

SPECIAL EVENT APPLICATION

APPROVED

YES ☐ NO ☐

OFFICIAL USE ONLY



PERMIT NUMBER

2025-

DATE

/ /

SPECIAL EVENT PERMIT

CITY OF SOAP LAKE

Return Application to:
City Of Soap Lake, 239 2ND AVENUE SE,
PO Box 1270, Soap Lake WA 98851
website@soaplakewa.gov
(509) 246-1211

www.soaplakewa.gov



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**REQUIRED INFORMATION
MUST BE INCLUDED WITH PERMIT APPLICATION****FACT SHEET:**

In order to apply for an event, all applicants need to submit a fact sheet that clearly outlines the event's schedule and activities. The fact sheet should provide a detailed timeline of the event, specifying the exact dates, times, and locations of all requests for City aid or services. Additionally, the fact sheet should include a sample of the event's advertising, as well as a contact list for the day of the event.

SITE MAP

The event's site map should provide a comprehensive overview of the location. It should include the identification of streets and sidewalks, proposed parking usage, restrictions or closures, and the precise locations of stages, fences, vendor/exhibitor booths, beer/wine gardens, portable toilets, trash containers, and other amenities. If necessary, multiple maps should be created to show the proposed site use and street use in detail.

PROOF OF LIABILITY INSURANCE

The applicant must provide proof of commercial general liability insurance, typically in the amount of \$1,000,000 combined single limits per occurrence and \$2,000,000 aggregate. They must also include an endorsement that names the City of Soap Lake as an additional insured. This insurance must be primary to any insurance carried or maintained by the City. Depending on the event's risk rating, certain events may require larger insurance policies, subject to the recommendation of the City Council.

The insurance policy should be written on an occurrence basis and must name the City of Soap Lake as an additional insured. It should be valid for a minimum of 24 hours before and after the event and should contain a provision that prohibits cancellation of the policy except upon 30 days' written notice to the City. The City Clerk or their designee will approve the acceptability of insurance.

**A PERMIT WILL NOT BE ISSUED WITHOUT RECEIPT OF AN
APPROVED CERTIFICATE OF INSURANCE TOGETHER WITH ALL
ENDORSEMENTS (INCLUDING THE ADDITIONAL INSURED
ENDORSEMENT) EITHER MAILED OR FAXED TO THE CITY
DIRECTLY FROM THE INSURANCE COMPANY**

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ADDITIONAL PERMITS MAY BE REQUIRED**HEALTH DISTRICT PERMITS**

As an applicant, it is your responsibility to ensure that all activities related to the preparation and dispensing of food and drink products comply with all relevant codes and permits, including the requirements of the Grant County Health District. You must submit a list of food vendors to the City along with your permit application for approval. For further details, you can contact the Grant County Health District at (509) 754-6060. Please note that failure to obtain the necessary permits from the Health District could result in the revocation of your permit.

LIQUOR LICENSE

If alcohol is sold or consumed, (1) the City of Soap Lake, along with any required permit/license must grant permission, (2) the applicant must receive approval and a permit issued by the State of Washington Liquor Control Commission, (3) event insurance requirements must be met and (4) liquor liability insurance required with the City listed as an additional insured (see insurance section). The City requires alcohol monitors and on-site security consistent with State Law. The liquor license certificate must be submitted to the City with your application.

BUSINESS NAME CONTACT () -

STATE OF WASHINGTON LIQUOR LICENSE NUMBER

LIQUOR LICENSE TYPE NOTIFICATION DATE / /2025

BUSINESS LOCATION

CITY OF SOAP LAKE VENDOR BUSINESS LICENSE

A vendor license from City of Soap Lake is required for all vendors participating in the event. For issuance, contact City Hall.

EVENT ADVERTISING

Any signage along Daisy Street (Highway 17) must be approved by the Washington State Department of Transportation. Contact the Regional Traffic Engineer at 509-667-3050. Temporary, portable signs may be placed in accordance to SLMC 17.58.030.

TEMPORARY USE PERMIT (ZONING)

A temporary use permit may be required for seasonal or special events under Soap Lake Municipal Code 17.10.065. Such use requires a request to be submitted to the Soap Lake City Council at least 60 days prior to the event. Contact the City Clerk at 509-246-1211 for details.

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ADDITIONAL PERMITS MAY BE REQUIRED**ELECTRICAL PERMIT**

Electrical permits and inspections are required for all temporary electrical services that are out of the scope of what the City can provide. Permits may be obtained at the Department of Labor & Industries office, located at 3001 W Broadway Avenue, Moses Lake WA, Monday through Friday, 8:00 a.m. – 5:00 p.m., 509-764-6900. Permits should be obtained a minimum of ten (10) days before the date service is needed to allow adequate time for inspection and Grant County PUD to make the connection. Permits should be obtained a minimum of ten (10) days before the date of service as needed to allow adequate time for inspection and Grant County PUD to make the connection.

FEE FEES (PER UNIT / EACH)	3 DAYS OR LESS	ADDITIONAL DAY
NOT FOR PROFIT AGENCY PERMIT FEE	\$ 100.00	\$ 25.00
FOR PROFIT AGENCY PERMIT FEE	\$ 200.00	\$ 50.00
GARBAGE DUMPSTER (6 YARD MIN)	\$ 100.00	\$ 50.00
VENDORS ARE RESPONSABLE FOR ALL DUMPSTERS AND FEES		
PORTABLE TOILET REGULAR UNIT	\$ 135.00	\$ 25.00
PORTABLE TOILET W / SINK INSIDE	\$ 170.00	\$ 25.00
PORTABLE HANDICAP TOILET	\$ 180.00	\$ 25.00
PORTABLE STAND ALONE SINK	\$ 135.00	\$ 25.00
CONCESSION STAND IF AVAILABLE	\$ 150.00	\$ 35.00
COMMERCIAL FOOD TRUCK LICENSE	\$ 200.00	\$ 50.00
COMMERCIAL FOOD TRUCK LICENSE	\$ 200.00	\$ 50.00
ELECTRICAL OUTLET PER PEDESTAL	\$ 15.00	\$ 15.00
CITY BUSINESS LICENSE	\$ 50.00	YEAR
CONTACT CITY HALL TO SEE IF YOU QUALIFY FOR SPECIAL EVENT BUSINESS LICENSE PERMIT		
NON-PROFIT ORGANIZATION	FREE	EVENT DAY
CONTACT CITY HALL TO SEE IF YOU QUALIFY FOR NON-PROFIT NON-SALES SINGLE SPECIAL EVENT		
ADDITIONAL ITEM REQUEST(S)		



CITY OF SOAP LAKE SPECIAL EVENT POLICIES AND PROCEDURES

SPECIAL EVENT PERMIT

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1. **Special Event Permit** applications must be submitted, in full, at least sixty (60) days prior to the event with a two-week grace period. A \$25 late fee per week will be added to the permit.
2. **All streets shall** be always accessible to emergency equipment. Only readily removable barricades shall be used to close the streets.
3. **All debris and trash** are the responsibility of the event organizer. It must be removed from the event site during the event. In addition, the event site must be cleaned within twelve (12) hours after the end of the event, or no later than 11:00 a.m. on the next day. The City's Public Works Department will be responsible for garbage removal services.
4. **On-site police, first aid, and/or medical services** may be required, at the expense of the applicant, by the City of Soap Lake.
5. **Event organizers must** notify the public of the event at least two (2) weeks before the event; this includes businesses. The notification shall include times when traffic/parking may be affected in the area.
6. Bonfires or open fires are not allowed.
7. **Noise shall not exceed** a level permitted under the Soap Lake Municipal Code 9.48.020. No sound after 10:00 p.m. without a variance from the City Council.
8. **Park lawns are restricted** from all access or staging of heavy vehicles, RV's, Trailers, and modular buildings.
9. **The applicant shall be responsible** for and agrees to reimburse the City for any and all expenses incurred by the City as a result of the event, including but not limited to the following:
10. **The applicant shall be responsible** for and agrees to reimburse the City for any and all expenses incurred by the City as a result of the event, including but not limited to the following:
 - a. Repair or replacement of any City property damaged or defaced in connection with the permitted event.
 - b. Expenses in excess of those anticipated due to an unexpected number of attendees or vendors.

The City of Soap Lake may require a damage deposit for parks and facilities usage. The deposit will be processed for refund in part or whole after inspection of the park or facility. Typically, the deposit or balance is refunded within thirty (30) days after the end of the event.



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**SPECIAL EVENT PERMIT
APPLICATION**www.soaplakewa.gov

NAME OF EVENT _____ DATE OF EVENT _____

SET UP START TIME/DATE _____ CLEAN UP END TIME/DATE _____

EVENT START TIME _____ EVENT END TIME _____

SPONSORING ORGANISATION _____

EVENT COORDINATOR / PRIMARY CONTACT: _____

Mailing Address _____ City _____ State _____ Zip _____

Cell Phone () _____ - _____ Email Address _____

SECONDARY CONTACT: _____

EVENT COORDINATOR / PRIMARY CONTACT: _____

Mailing Address _____ City _____ State _____ Zip _____

Cell Phone () _____ - _____ Email Address _____

ALCOHOL BEING SERVED YES ☐ NO ☐ IF YES INCLUDE A COPY OF WA STATE LIQUOR PERMIT**USE OF CITY PROPERTY** YES ☐ NO ☐ IF YES, ADD LOCATION BELOW**WILL EVENT INCLUDE FOOD VENDORS** YES ☐ NO ☐ IF YES, SUBMIT A LIST WITH APPLICATION**ANTICIPATED NUMBER OF ATTENDEES** _____**OFFICE USE ONLY - initial and date upon approval or attach memorandum with conditions:****POLICE** _____**FIRE** _____**PUBLIC WORKS** _____**CITY PLANNER** _____**FOOD VENDOR LIST FAXED TO HEALTH DISTRICT (509) 754-6060****BY:** _____**DATE** _____**PAYMENT AMOUNT** _____**DATE OF PAYMENT** _____

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APPLICATION****HOLD HARMLESS AGREEMENT**

IN CONSIDERATION OF BEING PERMITTED TO PRODUCE THIS SPECIAL EVENT OR ACTIVITY OR USE ANY CITY PROPERTY OR FACILITY IN CONNECTION WITH THIS ACTIVITY, THE UNDERSIGNED APPLICANT ("INDEMNITOR") AGREES TO THE FOLLOWING:

1. THE INDEMNITOR HEREBY AGREES TO RELEASE, INDEMNIFY, AND HOLD HARMLESS the City of Soap Lake from any and all liability, claims, demands, causes of action, charges, expenses and attorney fees (including attorney fees to establish the City's right to indemnity or incurred on appeal) resulting from involvement in this event whether caused by any negligent act or omission of the City or otherwise. This agreement shall not apply to any liability resulting from the sole negligence of the City.
2. THE INDEMNITOR agrees to reimburse the City for any loss, theft of, or damage to City property, equipment, and/or facilities.
3. THE INDEMNITOR agrees to comply with all applicable laws, statutes, ordinances, rules, and requirements including, but not limited to, not admitting more attendees than designated by the Police Department and/or Fire Department as safe for the particular event or facility.
4. THE INDEMNITOR expressly agrees that this release and hold harmless agreement is intended to be as broad and inclusive as permitted by Washington State law and that if any portion thereof is held invalid, notwithstanding, the balance shall continue in full legal force and effect.
5. THE INDEMNITOR agrees that falsification and/or misrepresentation in completing this application may result in rate adjustment or event cancellation. I UNDERSTAND THAT CHANGES TO THE ABOVE-DETAILED PROGRAM REQUIRE IMMEDIATE NOTIFICATION TO THE CITY.

I, the undersigned representative, have read the Special Events Application and the Policies and Procedures contained herein, and I am duly authorized by the event organization/business to submit this application on its behalf. I affirm that the information herein is complete and accurate.

APPLICANT

PRINT NAME OF ORGANIZATION / BUSINESS

PRINT NAME OF AUTHORIZED AGENT

SIGNATURE NAME

DATE

APPROVAL, DENIAL, OR INCLUSION OF RESTRICTIONS OR SPECIAL CONDITIONS OF USE PERMIT IS AT THE SOLE DISCRETION OF THE CITY OF SOAP LAKE PURSUANT TO SLMC 5.10. Submit completed original and all required attachments; applications must be reviewed and approved before a permit can be issued. Incomplete applications will not be considered for approval.

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**SPECIAL EVENT PERMIT
SPECIAL REQUEST**

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APPLICANT SPECIAL REQUESTS / REMARKS



APPLICANT

PRINT NAME OF ORGANIZATION / BUSINESS

PRINT NAME OF AUTHORIZED AGENT

SIGNATURE NAME

DATE

SPECIAL EVENT APPLICATIONAPPROVED YES ☐ NO ☐

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**SPECIAL EVENT PERMIT
APPLICATION**www.soaplakewa.gov**SPECIAL EVENT CHECKLIST ALL ITEMS ARE REQUIRED TO PRICESS APPLICATION****REQUIRED FOR ALL APPLICANTS**

- ☐ Signed application – deadline is at least 60 days before your event.
- ☐ Fact sheet with a detailed timeline. If assistance is desired from any City department (police, fire, public works, etc) such assistance must be outlined in detail on this timeline.
- ☐ DETAILED site map – road use, garbage placement, portable restroom placement, stage placement, vendor placement, street closure barricades needed.
 - Ask the City for sample base maps of Smokiam Park, West Beach, Lauzier Park, or Dog Park.
- ☐ Certificate of Liability Insurance and all endorsements, including the additional insured endorsement.
- ☐ Garbage removal plan.
- ☐ Portable Toilets (recommend 1:150 ratio; 50 % should be ADA accessible). City of Soap Lake agrees to provide a maximum of 4 portable toilets.
- ☐ Liquor license – applications available online at <https://lcb.wa.gov/licensing/special-license-and-permit>. List of food vendors – Health District permit.
- ☐ Security plan – larger events may require additional sworn police officers, firefighters and/or emergency medical service personnel at your expense.

ADDITIONAL REQUIRMENTS AS NEEDED

- ☐ Temporary use permit
- ☐ Electrical permit
- ☐ Permit from the Fire Department
- ☐ **ALL VENDORS ARE REQUIRED TO SUBMIT A VENDOR APPLICATION**

Thank you for providing this important information about the Special Event Permit requirements for the City of Soap Lake. It is important to understand that additional information may be requested at the City's discretion, and that determination of permit status will not be decided until all necessary information has been provided and considered. It is also important to note that this checklist is intended only as an aid in the event permitting process, and may not encompass all requirements.