



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.		ORGANIZATION/EVENT: WinterFest Christmas Market 2024	
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): Dalton Ave from Argonne Rd west to alley			
DESCRIPTION OF EVENT: Annual Millwood Community Christmas Market with Street booth activities			
DATE/TIME OF EVENT: Friday, Dec 6 4PM - 7PM		NUMBER OF PARTICIPANTS EXPECTED: 15-24 vendors, approx 300 visitors (over 3 hour period)	

REQUIRED ATTACHMENTS:

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

APPLICANT SIGNATURE: _____

Sharon Young

DATE: 9/10/2024

APPLICATION APPROVED WITH THE FOLLOWING CONDITIONS:

APPROVED BY: _____

[Signature]

DATE: _____

11-5-24



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 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 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.

PERFORMANCE BOND: A PERFORMANCE BOND OR DEPOSIT IN THE AMOUNT OF \$1000.00 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 MIS-STATEMENT 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 OR PERSONS OR PROPERTY.



MILLWOOD WINTERFEST Christmas Market

2024 Special Event Application – City of Millwood

The first Millwood WinterFest Christmas Market was held in the Masonic Lodge and was primarily a gingerbread house craft with some food trucks and 2-3 craft booths located in the parking lot behind the lodge. Since then, the Christmas Market has grown to add vendors from the Millwood Farmers Market along with a few additional craft vendors. The market provides the Millwood community with fresh farm products (seasonal products such as trees and wreaths) as well as handcrafted artisan goods. By holding it in the street near the historic district businesses, it kicks off the holiday shopping season for our Millwood businesses. It also provides the Millwood neighborhood with educational and social interaction with local farmers and artisans. The coming together of the neighborhood, the laughter, and fellowship for children as well adults make Millwood Christmas Market a continued asset to the community.

Site Plan: Dalton Ave between Argonne Rd west to the alleyway

The market is to be located on Dalton Ave street between The Corner Door Café and Bottles. 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 but will be parked on surrounding streets or the Millwood Presbyterian Church parking lot. Set up is typically from 2PM – 3:30PM. Market hours are 4PM – 7PM. Takedown at 7PM

Restroom Access Agreement

Local businesses have agreed to have visitors use their restrooms for the event (The Corner Door Café, The Rocket Bakery and Bottles).

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 located across the tracks on Frederick Ave 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

Market Personnel: Greg Mott, The Corner Door Cafe (509) 921-9253 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.

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.

Shirene Young, Millwood Comm. Assoc.
Millwood WinterFest Christmas Market
C/O Millwood Community Association
8903 E. Liberty, Spokane, WA 99212
Phone : 509=891=9173 or 509=939-1083 (cell)
Email: info@millwoodnow.org

Millwood WinterFest Christmas Market

Traffic Control Plan – 2024

The request for the 2024 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: Bottles / Mara (509) 443-4027 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.