



## **EVENT POLICY**

**PUBLIC EVENT:** An event is considered public if any of the following apply:

- a. There is not a finite and/or limited guest list.
- b. A person of the public may purchase or acquire a ticker for entrance or participation.
- c. A person from the public may attend the event.
- d. Is advertised by website, email, print, radio/social media etc., to the public.

Weather conditions vary greatly. The impacts of weather on events may be slow and over the course of the pre-and/or post event period, or sudden and immediate. The activation of inclement weather plans for attendees, as well as grounds protections, are critical to protection against loss of life and property.

Alteration to roads, sidewalks, parks, buildings etc., are prohibited without prior written approval from the Town of Darrington. Types of alterations may include, but are not limited to, hanging signs, erecting structures etc.

**RULES AND CONDUCT:** The person or organization reserving Town property is responsible for the enforcement of the Town Code during the event reservation, and in addition, is responsible for the conduct and behavior of all guests/attendees. Violation or disregard for Public Event Rules and Policies may result in the following consequences:

- a. Ineligibility to make future reservations.
- b. Immediate removal, fine, arrest, or other legal action.
- c. Cancellation of reservation and/or forfeiture of all fees and deposits.

**\*\*See Town of Darrington Park Policy for additional rules & regulations.\*\***

**EVENT ORGANIZER & RESPONSIBLE PARTY:** The company/organization, or person (for private party), booking the property is considered the event organizer and responsible party, and is financially culpable for the event. The property will be inspected by Town personnel prior to any event, to identify and pre-existing conditions and/or damages. Organizers are financially obligated for the repair of any, and all damage caused (ex. – turf, hardscape, irrigation, plantings, surfaces).

Organizers should physically walk the entire site, several times, to make extensive, proactive efforts to take responsibility for the complete removal of litter BEFORE the Town staff initiates the post-event walk through.

The organizer, or designated representative, is required to be on-site during all event times, including load in/load out periods. There should be no unattended deliveries or subcontractors on-site at any time.

A well-coordinated and tightly scheduled event production is expected. *All motorized vehicles, trucks, cars, cranes, etc., are strictly prohibited from making contact with any unpaved areas, unless special permission is given by the Town of Darrington.* Frontline staff/employees of subcontracted companies/vendors are most often not aware of this restriction. **The event organizer is required to communicate this information and set clear expectations prior to the event.**

**INSURANCE:** Events on public property require insurance. The Town does not maintain insurance that will respond to claims against the applicant arising from the use of facilities by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity/activities and risk level of your group, you may be required to obtain bodily injury and property damages liability and any other appropriate insurance in

accordance with Town policy, listing “*Town of Darrington*” as an additional insured on the policy, and be responsible for obtaining said insurance. **The Town of Darrington will determine whether you must obtain liability insurance.**

**ARRIVAL AND DEPARTURE TIME POLICY:** Operation periods include both the set up and breakdown/clean up time and are made for your arrival and departure time. **Plan accordingly.**

**CLEAN UP AND RECYCLING GENERAL POLICY:** Grounds are required to be cleaned and returned to their original condition. Hard surfaces are required to be cleared of loose materials which should be placed on trash receptacles (ex. trash, litter, food waste, etc.). The Organizer is responsible for excessive waste disposal and may contract for additional services. Failure to make any attempt to clean up will result in denial of future reservations and/or loss of deposit. Recycling and the use of recyclable materials is strongly encouraged. **When recycling, remember that recyclable materials may not be cross contaminated with food products.**

**SPECIAL REQUIREMENTS AND SPECIAL EVENTS:** At any time, Darrington Town Hall reserves the right to request additional requirements from the renter, dependent upon place, time, and manner of the event. **Providing the most detailed information about your event will ensure your event’s success.**

Limit the amount of time that decking/staging etc., is on the ground. All decking/staging etc., must be removed within 24 hours after the end of the event.

Permission to close any Town street must have Town Council approval prior to the event. Road barriers and the like are typically available from the Town of Darrington Public Works Department(PWD). Advance coordination between the Organizer and PWD is required.

All vendors are required to have a confirmed, valid Town of Darrington Business License. **The Organizer is responsible for providing a list of all vendors to the Town of Darrington for verification, prior to the event.**

All food vendors at the event must follow Snohomish County Health Department requirements and have valid food handlers’ card(s). **The Organizer is responsible for verification.**

**ALCOHOL SALES PERMIT FROM THE LIQUOR AND CANNABIS BOARD:** An application fee and a State issued permit is required for any event requesting permission to sell alcohol. Alcohol sales require the hiring of licensed peace officers, liquor liability insurance, and an alcohol service area inside a building or a fenced park site with monitored event door/gate. In general, alcohol is considered a “sale” if funds are required for purchase, alcohol comes with a ticket required for admission, or where the price of “attending” includes alcohol.

**TREE SPECIFIC NOTES:** Any event activity that damages public trees is the responsibility of the Organizer. The Organizer shall be held responsible for the tree assessment by Town staff, as well as the assessed cost of the tree value lost because of the damage. This may lead to a one to five-year remediation plan.

The Critical Root Zone – Town code requires that trees are preserved to the maximum extent reasonable and feasible. Tree preservation is effectively defined as “root system preservation”:

- a Critical Root Zone Area (CRZ) is assigned to each tree, based on trunk diameter size.
- “The ½ Critical Root Zone” – a minimum of 50% of the CRZ is required to be left undisturbed to achieve minimal conformance with the regulations.
- Driving/Parking/Staging within the Critical Root Zone is strictly prohibited.

Impacts, including but not limited to, unpermitted pruning, injuries to any part of the tree, soil disturbance (ex. compaction, rutting, digging), can be caused by event activities such as grilling, generators, parking, staging of equipment, or tent canopy conflicts. To avoid such impacts, all activities occurring within the CRZ shall be vetted through the Town for approval. Foot traffic is allowed.

Generators, grills, smokestacks, or any chimney type apparatus, are prohibited from being placed directly under trees where the outermost edge of the exhaust, or flame component, is “less than” 30 feet from the closest tree branch. Heat Generating Appliances shall meet all federal, state, and local laws. Heat generating devices shall be maintained and installed to be sufficiently far enough away from any parts of a tree.

Items, such as lighting (non-heat generating), or light strings, may not be suspended from any parts of a tree. Tent canopies shall not be placed within the critical root zone, or in a location that will conflict with the tree canopy.

**It is not permitted to prune tree limbs for any purpose.**

The tent and fence contractors must be vigilant on policing the grounds and picking up fasteners (common with structure, tent, and fence contractors).

Hand pulled garden carts and land pulled flat beds are ideal for vendor product load in.

**RESTROOMS:** When portable toilets are delivered, they must not be set down on grass/turf areas before being moved into place just before the event, ex. backed up to fence or curb lines. This essentially smothers the grass that was to be right in front of the door, severely handicapping the turf health before the added stress of intense foot traffic. Toilets must be placed at the outermost edges of the event site, where service trucks do not need to access park turf areas to service the units, and with sufficient hose/hosing for business purposes. Delivery trucks should be carefully coordinated to stay on paved surfaces at all times. Servicing trucks should not leave the road, or paved areas, when servicing, and should bring sufficient hose to service from the paved areas. **Town staff must be contacted to approve any exceptions in the event that no other reasonable or prudent alternative exists.**