



# Application for Special Event Permit

Millwood City Hall  
 9103 E. Frederick Ave  
 Millwood, WA 99206  
 (509) 924-0960  
 info@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 crosswalk in accordance with traffic regulations and controls, any activity or event sponsored by the city, or any activity or event deemed by the city's appointed designee to not require a special event permit.

Applicant: Millwood Comm. Assoc.		Phone:		Organization/Event: Winter Fest 2025 Christmas Mkt	
Address: 8903 E Liberty		City Spokane	State WA	Zip 99212	
Property Owner Name: City of Millwood		Phone: 509-924-0960		Email: info@millwoodwa.us	
Address: Dalton Ave at Argenne		City Millwood	State WA	Zip 99206	
Type of Event: <input type="checkbox"/> Parade <input type="checkbox"/> Run <input type="checkbox"/> Demonstration <input type="checkbox"/> Exhibition <input checked="" type="checkbox"/> Other					
Is this an event involving political or religious activity intended primarily for the communication of expression of ideas? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Location (Starting point, route, assembly areas, access to public property): Dalton Ave from Argenne Rd west to alley					
Description of Event: Annual Millwood community Christmas market with street beat activities					
Date/Time of Event: Friday, Dec 5, 2025          operate 4pm-7pm          set up 2pm-4pm          takedown 7pm-8pm					
Number of Participants Expected: 15-24 vendors, approx 300 visitors (over 3 hr. period)					

**Required Attachments:**

Site Plan

Security & Emergency Medical Plan

Required permits from outside agencies

Restroom Access Agreement

Clean Up Plan

By signing below the applicant is confirming that they have inspected the event space with a staff member ensuring there are no obvious hazards and all information on the application is correct.

Applicant Signature: Shirine Young      Date: 9/6/2025

Application approved with the following conditions: \_\_\_\_\_

Approved By: [Signature]      Date: 10-2-25



## Special Event Permits

**Application Fee:** An application fee pursuant to the City's adopted fee schedule 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 non-profit organization. All fee waiver requests must be submitted in writing to the City Clerk with the application.

**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 and no less than two million dollars (\$2,000,000) general aggregate. Additionally, the applicant shall be responsible for ensuring food vendors have obtained the necessary food service permits, exemption certificates; food worker cards, licensing documentation, and evidence of liability insurance with products completed operations coverage. 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 judgements, 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 from 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 2012 or a substitute endorsement providing at least a broad coverage.

**Dunk Tanks and Inflatables of any type are not allowed at any Special Event.**

**Performance Bond:** A performance bond or deposit in the amount of \$1000.00 may be 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 person 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 cancellation or termination of event to protect public.

RESTROOM USE AGREEMENT for WINTERFEST 2025

The following property/business owner, known as The Corner Door, hereby agrees to use/provide restrooms for employees and/or customer use for Winterfest Street Fair. This restroom must be accessible for employee/customer use during the event Winterfest 2025 on Dec 5, 2025.

Restroom location/Facility name: The Corner Door

Hours the restroom is available for use: 2PM – 8PM

Hours the event is in operation at this location: 2PM – 8PM (including set up and take down).

This agreement is valid for the current event only and must be renewed after that date. If this agreement is terminated prior to the event, the event must secure another Restroom Usage Agreement.

Signed by: Operator Allowing Restroom Use (Print): The Corner Door

By: Gregory A. Matt Gregory A. Matt  
Owner/Manager

Signature of Event Organizer(Print): Millwood Community Association

By: Shirene Young, Board Member

Shirene Young

RESTROOM USE AGREEMENT for WINTERFEST 2025

The following property/business owner, known as The Masonic Lodge, hereby agrees to use/provide restrooms for employees and/or customer use for Winterfest Street Fair. This restroom must be accessible for employee/customer use during the event Winterfest 2025 on Dec 5, 2025.

Restroom location/Facility name: The Masonic Lodge

Hours the restroom is available for use: 2PM – 8PM.

Hours the event is in operation at this location: 2PM – 8PM (including set up and take down).

This agreement is valid for the current event only and must be renewed after that date. If this agreement is terminated prior to the event, the event must secure another Restroom Usage Agreement.

Signed by: Operator Allowing Restroom Use (Print): The Masonic Lodge

By:



Gabe Thompson

Signature of Event Organizer(Print): Millwood Community Association

By: Shirene Young, Board Member



## **Millwood WinterFest Christmas Market**

### **Traffic Control Plan – 2025**

The request for the 2025 Millwood WinterFest event is to close Dalton Ave west of Argonne Rd. to the alley immediately west of Argonne Rd.

Dalton Ave. would be closed at Argonne Rd. to the alley immediately west using temporary barriers at those intersections beginning at 2 PM. Sidewalks would not be closed or impeded.

Dalton Ave. would be re-opened at Argonne Rd. to the alley at approximately 8:00 PM and barriers removed from Argonne Rd intersection. At that time, Dalton Ave would be fully re-opened.

During the event, access to that section of Dalton Ave. is via walking. Parking for the event would be on side streets, such as Hutchinson or Marguerite, Millwood Presbyterian parking lot, Millwood Community center parking area, Dalton Ave. west of the alley and other surrounding streets. Walking to the event by the community will be encouraged.

Primary response for questions:

Millwood Daze General Organizers: The Corner Door / Greg Mott (509) 921-9253 Vikkie Naccarato / Millwood History Enthusiasts (509) 991-0927 or Shirene Young, Millwood Community Assoc. board member (509) 939-1083

Restrooms: The Masonic Lodge/ Gabe Thompson (509) 999-9930 and The Corner Door / Greg Mott (509) 921-9253.

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



## Special Event Application – City of Millwood

Winterfest – it has evolved into a beloved annual tradition that brings together neighbors, friends, and local businesses for a festive street fair filled with music, food, artisan vendors, and joyful celebration. The evening culminates in the lighting of the IEP tree—a moment of shared wonder that marks the start of the holiday season. More than just an event, Winterfest is a reflection of Millwood’s heart: welcoming, creative, and deeply connected.

### Site Plan: Dalton Ave. West of Argonne Rd to alley

Access to Dalton Ave would be from surrounding streets such as Liberty and Empire. Street booths will be located on the street in semi-circle formation between The Corner Door & Bottles. Some activities will be in The Masonic Lodge (also used a warming station). Each booth participant will provide their own set-up of tables, tent (if needed) and chair. Vehicles may be used to deliver equipment/products, but will be parked off Dalton Ave during the event. Set up is typically from 2PM – 2PM. Takedown at 7PM

### Restroom Access Agreement

The Masonic Lodge and The Corner Door will have restrooms open and available for participants. In addition, other local businesses, such as The Rocket, MSD Studio, Stockwells will have restrooms open.

### 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 across Argonne on Frederick Ave next to city hall 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

Trash receptacles will be readily available throughout the location. Organizers will police the area and pick up any garbage or waste on Dalton Ave upon closing of the event.

Primary response for questions:

Millwood Daze General Organizers: The Corner Door / Greg Mott (509) 921-9253 Vikkie Naccarato / Millwood History Enthusiasts (509) 991-0927 or Shirene Young, Millwood Community Assoc. board member (509) 939-1083

### 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 Millwood Winterfest event is intended as a celebration for the city residents and businesses and 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 event, increase awareness of Millwood businesses and neighborhoods, and promote our mission of enhancing our community of Millwood.

The City Council is requested to waive the fee for a special event permit the Millwood Community Association d/b/a as Millwood Winterfest. In accordance with Millwood Municipal Code 12.10.080, the Millwood Winterfest event 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

This request for waiver is filed more than 90 days before the date of the event, as stated in Millwood Municipal Code 12.10.090

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