

RESOLUTION NO. 39-11

A RESOLUTION ESTABLISHING A POLICY FOR HOSTING SPECIAL EVENTS AT MASON COUNTY PARK SITES AND AUTHORIZING THE PARKS AND TRAILS DEPARTMENT TO IMPLEMENT AND ENFORCE THE TERMS OF SUCH POLICY.

WHEREAS, Chapter 67.20.010 RCW, provides the authority for Counties to own and operate recreational facilities for public use, and to set forth the regulations, policies, and practices governing such use, and

WHEREAS, Mason County Parks and Trails Department owns and operates County Parks for the enjoyment and use of its residents and visitors, and

WHEREAS, County Parks receive a great deal of use each year from the public and in many instances park visitors have requested to host special events at County Parks, and

WHEREAS, the limited use of County Parks for special events by the public can be accommodated under special terms and conditions without the deleterious affect to park facilities and grounds, and

WHEREAS, Mason County Parks and Trails has multiple sites appropriate for special events with potential for additional park sites in the future, and

WHEREAS, the parks included in the special events policy are any of the developed County Parks;


NOW, THEREFORE BE IT RESOLVED that the Board of County Commissioners of Mason County does hereby establish a "Special Event Policy" as set forth in Exhibit A;


BE IT FURTHER RESOLVED, that the Parks and Trails Department, or such department or organization designated by the County with the responsibility for operating and maintaining park facilities at some point in the future, shall be authorized to develop and administer any processes and procedures necessary to implement the special events policy, as set forth in Exhibit A or subsequently amended.

Signed this 10th day of May 2011.

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON

ATTEST:


Shannon Goudy, Clerk of the Board


Lynda Ring Erickson, Chair

APPROVED AS TO FORM:


Tim Whitehead, Chief DPA


Tim Sheldon, Commissioner


Jerry K. Lingle, Commissioner

C: Parks and Trails Department

Special Event Policy for Mason County Parks and Trails

Purpose: This policy sets forth terms and conditions for the use of Mason County Parks in conjunction with a special event or gathering.

Termination: This policy shall be effective upon adoption by the Board of County Commissioners and shall remain in effect unless the Board of County Commissioners terminate the policy at any time with a motion of the Board at any Regular or Special meeting.

Policy: It shall be the policy of the Mason County Board of County Commissioners and Mason County Parks and Trails Department to allow organized special events at Mason County Park sites under the following terms and conditions:

Special Event Defined: A special event is a use, business, carnival, community sponsored activity, art and craft fair or similar function that intends to operate on a temporary basis within a Mason County Park. For the purpose of this definition, “temporary” means no more than three consecutive days for a maximum of three times in a calendar year.

Fee’s / charges for a Special Event: A special event fee may be required to host an event at a Mason County Park. Special events will require, at a minimum, a fee to cover maintenance and operations charges incurred by Mason County Parks staff.

Note: Special event policy and fee structure does not apply to baseball and softball tournaments at Sandhill Park or MCRA.

Miscellaneous fees:

Fee Description:	Non- Commercial	Commercial
Electric or Water Hookup	No charge	\$25 per day
Special use fee; 50 – 149 participants	\$50 per event	\$150 per event
Special use fee; 150 – 499 participants	\$150 per event	\$350 per event
Special use fee; 500 participants and over	\$250 per event	\$550 per event

To qualify for non-commercial rate a group or organization must be a non-profit community service organization and collects no service fees for the event from the community or public.

1. A special event shall be allowed in a park only via special permit to groups conducting a special event at the park.
2. No consumption of alcohol is allowed at Mason County Park sites.
3. No Smoking on County property. Ordinance 91-06 bans smoking on all county property; including parks, and banning tobacco sales, advertising, sampling, or sponsorship on all county owned or leased property and at county sponsored events?
4. A special event permit does not necessarily provide exclusive use of the park; the general public can still have access for the park depending on the type and size of the special event.
5. A special event permit must be obtained from the Parks and Trails office in advance of hosting an event at the park. The group leader or event sponsor may be required to submit

- a roster with names and addresses of all individuals registered for the event. An example would be fun run at a park site where participants in the special event must register to participate.
6. All special event participants may be required to sign a liability waiver. Adult or guardian must sign for children under 18.
 7. The maximum number of participants, vehicles, trailers or other equipment needed for the special event to be allowed on-site will be determined on a case by case basis by the Parks and Trails Department staff.
 8. There may be access to electrical service and water at selected park sites.
 9. The special event sponsor may be required to provide sanitary facilities depending on the size and location of the event.
 10. Special event application must be submitted at least thirty days prior to the event for processing.
 11. Participants must observe all Park rules governing the use of Mason County Park property.
 12. The applicant may be required to provide a waste management and restoration plan.
 13. A health department permit shall be posted on site for any use that provides beverage and/or food service.
 14. Disruptive individuals will be asked to leave to park and/or subject to arrest.
 15. Park operation hours are: Parks are open during daylight hours only unless special arrangements have been approved by the parks and trails department staff.
 16. Special events shall be conducted only in areas approved by the Parks and Trails staff at all park locations.
 17. A refundable damage/cleanup deposit not to exceed the amount of \$500 will be required depending on the special event.
 18. The responsible adult special event leader shall ensure that all park areas are kept clean and in good condition during the special event, and upon leaving the Park, in order to receive a refund of the damage/cleanup deposit. An adult must be present at all times.
 19. Special event participants using Mason County Parks under a special event permit shall use the facilities at their own risk. Mason County shall not be liable for personal injuries or damages to equipment or personal property.
 20. Special events at the park sites will be reserved and scheduled on a first-come, first-served basis.
 21. Amplified sound is allowed during the special event with special permission only.
 22. Future special event use will be denied for failure to follow rules and regulations by any special event sponsor or group.
 23. Special event activities at the park sites shall be carried out to minimize the impact to day-use patrons and scheduled use of other park facilities. A special event permit does not provide exclusive use of a park site.
 24. No dogs are allowed at MCRA, Sandhill Park, and Oakland Bay Park.
 25. Damage mitigation: Damage to turf, trees, hard surfaces, buildings caused during the event will be charged to the user or user group. All damages must be repaired to Mason County standards. It is the responsibility of event sponsors to pay for all the damage caused by the event. Cost incurred by the parks department for repairing damage to turf, trees or plant materials will be billed to the user at the parks department current labor and materials costs. Needed repairs will be made by the parks staff or authorized County contractors only. It is the responsibility of the special event permit holder to document any damage prior to the commencement of a special event.
 26. Revocation: The County may revoke a permit and stop a use in progress if the user fails to comply with conditions contained in the special event permit.

- 27. No assignment: Special event permit and the permission granted may not be assigned, nor the premises sublet, without prior written consent of County.
- 28. Retain permit: The user must retain a copy of this permit on the premises throughout the scheduled event.
- 29. Depending on the size, complexity and location of the proposed event, the sponsor may be asked to develop and submit a traffic plan, security plan, emergency medical plan to the County for review prior to event approval.

- I have read and understand the **Special Event Policy for Mason County Parks and Trails Department**. Furthermore, I, or my appointed designee will serve as the special event leader for our special event and will be responsible that all the members of my group understand and adhere to the information and regulations contained in the Special Event Policy. Failure to do so may result in you and your group being asked to leave and/or subject to arrest.

Special Event Leader

Date

Printed Name: _____

Organization / Title: _____

Date: _____

Approval of special event granted under following conditions:

Special event permit denied for the following reasons:

