City of Seattle

Office Use Only
S17

SPECIAL EVENT PERMIT APPLICATION

INTRODUCTION & FORM INSTRUCTIONS

Welcome from the Seattle Special Events Office!

Seattle has experienced tremendous growth and special events are more important than ever to our city because they help build a sense of belonging and community pride. The Special Events Office looks forward to working with you and supporting your event.

Special events such as fairs, festivals, parades, sporting activities, and others, bring people together from different backgrounds and different neighborhoods throughout the city. Special events energize communities by creating opportunities to interact, celebrate, and enrich people's lives, promote inclusiveness, and stretch imaginations, as well as playing a role in contributing to economic development.

The City of Seattle plays a role in special events by helping event organizers bring people together safely, to protect public health, and to reduce adverse impacts such as noise, congestion, and traffic impacts while guaranteeing the public's rights to free speech and public assembly.

SEATTLE SPECIAL EVENTS COMMITTEE
To coordinate planning for special events, the City has established the Special Event Permit process, overseen by the Special Events Committee. The committee is made up of multiple City departments and partnering government agencies, including Seattle Police Department, Department of Transportation, Parks and Recreation, Seattle Fire Department, Office of the Mayor, City Budget Office, Office of Economic Development, Finance and Administrative Services, Seattle Center, Seattle Public Utilities, Department of Construction and Inspections, Department of Neighborhoods, King County Metro, Seattle-King County Health Department, and Washington State Liquor and Cannabis Board. The Special Events Committee's purpose is to identify and coordinate governmental services for events and to determine the appropriate time, manner, and place for proposed events.

NEIGHBORHOOD AND COMMUNITY NOTIFICATION REQUIREMENTS
The impacts of Special Events on residents and businesses in these neighborhoods are real. Clear and broad advance organizer communication is required, and your good work will ensure success for the event and for the neighborhood. Insufficient notification and outreach can result in permit denial. The Seattle Special Events Office and Department of Neighborhoods are prepared to assist you throughout the notification planning and coordination process.

HOW TO USE THIS FORM
This form is a fillable Adobe PDF form. You will need Adobe Acrobat software installed on your computer in order to save your form. Adobe Acrobat Reader is available for free download at https://get.adobe.com/reader/.

COMPLETING AND SUBMITTING YOUR APPLICATION
It is recommended that you download this form to your computer, so that you can save your work. Edits made to the form within a browser cannot be saved. You are strongly encouraged to save your work as a digital file and submit the completed form via email.

- Review the entire Special Events Handbook, addendums, and this form before completing this application form.
- This form is designed to cover a wide variety of special events, so some sections may not apply to your particular event. Skip these sections or indicate "N/A" for not applicable.
- Maps and other attachments should be in JPG, PDF, Word, or Excel format.
- ***Submit your application and required attachments at least 90 days prior to your proposed special event date.*** Applications submitted later than 90 days are subject to late fees and may be rejected due to insufficient processing time.
- It is best to submit your application and all materials as digital files via email. If you are unable to do so, you may submit in hardcopy by US Mail or hand-deliver it to the Special Events Office (see instructions at end of form).

RESOURCES
If you need assistance with completing this application form, please refer to following resources:

- Special Event Handbook
- Special Events Office Website – be sure to review the FAQs and Resources pages
- Special Events Committee Contact Information – for questions related to a specific City department or other agency
- Special Events Office – if you are unable to find answers to your questions in the Handbook or on our website, please contact our office directly at specialeventsoffice@seattle.gov or (206) 684-8017

See application submission instructions at end of this form.

1. CONTACT INFORMATION

Applicant (must match signature on last page)	**Name:**		
	Title:	**Organization:**	
	Phone:	**Cell:**	
	Email:		
	Street Address:		
	City:	**State:**	**Zip:**
Event Organizer / Main Contact (if different than applicant)	**Name:**		
	Title:	**Organization:**	
	Phone:	**Cell:**	
	Email:		
	Street Address:		
	City:	**State:**	**Zip:**
Secondary Contact (if applies, not required)	**Name:**		
	Title:	**Organization:**	
	Phone:	**Cell:**	
	Email:		
	Street Address:		
	City:	**State:**	**Zip:**
Public Contact (will be published on Special Events website calendar)	**Name:**		
	Title:	**Organization:**	
	Phone:	**Cell:**	
	Email:		
	Street Address:		
	City:	**State:**	**Zip:**
On-Site Contacts (available at event site on event days)	**Contact 1 Name:**	**Cell Phone:**	
	Role/Title:	**General Location On Site:**	
	Contact 2 Name:	**Cell Phone:**	
	Role/Title:	**General Location On Site:**	
	Contact 3 Name:	**Cell Phone:**	
	Role/Title:	**General Location On Site:**	

2. EVENT OVERVIEW

Event Name:		Office Use Only
Event Date(s):		S17
Organization Name:		
Event or Org Website:		
Event Location:	*Describe event location, include address and neighborhood(s)*	
Event Type:	Choose all event types below that pertain to your event. *Select all that apply.* ☐Open to the Public ☐Protest/Rally ☐Run/Walk ☐Retail Grand Opening ☐Private Event ☐Procession/March ☐Cycling ☐Restaurant/Bar Extended Service ☐Ticketed Event ☐Parade ☐Rowing ☐Other Promotional/Marketing ☐One-time Event ☐Festival/Fair/Block Party ☐Other Sport ☐Recurring/Annual ☐Concert/Performing Arts ☐Other Event Type:	
Event Description:	*Please give a general overview of event, including purpose. You will provide details in other sections.*	
Event Category:	Choose the category below that best describes your event. *Select only one from these categories.*	
	○ Athletic Event	• Sport or physical activity including runs/walks, cycling, rowing, swimming, or other type of race, recreational, or competitive contest • Typically requires individual or team registration and/or a type of payment or entry fee (such as registration fee) • Participation is generally not free or open to all members of the public
	○ Commercial Event	• Any private event; or • Controlled or ticketed entry (e.g., tickets, pay-upon-entry, or suggested donation posted at entrance) • Event name features the name of a for-profit or non-profit business or organization • Event is concentrated around a single storefront, building, or is an extension of activity within a store or place of business (such as a grand opening)
	○ Community Event	• Free and open to all members of the public • Provides a public benefit and/or stimulates broad economic or cultural activity within a neighborhood or business district • Organized by neighborhood-based, community-based, ad-hoc groups, or groups that do not have a geographic base • Event has received a government grant (not including sponsorships) to produce the event
	○ Parade	• A "fixed point parade" (with defined start and end points) held in public right-of-way with vehicles, animals, and/or other participants • Free and open to all members of the public • Provides a public benefit
	○ Free Speech Event	• Solely expressive activity, such as march, rally, demonstration, or other activity • Does not include non-expressive or commercial activity such as commercial food or sales
	○ Mixed Free Speech Event	• Expressive activity, such as march, rally, demonstration, or other activity • Includes non-expressive or commercial activity such as commercial food or sales vendors. Non-expressive activity includes recreation, competition/contests, spectator sports, athletic events, circuses/fairs/carnivals, food-related activities, sales/trade shows/business promotions, beach/park clean-ups, and training activities
	○ Citywide Event	*Only by designation of Special Events Committee*
	Event Category determines billing for your event. **Final determination of Event Category is made after Special Event Committee and Chair review.** Please see http://www.seattle.gov/special-events-office/faqs for full definitions of special event categories.	

3. EVENT DETAILS

Set Up Starts:			Take Down Complete:		
Start Day:	Start Date:	Start Time:	End Day:	End Date:	End Time:

Event Dates/Times: Indicate Dates/Times OPEN to attendees				**Expected Daily Attendance:**		
				participants	spectators	volunteers/staff
Day:	Date:	Start Time:	End Time:			
Day:	Date:	Start Time:	End Time:			
Day:	Date:	Start Time:	End Time:			

Additional details: (attach additional pages as needed for additional days or details)

Previous Events:

Is this an annual event? ☐ Yes ☐ No	Has this event been produced before? ☐ Yes ☐ No	How many years?
Are there any changes from the last event? ☐ Yes ☐ No	Previous location(s) of event:	Previous Name(s) of event:

Describe Other Changes: (revised route, different hours, different day of week, different street closure, etc.)

Admission Fees:

Does your event require a paid fee for participants and/or spectators? ☐ Yes ☐ No

Does your event require a *minimum or suggested* donation for participants and/or spectators? ☐ Yes ☐ No

Admission / participation fee / suggest donation amount(s):

Equipment / Set up:

Tents larger than 20'x20' (400 square feet) require additional permits from the Fire Marshal's Office. See Section 8 FIRE. Contact the Seattle Department of Construction & Inspections (SDCI) if you'll have generators over 5kw, scaffolding, bleachers, or tents/canopies at your event to determine if a separate permit is required. http://www.seattle.gov/dpd/permits/

You will be required to provide a complete list of outside companies/vendors that you are using for any of the checked boxes above at least 30 days prior to your event. See Handbook for more information.

Use of fireworks/pyrotechnics and/or inflatables and/or certain animals will require additional insurance coverage. See Section 17 INSURANCE below.

Select all that apply. Show all equipment on your attached map and describe in detail in supplemental documents.

- ☐ Staging/Scaffolding
- ☐ Fireworks
- ☐ Generators
- ☐ Inflatables / Bouncy Toys
- ☐ Other Equipment (Describe):
- ☐ Speakers / PA System
- ☐ Handwashing Stations
- ☐ Portable Restrooms
- ☐ Animals
- ☐ Recycling / Compost Bins
- ☐ Tents/Canopies – Indicate quantity by size
  - Canopies larger than 700 square feet ___
  - Tents larger than 400 square feet ___

4. STREET USE & PUBLIC TRANSPORTATION

☐ **If your event is a Run/Walk, Cycling, or Parade event, *do not complete Section 4*; check here and complete ADDENDUM D and ADDENDUM E. All other events, complete this section.**

Events that include sidewalk, traffic lane, or street closures, reserved parking, or affects any streets or right of way, <u>are required to provide detailed maps</u>. See Section 6 MAPS below.

All street closures must allow for an unobstructed emergency lane (fire lane) of at least 20 feet in width.

Special Event Administrative Fees are measured by the type of street, number of streets occupied, intersected, and length of time closed to public/traffic. Please see Fee Estimator and Fee Estimator Instructions documents located on website at http://www.seattle.gov/specialevents/forms.htm.

Street closure and directional signage, no-parking barricades, traffic cones, meter permits, etc. may be required by Seattle Department of Transportation (SDOT) as part of the Traffic Control Plan. These items are at the expense of the permit holder and not included in the Special Event Permit Fee or City services. See Handbook for more information.

Street Closure

Does your event require any sidewalk, traffic lane, or street closures? ☐ Yes ☐ No (skip to Street Parking)

Closure area:

☐ Entire street ☐ Parking lane only Side of street: ☐ Partial Street Side of Street: ☐ Sidewalk only

Street Closure Details:

Street Name	Between (cross street)	And (cross street)	Start Date	Start Time	End Date	End Time
Example: 4th Avenue	*Spring Street*	*Union Street*	*1/1/2017*	*8:00 AM*	*1/3/2017*	*4:00 PM*

Additional details: (attach additional pages as needed for more streets and/or more details about use.)

Are there any bike lanes within your street closure? ☐ Yes ☐ No

Street Parking

Does your event require reservation of street parking spaces? ☐ Yes ☐ No

Parking Reservation Details:

Street Name	Between (cross street)	And (cross street)	Start Date	Start Time	End Date	End Time
Example: Pine St, north side	*2nd Ave*	*3rd Ave*	*1/1/2017*	*8:00 AM*	*1/3/2017*	*4:00 PM*

Additional details: (attach additional pages as needed for more streets and/or more details about use.)

Public Transit

Rerouting public transportation (bus, light rail, streetcars, etc.) may require additional temporary street detour signage and/or SPD officer staffing, at the expense of the permit holder and not included in the Special Event Permit Fee or City services.

Review the latest Seattle Transit Map at http://seattletransitmap.com before answering the questions below.

Do any public transportation services use streets within your street closure? ☐ Yes ☐ No

List all transit routes along your street closure: (also indicate on event map)

List all Bus Zones or other public transportation stops or stations within your street closure: (also indicate on event map)

5. PARKS & SEATTLE CENTER

Parks	Events held on Seattle Parks property require a separate Park Use Permit, with additional fees. Please familiarize yourself with the Park Use Permit application and brochure to understand the conditions, limitations and fees for events on Parks property. www.seattle.gov/parks/reservations/permits.htm					
	Will your event be fully or partially held in a City of Seattle Park? ☐ Yes ☐ No	Park(s) requested:		Have you completed a Park Use Application? ☐ Yes ☐ No		
	Park Set Up Starts:			**Park Take Down Complete:**		
	Start Day:	Start Date:	Start Time:	End Day:	End Date:	End Time:
Seattle Center	Events held on Seattle Center grounds require a separate contract with Seattle Center, with additional fees. Contact Seattle Center for more information. http://www.seattlecenter.com/eventplanning/					
	Will your event be fully or partially held on Seattle Center grounds? ☐ Yes ☐ No			Have you completed a facility use agreement with Seattle Center? ☐ Yes ☐ No		

6. MAPS

- ✓ **DETAILED maps are required for all events.**
- ✓ **You may need more than one map to meet requirements.**
- ✓ **You may be required to provide a Traffic Control Plan if your event impacts arterial streets.**

Sample maps located here: http://www.seattle.gov/specialevents/forms.htm

Is a map of your event attached to this application? ☐ Yes ☐ No

MAP REQUIREMENTS:

General

- NORTH, indicated by a directional arrow symbol
- Street names
- Street or lane closure points
- Requested street parking spaces
- Emergency vehicle access/fire lane (must indicate width of 20' minimum along entire length of street closure)
- Business or residential driveways or pedestrian entrances
- Equipment/Structures: fencing, bleachers, booths, canopies/tents, cooking areas, generators, vehicles, stage, portable restrooms, waste collection bins/stations, etc.
- All other set-up, equipment, or structure details you think are helpful

Beer Garden or Other Enclosed Area – Include DIMENSIONS for all elements

- Fencing/barriers including dimensions
- Entrances and exits including dimensions
- Equipment/furniture: tables, chairs, bars, stage, etc. including dimensions

Parades/Processions/Marches

- Route with directional arrows
- Starting point and finishing point
- Assembly area
- Dispersal area

Runs/Races/Walks or Other Athletic Events on Street

- Starting line including structure set up and "pens" or "corrals"
- Finish line including structure set up and dispersal area
- Route with directional arrows
- Street closure points and barricades
- Location of requested SPD traffic control officers
- Location of organizer provided trained monitors
- Water station or other stops along route

Park Use

- Name of Park facility and names of surrounding streets
- The overall event area (include parking if appropriate inside the park)
- Location of all physical equipment being placed, including but not limited to: any stage(s), vendors, booths, sponsors, tents, signs, barricades, portable toilets, vehicles, numbered shelters
- Electrical plan for vendors and stages

7. POLICE STAFFING

Special event activity may require Seattle Police Officers for public safety and/or traffic control. Police officer staffing, locations, and times are determined by the Seattle Police Department and Special Events Committee based on the time, place, and manner of the event activity. For more information, see the Fee Estimator and Instructions online at http://www.seattle.gov/specialevents/forms.htm and Handbook.

Harbor Patrol

Does any portion of your event take place on or in a body of water? ☐ Yes ☐ No

Safety & Security

Do you require Police Officers for safety/security for any portion of your event? ☐ Yes ☐ No

List dates/times Police Officers are needed for safety/security:

Date	Start Time	End Time	# of Officers	Purpose
Example: 1/2/2017	*8:00 PM*	*11:00 PM*	*2*	*Security on sidewalk at event entrance*

Describe safety and security needs that require Police Officers:

Are you hiring professional security personnel and/or assigning volunteers to security roles? Describe:

Traffic Control

Per City of Seattle Code, Seattle Police Officers are mandatory at intersections where traffic control requires overriding traffic signals. At the discretion of SPD and SDOT, staffing at other intersections ***may*** be allowed to be performed by certified flaggers, event personnel, or volunteers.

Do you require Police Officers for traffic control? ☐ Yes ☐ No

☐ **If your event is a Run/Walk or Cycling or Parade event, do not complete the Traffic Control subsection, check here and complete ADDENDUM D and ADDENDUM E.**
All other events, complete the Traffic Control subsection.

List dates/times Police Officers are needed for traffic control:

Date	Start Time	End Time	# of Officers	Purpose
Example: 1/1/2017	*7:00 AM*	*10:00 AM*	*10*	*Traffic Control into parking lot*

Additional details regarding traffic control needs: (Attach additional sheets as necessary)

8. FIRE PERMITS

City Special Events may require fire permits. The cost of these permits is not included in the Special Event Permit fee. Fire permits are required for **tents** (over 400 sq. ft.), **canopies** (over 700 sq. ft.), **open flame cooking** (with propane, charcoal or wood), **pyrotechnics** (fireworks, etc.), **fire performances**, and may be required for other uses. Please contact the Fire Marshal's Office at 206-386-1450, or visit the Seattle Fire Marshal website www.seattle.gov/fire/FMO/fmo.htm at least 60 days prior to your event.

Does your event include…	YES	NO		YES	NO
Tents over 400 sq. ft. or canopies over 700 sq. ft?	○	○	Have you applied for relevant permits from the Fire Marshal's Office?	○	○
Open flame cooking?	○	○	Have you applied for relevant permits from the Fire Marshal's Office?	○	○
Pyrotechnics?	○	○	Have you applied for relevant permits from the Fire Marshal's Office?	○	○
Fire performances?	○	○	Have you applied for relevant permits from the Fire Marshal's Office?	○	○

9. MEDICAL STAFFING

For information on City-provided services for medical staffing, contact Seattle Fire Medic One www.seattle.gov/specialevents/resources.htm

Does your event require onsite medical assistance or first response providers standing by? ○ Yes ○ No

10. PUBLIC SAFETY & EVENT MANAGEMENT PLAN

A completed **PUBLIC SAFETY & EVENT MANAGEMENT PLAN** (**ADDENDUM F**) is required for any event with 1,000 or more attendees at one time. The final plan must be submitted at least 45 days prior to your event for review by the Seattle Fire Marshal's Office. Download the template at: http://www.seattle.gov/specialevents/forms.htm

Is your Public Safety & Event Management Plan attached? ○ Yes ○ No

11. ALCOHOL

The sale, service and consumption of alcoholic beverages are subject to Washington State Liquor & Cannabis Board (WSLCB) regulations, licensing, and permit requirements. **WSLCB Special Occasion and other Licenses and related fees for alcohol sales/service at events are not included in the Seattle Special Event Permit.** Visit the WSLCB website, www.liq.wa.gov for additional information and to apply for the appropriate license / Permit.

The Seattle Fire Marshal requires a **detailed map** of all alcohol areas showing fencing, entrances, exits, their dimensions and maximum intended capacities. See Section 6 MAPS above and Handbook.

Special Events Permit administrative fee for first service area is $200. Administrative fee for additional areas is $100 each.

Will alcohol be sold or consumed at your event? ○ Yes ○ No	How many separate alcohol service areas? _____
Will alcohol service be sponsored by a non-profit entity? ○ Yes ○ No	Name of non-profit _____
Will alcohol be provided by a caterer? ○ Yes ○ No	Name of caterer _____

12. VENDORS

A **$20 vendor fee** is assessed to all commercial sales and commercial promotion vendors, unless they are operating on Seattle Parks, Seattle Center, or private property.

For events with **less than 25 vendors**, all vendors must hold a City of Seattle Business License. For events with **more than 25 vendors**, a Tradeshow License can be issued to cover all vendors. Business license and/or trade show licenses have additional fees. Contact Finance & Administrative Services at 206-233-7835 or visit http://www.seattle.gov/licenses for information and requirements.

A complete list of your vendors must be submitted at least **30 days** prior to your event.

Does your event include:	YES	NO	How Many?
Vendors selling merchandise, food, and/or promoting products or services?	☐	☐	
Vendors "tabling" with information?	☐	☐	
Vendors servicing the event (staging, tent rental, barricade rental, crew meals, etc.)?	☐	☐	

If you answered YES to any of the above, you must complete and submit **ADDENDUM H Vendor List** at least 30 days prior to your event.

Is ADDENDUM H attached? ☐ Yes ☐ No

13. FOOD

Public Health Seattle & King County temporary food permits may be required for events planning to sell food or have food vendors on site. The Temporary Food Service application and fee are due at least 14 days prior to the event. Additional requirements are listed on the application available at www.kingcounty.gov/health or contact Downtown Public Health at 206-263-9566.

Food vendors using open flame cooking (with propane, charcoal or wood) must have a current Seattle Fire Department permit (See Section 8 FIRE PERMITS).

Does your event include:	YES	NO	How Many?
Any food service and/or sales?	☐	☐	
Professional catering?	☐	☐	
Food trucks?	☐	☐	
Food booths or food vendors?	☐	☐	

14. RECYCLING, COMPOSTABLES, & TRASH

Seattle Municipal Code requires food vendors to use compostable food packaging. See SMC 21.36.093
Download a flyer to share with your vendors http://www.seattle.gov/specialevents/resources.htm

Seattle Municipal Code prohibits the distribution of single-use carryout (shopping) bags. See SMC 21.36.100
Download a flyer to share with your vendors http://www.seattle.gov/specialevents/resources.htm

Washington State law requires special events to provide recycling collection. See RCW 70.93.093
Seattle Municipal Code requires events to provide recycling, compost & garbage collection containers. SMC 21.36.086. Collection station locations must be identified on your map, see Section 6 MAPS and Handbook.

Collection Requirements	Collection Stations: How many bins are you providing as collection containers at your event? Recycle_____ Compost_____ Garbage_____
	Will you manage your own recycling, compost, & garbage collection or will it be managed by a vendor? Self-Haul: ☐ Yes ☐ No List vendor/company:_____
Waste Management Plan	Event organizers are responsible for managing and removing all recycling, compostables, and garbage within the area of their event, including public street cans ***and*** trash in nearby areas that is reasonably related to the event. In the space below please provide a description of your waste management plan.
	Detail your plan for waste management within the event area and surrounding neighborhood:

15. OUTDOOR AMPLIFIED SOUND/MUSIC

Does your event have any amplified sound? ☐ Yes ☐ No Will the sound include music/entertainment? ☐ Yes ☐ No

Indicate dates/times of any amplified sound below:

	Day:	Date:	Start Time:	End Time:	
	Day:	Date:	Start Time:	End Time:	
	Day:	Date:	Start Time:	End Time:	

Describe what sound will be amplified, and at what hours (e.g., 7:00am announcements, 8:00am background music, etc.):

Describe what equipment will be used for amplified sound, and at what locations (show in maps):

Describe schematics and direction of amplified sound (show in maps, attach supporting documents as needed):

A **Temporary Noise Variance** is required from the Seattle Department of Construction & Inspections (SDCI) if your event has amplified sound (PA System) or music during "off-hours" **between 10:00 p.m. and 7:00 a.m. on weekdays, and 10:00 p.m. and 9:00 a.m. on weekends**.

To obtain a Temporary Noise Variance for a Special Event, **complete ADDENDUM I Temporary Noise Variance Application.**

16. NEIGHBORHOOD / PUBLIC COMMUNICATION

Neighborhood and community outreach and notification is required for all Special Events. The extent and timing of outreach and notification is determined by the impact the event brings to the community.

1. Review the Neighborhood Communication section of the Special Events Handbook.

2. Contact the Department of Neighborhoods (DON) District Coordinator(s) in the neighborhood where your event takes place to discuss notification requirements. More information at http://www.seattle.gov/neighborhoods/neighborhood-districts.

Advance neighborhood notification is **required** to mitigate issues, minimize impacts, and ensure affected neighbors and businesses are aware of the event activity. **At minimum, you are required to complete the following:**

DUE 60 DAYS IN ADVANCE OF THE EVENT:

- Submit copies of notification and media materials, notification area, methods of delivery, and plan for review to Special Events Office
- Notify affected neighbors in writing
- Obtain sign-offs from neighbors and businesses along street closures

DUE 30 DAYS IN ADVANCE OF THE EVENT:

- Complete second round of written neighbor notification
- Submit sign-offs to Special Events Office

The Department of Neighborhoods and Special Events Office will work with you to determine if additional outreach is required.

If the required notification is not performed, your Special Event Permit may be revoked or canceled.

Are your notification plan and materials attached? ☐ Yes ☐ No

How will your event be advertised to the public? *Select all that apply.*

☐ TV	☐ Website	☐ Posters/Flyers
☐ Radio	☐ Social Media	☐ Community/Business Associations
☐ Billboards	☐ Email	☐ Door-to-door
☐ Print News/Magazine	☐ Blogs	☐ Other:

17. INSURANCE

Evidence of insurance must be submitted no later than thirty (30) days prior to the commencement of the event. **A Special Event Permit will not be issued until all insurance requirements have been received, verified and approved.**

The City of Seattle must be listed as additional insured. The Certificate of Additional Insured must be accompanied by the policy change endorsement forms CG 20 12 or CG 20 26 (or equivalent) covering permitted activity, or it will not be accepted.

Additional coverages are required for alcohol service, inflatables, animals, and other items. See Handbook for more information.

Attach your proof of insurance to this application or email to specialeventsoffice@seattle.gov.	Are your insurance documents attached? ☐ Yes ☐ No

18. PERMIT FEES

Special Event Permit Fees are assessed by a fee-for-use structure with three categories:

- Application Fee ($75)
- Administrative Fee ($200 minimum)
- Police Department Fee (if applicable)

To assist with event organizer advance cost planning, the Special Events Office has created a Special Events Permit Fee Estimator that can be used for all community, parade, commercial, and run/walk/ride events. The Estimator is used in tandem with the Seattle Arterial Classifications Planning Map. The Estimator, Instructions, and Map are available at http://www.seattle.gov/special-events-office/resources-and-links and in Handbook.

Special Events Permit Fees do not change or eliminate fees charged by Parks & Recreation, Department of Planning & Development, Department of Transportation, Seattle Center, King County Metro, King County Health, or other agencies with permit fees or cost recovery charges. See Handbook for more information.

Application Fee	A **$75 application fee** is required for all Special Event Permit applications. Your application is not complete until this fee is received. *Application fee is waived for constitutionally protected events.*
	Indicate how you will pay the $75 application fee: ☐ Please invoice me ☐ Please call for my credit card information (Visa/MasterCard only) Number: ☐ My check is enclosed (for paper-based applications only)

19. CONSTITUTIONALLY PROTECTED EVENTS

No Special Event fees shall be imposed when prohibited by the First or Fourteenth Amendments to the US Constitution or Articles I, sections 3, 4, 5, or 11 of the Washington State Constitution. Political or religious activity intended primarily for the communication or expression of ideas shall be presumed to a constitutionally protected event.

Other factors may be considered when evaluating whether an event is exempt from Special Event Permit fees as defined in City of Seattle Ordinance No.124860. Fee exemptions do not apply to other necessary permits.

In order to accommodate other concurrent events, the rights of abutting owners, and the needs of the public to use streets or parks, the conditions may include, but are not limited to, reasonable adjustments in the date, time, route, or location of the proposed event; accommodations of pedestrian or vehicular traffic using the street; and limitations on the duration of the event.

For more information on Constitutionally Protected Events please see Handbook.

Check here if your event is constitutionally protected: ☐

20. CERTIFICATION

I certify that the information that I have provided on this application is true and accurate to the best of my knowledge. If the event plans change, I will submit a revised application or additional information accordingly.

All information contained in this application is subject to public disclosure.

This application is not valid without a signature.

Applicant Signature (Type Name for Electronic Signature)	**Title**	**Date:**

By checking this box as an electronic signature, I agree to all the terms and conditions that may apply to the Special Event permitting process and agree that all information contained in this application is true and correct to my knowledge.

All documents received by the Special Event Committee are public documents and subject to public disclosure in accordance with the Washington State Public Disclosure Act.

APPLICATION PACKET

A completed application packet includes the following attachments. Please indicate what items you are including with this application, and take note of the due dates for other items.

	Attachment	**Due Date**	**Required For**
☐	Event Map(s)	With Application	ALL APPLICATIONS
☐	Addendum B: Run of Show	With Application	ALL APPLICATIONS
☐	Addendum D: Street Use Plan	With Application	Run/Walk, Cycling, Parade Events
☐	Addendum F: Public Safety & Event Management Plan	45 Days Before Event	Events with 1,000+ Attendees
☐	Addendum H: Vendors	30 Days Before Event	Events with any vendors
☐	Addendum I: Temporary Noise Variance Application	45 Days Before Event	Events with off-hours amplified sound
☐	Park Use Permit Application	90 Days Before Event	Events taking place in a park
☐	Neighborhood Communication Plan	60 Days Before Event	ALL APPLICATIONS
☐	ADDENDUM K: Acknowledgement of Notification Form	30 Days Before Event	Events with street closures
☐	General Liability Insurance Documents	30 Days Before Event	ALL APPLICATIONS (may be waived for free speech events)
☐	Liquor Liability Insurance Documents	30 Days Before Event	Events with alcohol service

SUBMISSION

You may submit your completed application form and attachments by email (preferred), fax, US mail, or in person.
Applications are due no later than 90 days prior to your proposed event start date.

Email: specialeventsoffice@seattle.gov

Fax: 206-684-0379

Mail to: Seattle Special Events Office
PO Box 94708
Seattle, WA 98124-4708

Deliver to: Seattle Special Events Office
Seattle Municipal Tower Floor 5700
700 5th Avenue, Suite 5752
Seattle, WA 98104

The Special Events Office will email you with confirmation that your application has been received within 3 days (please allow 10 days for US Mail). If you have not received a response, call (206) 684-8017 to inquire.