



Development Services Center
Attn: Lia Gunderson or Heidi Poole
 PO Box 97010 M/S 2SPL
 Redmond, WA 98073-9710
 Phone: 425-556-2760
 Fax: 425-556-2400

Permit #: SPEV-
Expiration Date: _____

SPECIAL EVENT PERMIT

SUBMIT APPLICATION *90 DAYS PRIOR TO THE EVENT*
 ADDRESS AND FAX APPEAR ABOVE

APPLICANT INFORMATION

Name _____
 Address _____
 City/State/Zip _____
 Email _____

Business Phone # _____
 Home Phone # _____
 Fax # _____
 Cell # _____

Secondary Contact _____
 Address _____
 City/State/Zip _____
 Email _____

Business Phone # _____
 Home Phone # _____
 Fax # _____
 Cell # _____

SPONSORING ORGANIZATION

Name _____
 Address _____
 City/State/Zip _____

Phone # _____
 Fax: _____

THE EVENT

Event Name _____

Describe the Purpose: Parade Bike Ride Walk Other _____

Date(s) _____ Hours of Operation _____

of Volunteers _____ # of cars/floats in parade _____

Expected Attendance (Participants and Spectators) _____

If utilizing any King County trail or park, please contact the County to obtain their required permit.

Are you applying to utilize Redmond City Campus No Yes. If so, you will **not** have access to any city buildings. If using the campus, will you be renting portable toilets? No Yes. If so, how many? _____

Will tents be set up? No Yes. If yes, please contact the Fire Support Administrator at 425-556-2220 regarding tent permits and fire prevention.

Describe the event in detail. Add additional sheet if necessary: _____

***PLEASE ATTACH**

1. Permit Processing Fee (\$133.34) includes \$129.46 application fee & 3% technology surcharge.
2. A bulleted timeline list and sequence of events.
3. A route map and/or site layout as applicable.
4. Any related event brochures, posters, or mailings.
5. Signed "Hold Harmless" Agreement.
6. Certificate of Liability Insurance.
7. A refundable cash performance deposit of \$194.19, due before permit is issued.

GENERAL INFORMATION ABOUT SPECIAL EVENTS:

1. WHY DO I NEED TO APPLY FOR A PERMIT FOR A SPECIAL EVENT?

The permit process enables the City of Redmond to schedule adequate services such as police escorts, traffic control, sanitation, and clean-up work required to support the event.

2. WHAT IS A “SPECIAL EVENT”?

A “special event” is defined as any activity occurring on private or public property that affects the ordinary use of public streets, rights-of-way, and/or sidewalks. For practical purposes this includes, but is not limited to: fairs, festivals, parades, foot runs, and bicycle races.

3. HOW DO I OBTAIN A PERMIT FOR MY SPECIAL EVENT?

- Obtain an application and hold harmless agreement from the City of Redmond Development Services Center.
 - Complete the application and return it along with the current non-refundable processing fee shown on the application (subject to yearly change) to the Development Engineering & Construction Division of the City of Redmond Development Services Center., at least **90 days prior** to your event.
 - Include proof of insurance, hold harmless agreement, route maps, and sample advertisements (if applicable), along with your completed application.
 - The refundable performance deposit is 150% of the estimated Special Event Permit Fee and is due before the final permit is issued.

4. HOW MUCH WILL I PAY FOR A SPECIAL EVENT PERMIT?

The fee is the total of all costs incurred by the City of Redmond in providing services to support the event. This would normally include services such as police escorts, traffic control, sanitation, and clean-up services; these are called “street management costs.” There are three fee categories for special events:

- Privately sponsored events: the sponsoring organization pays 100% of the total street management cost.
- City co-sponsored events: the City pays 50% (or a negotiated portion) of the total street management cost.
- City sponsored events: the City pays 100% of the total street management cost.

5. WHEN DO I PAY THE FEE?

The non-refundable processing fee is due at the time the permit application is submitted to Development Engineering & Construction in the Development Services Center. The performance deposit is due before the final permit is issued.

6. DO I NEED INSURANCE?

Yes. Proof of comprehensive liability insurance in the amount of \$1,000,000, naming the City of Redmond as an additional insured, is required before the permit can be issued. A hold harmless agreement is also required. The hold harmless form is available from the City’s Development Services Center or from the City’s website: <http://www.redmond.gov/common/pages/UserFile.aspx?fileId=32164>

7. WHAT ELSE SHOULD I CONSIDER AS I APPLY FOR THE PERMIT?

You should be prepared to make arrangements for sanitation facilities, barricades, state licensed traffic control flaggers, first aid stations and proper notification to affected businesses and residents. There may be other permits required for certain events such as those including the serving of food. Also, fairs and carnivals will need to apply for a City business license and inspection of their equipment.

8. WHAT ARE THE REASONS FOR DENYING A SPECIAL EVENT PERMIT?

The permit will be denied if the event:

- Disrupts traffic beyond practical solution.
- Interferes with access to fire stations and/or fire hydrants.
- Causes undue hardship to surrounding businesses or residents.
- Requires the diversion of so many public employees that service is denied to other City residents.
- If the applicant fails to provide complete and accurate information or comply with the terms of the permit including the remittance of all fees, insurance, and agreements.

9. WHAT CAN I DO IF I FEEL MY PERMIT HAS BEEN UNFAIRLY DENIED?

You may appeal the denial to the Director of Planning, and if still dissatisfied, to the City Council.