

Special Events Permitting Guide



3609 Market Place W., Suite 200
University Place, WA 98466-4488
PH: (253) 566-5656 FAX: (253) 460-2541

Thank you for your interest in hosting an event in the City of University Place! Whether you are planning a family reunion or a festival with thousands of attendees, we are pleased that you have chosen University Place as your destination. The following guide will help you through all stages of the planning process and our helpful staff is available to assist with any additional questions that may arise.

We look forward to working with you to make your event a success and appreciate your cooperation with our policies to this end. If you are a long-time resident or new to University Place, we hope that you enjoy all this City has to offer.

The following GUIDE will help answer questions as you plan your event. Please be sure to review the entire GUIDE thoroughly, as the agreement to abide by the contents of this GUIDE will be a part of the Conditions of Approval when your permit is issued.

Section A:	Insurance Requirements
Section B:	Hold Harmless Agreement
Section C:	Event/Site/Route Map
Section D:	Alcohol Sales/Consumption
Section E:	Amusement Rides and Inflatables
Section F:	Professional Carnivals
Section G:	Fireworks/Pyrotechnics Display
Section H:	Food Sales/Consumption
Section I:	Portable Toilets
Section J:	Tents Over 400 Square Feet
Section K:	Environmental Impact
Section L:	Solid Waste Disposal/Recycling
Section M:	Safety Plan
Section N:	Neighborhood Notification
Section O:	Street Closure Guidelines
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SPECIAL EVENT PERMIT APPLICATION

The City of University Place Special Event Permit Applications are available online at www.cityofup.com and shall be submitted at least 30 days in advance of your event with the application fee. The required application is based on the number of attendees:

- Minor Event (50 to 300 people)
- Major Event (over 300 people)

PLANNING MEETING

If necessary, a preapplication conference with staff may be required prior to filing application materials with the Department. This conference is for the Department to provide the applicant with information on application requirements and for the applicant to describe the nature of the event to the Department.

Once staff receives your Special Event Application Form and required documentation, your application will be routed to the necessary departments for review.

CONDITIONS OF APPROVAL

Once your Special Event Permit Application has been approved, you will be notified via email. The permit will list all requirements set forth by the City of University Place in the Conditions section of the document. Failure to comply with the conditions may result in the cancellation of your event.

OTHER PERMITS REQUIRED

Depending on the features of your event, you may be required to obtain other permits from agencies such as the Washington State Liquor and Cannabis Board (WSLCB), Tacoma-Pierce County Health Department, or West Pierce Fire Department. Information on these additional permit requirements is listed in the sections that follow. You may be required to provide the City of University Place with other permits obtained prior to the approval of your Special Event Permit, as indicated in each section.

GENERAL REMINDERS

Please remember that a Special Event Permit does not automatically create exemptions from the University Place Municipal Code (UPMC). Below are a few reminders of code provisions related to Special Events. Click on the hyperlinked code reference to access the online code.

- Special Events Permits ([UPMC Chapter 5.10](#)): This is the portion of the code that deals specifically with Special Events.
- Temporary and Special Signs ([UPMC Chapter 19.75](#)): Signage you place in the City to advertise your event is subject to the temporary sign code.
- Fire Permits/inspections may be required for tents > 200 square feet, canopies > 400 square feet, and combinations of canopies without a 12' separation. ([UPMC Chapter 14.05.030](#))
- Sale of beer, wine and/or liquor in City parks ([UPMC Chapter 15.05](#)): No alcohol may be sold or consumed in City parks, with the exception of a permit issued as a part of a Special Event or facility rental, see Section D. If you would like to have alcohol as a part of your event, please plan ahead as permitting through the Washington State Liquor and Cannabis Control Board takes time.
- Admission Tax ([UPMC Chapter 4.60](#)) – There is a 5% tax on admissions for entertainment purposes in the City of University Place. The tax shall be collected from every person, without regard to age, who pays an admission charge. No tax shall be charged on any person who is admitted free and from whom no compensating payment is obtained.

SECTION A: INSURANCE REQUIREMENTS

Certificates of insurance shall be submitted to the City for approval 14 working days prior to the event. Acceptability of insurance is subject to approval by the City's Risk Manager. In addition, Applicant will be responsible for any damage to the event site property, City facilities and equipment.

All events (except for those protected by the First and Fourteenth Amendments of the US Constitution) must meet minimum insurance requirements. Depending on the features of your event, additional insurance coverage may be required. There is a worksheet included with the forms at the back of this GUIDE to help you determine the types and amounts of insurance that may be required.

Proof of insurance:

You must provide a Certificate of Insurance evidencing the types and amounts of insurance required, accompanied by proof that the City of University Place is an additional insured. Insurance coverage must be in effect during all set-up and tear-down dates and times. The following are types of insurance that may be required. Please refer to the Insurance Worksheet for minimum amount requirements. Please note that depending on the features of

your event, additional types of insurance and/or higher limits may be required, as determined by the City Attorney.

Commercial General Liability:

Required for all events with coverage at least as broad as ISO occurrence form CG 00 01, in the following amounts: \$1 Million Per Occurrence, \$2 Million General Aggregate, and \$1 Million Products- Completed Operation Aggregate.

Events with alcohol:

If your event includes alcohol service, you must obtain additional liquor liability insurance. If the alcohol is being provided and served by a vendor, the vendor must supply the liquor liability coverage naming the City of University Place as additional insured.

Events with fireworks displays:

If your event involves a professional fireworks demonstration, you must require the pyrotechnician to provide liability insurance naming the City of University Place as an additional insured.

Events with amusement rides or inflatables:

If your event involves inflatables, such as bouncy houses, etc., or professional amusement rides on city-owned property, the professional amusement vendor must have liability insurance that names the City of University Place as an additional insured. Please note that “water walking balls” are prohibited per OHMC Section 5.55.030 Amusement rides.

Events with food service vendors:

If your event involves food service vendors, it is your responsibility to ensure the vendors have the proper insurance requirements for mobile food vendor service, such as liability insurance with products/completed operations coverage.

Vehicles involved with your event:

Any and all vehicles associated with your event, including, but not limited to, vehicles driving into parks to deliver goods, vehicles driving in parades, etc. must have auto liability insurance. As the event organizer, it is your responsibility to ensure that any and all vehicles associated with your event are compliant with these insurance requirements.

Purchasing event insurance:

Please contact your insurance provider to arrange coverage for your Special Event. Your provider may email the electronic version of the required certificate directly to permits@cityofup.com.

Depending on the features of your event, you may be eligible to purchase event insurance with GatherGuard through Intact Insurance. This option is made available by the Washington Cities Insurance Authority. Visit www.gatherguard.com for details to obtain a quote/purchase insurance.

SECTION B: INDEMNIFICATION/HOLD HARMLESS AGREEMENT

In order to complete the Major Events Permit Application, you must submit Indemnification/Hold Harmless Agreement attached at the back of this GUIDE with your application.

The person signing the Indemnification/Hold Harmless Agreement must be 18 years of age or older, an authorized representative of the organization.

SECTION C: EVENT/SITE/ROUTE MAP

For events that include any type of food vendor setup, beer garden, street closure, race route, etc., a site plan is required. If you are submitting a site plan similar to a previous year's event, please be sure it is properly updated. Please do not submit an illegible copy of another site plan. If you need assistance generating a site plan, please contact the Special Events Permitting.

If your event will have a built stage, fenced area, tent over 400 square feet, portable toilets, additional parking, etc., this must be documented on your site plan. This will allow the Fire Department and Building Division to review for compliance with the American with Disabilities Act (ADA) laws, ingress/egress requirements, etc. See Section J for additional permitting requirements for tents/structures over 400 sq. ft.

SECTION D: ALCOHOL SALES/CONSUMPTION

The City of University Place, along with the Washington State Liquor and Cannabis Board (WSLCB), must grant permission for alcohol to be sold or consumed at public events.

Special Occasion License:

The sale, service and consumption of alcoholic beverages are subject to Washington State Liquor and Cannabis Board (WSLCB) regulations, licensing, and permit requirements.

Special Occasion licenses are issued to non-profit societies or organizations holding an event at which alcohol is sold by the drink.

Your event may require a different type of permit. Please visit the WSLCB website: www.liq.wa.gov for additional information. A copy of the permit must be provided before your Special Event Permit can be issued.

Liquor Liability Insurance:

If your event includes alcohol service, you must obtain additional liquor liability insurance, naming the City of University Place as an additional insured.

Site Plan:

Applicants must submit a beer garden site plan. Plans are reviewed by for assembly, occupancy, access, emergency egress and other approvals and permits. See Section C.

Beer Garden Operations:

Alcohol sales, service, and consumption must be confined to designated location(s). Beer gardens must be separately fenced and have only one controlled public entrance with an additional exit only point.

Permit Holders must comply with the following conditions:

1. The sale, service and consumption of alcohol may occur between 8:00 a.m. and 10:00 p.m.
2. Hard alcohol may only be served when food is also available.
3. Alcohol is limited to beer, wine, and one signature cocktail.
4. Beer gardens shall be enclosed with six (6) feet high chain link fencing where security will not be present at all times. Where security will be present at all times, 42" high picket fencing may be used. Fencing should deter fence "hopping" and alcohol from being passed through.
5. The level of security staffing shall be sufficient to ensure compliance with state and local laws and shall require that every exit/entry be staffed to ensure that no alcoholic beverages are removed from or brought into the garden.
6. Sufficient lighting must be maintained so that identification may be checked, and patrons may be observed for the enforcement of liquor laws.
7. When admitting entrants, security staff shall ensure that all persons present valid identification attesting they are at least 21 years of age.
8. Post sign near garden entrance "Must be 21 years or older to enter".
9. Provide free pitchers of water.
10. All garden personnel must be at least 21 years old, including cleaning crew and performers.
11. Garden personnel shall not consume alcohol prior to their shift or while on duty.
12. Do not serve alcohol to intoxicated customers.
13. Stop all alcohol service at least 30 minutes before the event is scheduled to end.
14. When using unlicensed servers, "Responsible Beverage Service Training" must be provided.

SECTION E: AMUSEMENT RIDES/INFLATABLES

An amusement ride includes any type of inflatable (i.e., bounce house, human hamster ball, etc.), or any other type of ride/portable play apparatus, all of which are hereinafter referred to as “ride”, whether on city-owned property and private property, and being used as part of a Special Event.

If you are planning to have a ride on City property, such as a bounce house in a City park, even if you are planning on having less than 50 people at your event, you must obtain a Special Event Permit.

University Place has the following requirements for all rides on city-owned property or on private property as part of a Special Event:

1. The **ride** itself must be licensed through Labor and Industries (L&I) and marked with the appropriate L&I inspection decal.
2. The **vendor** supplying the ride must be an L&I certified amusement ride operator (L&I website has a list of approved vendors).
3. The ride operator must be an employee of the vendor supplying the ride.
This means that you cannot rent a ride from a vendor and have adult volunteers operate the ride. The ride must be set up, operated by, and torn down by the vendor’s staff member.

If the ride is placed on city-owned property, you must also provide the following:

- The vendor’s certificate of insurance verifying the vendor’s Commercial General Liability insurance naming the City of University Place as additional insured, with the following minimum limits:
- - a. Per Occurrence Limit: \$1 Million
 - b. General Aggregate Limit: \$2 Million

****This insurance from the vendor is in addition to the insurance that you must provide for your event (as explained in Section A).**

If your ride is going to be in a city park, after we receive the above information, we will contact you regarding where the vendor can set up and operate the ride.

To view L&I licensing information, including L&I’s listing of Certified Amusement Ride Operators, please visit [Certified Amusement Ride Operators](#).

SECTION F: PROFESSIONAL CARNIVALS

If your event includes carnival/amusement rides, you must meet the requirements above in Section E.

SECTION G: FIREWORKS/PYROTECHNICS DISPLAY

If your event will include Fireworks/Pyrotechnics Display, an additional permit is required with a fee determined by the Master Fee Schedule. You must remit payment of this fee and obtain the necessary permit prior to approval of your Special Event Permit. As listed in Section A: Insurance Requirements, you will also be required to provide fireworks insurance.

SECTION H: FOOD SALES/PUBLIC CONSUMPTION

The service of food at an event involves various permitting, licensing, and insurance. The following information will assist you with ensuring that your vendors are compliant with local and state requirements.

As with any vendor selling any goods in the City of University Place, a food vendor must obtain a business license to operate here, even if it is for a one-day event. Business licenses can be obtained through the Washington State Department of Revenue online at: <https://dor.wa.gov/manage-business/city-endorsements/university-place>.

The main governing agencies for temporary and mobile food service are Tacoma-Pierce County Health Department, Washington State Department of Health, and Washington State Department of Labor and Industries.

For information on temporary and mobile food vendor regulations, visit Tacoma-Pierce County Health Department at [Operating a Mobile Food Unit | Tacoma-Pierce County Health Department \(tpchd.org\)](https://tpchd.org).

For information on food worker cards, please visit Washington State Department of Health at: www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/FoodWorkerCard.

For information on food truck and mobile food vendor licensing, please visit Washington State Department of Labor and Industries at www.lni.wa.gov/licensing-permits/manufactured-modular-mobile-structures/food-trucks-trailers/. Also see the NFPA Food Truck Safety Fact Sheet at the end of this GUIDE.

As the event organizer, you are responsible to account for all the required documentation from your food vendors, including but not limited to their City business license; food service permits or exemption certificates; food worker card(s); L&I licensing documentation; and evidence of

liability insurance, with products/completed operations coverage. You must provide a list of all of the food vendors associated with your event to the Tacoma-Pierce County Health Department prior to your event. Your vendors are subject to inspection by Tacoma-Pierce County Health Department and/or City officials.

If your event does not have food vendors but you are selling concessions or otherwise providing food to the public, you still must obtain the necessary permits.

If your event includes restaurants extending their service onto a temporary patio setup, the restaurant will be required to obtain a Temporary Use Permit separate from your Special Event Permit. The Temporary Use Permit can be obtained from the Development Services Department, please indicate to the Special Events Permitting Coordinator that the restaurant will be participating in your event.

You are required to provide your vendors with an Illicit Discharge letter related to grease disposal, preventing storm drain spills, not dumping grey water, etc. More information can be found in Section M: Environmental Impact below.

SECTION I: PORTABLE TOILETS

The provision of restroom facilities at any event is governed by the ADA. If you are adding portable toilets to an area with existing restroom facilities or placing them in an area where there are no regular facilities, you must comply with the ADA requirements for the number of handicap accessible toilets.

The ADA requires at least one (1) accessible unit per cluster up to 20 units, or 25% of the total number of units with at least one (1) per cluster. If your event will have only one (1) unit, it must be ADA accessible. You will be required to provide site plan with the location of your portable toilets and which units are ADA accessible as a part of your application.

SECTION J: TENTS OVER 400 SQUARE FEET

If your event includes a tent over 400 square feet, you will be required to obtain an additional permit (International Fire Code Permit).

SECTION K: ENVIRONMENTAL IMPACT

Due to University Place's unique location and direct impact to the waters of the Puget Sound, it is necessary to be mindful of environmental impacts that can arise from Special Events. This includes grease created from the cooking of food; oil and gasoline from car shows and boat races; etc. If you have food vendors at your event, you will be required to ensure your vendors

comply with proper disposal methods. The Washington State Department of Ecology takes storm drain pollution and spills very seriously.

Food vendors must be provided with the Letter Regarding Illicit Discharge for signature. Additionally, Food truck vendors must take this course to be taken before the approval of a Food Truck/Vendor permit:

<https://laurie-s-school-71dc.thinkific.com/courses/food-truck-and-mobile-vendor-online-course>

Here is also a video relating to Farmers Markets/Special Events:

<https://www.youtube.com/watch?v=YIVIQ8bsNAY>

SECTION L: SOLID WASTE DISPOSAL/RECYCLING

Depending on the size and type of your event, additional solid waste disposal/recycling capacity may be required. If you need to hire additional dumpster(s), please contact University Place Refuse [University Place Refuse and Recycling](#).

SECTION M: SAFETY PLAN

It is necessary to be mindful of a safety plan for your event. For larger events, the minimum number of crowd managers shall be established at a ratio of one (1) crowd manager for every 250 persons per the International Fire Code. Crowd managers should be trained, uniformed, adult volunteers. Depending on the size and features of your event, you may be required to submit a formal Safety Plan to the Fire Department. This will be determined at the planning meeting for your event, if necessary.

SECTION N: NEIGHBORHOOD NOTIFICATION

Depending on the size and location of your event you may be required to notify neighbors and businesses of the event. If this is required as a condition of your permit, notification should be in writing (email is acceptable) and must include times when traffic/parking and/or noise may be affected in the area.

SECTION O: STREET CLOSURE GUIDELINES

If your event includes a street closure, a planning meeting will be necessary for Major Events. Please note the following guidelines will apply to all street closures:

- No paint may be used on any sidewalk or street.
- Your planning meeting will determine what signs, cones, and barricades you will be provided for your event.
- Only Public Works staff and Police Department staff are authorized to open/close a street.
- Once barricades are in place, they cannot be moved unless directed by City staff and/or the Police Department.
- Street closures require advance “No Parking Notice”; once “No Parking Signs” have been placed by City staff, they cannot be altered by the event organizer.
- The Neighborhood Notification (Section N) must specify the area of the street being closed and the event organizer must ensure affected residents are properly notified.

SECTION P: SIGNS

Temporary signage shall be allowed subject to Chapter [19.75](#) UPMC, including size and location requirements, with the following exceptions:

1. Number of Temporary Signs. The total number of temporary signs for a special event shall not exceed five large event signs and six off-premises/directional signs.
2. Size Limit. The maximum size for large event signs shall not exceed 30 square feet each; maximum size for directional signs shall not exceed four square feet each.
3. Time Limit. The Director may issue temporary sign permits for individual signs that shall expire after 45 days from the date of issuance. This time period shall not be extended to accommodate the removal of signs after the last day of a special event.
4. Removal. Temporary signs shall be removed within three days of the last day of the special event. When temporary sign permits are issued for event signs, the signs shall be removed prior to permit expiration 45 days after issuance.

CONCLUSION

Thank you for taking the time to read this GUIDE; we hope it will prove useful in planning your event. Be sure to contact the City of University Place Permits Department throughout the application process. While you may have direct contacts for specific staff members, please direct your correspondence to City of University Place Permits Department so that there will be a central point of contact. This will help ensure that City staff and your event team is on the same page.

The following documents are referenced in sections of this GUIDE. All required forms and any associated fee(s) should be submitted in conjunction with your Special Event Permit Application.

- Insurance Worksheet PDF (Section A)
- Indemnification/Hold Harmless PDF (Section B)
- Illicit Discharge Letter PDF (Section H)
- NFPA Food Truck Safety PDF (Section H)

We are excited you have decided to host your event in the City of University Place, and we look forward to working with you! If you have any questions please do not hesitate to reach out to us via phone 253.566.5656 or at permits@cityofup.com.

Special Events Permitting Indemnification/Hold Harmless Agreement



3609 Market Place W., Suite 200
University Place, WA 98466-4488
PH: (253) 566-5656 FAX: (253) 460-2541

WHEREAS, _____ ("Applicant") has applied for a Special Event Permit under City Ordinance codified at UPMC Chapter 5.10; NOW, THEREFORE, Applicant shall defend, indemnify and hold harmless the City of University Place, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the Applicant/Permittee/User, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Permittee/User, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

Dated this _____ day of _____, _____.

Signature: _____

Print name: _____

STATE OF WASHINGTON)
) ss:
COUNTY OF PIERCE)

I certify that I know of have satisfactory evidence that _____ (name of signer) is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument, on oath stated that he/she was authorized to execute the instrument and acknowledged it as the _____ (type of authority, e.g., officer, trustee, etc.) of _____ (name of party on behalf of whom instrument was executed) to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated this _____ day of _____, _____.

Signature: _____

Print Name: _____

NOTARY PUBLIC in and for the State of Washington,

Residing in _____

Commission expires: _____

Special Events Permitting Insurance Worksheet



3609 Market Place W., Suite 200
University Place, WA 98466-4488
PH: 253.566.5656 FAX: 253.566.5658

This worksheet is meant to accompany the Special Event Permit Application. This does not need to be submitted but is a tool to help organizers ensure they meet the MINIMUM insurance requirements, types, and amounts. The requirements for your event may be determined to be higher, depending on the features, at the discretion of the Risk Manager or City Attorney.

All events are required to have Commercial General Liability insurance with coverage at least as broad as ISO occurrence form CG 00 01, in the following minimum amounts:

- ☐ \$1 Million Per Occurrence
- ☐ \$2 Million General Aggregate
- ☐ \$1 Million Products – Completed Operations Aggregate
- ☐ Event Name and Event Dates (including set-up and tear-down dates)
- ☐ City of University Place, address: 3609 Market Place W., Suite 200, University Place, WA 98466
- ☐ City as Additional Insured, with coverage at least as broad as ISO form CG 20 12

Events with alcohol (in addition to above):

- ☐ \$1 to \$5 Million Liquor Liability coverage, naming the City of University Place as an additional insured. Either the event coordinator or the alcohol provider/server can provide this coverage.

Events with fireworks (in addition to above):

- ☐ \$1 to \$5 Million Liability coverage, naming the City of University Place as an additional insured, provided by the professional pyrotechnic vendor

Events with Rides/Inflatables/Carnivals on City Property (in addition to above):

- ☐ Minimum \$1 Million Commercial General Liability insurance, naming the City of University Place as an additional insured, provided by the professional amusement ride vendor

Events with sporting events (in addition to above):

- ☐ Minimum \$1 Million participant liability coverage

Events with parades and autos (in addition to above):

- ☐ Permittee must require and ensure that every vehicle parade entrant has auto liability insurance. All other vehicles associated with any special event must have auto liability insurance, as required by State law

Events with food vendors (in addition to above):

- ☐ Minimum \$1 Million General Liability Insurance, including Products/Completed Operations coverage. Permittee is responsible to require this coverage from each food vendor.

Other types and amounts of insurance may be required, as determined by the Risk Manager or City Attorney

DOCUMENT EXAMPLES

CERTIFICATE OF INSURANCE (COI):

ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER		CONTACT NAME		FAX (A/C, No):		
1		PHONE (A/C, No, Ext):		3		
		E-MAIL ADDRESS:				
		INSURER(S) AFFORDING COVERAGE		4		
INSURED		INSURER A:		5		
2		INSURER B:				
		INSURER C:				
		INSURER D:				
		INSURER E:				
		INSURER F:				
COVERAGES		CERTIFICATE NUMBER: 6		REVISION NUMBER: 7		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
8	COMMERCIAL GENERAL LIABILITY		12	13	14	15
	CLAIMS-MADE ☐ OCCUR ☐					EACH OCCURRENCE \$
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
						MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$
						GENERAL AGGREGATE \$
						PRODUCTS - COMPROP AGG \$
						\$
	GEN'L AGGREGATE LIMIT APPLIES PER:					
	POLICY ☐ PRO-JECT ☐ LOC ☐					
	OTHER:					
	AUTOMOBILE LIABILITY					16
	ANY AUTO					COMBINED SINGLE LIMIT (Ea accident) \$
	OWNED AUTOS ONLY					BODILY INJURY (Per person) \$
	HIRED AUTOS ONLY					BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB					17
	EXCESS LIAB					EACH OCCURRENCE \$
						AGGREGATE \$
						\$
	DED ☐ RETENTION \$					18
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					19
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					PER STATUTE ☐ OTH-ER ☐
	If yes, describe under DESCRIPTION OF OPERATIONS below					E L EACH ACCIDENT \$
						E L DISEASE - EA EMPLOYEE \$
						E L DISEASE - POLICY LIMIT \$
21	DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)					
22						
CERTIFICATE HOLDER			CANCELLATION			
23			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. 24			
			AUTHORIZED REPRESENTATIVE 25			

Must name City of University Place, 3609 Market Place W., Suite 200, University Place, WA 98466

COMMERCIAL GENERAL LIABILITY
CG 20 12 05 09

**ADDITIONAL INSURED – STATE OR GOVERNMENTAL
AGENCY OR SUBDIVISION OR POLITICAL
SUBDIVISION – PERMITS OR AUTHORIZATIONS**

SCHEDULE

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

Liability Certificate Guidelines:

1. **Producer:** The insurance agent or broker for the insured.
2. **Insured:** The named insured(s) as it/they appear on the policy declarations.
3. **Contact Name:** Primary contact of the producer.
4. **Insurer(s) Affording Coverage:** The insurer's full legal name.
5. **NAIC #:** The identifying code assigned to the insurer by the National Association of Insurance Commissioners.
6. **Certificate Number:** A number assigned by the producer for the certificate.
7. **Revision Number:** The producer assigned revision number for the certificate.
8. **INS LTR (Insurance Letter):** The letter of the insurer(s) as assigned in Insurer(s) Affording Coverage section (see #4 above).
9. **General Liability:** Insurance protecting the person or organization from liability exposures.
10. **ADDL INSR (Additional Insured):** Indicates if the certificate holder has been named as an additional insured on the insurance policy.
11. **SUBR WVD (Subrogation Waived):** *Not needed per WCLA recommendations*
12. **Policy Number:** *The number assigned to the policy by the insurer. The Policy number should be listed to assist in verifying coverage and accessing the coverage if a claim arises.*
13. **Policy Effective Date:** The date the policy begins.
14. **Policy Expiration Date:** The date the policy ends.
15. **Limits:** The amount of general liability insurance purchased as specified below:

Each Occurrence: The one-occurrence limit amount.

Damage to Rented Premises (Ea Occurrence): The limit of the policy for damage by fire to premises rented to the insured and to damage regardless of cause to premises (including contents) occupied by the insured for 7 days or less.

Med Expenses (Any One Person): No-fault medical expense insurance provided to other parties injured on the insured premises.

Personal & Advertising Injury: The limit for personal injury (not bodily injury) including slander, libel, false arrest, malicious prosecution, invasion of privacy and advertising liability for exposure of any advertising activities.

General Aggregate: The maximum limit of insurance payable during the policy period for all losses other than those arising from the products and completed operations hazards.

Products-Completed Operations Aggregate: The maximum limit of insurance payable during the policy period for all losses arising out of the insured's products or business operations conducted away from the insured's premises once those operations have been completed or abandoned.

16. **Automobile Liability:** Insures against liability claims arising out of the use of a covered auto. *The box “Any Auto” or the boxes “All Owned Autos”, “Hired Autos” and “Non-owned Autos” should be checked.*

17. **Limits:** The amount of automobile liability insurance purchased as specified below:

Combined Single Limit (Each accident) is the limit of the insurance policy for bodily injury and property damage combined for each accident.

Bodily Injury (Per person) is the limit of the insurance policy for bodily injury to one person from one accident.

Bodily Injury (Per accident) is the limit of the insurance policy for bodily injury from each accident, regardless of the number of persons injured.

Property Damage (Per accident) is the limit of the insurance policy for third party property damage resulting from one accident. *If Combined Single Limit is used, Bodily Injury (Per person), Bodily Injury (Per accident) and Property Damage (Per accident) limits will not need to be filled in on the certificate.*

18. **Umbrella Liability and Excess Liability:** “Umbrella Liability and Excess Liability” policies provide liability coverage and/or limits above another liability insurance policy including commercial general liability and auto liability

19. **Limits:** The amount of umbrella or excess liability insurance purchased as specified below:

Each Occurrence is the one-occurrence limit amount.

Aggregate is the maximum limit of insurance payable during the policy period for all losses other than those arising from the products and completed operations hazards.

20. **Workers’ Compensation and Employers’ Liability:** *In most instances this information is not required on insurance certificate.*

21. *This area may be used to evidence other insurance coverage such as professional liability, contractor’s pollution, liquor liability, participant liability or builders risk.*

22. **Description of Operations/Locations/Vehicles:** This section can refer to a specific project or contract number. It also may show locations, vehicles, exclusions added by endorsement and/or special provisions for which the certificate was issued.

23. **Certificate Holder:** Person or organization that the certificate is issued to.

City of University Place
3609 Market Place W., Suite 200
University Place, WA 98466

24. **Cancellation:** The cancellation wording means that in most instances the Certificate Holder, even if named an additional insured, will not receive notice of cancellation by the insurance carrier. In response

to this insurer provision, WCIA has modified the notice of insurance cancellation provision throughout the manual, placing the burden of notification on the contractor or service provider.

25. **Authorized Representative:** The insurance agent, broker or insurance company representative who is authorized to sign the certificate.

Special Events Permitting Letter Regarding Illicit Discharge



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Establishments and street vendors that prepare and serve food are currently very much under the microscope of the Environmental Protection Agency. Much of this has to do with the methods of handling and disposal of the by-product of the food service industry, such as waste cooking oil and grease. Any disposal method in which waste cooking oil and grease can be spilled or leaked onto the ground can result in damage to the water table, and ultimately to the nation's water supply and marine plant and animal life. All of our food establishments within the city are required to follow strict rules for disposal. That being said, the same rules apply to street vendors during festivals and events.

On several occasions after festivals and events have ended, the City of University Place crews have had to clean up after vendors who have dumped grease or other food waste on the street or into a storm water catch basin. This year we want it to be clear that all food vendors are required to have an absorbent pad, or cardboard, under their work area to avoid grease and other ingredient spills. It is also suggested that you have a canvas type tarp (such as a painter's tarp) underneath the absorbent pad. This will apply to any outside food preparation.

While this may sound like a small thing, it is still a fact that every little bit of contamination can contribute to what would eventually become an unhealthy environment for all of us. In accordance with federally mandated standards, the City of University Place has adopted an "Illicit Discharge" ordinance (UPMC Title 12.10) (12.10.030) which prohibits the discharge, pouring, or otherwise allowing anything other but rainwater to be deposited on the ground or down the storm drain. The ordinance also makes the responsible person or establishment financially liable for the cost of clean-up and/or decontamination following the illicit discharge. The complete language of this ordinance may be found on the City of University Place's web site in the Municipal Code at [UPMC Chapter 12.10](#)

It's that time of year again for sunshine and fun! Let's focus on that and not having to clean up spills.

Your cooperation in this area is greatly appreciated. If you have any questions or concerns, please feel free to contact Todd Smith, City of University Place, NPDES Coordinator, tsmith@cityofup.com, 253.460.5432 office, 253.677.1422 cell.

By signing below, I acknowledge receipt and understanding of this letter:

Food Vendor Business Name: _____

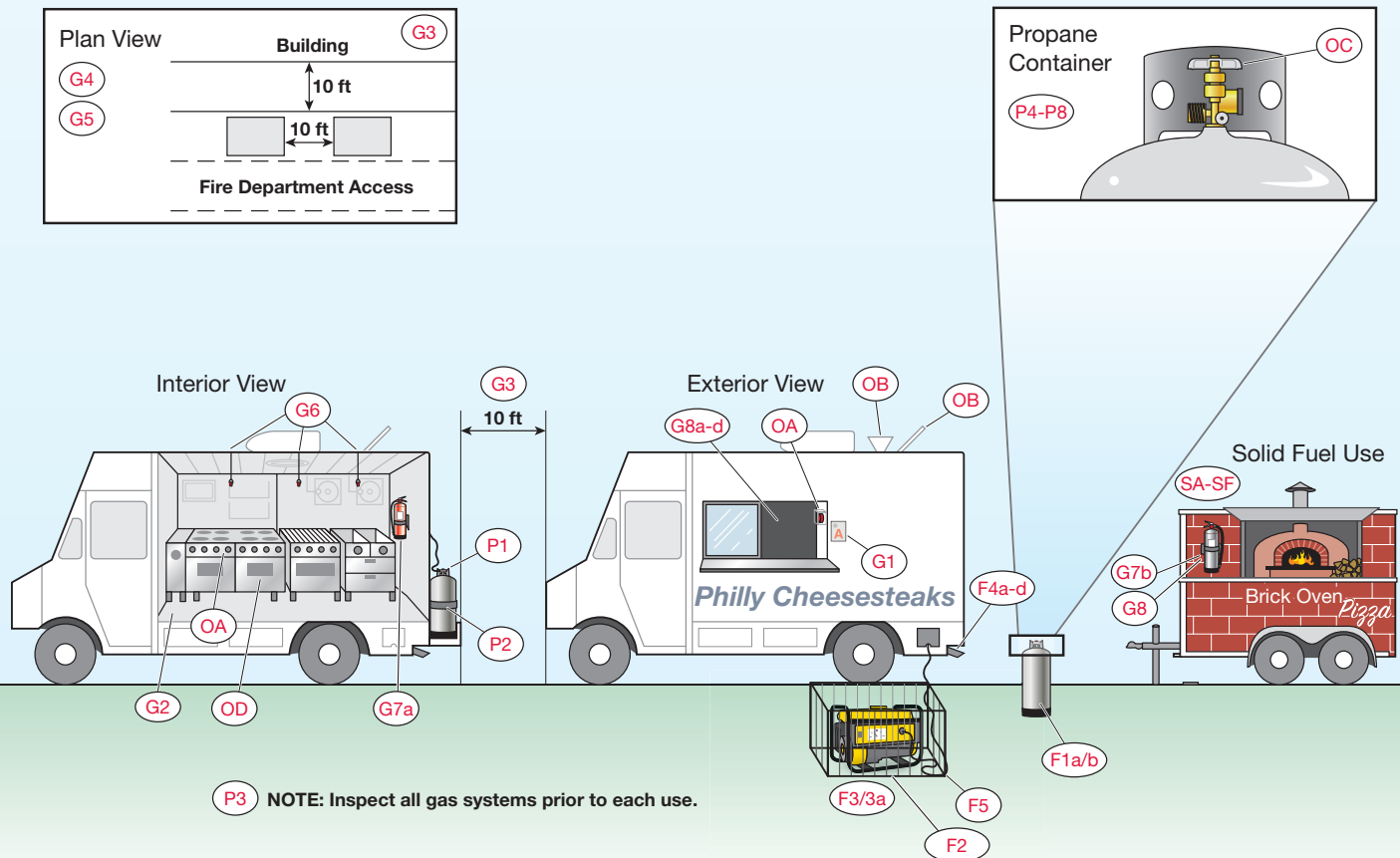
Food Vendor Owner Name: _____

Event Name and Dates: _____

Signature: _____ **Date Signed:** _____



FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Annex B in NFPA 96.

General Safety Checklist

- ☐ Obtain license or permits from the local authorities. [1:1.12.8(a)] **G1**
- ☐ Ensure there is no public seating within the mobile food truck. [1:50.7.1.6.3] **G2**
- ☐ Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:7.8.2; 96:7.8.3 for carnivals only] **G3**
- ☐ Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- ☐ Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.3; 1:13.1.4; 1:13.1.5] **G5**
- ☐ Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- ☐ Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9.3] **G7a**
- ☐ Where solid fuel cooking appliance produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:14.7.1] **G7b**
- ☐ Ensure that workers are trained in the following: [96:B.15.1] **G8**
 - ☐ Proper use of portable fire extinguishers and extinguishing systems [10:1.2] **G8a**
 - ☐ Proper method of shutting off fuel sources [96:10.4.1] **G8b**
 - ☐ Proper procedure for notifying the local fire department [1:10.14.9 for carnivals only] **G8c**
 - ☐ Proper procedure for how to perform simple leak test on gas connections [58:6.16, 58:6.17] **G8d**



FOOD TRUCK SAFETY *CONTINUED*

Fuel & Power Sources Checklist

- ❑ Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.10.1 for carnivals only] **F1a**
- ❑ Ensure that refueling is conducted only during non-operating hours. [96:B.18.3] **F1b**
- ❑ Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:B.16.2.2] **F2**
- ❑ Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:11.7.2.1.2] **F3**
- ❑ Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- ❑ Make sure that exhaust from engine-driven source of power complies with the following: **F4**
 - ❑ At least 10 ft in all directions from openings and air intakes [96:B.13] **F4a**
 - ❑ At least 10 ft from every means of egress [96:B.13] **F4b**
 - ❑ Directed away from all buildings [1:11.7.2.2] **F4c**
 - ❑ Directed away from all other cooking vehicles and operations [1:11.7.2.2] **F4d**
- ❑ Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:B.18] **F5**

Propane System Integrity Checklist

- ❑ Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- ❑ Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- ❑ Inspect gas systems prior to each use. [96:B.19.2.3] **P3**
- ❑ Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- ❑ Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- ❑ Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- ❑ Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- ❑ Where a gas detection system is installed, ensure that it has been tested in accordance with the manufacturer's instructions. [96:B.19.2.1] **P8**

Operational Safety Checklist

- ❑ Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**
- ❑ Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:14.2.2; 96:14.2.3] **OB**
- ❑ Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- ❑ Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:11.4] **OD**

Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- ❑ Fuel is not stored above any heat-producing appliance or vent. [96:14.9.2.2] **SA**
- ❑ Fuel is not stored closer than 3 ft to any cooking appliance. [96:14.9.2.2] **SB**
- ❑ Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:14.9.2.7] **SC**
- ❑ Fuel is not stored in the path of the ash removal or near removed ashes. [96:14.9.2.4] **SD**
- ❑ Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:14.9.3.6.1] **SE**
- ❑ Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container located at least 3 ft from any cooking appliance. [96:14.9.3.8] **SF**

NFPA RESOURCES

NFPA 1, *Fire Code*, 2018 Edition

NFPA 1 *Fire Code Handbook*, 2018 Edition

NFPA 58, *Liquefied Petroleum Gas Code*, 2017 Edition

LP-Gas Code Handbook, 2017 Edition

NFPA 70®, *National Electrical Code*®, 2017 Edition

National Electrical Code® *Handbook*, 2017 Edition

NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2017 Edition

NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition

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LET'S PROTECT IT TOGETHER.™

NOTE: This information is provided to help advance safety of mobile and temporary cooking operations. It is not intended to be a comprehensive list of requirements for mobile and temporary cooking operations. Check with the local jurisdiction for specific requirements. This safety sheet does not represent the official position of the NFPA or its Technical Committees. The NFPA disclaims liability for any personal injury, property, or other damages of any nature whatsoever resulting from the use of this information. For more information, go to nfpa.org/foodtrucksafety.

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