

SPECIAL EVENT PERMIT APPLICATION

INTRODUCTION & FORM INSTRUCTIONS

Welcome from the Seattle Special Events Office!

Special events are a vital part of the cultural fabric of Seattle – the events you organize build a sense of belonging and community pride, and add to the vibrancy of our city. 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. These events energize communities by creating opportunities to interact, celebrate, and enrich people's lives, promote inclusiveness, and stretch imaginations, and contribute 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 Website, 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 less than 60 days from your event date are subject to late fees. Applications submitted less than 45 days from your event date 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 Events Office Website](#)
- [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 on our website, please contact our office directly at speialeventsoffice@seattle.gov or (206) 684-8017

See application submission instructions at end of this form.

1. CONTACT INFORMATION

Applicant/ Permit Holder (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:
Billing Contact (responsible for paying fees, will receive invoices)	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 – if different from event organizer/ main contact)	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:																					
Event Date(s):																					
Organization Name:																					
Event or Org Website:																					
Event Location:	<i>Describe event location, include address and neighborhood(s). If event site is private property, include name of property owner/manager.</i>																				
Event Type:	<p>Choose all event types below that pertain to your event. <i>Select all that apply.</i></p> <table border="0"> <tr> <td>Open to the Public</td> <td>Protest/Rally</td> <td>Run/Walk</td> <td>Retail Grand Opening</td> </tr> <tr> <td>Private Event</td> <td>Procession/March</td> <td>Cycling</td> <td>Restaurant/Bar Extended Service</td> </tr> <tr> <td>Ticketed Event</td> <td>Parade</td> <td>Rowing</td> <td>Other Promotional/Marketing</td> </tr> <tr> <td>One-time Event</td> <td>Festival/Fair/Block Party</td> <td>Other Sport</td> <td>21+ Only</td> </tr> <tr> <td>Recurring/Annual</td> <td>Concert/Performing Arts</td> <td>Other Event Type:</td> <td></td> </tr> </table>	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	21+ Only	Recurring/Annual	Concert/Performing Arts	Other Event Type:	
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Event Description:	<i>Please give a brief summary of event, including purpose. You will provide details in other sections.</i>																				
Event Category:	<p>Choose the category below that best describes your event. <i>Select only one from these categories.</i></p> <table border="1"> <tr> <td>Athletic Event</td> <td> <ul style="list-style-type: none"> 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 </td> </tr> <tr> <td>Commercial Event</td> <td> <ul style="list-style-type: none"> 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) </td> </tr> <tr> <td>Community Event</td> <td> <ul style="list-style-type: none"> 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 </td> </tr> <tr> <td>Parade</td> <td> <ul style="list-style-type: none"> 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 </td> </tr> <tr> <td>Free Speech Event</td> <td> <ul style="list-style-type: none"> 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 </td> </tr> <tr> <td>Mixed Free Speech Event</td> <td> <ul style="list-style-type: none"> 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 </td> </tr> <tr> <td>Citywide Event</td> <td><i>Only by designation of Special Events Committee</i></td> </tr> </table>	Athletic Event	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<i>Only by designation of Special Events Committee</i>						
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	<p align="center">Event Category determines billing for your event.</p> <p align="center">Final determination of Event Category is made after Special Event Committee and Chair review.</p> <p>Please see https://www.seattle.gov/special-events/plan-an-event/event-categories for full definitions of special event categories.</p>																				

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:															
				attendees	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 <i>minimum or suggested</i> donation for participants and/or spectators? Yes No																		
	Admission / participation fee / suggest donation amount(s):																		
Equipment / Set up:	<p>See Section 8 FIRE for related Fire Permit Requirements. 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/sdci/permits</p> <p>You will be required to provide a complete list of outside companies/vendors that you are using for any of the checked boxes below at least 30 days prior to your event. See Handbook for more information.</p> <p>Use of fireworks/pyrotechnics and/or inflatables and/or certain animals will require additional insurance coverage. See Section 17 INSURANCE below.</p>																		
	<p>Select all that apply. Show all equipment on your attached map and describe in detail in supplemental documents.</p> <table border="0"> <tr> <td>Staging/Scaffolding</td> <td>Speakers / PA System</td> <td>Recycling / Compost Bins</td> </tr> <tr> <td>Fireworks</td> <td>Handwashing Stations</td> <td>Tents/Canopies – Indicate quantity by size</td> </tr> <tr> <td>Generators</td> <td>Portable Restrooms</td> <td>Canopies larger than 700 square feet ____</td> </tr> <tr> <td>Inflatables / Bouncy Toys</td> <td>Animals</td> <td>Tents larger than 400 square feet ____</td> </tr> <tr> <td colspan="3">Other Equipment (Describe):</td> </tr> </table>					Staging/Scaffolding	Speakers / PA System	Recycling / Compost Bins	Fireworks	Handwashing Stations	Tents/Canopies – Indicate quantity by size	Generators	Portable Restrooms	Canopies larger than 700 square feet ____	Inflatables / Bouncy Toys	Animals	Tents larger than 400 square feet ____	Other Equipment (Describe):	
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Other Equipment (Describe):																			

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, are required to provide detailed maps. 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 calculated by SDOT's street classification, number of blocks/segments occupied, intersected, and length of time closed to public/traffic. Additional information and a Fee Estimator tool are available online: <https://seattle.gov/special-events/permits/permit-fees>.

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 Partial Street Sidewalk only Side of street: Side of Street:						
	Street Closure Details:						
	Street Name	Between (cross street)	And (cross street)	Start Date	Start Time	End Date	End Time
	<i>Example: 4th Avenue</i>	<i>Spring Street</i>	<i>Union Street</i>	<i>1/1/2017</i>	<i>8:00 AM</i>	<i>1/3/2017</i>	<i>4:00 PM</i>
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							

	<p>If your event utilizes street parking spaces (curb use), it is your responsibility to verify via the Seattle Services portal that no-parking signage has been placed with Public Notices properly affixed. The Special Events Office can provide detailed instructions for this verification process.</p>						
Street Parking	<p>Does your event require reservation of street parking spaces? Yes No</p>						
	<p>Parking Reservation Details:</p>						
	Street Name	Between (cross street)	And (cross street)	Start Date	Start Time	End Date	End Time
	<i>Example: Pine St, north side</i>	<i>2nd Ave</i>	<i>3rd Ave</i>	<i>1/1/2017</i>	<i>8:00 AM</i>	<i>1/3/2017</i>	<i>4:00 PM</i>
		<p>Additional details: (attach additional pages as needed for more streets and/or more details about use.)</p>					
Public Transit	<p>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.</p>						
	<p>Review the latest Seattle Transit Map at https://kingcounty.gov/en/dept/metro/routes-and-service/schedules-and-maps before answering the questions below.</p>						
	<p>Do any public transportation services use streets within your street closure? Yes No</p>						
	<p>List all transit routes along your street closure: (also indicate on event map)</p>						
	<p>List all Bus Zones or other public transportation stops or stations within your street closure: (also indicate on event map)</p>						
Trails	<p>If your event utilizes any City of Seattle trails (e.g. Burke Gilman Trail, Cheshiahud Loop Trail), please include the trail(s) you intend to use below. Use of these trails must be reserved with the Parks Department.</p>						

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 Please note: free speech events may be subject to separate fees when located in a Park and/or Seattle Center					
	Will your event be fully or partially held in a City of Seattle Park and/or Trail? Yes No		Park(s) and/or Trail(s) requested:		Have you completed a Park Use Application? Yes No	
	Park Set Up Starts:			Park Load Out 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/connect/book-an-event/rentals					
	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: <https://www.seattle.gov/special-events/permits/maps>

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

Your application will not be processed without a map!

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, & times are determined by the Seattle Police Department and Special Events Committee based on the time, place, & manner of the event activity. For more information, see the SPD staffing page online at <https://www.seattle.gov/special-events/public-safety/police-staffing>.
All police services are assigned at the discretion of SPD.

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
	<i>Example: 1/2/2017</i>	<i>8:00 PM</i>	<i>11:00 PM</i>	<i>2</i>	<i>Security on sidewalk at event entrance</i>
	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. 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
	<i>Example: 1/1/2017</i>	<i>7:00 AM</i>	<i>10:00 AM</i>	<i>10</i>	<i>Traffic Control into parking lot</i>
Additional details regarding traffic control needs: (Attach additional sheets as necessary)					

8. FIRE PERMITS

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**, **pyrotechnics**, **fire performances**, and may be required for other activities. Please contact the Seattle Fire Department at 206-386-1450, or visit their website <http://www.seattle.gov/fire/business-services/special-events> at least 60 days prior to your event to obtain required permits.

NOTE: regulations regarding spacing requirements for canopies was updated in 2024.

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? (<i>propane, charcoal, or wood</i>)			Have you applied for relevant permits from the Fire Marshal's Office?		
Pyrotechnics? (<i>fireworks, etc</i>)			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

Special Events may require city-provided medical staffing. If not, you can request medical staffing as deemed necessary. To help you determine the appropriate medical services needed for your event, the Seattle Fire Department has provided a list of questions to consider at <https://seattle.gov/special-events/public-safety/medical-staffing>. **Please note the Seattle Fire Department will review event plans and have final determination on any EMS required for the event.**

Will your event have 5,000 or more people in attendance at one time? Yes No

Does your event need 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: <https://www.seattle.gov/special-events/permits/application-and-instructions/addendums>

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

12. 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, <https://lcb.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 Event Permit administrative fee for first service area is \$265. Administrative fee for additional areas is \$133 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 _____
Will alcohol service area be located on public or private property?	Public Private Both

13. VENDORS

A **\$24 vendor fee** is assessed to all commercial sales and commercial promotion vendors located in public right of way. Vendors operating on Seattle Parks, Seattle Center, or private property are not subject to Special Event Fees.

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

14. 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	
Any food service and/or sales?			How Many?
Professional catering?			
Food trucks?			
Food booths or food vendors?			

15. RECYCLING, COMPOSTABLES, & TRASH

Recycling, compost and garbage collection are required at your event per Seattle Municipal Code SMC 21.36.086 and Washington State law (RCW 70.93.093). Tips are provided by Seattle Public Utilities here:

<https://www.seattle.gov/utilities/your-services/collection-and-disposal/recycling/event-recycling/event-recycling-tips>

Seattle Municipal Code requires food vendors to use compostable food packaging (SMC 21.36.093) and prohibits the distribution of single-use carryout (shopping) bags (SMC 21.36.100)

Waste collection station locations must be identified on your map, see Section 6 MAPS.

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:

16. 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), music, or construction-like noise (e.g. building stages/platforms) 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, **you must apply online via [Seattle Services Portal](#).**

17. NEIGHBORHOOD / PUBLIC COMMUNICATION

Neighborhood communication is required for all Special Events to increase awareness and encourage dialogue between event organizers and affected neighbors and businesses. The neighborhood communication methods for your event will depend on the size, scale, and location.

1. Review the [Neighborhood Communication](#) section of the Special Events Website.
2. As you submit your application, contact the Department of Neighborhoods (DON) to discuss notification requirements and steps at don_cec@seattle.gov. Please allow two weeks of turnaround time for staff to be able to review already existing notification plans or advise on new plans.

As part of the Neighborhood Communication for your event, you are required to do the following:

1. Review options for Neighborhood Communication and select the best methods for the size, scale, and location of your event:
 - a. Reach out to community organizations prior to submitting an application to ask for feedback on the event to help inform your communication plan. Be prepared to respond to community concerns and questions.
 - b. Consult Seattle Department of Neighborhoods staff who can advise on which communication methods work best for your event type and location.
 - i. Community Engagement Coordinator email address: don_cec@seattle.gov
 - ii. The Community Engagement Coordinator can help suggest contacts for community organizations in the area around your event.
2. When submitting your Special Event Permit Application, include a communication plan, event map for the public, and draft communication letter. Your plan should include specific communication methods the event organizers will use from the list on the Special Events website Neighborhood Communication page.
3. Conduct your first round of neighborhood communication at least 45 days in advance of your event.
 - a. First round of communication: 45-60 days in advance of the event
 - b. Second round of communication: 14-30 days in advance of the event

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:

18. 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. You are highly encouraged to obtain insurance coverage well in advance of your event date to allow ample time for any adjustments to be made to your coverage.

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

Attach your proof of insurance to this application or email to specialeventsoffice@seattle.gov.

Are your insurance documents attached? Yes No

19. PERMIT FEES

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

- Application Fee (\$90)
- Administrative Fee (\$245 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 <https://seattle.gov/special-events/permits/permit-fees>.

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.

Application Fee	A \$90 application fee is required for all Special Event Permit applications. <i>Application fee is waived for constitutionally protected events.</i>
	The Special Events Office will invoice you for your \$90 application fee and any other Special Event fees applicable to your event.
	Payment of fees can be made by credit card over the phone, or by mailing a check to the Special Events Office. Payment instructions will be provided on your invoice. Payment MUST be received in order for your Special Event Permit to be issued.

20. 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 website. <https://www.seattle.gov/special-events/plan-an-event/free-speech-events>

Check here if your event is constitutionally protected:

21. 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:
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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.

Instructions and forms are available at <https://www.seattle.gov/special-events/permits/application-and-instructions/addendums>

	Attachment	Due Date	Required For
	Event Map(s)	With Application	ALL APPLICATIONS
	Addendum B: Run of Show / Production Schedule	With Application	ALL APPLICATIONS
	Addendum D: Street Use Plan	With Application	ALL APPLICATIONS utilizing streets
	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
	Park Use Permit Application	90 Days Before Event	Events taking place in a park
	Neighborhood Communication Plan	60 Days Before Event	ALL APPLICATIONS
	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.

Applications submitted less than 45 days prior to your proposed event start date may be rejected due to insufficient time for planning and review.

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 business days (please allow 10 business days for US Mail).