



Special Event Permit Application

Thank you for choosing City of Redmond as a possible venue for your event. Our desire is to partner with you to create memorable, and extraordinary events in the community that add to the cultural vitality of our great city.

This document contains essential information about the special event permitting process, including all requirements that must be met in order to apply.

Special Events Overview:

- A completed Special Event Application Packet is required and serves as an intent to host an event in City of Redmond.
- All applications must be completed IN FULL and include required documents below.
- A non-refundable application fee of \$75.00 is due at the time of application.
- All event producers, organizations and individuals must comply with the special event permitting process, procedures and guidelines.

The Special Event Application Packet includes:

- A Special Event Application
- A proposed site map
 - Route maps, traffic control plans, and additional maps may be required depending on the activities at the event
- A list of activities & timeline of event

How To Apply

Submit your Special Event Permit Application to EventPermit@Redmond.gov

You may also mail, or hand deliver to the following address:

Redmond City Hall
ATTN: Special Events
15670 NE 85th Street
Redmond, WA 98052

TIMELINE & KEY DATES

90 Days Prior to the Event

- Contact us to discuss your event – eventpermit@redmond.gov or (425) 556-2360
- Check for other events or activities scheduled on the proposed date of your event
- Select a date for your event
- Identify the location of your event
- Prepare the required documents for your Special Event Application Packet
- Verify all park uses and any applicable restrictions
- Consult with King County Public Health to determine requirements for food vending

90 to 120 days prior to the event (Start the Application Process)

- Submit your Special Event Application Packet (see Page 5)
- Schedule your initial meeting with the Special Events Administrative Assistant
- Reference the City of Redmond's fire code for vendor set-up and temporary structure permit information (checklist is attached to our [Customer Guide to Special Events](#))
- Recruit vendors and volunteers
- If your event includes alcohol sales, service, or consumption consult with the Washington State Liquor and Cannabis Board to determine required licenses or permits.
- Determine any City staffing requested at your event. The Special Events Committee may require additional staffing if determined necessary. Payment for all City staffing is the event producer's responsibility.

60 to 90 days prior to the event

- Finalize your site map, route map and traffic management plan
- Completed your Permit for temporary structures or tents (if you have tents)

45 to 60 days prior to the event

- Schedule your Pre-Event Walk-Through with Special Event Committee
- Finalize your power map and electric needs
- Complete your Master Business License

30 to 45 days prior to the event

- Receive your invoice. Payment due in full.
- Complete your Incident Action Plan

15 days prior to the event

- Final event walk-through is scheduled
- Notify surrounding businesses of impact



Special Event Permit Application

Office Use Only

Return To: (mail or in person)	ATTN: Special Events Administrative Assistant Redmond City Hall 15670 NE 85th St, Redmond, WA 98052 Business Hours: Monday – Friday 8am-5pm	eventpermit@redmond.gov Phone: 425-556-2360 Fax: 425-556-2303
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Non-Refundable \$75 Application Fee required for applications to be reviewed. Thank you for choosing the City of Redmond for your event. The purpose of the Special Event Application is to assist in planning and presenting a safe and well-organized event. Your completed application is required no less than ninety (90) days prior to your event. Please provide all information requested (attach site/route maps, lists of vendors, and additional information required) as incomplete applications will not be accepted. Your application will be reviewed by the Special Event Committee. If approved, fees, terms and conditions for your special event will be determined, documented and provided to you.

1. APPLICANT INFORMATION

Sponsoring/Producing ORGANIZATION NAME			
Is this a nonprofit or charitable organization? If yes, please provide/attach Federal IRS 501(c)1 or (c)3 exemption certificate.			
Mailing Address, City, State, Zip	Street Address		
	City, State, Zip		
Application Contact	Name	Secondary Contact	Name
	Title/Responsibilities		Title/Responsibilities
Phone	Mobile	Phone	Mobile
Email		Email	
Day-Of/On-Site Event Contact	Name	Title/Responsibilities	Mobile
Organization/Event Website http://www.		Facebook	Twitter
You may provide/attach event brochures, mailings, promotional materials, etc.			

2. EVENT INFORMATION

EVENT NAME					Expected Daily Attendance	
Event Dates/Times (Dates/Times OPEN to attendees)					Participants & Spectators	Staff & Volunteers
Day 1	Date	Day	Start Time	End Time		
Day 2	Date	Day	Start Time	End Time		
Day 3	Date	Day	Start Time	End Time		
Event Setup/Takedown Dates/Times (Dates/Times event site access is needed for preparation and cleanup)					Total Attendance (Add all rows & columns)	
Day 1	Date	Day	Start Time	End Time		
Day 2	Date	Day	Start Time	End Time		
Day 3	Date	Day	Start Time	End Time		
Event Location	Site/Facility/Park Name					

Describe in detail, include address and/or proposed route if applicable. ATTACH REQUIRED MAPS (See Section 4).

3. EVENT DETAILS

Has this event been produced before?	Has this event been produced before in Redmond?	Is this an annual event?	Previous name(s) of event.	How many years?
Are there any changes from previous years?	If yes, describe changes.			
Admission/Participation Fee Charged?		If yes, amount?		
Please note that if you charge an event admission, a City of Redmond admission tax of 5% of the amount paid for admission may be levied per RMC Chapter 3.28.030. www.redmond.gov/992/Taxes-Fees				
Event Type	Choose event types below that pertain to your event (select all that apply).			
	Parade	Festival	Run/Walk	Concert
	Free Event	Fair/Carnival	Performing Arts	Promotional
	Fundraiser	Sporting Event	Cycling	Other
	If "Other" selected, please describe.			
	Is this event open to the public?			
Event Description	Describe the event.			
Please attach the required detailed event timeline to this application. Include sequence of activities, days/times of equipment deliveries, and all applicable occasions the event site will be accessed.				
Equipment Setup and Takedown	Will your event require electricity?	Will you be providing your own power source (generators)?		
	If applicable describe any power source needs you request be provided by the City.			
	Choose equipment below that will be used at your event (select all that apply and please show location and size of all temporary structures on site map provided in Section 4).			
	Staging/Scaffolding	Tents/Canopies	Generators	
	Fireworks	Inflatables	Portable Restrooms	
Amplified Sound	Signage	Sinks/Hand-Washing Stations		
	For temporary structures such as tents/canopies, please complete and attach the Fire Code Permit Application. Fire permits may be required for temporary structures that need to be inspected by the Redmond Fire Department.			
	Please list the outside companies/vendors that you are using for set up/takedown of equipment for any of the checked boxes above.			

4. MAPS

<p>Site Map Required</p>	<p>A detailed site map is required for all events. Submit in color, in an electronic format, or a clear and legible hand drawn map on a single sheet and attached as a separate document with this application. Please submit your site map with your application.</p> <p>The <u>Site</u> Map shall include the following information:</p> <ul style="list-style-type: none"> • North, indicated by a directional arrow symbol. • Name of the venue/location of event, and surrounding street and intersection names. • The overall Event Area (including on/off-site parking, if appropriate). • Location of all temporary and permanent structures (including but not limited to stages, vendors, booths, tents, portable toilets, vehicles, shelters, etc.). • Location of electrical equipment and services (generators, outlets, spider boxes, cord covers for all path crossings, etc.). • Location of promotional banners, signs, fencing, barricades and all exits and gates. • Location of your event logistics center, medical/first aid station, emergency vehicle access points.
<p>Route Map Required</p>	<p>A detailed route map is required for events that require street and/or trail use (such as runs/walks/racing type events). Submit in color, in an electronic format, or a clear and legible hand drawn map on a single sheet and attached as a separate document with this application. Submit to the Special Event Permit Coordinator.</p> <p>The <u>Route</u> Map shall include the following information:</p> <ul style="list-style-type: none"> • North, indicated by a directional arrow symbol. • Name of the venue/location of event, and surrounding street and intersection names. • The overall Event Area (including on/off-site parking). • Start and Finish lines. • Directional arrows showing path of travel. • Any signs placed on route by event producer. <p>If you plan to use any King County trail such as the Sammamish River Trail, please contact King County Trail Usage Coordinator at 206.296.4221 to obtain the required permit. Fees may apply.</p>

5. VENDORS

<p>Does your event have vendors selling or distributing merchandise or services?</p>	<p>How many?</p>
<p>Does your event have vendors selling or distributing food or beverages?</p>	<p>How many?</p>
<p>If yes, please contact (425)556-2193 or businesslicense@redmond.gov to obtain a Master Business License. A Master Business License is required by anyone organizing, promoting, sponsoring, or conducting events, such as festivals, farmer's market, arts and craft show, trade shows, or when an admission fee is charged. A Master Business License applies for events where multiple dealers or vendors are selling goods or services at a single location and which meet duration and frequency criteria. The license will cover all dealers and vendors involved in the event, so that individual vendors are not required to obtain separate business licenses. The applicant/event organizer is responsible for submitting a Master Business License Application at least 30 days prior to the event along with:</p> <ul style="list-style-type: none"> • Business license fee, which is based on the total number of hours to be worked at the event. • Minimum License Fee is \$115.00 which covers 1,920 hours worked in the City in a calendar year. • List of all participating dealers/vendors (food/beverage and merchandise/services). • Non-profit organizations with an IRS 501(c)3 exemption certificate are exempt from license fee. 	
<p>Please provide a copy of the list of all participating dealers/vendors (food/beverage and merchandise/services) to the Special Event Permit Coordinator after submitting your Master Business License Application to the business licensing office. Please identify what dealers/vendors will be selling or distributing.</p> <p>Additionally, if you are serving, handling or preparing food or beverage, contact Seattle & King County Public Health Food Protection Program prior to hosting your event to obtain a food business permit and inspection. For more information call 206-263-9566 or visit the website at www.kingcounty.gov/health.</p>	

6. ALCOHOL

The sale, service and consumption of alcoholic beverages are subject to Washington State Liquor and Cannabis Board (WSLCB) regulations, licensing and permit regulations. It is required that the City and WSLCB grant permission for alcohol to be sold or consumed at a public event. The State licenses and permits are available online at <http://www.liq.wa.gov/licensing/special-licenses-and-permits>

- **Special Occasion License:** Allows a bona fide nonprofit organization to sell liquor at a specified date, time and place. Examples include a fundraising dinner, gala event, auction, or wine tasting (per WSLCB, this is required to be submitted 45 days before event).
- **Banquet Permit:** Allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business. Examples include weddings, company banquets, retirement parties, or club organization or church events.

Please note these are only common examples of permits/licenses issued. It is your responsibility to obtain the correct permits/licenses through WSLCB.

Will there be alcohol?

If yes, indicate the type of permit you are applying for.

The Special Event Committee requires a detailed schematic/layout of any intended beer/wine/liquor "garden" areas that depicts fencing, entrances, exits, dimensions, and maximum intended capacities.

Is your layout attached to this application?

Alcohol Service Area/Beer Garden Dates/Times

Day 1	Date	Day	Start Time	End Time
Day 2	Date	Day	Start Time	End Time
Day 3	Date	Day	Start Time	End Time

7. CARNIVAL/CIRCUS/AMUSEMENT ACTIVITIES

Will there be any carnival, circus or amusement activities?

If yes, a separate [Single Use IFC Permit](#) (International Fire Code Permit for Carnivals and Fairs) is required from the City of Redmond, per Chapter 5.28 of the RMC in addition to a business license (select link for application).

8. ANIMALS

Will there be animals (petting zoo, pony rides, dog walk/run, etc.)?

9. FIREWORKS

Will there be fireworks at your event?

If yes, please provide details below.

Firework Details	Company Name	Contact Name	Phone	Email
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Additionally, you are responsible to obtain a [Single Use IFC Permit](#) (International Fire Code Permit for Fireworks for Public Display) from the City of Redmond Development Services Center. A permit from the Office of the State Fire Marshal at the Washington State Patrol may also be required. For more information, call 360-596-3913 (select link for application).

10. AMPLIFIED SOUND/MUSIC

Please review the City of Redmond [noise ordinance](#) to ensure your event complies with City code.

Does your event have amplified sound (public address system, speakers, etc.)?

Does your event have live or recorded music?

If yes, please describe.

If yes, please describe.

Date(s)

Date(s)

Start Time(s)

Start Time(s)

End Time(s)

End Time(s)

11. STREET USE/SIDEWALKS/PARKING

Does your event use any streets?

Does your event use any sidewalks?

Does your event require any street or sidewalk closures?

Does your event require closure of on-street parking in time-limited parking areas?

If you answered yes to any question above, please include on your detailed Route Map (Section 4) a listing of proposed street and/or sidewalk closures, a proposed traffic management plan, and a pedestrian route detour if sidewalks will be closed.

Barricades, traffic cones, "No Parking" signs, meter permits, etc., may be required by the Public Works Department as part of your Traffic Management Plan. You are responsible for all costs related to your traffic management plan. For information on temporary traffic management plans please refer to the [City of Redmond Work Zone Manual](#).

Please consider the vehicle parking requirements for your event, and any impact resulting from right-of-way use. ([Downtown Redmond Parking Map](#))

What is your vehicle parking estimate (in total number of spaces, both on-site and off, including ADA)?

Will there be bicycle parking?

If you plan to use any King County trail such as the Sammamish River Trail, please contact King County Trail Usage Coordinator at 206.296.4221 to obtain the required permit.

Please note, if your proposed event will impact local businesses and residents due to use/closure of City streets, sidewalks, on-street parking, etc., you may be required to provide advanced notification to the affected surrounding area regarding activities of the event, date(s), times(s), location/route, and possible impacts of the event. This will be determined by the Special Event Committee.

12. FIRST AID/MEDICAL SERVICES

What (if any) first aid or medical services will be provided?

If yes, will you be requesting Redmond Fire Department to provide this service?

13. POLICE/SECURITY

Will you have security at your event?

If yes, please provide company name and contact information.

Please provide your plan for security and public safety. Include contact names and numbers for day-of/overnight on-site event security personnel, and roles and responsibilities.

Your event may require the use of police officers for public safety and/or traffic management. These needs will be determined by the Special Event Committee as part of the application/event review process. Please note you are responsible for costs associated with City of Redmond Police officers determined to be required at your event.

14. INFORMATION/ FIRST AID/ LOST CHILDREN

Do you have a location and/or designated booth for general event information?

Do you have a location and/or designated booth for first aid?

Do you have a location and/or designated booth for lost children?

Please provide details on your plan to address these items.

15. EMERGENCY EVENT MANAGEMENT PLAN

Please submit an emergency plan for your event. See details below.

Is your Emergency Plan attached to this application?

An emergency situation may result from one or more of the following:

- A weather storm, earthquake, or other force of nature.
- Situation that affects the safety of human life or damages physical property.
- Situation in which the operations of the event has an impact on the public.

The emergency plan should include the following:

- Contact personnel authorized to provide statements about the event or emergency.
- Details and location of signage or methods of informing the public about first aid locations, lost children, lost and found, etc.
- An identified evacuation area with evacuation route.
- Procedures you will follow in case of an emergency or disaster at your event.
- Communication methods and procedures you have made within your event management team, and with necessary authorities (Police, Fire).
- Information about how you have prepared your volunteers and staff to handle an emergency situation.
- Copies of your emergency plan are required to be on site at the event, and submitted with this Special Event Application.

16. GARBAGE/RECYCLING

Collection Requirements	<p>Garbage and recycling collection, and all related expenses, are the responsibility of the event organizer. Washington State law requires vendors and organizers for festival, sports facilities, special events, and official gatherings to provide recycling containers at events where beverages in cans and/or bottles are sold. See RCW 70.93.093 for complete information.</p>
	<p>Per Redmond Municipal Code 6.30, no company other than Waste Management Inc., the City's garbage service provider, may engage in garbage collection within the city. Contact Waste Management Inc. directly at 800-963-4050 or pbuilder@wm.com to order garbage and recycling service for your event. If you would like assistance with determining the appropriate service level or for information about how to reduce the waste generated by your event, please visit the City's Natural Resources Division webpage.</p>
	<p>Are you going to be contracting collection containers for recycling and trash at your event?</p> <p>How many collection stations are you having at your event?</p> <p>Trash _____ Recycling _____</p>
	<p>Provide details about the locations of garbage and recycling bins on the required Site Map (Section 4). Include your drop-off and pick-up times in your required detailed event timeline (Section 3).</p>
	<p>You are responsible for making sure all recycling and trash debris within the area of the event is cleaned up. This includes public streets and nearby areas that are reasonably related to the event.</p>

17. SANITATION SERVICES

<p>Will you be providing Sani-cans, sinks, hand-washing stations and/or other water services?</p>
<p>Provide details about the locations of Sani-cans, sinks, hand-washing stations and/or other water services on the required Site Map (Section 4). Include your drop-off and pick-up times in your required detailed event timeline (Section 3).</p>

18. FEE SCHEDULE/INFORMATION

Application Fee	<p>The \$75 non-refundable permit application fee is required to be submitted with the completed application. The application will not be reviewed and processed without the application fee.</p>
Permit Fee	<p>This fee is due prior to issuance of the Special Event Permit. The fee is based on the attendance and duration of the event and is required to be paid in full no later than thirty (30) days prior to the event.</p>
Additional Fees	<p>This fee includes estimated City services required in connection with the special event. Includes items such as City services/staff support costs, business license fees, additional permit fees, utilities, etc. based on terms and conditions of the permit. Failure to make payment may result in denial or cancellation of City services. Cost of City services will be estimated by the Special Event Committee in advance based on the information provided in your application and accompanying documents. All estimated additional fees are required to be paid in full no later than thirty (30) days prior to the event.</p>
Post-Event Fees and Refunds	<p>After the event takes place, if actual City services provided varies from estimated amounts:</p> <ul style="list-style-type: none"> The event organizer will pay the additional charges if the actual cost is more than estimated cost (this includes costs incurred by the City for additional clean-up and/or repairs necessary as a direct result of the event). The City will refund the event organizer if actual cost is less than estimated cost. <p>Payment or refund shall be completed no later than thirty (30) days after the event.</p>

19. INSURANCE REQUIREMENTS/INDEMINIFICATION/WAIVER OF LIABILITY

Indemnification and Hold Harmless Agreement shall be submitted with the special event permit application (last page of application). Evidence of insurance is required to be provided to the Special Event Permit Coordinator no later than thirty (30) days prior to your event. A special event permit will not be issued until all insurance requirements have been received, verified and approved. The City of Redmond, including its officers, employees, and volunteers, shall be named as additional insured. Additional insured endorsement (Form CG2026 or CG2012 or equivalent – Indemnification Binder) shall be attached to the certificate or it will not be accepted. Please email your proof of insurance to the Special Event Permit Coordinator.

Please see the [Special Event webpage](#) for an explanation of insurance requirements.

20. SIGNATURE

I certify that the statements and information I have provided on this application are true and accurate to the best of my knowledge. If the event plans change, I will submit a revised application or additional information accordingly. I acknowledge that all information provided by me and contained in this application is subject to public disclosure, and is available for public inspection pursuant to State of Washington RCW 42-17-260. Further, I certify that I will pay all City fees and taxes as required.

I have read and understand that failure to comply with the regulations listed on this application is grounds for immediate cancellation of an issued permit or license.

SIGNATURE OF APPLICANT

PRINTED NAME

DATE



INDEMNIFICATION & HOLD HARMLESS AGREEMENT

THE UNDERSIGNED does hereby agree to indemnify and hold harmless the City of Redmond, its officers, agents and employees, from any and all claims or liability of any nature whatsoever for the injury to or death of any person or damage to any property, real or personal, including attorney's fees, arising out of or occasioned in any manner by reason of (describe activity) _____

provided that with respect to injuries and damage resulting from the concurrent negligence of (a) the City or the City's agents or employees, and (b) the undersigned, or the undersigned's agents or employees, this agreement is valid and enforceable only to the extent of the negligence attributable to the undersigned. The undersigned waives immunity under RCW Title 51, the Industrial Insurance Act, and similar statutes, for purposes of this agreement only and acknowledges that this waiver has been specifically negotiated.

This agreement is signed and executed in consideration of _____

(Describe Consideration: event title, location, date and time of event)

Signature/Title

Date

Accepted:

CITY OF REDMOND

By: _____

Title: _____

APPLICATION CHECK LIST

The following check-list is provided to assist you in ensuring that all required/requested documents are included in your application packet. Incomplete applications will not be accepted or reviewed. Items requested not listed as "due immediately" will be required by the due date as outlined in the application in order for final event approval and permit to be issued.

Items/Documents (pertaining section)	Required	Due
<input type="checkbox"/> Completed Special Event Permit Application (Sections 1-20) <input type="checkbox"/> Detailed event timeline (Section 3) <input type="checkbox"/> Event Site Map (Section 4) <input type="checkbox"/> Event Route Map, if applicable (Section 4) <input type="checkbox"/> \$75.00 permit application fee (Section 18) <input type="checkbox"/> Signed Indemnification and Hold Harmless Agreement (Section 19) <input type="checkbox"/> Signature (Section 20)	Yes Yes Yes Yes Yes Yes	Immediately w/Application Packet Immediately w/Application Packet Immediately w/Application Packet Immediately w/Application Packet Immediately w/Application Packet Immediately w/Application Packet
<input type="checkbox"/> List of all participating dealers/vendors (Section 5) <input type="checkbox"/> Master Business License (Section 5) <input type="checkbox"/> Alcohol license/permit, if applicable (Section 6) <input type="checkbox"/> Emergency Event Management Plan (Section 15) <input type="checkbox"/> Final permit fee payment (Section 18) <input type="checkbox"/> Certificate of liability insurance (Section 19) <input type="checkbox"/> All other applicable permits, licenses, etc. required for your event (various sections - as identified in the information provided throughout this application)	Yes Yes Yes Yes Yes Yes Yes	No later than 30 days prior to event No later than 30 days prior to event
<input type="checkbox"/> Event brochures, mailings, promotional materials, etc. (Section 1)	No	If providing, preferred immediately w/Application Packet