



# Special Events Permitting GUIDE



## Special Events Permitting City of Oak Harbor

865 SE Barrington Drive  
Oak Harbor, WA 98277

[specialevents@oakharbor.org](mailto:specialevents@oakharbor.org)

- Section A: Insurance Requirements
- Section B: Hold Harmless Agreement
- Section C: Event/Site/Route Map
- Section D: Parks Reservation System
- Section E: Alcohol Sales/Consumption
- Section F: Amusement Ride: Inflatable
- Section G: Professional Carnivals
- Section H: Fireworks/Pyrotechnics Display
- Section I: Food Sales/Consumption
- Section J: Hydrant Meter Permit
- Section K: Portable Toilets
- Section L: Tents Over 400 Square Feet
- Section M: Electronic Message Sign
- Section N: Environmental Impact
- Section O: Solid Waste Disposal/Recycling
- Section P: Safety Plan
- Section Q: Neighborhood Notification
- Section R: Street Closure Guidelines

# Dear Special Events Organizers,

*Thank you for your interest in hosting an event in the City of Oak Harbor! Whether you are planning a family reunion on the scenic waterfront at Catalina Park or requesting to close SE Pioneer Way for a festival with thousands of attendees, we are pleased that you have chosen Oak Harbor as your destination. The following guide will help you through all stages of the planning process and our helpful staff is available to assist with any additional questions that may arise.*

*We look forward to working with you to make your event a success and appreciate your cooperation with our policies to this end. If you are a long time resident or new to Oak Harbor, we hope that you enjoy all this City has to offer.*

## Special Events Permitting

865 SE Barrington Drive  
Oak Harbor, WA 98277  
[www.oakharbor.org](http://www.oakharbor.org)

[specialevents@oakharbor.org](mailto:specialevents@oakharbor.org)



## SPECIAL EVENT PERMIT APPLICATION

The City of Oak Harbor Special Event Permit Application is available online at [www.oakharbor.gov](http://www.oakharbor.gov) and should be submitted at least 60 days in advance of your event. Once the application is accepted, you will be invoiced for the application fee which will need to be remitted to the Utilities Office via cash, check, or credit card.

The following GUIDE will help answer questions as you plan your event. **Please be sure to review the entire GUIDE thoroughly, as agreement to abide by the contents of this GUIDE will be a part of the *Conditions of Approval* when your permit is issued.**

- Section A: Insurance Requirements
- Section B: Hold Harmless Agreement
- Section C: Event/Site/Route Map
- Section D: Parks Reservation System
- Section E: Alcohol Sales/Consumption
- Section F: Amusement Ride: Inflatable
- Section G: Professional Carnivals
- Section H: Fireworks/Pyrotechnics Display
- Section I: Food Sales/Consumption
- Section J: Hydrant Meter Permit
- Section K: Portable Toilets
- Section L: Tents Over 400 Square Feet
- Section M: Electronic Message Sign
- Section N: Environmental Impact
- Section O: Solid Waste Disposal/Recycling
- Section P: Safety Plan
- Section Q: Neighborhood Notification
- Section R: Street Closure Guidelines

## PLANNING MEETING

Once staff receives your Special Event Application Form and required documentation, your application will be routed to the necessary departments for review. If necessary, a planning meeting may be scheduled which will provide the opportunity for you to discuss the event details and receive feedback from staff.

## CONDITIONS OF APPROVAL

Once your Special Event Permit Application has been approved, you will be notified via email and requested to acknowledge the *Conditions of Approval* for the event.

## OTHER PERMITS REQUIRED

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

## GENERAL REMINDERS

Please remember that a Special Event Permit does not automatically create exemptions from the Oak Harbor Municipal Code (OHMC). Below are a few reminders of code provisions related to Special Events. Click on the hyperlinked code reference to access the online code.

- Special Events Permits (OHMC Chapter 5.55): This is the portion of the code that deals specifically with Special Events.
- Temporary and Special Signs (OHMC Section 19.36.080): Signage you place in the City to advertise your event is subject to the temporary sign code. If your Special Event includes a closure of SE Pioneer Way, you may request permission to attach banners for the duration of your event. Specifications will be made in your *Conditions of Approval*.
- Sale of beer, wine and/or liquor in City parks (OHMC Section 6.12.080): No alcohol may be sold or consumed in City parks, with the exception of a permit issued as a part of a Special Event, see Section E. If you would like to have alcohol as a part of your event, please plan ahead as permitting through the Washington State Liquor and Cannabis Control Board takes time.

- Park facility reservation system (OHMC Section 6.12.095): Applying for a Special Event Permit does not alter the provisions of this chapter. You are encouraged to make your facility reservations early as they are first-come-first-served. You may make a facility reservation prior to submitting your Special Event Permit Application; however, please keep in mind that reservation fees are non-refundable. Please see Section D and accompanying forms.

## SECTION A: INSURANCE REQUIREMENTS

The appropriate insurance documentation must be submitted with your Special Event Permit Application. In addition, Permittee will be responsible for any damage to the event site property, City facilities and equipment.

All events (except for those protected by the First and Fourteenth Amendments of the US Constitution) must meet minimum insurance requirements. Depending on the features of your event, additional insurance coverages may be required. There is a worksheet included with the forms at the back of this GUIDE to help you determine the types and amounts of insurance that may be required.

### **Proof of insurance:**

You **must** provide a Certificate of Insurance evidencing the types and amounts of insurance required, accompanied by proof that the City of Oak Harbor is an additional insured. Insurance coverage must be in effect during all set-up and tear-down dates and times.

The following are types of insurance that may be required. Please refer to the Insurance Worksheet for minimum amount requirements. Please note that depending on the features of your event, additional types of insurance and/or higher limits may be required, as determined by the City Attorney.

### **Commercial General Liability:**

Required for all events with coverage at least a broad as ISO occurrence form CG 00 01, in the following amounts: \$1 Million Per Occurrence, \$2 Million General Aggregate, and \$1 Million Products-Completed Operation Aggregate.

### **Events with alcohol:**

If your event will include alcohol service, you **must** obtain additional liquor liability insurance. If the alcohol is being provided and served by a vendor, the vendor **must** supply the liquor liability coverage naming the City of Oak Harbor as additional insured.

### **Events with fireworks displays:**

If your event involves a professional fireworks demonstration, you **must** require the pyrotechnician to provide liability insurance naming the City of Oak Harbor as an additional insured.

### **Events with amusement rides or inflatables:**

If your event involves inflatables, such as bouncy houses, etc., or professional amusement rides on city-owned property, the professional amusement vendor must have liability insurance that names the City of Oak Harbor as an additional insured. Please note that “water walking balls” are prohibited per OHMC Section 5.55.030 Amusement rides.

### **Events with food service vendors:**

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

### **Vehicles involved with your event:**

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

### **Purchasing event insurance:**

Please contact your insurance provider to arrange coverage for your Special Event. Your provider may email the electronic version of the required certificate directly to [specialevents@oakharbor.org](mailto:specialevents@oakharbor.org).

Depending on the features of your event, you may be eligible to purchase event insurance with GatherGuard through Intact Insurance. This option is made available by the Washington Cities Insurance Authority. Visit [gatherguard.com](http://gatherguard.com) for details to obtain a quote/purchase insurance.

## SECTION B: INDEMNIFICATION/HOLD HARMLESS AGREEMENT

In order to complete the Special Event Permit Application, you must submit the notarized Indemnification/Hold Harmless Agreement attached at the back of this GUIDE. Notary service is available for no-charge at City Hall.

The person signing the Indemnification/Hold Harmless Agreement must be 18 years of age or older, an authorized representative of the organization, and the same person who will sign the *Conditions of Approval* when your Special Event Permit is issued.

## SECTION C: EVENT/SITE/ROUTE MAP

For events that include any type of food vendor setup, beer garden, street closure, race route, etc., a map is required. If you are submitting a map similar to a previous year's event, please be sure it is properly updated. Please **do not** submit an illegible copy of another map. If you need assistance generating a map, please contact the Special Events Permitting.

If you are having a built stage, fenced area, tent over 400 square feet, portable toilets, additional parking, etc., this must be documented on your site map. This will allow the Fire Department and Building Division to review for compliance with the American with Disabilities Act (ADA) laws, ingress/egress requirements, etc.

## SECTION D: PARKS RESERVATION SYSTEM

The Parks Reservation System is governed by [OHMC Section 6.12.095](#). If your Special Event is taking place at a park facility, you are required to make a reservation and pay the reservation fee. You should make the parks facility reservation in advance of submitting your Special Event Permit Application as

the facility reservation is based upon the receipt of fees. The facility fees are per day and are non-refundable. You must reserve setup and teardown days if they apply to your event. Reservations can be made online at [secure.rec1.com/WA/oak-harbor-wa/catalog](https://secure.rec1.com/WA/oak-harbor-wa/catalog).

## SECTION E: ALCOHOL SALES/CONSUMPTION

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

### **Special Occasion License:**

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

Special Occasion licenses are issued to non-profit societies or organizations holding an event at which alcohol is sold by the drink.

Your event may require a different type of permit. Please visit the WSLCB website: [www.liq.wa.gov](http://www.liq.wa.gov) for additional information. A copy of the permit must be provided before your Special Event Permit can be issued.

### **Liquor Liability Insurance:**

If your event will include alcohol service, you must obtain additional liquor liability insurance, naming the City of Oak Harbor as an additional insured.

### **Site Map:**

Applicants must submit a beer garden site map. Plans are reviewed by Fire Department for assembly, occupancy, access, emergency egress and other approvals and permits. See Section C.

### **Beer Garden Operations:**

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

Permit Holders must comply with the following conditions:

1. The sale, service and consumption of alcohol may occur between 8:00 a.m. and 10:00 p.m.
2. Hard alcohol may only be served when food is also available.
3. Alcohol is limited to beer, wine, and one signature cocktail.
4. Garden shall be enclosed with six (6) feet high chain link fencing where security will not be present at all times. Where security will be present at all times, 42" high picket fencing may be used. Fencing should deter fence "hopping" and alcohol from being passed through.
5. Level of security staffing shall be sufficient to ensure compliance with state and local laws and shall require that every exit/entry be staffed to ensure that no alcoholic beverages are removed from or brought into the garden.
6. Sufficient lighting must be maintained so that identification may be checked and patrons may be observed for the enforcement of liquor laws.
7. When admitting entrants, security staff shall ensure that all persons present valid identification attesting they are at least 21 years of age.
8. Post sign near garden entrance "Must be 21 years or older to enter".
9. Provide free pitchers of water.
10. All garden personnel must be at least 21 years old, including cleaning crew and performers.
11. Garden personnel shall not consume alcohol prior to their shift or while on duty.
12. Do not serve alcohol to intoxicated customers.
13. Stop all alcohol service at least 30 minutes before the event is scheduled to end.
14. When using unlicensed servers, "Responsible Beverage Service Training" must be provided.

## SECTION F: AMUSEMENT RIDE/INFLATABLES

An amusement ride includes any type of inflatable (i.e. bouncy house, human hamster ball, etc.), or any other type of ride/portable play apparatus, all of which are hereinafter referred to as "ride", whether on city-owned property and private property, and being used as part of a Special Event.

Please note that "water walking balls" are prohibited per OHMC Section 5.55.030 Amusement Rides.

If you are planning to have a ride on City property, such as a bouncy house in a City park, even if you are planning on having less than 50 people at your event, you must obtain a Special Event Permit.

Oak Harbor has the following requirements for all rides on city-owned property or on private property as part of a Special Event:

1. The **ride** itself must be licensed through Labor and Industries (L&I) and marked with the appropriate L&I inspection decal.
2. The **vendor** supplying the ride must be an L&I certified amusement ride operator (L&I website has a list of approved vendors).
3. The ride **operator** must be an employee of the vendor supplying the ride.

*This means that you cannot rent a ride from a vendor and have adult volunteers operate the ride. The ride must be setup, operated by, and torn down by the vendor's staff member.*

If the ride is placed on city-owned property, you must also provide the following:

- The **vendor's** certificate of insurance verifying the vendor's Commercial General Liability insurance naming the City of Oak Harbor as additional insured, with the following minimum limits:
  - a. Per Occurrence Limit: \$1 Million
  - b. General Aggregate Limit: \$2 Million**\*\*This insurance from the vendor is in addition to the insurance that you must provide for your event (as explained in Section A).**

If your ride is going to be in a city park, after we receive the above information, we will contact you regarding where the vendor can set up and operate the ride.

To view L&I licensing information, including L&I's listing of Certified Amusement Ride Operators, please visit [lni.wa.gov/licensing-permits/other-licenses-permits/amusement-ride-safety-permits-and-inspections/](http://lni.wa.gov/licensing-permits/other-licenses-permits/amusement-ride-safety-permits-and-inspections/).

## SECTION G: PROFESSIONAL CARNIVALS

If your event includes carnival/amusement rides, you must meet the requirements above in Section F. Your event will also be subject to the Daily Carnival Fee as established by the City's [Master Fee Schedule](#). This fee should be submitted with payment of your Special Event Permit Application fee.

## SECTION H: FIREWORKS/PYROTECHNICS DISPLAY

If your event will include Fireworks/Pyrotechnics Display, an additional permit is required from the City of Oak Harbor Fire Department with a fee determined by the Master Fee Schedule. You must remit payment of this fee and obtain the necessary permit from the Fire Department prior to approval of your Special Event Permit. As listed in Section A: Insurance Requirements, you will also be required to provide fireworks insurance.

## SECTION I: FOOD SALES/PUBLIC CONSUMPTION

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

As with any vendor selling any goods in the City of Oak Harbor, a food vendor must obtain a business license to operate here, even if it is for a one-day event. Business licenses can be obtained through the Washington State Department of Revenue online at [dor.wa.gov/manage-business/city-license-endorsements/oak-harbor](http://dor.wa.gov/manage-business/city-license-endorsements/oak-harbor).

The main governing agencies for temporary and mobile food service are Island County Public Health, Washington State Department of Health, and Washington State Department of Labor and Industries.

For information on temporary and mobile food vendor regulations, visit Island County Health at [www.islandcountywa.gov/Health/EH/Pages/Documents.aspx](http://www.islandcountywa.gov/Health/EH/Pages/Documents.aspx).

For information on food worker cards, please visit Washington State Department of Health at [www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/FoodWorkerCard](http://www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/FoodWorkerCard).

For information on food truck and mobile food vendor licensing, please visit Washington State Department of Labor and Industries at [lni.wa.gov/licensing-permits/manufactured-modular-mobile-structures/food-trucks-trailers/](http://lni.wa.gov/licensing-permits/manufactured-modular-mobile-structures/food-trucks-trailers/).

Also see the NFPA Food Truck Safety Fact Sheet at the end of this GUIDE.

As the event organizer, you are responsible to account for all the required documentation from your food vendors, including but not limited to their City business license; food service permits or exemption certificates; food worker card(s); L&I licensing documentation; and evidence of liability insurance, with products/completed operations coverage. You must provide a list of all of the food vendors associated with your event to the Island County Public Health Department prior to your event. Your vendors are subject to inspection by Island County Public Health and/or City officials.

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

If your event includes restaurants extending their service onto a temporary patio setup, the restaurant will be required to obtain a *Temporary Use Permit* separate from your Special Event Permit. The Temporary Use Permit can be obtained from the Development Services Department, please indicate to the Special Events Permitting Coordinator that the restaurant will be participating in your event.

You are required to provide your vendors with an Illicit Discharge letter related to grease disposal, preventing storm drain spills, not dumping grey water, etc. More information can be found in Section N: Environmental Impact below.

## SECTION J: HYDRANT METER PERMIT

If your event requires the use of water from one or more hydrant meters, you will need to submit the Hydrant Meter Permit and accompanying Use Agreement. The Hydrant Meter Use Agreement holds you, as the event organizer, liable for all of the associated Hydrant Meter Permit fees, water usage from the meter, as well as any damage that might occur during your event to the meter or the hydrant itself. By signing the Use Agreement, you are agreeing to remit payment for all of the fees and any damage after the conclusion of your event. You will receive an invoice from our Finance Department approximately one week after the conclusion of your event, with payment to be remitted to the Utilities Office upon receipt of the invoice.

## SECTION K: PORTABLE TOILETS

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

The ADA requires at least one (1) accessible unit per cluster up to 20 units, or 25% of the total number of units with at least one (1) per cluster. If your event will have only one (1) unit, it must be ADA accessible. You will be required to provide an event map with the location of your portable toilets and which units are ADA accessible as a part of your application.

## SECTION L: TENTS OVER 400 SQUARE FEET

If your event includes a tent over 400 square feet, you will be required to obtain an additional permit from the Fire Department.

## SECTION M: ELECTRONIC MESSAGE SIGN (ESIGN)

If you would like to request the use of the electronic message sign for your event, you must submit the *Electronic Message Sign Application* online at [www.oakharbor.gov/FormCenter/Communications-4/Electronic-Message-Sign-Application-46](http://www.oakharbor.gov/FormCenter/Communications-4/Electronic-Message-Sign-Application-46)

### Rules for the Esign

1. Requests must be received at least two (2) weeks prior to the date you wish the message posted.
2. Applications must include digital files for the organization and the event. Formats accepted are .jpg files only (1128 x 191 px).
3. Digital messages will be displayed for no longer than four (4) weeks duration. The duration may be limited further, at the City's discretion, if too many requests are made during a certain period.
4. Under State law, use of the Esign may only be used for those events and activities initiated with the intent of promoting tourism, as the sign was purchased with tourism promotion funds (See Revised Code of Washington 67.28). The Esign may be used to promote emergency messages during public emergency events, inclement weather, or public health pandemics.
5. The City Administration, or its designee, shall have sole authority to approve or deny applications, including requested dates and locations.

## SECTION N: ENVIRONMENTAL IMPACT

Due to Oak Harbor's unique location and direct impact to the waters of the Puget Sound, it is necessary to be mindful of environmental impacts that can arise from Special Events. This includes grease created from the cooking of food; oil and gasoline from car shows and boat races; etc. If you are having food vendors at your event, you will be required to ensure your vendors comply with proper disposal methods. The Washington State Department of Ecology takes storm drain pollution and spills very seriously and as such your *Conditions of Approval* will reflect prevention measures required by the city.

## SECTION O: SOLID WASTE DISPOSAL/RECYCLING

Depending on the size and type of your event, additional solid waste disposal/recycling capacity may be required. If you need to hire additional dumpster(s), you must submit the Island Disposal Form to the Utilities Office. Extra Solid Waste services provided by the City, if any, will be specified in your *Conditions of Approval*.

## SECTION P: SAFETY PLAN

It is necessary to be mindful of a safety plan for your event. For larger events, the minimum number of crowd managers shall be established at a ratio of one (1) crowd manager for every 250 persons per the International Fire Code. Crowd managers should be trained, uniformed, adult volunteers. Depending on the size and features of your event, you may be required to submit a formal Safety Plan to the Fire Department. This will be determined at the planning meeting for your event, if necessary.

## SECTION Q: NEIGHBORHOOD NOTIFICATION

Event organizers **must** notify neighbors and businesses within 500 ft. of the event, (if applicable) at least two (2) weeks prior to the event. Notification should be in writing (email is acceptable) and include times when traffic/parking and/or noise may be affected in the area. Signature of your *Conditions of Approval* indicates you have completed the neighborhood notification and can provide copies of the notification and physical/email addresses where sent if requested.

## SECTION R: STREET CLOSURE GUIDELINES

If your event includes a street closure, an additional fee will apply and pre-event planning meeting will be required. You will be provided with specific

requirements as part of your *Conditions of Approval*; please note the following guidelines will apply to all street closures:

- **No paint** may be used on any sidewalk or street.
- Your planning meeting will determine what signs, cones, and barricades you will be provided for your event.
- **Only** Public Works staff and Police Department staff are authorized to open/close a street.
- Once barricades are in place, they **cannot** be moved unless directed by City staff and/or the Police Department.
- Street closures require advance “No Parking Notice”; once “No Parking Signs” have been placed by City staff, they **cannot** be altered by the event organizer.
- The *Neighborhood Notification* (Section Q) must specify the area of the street being closed and the event organizer must ensure affected residents are properly notified.

## CONCLUSION

Thank you for taking the time to read this GUIDE; we hope it will prove useful in planning your event. Be sure to contact the Special Events Permitting Coordinator throughout the application process. While you may have direct contacts for specific staff members, please direct your correspondence to Special Events Permitting so that there will be a central point of contact. This will help ensure that City staff and your event team is on the same page. For larger events, the *Conditions of Approval* will include a Contact List for the duration of your event.

The following documents are referenced in sections of this GUIDE. All required forms and any associated fee(s) should be submitted in conjunction with your Special Event Permit Application.

- [Insurance Worksheet PDF](#) (Section A)
- [Indemnification/Hold Harmless PDF](#) (Section B)
- [Illicit Discharge Letter PDF](#) (Section I)
- [NFPA Food Truck Safety PDF](#) (Section I)
- [Hydrant Meter Permit PDF](#) (Section J)
- [Hydrant Meter Use Agreement PDF](#) (Section J)
- Island County Disposal Forms: (Section O)  
[Utility Customer PDF](#) [Non-Utility Customer \(PDF\)](#)

*We are excited you have decided to host your event in the City of Oak Harbor and we look forward to working with you!*