

**PORT OF WALLA WALLA
WALLA WALLA REGIONAL AIRPORT
SPECIAL EVENTS POLICY**

- 1. A special event is any event involving the use of Port of Walla Walla owned property at the Walla Walla Regional Airport that:
a) is not sponsored by or associated directly with the Port; or
b) is not sponsored by or associated directly with a Port tenant upon or within the premises leased by that tenant from the Port.**

- 2. Any non-tenant (individual or entity) desiring to sponsor a special event at the Airport, or any tenant desiring to sponsor a special event at the Airport at a location not wholly upon or within the premises leased by that tenant from the Port, must submit a completed Application Form for the Special Event together with a non-refundable \$20.00 Application Fee 60 days in advance of the date(s) requested for the event. The final decision as to whether to issue a permit for the special event shall be made in the sole discretion of the Port.**

- 3. Special events involving 1-99 participants may be administratively authorized by the Port's Executive Director or his/her designee. Special events involving 100 or more participants shall be authorized by the Port Commission. The Port Commission will be notified of special events approved administratively prior to the occurrence of the event.**

- 4. The minimum Permit Fee for events sponsored by individuals or entities involving 1-99 participants shall be \$150.00, plus \$1.50 or more for each individual participant if a fee is charged to participate in the event. The minimum Permit Fee for events sponsored by individuals or entities involving 100 or more participants shall be \$200.00, plus \$2.00 or more for each**

individual participant if a fee is charged to participate in the event. The minimum Permit Fee, including the fee charged for each individual participant, may be adjusted in the sole discretion of the Port depending on the nature of the event, the level of participation and the entry fee to be charged by the sponsor. All Permit Fees shall be paid 30 days in advance of the event, using an estimate of the anticipated number of participants, with a final payment adjustment based on the actual number of participants to be made by the sponsor to the Port within 10 days following the conclusion of the event. All Permit Fees are due and payable to the Port in addition to the required, non-refundable Application Fee.

- 5. A special event involving the joint use of Port controlled property and premises leased by a Port tenant shall require the written permission of that Port tenant to be submitted with the Application for Special Event.**
- 6. The sponsoring individual or entity shall be required to execute a Hold Harmless Agreement indemnifying the Port and any tenant whose leased premises are used in the special event. Liability insurance in a minimum amount of \$1,000,000 (subject to higher limits as may be deemed necessary by the Port given the nature of the special event) shall be secured and in place 30 days prior to the event with the Port named as an Additional Insured on a Primary and Non-Contributory basis, with a Waiver of Subrogation in the Port's favor. If the premises of a Port Tenant are also involved the tenant shall be similarly named as an Additional Insured.**
- 7. The registration/entry form for participants in all special events conducted at the Airport (if applicable) shall contain the following language: "In consideration of the acceptance of this entry and by signing this Release for myself (or for the participant if the participant is under 18) I agree to RELEASE, HOLD HARMLESS, AND INDEMNIFY the Port of Walla Walla (and the Port's tenant, if applicable) and its officers, employees**

and agents and any other parties connected with this (describe special event) including but not limited to elected and appointed officials and their employees, for any injury, loss or damage suffered as a result of participation in this (describe special event) or any activity associated with it, including injury, loss or damage caused by the NEGLIGENCE of any party. I understand that this RELEASE is also binding on my heirs and representatives. If I am signing on behalf of a minor, I accept full responsibility for all medical expenses incurred as a result of the minor's participation. I agree to HOLD HARMLESS AND INDEMNIFY the entities named above for any claims brought on behalf of the minor.”

8. The sponsor shall be required to notify Walla Walla Fire District # 4 and the Walla Walla County Sheriffs Office no later than 30 days prior to the scheduled event to inform them of the date, time and location of the event. This notification shall be made even if the special event does not require medical or emergency services to be provided by said agencies in connection with the event.
9. The sale, service, possession or consumption of alcoholic beverages at a special event is subject to Washington State Liquor Control Board (WSLCB) regulations, licensing and permit requirements. Special Occasion licenses are issued only to non-profit societies or organizations holding a special event at which spirits, beer or wine is sold by the drink. Non-profit organizations must apply for a Special Occasion license 45 days prior to the event. Certain events may require a different type of permit. Please visit the WSLCB website, www.liq.wa.gov for additional information. If liquor is allowed, the sponsor will be required to obtain liquor legal liability policy coverage in an amount not less than \$1,000,000 with the Port named as an additional insured. The sponsor shall provide the Port in advance of the event with copies of all required permits and certificates of insurance.

- 10. No later than 30 days prior to the scheduled event, the sponsor shall be required to submit the final layout plan of the special event consisting of, at a minimum, location(s), staging, directional signs, road/intersection closures, parking plans, porta-potties, garbage cans, the number of onsite supervisors and volunteers, and the cell phone numbers of three responsible individuals associated with the event. No later than 30 days prior to the scheduled event the sponsor shall be required to deposit with the Port a cleaning deposit in the sum of not less than \$150.00, which amount may be adjusted in the sole discretion of the Port depending on the nature of the event and the anticipated number of participants. All or a portion of the cleaning deposit shall be refundable to the Sponsor within 30 days after the event provided that at the conclusion of the event the premises have been cleaned, restored and returned to the Port in the same condition existing immediately prior to the event.**
- 11. Washington State law requires vendors and organizers for festivals, sport facilities, special events, and official gatherings to provide recycling containers at events where beverages in cans and/or bottles are sold. See RCW 70.93.093 for complete language.**
- 12. The Port shall not provide any utilities, including but not limited to, water, sewer, electrical, or gas, or any garbage or sanitation services, to the sponsor in connection with the event. The provision of such services shall be the sole responsibility of the sponsor.**

PORT COMMISSION ADOPTED – May 12, 2015