

"Special Event" includes, but is not limited to, any temporary/ongoing activity occurring on public or private property that affects the ordinary use of public streets, right-of-way, sidewalks, traffic, etc, and/or generates considerable public participation. This application ensures that the activity meets legal requirements and allows the City to adequately schedule public services as needed.

Note: Neighborhood Block Parties may not require a Special Event permit. For block party eligibility and information, please review the [City's website](#). Block Parties can be requested using the City's [Neighborhood Block Party Request Form](#).

Sidewalk cafes or other exclusive uses of sidewalks should use the [Sidewalk Use Permit](#).

SPECIAL EVENT SUPPORTING FORM & CHECKLIST

Note: Submit your application online through MyBuildingPermit.com. This form is required and must be uploaded during your online application. Use the checklist on pages 5-6 to determine if additional documents are needed for your application.

APPLICANT INFORMATION

Applicant Name: _____

Company/Organization: _____

Mailing Address: _____

Website: _____

Phone Number: _____ Email: _____

EMERGENCY CONTACTS

Please provide two emergency contacts:

Emergency Contact #1: _____

Phone Number: _____ Email: _____

Emergency Contact #2: _____

Phone Number: _____ Email: _____

EVENT INFORMATION

Site Contact Name: _____ Cell Phone Number: _____

Name of Event: _____

Type of Event (i.e. Concert, Fun Run, etc.): _____

Has this event been permitted before in Issaquah?: ☐ Yes ☐ No

If yes, are there any changes from the previous approved event?: _____

Is this an event that will occur multiple times in a year? (ie: Art Walk, Farmer's Market): ☐ Yes ☐ No

Date(s) of use: _____ to _____ Hours: _____ to _____

Subject to [Issaquah Municipal Code 5.14.060](#) stating that all Special Event Permits shall be temporary and may be revoked.

Are the date(s) requested flexible? ☐ Yes ☐ No

Proposed Event Location - include site parcel number and address: _____

Facilities you plan to use (check all that apply):

- | | |
|---|---|
| ☐ Athletic Field* | ☐ Sidewalk |
| ☐ City Facility* | ☐ Street |
| ☐ Private Facility | ☐ Trail* please see Issaquah Trails Map |
| ☐ Park* | ☐ Other |
| ☐ Picnic Shelter* | |

***These City facilities require additional permitting and fees through the [Parks and Community Services Department](#). See page 5.**

If other, please specify: _____

Event Components (check all that apply):

- | | |
|---|---|
| ☐ Alcohol/Beer Garden | ☐ Inflatable(s) |
| ☐ Bicycling | ☐ Tents/Temporary structures |
| ☐ Bleachers | ☐ Police/Security |
| ☐ Carnival Rides | How many police officers requested?: _____ |
| ☐ Car Show | Police presence is offered at an hourly rate per officer. |
| ☐ Concert/Live Music | Please contact Paul Friden at paulfr@issaquahwa.gov or 425-837-3204 for more information. |
| ☐ Drone(s) | ☐ Marathon/Run/Walk |
| ☐ Electricity/Generator | ☐ Signs (i.e. banners, a-frames, directional arrows, etc.) |
| ☐ Exhibits or Displays** | ☐ Vendors |
| ☐ Fireworks** - additional permit required | ☐ Other |
| ☐ First Aid** | |
| (please state first aid providers' level of experience [i.e. EMT, Paramedic, CPR/First Aid]) | |
| ☐ Food Services/Food trucks | |

If other, please specify: _____

****These event components may require Fire Engine Standby due to fire danger and/or nature of the event. Standby is provided by Eastside Fire & Rescue at an hourly rate. Please contact EFR at 425-313-3200.**

Will participants be charged a fee?: ☐ Yes ☐ No If yes, amount?: _____

If non-profit, who will benefit from the proceeds of this event?: _____

ATTENDANCE

Estimated total attendance: _____ Registered # of participants: _____

Estimated # of vehicles: _____ # of volunteers: _____

of staff: _____

EVENT SITE & TRAFFIC CONTROL PLANS

Please include separate page(s) outlining your event site plan and traffic control plan. See Application Checklist on page 5 for detailed requirements.

INSURANCE REQUIREMENT

The Applicant shall procure and maintain for the duration of the Permit, insurance against claims for injuries to persons or damage to property which may arise from or in connection with operations or activities performed by or on the Applicant's behalf with the issuance of this Permit. General Liability Insurance naming the City as Additional Insured in the minimum amount of \$1,000,000 per occurrence is required, but may be more if the City determines it necessary for the proposed event. A certificate of this insurance must be submitted along with an original copy of the endorsement naming the City as additional insured and be acceptable to the City prior to receiving the Permit.

Please see [City of Issaquah Insurance Requirements](#) for more information.

KING COUNTY DEPARTMENT OF PUBLIC HEALTH & LNI PERMITS

Depending upon the nature and scope of the proposed activity, other permits and insurance may be required as determined through the application process. Additionally, other fees may be assessed as determined necessary. The City will make every effort to assist the applicant in determining complete permit requirements, though once identified, it will be the applicant's responsibility to provide required and approved documentation.

If Applicable, please provide:

- ☐ [KC Department of Health](#) Permit #: _____ Expires: _____
- ☐ [Labor & Industries](#) Permit #: _____ Expires: _____

Contact Person: _____

Is this an event involving political or religious activity intended primarily for the communication or expression of ideas? ☐ **Yes** ☐ **No**

INDEMNIFICATION/HOLD HARMLESS AGREEMENT

HOLD HARMLESS – Applicant shall defend, indemnify and hold harmless the City, 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 acts or omissions of the Applicant, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

The sponsor/permittee agrees to defend, indemnify and hold harmless the City, its appointed and elected officials employees, authorized volunteers, and agents from and against any and all liability, loss, costs, damage and expense, including costs and attorney fees in defense thereof because of actions, claims, or lawsuits for damages resulting from personal or bodily injury, including death at any time resulting there from, sustained or alleged to have been sustained by any person or persons on account of damage to property, arising or alleged to have arisen directly or indirectly out of or in consequence of the permitted event, except those arising out of the sole negligence of the City

PUBLIC DISCLOSURE NOTICE

All records, including but not limited to documents, maps, plans, photographs, financial and proprietary information, or other material, regardless of physical form, characteristics, or means of transmission, submitted will become the property of the City. All records will become a matter of public record by virtue of their submission to the City, a public entity, and will be subject to disclosure under the Washington Public Records Act without prior notice to the submitter. The City will not in any way be liable or responsible for any claims, actions, damages, and expenses (including but not limited to court costs and reasonable attorney's fees), resulting from, arising out of, or in any way connected with the disclosure of any such records or portions thereof if the disclosure is made pursuant to a public records request.

Signature of Authorized Representative of Sponsoring Event: _____

Date: _____

APPLICATION CHECKLIST*

***Note:** Checklist is not a substitute for an online permit application. Please submit your permit application via [MyBuildingPermit.com](https://mybuildingpermit.com) with all applicable supporting documents listed in this application checklist.

- ☐ Completed Special Event Permit Application & Checklist
- ☐ Event Site Plan
 - Event Site Map, showing all event features including:
 - Access to electricity
 - Access to water
 - Clearly marked streets or right-of-way being requested, including start and finish locations
 - Family reunification
 - First aid stations
 - Placement of banners, signs, cones, and/or barricades
 - Placement of booths, tents, fencing, bleachers
 - Detailed layout of Beer Garden
 - Include exit pathways, type of containment/fencing. Multiple usable exits may be required.
 - Placement of dumpsters/garbage/recycling containers
 - Placement of food trucks. All food trucks/trailers shall have an up-to-date King County Regional Food Truck Inspection (Other King County Fire Departments conduct). The inspection paperwork should be provided at permit submittal. **All food trucks/trailers shall comply with [Washington State Department of Labor and Industries](#), [King County Department of Health](#), [2021 International Fire Code](#), and [Issaquah Food Service Packaging and Recycling Requirements](#).**
 - Placement of handwash stations
 - Placement of portable toilets
 - Stage
 - Staging areas
 - Restroom Facilities/Portable Toilets Plan
 - Clearly state quantity and locations of restroom or portable toilets
 - If applicable, provide documentation in the form of a work order or an invoice that the equipment needs/services have been arranged by the event organizer
- ☐ Traffic Control Plan Map
 - Placement of traffic signs, cones, barricades, and public safety officers in congested areas
 - Emergency access routes
 - If utilizing safety officers or traffic control staff, please provide their certifications and/or licenses
 - Include contact information for the Traffic Control Supervisor
 - Include expected timeline for traffic control
 - Show sidewalks, bike lanes, bus lanes, and school zones
 - Demonstrate how vehicle and pedestrian access will be maintained at all times (including a minimum of 3 feet of unobstructed sidewalk or other walkway maintained at all times). Include a detour plan, if applicable.
 - Show speed limit of affected roads
- ☐ Transportation/Parking Plan
 - Provide a written plan for handling event parking for participants and spectators, including locations, dimensions, and capacity of spaces, and include any documentation pertaining to arrangements made with any transportation agencies.
 - If parking is proposed in private lots (ex: schools), documentation of the agreement made allowing for such parking must be provided.
 - Provide a communications plan for traffic control, transportation, and parking to ensure that attendees are aware of parking alternatives.

- ☐ Application fees are invoiced to the Applicant after the submittal is deemed sufficient for review. Payable online by credit/ debit card with 3.00% [service fee](#). Check accepted in person.
- ☐ [Certificate of Liability Insurance](#)
- ☐ [Barrier Request Form](#) (if applicable)
 - If requesting barriers for your event, this form is required and must be uploaded during your online application.

Additional Licenses and Permits, if applicable

- ☐ Alcohol License: A [Banquet Permit](#) or [Special Occasion License](#) must be obtained separately from the Washington State Liquor and Cannabis Board
- ☐ City of Issaquah Business License: <https://www.issaquahwa.gov/index.aspx?nid=134>
- ☐ City of Issaquah Park Permits:
 - [Athletic Field](#)
 - Parks Use: Please contact [Parks and Community Services](#) at parkrentals@issaquahwa.gov
 - [Picnic Shelter](#)
 - Trail Rental: Please contact [Parks and Community Services](#) at parkrentals@issaquahwa.gov
 - [Facility Rental](#)
- ☐ City of Issaquah Temporary Sign Permits (A-Frame, Real Estate, Commercial Banner, Outdoor Vendor signs): <https://www.issaquahwa.gov/1042/Sign-Permits>
- ☐ Temporary Tent Permit: Tents over 400 square feet require a [separate permit](#).
- ☐ Fireworks Permit: Any public display of fireworks must obtain a [separate operational permit](#).