it will not be accepted.**

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII and authorized to do business in the State of Washington. It is recommended that all subcontractors and concessionaires include the applicant as an additional insured under their policy.

Documentation must be filed with the City no less than thirty (30) days prior to the event. **Permits will not be issued until all insurance requirements have been received, verified, and approved.**

EVENTS WITH DRONES – ADDITIONAL REQUIREMENTS

In addition to comprehensive general liability, Events approved for drone operations shall procure and maintain, for the duration of the Event, aviation liability insurance. The City shall be named as an additional insured on the event organizer's aviation liability insurance policy. The aviation liability insurance shall be written with limits no less than \$1

million each occurrence and \$2 million general aggregate.

EVENTS WITH ALCOHOL – ADDITIONAL REQUIREMENTS

In addition to comprehensive general liability, Events approved for the service of alcohol, whether sold or not, shall procure and maintain for the duration of the Event, liquor liability insurance in the amount of \$1 million each occurrence and \$2 million general aggregate. The city is to be named an additional insured. Host liquor liability coverage may be substituted when alcohol is consumed and not sold during the Event with written approval of the City.

LIFEGUARDS/OPEN WATER

Open Water Safety Plans must follow USA Triathlon (USAT) open water safety regulations, except for lifeguard to swimmer ratio which shall be no less than one lifeguard to every 25 swimmers. When required as part of a water safety plan, lifeguards with current Red Cross certification and open water experience must be hired by the event organizer. City of Kirkland lifeguard personnel may be hired upon request.

In addition, events held in whole or in part on Lake Washington may be required to utilize [King County Sheriff's Office Marine Unit](#) vessels and personnel for perimeter control.

See section **First Aid/Safety Plan** for additional requirements.

MOORAGE

The Marina Park Dock is a year-round marina which offers a commercial tour dock, 70 uncovered moorage slips of which select slips include power.

RESERVING SPACE

While reservations are generally not accepted, special arrangements may be made for event needs for an additional fee.

BOAT SALES

On-site boat sales are strictly prohibited. Boat shows may be permitted when the actual purchase

transaction is done at the company's retail site. 'For Sale', purchase price, and other similar signs may not be posted or made visible from outside the vessel.

For more information, go to www.kirklandwa.gov and search "Marina."

MULTI-DAY EVENTS

In consideration of adjacent merchant needs and the frequency of events held at Marina Park, closure of the Lakeshore Plaza Parking Lot for multi-day events is limited.

Events using the Lakeshore Plaza Parking Lot over two or more days are required to use the *Lakeshore Plaza Parking Lot Multi-Day Event Footprint* as shown in Appendix B. All areas shown on the footprint (Bay 3, Bay 4, and Zone 6) must be programmed and activated during public event hours and should not be used for production vehicles. Activation may include vendors, family activities, entertainment, etc.

Upon request, Organizers may be authorized to use parking bays 1 & 2 for production activities until noon on load-in day. Parking bays 1 & 2 must remain open to the public at all other times. Production vehicles may not use these parking stalls.

In addition, Event Organizers must post the following signage from load-in to load-out:

1. Westbound Lake Ave West @ Market Street:
"NO EVENT PARKING"
2. Southbound Market Street @ Central Way:
"BUSINESSES OPEN"

Event Organizers may request a variance to the required Lakeshore Plaza Parking Lot Footprint by submitting an appeal at the time of application.

1. Appeals must be received prior to the SET Review, or they will not be considered.
2. The appeal should include a response to each of the Priority Review criteria listed on page 5 of this guide.

3. When prompted to upload the site map in the online application, submit the following documents:
 - a. Site Map A - map adhering to required footprint.
 - b. Site Map B - map requiring a variance.
 - c. Lakeshore Plaza Parking Lot Multi-Day Event Footprint Appeal.
4. Event Organizers will be notified of the appeal status in their SET Review Letter.

NOTIFICATION & NEIGHBORHOOD IMPACT SURVEY

Events impact people who live and work in Kirkland. Many residents and businesses participate in events, but many do not. The public notification process is intended to help mitigate impacts to the community.

All events require some degree of public notification. The SET will determine the extent of community outreach each event requires. Examples include:

- Neighborhood Impact Survey - required for events using a new route or footprint. The survey involves notifying businesses and residents, adjacent to the event venue/route, of potential impacts and providing them with an opportunity to comment about the proposed event. Results of the survey will be addressed by the city through the application process.
- Direct Notification - written notice for those significantly impacted by event activities such as adjacent residents, businesses, churches, and other stakeholders.
- General Public Notification – traffic alert printed in a local widely-distributed publication and/or electronic variable message boards may be required for events which close streets or cause other significant impacts.

Written notification should include event name, date, street closures, timeframe of expected impacts, alternate routes/detours, special instructions, event contact name, and phone number. Prior to publication and distribution, a draft copy of each notice must be pre-approved by the city.

Event organizers are required to complete direct and general notification no less than two weeks in advance of the event.

PARK FACILITIES

PRODUCTION DAYS

Event organizers may request additional days for load-in and/or load-out, pending availability. Production days will be charged to the event based on the published fee schedule.

CITY VENDORS

The City of Kirkland Parks Department contracts with recreational and food/beverage vendors to provide services in City parks each year. City vendors and their customers shall be allowed access at all times.

PARK RULES

To preserve park environments, event organizers shall observe the following regulations:

1. Vehicle displays are restricted to the roadway.
2. Vehicles may not be driven upon any park property including lawns, pathways, sidewalks, or other walkways for which the primary use is pedestrian travel.
3. Event animals must be contained or kept on leash at all times. Waste should be removed immediately.
4. Staking equipment is strictly prohibited.
5. Park facilities will be inspected before and after each event. Event organizers will be responsible for the cost to repair any damage.

PARK LANE

To ensure public safety for citizens, business operators and visitors, special event activities conducted along Park Lane shall ensure emergency access is maintained at all times.

Event footprints must abide by the following:

- Maximum capacity is 37 - 10'x10' canopies between Lake Street and Main Street.
- A 20-foot emergency access lane shall be maintained at all times.
- Fire lane emergency access to within 150 feet of all buildings.

- Hydrants and fire protection connections shall remain clear at all times.
- Access and egress shall be maintained at all times.
- Minimum separation of tent/canopy from any building shall be 20 feet.
- A 12-foot break is required every 700 square feet of canopy coverage

PARKING

Public parking areas should remain available for the general public. Event organizers are expected to make parking arrangements with private lots for event personnel, vendors, sponsors, etc. In some situations, parking attendants and/or shuttling services may be required at the expense of the event to minimize impacts on general parking and traffic circulation in the vicinity of the event.

PARKING PLAN

The plan should outline where event personnel, vendors, volunteers, and sponsors will park. In addition, if proximate parking cannot support anticipated event attendance, how the event will accommodate those needs.

Plans should encourage alternate forms of transportation, such as: carpool, walk, bike, or bus. A link to <http://tripplanner.kingcounty.gov> should be included in event marketing materials.

Event organizers are encouraged to provide temporary bicycle parking racks. Additionally, free and secure bike valet services may be available through a local volunteer program. Contact information will be provided upon request.

Event organizers should promote the “Guide to Public Parking in Downtown Kirkland” which can be downloaded at www.kirklandwa.gov/parking.

JUANITA BEACH PARK

When anticipated, or previously demonstrated, parking needs exceed what is available on site, Event organizers must make alternate arrangements.

ON-SITE OVERFLOW PARKING

Organizers may request use of the north field for overflow parking if the event will take place between June 1 through September 30. IF approval is granted, the Event is required to provide:

- Directional signage
- Parking Attendants (30 minutes prior to open through end of event and equipped with reflective safety vests, flags and/or flashlights.)
- Off-site parking with shuttle service may also be required.
- Authorization may be revoked based on field and weather conditions.

OFF-SITE PARKING

Events with > 1,000 participants must provide off-site parking and shuttle services during inclement weather months of October through May.

PERMITS

The SET may condition the issuance of special event permits concerning the time, place and manner of the event, and such requirements as are necessary to protect the safety and rights of persons and property, and the control of traffic.

The issuance of an event permit does not relieve any person from the obligation to obtain any other permit or license required pursuant to the Kirkland Municipal Code or any other applicable law.

IFC PERMIT

International Fire Code Operational Permits (IFC) are required for activities that have potential to restrict fire access, block access to hydrants and other connections, involve tents, canopies, air supported structures, bouncy houses, fires, fireworks, food trucks, or amusement buildings, etc. **KMC 11.60, KMC 21.74, KMC 21.20.030**

ELECTRICAL/GENERATOR PERMIT

An Electrical Permit may be required for temporary electrical installations for use during carnivals, festivals, fairs, temporary lighting, or other approved uses (e.g., trailer mounted generator or generators

that are not cord and plug connected). **KMC 21.06.370**

DISPLAY OF PERMITS

A copy of each permit shall be displayed at the event site.

Permits are typically issued one week prior to the event. ***Permits may be summarily revoked at any time when by reason of disaster, public calamity, riot or other emergency the City determines safety of the public or property requires such revocation.***

POTABLE WATER

Where potable water is available, event organizers may use existing connections. An access fee may be charged depending on event requirements.

POWER

Event organizers may use existing connections at their own risk. A backup power source is strongly recommended as the City is not responsible for power failures and staff will not be available to respond immediately to power related issues.

TEMPORARY GENERAL WIRING

Power sources provided by the Event shall be self-contained and comply with the National Electrical Code. Ground-fault protection for personnel on all temporary wiring installations is required.

All extension cords shall be grounded. Flexible cords/cables shall be protected from accidental damage. Sharp corners and projections shall be avoided. Where passing through doorways or other pinch points, protection shall be provided to avoid damage. Where cords/cables cross public walkways, channel cable protectors must be used, or cords may be supported at a height of no less than 8 feet.

Cable assemblies shall be supported in place at intervals that ensure they will be protected from physical damage. Support may include cable ties, straps or similar type fittings installed so as not to cause damage.

Generators shall be separated from temporary structures, tents, and canopies by a minimum of twenty feet and be isolated from contact with the public by fencing, enclosure, or other means.

RAFFLE/DRAWINGS

A raffle is an activity where a charitable or nonprofit organization sells tickets and awards prizes based on a drawing. All net proceeds from a raffle must be used for the organization's stated purposes. Private citizens and commercial businesses cannot conduct raffles.

See section **Gambling** for additional requirements.

RESTROOMS

Event organizers are required to provide sufficient restroom facilities, including hand-wash stations. The total number of units should be based on the number of attendees present during peak periods. A minimum of one toilet for every 250 people is required and no less than ten percent of facilities must be accessible.

EVENT RESPONSIBILITIES

- When on-site facilities are not sufficient, event organizers must arrange, pay for, monitor, maintain and stock temporary portable units. Temporary units must be delivered and removed within the permitted timeframe. Drop off and removal may take place the day before and/or the day after an event if venue space is available - Park Use Daily Rental fees may apply.
- Event Organizers must provide one designated parking stall at the venue for city crew use.

CITY SUPPORT SERVICES

As of January 1, 2024, the city will begin providing standard service levels in all park restrooms during most special events.

SERVICES PROVIDED

- City crews will service park restrooms throughout the event.

- Service includes restocking toilet paper, hand towels, hand soap, removing trash and replacing liners.
- City crews will be available for service call outs when situation cannot be handled by event staff (i.e., toilet not flushing, water running, etc.)

SERVICES NOT PROVIDED

- City support services will not be provided for multi-day festivals or within gated/fenced areas.
- City crews will not be dedicated to the event.
- Services will not be provided for temporary units.
- City crews will not be available for service call outs when the situation can be handled by event staff (i.e., broken glass, vomit, etc.).

MULTI-DAY EVENTS

- Event staff will be provided access to city supplies for no additional fee.
- Event staff are required to regularly monitor, maintain, and restock restroom facilities during permit hours beginning at the start of load-in and ending at the completion of load-out.
- Organizer must notify city crew by phone when event maintenance is ending so city crews can take over service responsibilities.
- Unreasonably poor conditions, which require service by city crews, will result in the assessment of service fees.

ROUTE MAP

A detailed route map should include:

1. Name & date of event
2. Start and finish lines
3. Route(s)
4. Arrows indicating which direction the participants travel & on which side of the street
5. Route monitor posts
6. Support stations (aid/water/comfort)
7. Mile markers

*** Attach a written description of the path of travel.**

SALES

Restriction on sales and business license requirements differ depending on the type of event.

KIRKLAND BUSINESS LICENSE

A Kirkland business license is not required for vendors engaged in no other activities within Kirkland except those that are within the term and scope of a special event, or community program.

EXPRESSIVE/FREE SPEECH

Merchandise and services may not be offered for sale or trade to the public at free speech events.

See section **Vendor** for more information.

SECURITY

Organizers are required to provide a safe and secure environment. The City of Kirkland Police & Fire departments have final authority to determine event security requirements. Event organizers may hire private licensed security services and/or off-duty Kirkland police officers.

CROWD CONTROL

Trained personnel are required at events at which a large number of attendees is anticipated.

OVERNIGHT SECURITY

Overnight security is not required but is strongly recommended.

SIGNAGE

A sign is any sign, pennant, flag, banner, inflatable display, or other attention-seeking device.

Temporary event signs may be erected one week prior to event and must be removed immediately after event has ended. Signs may be a maximum of six square feet per sign face, including attachments. One sign maximum is allowed per block.

No fees are required for the placement of temporary event signs in public rights-of-way; however, the applicant must submit a complete sign plan including:

1. Type of sign/materials
2. Dimensions
3. Sample art/text
4. Proposed location(s)

Temporary event signs may be placed:

1. On private property with owner’s written permission;
2. On unpaved, non-landscaped, unimproved public right-of-way areas where they will not impede or obstruct vehicular or pedestrian traffic, or create traffic obscuring hazards; or
3. On landscaped strips between sidewalks and paved roads which are not adjacent to parks or other public property.

Temporary event signs may NOT be placed:

1. In the median strips of roads, traffic circles or in public landscaped areas, such as the lawn and planter areas adjacent to City entryway signs;
2. On sidewalks or paved roadway surfaces, including where temporary traffic control signage is required;
3. In public parks;
4. In fire lanes or within 3’ of a fire hydrant; or
5. Attached to utility poles, street furniture, utility vaults or street trees.

Temporary signage erected on event day shall not block or obstruct traffic control signage. Any sign found in violation may be removed and discarded by the City’s Code Enforcement Officers.

See section **Decorations** for additional information.

SITE MAP

All events are required to submit a detailed site map which includes:

1. Name & date of event
2. Names of park, facility, streets
3. 20’ emergency access lane*
4. First aid facilities
5. Command Center
6. Equipment including, but not limited to alcohol service areas (beer gardens), bicycle racks, bleachers, canopies, cooking areas, dumpsters, emergency exits, fencing, generators, grandstands, inflatables, performance stages, platforms, portable toilets, power sources, propane/space heaters, scaffolding, signs, staging areas, tents, vehicle displays, etc.

7. A legend which includes dimensions of all temporary structures.

Be aware of the following restrictions:

- The use of stakes for anchoring is not allowed.
- Vehicles may not be driven onto sidewalks or lawn for load-in/load-out or vehicle displays.
- Existing fixtures, such as tables and benches, will not be removed. The event layout should be planned around existing structures.

****A 20’ emergency access lane to structures and fire protection systems must be maintained at all times from set-up to break-down.***

BEER/WINE GARDEN (ALCOHOL SERVICE AREA)

If a beer/wine garden is part of the event, attach a separate map showing the following:

1. Name of event, date(s), public hours
2. 20’ emergency access lane
3. Garden dimensions (single 6’ high fence or two fences 42” high and separated by 6’)
4. Entrances & exits (emergency access & egress)
5. Equipment including, but not limited to bicycle racks, bleachers, chairs/tables (size & total #), cooking areas, dumpsters, fencing, generators, grandstands, inflatables, performance stages, platforms, portable toilets, power sources, scaffolding, signs, staging areas, tents/canopies, vehicle displays, etc.
6. Include a legend and dimensions of all temporary structures.

See section **Alcohol** for more information.

SOLID WASTE

Event organizers are required to provide sufficient trash, recycle, and compost collection carts while some events may also be required to have dumpsters. City staff can help determine the appropriate number of units needed based on anticipated attendance and event activities.

EVENT RESPONSIBILITIES

- Event staff are required to regularly monitor and maintain waste collection carts at all times during permit hours beginning at the start of

load-in and ending at the completion of load-out.

- When on-site facilities are not sufficient, event organizers must arrange, pay for, monitor, and maintain supplemental collection carts/dumpsters. Carts/dumpsters must be delivered and removed within the permitted timeframe. Drop off and removal may take place the day before and/or the day after an event if venue space is available - Park Use Daily Rental fees may apply.
- Event Organizers must provide one designated parking stall at the venue for city crew use.

EVENT WASTE PLAN

Plans should include:

1. A sufficient number of each type of container to support event attendance and activities.
2. A sufficient number of staff responsible for maintaining containers, replacing liners, and keeping event grounds clean.
3. Service frequency must take place no less than once per hour. More frequent servicing is strongly recommended to avoid overflow.
4. Recycle and compost containers should be staffed in order to minimize contamination by assisting the public in selecting the correct waste container.

Events must contract for garbage service through the City's contracted garbage hauler, Waste Management. To set up temporary event service contact PNW Builders Direct at pbuilder@wm.com, 1-800-963-4050.

CLEARSTREAM COLLECTION KITS

The City of Kirkland will loan up to fifteen (15) kits, per event at no charge, for the collection of garbage, recycle, and compost waste. Requests can be submitted to the city here - [Waste Station Kit Request Form](#).



Clearstream Collection Kit

CITY SUPPORT SERVICES

As of January 1, 2024, the city began providing standard service levels in all park venues during special events.

SERVICES PROVIDED

- City crews service city-owned solid waste collection carts located in park venues throughout the event. Service does not include Big Belly units located near the base of the dock on Kirkland Avenue.
- Service includes removing trash, replacing liners, and disposal.
- Events with fewer than 500 total attendees and no food/beverage operations may use City dumpsters at the park venue to dispose of waste. All other events are required to dispose of solid waste off-site.
- Event Organizers must provide one designated parking stall at the venue for city crew use.

SERVICES NOT PROVIDED

- City crews will not be dedicated to event.
- Services will not be provided within gated/fenced areas at any time.
- Services will not be provided for supplemental collection units.
- City crews will not provide removal or disposal of waste collected by Event staff.
- City crews will not be available for service call outs related to solid waste.

MULTI-DAY EVENTS

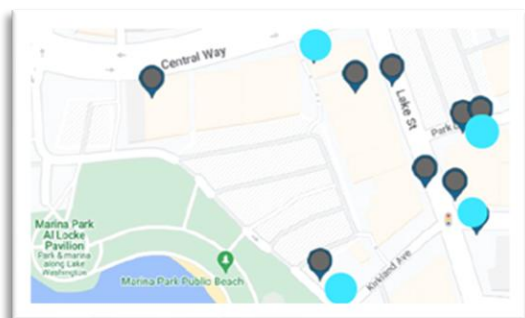
Event organizers are responsible for managing and

removing all waste within the area, including public street containers, temporary containers, City restrooms, and trash in nearby areas which is reasonably related to the event.

CENTRAL BUSINESS DISTRICT

Multi-day events held in downtown Kirkland have garbage impacts on the surrounding area. These events are required to place one supplemental garbage cart at each of the Big Belly garbage and recycle locations shown below with light blue circles. Additionally, Event staff must monitor and service these supplemental carts no less than twice per day.

Event organizers may, at their discretion, check-out a key and service the Big Belly garbage/recycling containers throughout the event as well.



STORMWATER POLLUTION PREVENTION

Vendors may not discharge any pollutants, including but not limited to food grease, soapy wash water (even biodegradable soaps), and chemicals into the public storm system. Discharging any material other than storm water into a storm drainage system is a violation of **KMC 15.52** and the responsible party(s) may be assessed a monetary fine, charged all costs associated with pre/post event inspections, and clean-up per **KMC 1.12.200**. The minimum fine is \$500. A fine for a repeat violation shall be determined by multiplying the surface water fine by the number of violations. **A fine may be reduced or waived for persons who immediately self-report violations to the city at 425-587-3900.**

STREET/LANE/PARKING LOT CLOSURES

When a street is closed, even if it's just for two or three blocks, it can affect traffic for miles around as

traffic is rerouted. When an event requires street closures the following factors need to be considered:

- Police, fire, hospital emergency access routes
- Public transportation
- Church, school, business, and resident access
- Arterial streets may not be blocked or closed during peak commute hours on weekdays

ATHLETIC EVENTS (RUN, WALK, BIKE)

Runs and bicycle races are restricted to public streets and designated trails. Walks may take place on public streets, designated trails, and sidewalks.

Mobile events which include street closures are required to have a certified race director. The certified race director is required to attend all mandatory meetings with the city.

Timed mobile events which are held on city streets must be led by a Kirkland Police Officer. The officer, based on staffing availability, may lead on bicycle or motorcycle. The event organizer must provide a race sweeper to follow the last participant and ensure roads are reopened as quickly as possible.

Events held on public streets which include either rolling or stationary closures, shall clear the street of all participants and traffic control devices no later than noon.

MULTI-DAY EVENTS

Special events shall be limited to no more than three consecutive days. However, limited duration seasonal events may last longer than three consecutive days with director approval. **KMC 19.24.038**

PUBLIC NOTICE OF CLOSURE OR RESTRICTION

Before any street is closed, a traffic alert shall be printed in a local widely distributed publication no less than one week prior to the event.

See section **Notification** for requirements.

A like notice shall be posted in a conspicuous place at each end of the street to be closed or restricted. Kirkland's standard practice is to use variable message boards in high traffic areas. Rental

arrangements are made by the city and paid for by the event organizer. Boards may not be used strictly for promoting events. The message will describe the type of event, date, time, and what action drivers should take. **RCW 47.48.020**

TEMPORARY STRUCTURES AND USES

Temporary structures and uses shall conform to structural strength, fire safety, means of egress, accessibility, light, ventilation, and sanitary requirements as necessary to ensure the public health, safety, and general welfare.

TENTS/CANOPIES/BOUNCY TOYS

International Fire Code Operational Permits (IFC) are required for the following temporary structures:

- Tents or membrane structures over 400 square feet, including air supported structures such as bouncy toys; and
- Canopies over 700 square feet, which includes smaller individual canopies grouped together.

DEFINITIONS

- Tent - A structure, enclosure, or shelter, with or without sidewalls, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.
- Canopy - A TENT completely open on all sides.
- Air Supported Structure - A structure where the shape is attained by air pressure (e.g., air supported domes, bouncy toys, etc.).

ANCHORING

Follow the manufacturer's recommendations for anchoring with ground weights. A minimum of one hundred (100) pounds per canopy is required or twenty-five (25) pounds per leg in all weather conditions. If stakes must be used for anchoring, you must notify the Special Projects Coordinator to request special consideration. Do not use temporary structures in wind speeds that exceed the manufacturer's recommendation.

TIMELINE - EVENT LOGISTICS

As part of the application, applicants must submit a detailed production timeline outlining event

logistics. The timeline should describe, in detail, everything from pre-event staging, event day arrival and load-in, event activities/programming, tear-down, dates, time, locations, etc. to rental company/vendor activities such as drop-off and pick-up. This will help staff ensure there are no conflicts with other scheduled activities.

TRAFFIC CONTROL PLAN

Events which impact the normal flow of traffic must have a Traffic Control Plan. Events may not block traffic lanes or close streets on weekdays between seven a.m. to nine a.m. and four p.m. to six p.m. on streets designated as arterials by the city's public works department. Plans, which must be reviewed and approved by a City Traffic Engineer, shall be in accordance with [Standard Policy R-20](#). The plan should include a detailed description of the following:

1. Traffic Control Map
2. Emergency access lane/route(s)
3. Staging area(s)
4. Sign drop off/pick up dates and time

TRAFFIC CONTROL MAP

A detailed Traffic Control Map should include:

1. Name & date(s) of event
2. Name of park and streets
3. 20' emergency lane
4. Traffic control devices (i.e., road closed barricades, restricted parking, detours, etc.)
5. Timeframe for closures

TRAFFIC CONTROL DEVICES

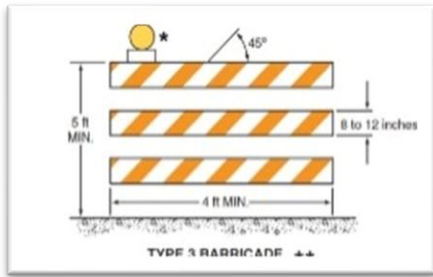
Barricades, traffic cones, "No Parking" signs, etc. may be required as part of an event's Traffic Control Plan. Traffic control devices and spacing shall conform with the Manual for Uniform Traffic Control Devices (MUTCD). Arrangements and associated costs are the responsibility of the event organizer. The City of Kirkland does not provide or rent equipment.

ROAD CLOSURES

If an event requires the closure of any roadway, the event organizer is required to use Type 3 barricades. Barricades must be reflective and meet the

dimensions of the following image. One Type 3 barricade is required on each lane and must span the full width of the roadway.

If the event extends into night-time, or the closure is in place more than one day, warning flashers are required on the barricades. Exceptions to these requirements must be approved by the City Traffic Engineer.



ROAD CLOSURE WITH LIMITED ACCESS

If an event requires the closure of any roadway but also needs to provide limited access, the Type 3 barricades can be offset to allow vehicle access. A Local Access sign on an A-frame must be placed in the gap and a traffic monitor must be present to move the sign for approved vehicles.

RESTRICTING PUBLIC PARKING

When an event requires the restricted use of public parking stalls, the event organizer is required to post city-issued restricted signs in the affected areas no less than 24 hours in advance. The restriction shall be posted along the parking strip of roadway every other stall, on orange construction stanchions / delineators. Vehicles parked in violation will be towed and/or cited by the Kirkland Police Department. Sign placement and verification are the responsibility of the event organizer.

PARKING LOT CLOSURES

For complete lot closures, the event organizer is required to post an additional A-frame sign at each end of the lot stating closure information. In addition, flagging between candlesticks may be used to communicate visual continuity of restricted parking areas. Restricted parking signs may also be

zip tied to existing parking signs to supplement notifications on stanchions.

VERIFICATION FORM

Once signs are placed, event organizer completes and submits forms to the Kirkland Police Dept.

STAFFING

Mandatory traffic monitor posts are determined by the Kirkland Police Department. All traffic monitors working in public right-of-way must be 16+ years old and are required to wear safety reflective vests at all times while on duty. Insufficient traffic monitors could result in cancellation of the event.

Event organizers may also be required to hire and pay off-duty Kirkland police officers for traffic and/or pedestrian control. When police staffing is required, arrangements will be made by the city and paid for by the event organizer.

VEHICLE DISPLAYS

Event organizers should plan to stage vehicle displays on roadways. Vehicles may not be displayed, parked, or driven on public sidewalks, pathways, or lawn areas without prior approval.

VENDORS

Issuance of a permit confers upon the event organizer the right to control and regulate the sale of goods, food, beverages, and services within the event venue in accordance with the terms and conditions of the permit. It is unlawful for any person to sell, resell or offer to sell or resell any goods, food, beverages, or services in an event venue except for pre-authorized event vendors and vendors under City contract. **KMC 19.24.260**

It is the responsibility of the event organizer to ensure each vendor has obtained the required permits for their operations. The event organizer is responsible for communicating rules and regulations to participating organizations, vendors, and persons.

Sales are not allowed at Expressive/Free Speech events. See section **Sales** for more information.

VIOLATIONS & PENALTIES

A special event permit authorizes the event organizer to conduct only such an event as is described in the permit, and in accordance with the terms and conditions of the permit.

It is unlawful for the event organizer to violate the terms and conditions of the permit, or for any event participant to violate the terms and conditions of the permit, or to continue with the event if the permit is revoked or expired.

Event organizers who fail to comply with setup, cleanup, load-in or load-out requirements, may be assessed additional park or facility use fees, cleanup, and repair of the special event area or route, and may be subject to a penalty.

Any violation of **Chapter 19.24** of the Kirkland Municipal Code is a civil infraction, punishable by a fine of two hundred fifty dollars (\$250) per violation, and each day's violation constitutes a separate offense. **KMC 19.24.310**

VOLUNTEERS

In order to ensure a successful event, volunteers must have general knowledge of the schedule, event layout, what is expected of them, and how to handle emergencies. Communicating this information to your volunteers will make the event and their experience more enjoyable.

When using minors as volunteers, event organizers should be familiar with the following:

- <https://lni.wa.gov/workers-rights/youth-employment/prohibited-duties>
- Prohibited and Hazardous Employment – All Minors **WAC 296-125-030**
- Prohibited and Hazardous Employment – Special Restriction for Minors Under the Age of 16 **WAC 296-125-033**

The following guidelines should be communicated to volunteers:

ALL VOLUNTEERS

- Proper protocol in the event of an emergency.

- Dress appropriately for the type of work assigned; all volunteers shall be identifiable by matching t-shirt or other means.
- No one under the age of 21 is allowed in age restricted areas, such as alcohol service areas (beer/wine gardens).
- Volunteers are prohibited from working under the influence of alcohol or illegal drugs.

GARBAGE/RECYCLE/COMPOST/RESTROOMS

- Work gloves should be worn at all times. Never put hands or feet inside containers to make more room. Don't reach blindly into an area to remove litter.
- Carry bags away from the body to ensure hidden objects don't cause injury.
- Anything hazardous or suspected to be hazardous shall be disposed of in a separate container from normal trash. Do not touch hazardous materials with bare hands. For more information on hazardous materials, visit www.hazwastehelp.org.

ROAD CLOSURES/ROUTE MONITORS/PARKING ATTENDANTS

Volunteers working in public right-of-way must be 16 years of age or older and are required to wear safety reflective vests at all times while on duty.





FEE SCHEDULE

Fees are subject to change at any time without notice.

PERMITS		
Application Fee	\$100.00	Non-refundable, per application
Electrical Permit / Temporary Power	\$301.50	Minimum base fee + \$92 first concession + \$23 each additional (\$276.00 maximum concession fee)
Event Permit Fee	\$350 - \$800	Varies, see next page
IFC Permit	\$368.00	Per application (\$168 review fee + \$168 permit) plus 3.5% technology surcharge
IFC Permit – Food Trucks	\$158.00	Annual application
STAFF FEES		
Electrical Inspections	\$118.50	Per hour - outside of normal business hours, 2 hours minimum
Aid Crew, Dedicated Aid Car	TBD	Rate based on wages of assigned staff; 2 hours minimum
F.O.G. Barrels (Fats, Oils & Grease)	\$100.00	Per service
Off-Duty Kirkland Police	\$90.00	Per officer, per hour, 4 hours minimum
Park Maintenance Support & Service Calls	\$75.00	Per hour, 2 hours minimum
Public Works Maintenance Support & Service Calls	TBD	Rate based on wages of assigned staff
EQUIPMENT		
Key Replacement Fee	\$50.00	Fee for each key not returned by next business day following event
Safe-T Temp. Sanitary Sewer Cover	\$100.00	Includes installation and removal
Variable Message Board	\$400.00	Weekly rental per board
OTHER		
Additional Review Fees	\$75.00+	Following the SET Review, changes to plans which require further review will result in Additional Review and Late Application Fees
Cert. of Registration Admissions	\$1.00	
Late Application Materials	\$50.00	Daily penalty, per document
Late Invoice Payment	5%	Penalty for late payment, compounds with each missed due date
Marina Park Dock Moorage	TBD	Rates will vary from published fee schedule
Pay Parking Lot Access Fee (Lakeshore Plaza and Lake & Central lots)	\$50.00 No Fee	For up to 12 hours of access to half of lot Auxiliary Lot, Lakeshore Plaza Drive stalls, Sundays, & Holidays
Pay Parking Lot Penalty	TBD	Penalty for production activities outside of permitted hours
Water Access Fee	\$50.00+	Based on event needs, fee starts at \$50
EXPRESSIVE ACTIVITY		
<p>Requests for waiver of fees for city services, including police costs, on the basis of ability to pay will be considered. Requests for waiver should detail which specific fees are requested, total amount of fees requested, and a statement addressing inability to pay.</p>		



FEE SCHEDULE - continued

Fees are subject to change at any time without notice.

Special Event Fees

Event Size	Application Fee	Permit Fee 2025 / 2026	Rental Rate
Large Event (>1,000 daily attendance)	\$100	\$600 / \$800	100%
Medium Event (500-1,000 daily attendance)	\$100	\$500 / \$650	75%
Small Event (<500 daily attendance)	\$100	\$350 / \$500	50%







Park Use Daily Rental Rates

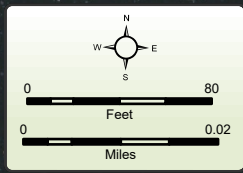
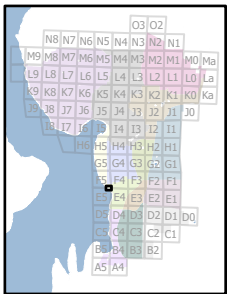

Location	Weekend Days (Friday, Saturday, Sunday)	Weekday Days (Monday – Thursday)
Cross Kirkland Corridor (CKC)	\$500	\$375
Feriton Spur	\$500	\$375
Heritage Hall	\$1,800	\$1,250
Heritage Park	\$1,250	\$1,000
Houghton Beach Park	\$1,250	\$1,000
Juanita Bay Park	\$250	\$200
Juanita Beach Park (Map: Zones 1-7)	\$1,250	\$1000
Juanita Beach Park (Map: Zone 8)	\$1,000	\$750
Marina Park (Map: Zones 1, 2)	\$1,500	\$1,250
Marina Park - Al Locke Pavilion* (Map: Zone 2)	\$750	\$750
Marina Park (Map: Zone 3)	N/A	N/A
Marina Park (Map: Zones 4, 5 & 6) Up to 12 hours of access to half of lot	\$50 (Sunday N/A)	\$50
Marina Park (Map: Zone 6)	N/A	N/A
OO Denny Park (Map: Zones 1, 2, 3)	\$1,250	\$1,000
Park Lane (Map: Zones 1, 2)	\$750	\$600
Park Lane (Map: Zone 3) Up to 12 hours of access to half of lot	\$50 (Sunday N/A)	\$50
Peter Kirk Park**	\$1,250	\$1,000
Peter Kirk Park Plaza	\$750	\$600

* Weekday rates not offered on Al Locke Pavilion rentals

** Does not include use of Lee Johnson Field

Marina Park: Special Event Facility Use Zones

- Event Zones**
- Zone Number**
-  1: Marina Park
 -  2: Al Locke Pavilion
 -  3: Auxiliary Lot & Plaza
 -  4: Parking Bays 1 & 2
 -  5: Parking Bays 3 & 4 + Zone 6
 -  6: Kirkland Ave
- * See Fee Schedule for rental rates

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NE 118TH LN

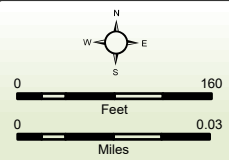
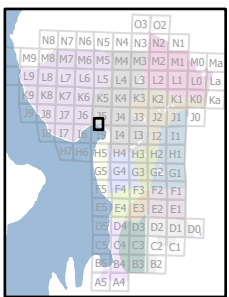
97TH AVE NE

NE JUANITA DR

Juanita Beach Park Special Events Facility Use Zones

- Event Zones**
Zone Number
-  1: Beachside (includes Zones 2-7)
 -  2: Amphitheater
 -  3: Picnic Shelters
 -  4: Southwest Lawn
 -  5: Lawn parallel to Juanita Drive (S)
 -  6: Boardwalk
 -  7: West Parking Lot
 -  8: North Lawn/Gravel Lot

* See Fee Schedule for rental rates



CITY OF KIRKLAND
 WASHINGTON

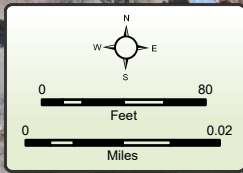
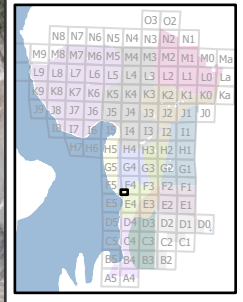

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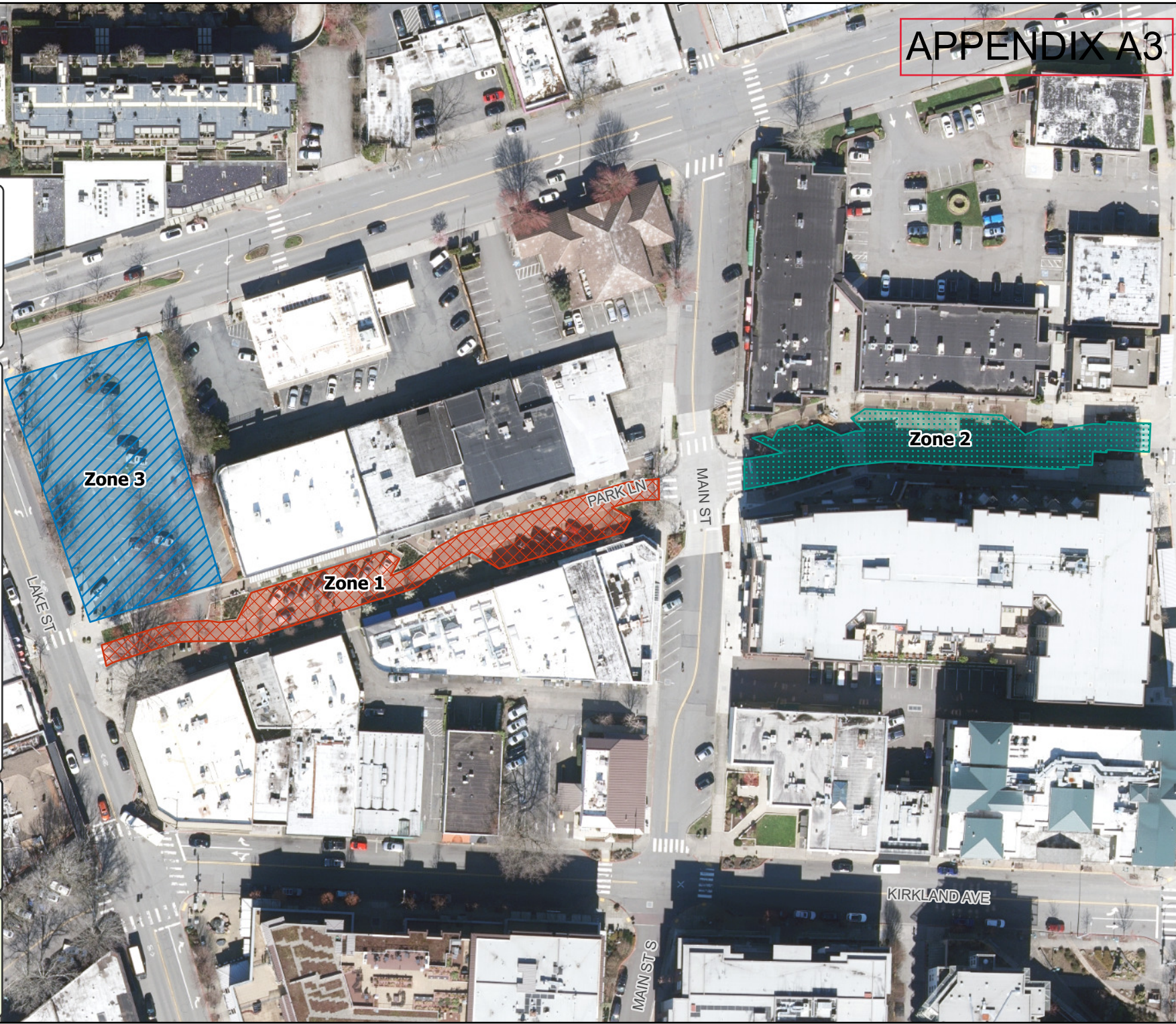
**Park Lane
Special
Events
Facility Use
Zones**

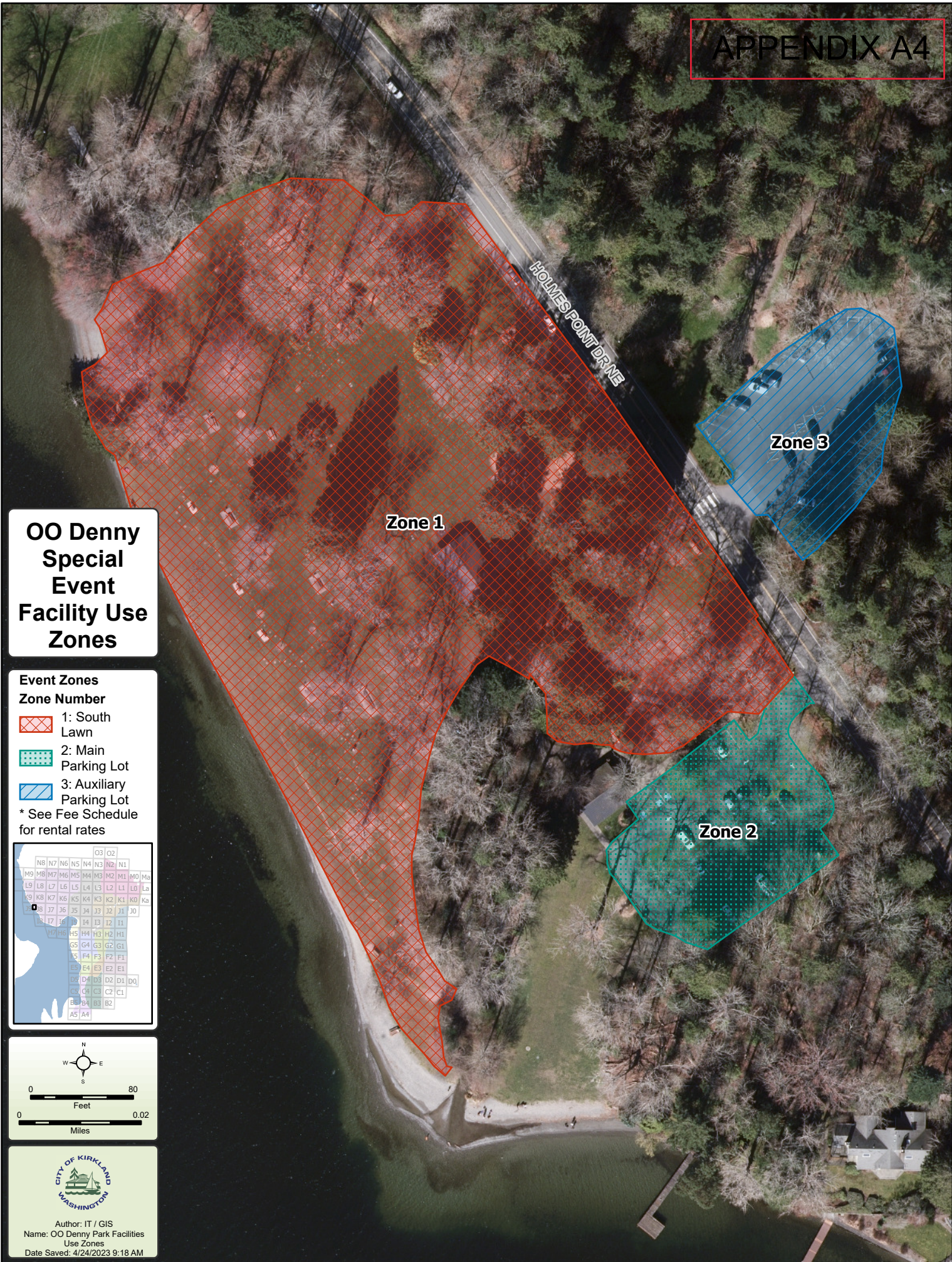
- Event Zones**
- Zone Number**
-  1: West
 -  2: East
 -  3: Lake & Central Parking Lot

* See Fee Schedule for rental rates

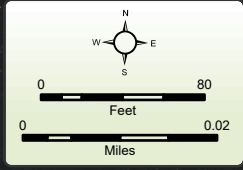
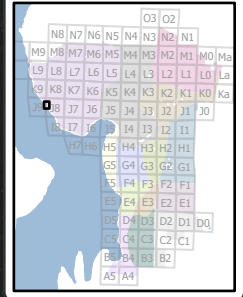
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OO Denny Special Event Facility Use Zones

- Event Zones**
- Zone Number**
 - 1: South Lawn
 - 2: Main Parking Lot
 - 3: Auxiliary Parking Lot
- * See Fee Schedule for rental rates



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 Name: OO Denny Park Facilities Use Zones
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Zone 1

Zone 3

Zone 2

HOLMES POINT DR NE

APPENDIX C
City of Kirkland Event Guide
Special Event Codes and Regulations

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4	Introduction KMC 11.80.180 KMC 19.24 KMC 19.24.010 KMC 19.24.020 KMC 19.24.030	Permit for assemblies required Special Events Definitions Special event permit required Exceptions to special event permit requirement
5 - 7	Application Process KMC 19.24.020 KMC 19.24.036 KMC 19.24.038 KMC 19.24.050 KMC 19.24.060 KMC 19.24.110 KMC 19.24.115 KMC 19.24.125 KMC 19.24.140 KMC 21.06.380	Special event permit required Conditions affecting the issuance of a special event permit Limitations on special events Priority of special event permits issuance Special event application process and timeline Reasons for denial of a special event permit Revocation of special event permit Appeals from permit denial, modification, or revocation Contents of special event permit Termination of approval
8	Permit Application Progression Chart KMC 19.24.060 KMC 19.24.065	Special event application process and timeline Special projects coordinator's action on special event permit application
9	Accessible Events Title III	Americans with Disabilities Act ADA Title III Regulations - Part 36 Nondiscrimination on the Basis of Disability in Public Accommodations and Commercial Facilities
9	Admission / Ticketed Entry KMC 5.12 KMC 19.24.010 RCW 35.21.280	Admissions Tax Definitions Tax on admissions - Exceptions
9	Advertising / Promotions KMC 19.24.020 KMC 19.24.060	Special event permit required Special event application process and timeline
10 - 11	Alcohol KMC 11.80.210 KMC 19.24.140 KMC 19.24.175 KMC 21.20 RCW 66.24.145 RCW 66.24.170 RCW 66.24.175 RCW 66.24.240 RCW 66.24.244 RCW 66.24.380 RCW 66.28.090 WAC 314.05.020 WAC 314.05.030 WAC 314.20.018 WAC 314.24.175	Open containers of alcoholic beverages and marijuana prohibited Contents of special event permit Conditions on alcohol service areas International Fire Code Craft distillery - Sales and samples of spirits Domestic winery license—Winery as distributor and/or retailer of own wine—Off-premises samples—Domestic wine made into sparkling wine—Sales at qualifying farmers markets Farmers markets - Wine and beer sampling endorsement Domestic brewery's license - Fee Microbrewery's license - Fee Special occasion license - Fee - Penalty Licensed premises or banquet permit premises open to inspection - Failure to allow, violation Special occasion license Guidelines for special occasion license events Farmer's market beer and wine sampling Farmer's market beer and wine sampling
11	Amplified Sound / Noise KZC 115.95	Noise regulations
11 - 12	Animals KMC 11.80.060	Animals at large prohibited - Exceptions - Off-leash parks
12	Boat Launch KMC 14.36.120	Boat launch ramp - Hours of operation

**City of Kirkland Event Guide
Special Event Codes and Regulations**

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12	Boat Launch - continued KMC 14.36.130 KMC 14.36.140 KMC 14.36.160	Boat launch ramp - Limitation on length of boats Boat launch ramp - Fee for use Boat launch ramp - Parking of boat trailers
12	Cancellation / Contingency Plan KMC 19.24.115	Revocation of special event permit
12	Cross Kirkland Corridor KMC 19.40	CKC Trail Use Regulations
12	Decorations KMC 11.80.040 KMC 11.80.050	Signs, posters and notices Injury to park property unlawful.
13	Drones Code of Federal Regulations Title 14 Part 107	Small Unmanned Aircraft Systems
13	Event Categories KMC 19.24.010 KMC 19.24.038	Definitions Limitations on special events.
13 - 14	Event Officials KMC 19.24.010	Definitions
14	Expressive Activity KMC 19.24.010 KMC 19.24.030 KMC 19.24.032 KMC 19.24.170	Definitions Exceptions to special event permit requirement Expressive activity special event Waiver of insurance requirements
14	Fees KMC 19.24.032 KMC 19.24.190	Expressive activity special event Special Event Fees
14 - 15	Fire Bin / Burn Barrel / Bon Fire KMC 21.20 KMC 21.74	International Fire Code Development Fees
15	Fireworks / Pyrotechnics KMC 11.60 KMC 21.20 KMC 21.74	Fireworks International Fire Code Development Fees
15	First Aid / Safety Plan KMC 19.24.110	Reasons for denial of a special event permit
15 - 16	Flood Lights KZC 115.85	Lighting regulations
16 - 17	Food / Beverages KMC 1.12 KMC 15.36 KMC 15.36.030 KMC 15.52 KMC 21.20 KMC 21.20.030(g) RCW 70A.200.100	Code Enforcement Drainage and discharge into sewers regulated Discharges prohibited Surface Water Management International Fire Code Amendments to the International Fire Code-Chapter 1, Scope and Administration Official gatherings and sports facilities - Recycling
17	Free Speech KMC 11.80.020 KMC 11.80.040 KMC 11.80.090	Police power Signs, posters and notices Public disturbance noises in parks

**City of Kirkland Event Guide
Special Event Codes and Regulations**

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17	Free Speech - continued KMC 11.80.160 KMC 11.80.180	Depositing refuse and litter Permit for assemblies required
17	Gambling KMC 7.48 RCW 9.46	Gambling Restrictions - Tax Gambling
17	Health Department WAC 246.215 WAC 246.215.01115 (50) WAC 246.215.01115 (126)	Food Service Food Establishment Temporary Food Establishment
17 - 18	Inflatable Bouncers / Amusement Rides KMC 21.20 RCW 67.42 WAC 296-403A	International Fire Code Amusement Rides Amusement Rides or Structures
18	Inspections KMC 19.24.115 KMC 19.24.140 KMC 19.24.190 KMC 21.20	Revocation of special event permit Contents of special event permit Special Event Fees International Fire Code
18 - 19	Insurance & Endorsement KMC 19.24.160 RCW 67.42.020	Insurance required to conduct special event Requirements—Operation of amusement ride or structure—Bungee jumping device inspection
19	Lifeguards / Open Water KCC 12.44 www.usatriathlon.org/our-community/race-directors	Boating Regulations USA Triathlon - Race Directors
19	Moorage KMC 14.36.030 KMC 14.36.050 KMC 14.36.070 KMC 14.36.080	City floats and moorage Moorage prohibitions Compliance required Authority to impound
19 - 20	Multi-Day Events KMC 19.24.038 KMC 19.24.140	Limitations on special events Contents of special event permit
20	Notification & Neighborhood Impact Survey KMC 19.24.060 RCW 47.48.020	Special event application process and timeline Notice of closure or restriction - Emergency closure
20	Park Facilities KMC 11.80 KMC 19.24.140 KMC 19.24.190	Park Rules Contents of special event permit Special Event Fees
20 - 21	Park Lane KMC 21.20	International Fire Code
21	Parking KMC 19.24.110	Reasons for denial of a special event permit
21 - 22	Permits KMC 11.60 KMC 19.24.020 KMC 19.24.042 KMC 19.24.115 KMC 19.24.130 KMC 19.24.140	Fireworks Special event permit required Other permits and licenses Revocation of special event permit Display of special event permit required Contents of special event permit

**City of Kirkland Event Guide
Special Event Codes and Regulations**

<u>Guide Page</u>	<u>Code</u>	<u>Title</u>
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	KMC 21.06.365	General
	KMC 21.06.370	Electrical
	KMC 21.20	International Fire Code
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22	Raffle / Drawings	
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	RCW 9.46.0277	Raffle
	RCW 9.46.0315	Raffles - No license required, when
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	WAC 230-11	Raffles
22 - 23	Restrooms	
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