



**Office of the City Clerk**  
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## SPECIAL EVENT PERMIT

### FOR OFFICIAL USE ONLY

Date Rec'd: \_\_\_\_\_ Receipt No. \_\_\_\_\_ Permit No.: \_\_\_\_\_

Review Required:            Building \_\_\_ Clerk \_\_\_ Finance \_\_\_ Fire \_\_\_ Parks \_\_\_  
   Planning \_\_\_ Police \_\_\_ Public Works \_\_\_

Permit Conditions attached:    \_\_\_ Yes    \_\_\_ No.

City Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_

*Electronic Copy to Councilmembers:*    \_\_\_\_\_ (initials)    \_\_\_\_\_ (Date)

Please fill out all of the required information completely. Attach all site plans showing locations. Attach any route maps for parades or races, including indications for all streets or portions of streets to be closed. Submit proof of liability insurance. The Special Event Permit Application Fee is due at the time of application. Applications that are denied by the City shall be refunded the processing fee. Applicant to be liable for the amount of any overtime for city employees or other extraordinary expenses incurred by the city as a result of the special event.

Applications shall be filed with the City Clerk at least 30 calendar days prior to the date on which the event is to begin or occur. An application submitted less than 30 days in advance may be accepted at the sole discretion of the City Administrator.

### **Applicant and Sponsoring Organization Information**

Event Name	
Event Date/s	
Location	
Estimated No. of Attendees	
Applicant Name	
Street Address	
City, State, Zip Code	
Day Phone	
E-Mail Address	

Sponsoring Organization		
Contact Person On Site Day of Event/Emergency Contact	Name	Cell Number
Tax Exempt Number If Applicable		

<p><b>Overall Event Description</b></p> <p>Please fully describe your event and include a site map showing the boundaries of the event, placement of tables and other elements, etc.</p>
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<p><b>Event Details</b></p> <p>If this is a parade/walk/run, provide a general description of the route below and attach a map.</p>												
<p>Please describe any requested street closures, including starting and ending times, below and attach a traffic plan.</p> <table border="1"> <thead> <tr> <th>Name of Street</th> <th>Date/Hour Start Time</th> <th>Date/Hour End Time</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name of Street	Date/Hour Start Time	Date/Hour End Time									
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<p>Do you require off-site parking or parking restrictions? Please describe. A written agreement with the parking provider is required.</p>												
<p>Does your event involve the sale or consumption of alcoholic beverages? Please describe and attach a copy of your state permit.</p>												
<p>Will items or services be sold at the event? Please describe. A business license is required.</p>												
<p>Will the event have amplified sound? Please describe. Noise restrictions may apply.</p>												
<p>Is there an admission charge for the event or donations accepted? Please describe. Registration for admissions tax is required.</p>												
<p>Will vendors be cooking or heating food? Please describe.</p>												

Will there be any fenced areas? Please describe. Include these in your site plan submitted with this application.

Will there be construction of stages or other improvements, including any tents or awnings? Please describe and attach drawing including dimensions and description of activities within the structures.

Will there be 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.

**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.

- ( ) Site map including structures
- ( ) Traffic Plan/Route
- ( ) State Banquet Permit (copy)
- ( ) Business License (copy)
- ( ) Admissions Tax Registration
- ( ) Off Site Parking Agreement
- ( ) Notification to affected property owners

Other notes:

**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.

**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 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 up to the applicant to provide required and approved documentation where deemed appropriate.

**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
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Signature of Authorized Representative	
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*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.*