

EVERETT CITY COUNCIL AGENDA ITEM COVER SHEET

PROJECT TITLE:

Special Use Request	_____	Consent	COUNCIL BILL #	_____
Application from Seattle	_____	Action	Originating Department	Parks
Outboard Association to hold	_____	First Reading	Contact Person	Lori Cummings
the Annual Silver Lake	_____	Second Reading	Phone Number	425-257-8353
(Boating) Regatta on June 4,	_____	Third Reading	FOR AGENDA OF	March 23, 2016
2016	_____	Public Hearing		

Initialed by:	
Department Head	_____
CAA	_____
Council President	_____

<u>Location</u>	<u>Preceding Action</u>	<u>Attachments</u>	<u>Department(s) Approval</u>
Thornton A Sullivan Park, Silver Lake	Parks Board Recommendation: March 8, 2016	Special Use Application	Parks, Administration, Police

Expenditure Required	\$0	
Amount Budgeted	\$0	
Additional Required	\$0	

DETAILED SUMMARY STATEMENT:

In accordance with Ordinance 1183-85, the Seattle Outboard Association has submitted a formal application to hold its Annual Silver Lake (Boating) Regatta on June 4, 2016 from 7 a.m. to 6 p.m. The Association's boating regatta has been held annually on Silver Lake since 1954. The Board of Park Commissioners held a public hearing at its March 8, 2016 meeting to gather community input on this year's proposed regatta.

The City Council has, on an annual basis, approved the Association's requests to hold this event. This is the only event of this type currently held at Silver Lake during the year. The Board of Park Commissioners voted to recommend that Council approve the Seattle Outboard Association's application.

RECOMMENDATION (Exact action requested of Council):

Approve the Special Use Request Application from Seattle Outboard Association to hold the Annual Silver Lake (Boating) Regatta on June 4, 2016.



SPECIAL USE REQUEST APPLICATION - 2016



TO BE USED FOR groups, organizations, persons requesting special use of any park, park area or facility. Approval from the City of Everett for use of a park area is required when:

- 10% or more of any park area will be used for any activity or event/park code # 9.06.104
- Exclusive use of a park or park area will be used to the exclusion of the general public/park code # 9.06.104
- A park code is requested to be waived for a special event or activity/park code # 9.06.108 and 9.06.112
- Additional park resources, equipment or staffing are requested
- Requesting partial or full fee reductions for park areas or facilities (fundraisers are not eligible) (Separate applications must be filed for each type of activity or event for which you are requesting space.)

SECTION 1

Name of Organization Seattle Outboard Association
 Contact Person Jim Nilson
 Current Address, City, State, Zip: 3210 89th Ave E, Edgewood WA 98371
 Phone (Area Code) (C) 253 709-0200 Fax _____ Email jnilson529@comcast.net
 Date(s) of Event(s) June 4, 2016 Time (IN) 7:00 am (OUT) 6:00 pm
 Park Facility, Shelter, or Park Area Requested: All beach area & lower park grounds + parking lot, dock & Silver Hall
 Please give a detailed description of the activity or event. Attach additional pages if necessary: Boat Regatta - Annual Silver Lake Regatta. Food provided by the Silver Lake Kiwanis

Estimated attendance: 1500-2000 Target age group: 6-60 years of age

Is the event open to the public? Yes No If yes, please complete Section #2 on reverse side of form

Will a fee be charged for event participation? Yes No What will fees us? _____

How will money be collected? N/A

Is this a fundraiser? Yes No If yes, please complete Section #2 on reverse side of form.

Will you be asking for donations? Yes No Is the event recreationally oriented? Yes No

Do you plan to close off any park area for your event? Yes No Please specify area All water access, docks & water line up to playground area How many vehicles do you anticipate? around 40 vehicle

Are you planning to amplify music or sound at your event? Yes No Please describe: NO Music, but PA system for announcements during the day

Please note: Performer conduct and performance content, live or recorded, must be appropriate for families and general audiences. Profane, lewd, indecent or slanderous conduct or content is unacceptable.

Will tents or other temporary structures be erected in the park or park area? Yes No

Will vehicles need to be driven on grass? Yes No

Will additional toilet facilities be provided? Yes No - Porta-Potty

If serving food to the general public, have you consulted with the Snohomish County Health Department to ensure your function/event is in compliance with their regulations? Yes No

- Attach a site map to this application. - See attached
- Provide a list of vendors, if any, participating in your event. - Silver Lake Kiwanis
- Attach a parking plan, if needed. N/A

RECEIVED

DEC 03 2014

RECEIVED

SECTION 2 Must be completed if:

- *Your event is open to the public
- *You are fundraising or charging a fee
- *You are requesting a full or partial fee reduction

1. Give a brief history of your organization and its mission/Intent:

Seattle Orthopaed Association (SOA) provides regattas for amateur boating for young & old. We do approximately 12 events a year. SOA was established in 1923.

2. Please list name and title of current officers and/or board members:

Dawn Goshwing - SOA Commodore
Don Magnusson - Vice Commodore
(myself) Jim Nelson - Secretary & Past Commodore
Matt Varro - Sergeant at Arms

3. How will the public be notified of this activity/event?

- Newspaper Advertisement
- Radio/TV
- Press Release
- Other (please explain)

4. Provide a budget summary of projected revenue and expenses for this event:

Please note that fundraisers cannot be considered for partial or reduced fees and will be required to pay full rental fees on facilities. Events must not discriminate because of age, sex, marital status, race, creed, color, national origin or presence of sensory, mental or physical disability. No events serving alcohol will be co-sponsored by the City of Everett.

Please allow 30 days for processing your request. Thank you.

OFFICE USE ONLY BELOW THIS LINE

- Approved
- Approved with noted stipulations
- Unapproved

[Signature]
Recreation Assistant Director Signature

2/18/16
Date

Application expiration date
(No more than one year from date of Assistant Directors signature)

[Signature]
Recreation Coordinator Signature

[Signature]
Staff Liaison to event

- Category of use:
- Recreation Oriented Group function
 - Co-sponsored event/activity
 - Interagency/Inter-local Agreement
 - Charitable fundraiser (no fee reduction can be authorized by Park staff)
 - Teen function category
 - Private rental
 - Other _____

Notes: _____



SPECIAL USE HOLD HARMLESS

Agreement:

In consideration of allowing this organization to hold its special event at the City of Everett Parks & Recreation Department, the organization hereby accepts full responsibility and agrees to release, indemnify and promise to defend and save harmless the City of Everett, its officers, employees and agents from and against any and all liability, loss, damage, expense, actions and claims, including costs and reasonable attorney's fees, incurred by the City of Everett, its officers, employees and agents in defense thereof, for both personal and/or property damage resulting from or connected directly or indirectly to the execution of this event, provided, however, the undersigned organization will not be required to hold the City of Everett, its officers, employees and agents harmless from the sole negligence of the City, its officers, employees and agents.

This organization also agrees to accept full responsibility for all damages to any equipment or property owned by City of Everett. I, as an authorized agent on behalf of this organization, understand that my organization may be banned from use of Parks facilities for failure to comply with all specified rules/regulations including but not limited to cleaning requirements for parks and facilities and additionally I, as an authorized agent on behalf of this organization, also understand that all City of Everett ordinances and Park codes apply to this event/function application. I, on behalf of this organization, acknowledge that I have received the information on this form in the Park codes, to ensure compliance.

[Signature] (initial here)

I understand that I am required to pay all required fees within 10 days of approval notification by the City of Everett. Failure to do so will result in the revocation of my permit and reservation.

[Signature] (initial here)

I hereby declare the name and address and all other information given on this application to be true and correct. If the information is found to be false, I understand that I could be subject to prosecution and be fined up to \$5,000 under RCW 9A.76.175

[Signature] (initial here)

Insurance: Depending on the size or activity of your group, you may be required to be covered by bodily injury and property damage liability insurance in an amount ascertained by the City of Everett, naming the City of Everett as an additional insured. Prior to the event the organization will be responsible for obtaining said insurance and notifying the proper officials.

I certify that I have read the foregoing statements and that I have the authority as an official and/or authorized agent of the aforementioned organization to sign on behalf of said organization.

Signature of person in charge: [Signature] Date signed: 11/23/14

Standard Rules, Regulations and Conditions

- Adult Supervision is required at all times for any approved event, activity or function
- Drugs and Alcohol are not permitted
- Park Hours apply to all events unless a waiver has been granted
- Tents or other structures must be weighted down to prevent being blown over
- Stakes are not permitted to be used to anchor tents or structures without a waiver
- All garbage and litter must be removed from the site or placed in containers provided
- Power and Water, if available, may require a separate fee for use
- Power cords shall not present a tripping hazard and cord size of 8 or 10 gauge wire are recommended
- ~~Vehicles are not permitted to be driven on the turf or fields unless specific permission is given~~
- Music must be family friendly. Obscene, rude, profanity or offensive language is not permitted
- Amplification of music or speaking are subject to noise ordinances for both the city and the parks department

Insurance Requirement

- Liability Insurance may be required based on the description of the event, activity or function
- Proof of insurance may be required for groups who are renting a bouncy house or similar type structures for any event inviting the public or activities determined to require insurance
- Insurance amounts shall, at a minimum be in amounts of \$1 million with a \$2 million aggregate and may be higher depending on the event
- The city may require Additional Insured Certificate with an Endorsement naming the city as Additional Insured. Both the insurance certificate and endorsement shall contain the following language: *The City of Everett, its officers, employees or agents.*

Fun Runs, Bike Rides, Walks and Other Similar Type Events

- All events must be posted two weeks prior to the event to notify trail or park users
- Organizers of the event are responsible for posting this notice
- No markings are allowed on the turf, pavement, trails or sidewalks without approval from the city of Everett Parks and Recreation Department. A deposit may be required in advance of the event. When approved any marking used on the turf, pavement, trail or sidewalks shall be temporary spray chalk or sidewalk chalk. The use of temporary spray marking paint is not permitted on any surfaces. Any marking paint used not listed above shall be a violation of this permit. Removal shall be the responsibility of the permit holder within 10 days at the conclusion of the event and may also include forfeiture of the required deposit.
- Any event using city streets, sidewalks or areas outside the park are required to obtain a Fun Run/Walk permit from the City of Everett Clerks Office
- Park staff or Police may be required to staff the event and all costs shall be the responsibility of the event organizer
- All signs, directional arrows, cones, balloons or other marking devices shall be removed from the park or event site at the conclusion of the event

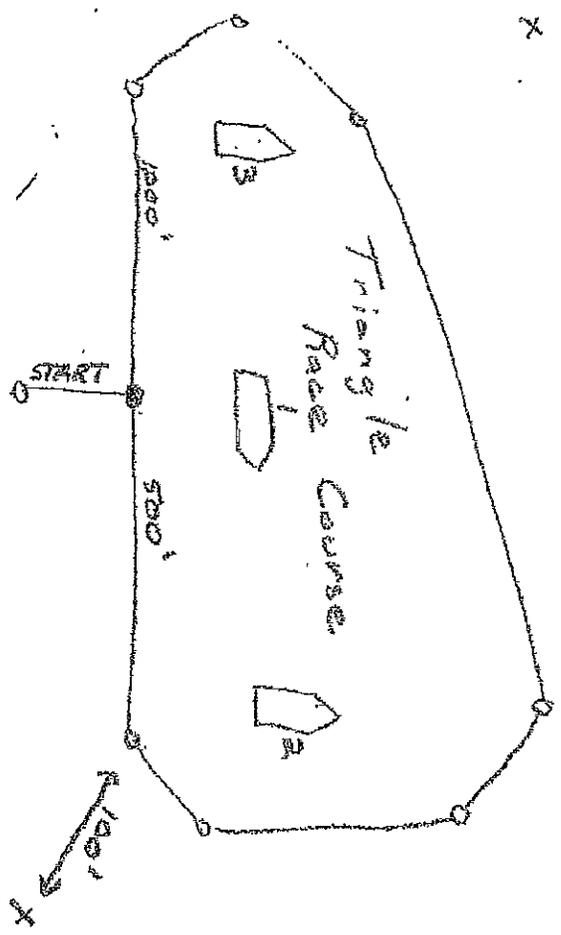
All Park Codes, EMC 9.06, shall apply unless otherwise waived



State Hwy

Private Land

Lake Closed To Ordinances
By City Ordinance
All Traffic

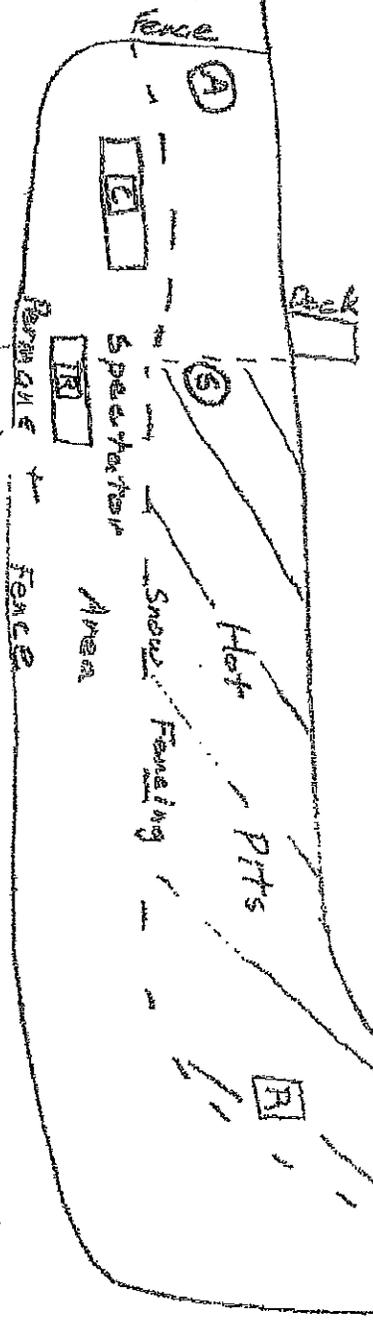


Private

Land

Fence

- X = Outside Course Markers
- O = Inside Course Markers
- [] = Restroom Booths
- (X) = Fire Extinguishers
- (X) = Photograph hot pits





Permit Number **#16-14**

**EVERETT PARKS AND RECREATION
SPECIAL USE PERMIT**

Permit issued to: Seattle Outboard Association (SOA)

Jim Nilsen
3210 89th Ave E
Edgewood WA 98371
Contact phone number: 253-840-6846 Email: jnilsen529@comcast.net

Date(s) of permitted use: June 4, 2016 7 AM to 6 PM. Races start around Noon
Location of permitted use: Thornton A. Sullivan (Silver Lake Park) Beach, all Docks and Silver Hall.

Purpose of Permit: **Limited Hydroplane Races (attendance 1500 – 2000)**

Permit Restrictions/Limitations:

- Adequate supervision for this event must be provided at all times
- Vehicle access to the beach is permitted by entry thru the park bollards
- Boat trailers are permitted to be set-up in the designated pit area
- Appropriate precautions will be taken to prevent spills of gas, oil or other fluids from boats and motors leaking into the lake or shore
- Only authorized persons shall be permitted to the pit area and this entry must be controlled by authorized members of the Association
- Tow vehicles must be parked in the designated parking lot or at the South end of the park, south of the lift station
- Parking attendants if under the age of 18 must be supervised by an adult at all times while in the parking lot. Parking attendants are restricted to parking direction for the parking lot only.
- SOA must provide on site medical assistance in the event of or need for medical emergencies
- A minimum of three (3) Rescue boats must be stationed on the lake and staffed at all times during racing
- Amplification of sound for announcing is permitted. Sound levels should be directed back into the park (West) and kept at levels reasonable for spectators and participants
- No parking is permitted in areas marked off as no parking including the doors to the Silver Lake Boathouse to provide access to the rescue boats
- Proof of Insurance in minimums as established by the American Power Boat Association (APBA) must be purchased and proof of said insurance shall be provided to the City of Everett. Specific language on the insurance certificate shall state: Additional Insured: City of Everett, its officers, employees and agents. Insurance shall also include an Endorsement with City of Everett, its officers, employees and agents.
- Additional concessions are permitted to be operated by SOA, providing that the city parks concessionaires have the right to vend in the park
- Concessions using propane gas to cook must obtain a permit for use of LPG, subject to regulations defined by the Everett Fire Department
- SOA agrees to clean the park of all litter, garbage and debris at the conclusion of this event and deposit all garbage in the parks dumpster

- All APBA rules and regulations must be followed in regards to conducting this event, including sanctioning, safety and racing standards
- Pre event set-up is expected to start at 6 AM on the day of the event
- Silver Hall rental shall be 50% of the actual rental rate and must be paid by May 15, 2016
- TAS park shall remain open to the public in all areas not listed in this permit with normal park activities and public use
- Park Commission recommended Council approval 3/8/16

Permit Issued by: Shawna Davis, Recreation Supervisor

Authorized by: Lori Cummings, Parks, Recreation and Community Services Director

If an emergency arises please call 911. If during your permitted use you need to reach a staff member during normal business hours, please contact the switchboard at 425-257-8300 or weekends and after-hours, the park ranger cell phones 425-754-4835/425-754-4867

John Petersen
Karl Christian
Geoff Larsen
Russell Dance
Douglas Acheson
Euan Robertson

Dan Staple
Scott Pool
Eric Hicks
Jane Lewis
Mark Harrison
Marianne Pugsley

Jeff Price
Meghan Pembroke
Craig Callies
Lori Cummings
Susan Fuller
Wendy McClure

Additional information, park responsibilities

- Set up parking boundaries on Friday night to prevent parking on the turf adjacent to the playground
- Tape off from the last tree on the beach south to the Cedar trees across from the pump station
- Leave the flat sandy area adjacent to the playground for sand play and not parking
- Set up a swimming area between the Camp Patterson dock and fishing dock using a rope line and some floats from the boathouse
- Barricade off in front of the boathouse doors and sign no parking to allow rescue boat access
- Open the guardhouse to access for water for the Kiwanis trailer. Water hose connects to the faucet in the storage area where the wet suits hang. Open the power box for them on the North side of the building
- Grounds or Facilities staff will open the South TAS gate (by the dome) when they open the park main gates for access by the Hydroplane group
- Post disc golf course closed the week prior to the event