



Office of the City Clerk
Jodi Warren

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SPECIAL EVENT PERMIT APPLICATION

No person shall use, occupy, or obstruct the free use by other persons of any public street, park or other public property for the purpose of conducting a special event without first having obtained a permit as provided herein, said permit to be known as a special event permit (SMC 12.20.020).

Applicant and Sponsoring Organization Information		
Name		
Street Address		
City, State, Zip Code		
Day Phone		
Fax		
E-Mail Address		
Sponsoring Organization		
Contact Person On Site Day of Event/Emergency Contact	Name	Cell Number
Tax Exempt Number If Applicable		

General Event Information			
Type of Event (Check all that apply)			
<input type="checkbox"/> Run	<input type="checkbox"/> Parade	<input type="checkbox"/> Private Party	
<input type="checkbox"/> Walk	<input type="checkbox"/> Park Festival	<input type="checkbox"/> Filming	
<input type="checkbox"/> Street Fair	<input type="checkbox"/> Concert	<input type="checkbox"/> Other (specify): _____	
Event Title			
Event Date(s)			
Event Location			
Event Hours	Start	End	
Set Up Times	Date	Beginning/End Time	to
Break Down Times	Date	Beginning/End Time	to
Attendance	Participants	Spectators	Total Attendees

Overall Event Description

Please fully describe your event and include a site map showing the boundaries of the event, placement of tables and tents, location of activities, etc.

Event Details

If this is a parade/walk/run, provide a general description of the route below and attach a map.

Please describe any requested street closures, including starting and ending times, below and attach a traffic plan.

Name of Street	Date/Hour Start Time	Date/Hour End Time

Do you require off-site parking or parking restrictions? Please describe. A written agreement with the parking provider is required.

Does your event involve the sale or consumption of alcoholic beverages? Please describe. A Washington State Liquor Control Board permit is required and "liquor liability included" wording must be on your Certificate of Insurance.

Will items or services be sold at the event? Please describe. A business license is required.

Will the event have amplified sound? Please describe. Noise restrictions may apply.

Is there an admission charge for the event or donations accepted? Please describe. Registration for admissions tax is required.

Will vendors be cooking or heating food? Please describe and show placement of such activities on your site plan.

Will there be any fenced areas? Please describe. Include placement and dimensions in your site plan.

Will there be construction of stages or other improvements? Please describe and attach drawings including dimensions and descriptions of activities within the structures.

Will there be temporary enclosures, such as tents, canopies or air-supported structures? Please describe, including size, spacing and what types of activities will take place within the structures.

Will there be any handling of vehicle fuel? Please describe.

Will you have a waste/recycling plan for the event? Please describe.

Safety/Security/Volunteers

Are you requesting additional fire or police staffing? Please describe. The City may require additional safety measures.

Does this event require overnight security? Please describe how it will be provided.

Do you plan on utilizing volunteers? Please describe in what capacity.

Did you attach the appropriate documents to this application? Check all that apply below.

- | | |
|--|--|
| <input type="checkbox"/> Site Map Including Structures | <input type="checkbox"/> Business License |
| <input type="checkbox"/> Traffic Plan/Route | <input type="checkbox"/> Admissions Tax Registration |
| <input type="checkbox"/> State Banquet Permit | <input type="checkbox"/> Off-site Parking Agreement |

FOR OFFICIAL USE ONLY

Date Received: _____ Check #/Cash _____

Permit: Accepted/Permit No.: _____ Rejected/Reasons (attach pages if necessary): _____

Review Required (check when complete): ___ Clerk ___ Finance ___ Police ___ Fire ___ Building ___ Parks

Finance and Administration Committee Review Date: _____ Council Approval Date: _____

Permit Conditions (attach if necessary): _____

Employee Signature: _____ Employee Printed Name: _____

Rules and Regulations

1. Special event permits should be submitted 30 days in advance. Events with alcohol may require longer.
2. If alcohol is being served, City Council approval and a state permit are required.
3. A site plan is required for all events showing locations of activities, size of structures, etc. For mobile events, a traffic plan is required.
4. If additional off-site parking is needed, a written agreement with the parking provider is required. If shuttle buses are being provided for attendees, a route map must be provided.
5. If additional City staffing is requested or required by the City, the applicant may be responsible for additional fees (i.e., fire and police services).
6. If tickets and/or admissions are being sold or charged for this event, the organizer must contact the Finance Officer at (425) 888-1555 to register for admissions tax.
7. All vendors (concessions/general merchandise) must apply for a business license with the Finance Officer. The applicant is responsible for providing a list of all vendors prior to event.
8. If there will be handling of vehicle fuel or employment of cooking equipment, the applicant will need to provide a description.
9. A drawing of any temporary structure to be constructed must be included in the Special Event Permit Application.
10. If applicant will use multiple tables or enclosures including tents, canopies or air-supported structure, the site plan should show the placement of the enclosures and dimensions.
11. The City's code prohibits "public disturbance" noise after 10 p.m. every day of the week so certain restrictions may apply (SMC 9.36.020).
12. Any event in a City park will require a Park/Ball Field Rental Application available from the Parks and Recreation Department at (425) 831-5784 or online at www.ci.snoqualmie.wa.us.
13. If any permit is accepted with conditions, those conditions must be met in order to proceed with the event.

Insurance Requirement

A Certificate of Insurance naming the city as an Additional Insured in the minimum amount of \$1 million per occurrence and \$2 million general aggregate is required, but may be more if the City determines it necessary for the proposed event. This certificate must be submitted and be acceptable to the City prior to receiving the Special Event Permit. You may obtain your own insurance or contact Washington Cities Insurance Authority for certain events. For events with alcohol, the Certificate should include the words "liquor liability included."

Other Permits and Fees

Depending upon the nature and scope of the proposed event, other permits may be required as determined through the application process. Other fees also may be assessed (i.e. fire, aid and/or police services). The City of Snoqualmie will make every effort to assist the applicant in determining complete permit requirements, though once identified, it will be the responsibility of the applicant to provide required documentation.

Hold Harmless Stipulation

Permittee covenants and agrees to indemnify, defend and hold harmless the City, its officers, agents and employees from any and all claims actions, damages, liability, cost and expense, including reasonable attorney's fees in connection with or occasioned, in whole or in part by any act or omission of Permittee, its officers, agents, employees, customers or licenses, or arising from or out of Permittee's failure to comply with any provision of the Special Event Permit granted as a result of this application, regardless of whether it is alleged or proven that the acts or omissions of the City, its officers, agents or employees caused or contributed hereto.

Printed Name and Title	Date
Signature of Authorized Representative	

Please Note: This application may be denied if the proposed activity disrupts traffic beyond practical solution; causes undue hardship to surrounding residents or businesses; requires the diversion of so many public employees that service is denied to the public at large; or fails to fall within City standards. The permit may also be rescinded at any time if complete and accurate information was not provided on the application; if the event is not held within the terms of the permit; or if there is failure to comply with applicable legal requirements.

Other fees, deposits or permits may apply. Applications may take up to 30 days for processing and approval or up to 120 days if other permits required. Applications received less than 14 days prior to the event may not be accepted.