



Combined Special Event Permit Application

Development Services Department

425-489-2754 • 17301 133rd Avenue NE • Woodinville, WA 98072

Desk Hours • Monday – Thursday 7:30am – 5:00pm • Friday 7:30am – 4:00pm

EVE	_____
TSP	_____
IFC	_____
ROW	_____

This application form includes special event permits, and any necessary right-of-way, temporary sign, special event public assembly, and/or temporary tent permits.

Event Name: _____

Date(s) of Event: _____ Hours of Event: _____

Applicant Name: _____ Phone Number: _____

Applicant Mailing Address: _____

Applicant Email Address: _____

Day of Contact Name: _____

Day of Contact 24-Hour Phone Number: _____

Day of Contact Email Address: _____

Address/Location of Event: _____

Event description: _____

Will you be charging admission fees, space rental fees, selling items, or soliciting funds?

- Yes
- No

An admissions tax may be required to be collected and submitted to the City for each admission fee charged per Woodinville Municipal Code Chapter 3.10. (Exemptions: schools, churches and religious organizations, government activities, nonprofit organizations and the tourist district.)

Are the fees charged for profit, or not-for-profit?

- FOR PROFIT
- NOT-FOR-PROFIT – Who will benefit from the proceeds of this event?:

Estimated number of attendees/participants: _____



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City Facilities Requested: (such as public streets, sidewalks, parks, fields)

City Facility	Date(s)	Hours

Person responsible for rental of facilities: _____

Phone Number: _____

Email Address: _____

Equipment and/or Services Requested: (such as fire services, police services, traffic control devices/services)

The following items are required to be submitted with this application:

- SITE PLAN:** Three (3) copies of a site plan are required for all applications. Include the activity location, dimensions of any structure(s) such as stages, tents, canopies, etc. to be erected, street/right-of-way to be used, and location and types of signs must be included for this application to be processed.
- SIGN PLAN:** Three (3) copies of a sign plan are required for all applications. Include banners, a-board, traffic/street detours or closures. Include location of signs, and design and size of sign. Include days/hours of display, and when they will be removed.
- PARKING PLAN:** Three (3) copies of a parking plan are required for all applications on private property. Include locations, dimensions, and capacity of parking available for participants. Include any off-site parking locations.
- SHUTTLE BUS ROUTES:** Three (3) copies of a route map are required, if shuttle service is proposed. Include the hours of operation.
- INSURANCE:** One (1) copy of certificate of commercial general liability insurance is required, if City facilities are used, including public right-of-way naming the City as additional



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insured and in the amount of \$1,000,000 per occurrence, and \$2,000,000 general aggregate, must be submitted and be acceptable to the City prior to permit issuance.

6. **RIGHT-OF-WAY PERMIT:** Three (3) copies of right-of-way plans are required for all events within public streets. Include closure and/or detour information and routes.
7. **SPECIAL EVENT OCCUPANCY PERMIT:** Three (3) copies of a site plan are required for any event with over 500 people or that install tents. Include the location and description of proposed activities, tent locations, size and attachment method. Note: An inspection is required for all tents, prior to the event.

Depending on the nature and scope of your proposed event, other permits may be required (e.g., Seattle King County Public Health, electrical inspections through Labor & Industries). In addition, other fees may be assessed (e.g., fire, aid and/or police services). Once identified, you will be required to provide approved documentation where appropriate.

Public Health – Seattle & King County	Phone: 206-296-4600
Labor & Industries in Bellevue	Phone: 425-990-1400
Woodinville Police Department	Phone: 425-877-2279 (non-emergency)
Woodinville Fire Department	Phone: 425-483-2131

Hold Harmless Stipulation: Applicant covenants and 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 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 provision of this Permit, regardless of 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.

All parties mutually agreed upon this waiver. This indemnity provision shall not apply in the event any acts or omissions of the City were the sole cause of any such damage or injury. To the extent any of the damages referenced herein were caused by or resulted from the concurrent negligence of the City, its agents or employees and the Applicant, its officers, or employees, this obligation to indemnify, defend, and hold harmless is valid and enforceable only to the extent of the negligence of the Applicant, its officers, agents, and employees.

By signing this application, I certify under penalty of perjury that the information furnished by me is true and correct to the best of my knowledge.

Applicant Signature: _____ Date: _____



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SPECIAL EVENT PERMIT AND ASSOCIATED FEES: The following fees are due for special event permits. The fee amounts for right-of-way permits, temporary sign permits, and fire public assembly or tent permits are listed as well, and are required to be paid if that permit is required.

Special Event For-Profit Fee:	\$510	Special Event Non-Profit Fee:	\$255
Right-of-Way Permit Fees		Temporary Sign Permit Fees	
For-Profit:	\$274	First Year:	\$150
Non-Profit:	\$137	Subsequent Years:	\$24
Special Event Assembly Fees		Tent Fee:	\$235
For-Profit:	\$270	Outdoor Carnivals and Fairs:	\$208
Non-Profit:	\$186		

Note: Other fees may be required to cover the cost of City services necessary for the event.