

# 2022 Seattle Special Event Permit Fee Estimator Instructions

## *Community/Parade/Commercial/Athletic Events*

V.122221

### **Introduction**

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 Street Classification Map, available online at <https://www.seattle.gov/transportation/permits-and-services/interactive-maps>

The Estimator is intended for event organizer use only. The Estimator should not be submitted to the Special Events Office unless you are requested to do so. The Special Event Permit Fee will be assessed by the Special Events Committee and invoiced by the Special Events Office.

Special Events Permit Fee changes do not change or eliminate fees charged by Parks & Recreation, Department of Planning & Development, Department of Transportation, King County Health, Seattle Center, or other agencies with permit fees or cost recovery charges.

The Estimator is in Adobe Acrobat writable PDF format. Open the Estimator document in the latest version of Adobe Reader, save it to your computer before editing. Be sure to download the latest version of Adobe Reader for free at <https://get.adobe.com/reader/> to ensure all features in the Estimator work.

Events categorized Citywide, Free Speech, or Mixed Free Speech will not use this version of the Estimator. Please contact the Special Events Office for information on those categories.

## Special Event Categories

Special Event Categories are defined in the following table. Each event’s category is determined by the Special Event Committee based on review of the event activity.

Event Type	Brief Definition/Examples (event type determined by Special Events Committee)	Application Fee	Administrative Fee	Police Department Fee
Community	Open to public. Broadly benefits neighborhood. Community-sponsored. [Ex: block party, local parade, neighborhood festival, street fair, City-sponsored event].	Yes	Yes	No
Parade				
Commercial	Controlled-entry. Commercial promotion; benefits specific entities [e.g. business, mall, team]. Business in event’s name. [Ex: grand openings, brand activation]. Run/walk/ride/swim events using waterway or right-of-way.	Yes	Yes	Yes
Athletic				

### Special Event Fee Description By Category

Special Event Fees are separated into three categories: Application Fee, Administrative Fee, and Police Department Fee. The following describes what event categories pay what fees, and what discounts apply in 2016. Free Speech, Mixed Free Speech and Citywide events are not included in this Estimator. Please contact the Special Events Office for information on those categories.

**Application Fee** *Applies to all community, parade, commercial, and athletic events*  
\$75 fee due with application.

**Administrative Fee** *Applies to all community, parade, commercial, and athletic events*  
Fee based on event footprint in public right-of-ways (excluding Parks and Seattle Center). Measured by the type (e.g. principal arterial, access street) and number of streets occupied, intersected, and length of time closed to public/traffic.  
Additional fees: A \$20 per commercial sales vendor fee (not assessed to commercial sales vendors operating on Parks or Seattle Center property); \$200 (\$100 each additional) alcohol sales area; \$600 waterway use.

**Police Department Fee** *Applies only to commercial and athletic events*  
Event organizers required to pay \$67 per hour per officer (minimum two hours) for Seattle Police Department (SPD) officers providing traffic control services and safety/security services at the event. Number of officers and amount of officer time required to be paid by event organizer will be determined in advance by SPD and Special Events Committee in consultation with event organizer.

**Other Fees** *Applies to all community, parade, commercial, and athletic events*  
Event organizers will continue to be required to pay related costs directly to City departments including, but not limited to: hourly staff/inspection fees, Parks use Fees, Fire Department fees. Late fees and change fees may also be assessed.

**Prior-Year Discount** *Applies to all community, parade, commercial, and athletic events*  
For annual events taking place in materially the same time, place, and manner as the previous year, a 25% discount will be applied to the Administrative Fee. Not applicable to vendor fees, alcohol fees, or Police Department fees.

## **Estimator Instructions**

### **SECTION 1 - Administrative Fee: Street/Bridge Use**

Before entering any information in the Estimator, open the Seattle Arterial Classifications Planning Map linked at the top of the document. The Estimator is designed to be used in tandem with the Seattle Arterial Classifications Planning Map. The street classifications on the Estimator and Classification Map are **color coded**.

**Event Area/Route** Using SDOT's Street Classification Map, determine the number of city blocks in each street classification type, and the length of time each are being closed/managed for the event. *Note: Hours between the time of 12 a.m. and 6 a.m. are not included in the count if the event is 30 hours or longer.*

*For example:* On Capitol Hill, if your event is solely on Broadway between E John and E Union from 12:00pm to 4:00pm, you would enter 6 units (blocks) and 4 hours in the "Minor Arterial" section.

**Arterials Intersected** Using SDOT's Arterial Map, determine how many times your event's footprint or route will cross an arterial street that is not already a part of your footprint or route, and the length of time those intersections will be closed.

*For example:* On Capitol Hill, if your event is solely on Broadway but crosses Pike St. and Pine St. from 12:00pm to 4:00pm, forcing them to close or detour, you would enter 2 units (intersections) and 4 hours in the "Minor Arterial" section.

**25% Prior Year Discount** If the event is an annual or repeat event with no changes from previous event, check this box, a 25% Prior Year Discount is applied to the Street/Bridge Use fees.

### **SECTION 2 - Administrative Fee: Waterway Use**

Events that operate in waterways in a manner requiring a Seattle Special Event Permit\* are assessed a flat \$600 Waterway Use fee. Administrative and Police Department Fees are additional as applicable. *\*Not applicable to Charter Vessel Permits.*

*For example:* A canoe race in Elliott Bay from Alki Beach to Don Armeni Boat Launch closing Harbor Ave SW for two hours and requiring one SPD Harbor Patrol vessel with four officers would be charged \$600, plus Street Use Administrative fee (see above), plus Police Department Fee for the four officers (see below).

### **SECTION 3 - Administrative Fee: Alcohol Area Fee**

The Alcohol Area Fee applies to all Special Events Permits with alcohol sales areas (a/k/a "Beer Gardens") operating on street right of way, City Parks, or private property as part of the Special Event activity. The first Alcohol Area is \$200, additional Alcohol Areas are \$100 each.

### **SECTION 4 - Administrative Fee: Vendor Fee**

Insert the number of commercial sales vendors. The \$20 per Vendor Fee applies only to vendors selling or promoting products or services, and:

No Vendor Fee is charged for vendors not promoting or selling services or products.

No Vendor Fee is charged to any commercial sales vendor operating on Parks or Seattle Center Property.

No Percentage of Sales Fee is charged as part of the Special Event Permit fees.

**SECTION 5 - Police Department Fee: *Athletic and Commercial Events Only***

The Police Department Fee applies only to events categorized as Commercial or Athletic. For purposes of the Estimator, please note the following.

1. Per City Code, uniformed SPD officers are required to be posted at intersections that require traffic signal overrides for traffic control.
2. Only officers posted for traffic control or on-site safety and security are charged within the Police Department Fee. Any additional officers assigned for general event up-staffing are not included in the Police Department Fee.
3. Number of officers and hours for each officer are determined by Seattle Police Department after review of Special Event Application and coordination with event organizer through the Special Event Committee process.
4. Officers hired at a two-hour minimum and are billed at a flat, reduced average rate of \$67/hour for the hours they are on site.
5. Total officer cost is included in the Special Event Permit Fee and required to be paid prior to the event date. No invoice is issued by Seattle Police Department.

**Officer # and Hours** Only officers assigned for traffic control or on-site security directly related to the event are charged to event organizers. Officers are billed for the hours they are assigned to posts for the event.

*For example:* An athletic event that requires one traffic control at each of four intersections for a 12:00pm to 4:00pm street closure, plus two officers assigned for safety and security at the start/finish line from line from 11:00am to 5:00pm, would enter:

# officers	# hours each
4	4
2	6

**Useful Links and Information**

Seattle Special Events Office Email: [specialeventsoffice@seattle.gov](mailto:specialeventsoffice@seattle.gov)

Seattle Special Events Office Website: <http://www.seattle.gov/specialevents>

Seattle Street Classification Map: <https://www.seattle.gov/transportation/permits-and-services/interactive-maps>

Adobe Reader: <https://get.adobe.com/reader/>

## 2022 Special Events Permit Fee Estimator

The Special Events Permit Fee Estimator is provided as a tool for event organizers to estimate permit fees for events requiring a Seattle Special Event Permit. The Estimator is used in tandem with the Seattle Street Classification Map. Fee projections using The Estimator are for organizer planning purposes only. The actual Permit Fee will be determined by the Special Events Committee.

ADMINISTRATIVE FEE					
Street/Bridge Use <a href="#">Street Classification Map</a>					
Event Area/Route	# of Street Segments or Units (whole numbers only)	# of Hours Closed or Modified	Fee per Hour	Subtotal	
Principal arterials					
Minor arterials					
Collector arterials					
Access streets					
Highway/freeway ramps					
Bridges					
Arterials Intersected	# of Intersected Arterials	# of Hours Closed or Modified	Fee per Hour	Subtotal	
Principal arterials					
Minor arterials					
Collector arterials					
Street/Bridge Use Subtotal					
Is this an annual or repeat event with no changes from previous event?    Yes    No					
Prior Year Discount 25%					
Street/Bridge Use Fee Total					
Waterway Use					
Does your event take place on a public body of water?    Yes    No				Subtotal	
Alcohol Area Fee					
Does your event have an alcohol area?    Yes    No		# Alcohol Areas	Fee per Area	Subtotal	
How many additional alcohol areas in your event?					
Alcohol Area Fee Total					
Vendor Fee					
		# Sales Vendors	Fee per Vendor	Subtotal	
TOTAL ADMINISTRATIVE FEE					
POLICE DEPARTMENT FEE (Athletic and Commercial Events Only)					
		# officers	# hours each	Rate/Hour	Total
Police Fee Total					
Special Events Fee Subtotal					
TOTAL 2022 SPECIAL EVENTS FEE (Includes \$75 Application Fee)					

*Other Potential Fees:* Parks and Recreation fees, Seattle Center fees, Fire Department inspections, parking meter revenue loss fees, noise ordinance fees, other City of Seattle inspection fees, King County Metro services.