



EVENT POLICY

ADOPTED 3/28/2016

REVISED 07/25/2018

POLICY # WG-2016-7

PURPOSE

This policy establishes the application process and guidelines in which organized events may take place at Willow Grove Park. Organized events are defined as events that require a reserved area, a formal/organized event such as, but not limited to a wedding, marathon, class reunion, and/or any group or gathering greater than 50 persons.

EVENT APPLICATION PROCESS

The Willow Grove Park ("Park") event policy applies to gatherings of more than fifty (50) persons ("Group"), events occurring outside of normal park hours, or overnight camping activities, on Park property. A Group that intends to gather, or an individual or Group that intends to camp overnight, within the Park may do so only after submitting an Event Application with the Port no less than thirty (30) days from the intended date of the event ("Event Applicant"), paying in full and in advance all applicable user fees, satisfying all other pre-event conditions (e.g., submitting a signed copy of the Port's release, hold harmless, and indemnification agreement; and providing proof of insurance with the Port identified as an Additional Insured on the applicant's policy as required by the Port), and receiving the Port issued Event Permit. The Port reserves the right to decline the issuance of an Event Permit, and to cancel an issued Event Permit.

DAY USE EVENTS

Overnight camping or other activities after sunset is strictly prohibited.

GENERAL TERMS & CONDITIONS FOR EVENTS

1. The Park General Rules apply at all times.
2. Failure to cancel a permitted event without at least a 48-hour written notice to the Port shall result in the permittee's forfeiture of all pre-paid fees. The refund of pre-paid fees following the cancellation of an event with more than 48 hours' notice to the Port shall be as defined in the Event Permit.
3. Unless specified as an allowed activity within the Event Permit, the following shall be prohibited in the Park: fireworks, alcohol, and food vendors.
4. The permittee's activities shall be confined to the area defined in the Event Permit.
5. The Port of Longview's name and logo shall not to be used in any communication, advertising, social media, or electronic, print or audio media related to the event.
6. Park fire lanes shall be kept open for emergency vehicles at all times.
7. The permittee shall keep the event area clean and safe, pick up and properly dispose of all refuse, and ensure that on-site and rented waste receptacles are not overflowing.
8. The facilities and Park area used by permittees must be left in, or otherwise restored to the same condition as before the event at permittee's sole expense.
9. All signs posted by permittees must be removed by permittees immediately after the event.
10. Changes or alterations to Park grounds or buildings are strictly prohibited.
11. The rights and privileges allowed under an Event Permit are non-transferable.
12. Permittees must provide notice to the Port of any changes to the permitted conditions of the event no less than 48 hours prior to the event.
13. Permittees must provide and maintain full contact information for the Event Applicant with the Port at all times. And the Event Applicant shall be the point of contact for the permittees and present at the Park during the permitted event time period.
14. Permittees are solely responsible for obtaining all other necessary licenses and/or other permits to be in compliance with state and local requirements pertaining to their event.
15. The Port reserves the right to enter the Park, inclusive of the area that is the subject of an Event Permit, for any reasonable purpose, including, but not limited to, health and safety inspections, the protection of Port assets, and code

compliance.

16. In the event of an emergency, Park patrons should call 911.
17. Permittees agree not to discriminate in providing their services and shall provide the services without regard to any status protected by state or federal law. Permittees specifically agree to abide by and comply with provisions of RCW 49.60.500-505, as they may be amended from time to time.
18. All Park patrons and event permittees who visit or use property owned by the Port of Longview do so at their own risk. The Port does not assume any responsibility or liability for loss or damage to property or person within the park area.
19. Permittees shall conduct and manage permitted events in a safe and orderly manner at all time.
20. The Port reserves the right in its sole discretion to cancel an Event Permit during an event, and/or clear the park premises of a group or individual patrons participating in such canceled events.

WRITTEN NOTIFICATION

All written notice and communications to the Port of Longview must be mailed or emailed to the following address:

Port of Longview - 10 Port Way, Longview, WA 98632
Info@portoflongview.com

OVERNIGHT CAMPING EVENTS

May require an additional service fee.

Only tents, campers, vans, or recreational vehicles (RVs) are allowed.

Limited to a maximum of 100 persons and dependent on available space.

ADDITIONAL OFF-SITE PARKING

The Port may require an Event Applicant to identify additional off-site parking for an event, in order to ensure that adequate on-site parking is available for non-event Park patrons. All costs of associated with off-site parking for a permitted event shall be at the expense of the permittee.

ADDITIONAL RESTROOMS & WASTE RECEPTACLES

The Port may require the provision of additional restrooms and waste receptacles for an event. All costs of associated with waste management for a permitted event shall be at the sole expense of the permittee.

EVENT SECURITY

1. The Port may require Event Applicants to provide additional event-related security at their expense as a condition to issuance of an Event Permit.
2. If the Port requires the submission of an event security plan, the Event Applicant's security set-up and operational plan must be submitted to the Port no less than thirty (30) days prior to the intended date of the event.
3. Security plans shall include all security posts and the dates and times of staffed security positions.
4. All event security arrangements are subject to the review and approval of the Port and submission to local law enforcement and emergency services.
5. The Port reserves the right to engage, at the permittee's expense, additional security and/or emergency services personnel if required to insure general public safety.
6. Permittee is responsible for all costs associated with the event-related security and emergency services.
7. After an Event Applicant's security plan has been reviewed and approved as part of an Event Permit, the permittee shall immediately notify the Port of any changes to the approved plan. Changes to an approved security plan may result in the cancelation of an Event Permit.

REFERENCES

WG-2016-1 Park General Rules
WG-2016-2 Security
WG-2016-4 Boat Launch
WG-2016-5 Park Advisory
CCC 9.06 Park Code
CCC 9.14 Water Safety
RCW 36.68.080 Violation of Park Rules a Misdemeanor