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CITY OF KENMORE, WA
SPECIAL EVENTS PERMIT APPLICATION



18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Staff use Area
Permit Number:
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.
Date Stamp

1
Applicant:
Address:
e-mail:
Phone:
City, St, Zip:
Fax:
Property Owner:
Address:
e-mail:
Phone:
City, St, Zip:
Fax:
Contact Person:
Address:
e-mail:
Phone:
City, St, Zip:
Fax:
Sponsoring Organization:
Contact Name:
Address:
e-mail:
Web site:
Phone:
City, St, Zip:
Fax:

2
Event Title:
Description:
Event Category:
Parade Run/Walk Bike Run Block Party
Community Celebration Street Fair Art Festival Farmer/Outdoor Market
Concert/Performance Carnival Other:
Date(s) of Event:
From : AM/PM To: AM/PM
Must include set up time
Event Location:
Address:
*This application is not for reserving the Hangar, please do so here: https://www.kenmorehangar.com/
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**

Provide a plan or map of the entire event venue with the items listed below including streets. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.

- The location of fencing, barriers, and barricades. Indicate any removable fencing for emergency access.
- The location of first aid facilities and ambulances.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and temporary structures.
- A detailed plan of food booths and cooking area configurations; including booth identification of all vendors cooking with flammable gases or barbeque grills.
- Generator locations or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- Locations of fire extinguishers.
- Identification of all event components that meet accessibility standards.
- Other related event components not listed above.

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?

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| 5 | <p>Alcohol</p> <p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/> 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:</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| 6 | <p>Food Concessions or Preparation</p> <p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/> Does your event include food concessions or preparation? If yes, describe how food will be served and/or prepared: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> <input type="checkbox"/> Will food be cooked in the event area? If yes, specify method:</p> <p><input type="checkbox"/> Gas</p> <p><input type="checkbox"/> Electric</p> <p><input type="checkbox"/> Charcoal</p> <p><input type="checkbox"/> Other (specify) _____</p> |
| 7 | <p>Food Truck</p> <p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/> 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 to schedule an inspection.</p> |
| 8 | <p>Concessionaires</p> <p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/> Will items or services be sold at your event? If yes, describe and attach a complete list of vendors _____</p> <p>_____</p> <p>_____</p> <p><u>A concession agreement is required for the sale of goods or services at any city owned property.</u></p> <p><input type="checkbox"/> <input type="checkbox"/> Will items or services sold at your event present unique liability issues (e.g., massage, body piercing, animal rides, etc.)? If yes, describe and attach a complete list of vendors _____</p> <p>_____</p> <p>_____</p> |

9 Portable Rest Rooms

Yes No

Do you plan to provide portable rest room facilities at your event?
If yes: Total number of portable toilets _____
Number of ADA accessible portable toilets _____
If no, explain _____

Rest Room Company _____
Address _____ City _____ State _____ Zip _____
Phone _____ fax _____
Equipment Setup: Date _____ Time _____
Equipment Pickup: Date _____ Time _____

10 Sanitation and Recycling

Number of Trash Cans _____ Number of Trash Cans with Lids _____
Number of Dumpsters _____ (*One for every increment of 400 people*)
Number of Recycling Containers _____
Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event. _____

11 Mitigation of Impact

Yes No

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 _____

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 _____

12 Business or Resident Petition

Yes No

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.
Important: A separate right-of-way permit is required for road closures.

13 Water Based Events

Yes No

Will your event be held in the water?
If yes, complete and attach the King County Sheriff's Notification of Marine Event / Variance Form.

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| 14 | Other: Other related event activities or proposals not listed above |
| 15 | Insurance Requirements 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. |
| 16 | Fees and Financial Guarantees 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. |
| 17 | Affidavit of Application <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> Print Name of Responsible Person _____ Title _____ Signature _____ Date _____ |