



Contact Information

Services/Permits/Inspections for Festival Events in Olympia, WA

Service	Description	Contact
Application to Use City Property / Streets	Event sponsors must apply for permission to use City streets and property for community events. Event must be free and open to the public.	Kellie Purce Braseth, Strategic Communications Dir. Phone: 360.753.8361 Email: kbraseth@ci.olympia.wa.us
Community Event Business License	\$50 annual fee. Applies to events with vendors or sale of food/goods. Attached to event application.	Kellie Purce Braseth, Strategic Communications Dir. Phone: 360.753.8361 Email: kbraseth@ci.olympia.wa.us
Electrical Permits	If electricity/generator power will be used at an event on City property, a City of Olympia Electrical Permit and Inspection may be required. The permit fee is waived for festival events.	Scott Hopp, Electrical Inspector City of Olympia Community Planning & Development Department, City Hall, 601 4 th Avenue E – 2 nd floor permit center Phone: 360.753.8314
Fire Inspections/Tent Permit & Inspections	Event sponsors must arrange for the Fire Marshall to inspect use of flammable materials (heaters, stoves, etc) at public events. Cooking booths require Fire Marshall inspection, as to tents greater than 200 square feet and canopies greater than 400 square feet. The permit fee is waived for festival events.	Rob Bradley, Fire Marshall Olympia Fire Department, 100 Eastside Street. Phone: 360.753.8472
Food Handling Permits/Food Vendor Inspections	Thurston County Public Health may require a permit and inspection of food will be sold or served at a community event.	For information, contact the Thurston County Public Health and Social Services Department for a food handler’s permit and information about associated inspections. Information is available on the Thurston County website at www.co.thurston.wa.us/health/ehfood/index.html .
Garbage/Recycling/Composting	If food booths and vendors are a part of your event or you are expecting a large crowd, what arrangements have you made for garbage and recycling services? Event sponsors must register at least two weeks in advance of the first day of event set up for garbage/recycling services to be provided by the City of Olympia, and must pay as invoiced by the City.	Spencer Orman, Sr. Program Specialist City of Olympia Waste ReSources Phone: 360.753.8752 Email: sorman@ci.olympia.wa.us

Service	Description	Contact
Grease (Cooking)/Oil and Wastewater/Greywater	Food preparation grease/oil and wastewater CANNOT be dumped down City drains. Event sponsors are responsible for disposing of food preparation grease and wastewater in a responsible manner.	Lakefair and Harbor Days contract with the following firm for cooking grease/oil removal and disposal. This information is provided as a convenience only and does not constitute a recommendation or endorsement: Darling International – Tacoma (253) 572-3922 Phone (253) 627-7611 FAX 2041 Marc Avenue Tacoma, WA 98421 www.darlingii.com
Liability Insurance	All sponsors of festival events in the City of Olympia must obtain bodily injury and property damages liability insurance in an amount no less than \$1 million per occurrence and \$2 million aggregate, and which names the City of Olympia as an additional insured on the policy. The Washington Cities Insurance Authority (WCIA) manages a Tenant User Special Events Coverage program to provide event sponsors access to low cost liability insurance through WCIA's broker. Event sponsors may choose to apply for insurance through the WCIA program, or obtain it from a reputable firm of their choosing.	For questions about liability insurance requirements, contact: Connie Cobb, City of Olympia Risk Coordinator Phone: 360.753.8451 Email: ccobb@ci.olympia.wa.us
Liquor License	Permission is needed from the City of Olympia to sell or serve liquor at an event on City property. Indicate on your event application if you wish to request permission sell or serve liquor. City Council approval may be needed. A license from the Washington State Liquor Control Board is required.	To discuss City requirements and approval process, contact: Kellie Purce Braseth, Strategic Communications Dir. Phone: 360.753.8361 Email: kbraseth@ci.olympia.wa.us For the Liquor License, contact: State of Washington Liquor Control Board Website: http://liq.wa.gov/
Noise	Refer to Olympia Municipal Code Chapter 9.16 for Olympia regulation regarding Disorderly Conduct, including Public Noise Disturbance. The Olympia Municipal Code is available online through the City of Olympia website, www.olympiawa.gov .	

<p>Parking Meters/Event Parking</p>	<p>Indicate on your event application if you wish to reserve parking spaces for short-term use to set up and/or clean up after your event.</p>	<p>To purchase parking for event needs, contact: Karen Kenneson, Parking Supervisor Olympia City Hall, 601 4th Avenue E Phone: 360.753.8277 Email: kkenneso@ci.olympia.wa.us</p>
<p>Olympia Police Explorers</p>	<p>Explorers may be available to assist with event security. A written agreement may be required. There is a fee for services.</p>	<p>Amy Stull, Police/Community Relations Olympia Police Department Phone: 360.753.8049 Email: astull@ci.olympia.wa.us</p>