



# PERMIT FOR SPECIAL EVENT

- Application is due sixty (60) days prior to proposed event.
- Non-refundable application fee (amount depends on duration of event) is due with permit application.
- Depending on event, other fees and permits may be required.

## SPONSORING ORGANIZATION

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Agency/Organization sponsoring event: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

## CLASSIFICATIONS

Group I: Governmental jurisdictions; such as the library, city or county agencies, or Everett Public Schools. Mill Creek 501(c)3 non-profit organizations, Mill Creek homeowner associations, educational, recreational, or community service activities or organizations (documentation may be required). Educational, recreational or community service activities offered by private schools within a five-mile radius of the City. Any event sponsored by a by a private group or individual, or non-profits inside of Mill Creek. Application fee: \$100

Group II: Any event sponsored by a by a private group or individual, or non-profits outside of Mill Creek. Application fee: \$200

## SPECIAL EVENT

Describe Type of Special Event and Purpose:

Open to the Public     Parade     Bike Race     Foot Run     Fair / Festival     Block Party

Other \_\_\_\_\_

Date(s): \_\_\_\_\_ Hours of Operation: \_\_\_\_\_ # of Volunteers: \_\_\_\_\_

Set-up Time for Event: \_\_\_\_\_ Clean-up Time for Event: \_\_\_\_\_

Expected Attendance: Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_

Number of entrants in parade (if applicable): \_\_\_\_\_ Number of booths/vendors: \_\_\_\_\_

Event Location (including start/end points for parades): \_\_\_\_\_

## EVENT DESCRIPTION

Please describe the event.

## ADDITIONAL DETAILS

**1) Do you need cones and/or barricades? (Circle one)      Yes    No**

If yes, please list the number needed for each item:

- Cones (limit 20) - # needed \_\_\_\_\_
- Barricades (limit 4) - # needed \_\_\_\_\_

*Note: The applicant will need to provide a refundable \$100 deposit for use of these supplies. These are available for use on an as-available basis from the Public Works Department. You should plan to pick up and return this equipment. If you or your volunteers cannot pickup and return this equipment, please attach a letter requesting that these services be provided and detailing why your organization cannot perform them. Note that there will be a cost associated with this service.*

**2) Are there food vendors or food service activities at your event? (Circle one)      YES    NO**

If yes, you will need to provide a Food service license.

*Note: The applicant is responsible for collecting applicable licenses and assuring that all participants are properly licensed and insured.*

**3) Are you requesting any street closures? (Circle one)      YES    NO**

If yes, please list street(s), cross streets, and requested closure times. Note the time the streets will reopen.

*Note: There will be a cost associated with this. City ordinance requires that the notice of parking restrictions must be posted a specified number of hours before the parking restrictions take effect.*

**4) Are you requesting that parking restrictions be implemented prior to and/or during your event? (Circle one)      YES    NO**

If yes, please list requested street(s)/time(s) below

*Note: There may be a cost for this service. City ordinance requires that the notice of parking restrictions must be posted a specified number of hours before the parking restrictions take effect.*

**5) Do you have volunteers assisting at the event? (Circle one)      YES    NO**

If so, what roles will they fulfill.

**6) Does your event have any amplified Sound (Circle one)      YES    NO**

If so, will the sound include music/entertainment? (Circle one)

What times will the sound be amplified?

YES    NO

Start time: \_\_\_\_\_      End time: \_\_\_\_\_

Describe which equipment will be used for amplified sound and at which locations.

7) **A. Have you received permission from private businesses (e.g., LA Fitness, Town Center merchants) for parking lots that will be used for the event? Please detail below.**

**B. Have you notified impacted businesses of the event?**

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## **SUBMISSION DETAILS**

- Attach a map showing specific location and/or route of event.**
- Attach a traffic control plan, including a description of how you will regulate traffic to avoid these areas.**
- Attach copies of brochures, posters or mailings advertising this event.**
- Attach proof of insurance with Endorsement.**

**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.*

*With respect to the performance of this Permit, and as to claims against the City, its officers, agents and employees, the Permittee 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 Permittee.*

*This waiver is mutually agreed to by the parties. 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, 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.*

## **APPLICANT/ORGANIZATION**

Print name of responsible person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved By:**

Communications & Marketing  
 Public Works  
 Police Dept  
 Finance Dept  
 City Manager

**Estimated Costs:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Actual Costs:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Recommend / Denial for the following reasons:**

Comms/Mkt: \_\_\_\_\_  
 Public Works: \_\_\_\_\_  
 Police Dept: \_\_\_\_\_  
 Finance Dept: \_\_\_\_\_  
 City Manager: \_\_\_\_\_

**Recommend approval under following conditions (attach additional pages if needed):**

Comms/Mkt: \_\_\_\_\_  
 Public Works: \_\_\_\_\_  
 Police Dept: \_\_\_\_\_  
 Planning Dept: \_\_\_\_\_  
 Finance Dept: \_\_\_\_\_  
 City Manager: \_\_\_\_\_

	<b>Date/Initial</b>	<b>Amount Received</b>
Event Permit Deposit Received	_____	_____
Proof of Insurance/Endorsement Received	_____	_____
Hold Harmless Agreement Received	_____	_____
Event Map/ Posters Received	_____	_____
Deposit of \$100 for cones and barricades, if applicable	_____	_____

**City Vehicles and/or City Equipment Required:**

Permit Approved: \_\_\_\_\_ Permit No.: \_\_\_\_\_

Permit Denied: \_\_\_\_\_



## **SPECIAL EVENTS PERMIT**

(Per City Municipal Code, Chapter 12.08)

### **WHAT IS A "SPECIAL EVENT?"**

A special event includes any activity which occurs on private or public property and affects the ordinary use of public streets, rights-of-way, and/or sidewalks. For practical purposes, this includes, but is not limited to parades, fun runs, art fairs, and bicycle runs.

### **WHY DO I NEED TO APPLY FOR A PERMIT FOR MY SPECIAL EVENT?**

- To assure that an activity meets legal requirements of use of public rights-of-way.
- To enable the City of Mill Creek to ensure that adequate services such as public safety, traffic control and sanitation are scheduled.
- To alert the City to any unusual event which should be known to the providers of emergency services.

### **HOW DO I OBTAIN A PERMIT FOR MY SPECIAL EVENT?**

- Obtain the application from City Hall North, 15720 Main St., Mill Creek, WA 98102 or call 425-551-7254.
- Submit completed application to the Communications and Marketing Office at least sixty (60) days prior to the scheduled event.

### **HOW MUCH WILL A SPECIAL EVENT PERMIT COST OVERALL?**

In addition to the nonrefundable application fee, other fees to provide 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, public safety services, sanitation, etc.

### **WHEN DO I PAY THE FEES?**

All fees are to be paid prior to issuance of the permit unless otherwise provided in the conditions of approval. A performance deposit, based on estimated costs, may be required.

### **DO I NEED INSURANCE?**

The City requires that you provide commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence single limits and \$2,000,000 aggregate with the City named an additional insured on the policy for the duration of the special event. The insurance shall be written for a period not less than 24 hours prior to the **event** and extending for a period not less than 24 hours following the completion of the **event**, and shall contain a provision prohibiting cancellation of the policy except upon 30 days' prior written notice to the city. (Ord. 2007-668 § 1)

### **WHAT ELSE SHOULD I CONSIDER AS I APPLY FOR THIS PERMIT?**

Depending on the scope of your proposal, you may be required to make arrangements for notification to affected businesses and residents, sanitation facilities, barricades, electrical inspections (by the State Department of Labor and Industries), Snohomish County Health Department inspections, first aid stations, traffic control, etc. Staff will assist you in identifying these needs. However, the applicant has sole responsibility for obtaining required permits and complying with the City's special events ordinance.

### **WHAT ARE THE REASONS FOR DENYING SPECIAL EVENTS PERMIT?**

The permit will be denied if the proposed activity disrupts traffic beyond practical solution; interferes with access to fire stations and fire hydrants; causes undue hardship to surrounding residents or businesses; requires the diversion of so many public employees that service is denied the public at large; endangers the public health, safety or welfare; the applicant fails to provide complete and accurate information or comply with the terms of the permit; if the staffing amount needed to accommodate the event exceeds the availability of staff, or fails to comply with applicable legal requirements.

**WHAT CAN I DO IF I FEEL MY PERMIT HAS BEEN UNFAIRLY DENIED?**

You may appeal a denial to the City Council by filing a Notice of Intent to Appeal within three (3) days of notification of denial of permit.

*For additional information, contact Communications and Marketing at 425-582-6003 or [communications@millcreekwa.gov](mailto:communications@millcreekwa.gov).*