



APPLICATION FOR
SPECIAL EVENT

MILLWOOD CITY HALL
9103 E. FREDERICK AVE
MILLWOOD, WA 99206
(509) 924-0960

PLANNING@MILLWOODWA.US

A SPECIAL EVENT PERMIT IS REQUIRED FOR ANY PARADE, RUN, STREET DANCE, DEMONSTRATION OR EXHIBITION ON PUBLIC PROPERTY. "SPECIAL EVENT" SHALL NOT MEAN ANY WEDDING OR FUNERAL PROCESSION, ANY EVENT SOLELY INVOLVING A GROUP REQUIRED BY LAW TO BE SO ASSEMBLED, A PEDESTRIAN PROCESSION ALONG A ROUTE THAT IS RESTRICTED TO SIDEWALKS AND CROSSING STREETS USING ONLY A PEDESTRIAN CROSSWALKS IN ACCORDANCE WITH TRAFFIC REGULATIONS AND CONTROLS, ANY ACTIVITY OR EVEN SPONSORED OR HOSTED BY THE CITY, OR ANY ACTIVITY OR EVENT DEEMED BY THE CITY'S APPOINTED DESIGNEE TO NOT REQUIRE A SPECIAL EVENT PERMIT

FILE NO:

APPLICANT NAME: Millwood Community Assoc. dba Millwood Farmers Mkt		ORGANIZATION/EVENT: Millwood Farmers Market 2025	
ADDRESS: 8903 E Liberty	CITY Millwood	STATE WA	ZIP 99212
PHONE: 509-891-9173 or 509-939-1083		EMAIL: info@millwoodnow.org (alt: youngps2@comcast.net)	
TYPE OF EVENT: ☐ PARADE ☐ RUN ☐ DEMONSTRATION ☐ EXHIBITION ☒ OTHER _____			
LOCATION (STARTING POINT, ROUTE, ASSEMBLY AREAS, ACCESS TO PUBLIC PROPERTY): Millwood City Park			
DESCRIPTION OF EVENT: Annual Millwood Community Farmers Market with produce, artisan, craft, food vendors; free music performances; family activities;			
DATE/TIME OF EVENT: Wednesdays, 3PM-7PM May 28 - October 8, 2025		NUMBER OF PARTICIPANTS EXPECTED: 20-30 vendors/wk; approx 500 visitors/wk (over 4 hour period)	

REQUIRED ATTACHMENTS:

- ☒ SITE PLAN
- ☒ RESTROOM ACCESS AGREEMENT
- ☒ SECURITY & EMERGENCY MEDICAL PLAN
- ☒ CLEAN UP PLAN
- ☐ REQUIRED PERMITS FROM OUTSIDE AGENCIES

APPLICANT SIGNATURE: _____

Shirine Young

DATE: 3/3/2025

APPLICATION APPROVED WITH THE FOLLOWING CONDITIONS:

All trash & Vegetation / Produce debris be picked up and placed in proper Garbage bins before leaving each event

APPROVED BY: _____

[Signature]

DATE: _____

3-28-25



SPECIAL EVENT PERMITS

APPLICATION FEE: AN APPLICATION FEE OF \$100.00 SHALL BE SUBMITTED WITH THE APPLICATION UNLESS WAIVED. THE FEE MAY BE WAIVED FOR CONSTITUTIONALLY PROTECTED EVENTS, FOR APPLICATIONS BY GOVERNMENTAL UNITS, OR FOR NONPROFIT ORGANIZATIONS WHERE THE EVENT IS OPEN TO THE PUBLIC AT NO COST AND ALL PROCEEDS FROM THE SPECIAL EVENT ARE RECEIVED BY SUCH NONPROFIT ORGANIZATION. ALL FEE WAIVER REQUESTS MUST BE SUBMITTED IN WRITING TO THE CITY CLERK AT LEAST 90 DAYS BEFORE THE DATE OF THE SPECIAL EVENT.

TRAFFIC CONTROL PLAN: THE APPLICANT SHALL SUBMIT A TRAFFIC CONTROL PLAN WHICH MAY BE AMENDED BY THE PUBLIC WORKS DEPARTMENT TO PROTECT THE HEALTH, SAFETY AND GENERAL WELFARE OF THE PUBLIC. ALL REQUIRED TRAFFIC CONTROL SHALL BE ARRANGED BY THE APPLICANT AND SHALL BE AT THE EXPENSE OF THE APPLICANT.

INSURANCE: THE APPLICANT SHALL PROVIDE THE CITY A COPY OF DOCUMENTATION OF CURRENT GENERAL LIABILITY INSURANCE WITH A COMBINATION SINGLE LIMIT OF ONE MILLION DOLLARS (\$1,000,000) PER OCCURRENCE. DEPENDING UPON THE NATURE OF THE SPECIAL EVENT AND ITS APPARENT RISK TO THE PUBLIC, THE CLERK, UPON ADVICE OF THE CITY'S LEGAL COUNSEL, MAY INCREASE THE REQUIRED LIABILITY LIMITS. THE APPLICANT SHALL AGREE AND PROVIDE EVIDENCE OF ITS ABILITY TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE CITY, ITS APPOINTED AND ELECTED OFFICERS AND EMPLOYEES FROM AND AGAINST ALL LOSS OR EXPENSE, INCLUDING BUT NOT LIMITED TO JUDGMENTS, SETTLEMENTS, ATTORNEY'S FEE AND COSTS BY REASON OF ANY AND ALL CLAIMS AND DEMANDS UPON THE CITY, ITS APPOINTED AND ELECTED OFFICIALS OR EMPLOYEES FOR DAMAGES BECAUSE OF PERSONAL OR BODILY INJURY, INCLUDING DEATH AT ANY TIME THERE FROM, SUSTAINED BY ANY PERSON OR PERSONS AND ON ACCOUNT OF DAMAGE TO PROPERTY OR LOSS THERE FROM, ARISING OUT OF ANY ACTIVITY UNDER OR IN CONNECTION WITH THE SPECIAL EVENT, EXCEPT ONLY SUCH INJURY AS SHALL HAVE BEEN OCCASIONED BY THE SOLE NEGLIGENCE OF THE CITY OR ITS APPOINTED OR ELECTED OFFICERS OR EMPLOYEES. THE CITY SHALL BE NAMED AS AN ADDITIONAL INSURED UNDER THE APPLICANT'S COMMERCIAL GENERAL LIABILITY INSURANCE POLICY USING ISO ADDITIONAL INSURED-STATE OR POLITICAL SUBDIVISION-PERMITS OR AUTHORIZATIONS CG 20 12 OR A SUBSTITUTE ENDORSEMENT PROVIDING AT LEAST AS BROAD COVERAGE.

PERFORMANCE BOND: A PERFORMANCE BOND OR DEPOSIT IN THE AMOUNT OF \$1,000.00 IS REQUIRED TO GUARANTEE COSTS OF CLEAN UP OR RESTORATION OF CITY FACILITIES. DEPENDING UPON THE NATURE OF THE SPECIAL EVENT, ITS ESTIMATED COST FOR CLEAN UP OR OTHER POTENTIAL EXPENSES, THE CLERK MAY INCREASE THE REQUIRED BOND OR DEPOSIT AMOUNT,

PERMIT REVOCATION OR SUSPENSION: A SPECIAL EVENT PERMIT ISSUED UNDER THIS CHAPTER IS TEMPORARY, VESTS NO PERMANENT RIGHTS IN THE APPLICANT, AND MAY BE IMMEDIATELY REVOKED OR SUSPENDED BY THE CITY IF:

- THE APPLICANT MAKES A MISSTATEMENT OF MATERIAL FACT ON THE APPLICATION OR IN REQUIRED OR SUPPORTING DOCUMENTATION
- THE APPLICANT FAILS TO FULFILL A TERM OR CONDITION OF THE PERMIT
- THE FORM OF PAYMENT SUBMITTED BY THE APPLICANT FOR ANY FEE OR DEPOSIT IS DISHONORED OR THE APPLICANT OTHERWISE FAILS TO PREPAY ANY FEE, DEPOSIT, OR EXPENSE.
- THE ACTIVITY ENDANGERS OR THREATENS PERSONS ON PROPERTY, OR OTHERWISE JEOPARDIZES THE HEALTH, SAFETY OR WELFARE OF PERSONS OR PROPERTY
- THE ACTIVITY CONDUCTED IS IN VIOLATION OF ANY OF THE TERMS OR CONDITIONS OF THE SPECIAL EVENT PERMIT
- AN EMERGENCY OR OCCURRENCE REQUIRES THE CANCELLATION OR TERMINATION OF THE EVENT IN ORDER TO PROTECT THE PUBLIC HEALTH, SAFETY, OR WELFARE.



MILLWOOD FARMERS MARKET

2025 Special Event Application – City of Millwood

The first Millwood Farmer's Market opened in May of 2006 in the parking lot of the Millwood Community Presbyterian Church and later on Marguerite and Dalton streets in Millwood. The market continues to provide the Millwood community with a source of fresh local farm products and handcrafted artisan goods. It also provides the Millwood neighborhood with a gathering space for connecting with neighbors and providing access to educational and informational forums. The weekly market provides social interaction with local farmers, artisans, local nonprofits, and neighbors. The coming together of the neighborhood, the laughter, fellowship, and education on nutrition and farming for children as well adults make Millwood Farmers Market a continued asset to the community.

Site Plan: Millwood City Park, 9103 E Frederick

Access for vendors to the park would be from the paved interurban trail as well as off Frederick St into the park. The market is to be located just east of the tennis courts setting up going east. Each vendor will provide their own set-up of tables, tent (if needed) with tie-downs and chair. Vehicles may be used to deliver equipment/products via the Millwood interurban trail. Set up is typically from 1PM – 3PM. Market hours are 3PM – 7PM. Takedown begins at 7PM with typical gate closure by 8PM.

Post-Covid Rules:

- All booths will have 10 ft of space and be spaced approximately 3-6 ft apart. Initially we anticipate 20-25 vendor booths with growth later in the year.
- Hand washing or sanitizing station will be available at market entrance/exit.
- The market is a member the WA State Farmers Market Association and as such will stay abreast of any community health developments and adapt market configuration and/or rules as needs change. The Inland NW Farmers Market Association (past member) is currently suspended and our market retains relationship with other local area farmers markets.

Restroom Access Agreement

The market manager/volunteers will abide by rules set by City of Millwood for access to the park restrooms including cleaning of surfaces before and after the market. Restroom locks are on timers and will be open for the market hours of set-up thru take-down.

Security and Emergency Medical Plan

Primary response for a medical emergency or other incident will be to call 911. Fortunately there is a fire station on the same block as the park however there is no guarantee the station will be manned at any given time.

General rules when confronted by an emergency:

- Remain calm – contact 911
- Assess the issue: serious accident, suspect package or container, fire, firearm discharged – or anything that threatens life, property or puts the environment at risk.
- Cooperate with emergency personnel
- Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and personnel
- Evacuate the market area if needed

Clean Up Plan

Market manager will appoint persons to monitor the market area, pick up and throw away garbage, put away any city equipment used (traffic cones and/or candlesticks), and lock park gates upon leaving.

Market Personnel: Jessica Vigil, Market Manager (509) 638-8677 or Shirene Young, Millwood Community Assoc. board member (509) 939-1083. Additional volunteers will be assisting as well but a set roster is not available at the time of our permit application.

Required Permits from Outside Agencies

Continuing for a second year, in an effort to increase nutrition awareness and information on how to prepare fresh foods, the market is expanding education offerings by providing cooking demonstrations and fresh food samples. These activities require a permit from the Dept of Health and a copy of the permit issued will be provided to the City upon receipt.

Fee Waiver Request

The Millwood Community Association requests the special event permit fee be waived on the following basis:

- Millwood Community Association is a 501(c)(3) non-profit corporation dedicated to the enhancement of life for citizens and businesses in the City of Millwood
- The market is open to the public and provides education and cultural activities at no cost to the public
- All proceeds from vendor booth fees are used by the Millwood Community Association to promote the market, increase food awareness and supply to the community, and promote our mission of enhancing our community of Millwood.

The individuals and our organization agree to abide by the management plan contained in the application.

Jessica Vigil, Market Manager
Millwood Farmers Market
C/O Millwood Community Association
8903 E. Liberty, Spokane, WA 99212
Phone: (509) 638-8677
Email: info@millwoodnow.org

Shirene Young, Millwood Comm. Assoc.
(509) 891-9173 or (509) 939-1083 (cell)
youngps2@comcast.net



MEMO

The City Council finds the applicable fee for a special event permit is waived for the Millwood Community Association d/b/a as Millwood Farmers Market. In accordance with Millwood Municipal Code 12.10.080, the Millwood Farmers Market is of sufficient public benefit to warrant expenditure of City funds without reimbursement by the applicant and will not result in private financial gain of any individual or for profit entity

The City Council further finds the Special Events Permit Application was filed 86 days prior to first schedule event, which satisfies the requirements of Millwood Municipal Code 12.10.090, despite contrary language in the Special Events Permit Application.