



# Island County Special Event Guidelines

Your questions concerning events answered

## Planning an event on Island County roads or parks?

There are specific guidelines and requirements that event sponsors must follow to ensure the safety and smooth operation of their events. To help you navigate the process, we've compiled a list of frequently asked questions.

These FAQs cover everything from necessary approvals and equipment to liability and traffic control. Whether you're organizing a community parade, a charity run, or any other event, this guide will help you understand the steps required to get your event approved and executed successfully.



### What is required to hold an event on Island County Roads or Parks?

To hold an event on Island County Roads or Parks, sponsors must obtain approval from Island County Public Works. This includes completing several forms: the "Acknowledgement of Requirements" form, the "Release of Liability" form, the "Attachment to Island County Permitted Use of County Right-Of-Way" form, and providing applicable event maps and a short narrative describing the event. All documents must be on file with the County Engineer.

**All events require a land use permit from the Planning and Community Development Department.**

### Can I close a road or part of a road for my event?

Road closures or partial closures, including "road closed to thru traffic" or closing one lane, are generally not permitted. However, an exception may be granted with prior approval from the County Engineer.

### What equipment does Island County provide for events?

Island County can provide an "Event Package" upon request, which includes 10 vests, paddles, and signs. If additional signs or barricades are needed, it is the sponsor's responsibility to obtain them from a rental or construction company, as Island County does not provide these items.

### Who is liable for accidents during the event?

The organization conducting the event assumes full liability for any accidents that occur as a result of the event taking place on a county road. Island County will not be held responsible or liable.

### Are there any requirements for traffic control during the event?

Yes, the sponsor must ensure that all flaggers used to control traffic are certified flaggers. It is the sponsor's responsibility to obtain certified flaggers.

**What are the notification requirements for event sponsors?**

The sponsor is responsible for notifying Island County Public Works, in writing, about their contact with appropriate agencies, in compliance with the "Acknowledgement of Requirements."

**How will I know if my event has been approved?**

After the review process by the County Engineer, you will receive a letter of approval or denial for your event.

**Temporary Food Establishments**

For special events that include food service, it's essential to understand the specific requirements for operating a temporary food establishment. These establishments are set up at a fixed location in conjunction with approved special events or celebrations, such as fairs, festivals, or recurring events like Farmer's Markets.

Due to their temporary nature and limited physical and sanitary facilities, these operations may require use of an approved commissary kitchen for advance food preparation and/or storage. To ensure the safety of your patrons and compliance with local regulations, it's important to be aware of the guidelines and requirements for temporary food establishments.

**When do I need a Temporary Food Establishment permit?**

You will need a temporary food establishment permit if you are serving food to the public. You will not need a permit if your event is private event limited to members and guests of members of a family, organization, or club where the event is not open or advertised to the general public and where the food is provided without compensation.

**When do I need to apply for the Temporary Food Establishment permit?**

You will need to apply at least 14 days before your event. Between 2-14 days, there will be a late fee. We will not be able to accept an application within 2 days of the event.

**Can I email the application and pay online or by phone?**

We do not accept the application by electronic means and we can not accept payment over the phone or online. Applications will need to be mailed or brought in in-person.

**What is the handwashing sink requirements?**

You will need to have handwash sinks available where you are serving food, preparing food, and cooking food. The handwash sink may not be open to the public or behind a closed door. They can be temporary handwash sinks. ICPH has kits



available for handwashing/ware washing available to check out.

**What are the booth requirements?**

You must have overhead coverings, a floor covering, and walls if there is wind.

**When do I need a commissary kitchen?**

There can be no food storage in a private home.

For single day events- you can purchase food the day of the event with receipts available and have access to 3 bin ware washing, you do not need a commissary. ICPH has hand washing/ware washing kits available to check out.

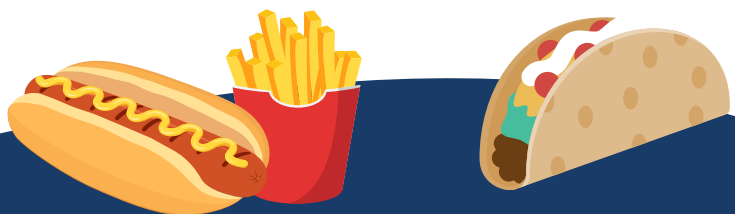
For multi-day events, you must have an approved commissary kitchen unless you have obtained prior approval from the Food Program Lead.

**What is a Temporary Food Establishment?**

A temporary food establishment is a food establishment that is: a) operating at a fixed location, with a fixed menu for no more than 21 consecutive days in conjunction with a single event or celebration, such as a fair or festival OR b) operating no more than 3 days a week at a fixed location, with a fixed menu in conjunction with an approved, recurring, organized event such as a farmers market.

**Visit to access more information about Temporary Food Establishments and their requirements:**

<https://www.islandcountywa.gov/657/Temporary-Food-Establishments>



**Scan to download an application for the Special Events Permit:**  
**<https://www.islandcountywa.gov/729/Special-Event-Permits>**