



CITY OF WOODINVILLE
Development Services Department
 425-489-2754 • 17301 133rd Avenue NE • Woodinville, WA 98072
 Monday – Thursday 7:30am – 5:00pm • Friday 7:30am – 4:00pm

SPECIAL EVENTS PERMIT APPLICATION

NAME OF EVENT:		PERMIT NO:
DATE & TIME OF EVENT:		
EVENT INFORMATION		
DESCRIPTION OF EVENT:		NUMBER OF ATTENDEES:
LOCATION/ADDRESS: <i>(Attach map)</i>		PARCEL NO:
APPLICANT INFORMATION		24-HOUR EVENT CONTACT INFORMATION <input type="checkbox"/> Same as Applicant
ORGANIZATION:		ORGANIZATION:
CONTACT NAME:		CONTACT NAME:
ADDRESS:		ADDRESS:
PHONE NUMBER:		PHONE NUMBER:
EMAIL ADDRESS:		EMAIL ADDRESS:
TYPE OF EVENT (check all that apply)		EQUIPMENT/SERVICES REQUESTED:
<input type="checkbox"/> Held at a City Park <i>(specify below)</i> SELECT PARK (if applicable): <input type="checkbox"/> DeYoung Park <input type="checkbox"/> Wilmot Gateway Park <input type="checkbox"/> Woodin Creek Park <input type="checkbox"/> Rotary Park <input type="checkbox"/> Sammamish River Trail <input type="checkbox"/> Held on private property <input type="checkbox"/> Held on City right-of-way (streets and sidewalks) Event will have the following: <input type="checkbox"/> Use of tents, canopies, or stages <input type="checkbox"/> Use of temporary signs		(such as fire service, traffic control devices/service, police service)
RIGHT-OF-WAY USAGE		ADMISSIONS AND TAXES
STREET	DATE & TIME	Will the event be charging admission fees, space rental fees, selling items, or soliciting funds? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>An admissions tax may be required to be collected and submitted to the City for each admission fee charged per Woodinville Municipal Code Chapter 3.10. (Exemptions: schools, churches, religious organization, government activities, nonprofit organizations, and the tourist district.)</i> Are the fees charged for profit or non-profit? <input type="checkbox"/> For profit <input type="checkbox"/> Non-profit - Name: _____

SUBMITTAL REQUIREMENTS

Please read carefully and submit the following submittal materials with your application. Other materials may be required if staff determines that additional information is necessary to complete review of the application.

Application Fee Please contact the Permit Center at 425-489-2754 or permitcenter@ci.woodinville.wa.us for assistance

Vicinity Map (4 copies)

Owner Authorization Form or Owner's Written Permission (1 copy)

Site Plan (4 copies)

- Street closures, traffic signage (such as variable message boards), and route information with turn-by-turn directions including detour route
- Emergency access to the event, location of fire extinguishers, heat sources and/or propane tanks
- Tents or canopies, including number and size
- Sign-in/registration booths, aid stations, and information stations
- Wine/beer garden with fencing areas
- Food vendors, including food trucks
- Portable sanitation facilities
- Parking areas and shuttle bus routes
- Signage (such as banners or sandwich boards), including size and type
- Type and location of power sources
- Stages, inflatable playhouses, bleachers, etc.

Tent and Canopy Details (2 copies)

- Detail on attachment methods
- Manufacturer's certification of flame retardancy on tents, canopies, or other fabric structure
- Certification of structural stability in accordance with the Building Code

Insurance (2 copies)

- Submit one (1) copy of commercial general liability insurance. If City facilities are used, including public right-of-way, the endorsement must name the City as additional insured and in the amount of \$1,000,000 per occurrence, and \$2,000,000 general aggregate. The endorsement must be submitted and be acceptable to the City prior to permit issuance. (WMC 8.12.120)

Miscellaneous Details (2 copies)

- Method for binding loose chairs (if over 300 chairs without tables)
- Structural details for grandstands, viewing stands, bleachers, or other elevated seating areas

Other Agency Approvals (2 copies) Depending on the nature and scope, permits from other agencies may be required.

- Public Health – Seattle & King County: 206-296-4600 – food handling, septic, and related issues
- Labor & Industries (Bellevue Office): 425-990-1400 – Electrical permits
- Liquor and Cannabis Control Board: Beer/wine gardens, banquets, special occasions

APPLICATION SIGNATURE & HOLD HARMLESS AGREEMENT

I certify under penalty of perjury that I am the owner or authorized agent of the above property and the information furnished by me is true and correct to the best of my knowledge. I certify that all applicable federal, state, county, and City of Woodinville requirements for the work authorized by this permit shall be met. I grant permission for City staff to enter areas covered by this permit application for the sole purpose of inspecting work completed under this permit application and enforcing provisions related to the issuance or approval of the permit.

Applicant covenants and agrees to indemnify, defend, and hold harmless the City, its officers, agents, and employees from and against any and all claims, actions, damages, liability, cost and expense, including reasonable attorney's fees in connection with or occasioned, in whole or in part by any act or omission of Applicant, its officers, agents, employees, customer's or licenses, or arising from or out of Applicant's failure to comply with any provision of this Permit, regardless of whether it is alleged or proven that the acts or omissions of the City, its offices, agents, or employees caused or contributed thereto.

With respect to the performance of this Permit, and as to claims against the City, its officers, agents, and employees, the Applicant expressly waives its immunity under Title 51 of the Revised Code of Washington for injuries to its employees and agrees that the obligation to indemnify, defend, and hold harmless provided for in this paragraph extends to any claim brought by or on behalf of any employee of the Applicant.

All parties mutually agreed upon this waiver. This indemnity provision shall not apply in the event any acts or omissions of the City were the sole cause of any such damage or injury. To the extent any of the damages referenced herein were caused by or resulted from the concurrent negligence of the City, its agents, or employees and the Applicant, its officers, or employees, this obligation to indemnify, defend, and hold harmless is valid and enforceable only to the extent of the negligence of the Applicant, its officer, agents, and employees.

By signing this application, I certify under penalty of perjury that the information furnished by me is true and correct to the best of my knowledge.

Applicant Signature

Date