

Non-Refundable Application Fee: \$20.00

Other fees, deposits, or permits may apply. Please allow ten working days for City review.

“Special Event” includes, but is not limited to, any temporary/ongoing activity that occurs on public (or possibly private) property that affects the ordinary use of public streets, rights-of-way, sidewalks, traffic, etc. and/or generates considerable public participation. This application process ensures that the activity meets legal requirements, allows the City to adequately schedule public services needed, and alerts the appropriate departments.



SPECIAL EVENT PERMIT APPLICATION

NAME OF EVENT: _____

DATE(S) of Event: _____ **to** _____ **HOURS: From:** _____ **To:** _____ ONE TIME ONLY **OR** ONGOING
(subject to Issaquah Municipal Code 5.14.060 stating that all Special Event Permits shall be temporary and may be revoked).

ADDRESS/LOCATION of event: _____
If any structure(s) will be erected and/or street right-of-way(s) will be used, please attach a sketch with any and all locations and dimensions.

NARRATIVE OF NATURE/PURPOSE OF PROPOSED ACTIVITY: _____

SIGNS: Any signs to be used during the event must have a Sign Permit (obtained through the Permit Center). The Sign Permit application should be processed at the same time the Special Event Permit application is being processed, as the final Special Event Permit will not be issued without an approved Sign Permit. YES **OR** NO

WILL AN ADMISSION FEE BE CHARGED “AT THE DOOR” TO ATTEND THE EVENT? YES **OR** NO
If “yes” - you will need an admissions tax reporting form as there is tax due the City of one cent on each twenty cents for each admission fee charged. Schools and non-profit organizations are exempt from this tax - proof of non-profit status may be required.

IF NONPROFIT - who will benefit from the proceeds of this event: _____

ESTIMATED NUMBER OF ATTENDEES: _____

FACILITIES/PROPERTY REQUESTED OF THE CITY & WHEN NEEDED (street, sidewalk, park, public property):

EQUIPMENT REQUESTED OF CITY & WHEN NEEDED (fire protection, traffic control devices, etc.):

SERVICES REQUESTED OF CITY & WHEN NEEDED (custodial, traffic control, street cleaning, etc.):

PARKING PLANS (include locations, dimensions, and capacity of spaces to be available):

SHUTTLE BUSES TO BE RENTED FOR ATTENDEES? Yes No - If yes, a route map must be provided to the City.

SANITATION/WATER TO BE PROVIDED (“port-a-potty”): yes no - If the City determines that such service is necessary, it must be provided and paid for by applicant, and promptly removed after the event. If water is needed for the event, please contact Public Works Operations & Maintenance directly at 837-3470.

INSURANCE REQUIREMENT - A Certificate of Insurance naming the City as Additional Insured in the minimum amount of \$1,000,000 per occurrence is required, but may be more if the City determines it necessary for the proposed event. This certificate must be submitted and be acceptable to the City prior to receiving the Special Event Permit.

ADDITIONAL NOTE TO APPLICANT

Depending upon the nature and scope of the proposed event, other permits may be required as determined through the application process (i.e., King County Health Department, electrical inspections through Labor & Industries, etc.). Additionally, other fees may be assessed (i.e., fire, aid and/or police services). The City of Issaquah will make every effort to assist the applicant in determining complete permit requirements, though once identified, it will be up to the applicant to provide required and approved documentation where deemed appropriate.

IF APPLICABLE, PLEASE PROVIDE:

Health Department Permit # _____ Expires: _____

Contact Person: _____

Labor & Industries Permit # _____ Expires: _____

Contact Person: _____

HOLD HARMLESS STIPULATION: Permittee 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 Permittee, its officers, agents, employees, customers, or licensees, or arising from or out of Permittee'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.

The 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 Permittee, its officers, or employees and the Permittee, its officers, agents, and employees, this obligation to indemnify, defend and hold harmless is valid and enforceable only to the extent of the negligence of the Permittee, its officers, agents, and employees.

Signature of Authorized Representative of Sponsoring Event: _____

Print Name/Title: _____

Address: _____

City/State/Zip: _____

Daytime Phone: () _____ E-Mail: _____

Name of Emergency Contact During and After-Hours of the Event: _____

Emergency Contact Phone Numbers: Day: () _____ **Eve:** () _____

Please Note: This application may be denied if the proposed activity disrupts traffic beyond practical solution; interferes with access to fire stations and hydrants; causes undue hardship to surrounding residents or businesses; requires the diversion of so many public employees that service is denied to the public at large; or fails to fall within City standards. The permit may also be rescinded at any time if complete and accurate information was not provided on the application; if the event is not held within the terms of the permit; or if there is failure to comply with applicable legal requirements.

If your application or Special Event Permit is denied or rescinded, you may appeal the decision to the City Council upon payment of a \$150 nonrefundable appeal fee (which may be turned into the Permit Center).