



## City of Woodinville Parks & Recreation Department

17301 - 133rd Ave. NE

Woodinville, WA 98072

425-489-2700 425-489-2705 (fax)

[www.ci.woodinville.wa.us](http://www.ci.woodinville.wa.us)

### Planning a Special or Community Event?

Woodinville is a great place for special events. If you are considering hosting a wine festival, outdoor fair or other special event, you may need to apply for a Special Event permit from the City of Woodinville.

### Special Event Permits Help Ensure Safety

The City's Special Event Permit program can assist you in preparing for a safe and successful event. Please review the information contained in this flyer and contact our Special Event Permit Liaison for further assistance.

### What is a Special Event?

A special event includes any activity that occurs on private or public property and affects the ordinary use of public streets, right-of-way, and/or sidewalks. Special events may include, but are not limited to, parades, carnivals, fundraising events, political demonstrations, auctions, and sports events such as fun-runs, bicycle or foot races.

City code sets forth the following criteria for defining "special event:"

- 1 Lasts fewer than 15 days in any calendar year.
- 2 Is conducted wholly or partially on public right-of-way, or involves the installation of tents or other temporary structures requiring inspection or review by the City.
- 3 Does not require a temporary use permit pursuant to city code (WMC 21.32).
- 4 Significantly impacts the normal use of the public right-of-way.

#### Examples of Special Events:

Fun Runs	Bike-a-thons
Shows	Exhibits
Film Making	Block Parties
Fairs	Festivals
Carnivals	Circus
Fundraisers	Auctions

### Types of Special Events

The City's code (WMC 8.12), defines the following types of special events:

- Special **Expressive** Events involve First Amendment rights.
- Special **Civic** Events are sponsored by the City of Woodinville or events that are citywide.
- Special **Commercial** Events typically occur on City property or right-of-way, block roads or sidewalks, or otherwise impact public health and safety.

# Special Event Permit Program

# Special Event Permit Program

## Contact Phone Numbers

City of Woodinville  
425-489-2700

Woodinville Police  
425-489-2700

Woodinville Fire & Life  
Safety District  
425-483-2131

Public Health - Seattle  
King County  
206-296-4600  
206-296-9787  
(Northshore)

Washington State Labor &  
Industries (L&I)  
206-281-5400

Washington State  
Gambling Commission  
360-486-3440

King County Police  
Officers Guild (off-duty  
officers)  
206-957-0934  
800-244-1860

Washington State Liquor  
Board  
206-464-6094



## Permit Application Process

1. **Contact the Special Event Permit Liaison** (425-489-2700, ext. 2232) to discuss your event planning. Advance planning for your event will greatly assist you in the permit process. We suggest you incorporate the following review timeframes: 36 hours/Expressive Events; 60 days/Civic Events and 15 days/Commerical Events.
2. **Complete a Special Event Permit application.** Forms are available from the Permit Liaison, City Hall, by calling 425-489-2700, ext. 2232 or by downloading the form at <http://www.ci.woodinville.wa.us/permits/applications>.
3. **Your application will be reviewed** by the City's Parks & Recreation, Planning, Public Works, Police and Building Departments and the Woodinville Fire & Life Safety District to ensure compliance with traffic, security, facilities and health and safety requirements. You will be expected to attend the permit review meeting and bring all supporting information (i.e. maps, plans, etc) for your event.
4. **Obtain proper insurance** (if you don't already have it for your company or non-profit agency). The City may require you to provide Commercial General Liability insurance in the amount of \$1 million per occurrence and \$2 million general aggregate with the City of Woodinville named as an additional insured on your policy during the duration of your event.
5. **Consider other requirements** that may apply other than the City's, such as:
  - Permits required from other government agencies (Public Health, WA State Labor & Industries, Woodinville Fire & Life Safety District)
  - Proper sanitation facilities, first aid stations, traffic control devices and parking management.
  - Public notification (especially to neighbors and adjacent businesses).
  - Proper licenses (i.e. gambling) and inspections.
6. **Pay applicable permit fees** prior to receiving your permit. Fees to provide special city services necessary for public health, safety and welfare may be identified through the review process. For example, additional fees may be required to provide traffic control, emergency services, sanitation, etc. Fee determination is made following a complete review of your permit. All fees and deposits are to be paid prior to issuance of your permit.

Upon a comprehensive review of your event application, the City may deny or revoke your permit for any of the following reasons:

- ▶ The event cannot be conditioned to avoid endangering the public health or safety.
- ▶ Insufficient public safety personnel or staff.
- ▶ Incomplete or false information provided by the applicant.
- ▶ Traffic disruption beyond a practical solution.
- ▶ Failure to comply with the provisions of the permit.
- ▶ Interference with access to fire stations and fire hydrants.
- ▶ Undue hardship to surrounding residents or businesses or conflicts with construction projects.
- ▶ Disruption to schools or school bus routes.
- ▶ Diversion of public employees resulting in service denial to the public at large.
- ▶ Lapsed or cancelled insurance.
- ▶ The event could pose a public nuisance or result in damage to public property.

Any permit denial may be appealed in writing to the Woodinville City Council within 14 days of notification of denial.