



City of Lakewood

City of Lakewood Special Event Checklist/Requirements

Please contact the City parks department if you have questions regarding these event requirements. It is your responsibility to provide required documents to the City at least one week prior to your event. Permits are pending and are not approved unless all requirements are met and fees are paid.

Alcohol Permit:

If permitted, must have a permit from the Liquor and Cannabis Control Board and an alcohol permit from the City. There is an additional fee.

Concession(s):

Event Coordinator responsible for health cards and permits

Electrical Resources:

If you will have an Electrical System Provider, confirmation must be approved by the City

Event Insurance Verification:

Certificate of Insurance with proper endorsements must be provided to the City.

Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products- completed operations aggregate limit. Must have an endorsement to list the City of Lakewood as an additional Insured as follows

City of Lakewood
6000 Main St SW
Lakewood WA 98499
Parks@cityoflakewood.us
253.983.7887

Please also include the name of the group, date, and location of the event in the additional details section.

Garbage Dumpster(s):

Required for events with more than 250 people.

Incident Action Plan:

Emergency Management plan must be attached along with contacts for the day.

Inflatable(s)/Bouncy House:

Must rent from an L & I Certified Amusement Ride Operator.

MWR does not meet this requirement.

No stakes allowed, must be weighted down.

Must provide a

GENERATOR,

PROOF OF INSPECTION, and

CERTIFICATE OF INSURANCE with an ENDORSEMENT naming City of Lakewood as an additional insured.

We do not require a paid attendant but your group is responsible for safety.

Parking Plan:

Provide a Parking Map with parking locations marked and number of volunteers/flagging crew assigned to parking.

Portable Toilets:

Per chart below – # to be ordered_____

(Must send confirmation to the City prior to the event)

Order portable toilets from any provider and pay the provider directly and provide the following information to the City.

Supplying Company: _____

Contact name and phone number: _____

Number of Units: Regular: _____ ADA Accessible: _____

Delivery Date _____ Removal Date _____

One (1) standard portable toilet can accommodate up to 125 uses. When determining the number of units needed, estimate that each person attending an event will use a portable toilet every four hours – so how many people are going to attend and what is the time frame of the event and multiply it out. Weather conditions (hot) and the consumption of additional liquids, beer or other alcoholic beverages will increase the use of a portable toilet by 30-40%, so additional units should be ordered for those conditions. The first unit of the order is to be a ADA accessible unit.

Events with 1 – 300 guests should be okay with the permanent restrooms at FSP

Events with 300-500 guests should bring in two additional portable toilets

Events with 500 – 1000 guests for a full day should bring in 7 portable toilets

Events with 2000 guests should bring in 14 portable units

Events with 3000 guests should bring in 21 portable units

Events with 4000 guests should bring in 30 portable units

Events with 5000 guests should bring in 36 portable units

Road Closure:

May require a ROW permit and Police approval

Security services:

If recommended or required, contact the Lakewood Police Department

Charles Porche 253.830.5022 cporche@cityoflakewood.us

(Police security contract must be provided to City prior to the event)

Site Map:

Required for all special use permits.

Please provide a detailed layout/map regarding how you plan to use all areas associated with the planned activity.

Include site plan or diagram of actual event, set up and staging areas, electrical needs, parking arrangements for staff or participants, signage, etc.

Sound Amplification:

Any activities requiring set up of special equipment or sound amplifications must be approved in writing prior to the reservation date. Notification postcards to surrounding neighbors may be required.

Tents:

of Tents: _____ Size: _____

(No staking allowed – tents must be weighted)

Must be included in the site plan.

Any tenting over 20'x20' (400 square feet) must be approved and have an assembly permit from West Pierce Fire and Rescue Department (WPFR)
Contact WPFR: Lorelee Ashley 253-983-4583

(Must send confirmation to the City prior to the event)

Premise/Facility inspection:

Inspect the area being utilized for special events and request modifications or accept site as is.

Who completed inspection: _____

Date of inspection: _____

Trail/Walk/Run Route Map:

If applicable, please provide a course map. Requires City approval