



**City of Redmond**  
W A S H I N G T O N

# Customer Guide to Special Events

# Thank you for choosing the City of Redmond!

Welcome to the City of Redmond Special Event planning team. We look forward to hosting your upcoming event! We are here to help you from start to finish. Our goal is for you to have a successful event that not only creates great memories for you and meets your expectations, but that will contribute to the cultural fabric of our great city. Thank you for choosing the City of Redmond for your event!

## About This Guide

This guide is a resource to help you through permit processing for your event in Redmond. Our intention is to address a wide-range of event types, scopes, and sizes. Every event is unique and through this process the committee works with you to gain an understanding of the full scope of your event. Some events may require very little city oversight in staffing or services, while others may require staffing from multiple City Departments. While we strive for this guide to be a comprehensive resource, it is not intended to be used as a sole source of information.

We can help identify other available resources to help plan Special Events. Should you have any questions regarding the process or information contained within this guide, please don't hesitate to contact us.

We look forward to discussing your event! If you have any questions or concerns, please contact our Special Events Team at [eventpermit@redmond.gov](mailto:eventpermit@redmond.gov) or by calling (425) 556-2360.





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# Special Events Overview

## 1 Special Events Definition

"Special event" means any activity including, but not limited to a fair, festival, concert, demonstration, rally, performance, show, parade, run/walk/cycle, or other publicly attended activity, entertainment or celebration which is held in whole or in part upon publicly owned property, streets, sidewalks, trails, walkways or on other public rights-of-way, or if occurring on private property, will nevertheless affect, impact or interfere with the standard, ordinary and normal use of public property, streets, rights-of-way, walkways, or sidewalks by the general public within the vicinity of such event and/or requires the use of city services.

RMC 10.62, Permits for special events.

A Special Event Permit authorizes the event and enables the City of Redmond to schedule adequate services such as police, traffic control, or EMS to support the event. (All staffing costs are the responsibility of the applicant.)

## 2 Available Spaces

We encourage you to view the [City of Redmond website](#) or contact our [Special Events Team](#) to find the best site in Redmond for your event! Out of the 1,351 acres of parks and trails in Redmond, there is a park ready to accommodate small activities up to large scale festivals. Our most requested outdoor spaces for events are: Downtown Park, Municipal Campus Park, and Central Connector Park.

### 3 Steps to obtain a Special Event Permit

1) Complete a Special Event Request online or over the phone.

This form provides preliminary information about your event to the Special Events Team. You can complete the form online or with the assistance of the Special Events Team over the phone.

They will check the proposed date(s) and time of the event to check for conflicts and produce a list of required documentation to include with your application packet. Within two business days, you will receive an email confirmation that this review has occurred. The email will contain instructions on how to submit the complete application packet and pay the \$75 application fee.

2) 90 days prior to the event:

Submit your completed Special Events Permit Application Packet to the Special Events Administrative Assistant and pay the \$75 application fee. Submitting your Application Packet less than 90 days before the event requires expediting the review process. This increases the hourly rate used to calculate the permit fee. The fee schedule is explained in the following section.

All applications must include; the Special Event Permit Application, a detailed event timeline, an event site map, an emergency management plan, and a signed indemnification and hold harmless agreement. Additional required documents may include; a route map, a traffic control plan, a parking plan, a transportation plan, or additional licenses and permits.

Your application packet will be routed to our Special Events committee for review. This process can take up to 30 days depending on the scope and scale of an event. During this process the committee may request clarification or additional documentation.

Notice of conditional approval or denial will be sent to the applicant. If there is City of Redmond staff support requested or required by the Special Events Committee the staffing will be requested. Upon final approval of the permit, the Special Events Administrative Assistant will provide an invoice for estimated staffing costs, any facility rental costs, and the permit fee.

3) 60 days prior to the event

Submit payment along with remaining required documentation at least 30 days prior to the event. Upon receipt of payment and final documentation, the Special Event Permit will be issued and emailed to the applicant for acknowledgement and signature.

Make sure to download or print the signed permits to have with you on site at the event. It is required to have this information and all maps available at the event.

## 4 Fees

Special Event Permit fees are dependent on the duration and participation level of the event. These fees were established by City Council Resolution No. 1072, in accordance with Ordinance No. 1480 and are periodically adjusted.

PERMITS RECEIVED ON TIME		APPLICATIONS RECEIVED LESS THAN 90 DAYS PRIOR TO EVENT DATE	
Participants	Per Hour Charge	Participants	Per Hour Charge
<100	\$45.00 per hour	<100	\$90.00 per hour
100-1,000	\$70.00 per hour	100-1,000	\$140.00 per hour
1,001-5,000	\$105.00 per hour	1,001-5,000	\$210.00 per hour
5,001-10,000	\$160.00 per hour	5,001-10,000	\$320.00 per hour
10,001-25,000	\$240.00 per hour	10,001-25,000	\$480.00 per hour

\*Set-up and cleanup times are included as event hours and are charged based on the total estimated people on site.

## 5 Refunds and Cancellation Policy

If the event is cancelled thirty (30) days or more prior to the date of the event, the permit holder must submit written notice to the Special Events Administrative Assistant to receive a refund for any permit fees paid. The \$75 application fee is non-refundable.

If the event is cancelled less than thirty (30) days prior to the date of the event, or the permit holder fails to submit written notice, no refunds will be issued.

## 6 Inclement Weather Policy

The applicant is responsible for following the inclement weather procedures as specified by the City's Project Administrator and assist in reaching participants if an activity is canceled due to adverse conditions.

## 7 Denial or Rejection of a Special Event Permit Application

The Special Events Committee may reject or deny a special event permit application on one or more of the following grounds:

- Failure to submit your application with adequate time
- The application is not executed properly or is incomplete.
- The application contains material misrepresentation or fraudulent information.
- The applicant has an outstanding balance owed to the City of Redmond from a prior event.

- If the requested space, date, or time is unavailable because of an activity approved prior to receipt of the complete special event permit application packet.
- The applicant plan or activity does not comply with all applicable city ordinances, traffic rules, park rules and regulations, state health laws, fire codes, and liquor licensing regulations.
- The use or event proposed by the applicant would present an unreasonable danger to health or safety of the public or applicant.
- If the applicant cannot comply with applicable local, state, and federal license requirements for all or part of the planned event.
- If the use or event is prohibited by law.

## 8 Miscellaneous Use Permits

Miscellaneous Use Permits are required for non-traditional park activities occurring in Redmond Parks. A "non-traditional park activity" is any activity or gathering that is not permitted by current regulations. Some examples include; large group gatherings, running events that remain inside a park, facilities that cannot be rented through our established rental programs, and using a metal-detector in a park.

The application review process for Miscellaneous Use Permits depends on the scope of the proposed activity. Please contact the Special Events Administrative Assistant with any questions about this process. Park Operations staff may be required on site to connect to utilities and ensure safe practices are followed during set-up and break-down, all staffing costs are the permit holder's responsibility.

Miscellaneous Use Permit Fees:

- \$25 – application fee
- \$45 per hour – Park use fee
- Staff time if applicable

# Event Management Plan

To understand the scope of your event and how it will impact the public, we require a comprehensive management plan. It is important to include as much information to communicate to the Special Events Committee what is happening at your event and how they will need to respond in an emergency.

Please address all the following topics and provide required documentation as it applies to your event. The best practice is to include all available information, mention if information is still being determined, and when the City can expect this information.

**The following information is required:**

## 1 Description and Estimated Attendance

Provide a description of the event and the estimated attendance. This information is necessary to evaluate the impact of an event on public safety. The estimated attendance should be based on the total number of people anticipated to attend, watch, or participate in the event. Include details such as the venue capacity, event staffing, musical entertainment, and potential impacts to surrounding neighborhoods will expedite review of your event plans.

## 2 Event Timeline

List in chronological order by date and time and is to include all set-up, day-of-event activities, and clean-up steps. Must include the following:

- Delivery of all equipment such as waste receptacles, portable restrooms, fork lifts, etc.
- When security is on-site.
- When set-up of stage(s), tent(s), and any temporary structure(s) is to take place.
- When route signs or parking closure signs will be posted and removed.
- When the event site will be open to the public and when activities start and end.
- When pick-up and removal of equipment will take place.
- When the event site is expected to be fully cleaned-up.



### 3 Event Site Map

Please use the templates provided by the City of Redmond. The site map is required for all events. It is the visual representation of all operational elements of your event. To properly assess the event, the site map must be submitted along with the Special Event Permit Application and include the following information:

- North, indicated by a directional arrow.
- Name of the venue, surrounding streets, and intersections must be labeled.
- A key or legend on the map defining all symbols or abbreviations.
- The location of:
  - Event logistics center. Where on-site will the event coordinator be working?
  - [On and off-site parking](#).
  - All temporary and permanent structures including but not limited to stages, vendors, booths, tents, portable toilets, vehicles, shelters, any alcohol service areas, etc.
  - All electrical equipment and utilities such as generators, outlets, spider boxes, cord covers for all pathway crossings, etc. An electrical permit may be required.
    - Submitting a separate electrical plan is required.
  - Medical or first aid station.

*If there is an emergency at your event what will the first responders need to know?*

### 4 Event Route Maps

A detailed route map is required for any event that requires street, sidewalk, and/or trail use. The route map must be submitted with the Special Event Application and in addition the following information:

- North, indicated by a directional arrow.
- Name of the venue, surrounding streets, and intersections must be labeled.
- A key or legend on the map defining all symbols or abbreviations.
- Overall event area including the location of on- or off-site parking.
- The route including directional arrows to show the path of travel.
- Any requested street, sidewalk, or trail closures.

## 5 Traffic Control Plan

A Traffic Control Plan is required for all walking, running, cycling, or racing events using public roads or trails. This plan is developed by the applicant to identify and mitigate any traffic and parking impacts caused by the event. It is also used to propose vehicle, bicycle and pedestrian route detours. It is required to promote the safety of the public and event participants. For complex plans involving multiple closures, routes, or a large amount of participants we encourage consulting with a traffic engineer to develop this plan.

This plan must meet federal, state, and City of Redmond traffic control standards and must be implemented by certified traffic control personnel. Uniformed Police Officers are required to control traffic near traffic signals.

The map must include:

- North, indicated by a directional arrow.
- Name of the venue, surrounding streets, and intersections must be labeled.
- A key or legend on the map defining all symbols or abbreviations.
- The route including directional arrows to show the path of travel.
- All signs posted on the route by the event producer, including the language on, orientation of, and positioning of the signs.

The map must include all required to implement the Traffic Control Plan. More information and examples are published by the Washington State Department of Transportation online ([http://www.wsdot.wa.gov/Design/Standards/PlanSheet/TC\\_1\\_19.htm](http://www.wsdot.wa.gov/Design/Standards/PlanSheet/TC_1_19.htm)).

## 6 Emergency Management Plan

Having a comprehensive plan outlining response procedure, identifying resources at the event, and training all event staff or volunteers is a proactive means of mitigating these hazards.

The Emergency Management Plan must be tailored to your event and include the following:

- Contact information for personnel authorized to provide statements about the event or emergency on behalf of the Event and the Organization producing the event. Include methods of communicating emergency information to event participants and the public.
- A specified location with first aid kit, lost child plan, information booths, an evacuation area and routes, and any other emergency resources that will be on site.
- Staff or volunteer procedures to be followed in case of an emergency or disaster at the event. Information about how the volunteers and event staff have been trained to respond in an emergency. Communication procedures for the event management team.
- Copies of the emergency plan are required to be on site at the event, the location of this information must be submitted with this plan.

An Incident Action Plan is required for all large-scale events and for high-risk activities. As a part of the review of your application, the City's Office of Emergency Management will determine if this plan is required. If it is, the plan is developed by the City's Office of Emergency Management.

Required documents will be sent to you to fill out. All documents for this plan are due to the City 30 days in advance of the event. The purpose of this plan is to prepare and identify the resources available and needed to respond to any potential large-scale emergencies or disasters.

## 7 Insurance

Proof of liability insurance is required. The minimum limits include \$1,000,000 for each occurrence and \$2,000,000 general aggregate in US Dollars. The City may require higher limits if deemed necessary. The Insurance company must be located and licensed to do business in the United States. The Insured Name on the certificate must be identical to the Legal Entity name listed on the permit application. The City of Redmond, including its officers, officials, employees, and volunteers must be named as additional insured. Additional insured endorsement, form CG 2026, must be attached to the certificate. This is required before the permit can be issued.

# Additional Licenses, Plans, & Permits

## 1 Master Event License

All organizations in Redmond are required to have a business license. For events with multiple vendors, sponsors, and organizations involved, the City of Redmond offers Master Event Licenses.

A Master Event Business License covers all dealers and vendors involved in an event which meets the City's criteria for dates and duration. Individual vendors will not be required to obtain separate business licenses to participate in the event. You can apply for a master event license at <https://www.redmond.gov/230/Business-Licensing>

The minimum business license fee for 2019 is \$115. Exemptions are granted to non-profit organizations with an IRS 501(c)3 designation.

## 2 Food Safety

Any food served, sold, or distributed at an event must comply with all food safety and health regulations. Compliance with all applicable rules in the Washington State Retail Food Code is required.

Please see:

<https://www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/FoodSafetyRules> for more information.

## 3 Electrical Plan and Permit

We require an electrical plan for all events. This plan, at the minimum, must contain a site map showing the location of all electrical equipment and utilities such as generators, outlets, spider boxes, cord covers for all pathway crossings, etc. Parks staff must provide oversight of all electrical connections to City power sources and be on site for set-up and event hours. Permit holder is responsible for all staff wages.

In addition, the permit holder is responsible for providing an electrician for needs beyond connecting to City power and all electrical distribution equipment, including; cabling, cord covers for all pathway crossings.

The existing electrical service at a park or other City property may be inadequate for certain special events. It is the responsibility of the applicant to ensure there is an adequate electrical capacity to hold the event and obtain additional electrical supply if needed. Any damage to existing electrical services due to overload is the responsibility of the permit holder. An electrical permit and inspection may be required prior to the event site opening to the public.

## 4 International Fire Code (IFC) Permit

Some events will require an IFC permit for temporary structures. The application includes a checklist to help determine if an IFC permit is required.

Carnivals, fairs, and fireworks displays require additional permits and licenses. It is the applicant's responsibility to adhere with all local, regional, state, and federal laws and regulations.

## 5 Alcohol

The sale, service and consumption of alcoholic beverages are subject to Washington State Liquor and Cannabis Board (WSLCB) regulations. It is required that the City and WSLCB approve all alcohol sales and consumption at public events. The permit holder is responsible for compliance with all Washington State and City of Redmond laws.

The applicant must provide a detailed layout of any intended beer, wine, or liquor "garden" areas that depicts all fencing, entrances and exits, the dimensions of the space, and the maximum intended capacities of the space.

Special Occasion Licenses and Banquet Permits are available from the WSLCB for one-time-only events.

**Special Occasion License:** This is required to allow a bona fide nonprofit organization to sell liquor at a specified date, time and place. Examples would include a fundraising dinner, gala event, auction, or wine tasting.

**Banquet Permit:** This is required to allow 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.

More information is available at <https://lcb.wa.gov/licensing/special-licenses-and-permits>. Also on the WSLCB website, check out the WSLCB's toolkit, "Liquor, Cannabis, Gambling... and Your Fundraising Event" for more information.

# Set-up and Clean-Up Requirements

The applicant is responsible for cleaning the rental area, properly collecting and disposing of all waste, and returning the area to the condition it was found prior to use within 24 hours of the conclusion of the event. As part of your event timeline, please include in detail the scheduled timing of your post event cleanup actions. If you are hiring a company to assist you with any part of your event, please provide the name and contact information for that group.

# Garbage and Recycling

The applicant must ensure that there are sufficient garbage and recycling receptacles located throughout the event site. Collection during the event is required to prevent overfilling and contamination. All related expenses are the responsibility of the permit holder. Please include the drop-off and pick-up times of all waste receptacles in your event timeline.

Washington State requires vendors and organizers for festivals, sports facilities, special events, and official gatherings to provide recycling containers at events where beverages in cans and/or bottles are sold.

Per RMC 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) 592-9995 to order garbage and recycling service for your event.

# Restrooms

Portable restrooms may be a necessary service to provide for your guests in attendance at a special event. The following grid is a recommendation to help you plan how many portable restroom units would be needed based on your expected attendance and the length of your event. Please note that these locations must be included in your site map and delivery and pick-up times should be listed in your event timeline as well.

		Number of hours for event per day									
		1	2	3	4	5	6	7	8	9	10
Number of people per day	≤250	2	2	2	2	3	3	3	3	3	3
	≤500	2	4	4	5	6	7	9	9	10	12
	≤1,000	4	6	8	8	9	9	11	12	13	13
	≤2,000	5	6	9	12	14	16	18	20	23	25
	≤3,000	6	9	12	16	20	24	26	30	34	38
	≤4,000	8	13	16	22	25	30	35	40	45	50
	≤5,000	12	15	20	25	31	38	44	50	56	63
	≤6,000	12	15	23	30	38	45	53	60	68	75
	≤7,000	12	18	26	35	44	53	61	70	79	88
	≤8,000	12	20	30	40	50	60	70	80	90	100
	≤10,000	15	25	38	50	63	75	88	100	113	125
	≤12,500	18	31	47	63	78	94	109	125	141	156
	≤15,000	20	38	56	75	94	113	131	150	169	188
	≤17,500	22	44	66	88	109	131	153	175	197	219
	≤20,000	25	50	75	100	125	150	175	200	225	250

# Sound Ordinance

All events must comply with sound and noise level limits established by the City, County, State, and Federal Governments. The permit holder is responsible for all performers', attendees', event staff, and volunteers' adherence to these rules. See RMC 6.36 and 9.42 for applicable specifications.

# City of Redmond Staffing

## 1 Required City Staffing

Depending on the scale and scope of activities, the Special Event Committee may require City services or staff at your event. This requirement depends on the event location and potential impacts on the public. All staffing costs are the responsibility of the applicant.

If you disagree with a staffing requirement, you may submit an appeal to your contact proposing an alternative plan. The alternative plan will be reviewed by the Special Event Committee. If the alternative plan is denied by the committee, City staffing is required. Failure to consent to this requirement can result in denial of the Special Event Permit.

## 2 Requested City Staffing

We encourage you to consider requesting City staffing for your event. Please contact our special events team for more information and include your request on your special event permit application.

## 3 City Staffing Costs

The hourly rates for City staffing vary and all costs associated with requested and required staffing are the event producer's responsibility. Please contact our special events team for current hourly rates and minimum length of time.

# Contact Information

If you have any questions or would like assistance starting this process, please contact:

Email: [eventpermit@redmond.gov](mailto:eventpermit@redmond.gov)

Phone: (425) 556-2360

For general questions or information about Redmond Parks and Recreation, please contact:

Guest Services

Email: [GuestServices@redmond.gov](mailto:GuestServices@redmond.gov)

Phone: (425) 556-2300