

# 111

## CITY OF KENMORE, WA SPECIAL EVENTS PERMIT APPLICATION



18120 68<sup>th</sup> Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Staff use Area	<b>Permit Number:</b> _____		Date Stamp
	_____		
	_____		
	<i>The purpose of this form is for events within the City of Kenmore that meet the special event definition, or as otherwise required by the City Manager or designee.</i>		
<b>1</b>	<b>Applicant:</b> _____	Phone:	_____
	Address: _____	City, St, Zip:	_____
	Email: _____	Fax:	_____
	<b>Property Owner:</b> _____	Phone:	_____
	Address: _____	City, St, Zip:	_____
	Email: _____	Fax:	_____
	<b>Contact Person:</b> _____	Phone:	_____
	Address: _____	City, St, Zip:	_____
	Email: _____	Fax:	_____
	<b>Sponsoring Organization:</b> _____	Website:	_____
Contact Name: _____	Phone:	_____	
Address: _____	City, St, Zip:	_____	
Email: _____	Fax:	_____	
<b>2</b>	<b>Event Title:</b> _____		
	<b>Description:</b> _____		
	_____		
	_____		
	Does the event involve political or religious activities intended primarily for the communication or expression of ideas? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	<b>Event Category:</b> <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Run <input type="checkbox"/> Block Party		
	<input type="checkbox"/> Community Celebration <input type="checkbox"/> Street Fair <input type="checkbox"/> Art Festival <input type="checkbox"/> Farmer/Outdoor Market		
	<input type="checkbox"/> Concert/Performance <input type="checkbox"/> Carnival <input type="checkbox"/> Other: _____		
	<b>Date(s) of Event:</b> _____ From : _____ AM/PM To: _____ AM/PM		
	<i>Must include set up time</i>		
<b>Event Location:</b> _____			
<b>Address:</b> _____			
<i>*This application is not for reserving the Hangar, please do so here: <a href="https://www.kenmorehangar.com/">https://www.kenmorehangar.com/</a></i>			
Total Anticipated Attendance: _____ Anticipated Participants: _____ Anticipated Spectators: _____			
Is this an annual event? _____ If yes, how many years have you been holding this event? _____			

### 3 Site Plan/Route Map

Submit a plan or map of the entire event venue, including surrounding streets. If the event includes a moving route, show the direction of travel and identify all proposed street or lane closures. The plan should include:

- Locations of fencing, barriers, and barricades, with any removable fencing noted for emergency access.
- First aid stations and ambulance locations.
- All stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers, dumpsters, and other temporary structures.  
Will the event include tents that are 400 square feet or larger?  Yes  No
- Exit locations for fenced outdoor events and exits within tents or tent structures.
- Fire extinguisher locations.
- Identification of event features that meet accessibility standards.
- A detailed layout of food booths and cooking areas, including vendor identification for those using flammable gases or barbecue grills.
- Generator locations or other sources of electricity.
- Placement of vehicles and trailers.
- Any additional event components not listed above.

**IMPORTANT:**  
**A separate building permit is required for tents larger than 400 square-feet.**

### 4 Entertainment and Related Activities

Yes No

- Are there any musical entertainment features related to your event?  
If yes, complete the following information or provide an attachment listing all bands/performers, type of music, sound check and performance schedules.  
Number of Stages \_\_\_\_\_  
Number of Performers/Bands \_\_\_\_\_  
Performer/Band name and music type \_\_\_\_\_
- Will sound amplification be used?  
If yes, Start time \_\_\_\_\_ Finish Time \_\_\_\_\_  
Please describe the sound equipment that will be used for your event \_\_\_\_\_
- Will sound checks be conducted prior to the event?  
If yes, Start time \_\_\_\_\_ Finish Time \_\_\_\_\_
- Do you plan to have a patron dance component to either live or recorded music at your event?
- Will inflatables, hot air balloons, or similar devices be used at your event?  
If yes, describe: \_\_\_\_\_
- Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?  
If yes, describe: \_\_\_\_\_
- Will your event include the use of any signs, banners, decorations, or special lighting?  
If yes, describe: \_\_\_\_\_
- Other related entertainment and related activities not listed above?  
If yes, describe: \_\_\_\_\_
- Is the event location within 500 feet of any school, place of worship, hospital or similar institution?

**5 Alcohol**

**Yes No**

Does your event involve the use of alcoholic beverages?  
 If yes, describe your security plan to ensure the safe sale and/or distribution of alcohol at your event:

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**6 Food Concessions or Preparation**

**Yes No**

Does your event include food concessions or preparation?  
 If yes, describe how food will be served and/or prepared: \_\_\_\_\_

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Will food be cooked in the event area?  
 If yes, specify method:

- Gas
- Electric
- Charcoal
- Other (specify) \_\_\_\_\_

**7 Food Trucks**

**Yes No**

Does your event include food trucks?  
 If yes, provide proof of an inspection by a participating King County Fire Department. If no proof of inspection is available, an inspection by the Shoreline Fire Department will be required. Contact [inspections@shorelinefire.com](mailto:inspections@shorelinefire.com) to schedule an inspection.

**8 Concessionaires**

**Yes No**

Will items or services be sold at your event?  
 If yes, describe and attach a complete list of vendors \_\_\_\_\_

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**IMPORTANT: A concession agreement is required for the sale of goods or services at any city owned property.**

Will items or services sold at your event present unique liability issues (e.g., massages, body piercings, animal rides, rock wall for climbing, etc.)?  
 If yes, describe and attach a complete list of vendors \_\_\_\_\_

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<b>9</b>	<p><b>Portable Restrooms</b></p> <p><b>Yes No</b></p> <p><input type="checkbox"/> <input type="checkbox"/> Do you plan to provide portable restroom facilities at your event?          If yes: Total number of portable toilets _____          Number of ADA accessible portable toilets _____          If no, explain _____</p> <hr/> <p>Restroom Company _____</p> <p>Address _____ City _____ State _____ Zip _____</p> <p>Phone _____ Email _____</p> <p>Equipment Setup: Date _____ Time _____</p> <p>Equipment Pickup: Date _____ Time _____</p>
<b>10</b>	<p><b>Sanitation and Recycling</b></p> <p>Number of Trash Cans _____ Number of Trash Cans with Lids _____</p> <p>Number of Dumpsters _____ (<i>One for every 400 people</i>)</p> <p>Number of Recycling Containers _____</p> <p>Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event.          _____</p>
<b>11</b>	<p><b>Mitigation of Impact</b></p> <p><b>Yes No</b></p> <p><input type="checkbox"/> <input type="checkbox"/> Have you met with residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? If yes, please attach a complete list of these entities.          If no, explain _____</p> <hr/> <p><input type="checkbox"/> <input type="checkbox"/> Do you have a sample of the notice that you will need to distribute two weeks prior to your event?          If yes, attach. If no, explain _____</p>
<b>12</b>	<p><b>Business or Resident Petition</b></p> <p><b>Yes No</b></p> <p><input type="checkbox"/> <input type="checkbox"/> Do you intend to close off any road or access to a business or residence?          If yes, all businesses or residential property owners or lessees within the road closure shall give their acknowledgement in writing to the person or organization seeking the permit. The name, address, phone number, signature and approval or disapproval of each person shall be on the petition. Please attach a complete petition of all businesses or residences within the closure area.</p> <p style="text-align: right;"><b>Important: A separate right-of-way permit is required for road closures.</b></p>
<b>13</b>	<p><b>Water Based Events</b></p> <p><b>Yes No</b></p> <p><input type="checkbox"/> <input type="checkbox"/> Will your event be held in the water?          If yes, complete and attach the King County Sheriff's Notification of Marine Event / Variance Form.  <a href="https://kingcounty.gov/depts/sheriff/about-us/enforcement/specialized/marine-patrol.aspx">https://kingcounty.gov/depts/sheriff/about-us/enforcement/specialized/marine-patrol.aspx</a></p>

<p><b>14</b></p>	<p><b>Other:</b> Describe related event activities or proposals not listed above</p>
<p><b>15</b></p>	<p><b>Insurance Requirements</b></p> <p>Liability insurance naming the City of Kenmore as an additional insured may be required for events as deemed necessary by the City Manager or designee. Applicants required to obtain insurance shall provide proof of commercial general liability insurance in the amount of \$1,000,000 combined, single limit per occurrence. Such insurance shall be primary over any coverage held by the City and shall name the City as an additional insured. Two weeks prior to the event date, the applicant shall submit a copy of the insurance policy declaration page to the City as evidence of acceptable insurance coverage. The certificate of insurance shall include the following items: location of event; type of event; separate endorsement sheet; date(s) of coverage.</p>
<p><b>16</b></p>	<p><b>Fees, Financial Guarantees, and Additional Information</b></p> <p>The Special Event Permit Application Fee is due at the time of application (approximately \$100). The Application Fee does not include any additional services provided for the event (e.g., police, fire or emergency medical services). A financial guarantee may be required for events deemed necessary by the City. Special Event Permits do not include other permit types – such as right-of-way and building permits. These shall be obtained separately, if required, prior to the start of the event.</p>
<p><b>17</b></p>	<p><b>Affidavit of Application</b></p> <p><i>I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief, that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the Kenmore Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or City Manager or the City Manager's designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. Applicant 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 or 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 provisions of this permit, regardless 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. I agree to abide by these rules and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Kenmore.</i></p> <p>Print Name of Responsible Person _____</p> <p>Title _____</p> <p>Signature _____ Date _____</p>

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