



March 17, 2020

Permit holder name  
Mailing address  
Mailing city, state, zip

**Re: Special Events – Temporary Moratorium and Information about Rescheduling Your Event or Requesting a Refund**

Dear SFD Special Events Permit Applicant,

To prevent the further spread of COVID-19 in Seattle and the Puget Sound region, Seattle Mayor Jenny A. Durkan announced that effective Monday, March 16, 2020, the City of Seattle will suspend all permitted events. These suspensions will remain in effect until at least April 13, pending updated public health guidance. These include farmers markets, cultural events, and street events like block parties.

This means that all Seattle Fire Department (SFD) special events permits for event dates during March 16 and April 13 will be cancelled. If the emergency continues, we will need to cancel events after April 13 as well, until the emergency ends. SFD will work with you to provide a full refund for permit fees paid to SFD, or reschedule with no charge to a later date, if your permit is impacted by these executive orders.

**Your Options**

You can choose to cancel your event and receive a full refund, or reschedule your event. If you choose to reschedule, we will reactive your permit application closer to the event date – no new permitting or no additional fees required.

**Steps You Should Take**

- **Rescheduling** Please contact us here at SFD us at [permits@seattle.gov](mailto:permits@seattle.gov) to reschedule your event. You will be able to reschedule without reapplying for the permit.
- **Cancelling** Event organizers that choose to cancel, rather than reschedule, will be refunded their permit fees. Please contact us here at SFD us at [permits@seattle.gov](mailto:permits@seattle.gov) to let us know that you are cancelling, and that you would like a refund. Provide event date and permit # if available. We will issue the refund check to the person who paid for the event initially. Refunds typically take 6-8 weeks for processing.

We are grateful to our event hosts and event promoters for their ongoing contributions to the cultural vibrancy of Seattle and to ensuring events are safe for all who attend. If you have questions, you can reach us by email at [permits@seattle.gov](mailto:permits@seattle.gov).

Respectfully,

Assistant Chief Timothy J. Munnis, Fire Marshal  
Seattle Fire Department

TJM:kg