



Special Event FAQs

HOA Park Activities:

HOA park activities do not require special event permits, as the parks are private and not governed by park code (MMC 9.28). However, if a large gathering is planned, please notify the Monroe Police Department as a courtesy.

If an HOA park event involves a road closure or activities that affect the public right-of-way (streets, sidewalks, etc.), a Special Event Application must be submitted to the City at least 60 to 90 days prior to the event.

Special Event Application Filing Fee:

A nonrefundable application filing fee is due with the completed application:

- In-City: \$62.25
- Out-of-City: \$140.00

Additional fees may apply depending on your location and requested facilities.

Applicant Age Requirement:

The event applicant must be at least 18 years of age. For block parties, the applicant and homeowner must be at least 21 years of age.

Event Contact:

From application through event completion, there must be one designated event representative serving as the main contact with the City.

Bouncy House/Inflatables:

1. Applicant must provide general liability insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate. Higher coverage may be required based on event details. A certificate naming the City of Monroe as additionally insured must be provided.
2. Applicant must confirm the bouncy house rental company is L&I certified and carries liability insurance.
3. The rental company's insurance must also name the City of Monroe as additionally insured.
4. Bouncy houses must be operated by certified operators (not volunteers or event staff).

Special Event Signage:

Prior to Event: Approved and permitted special events may display one banner at Lake Tye Park up to two weeks prior to the event.

- Maximum banner size: 4 feet tall by 8 feet wide
- Must be hung using zip ties

- Permitted locations: chain link fence adjacent to the Lake Tye playground, or chain link fence around the tennis courts
- The applicant is responsible for installing and removing the banner and all zip ties.

Note: Sky River Park does not have suitable locations for banner installation.

Day of Event: Temporary signage may be displayed within the park at approved locations, as discussed during the on-site meeting, in accordance with City sign code.

Beer Garden:

It is unlawful for any person to consume or possess any alcoholic beverage in a city park, including unopened containers, except in areas or events with the appropriate state licenses/permits and an approved special event permit issued in accordance with Chapter 5.28 MMC (Ord. 008/2012 §1; Ord. 942, 1990).

Requirements:

1. Applicant must provide general liability insurance, including completed operations coverage, with minimum limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate, naming the City of Monroe as additionally insured.
2. Liquor liability insurance is required with the same minimum limits and must also name the City of Monroe as additionally insured.
3. The beer garden must be operated by a nonprofit organization.
4. The beer garden area must be completely fenced with a monitored entrance.

Insurance Required:

The applicant or event sponsor must possess or obtain public liability insurance. Coverage shall include:

1. Commercial general liability: Minimum limit of \$1,000,000 per occurrence and \$2,000,000 aggregate.
Note: The City reserves the right to require higher coverage limits based on event specifics.
2. The City of Monroe must be listed as an additional insured for the event dates.

One-day event insurance can be purchased through GatherGuard (gatherguard.com).

Indemnification Agreement:

The permit applicant must sign an agreement to defend, indemnify and hold the City of Monroe harmless from any claims arising out of event prior to the issuance of their event permit.

Block Parties:

1. A 20-foot emergency fire lane must remain open within the road closure for the duration of the block party.
2. Alcohol consumption or service is prohibited on the public right-of-way (streets, sidewalks, etc.).
3. General liability insurance is not required if there are no large activities on the public right-of-way (e.g., bouncy houses, stages, etc.).
4. Notification and Ingress/Egress Requirements:

Notification Requirements:

Notify all residents within the affected area twice — once 30 days prior to the event and once one week prior.

The notice must include event date, time, duration of road closure, and closure location.

A copy of the notification must be provided to the City of Monroe before the event.

Ingress/Egress Requirements:

- If a resident's only vehicle access is blocked by the closure, the applicant must maintain a 20-foot emergency access lane for residents not participating in the event and for police/fire vehicles.
- A developed (paved or graveled) alley is considered a valid alternative for vehicle ingress and egress.