



SPECIAL EVENT APPLICATION

Instructions:

A Special Event Permit is required for an event meeting the following:

- Lasts fewer than 25 total calendar days in any calendar year;
- Occurs wholly or partially on public right-of-way, or City park; or if on private property involves installation of tents or other temporary structures requiring inspection by the City;
- Consists of a gathering of more than 30 people at a City park, except for Woodinville Sports Fields, or creates an unusual need for City-provided emergency or protective services such as police, fire or medical aid and/or necessitating special traffic control measures such as barricades, traffic direction by police, or similar.

Special Events may include, but are not limited to, fun runs, races on foot, bicycle, or roller-skates, other athletic events, fundraising events, auctions, bike-a-thons, parades, carnivals, shows or exhibitions, filmmaking, circuses, block parties and fairs.

See Woodinville Municipal Code Section [8.12.040](#) for a list of special events that do not require a Special Event Permit.

Permit Application:

The Special Event Application has several sections, please complete what is applicable to your event. **Only complete applications will be accepted.** Applications should be submitted at least 90 days but not more than one year prior to the start date of the event. If you submit an application less than 90 days prior, the City cannot guarantee your Special Event Permit will be processed in time to allow the event. Any permits submitted less than 30 days prior to the event will be charged an additional fee. See below for a list of the information needed to complete the application. Each number in the list corresponds to a section in the application. Additional information is needed if the special event is on City property.

All Events:

1. Event information
2. Applicant information
3. 24-hour event contact information
4. Event details
5. Building department review
6. Application signature and hold harmless agreement

Events on City property, parks and streets:

7. Use of City parks and streets
8. Waste and sanitary services
9. Events using Sammamish River Trail / Wilmot Gateway Park
10. Events using DeYoung Park
11. Events using City parks
12. Event schedule
13. Admissions and taxes
14. Event insurance
15. Parking plan
16. Signage plan
17. Tents
18. Site plan(s)

CITY OF WOODINVILLE

Development Services Department

425-489-2754 • 17301 133rd Avenue NE • Woodinville, WA 98072

Monday – Thursday 7:30am – 5:00pm • Friday 7:30am – 4:00pm

1. EVENT INFORMATION	
NAME OF EVENT:	PERMIT NO:
DATE OF EVENT:	TIME OF EVENT:
DESCRIPTION OF EVENT:	LOCATION:
NUMBER OF ATTENDEES (including vendors, if applicable):	PARCEL NO:
2. APPLICANT INFORMATION	3. 24-HOUR EVENT CONTACT INFORMATION
ORGANIZATION:	ORGANIZATION: ☐ Same as applicant
CONTACT NAME:	CONTACT NAME:
ADDRESS:	ADDRESS:
PHONE NUMBER:	PHONE NUMBER:
EMAIL ADDRESS:	EMAIL ADDRESS:
4. EVENT DETAILS	
HAS THIS EVENT BEEN PERMITTED IN WOODINVILLE BEFORE? ☐ Yes / ☐ No	IF YES, ARE THERE ANY CHANGES FROM PREVIOUS EVENTS?
WHICH BEST DESCRIBES YOUR EVENT? (Select all that apply?) ☐ Parade ☐ Run/Walk ☐ Sporting Event ☐ Festival ☐ Cycling ☐ Performing Arts ☐ Fair/Carnival ☐ Concert ☐ Promotional ☐ Other _____	
WILL YOUR EVENT REQUIRE ANY OF THE FOLLOWING FROM THE CITY? SELECT ALL THAT APPLY: ☐ Water ☐ Electricity ☐ Gate access to Festival Street ☐ None of the above/Not applicable to my event	
5. BUILDING DEPARTMENT REVIEW	
WILL THERE BE A TEMPORARY STAGE UTILIZED FOR THE EVENT?	The building department must review plans for temporary stage(s). Submit the plans and specifications with your applications.

6. APPLICATION SIGNATURE and HOLD HARMLESS AGREEMENT

I certify under penalty of perjury that I am the owner or authorized agent of the above property and the information furnished by me is true and correct to the best of my knowledge. I certify that all applicable federal, state, county, and City of Woodinville requirements for the work authorized by this permit shall be met. I grant permission for City staff to enter areas covered by this permit application for the sole purpose of inspecting work completed under this permit application and enforcing provisions related to the issuance or approval of the permit. Applicant 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 Applicant, its officers, agents, employees, customer's or licenses, or arising from or out of Applicant'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 offices, 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. All 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 Applicant, its officers, or employees, this obligation to indemnify, defend, and hold harmless is valid and enforceable only to the extent of the negligence of the Applicant, its officer, agents, and employees. By signing this application, I certify under penalty of perjury that the information furnished by me is true and correct to the best of my knowledge.

Applicant Signature

Date

ADDITIONAL AGENCY SERVICES and APPROVALS: The applicant is responsible for contacting the Public Works, Police, and Fire Departments to arrange for additional services. All costs associated with providing additional services are paid by the applicant at least ten (10) days prior to the date of the event.

Beer/wine gardens, banquets, and other special occasions

Liquor and Cannabis Control Board: Beer/wine gardens, banquets, special occasions
lcb.wa.gov

Electrical Permits

Washington State Department of Labor and Industries
(Bellevue Office)
616 120th Ave. NE, Suite C201, Bellevue, WA 98005
(425) 990-1400
lni.wa.gov

Fire Services

Woodinville Fire and Rescue
17718 Woodinville Snohomish Rd. NE, Woodinville, WA 98072
(425) 488-2131
Wf-r.org

Food Handling

Seattle and King County Public Health Food Protection Program
401 5th Ave., Suite 1100, Seattle, WA 98104
(206) 263-9566 or (206) 477-8050
Kingcounty.gov/foodsafety

Police Services

Woodinville Police Department
17301 133rd Ave. NE, Woodinville, WA 98072
(425) 877-2279

Public Works

Woodinville Department of Public Works
17301 133rd Ave. NE, Woodinville, WA 98072
(425) 877-2274

Complete the following for events on City property, parks, and streets. Include a site plan with the layout of the event.

7. USE OF CITY PARKS and STREETS				
WILL ANY PORTION OF THE EVENT BE IN A CITY PARK? (Select all that apply?)				
☐ DeYoung Park	☐ Wilmot Gateway Park**	☐ Woodin Creek Park		
☐ Rotary Park**	☐ Sammamish River Trail*	☐ Festival Street**		
*Use of the Sammamish River Trail requires a King County Parks permit.				
**Restroom facilities available on site (additional toilets may be required depending on the size of your event).				
King County Parks 201 S. Jackson St., KSC-NR-0700, Seattle, WA 98104 (206) 477-8100, kingcounty.gov/parks				
WILL ANY PORTION OF THE EVENT TAKE PLACE ON CITY STREETS? If applicable, include a site plan of the route and a turn by turn worksheet for streets being used.				
STREET		DATE AND TIMES		
8. WASTE and SANITARY SERVICES				
HOW MANY WASTE CARTS/CANS WILL BE PROVIDED?	Guidance for Waste Services			
	Estimated participants	Required: 96-gallon garbage carts	Required: 96-gallon recycling carts	Recommended: 96-gallon compost
	Up to 100	2	2	1
	Up to 300	5	5	3
	Up to 500	8	8	4
	Up to 800	12	12	6
	Up to 1,000	15	15	8
Waste setup and collection is the organizer's responsibility. 96-gallon green carts with wheels should be used for garbage collection and the 96-gallon blue carts for collection of recycling. All garbage carts must be inserted with sturdy black plastic trash bags for easy trash removal. All recycling carts must be unlined.				
HOW MANY RESTROOMS/TOILETS WILL BE PROVIDED?	Guidance for Sanitary Services			
	Estimated participants	Number of hours		
		1-3 hours	4-6 hours	7-10 hours
	Up to 250	2	3	3
	Up to 500	4	6	8
Up to 1,000	4	6	12	
Restrooms and sanitary services are organizer's responsibility. The American Restroom Association recommendation for provision of toilets is two restrooms for every 300 persons.				

9. EVENTS USING SAMMAMISH RIVER TRAIL/WILMOT GATEWAY PARK

- ☐ Confirm the event will not block the trail. Non-event trail users will be able to pass through event area.
- ☐ Confirm no vehicles will drive into the park. Timing trailers will need to be moved in by hand.
- ☐ Confirm no cords or hoses will cross over the trail.
- ☐ If electricity is required Public Works will unlock the designated outlets the day prior to the event.
- ☐ Food trucks must stay within designated lane to access area by restroom building.

Applicant Initials: _____ Date: _____

10. EVENTS USING DEYOUNG PARK

GRASS MUST BE PROTECTED UNDER VENDOR TENTS, DESCRIBE GRASS PROTECTION MEASURES:

- ☐ If electricity is required, power access requires a ladder – located beneath the tree house platform.
- ☐ Water is limited to quick-couplers attached to the irrigation system.
- ☐ Confirm no vehicles will drive into the park.
- ☐ Written permission is required from the property owner to use the Haggen's area parking lot or close the private road for special events. INCLUDE THIS WITH APPLICATION.

Applicant Initials: _____ Date: _____

11. EVENTS USING CITY PARKS

- ☐ All garbage, restrooms, sanitary services, and signs will be picked up at the close of the event. Note the placement of receptacles is not allowed prior to the date of the event.

Pick-up time _____

- ☐ Confirm no vehicles will drive into the park.
- ☐ Confirm no cords or hoses will cross pedestrian walkways.

Applicant Initials: _____ Date: _____

12. EVENT SCHEDULE *Include additional sheets if needed to provide event schedule.

DATE	TIME	EVENT
		Event Set-Up
		Breakdown

13. ADMISSIONS and TAXES

WILL THE EVENT BE CHARGING ADMISSION FEES, SPACE RENTAL FEES, SELLING ITEMS, OR SOLICITING FUNDS?

☐ YES ☐ NO

An admissions tax may be required to be collected and submitted to the City for each admission fee charged per Woodinville Municipal Code Chapter 3.10. (Exemptions: schools, churches, religious organization, government activities, nonprofit organizations, and the tourist district.)

ARE THE FEES CHARGED FOR PROFIT OR NON-PROFIT?

☐ FOR PROFIT

☐ NON-PROFIT

NON-PROFIT NAME / PHONE NUMBER:

14. EVENT INSURANCE

CONFIRM THE FOLLOWING CONDITIONS HAVE BEEN MET:

☐ The insurance policy shall contain or be endorsed to contain a statement that the User's insurance coverage shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the User's insurance and shall not contribute with it.

☐ Confirm no vehicles will drive into the park.

☐ General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations and contractual liability. The Public Entity shall be named as an additional insured on User's General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage. The General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products- completed operations aggregate limit.

☐ Include the additional Endorsements CG20 26 Additional Insured-Designated person/organization or coverage at as broad

☐ User shall defend, indemnify and hold harmless the Public Entity, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the Public Entity.

☐ The User shall provide a certificate of insurance evidencing the required insurance before using the Premises. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

☐ The User shall procure and maintain for the duration of the use or rental period insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the facilities and the activities of the User and his or her guests, representatives, volunteers and employees.

☐ User's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the User to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity.

Applicant Initials: _____ Date: _____

EXAMPLE OF REQUIRED INSURANCE ADDITIONAL COVERAGE REQUEST:

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Additional Insured Person(s) or Organization(s)

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.
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Section II – Who Is an Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf.

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

15. PARKING PLAN	
NUMBER OF EVENT ATTENDEES:	TOTAL NUMBER OF AVAILABLE PARKING STALLS:
LOCATION OF PARKING	PROPERTY OWNER SIGNATURE:
LOCATION OF PARKING	PROPERTY OWNER SIGNATURE:
16. SIGNAGE PLAN	
DESCRIBE LOCATIONS OF SIGNS TO BE USED FOR EVENT AND SHOW THEM ON THE SITE PLAN.	
PROVIDE AN IMAGE OR DRAWING OF SIGNAGE TO BE USED FOR THE EVENT.	

Note to applicant: Even if your event previously did not require a parking plan, you may be required to provide one going forward if the event is determined to be of a certain size, particularly if the event location already has limited parking options.

Complete the following for events which will include the use of tents. Tents will be required to be inspected by the Fire Department prior to the event.

17. TENTS	
WILL ANY TENTS OR CANOPIES BE USED FOR THIS EVENT? ☐ YES ☐ NO	PROVIDE THE TOTAL SQUARE FOOTAGE OF THE TENT AREA BEING USED FOR THE EVENT.
DETAIL HOW EACH TENT WILL BE SECURED. *Attach additional Documents which show methods if necessary. All tents must be able to withstand up 30-35 MPH winds.	
INCLUDE TENT MANUFACTURES FLAME RESISTANCE CERTIFICATE WITH APPLICATION. ☐ Certificate Provided	
CONFIRM THE FOLLOWING CONDITIONS WILL BE MET. TENTS WILL NEED TO BE SHOWN ON A SITE PLAN. ☐ Tents if placed indoors must have fire sprinklers. ☐ Any generators shall be a minimum of 20 feet from tents. ☐ No open flames within tents. Contact Woodinville Fire Department for requirements: (425) 483-2131 ☐ Cooking inside tents must be approved by Woodinville Fire District. Contact Woodinville Fire Department for requirements: (425) 483-2131 ☐ Provide min 2A10BC fire extinguisher within 75' travel. ☐ All Food Trucks must maintain minimum 10' from structure and 10' from other food trucks. ☐ Maintain an unobstructed access around all fire hydrants. Applicant Initials: _____ Date: _____ Final approval subject to site inspection – Call (425) 483-7904 to schedule, minimum 48 hours prior to event.	

18. SITE PLAN(S) INCLUDING TENTS, FOOD TRUCKS, SIGNS, TABLES, CHAIRS, A/V EQUIPMENT OR STAGES, PARKING, STREETS, ETC.