



- Non-refundable Application fee: \$100.00
- Other fees may apply to approved permits
- Please allow 90 working days for City review

Applicant Information

1. Applicant Name			
2. Company/Organization			
3. Mailing Address	City:	State:	Zip:
4. Phone	Day:	Evening:	
	Cell:	FAX:	
5. E-mail			

Event Information

6. Name of Event:			
7. Type of event (i.e. Fundraiser, Concert, Company Picnic, Triathlon, etc.)			
8. Event Date(s)			
9. Event Set-up Time:	Actual Event Start/ End Time:		
10. Event take-down/cleanup time and date:			
11. Proposed Event Location			
12. Facilities you plan to use (check all that apply):	<input type="checkbox"/> Park <input type="checkbox"/> Street <input type="checkbox"/> Sidewalk <input type="checkbox"/> Trail <input type="checkbox"/> Rosehill Community Ctr. <input type="checkbox"/> Mukilteo Lighthouse Grounds (separate agreement with Historical Society)		
13. Is the Event <input type="checkbox"/> Private OR <input type="checkbox"/> Public? (Please select the checkbox after reading the description to the right)	A private event is one in which you have a specific guest list and know who is going to attend. A public event is open to the general public through word-of-mouth, flyers, signs, or media advertising.		
14. Will participants be charged a fee? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please explain how much and purpose for collecting fee?		

Event Components

15. **Please mark all items that apply to your event and provide details in box 16.**

<input type="checkbox"/> Alcohol	<input type="checkbox"/> Dance or Drama	<input type="checkbox"/> Fireworks	
<input type="checkbox"/> Amplified Sound	<input type="checkbox"/> Drawing or Raffle	<input type="checkbox"/> Food	<input type="checkbox"/> Run (non-timed)
<input type="checkbox"/> Animals	<input type="checkbox"/> Dunk tanks	<input type="checkbox"/> Distribution/sales	<input type="checkbox"/> Satellite
<input type="checkbox"/> Bicycling	<input type="checkbox"/> Electricity/Generator	<input type="checkbox"/> Helium Balloons	<input type="checkbox"/> Sporting Event
<input type="checkbox"/> Bleachers	<input type="checkbox"/> Entertainers (clowns etc.)	<input type="checkbox"/> Marching Bands	<input type="checkbox"/> Stage
<input type="checkbox"/> Boats	<input type="checkbox"/> Exhibits or Displays	<input type="checkbox"/> Parade Floats	<input type="checkbox"/> Tables/Chairs
<input type="checkbox"/> Carnival Rides	<input type="checkbox"/> Fencing/scaffolding	<input type="checkbox"/> P.A. System	<input type="checkbox"/> Tents
<input type="checkbox"/> Caterer	<input type="checkbox"/> Festival	<input type="checkbox"/> Rally/Protest	<input type="checkbox"/> Theater
<input type="checkbox"/> Company Picnic	<input type="checkbox"/> Filming-video	<input type="checkbox"/> Parking/shuttle	<input type="checkbox"/> Vehicles
<input type="checkbox"/> Concert/Live Music	<input type="checkbox"/> Filming-photography	<input type="checkbox"/> Race (timed event)	<input type="checkbox"/> Vendors
<input type="checkbox"/> Cooking/barbecue	<input type="checkbox"/> Inflatable toys (i.e. bounce house)	<input type="checkbox"/> Race (non-timed)	<input type="checkbox"/> Other

16. Provide detailed information on your event. Be sure to include information on all checked event components and describe any "other" items not on the list:

Attendance

17. Estimated total attendance		18. Registered # of participants	
19. # of volunteers		20. # of staff:	

Event Site Plan- See the Special Event Application Packet for guidelines and further information

21. Transportation and Parking Plans - please provide the following on map(s) and a written explanation of each:

- Detailed event site plan and layout/route with directional arrows and street names.
- Placement of signage, traffic control devices, barricades.
- Location of event staff, volunteers, traffic certified flaggers/monitor, and where you believe police officers are needed for traffic route/intersection control
- Explain your parking and transportation plans:

22. Plans for security/crowd control, first aid/medical assistance and water/beach safety:

23. Plans for portable toilets, garbage, sanitation, and clean-up:

24. Plans for notifying all agencies impacted by your event (i.e. residents, businesses, King County, Metro Transit, Metro Access, Sound Transit, and DOT):

25. Will food be distributed at your event? No Yes If yes, please explain plans (what type of food will be served? how will it be prepared? what food distribution/handling permits do you have?):
If application, provide Health Permit # _____ Expiration Date: _____

WARNING: SUBMISSION OF THIS FORM DOES NOT GUARANTEE APPROVAL OF YOUR EVENT. Failure to complete all sections of this form or failure to meet all required submittals may result in delay, limitations, or cancellation of your event.

***I acknowledge that the information submitted in this application is true to the best of my knowledge.**

Signature of Applicant: _____

Date: _____

Event Approvals (For City Use Only)

Each department needs to review and submit all information pertaining to denial or approval.

Departmental Recommendations

Req'd	Department Approvals:	Approved as submitted	Needs Modification	Approval Denied	Comments:
<input type="checkbox"/>	Finance Dept.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Police:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Fire:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Public Works:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Permits Supervisor:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Planning Dept.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Building:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Recreation & Cultural Services:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Final Review (Remainder of application to be completed by Recreation and Cultural Services)

Event Denied <input type="checkbox"/> <i>Comments:</i>	Customer notified of denial <input type="checkbox"/> <i>Comments:</i>	Date of denial notification: <i>Comments:</i>
Event Approved <input type="checkbox"/> <i>Comments:</i>	Customer notified of approval (with conditions explained) <input type="checkbox"/> <i>Comments:</i>	Date customer notified of approval: <i>Comments:</i>

--	--	--

--	--	--

Check-off List/Document Verification***Comments:***

- | | |
|---------------------------------------------------------------------------------------------|--|
| <input type="checkbox"/> General coverage insurance received | |
| <input type="checkbox"/> Inflatable or "extra" insurance received | |
| <input type="checkbox"/> Food permit copy received | |
| <input type="checkbox"/> Transportation and parking plan submitted | |
| <input type="checkbox"/> Security/crowd control plans submitted | |
| <input type="checkbox"/> Sanitation plan submitted | |
| <input type="checkbox"/> Plan for notification of affected agencies/neighbors submitted | |
| <input type="checkbox"/> Water safety plan submitted | |
| <input type="checkbox"/> Concert CD for screening submitted | |
| <input type="checkbox"/> Concert CD for screening approved | |
| <input type="checkbox"/> All additional requirements listed by Special Events Committee met | |
| <input type="checkbox"/> Final payment made | |
| <input type="checkbox"/> Final permit sent to customer for signature | |
| <input type="checkbox"/> Final permit returned to Recreation & Cul. Svcs. | |
| <input type="checkbox"/> Final permit sent to Recreation & Cul. Svcs. | |
| <input type="checkbox"/> Final permit with signatures sent to customer | |
| <input type="checkbox"/> Final summary status sent to event committee | |
| <input type="checkbox"/> Event post evaluation sent to committee | |
| <input type="checkbox"/> Event post evaluation completed | |
| <input type="checkbox"/> Post evaluation reviewed with customer | |
| <input type="checkbox"/> Event closed in Active Net and filed away | |