



## FOR SPECIAL EVENT

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|---|--|
| # | 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

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_

### SPECIAL EVENT

Describe Type of Special Event and Purpose:

- Parade     Bike Run     Foot Run     Art Festival     Other

Date \_\_\_\_\_ Hours of Operation \_\_\_\_\_ Number of Volunteers \_\_\_\_\_  
 Expected Attendance: Participants \_\_\_\_\_ Spectators \_\_\_\_\_  
 Number of cars or floats in parade (if applicable) \_\_\_\_\_ Number of booths/vendors \_\_\_\_\_

- Attach a map showing specific location and/or route of event.**  
 **Attach copies of brochures, posters or mailings advertising this event.**  
 **Attach proof of insurance.**

**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: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Day Phone: \_\_\_\_\_ Eve. Phone: \_\_\_\_\_

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

**FOR OFFICIAL USE ONLY**

Approved By:	Estimated Costs:	Actual Costs:
Public Works	_____	_____
Police Dept	_____	_____
Planning Dept	_____	_____
Finance Dept	_____	_____
City Manager	_____	_____

Recommend denial for the following reasons:

Public Works: \_\_\_\_\_

Police Dept: \_\_\_\_\_

Planning Dept: \_\_\_\_\_

Finance Dept: \_\_\_\_\_

City Manager: \_\_\_\_\_

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

Public Works: \_\_\_\_\_

Police Dept: \_\_\_\_\_

Planning Dept: \_\_\_\_\_

Finance Dept: \_\_\_\_\_

City Manager: \_\_\_\_\_

	<b>Date/Initial</b>	<b>Amount</b>
Performance Deposit Received	_____	_____
Proof of Insurance Received	_____	_____
Save Harmless Agreement Received	_____	_____
Excess Deposit Refunded	_____	_____
Permit No. _____		



# **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, 15728 Mill Creek Boulevard, or call 745-1891/337-1116.
- < Submit completed application to the City Manager's 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, 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 may require that you provide commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence with the City named an additional insured on the policy for the duration of the special event.

## **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; 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.