



Special Event Permit Application

Development Services Department

425-489-2754 • 17301 133rd Avenue NE • Woodinville, WA 98072

Desk Hours • Monday – Thursday 7:30am – 5:00pm • Friday 7:30am – 4:00pm

The following information will help us assist you in making sure your event is safe and successful. Please complete the application to the best of your ability and call Woodinville Development Services Department at 425-489-2754 to schedule an interview.

NAME OF YOUR EVENT: _____

PROPOSED DATE(S) of Event: _____ **HOURS of Event:** _____

Day of Event Contact Name: _____ Contact Number: _____

ADDRESS/LOCATION of Event:

A site plan showing activity location, dimensions of any structure(s) such as stages, tents, canopies, etc. to be erected, street/right-of-way to be used, and location and types of signs must be included for this application to be processed.

NARRATIVE OF PROPOSED ACTIVITY, including nature and purpose of event:

EVENT TYPES AND REVIEW TIME REQUIRED:

Special Expressive Event	36 Hours
Special Commercial Event, Commercial Sponsor (Non-profits and Businesses)	15 Working Days
Special Civic Event, City-Sponsored or City-wide Event	60 Days

SIGNS:

Please submit a drawing of all proposed signs for your event. Indicate size and location(s) of all signs to be placed during this event. You may contact the City of Woodinville at 425-489-2754 to inquire about a sign permit or to obtain maps for use in sign placement.

FEES (Will you be charging admission fees, space rental fees, selling items, or soliciting funds?):



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An admissions tax may be collected and submitted to the City for each admission fee charged per WMC 3.10. (Exemptions: schools, churches and religious organizations, government activities, nonprofit organizations and the tourist district.)

- FOR PROFIT**
- NON-PROFIT** – Who will benefit from the proceeds of this event?:

PARTICIPANTS / ATTENDEES: Estimated number _____

CITY FACILITIES REQUESTED: (e.g., street, sidewalk, right-of-way, park, fields)

Facility	Date(s)	Hours

Person responsible for rental of facilities: _____

Phone No. _____

EQUIPMENT/SERVICES REQUESTED: (e.g., fire services, police services, traffic control devices/services)

PARKING PLAN: (Attach a plan which includes locations, dimensions, and capacity of parking available for participants.)

SHUTTLE BUSES: Yes No (If applicant provides shuttle service, a route map with hours of operation must be provided with the application.)

SANITATION / WATER: Yes No (Sanicans/Garbage receptacles, handwash basins) If needed, must be provided, paid for, and immediately removed following the event by applicant.

Type: _____

INSURANCE: Yes No Certificate of commercial general liability insurance naming the City as additional insured and in the amount of \$1,000,000 per occurrence, and \$2,000,000 general aggregate, must be submitted and be acceptable to the City prior to permit issuance, unless waived by City Manager or designee.



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ADDITIONAL COMMENTS TO APPLICANTS

Depending on the nature and scope of your proposed event, other permits may be required (e.g., King County Health Department, electrical inspections through Labor & Industries). In addition, other fees may be assessed (e.g., fire, aid and/or police services). Once identified, you will be required to provide approved documentation where appropriate.

PERMITS AVAILABLE THROUGH CITY OF WOODINVILLE:

Sign Permit:

Permit # _____ Expiration Date: _____

Contact Person: _____

Right-of-Way Permit:

Permit # _____ Expiration Date: _____

Contact Person: _____

Special Occupancy Uses Permit:

Permit # _____ Expiration Date: _____

Contact Person: _____

IFC Permit (Tents/Portable Structures-include measurements on site plan):

Permit # _____ Expiration Date: _____

PERMITS AVAILABLE THROUGH OTHER AGENCIES:

Health Department:

Permit # _____ Expiration Date: _____

Contact Person: _____

Labor & Industries:

Permit # _____ Expiration Date: _____

Contact Person: _____



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HOLD HARMLESS STIPULATION: 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, customers, 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 officers, 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 officers, agents, and employees.

APPLICANT INFORMATION:

Responsible Party: _____

Address: _____

City/State/Zip: _____

Day Phone: _____ Evening Phone: _____

Fax: _____ E-Mail: _____

Authorized Signature: _____

Print Name: _____

(By Signature, the applicant certifies that they have been given the authority to sign on behalf of the group, company, club, or individuals hosting the event.)

PROCESSING FEE:

For-Profit Event Application Fee \$510

Non-Profit Event Application Fee \$255

This fee is separate from the fees that may be assessed for other permits required for this event.

Note: Other fees may be required to cover the cost of City services necessary for the event.