



Special Events Guide

City Hall
616 NE 4th Avenue
Camas, WA 98607
(360) 817-1560

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How to Use This Guide

This guide provides general and specific guidelines for planning a successful event in the City of Camas. This guide shall provide clarity to the permit process, explain the policies behind considerations of permits in accordance with Camas Municipal Code ("CMC"), Chapter 5.20-Special Events, and overall ensure that the public is safe during events.

The city would also like to balance the number of events held in particular locations in Camas, specifically in downtown Camas.

The policies and procedures for determining how many events and where they may be located in the city is provided in this handbook. The following process is recommended:

- + Read the portions of this document that apply to your event type.
- + Review and redefine your event based on the suggestions offered in this manual.
- + Plan ahead and submit early.
- + Permits should be submitted at least 60 days prior to an event.



FAQ: Frequently Asked Questions

+ Q: Who do I contact about event permits?

A: Your first call should be to the Finance Department and ask for assistance with "Event Permits".

+ Q: Do I need a permit?

A: Yes, if your event includes use of a public street or park; or may

attract more than 500 people (even on private property). The City is concerned about potential traffic congestion and pedestrian safety for events of this size.

A: No, if your event is on private property and closed to the public or has less than 500 people expected. No event permit is required for political, funeral or wedding processions.

+ Q: Will my event be approved?

A: If your event is planned in accordance with the policies of this guide and is submitted timely to the Finance Department, then it is likely your event will be approved.

+ Q: What does a permit cost?

A: \$25 event application fee. If proposed within a public park, additional fees may be charged. For all events, the city will provide an estimate of costs prior to the permit being issued if there are special circumstances.

+ Q: Do permits take a LONG time to process?

A: Once your application is complete, a response will be provided in 60 days.

General Event Guidance

You have organized a responsible and enthusiastic group of people to support an event. Now, you are wondering what to do first?

STEP 1: Read this manual and talk to staff at the city about your idea.

STEP 2: At least 60 days prior to the event, you will submit an application and fee to the Finance Department at City Hall, 616 NE 4th Avenue. The application will include the application form, a map of the event area, Example letter and mailing list to any potentially affected neighbors, and the application fee.

(Continued on page 7)



Definitions of Terms Used in this Manual

1. "CMC" means Camas Municipal Code and is preceded by the section number.
2. "Exempt" means that the proposed event does not require a Special Event Permit.
3. "Full Street Closure" means that an event requires that two or more city blocks be closed to vehicular traffic. See Map 3 in the appendix for an example.
4. "Partial Street Closure" means that an event requires that one city block be closed to vehicular traffic. See Map 2 in the appendix for an example.
5. "Permit" means a "Special Event Permit" pursuant to Chapter 5.20CMC
6. "Special Event" as defined in 5.20.010CMC.
7. "Stakeholders" means adjacent neighbors to the event

Note about scheduling events

The city intends to balance the needs of the city as a whole, that enjoys public events with the property owners that are directly affected by the event.


For this reason, the city policy is to limit special events in the downtown business core to one "Full Street Closure" and one "Partial Street Closure" per month and not during holiday weekends.


The partial street closures should vary in locations as to not affect particular businesses on every event.


Regular Events

- Every Month-First Fridays. After hours shopping that rarely require street closures.
 - May- Mother's Day Plant Fair. This event is held the Saturday before Mother's Day and includes full downtown street closure.
 - May to September- Camas Farmers Market. This event is held every Wednesday afternoon between City Hall and the Camas Library. Note: This event is not considered to be an event that would bar other street closure events in the same month.
 - June-Camtown Youth Festival. This event is often held at Crown Park on the Second Saturday of June.
 - July-Camas Days. This is a two-day event that requires a full downtown street closure.
 - August-Camas Art & Music Live is an event that brings live music and artists to the downtown streets. The Vintage Street
- Faire is held at the end of August.
- October- Boo Bash is a trick-or-treat event that occurs after school on the Wednesday prior to Halloween. This event requires full downtown street closure.
 - December-Hometown Holidays is during the first week of December and includes full downtown street closure.

Key:

Full Closure 

Partial Closure 

Event without street closure or exempt from scheduling restriction. 

Downtown Events- May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Downtown Events- July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Downtown Events- August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Note: The calendars are intended to be representative of regularly scheduled events and not specific to any year.



General Event Guidance (continued)

STEP 3: The application is routed among the city officials for comments.

STEP 4: The city shall contact the applicant with any questions, concerns or clarifications needed to properly make a decision on application.

STEP 5: The city will render a decision and issue a permit to the applicant (unless permit is denied).

STEP 6: For most permits, the city will contact the applicant and set an appointment for a meeting prior to the event

to discuss final details of street closures and other concerns.

STEP 7: During the event, the permit holder will be available by cell phone or other acceptable means of communication and all employees/

volunteers will be informed as to the terms of the permit.

STEP 8: The city will contact the permit holder to settle costs of event if applicable.

Proper Planning for Event Day & Post Event

PLANNING: The selection of location and extent of street closures is an important consideration. Provide a description of how traffic will be managed during the event and where attendees and participants will park.

It is the policy of the city to vary partial street closures in order to distribute the affects of an event evenly throughout downtown. The expectations of event attendance should determine how many downtown streets must be

closed. A typical city

block can hold 20 vendors with ten-foot square canopies if placed across from one-another with a central aisle. Those planning the event must consider renting porta-potties if event lasts longer than a few hours and depending on how many people are expected to attend event. The only public restrooms are available during business hours on weekdays at City Hall and the Library. Consider whether the event will need electrical, water and sanitary services. These services, if necessary, will incur

additional expenses.

The most important planning items is to have a schedule of volunteers or paid staff to monitor the event from start to finish. The city will require that the event coordinator provide a cell-phone number of an on-site contact person that is in charge if coordinator is unavailable.

EVENT DAY: The setting up of an event that requires street closures means that the city will clear the street of parked vehicles after posting signs and installing barricades. Event planners should include

approximately two hours on the day of the event for the street to be cleared of vehicles, even after "no parking" signs have been posted.

Include several hours for vendors to set- up their displays and to move their vehicles out of event area.

POST-EVENT: The organizer must plan to have adequate help at the end of an event to ensure that vendors leave in a timely manner, pick up debris, and return the street to its original condition. Then, the city crews will remove barricades.



Potential Fee Recovery For Event

Upon review of an application for a special event permit, and when

the event requires significant City resources that exceed normal staffing for public services, the Finance Director will provide the applicant with a statement of the estimated cost of providing city personnel and equipment. Generally, the applicant/sponsor of the event will be required to prepay these estimated

costs for city services and equipment prior to the special event.

City services and equipment may include overtime incurred by City personnel, the use of police officers and public works employees for traffic and crowd control, delivery of picnic tables, extraordinary street sweeping, and any other needed, requested or required city services and the cost of operating city

equipment to provide such services.

If the actual cost for the

city services and equipment during the event is less than the estimated cost, the applicant/sponsor will be refunded the difference by the City in a timely manner. If the actual cost for city services and equipment during the event is greater than the estimated cost, the applicant/sponsor will be billed for the difference.

Permit fees and the fees for the use of city services and equipment

may be waived in part or in full by the City Administrator if in review of the application it is found that the event is of sufficient public benefit to warrant the expenditure of city funds without reimbursement by the applicant/sponsor and would not result in the private financial gain of any individual or "for profit" entity.

INSURANCE REQUIREMENT

Commercial General Liability Insurance is required with most permits. The proof of insurance must be submitted, pursuant to the provisions of 5.20CMC, before a permit may be issued. The applicant will be required to provide a certificate of insurance evidencing Commercial General Liability insurance in the minimum amount of \$1,000,000 written on an occurrence basis and a copy of the endorsement naming the City as an additional insured. Most insurance companies are familiar with these provisions and will need little direction to provide the city what is required. The City reserves the right to require higher amounts of insurance based on the risk presented by the proposed activity.

Community Notification

The City of Camas recognizes that businesses, schools, churches, neighborhood associations, community groups, and residents are all stakeholders in activities occurring in the community that may inconvenience the general public's use of public property, services or facilities. A vital piece of granting special event permits is to ensure proper notification has been made to any affected group, organization or individual so that they have the opportunity to comment on the application if they desire. The event organizers should also consider how to notify those people who regularly conduct business or shop downtown and may be inconvenienced when locating parking for those activities.

In summary, it is the responsibility of the event organizers to identify the stakeholders and make notifications prior to submission of the permit application.

The application must include a list of each business, or organization that have been contacted about the event.

Vendor Carts and Booths

Most events include vendor booths that are approximately eight feet by eight feet. As noted previously in this manual, a typical city street can contain approximately 20 vendor booths. The organizer of the event should create a diagram of booth locations based on the needs of the vendor such as electrical outlets, water, or extensive set-up of the display.

If there is sale of food, then the booth must display a valid Clark County Health Certificate. The city

expects that the operator of a stand or booth will be responsible for recycling and removal of litter in the booth area. The event organizer must provide sufficient trash and recycling receptacles.

If heat, an open flame, and/or electrical power are required for the operation of the booth or stand, the Fire Marshal or his designated representative will inspect it for compliance with applicable fire and safety codes (review & inspection fees may apply). The applicant will



Hometown Holiday Event includes tree-lighting, caroling, school band performances, visits with Santa, and hot cocoa for all. This event is usually a full downtown street closure with various groups helping to organize.

Serving Alcohol

If an event will include the serving of alcohol, then the application must include a liquor license, special occasion license or banquet permit obtained through the Washington State Liquor and Cannabis Control Board.

Keep in mind that there is no liquor allowed at events held in City Parks.

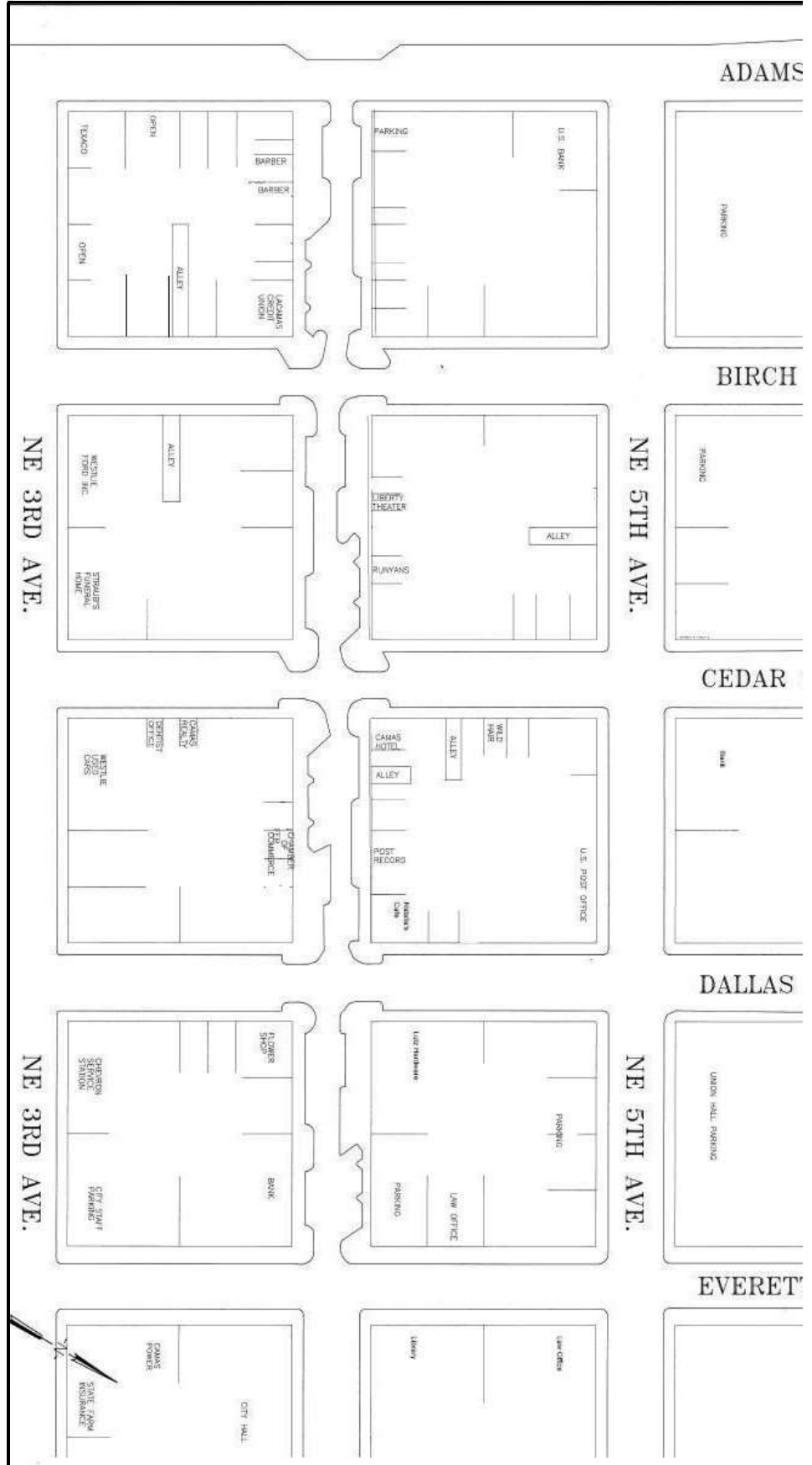
There are various permits available through the Liquor Control Board depending on the type of event. Applications for liquor licenses and permits are available online at <http://liq.wa.gov/>, or contact the Liquor Control Board by phone at (360) 664-1600.

provide a map or drawing of the booth or stand, its relationship to other structures in the immediate area, and its impact on the traveled portion of the sidewalk or street as appropriate. For this particular vendor, the map requirement is in addition to the overall event map, and should be more specific and in greater detail. The City Engineer or his designated representative will inspect the area in regards to possible obstruction of the sidewalk and/or street.

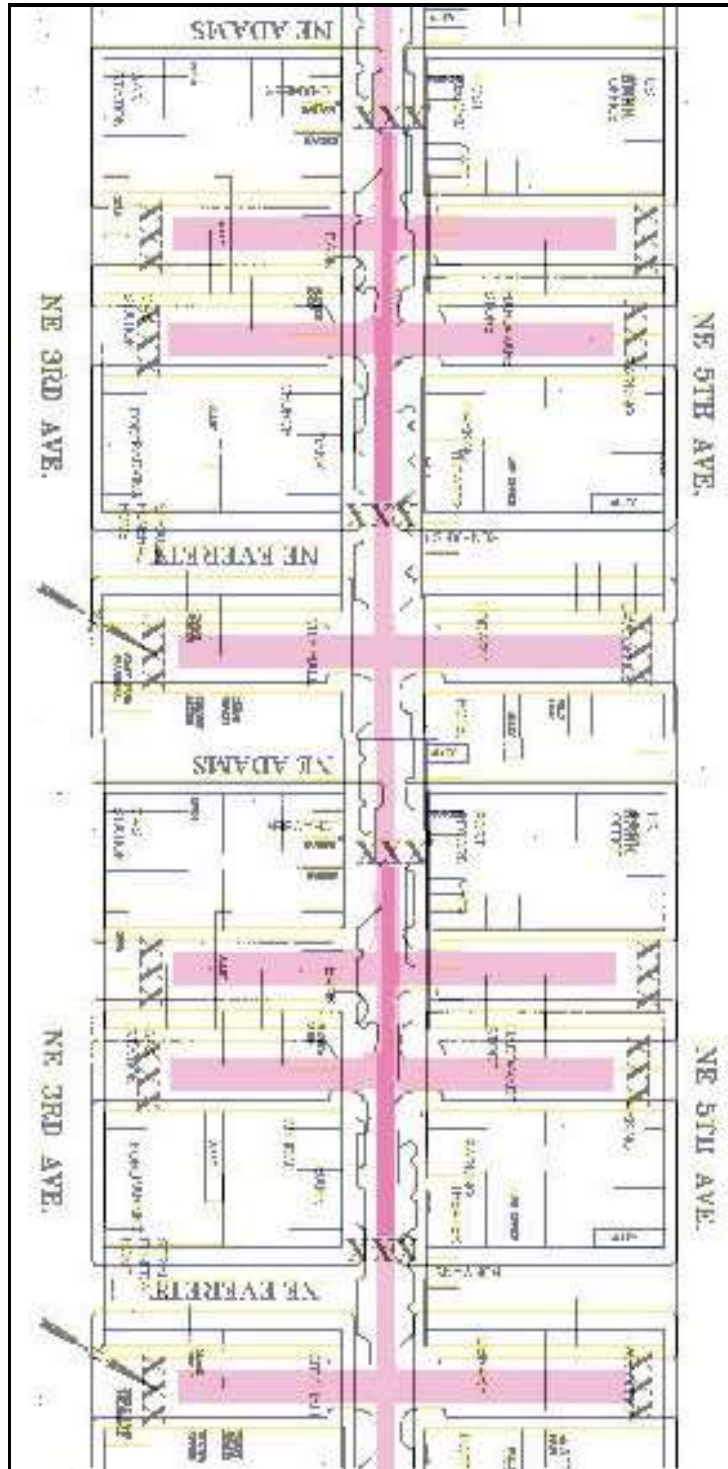
Map 1 : Downtown Camas

Indicate the following information on the map:

- Boundaries of event site.
- Location of booths for retail, concessionaires, and information/help(headquarters).
- Parking areas for event staff.
- Location of restrooms.
- Location of waste facilities.
- Provide a key to the symbols used on the map.



Map 2 : Downtown Camas (Example of Full Street Closure)

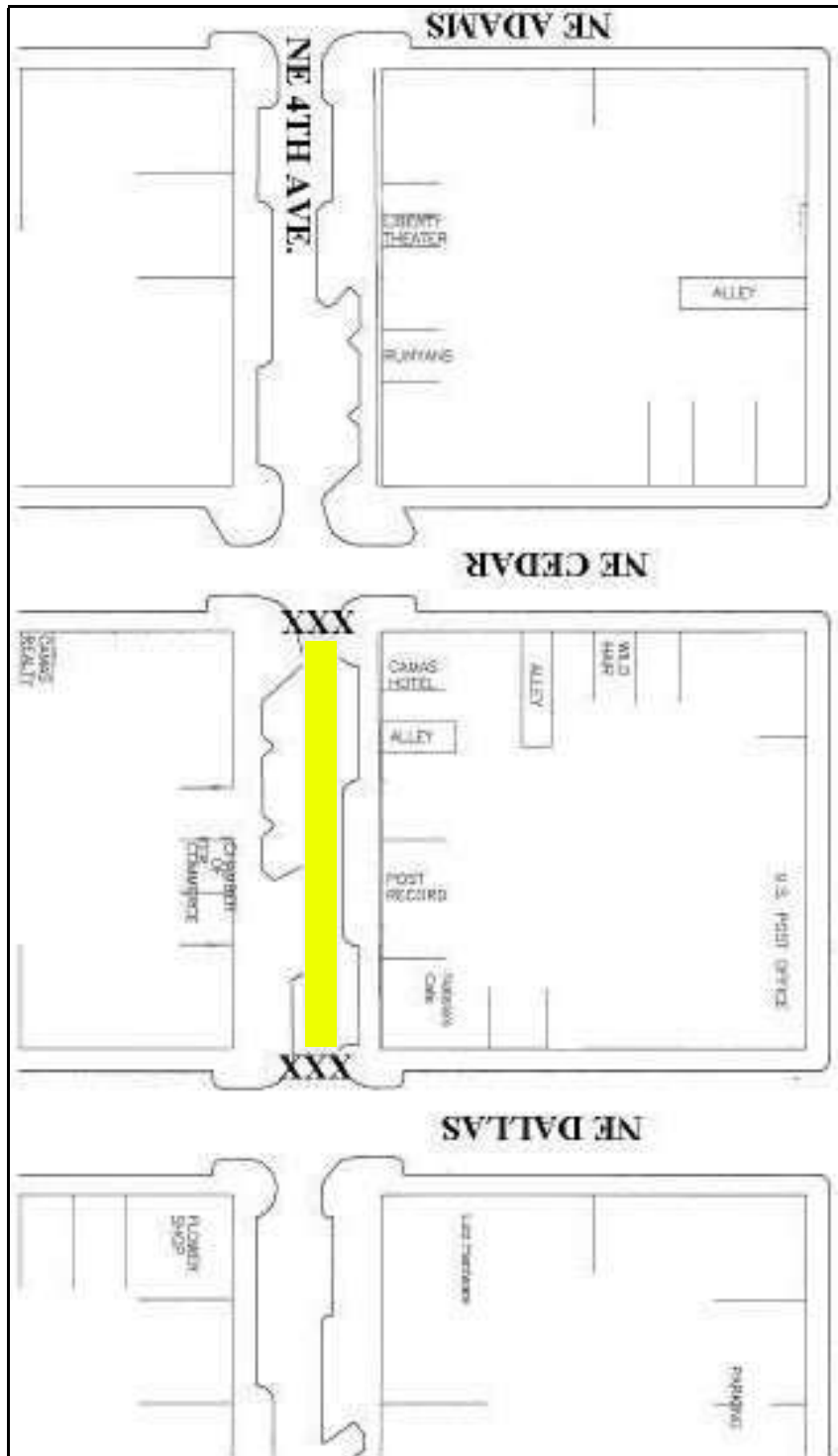


Key:

XXX Indicates placement of barricades

■ Indicates area of event

Map 3 : Downtown Camas (Example of Partial Street Closure)



Key:

XXX Indicates placement of barricades

■ Indicates area of event

November 4, 2009

Dear Downtown Business Merchant:

On Friday, December 4, the annual Hometown Holidays community event will take place in Downtown Camas.

Hometown Holidays is a free family-friendly community event. This year's activities will feature the lighting of the Christmas tree, photos with Santa, static and roaming entertainment, refreshments, crafts for the kids, and hay rides. The event will coincide with the Downtown Vision Coalition's First Friday event. Please note that First Friday begins at 5:00PM; the community Holiday event begins at 6:00PM. All activities will end at 8:30PM.

We wish to let you know that the Downtown Core area will be closed at 2:00PM to parking and vehicular traffic. *Please inform your staff and customers that any vehicles parked in "closed" areas after 2:00PM will be subject to being towed and ticketed.* A map of street closures is printed on the back of this letter. Enclosed is a flyer to place in your window a few days prior to the community event to fully inform your customers. Please assist in getting this information out. Streets will re-open to vehicular traffic at 9:00PM.

.....:Promotional flyers will be distributed at a later date. We hope you can help us advertise this free.....
event by posting the upcoming holiday flyer in your store window. Thank you.

If you have any questions or concerns, please call Krista Bashaw at 360-834-5307.

Sincerely,

Krista J. Bashaw
City of Camas Special Events Coordinator

Carrie Schulstad
DVC Board Member and First Friday Coord.

Cc: Chief Mitch Lackey, Camas Police
Lloyd Halverson, City Administrator
Sarah Fox, DVC Liaison

April 28, 2010

Dear Crown Park Neighbor:

On Saturday, June 12, 2010, between the hours of 11:00AM and 3:00PM a festival for our community youth will take place in Crown Park. The Camtown Youth Festival was approved to be held in the family-friendly Crown Park by the Camas Parks and Recreation Commission.

The Camtown Youth Festival is a free community event designed and programmed by our Camas students. It is a partnership between the City of Camas and the Camas School District. The event will include a variety of games, interactive activities, arts and crafts activities, entertainment, food, art, a kids' flea market, petting zoo, and youth information tables - all devoted to the youth of our community.

We wish to let you know that the following street closure will occur for this one day event on June 12. NE 17th Ave. will be closed between NE Everett and NE Dallas. Full street closure will occur for event set-up starting at 8:00AM and will re-open after clean-up at 3:30PM. No through traffic will be allowed, except for emergency vehicle access. A map showing street closure is printed on the back of this letter.

The Camtown Youth Festival's success relates directly to the wonderful volunteers who help prepare for the event. If you would like to get involved in this positive festival for kids, please contact, Krista Bashaw, at the number listed below.

You may also contact me if you have any questions or concerns regarding the Camtown Youth Festival.

Sincerely,

Krista J. Bashaw
City of Camas Special Events Coordinator
kbashaw@ci.camas.wa.us
360-834-5307