



1812 Main Street  
 PO Box 257  
 Lake Stevens, WA 98258 (425) 377-3235

**SPECIAL EVENT PERMIT APPLICATION**

PERMIT # \_\_\_\_\_

**See Page 3 for Required Application Submittal Materials  
 A PRE-APPLICATION MEETING IS REQUIRED FOR EVENTS**

APPLICANT INFORMATION					
1. Applicant/Agent Name:					
2. Organization Represented by Applicant:					
3. Organization Web Site:					
4. Applicant Mailing Address-Street:		City:	State:	Zip:	
5. Applicant/Agent Phone & Contact Information:		Daytime Phone:		Fax:	
		Cell Phone:		Email:	
		Evening Phone:		Other:	
8. Event Contact Person: Please print name below:		Daytime Phone:		Fax:	
		Cell Phone:		Email:	
		Evening Phone:		Other:	
EVENT OPERATIONS					
9. Official Name of Event:					
10. Describe in detail the nature of the event  (Attach additional sheets if information exceeds space available to completely describe all activities being conducted.)					
11. Is the event <b>Private</b> <b>Public</b> ?		A <b>Private</b> event is one in which a specified guest list and attendees are known; a <b>public</b> event is one in which the general public is invited through word-of-mouth, flyers, or media advertisement.			
12. Anticipated Maximum Attendance: Spectators/Volunteers		Total – Duration of Event: /		Maximum at any one time: /	
13. Event Level:  (See Event Application Instructions Sheet for further detail on LSMC 14.16C.065 Events. A Park Use Permit may be required for events that do not qualify for an Event Level.)		LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
		<ul style="list-style-type: none"> <li>• 100 to 500 attendees</li> <li>• Up to 1 day</li> </ul>	<ul style="list-style-type: none"> <li>• 500 to 1,000 attendees</li> <li>• Up to 2 consecutive days</li> <li>• Up to 3 similar events</li> </ul>	<ul style="list-style-type: none"> <li>• 1 day a week</li> <li>• Reoccurring on a periodical or seasonal basis</li> </ul>	<ul style="list-style-type: none"> <li>• 1,000+ attendees per day</li> <li>• Up to 4 consecutive days</li> <li>• Pre-application meeting required</li> </ul>
14. Address/Location(s) of Event:  (Provide all public and private locations. Attach additional sheets if necessary.)					



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15. Event Set Up Date/Time: (i.e., tents, portable restrooms, etc. Note traffic control plan may be necessary)	Date:	Time:
16. Event Date(s) and Hours of Operation: (Include information of each day)	Date(s):	Hours:
17. Event Break Down Date/Time: (Note traffic control plan may be necessary)	Date:	Time:

**EVENT FACILITY/ACTIVITY COMPONENTS**

18. Please check all items below that apply to your event and provide details below (or attach additional sheets if necessary).  
 Include **if the request is for the City to provide equipment or service.**

- \$ indicates an additional fee and/or deposit may be required
- # indicates a separate permit or approval may be necessary from the City or other agency
- üC Check if request is for City to provide equipment or services

<p>Air Show-Hours: _____ #</p> <p>Alcohol sold/served-Hours: _____ #</p> <p>Location: _____  <i>Park locations require City Council approval. Additional Insurance Requirements</i></p> <p>Amplified Sound-Hours: _____ \$ C\$</p> <p>Animals</p> <p>Banners-Quantity _____ C\$</p> <p>Locations: _____</p> <p>Brochures\$</p> <p>Bleachers#</p> <p>Carnival  <i>Additional Insurance Requirements</i></p> <p>Community Center#  <i>Contact City Hall (425)334-1012 to reserve</i></p> <p>Electricity  <i>City staff must be present for all L&amp;I Inspections on City property</i></p> <p>Food sold or served#</p> <p>Garbage Service üC\$  <i>Required for Level 4 events. Event sponsor is responsible for the cost of garbage disposal generated by the event. Recycling containers (refundable deposit required) must be used during the event and are provided by the City.</i></p> <p>Inflatables (bouncy houses, advertising)  <i>Additional Insurance Requirements</i></p>	<p>Parade(s)-Hours: _____  <i>Provide routes and road closures below</i></p> <p>Picnic Shelters (Lundeen Park only)#  <i>Contact City Hall (425) 334-1012 to reserve</i></p> <p>Portable Restrooms üC\$</p> <p>Protest/Rally</p> <p>Public Address System ___C\$</p> <p>Pyrotechnics/Fireworks#</p> <p>Raffle/Lottery#</p> <p>Seating/Tables</p> <p>Sporting Event  <i>Additional Insurance Requirements</i></p> <p>Stage</p> <p>Vending, Food#</p> <p>Vending, Non Food</p> <p>Tent(s)/Trailer(s)#</p> <p>Water Event\$#</p> <p>Other: _____ C\$</p> <p>Other: _____ C\$</p>
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**Provide details here and including items not on the checklist above:**  
 (Attach additional sheets if needed)



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**STREET CLOSURES**

17. Provide the name of each street, intersection and the approximate distance. Include whether a full or half lane closure is being requested and include the dates, times and hours of each requested closure. Attach additional sheets if needed.

Road/Date/Time:	Road/Date/Time:	Road/Date/Time:	Road/Date/Time:

**EVENT SECURITY/EMERGENCY SERVICES**

18. Are additional Polices Services requested? YES	NO	Date/Time	Date/Time	Date/Time
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Please describe what type of police services you are requesting (Security, Traffic control, Marine/on water, etc.)

**INSURANCE REQUIREMENTS**

19. Please list specific insurance provided. Contact Permit Center for detailed requirements for special insurance requirements. (Attach additional sheets if needed.)	Activity/Insurance	Activity/Insurance	Activity/Insurance

**SUBMITTAL REQUIREMENTS**

20. The following materials must be submitted with this application form:

- A. Application Fee**
- B. Clear and legible site plan or map that includes-**
  - North, indicted by a directional arrow symbol
  - Name of park and/or other facilities with surrounding streets
  - Overall Event Area
  - Parking Plan
  - Location of all physical equipment being placed, including but not limited to vendors booths, tents, signs, barricades, portable restrooms, vehicles, etc.
  - Other applicable details
- C. Traffic Control Plan, as applicable**
- D. Electrical Plans, as applicable**
- E. Insurance with proper endorsements**
- F. Copies of other permits and/or approvals required for the event**

INDEMNIFICATION/HOLD HARMLESS

The Applicant/Organization shall defend, indemnify, and hold harmless the City of Lake Stevens, its officers, officials, employees and volunteers from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises out of this event, use of the park and/or facility, or from conduct or any activity, work done, permitted or suffered resulting from this event, in or about the park and/or facility, except only such injury or damage as shall have been occasioned by the sole negligence of the City. The undersigned further agrees to reimburse the City of Lake Stevens for any damage arising from the organization and/or group's use of the park and/or facility.

The undersigned further certifies that the information given in this application is true and correct and further states that he/she is 18 years old or older and has the authority to make this application for the group or organization. The undersigned further states that he/she accepts responsibility for this organization and/or groups compliance with all of the terms and conditions and that the group and/or organization will observe all rules and regulations established herein for the site/facility requested and will comply with all applicable federal, state or local statutes, ordinances or regulations that may not be outlined in the permit when issued. The undersigned understands that failure to do so is will be grounds for revocation of an issued permit.

\_\_\_\_\_  
Signature of Responsible Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



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**APPLICATION REQUIREMENTS**

All application materials must be submitted at least 60 days prior to the event. Events require a pre-application meeting with the City.

**FEES**

Application fees are due at the time of submittal. All other fees/charges/deposits are due at permit issuance.

**EXPEDITED REVIEW**

Applications submitted later than between 60 days and 14 days prior to the event may be accepted for processing with an additional fee. The City cannot guarantee that an event will be permitted even if expedited review is request.

**INSURANCE**

Most activities and events require Liability Insurance and Endorsement naming the City of Lake Stevens as additional insured.

Individuals, groups and organizations may be able to obtain the appropriate insurance through the WCIA website at [www.wciapool.org](http://www.wciapool.org). Follow the directions for 'One Day Insurance: TULIP'. All of the City of Lake Stevens facilities and parks are listed under 'Washington Cities Insurance Authority' in the 'Select a Facility' scroll down menu. Required Certificates of Liability Insurance, endorsements and/or other documentation must be submitted with an application. Please contact the Permit Center at (425) 377-3235 to determine insurance requirements prior to application submittal.

**EVENT SECURITY**

Individuals, businesses, governmental agencies and public entities often desire police related services or assistance with their events or operations. In the event additional police services are requested, an Extra Duty Policy Services Contract will be required. Contracts will be provided upon review of the permit application by the Police Department. Execution of the contract is required prior to issuance of a permit.

**GARBAGE SERVICES**

Event Level 4 Event Sponsor is responsible for making arrangements for garbage dumpster for the disposal for garbage generated for the event. The Event Sponsor shall use the City's contracted waste management provider, Allied Waste Services. In addition a fee of \$200 is required to cover costs for the handling of waste left in City owned garbage cans and dumpster which are emptied by the City. Event Sponsor shall provide a site map showing planned placement location of dumpsters with size of each shown on the map.

**RECYCLING CONTAINERS**

The City provides recycle containers. A deposit fee in accordance with the current fees resolution is required prior to the event. The Event Sponsor is responsible to checkout and check-in the recycle containers with the City representative. Missing units shall be charged against the deposit fee. The balance of the deposit not charged for replacement shall be refunded.

**PORTABLE TOILETS**

The City will determine the number of units, arrange for serving during the event, delivery

placement, and removal of units. The Event Sponsor is responsible to cover all costs for the portable toilets. The City will order the serve upon receipt of the estimated cost.

The number of units and placement will be based on the event area and the estimated number of participants.

**OTHER PERMITS/APPROVALS**

Below is a list of other permits and/or approvals that may be required for the activities listed above. This is meant to assist you with your event and is not an exhaustive list therefore, other permits or approvals may be necessary.

ACTIVITY	REGULATORY AGENCY	REQUIREMENT	FEE CHARGED
Air Show	FAA	License and Inspection	Yes
Alcohol Sold or Served	WSLCB	Liquor License Permit Approval  (Add'l insurance req.)	Yes
Carnival Ride/ Inflatable Toys	WA Dept. of Labor and Industries	Operator and Equipment License (Add'l insurance req.)	Yes
Concession/Vendors	City of Lake Stevens	Business License and Concession Contract	Yes
Drones	FAA	Registration Pilot cert (Add'l insurance req.)	Maybe
Electrical Services	WA Dept. of Labor and Industries	L & I Inspection	Yes
Food Sold or Served	Snohomish Health District  City of Lake Stevens	Food Handlers License and Business License	Yes  Yes
Pyrotechnics (Fireworks)	Washington State Patrol Lake  Lake Stevens Fire District	City of Lake Stevens Permit (Add'l insurance req.)  State Permit & License  Fire Inspect	Yes   Yes
Raffles/Lottery Games	State Gambling Commission	License	Yes
Tents or Trailers	Lake Stevens Fire Department	Fire Inspection	Yes



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**PARK & FACILITY USE RULES & REGULATIONS**

- Any incident involving bodily injury or property damage occurring during the use of a City park, facility or equipment shall be reported to City authorities immediately.
- The event sponsor shall not leave the park or facility unattended at any time during the hours of use defined within the agreement.
- No animals will be permitted inside facilities without prior written consent of the Planning Director or his/her designee, except service animals.
- If a group or individual(s) provide their own food for their own consumption within the premises of a City facility or park, they assume responsibility for the preparation, serving and consumption of the same and shall hold the City harmless from any liability arising there from.
- All entertainment involving acoustical or amplified music must have prior approval from the Planning Director or his/her designee. Use of electrical cords outside or inside the park and facility requires prior approval.
- When determined by the Planning Director or his/her designee, the applicant will be responsible for installing 'No Event Parking' signs in the downtown shopping center.
- Games of chance, lotteries, and door prizes are not allowed except where permitted by law.
- Alterations to the Park or Facility are prohibited without prior approval. This may include but is not limited to such things as hanging signs, erecting backstops, placing goals, using masking tape on walls and floors, etc.
- City-owned equipment shall not be removed from the park or facility or loaned to any individual or organization unless prior approval by the City has been granted. Use of City-owned expendable supplies is prohibited.
- Applicants are responsible for special set-up requirements and clean up, unless specifically requested in the application. Users shall be responsible for returning the park or facility to its original condition immediately following the event.
- Cancellations by applicants require at least a 72-hour notice. Otherwise, related actual costs shall be borne by the applicant. Facility or park use is cancelled when facility or park is closed due to an emergency.

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- The City reserves the right to refuse or revoke any authorization issued for the use of a City park or facility, and if rental has been paid, to refund such rental, minus expenses incurred, by the City in connection therewith.

**CONTACT INFORMATION**

***Permit Center***

Address: 1812 Main Street  
 PO Box 257  
 Lake Stevens, WA 98258

Phone: (425) 377-3235

***Public Works***

Address: 1812 Main Street  
 PO Box 257  
 Lake Stevens, WA 98258

Phone: (425) 377-3235

***Police Department***

Address: 2211 Grade Road  
 Lake Stevens, WA 98258

Non Emergency  
 Phone: (425) 334-9537

***Fire Department***

Address: 1825 South Lake Stevens  
 Road  
 Lake Stevens, WA 98258

Phone: (425) 212-3042

***City Hall***

Address: 1812 Main Street  
 PO Box 257  
 Lake Stevens, WA 98258

Phone: (425) 334-1012