



PARK AND EVENT PERMIT INFORMATION

There are two types of permits: Park Permits and Event Permits.

Park Permit

A Park Permit is required for any activity, assembly, gathering, meeting or other organized activity, of more than fifty but less than one hundred persons, gathering for a common purpose and held in a City park, facility or public property. They are also required for a use that is considered non-common. Park Permits are issued for events such as family reunions, birthday parties, weddings, company parties and other small group meetings.

Event Permit

Lake Stevens Municipal Code Chapter 14.08 defines an event as.

- (a) Any organized formation, parade, procession or assembly consisting of persons, animals, motorized or non-motorized vehicles or any combination thereof, traveling in unison and with a common purpose upon any public street, highway, alley, sidewalk, body of water, or other public right-of-way which does not normally comply with normal and usual traffic regulations or controls; or
- (b) Any organized assemblage of 100 or more persons at any public park, beach, body of water, right-of-way, or other publicly owned property, gathering for a common purpose under the direction and control of a responsible person or agency; or
- (c) Any other organized activity or set of activities conducted by an individual, group or entity for a common or collective use or benefit and which may be conducted on public or private property which would have a direct significant impact on:
 - (1) Traffic congestion or traffic flow to and from the event over public streets, body of water or rights-of-way.
 - (2) Public streets or rights-of-way near the event; or
 - (3) City provided emergency and or public services such as those provided by police, fire, medical aid or public works personnel.

In the past I have always applied for a Park Permit and never had to apply for an Event Permit. Why do I have to do it now?

Policies and procedures have been changed to provide citizens and other groups and organizations with a streamlined and consistent process to plan events and use City parks and facilities. Certain insurance and licensing requirements periodically change, and the City wants to make sure that events held in the City meet those requirements.

Are there fees required for an Event Permit or to use a City park or facility?

Yes, there are application fees to process and review Park and Event Permit applications; Please refer to the Park and Event Application Fee Table included with this handout. City facilities such as The Mill, concession stands and picnic shelters, also require a rental fee and damage deposit; please refer to the current City of Lake Stevens Fee Resolution for applicable rates and deposits. City facilities can be reserved online at lakestevenswa.gov.

▪ Fees for Additional Services

Events may require additional services such as police officers for traffic control, Public Works, Parks Department services or portable bathrooms; The fees and costs related to those services are the event applicant's responsibility. Fees will be charged in accordance with the current City of Lake Stevens Fee Resolution and actual cost of services.

▪ **Insurance**

Most activities and events require a Certificate of Liability Insurance and Endorsement (naming the City of Lake Stevens as additional insured). Individuals, groups and organizations are able to obtain the appropriate insurance through the WCIA website at www.wciapool.org, follow the directions for **'One Day Insurance: Gather Guard'**. All City of Lake Stevens facilities and parks are listed under **'Washington Cities Insurance Authority'** in the **'Select a Facility'** scroll down menu.

- **Additional licenses, permits, inspections and fees are also required but not limited to the following events or activities:**

ACTIVITY	REGULATORY AGENCY	REQUIREMENT	FEE CHARGED
Air Show	FAA	License and Inspection	Yes
Alcohol Sold or Served	WA State Liquor Control Board	Liquor License	Yes
Carnival Ride/ Inflatable Toys	WA Dept. of Labor and Industries	Operator and Equipment License	Yes
Concession/Vendors	City of Lake Stevens	Business License and Concession Contract	Yes
Electrical Services	WA Dept. of Labor and Industries	L & I Inspection	Yes
Food Sold or Served	Snohomish County Health District City of Lake Stevens & SRFR	Food Handlers / Business License and Fire Permit / Insp.	Yes Yes
Pyrotechnics (Fireworks)	Washington State Patrol Snohomish Regional Fire & Rescue	WSP License Fire Permit / Inspection	Yes Yes
Raffles/Lottery Games	State Gambling Commission	License	Yes
Tents or Trailers	Snohomish Regional Fire & Rescue	Fire Permit / Inspection	Yes

How do I obtain a permit for an event?

Complete a Park Permit or an Event Permit application and submit it with the required application fee. The application will be reviewed for completeness and a determination will be made as to whether the event will be permitted, and which additional fees may apply. Please refer to the Park and Event Application Fee Table attached to this handout for current application fees and Park and Event Application guidelines. The application must be filled out in full; do not write 'see attached' or 'refer to attached documents' unless prompted to do so on the application form. An incomplete application will not be accepted and will delay the application and review process.

I would like to receive a waiver for the application fee and any other fees related to my event, how do I request that?

The City may consider some events for City sponsorship or co-sponsorship if the event meets certain criteria. To be eligible for City sponsorship the event must:

- Benefit the community as a whole
- Be open to the general public (no admission, membership or entrance fee)
- Offer activities that would encourage the participation of residents
- *Submitted for and approved by City budget

*In order to be anticipated in the City's annual budget, you must submit a letter to the City Administrator requesting your event be sponsored prior to that year's budget being finalized, budget cycles are finalized the year prior to becoming effective. For example, if your event is scheduled to occur in July of next year, to be considered for sponsorship you would have to submit a letter prior to October of this year. Please note that there are no exceptions to this requirement.

I would like to serve alcohol at an event, but it is in a City Park or public property. Would this activity be allowed?

LSMC 10.030.150 prohibits the possession or consumption of intoxicating liquors in a City Park or Public property. However, there is an exception to this that states the director may permit *'the sale and consumption of alcoholic beverages within a confined licensed area pursuant to an event permit issued by the City and a permit issued by the Washington State Liquor Control Board.'*

To meet the requirements of this code provision you must complete and submit the Event Application with the required application fee.

Tents and Shelters

For tents greater than 400 square feet and canopies greater than 700 square feet, a separate Fire permit and inspection is required by Snohomish Regional Fire and Rescue. A 12-foot fire break is also required for spacing of tents and canopies of those sizes. In City parks, permission is needed for any tents/canopies greater than 12 feet by 12 feet.

My event is less than 90 days from today; can I request an 'expedited' review?

Event Applications submitted less than the recommended ninety (90) days from the desired date of the event require an expedited review if submitted under the minimum sixty (60) days processing time per the LSMC 14.16C.065. Applications submitted under the sixty (60) day are charged the Expediated Review fee in addition to the applicable Event Application fees. The Expedited Review fee must be paid at time of submittal and does not guarantee that your event will be permitted.

Park Permit Applications are recommended to be submitted forty-five (45) days from the event date required. No completed application will be accepted less than 14 days prior to the date of the event per Lake Stevens Municipal Code (LSMC) 10.03.200(b1).

The Event Application indicates that a Level 4 Event requires an Event Intent of Application Meeting and that it is required. What is this and how do I schedule one?

Level 4 Events are large events that take careful planning and coordination. Permitting and sponsoring these types of events will require numerous conditions and licensing requirements are met. To ensure that event sponsors and the City and other service agencies are able to fulfill the event requirements, the City requests that you call the Planning Department at 425-622-9400 to schedule an Event Intent of Application meeting early as possible to provide you a scheduled meeting with City staff and service agencies determine what will be required for your Event Permit Application. You will need to complete and submit the Event Intent of Application form (INSERT HYPERLINK) and submit at the time of scheduling. Applications and meeting requests may be emailed to Permits@lakestevenswa.gov. After the Event Intent of Application meeting, you apply for your Event Permit through the City's Citizens Connect permit page at the following link: [Permit Center | Lake Stevens, WA - Official Website \(lakestevenswa.gov\)](#)

You will select (apply) for an Event Permit and indicate which level. All documents uploaded are to be in a PDF format. Payment is also available online through Citizen's Connect.

Who can I contact for further information on Event and Park Use Permits?

You may contact the Permit Specialist in the Permit Department at 425-622-9400.

PARK AND EVENT APPLICATION FEE TABLE

Application fees are assessed to each level in the current Lake Stevens fee resolution and are due at time of application. Event applications will not be reviewed unless the appropriate application fee has been paid in full. In addition to the event permit application fee, additional fees including but not limited to fees for public safety and City personnel, services and equipment may also apply. After an event application has been reviewed, the applicant will be required to prepay any estimated costs and fees for public safety and City provided personnel, services and equipment as outlined and conditioned in the event permit. The city will invoice the permit online and payments may be made online or in person. Payment of the review fee is required prior to review of the permit. Any required additional fees based on the level of the permit and event requirements are due prior to issuance or in accordance with the service contract to be rendered.

	PARK PERMIT	EVENT LEVEL 1	EVENT LEVEL 2	EVENT LEVEL 3	EVENT LEVEL 4
<p>DESCRIPTION</p> <p>These are some general guidelines, please refer to LSMC 14.16C.065 Events for full details.</p>	<ul style="list-style-type: none"> • More than 50 but less than 100 persons in a park, or on public property. • Does not require a road closure or traffic revision. 	<ul style="list-style-type: none"> • More than 100 but less than 500 persons. • Event last up to one day. 	<ul style="list-style-type: none"> • More than 500 but less than 1,000 persons. • May last up to two consecutive days. 	<ul style="list-style-type: none"> • Event held one day a week. • Reoccurring on a periodical or seasonal basis on a calendar year. • Open to the general public. 	<ul style="list-style-type: none"> • More than 1,000 person per day. • One day per year but no more than four consecutive days per year. • Event Pre application meeting required.
<p>APPLICATION FEE</p> <p>Does not include any applicable Fire Review or Inspection Fees</p>	<p>\$35</p> <p>(Picnic shelters reserved separate, additional fees apply)</p>	<p>\$100</p>	<p>\$225</p>	<p>\$300</p>	<p>\$1050</p>
<p>EXAMPLES OF TYPES OF EVENTS</p>	<ul style="list-style-type: none"> • Small Family reunion, BBQ or similar event. • Small group meetings or gatherings. 	<ul style="list-style-type: none"> • Small rowing regattas • Disc Golf Events • Large Family reunion or event • Downtown Halloween Event 	<ul style="list-style-type: none"> • Rowing Regattas • Small Triathlons 	<ul style="list-style-type: none"> • Farmers Market • Music on the Lake • Movies in the Park 	<ul style="list-style-type: none"> • Aquafest • Ironman