

<u>City</u>	<u>Approval Authority</u>	<u>App Timeline</u>	<u>Insurance</u>	<u>Damage Deposit</u>	<u>Appeal Process</u>	<u>Violation</u>	<u>Other Notes</u>
Lynden	City Administrator: code requires review by PD, Fire, PW, and parks (if needed). In practice, council has had to approve street closures, but this is not in code	60 days prior to event	No insurance requirement listed in code. Application requires insurance. Indemnification agreement required.	None	Within 3 days after denial. Appeals heard by City Council at next meeting (or special meeting)	Misdemeanor / no fine listed	Includes "Animal Prohibition" section, and "Public Conduct" section
Anacortes	Council approves, PW issues unless it is in a park	90 days – if require street closures 60 days - otherwise	Indemnification agreement and liability (1 mil general / 2 mil aggregate)	Yes, and fees for use of city services	None given	Misdemeanor / \$500 fine	Code includes grounds for denial. No insurance if protected by constitution
Bainbridge	Chief of Police	30 days	Indemnification agreement and 1 mil general and 2 million liability	Clean up deposit	Written notice within 10 days, Council hears appeal unless no time, then City Manager	Misdemeanor / \$500 fine	
Battle Ground	Special Events Programs Manager	60 days prior to event	Liability \$2,000,000	Yes, if on public property	City manager appoints Park Hearings Officer to hear appeal accd to Code	Misdemeanor / up to \$5,000 fine and more	Must post notice of ROW closures within 48 hrs, one exemption is if on private property and no determined impact to public
Bellevue	Special Events Comte – one from Police, Fire, Parks, Planning, and Transportation, and 10 specific members of the public !	Notice of Intent 90 days prior. Annual events must be noticed by Jan 15 of each year.	Hold harmless agreement and general liability naming the city	None	None given	Civil infraction	Approvals include conditions. Code includes fee schedule. Also have a separate Temporary Special events code and license – for vendors / home shows, etc

Coupeville	Mayor – for small events that don't close streets, etc Council for larger events	None given	Indemnification and 1 mil general or 2 mil aggregate	Yes, clean up deposit	Written notice within 3 days. Council hears the appeal unless no time then hearing by mayor or administrator	Misdemeanor / \$500 fine	Code specifies exclusion for constitutional protected events
Ellensburg	City Manager or designee Street or ROW closures require Mayor approval – with concurrence by Police Chief.	60 days – no more than 1 yr	General liability		Appeal heard by City Manager. Written appeal within 5 business days of decision.	Misdemeanor / \$500 fine	Street closures also require concurrence with 75% of businesses on that street. Council approves events with alcohol and those that use ROW.
Gig Harbor	City Administrator approves. Police Chief may determine traffic control, and can approve street closures	60 days – no more than 1 yr	Liability – 1 million aggregate	City can bill for clean up costs incurred	May appeal to council at their next scheduled meeting	Civil infraction - \$1,000 fine	Code specifies certain roads that may not be closed and rules for specific parks
Issaquah	City Administrator – after review by PD, PW, and fire	None listed	None given	None given	Appeal to City Council	Misdemeanor / Fine up to \$5,000 and more	Code is very sparse
Kirkland	Special Events Coordinator	45 days	General liability – 1 million	City can charge for costs incurred	Written appeal to Coordinator within 7 days. City Manager hears appeal	Misdemeanor / \$500 fine +	City website has a bunch of info on special events. The city helps promote the events.
Oak Harbor	Administrator approves after review by PW, PD, building official, and Fire.	60 days prior to event	Indemnification and Commercial general liability	Clean up deposit and can charge for services needed	Hearing Examiner	Class 1 civil infraction	Code (Cht 5.55) is very straightforward