



**CITY OF EDMONDS
APPLICATION – SPECIAL EVENT**

Please Mail or Deliver Completed Applications to:

Date: _____

City Clerk's Office
121 – 5th Avenue North
Edmonds, Washington 98020

New Application
 Renewal

THE EVENT

Title: _____

Date(s) of Event: _____

Brief Description of Event: _____

Location of Event: _____

Hours of Operation: From _____ AM / PM To _____ AM / PM

Set Up: Day _____ Date _____ Time: From _____ AM / PM To _____ AM / PM

Anticipated Number of Participants _____ and Spectators _____

Attach samples of an entry form for participants, flyers, and pamphlets.

PRIMARY CONTACT PERSON:

Name: _____ Title: _____

Affiliation: _____

Mailing Address: _____

Day Phone: _____ Evening Phone: _____

Email: _____

EVENT PRINCIPALS:

Please list names, addresses, and telephone numbers of all the principals involved in any way in the proposed Special Event. Include professional event organizers, event promoters, financial underwriters, commercial sponsors, charitable agencies for whose benefit the event is being produced, the organization(s) in whose name the event is being advertised, and all others administratively, financially, and organizationally involved as principals in the production of the proposed Special Event. Make additional copies as needed to include all of the principals involved in the proposed Special Event.

1) Name _____

Organization/Business/Agency/Affiliation: _____

Mailing Address: _____

Day Phone: _____ Evening Phone: _____

Title and Functional Responsibility with Regard to the Event: _____

Will this person have the authority to cancel or greatly modify event plans? Yes No

Will this person be present at the event and in charge of the event at all times? Yes No

2) Name _____

Organization/Business/Agency/Affiliation: _____

Mailing Address: _____

EVENT PRINCIPALS CONTINUED:

Day Phone: _____ Evening Phone: _____

Title and Functional Responsibility with Regard to the Event: _____

Will this person have the authority to cancel or greatly modify event plans? Yes No

Will this person be present at the event or areas and in charge of the event at all times? Yes No

3) Name _____

Organization/Business/Agency/Affiliation: _____

Mailing Address: _____

Day Phone: _____ Evening Phone: _____

Title and Functional Responsibility with Regard to the Event: _____

Will this person have the authority to cancel or greatly modify event plans? Yes No

Will this person be present at the event or areas and in charge of the event at all times? Yes No

LOCATION / MAP:

Check off the items that apply to your event. **Submit a to-scale map showing the checked items.**

If use of City right-of-way is involved, mark the beginning area, the route (with arrows) and finish area. (Permits F and H – see Page 4)

Mark participant parking areas, bus locations, and special passengers. (Permit F – see Page 4)

Attach additional maps of two or three alternative routes.

For relay route event, indicate “hand-off” points and areas of participant equipment impact.

Entertainment, dance, tent, or stage locations (grandstand operators should provide a to-scale detailed drawing (Permits C and E – see Page 4), describe music, sound, amplification, and any other noise impact and hours of each: _____

Alcoholic beverage concession area: Detail containment of the site (Permit A – see Page 4). Describe the system to be used to ensure that alcohol is consumed by persons 21 or older, and types of liquor. _____

Non-alcoholic beverage concession area:

Food concession / cooking areas. (Permit B – see Page 4)

General merchandise concession areas. (Permit D – see Page 4)

Location of street banners. (Permit G – see Page 4) Installation Date _____ Removal Date _____

Portable toilet facilities. How many? _____

LOCATION MAP CONTINUED:

- First Aid facilities: List agency providing staff and equipment
Name of Agency _____
Representative _____ Phone: _____
Ambulances/Aid/Medic Unit _____ # Doctors _____ # Nurses _____ # Paramedics/EMT _____
Bike Medics _____ First Aid Station _____
- Event Organizer's Command Post.
- Fireworks /pyrotechnics site. (Permit M – see Page 4)
- Vehicle fuel handling site.
- Site of electrical wiring installed specifically for the event.
- Trash containers: How many? _____ Type of Container _____
- Location of live animal sites. Describe: _____

- Aircraft landing and/or hot air balloons. (Permits I – see Page 4) Describe: _____

- Specify City park use, indicate each park. (Permit J – see Page 4)
- Mark water routes on Puget Sound. (Permit K – see Page 4)
- If the event is an exhibition, concert or circus, a Public Amusement License is required. (Permit L – see Page 4)
- Pony rides must be located in a spot away from crowds and have fencing all the way around the site. A veterinary's certificate of health for all animals is required.
- Inflatable amusement rides must have a Department of Labor & Industries permit. (Permit N – see page 4)

INSURANCE:

Please check one:

- City Sponsored Event** or _____ Department event function.
- Co-Sponsored Event.** (Please complete the following.)
List staff liaison and department involvement / control of event _____

City Budget Fund Account Title _____
Signature of staff liaison _____
Attach to this application other available insurance (policy name, number, amount) listing the City as an additional insured: _____

- Community Event.**
Attach to this application either an insurance policy or a certificate of insurance*, including policy number, amount, date of issue, and the provision that the City is included as an additional insured. The certificate of insurance shall indicate a minimum of \$ 1,000,000* single limit per occurrence. Along with a copy of the Additional Insured Endorsement.
*Acceptability of insurance amount is subject to approval by the City's Risk Manager, and the form of the certificate of insurance is subject to approval by the City Attorney.

SANITATION:

Attach your plan for clean up and material preservation. Indicate on your Location Map where the trash containers will be. Indicate who and how many people will be responsible for emptying and cleaning up around containers and the site during the event. If there are animals, who and how many people will be cleaning up after them, include any other details ensuring post-event cleanliness and material preservation of facilities, equipment, premises and streets: _____

CITY SERVICES AND EQUIPMENT:

Describe City services and/or equipment requested for this event. Plan to pick up and return equipment; please attach a letter requesting these services and explain why your organization cannot provide them. This will be reviewed and approved or denied by the City. (City barricades, cones, and No Parking signs may only be borrowed for Chamber sponsored events on an as available basis.): _____

NOTE: Any special arrangements for street closures, barricades, etc. will be made directly with the Police, Fire, Public Works, and Parks and Recreation departments by the applicant after the application has been routed and approved.

Applicant Signature: _____

Date: _____

PERMITS THAT MAY BE REQUIRED IF APPLICABLE:

| No. | Type of Permit | Contact |
|------------|---|----------------------------------|
| A | Liquor Control Banquet Permit | State Liquor Control Board |
| B | Health Department Food Handlers Permit (425) 339-5260 | Snohomish County |
| C | Public Dance License (425) 775-2525 | City Clerk’s Office |
| D | Solicitor / Peddler Permit (425) 775-2525 | City Clerk’s Office |
| E | Sound Truck Permit(425) 775-2525 | City Clerk’s Office |
| F | Encroachment Permit (425) 771-0220 | Engineering Division |
| G | Street Banner Permit (425) 771-0235 | Public Works |
| H | Parade Permit (425) 771-0200 | Police Department |
| I | Aircraft/Helicopter/Balloon Landing Permit (425) 775-2525 | City Clerk’s Office |
| J | Park Facility Use Permit (General Permit Form and Specific City Park Use Form) (425) 771-0230 | Parks and Recreation |
| K | Coast Guard Permit for Use of Navigable Waters | U.S. Coast Guard |
| L | Public Amusement License (425) 775-2525 | City Clerk’s Office |
| M | Fireworks – Public Display Permit | Fire Department |
| N | Inflatable Amusement Rides | Department of Labor & Industries |



SPECIAL EVENT FEE SCHEDULE

Special Event Permit Fee (small event - fewer than 100 people) \$50.00/ea

Special Event Permit Fee (small event – Edmonds-based nonprofit entity)
\$25.00/ea

Special Event Permit Fee (major event - more than 100 people) \$125.00/ea

Special Event Permit Fee (major event – Edmonds-based nonprofit entity)
\$62.50/ea

Fees may be paid by check or credit card to the City of Edmonds prior to the event.



REQUIREMENTS FOR Outdoor Assembly Events

The purpose of this handout is to assist the public in complying with requirements for holding Outdoor Assembly Events. It is not a complete list of permit or code requirements and should not be used as a substitute for applicable laws and regulations of the owner/design professional to review the submittal for completeness. Only complete applications will be accepted by the City for review.

REQUIREMENTS:

- Outdoor assembly events shall be approved by the fire code official. (IFC 3106.2.1)
- An approved means of fire apparatus access shall be provided. (IFC 3106.2.3)
- The fire code official shall establish an occupant load for the event site. (IFC 3106.3.1)
- Unobstructed access to fire hydrants, drafting sources and other fire protection features shall be maintained at all times. (IFC 3106.2.3.1)
- Combustible refuse shall be kept in noncombustible containers with tight fitting or self-closing lids. Combustible refuse shall be removed from the event site at regular intervals to prevent an unsafe accumulation within the event site. (IFC 3106.4.7)
- Where events involve a gathering of more than 1,000 people, trained crowd managers shall be provided in accordance with Section 403.12.3. (IFC 3106.4.3)
- The number and location of emergency egress and escape routes shall be approved by the fire code official. (IFC 3106.3)
- Temporary special event structures in excess of 400 square feet shall not be erected, operated, or maintained for any purpose without first obtaining approval and a permit from the fire code official and the building official. (IFC 3105.2)
- Where required by the fire code official, an inspection report shall be provided and shall consist of maintenance, anchors, and fabric inspections. (IFC 3103.7.1)
- Tents or membrane structures and their appurtenances shall be designed and installed to withstand the elements of weather and prevent collapsing. Documentation of structural stability shall be furnished to the fire code official. (IFC 3103.9)
- Temporary special event structures shall be located a distance from property lines and buildings to accommodate distances indicated in the construction drawings for guy wires, cross-bracing, ground anchors or ballast. Location shall not interfere with egress from a building or encroach on fire apparatus access roads. (IFC 3105.8)
- Tents or membrane structures shall not be located within 20 feet (6096 mm) of lot lines, buildings, other tents or membrane structures, parked vehicles, or internal combustion engines. (IFC 3103.8.2)
- Smoking shall not be permitted in tents or membrane structures. Approved "No Smoking" signs shall be conspicuously posted. (IFC 3106.4.5)
- An unobstructed fire break passageway or fire road not less than 12 feet (3658 mm) wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents and membrane structures unless otherwise approved by the fire code official. (IFC 3103.8.6)



- Approved portable fire extinguishers complying with Section 906 shall be provided and placed in locations approved by the fire code official. (IFC 3106.4.4 / 3107.9)
- Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any unapproved devices shall not be permitted inside or located within 20 ft of the tent or membrane structure while open to the public unless approved by the fire code official. (IFC 3107.4)
- Cooking appliances or devices that produce sparks or grease-laden vapors or flying embers (firebrands) shall not be used within 20 feet (6096 mm) of a tent or temporary structure.

Exceptions:

- Designated cooking tents not occupied by the public when approved by the fire code official.
- Tents or structures where cooking appliances are protected with an automatic fire-extinguishing system. (IFC 3106.5.1)
- Cooking equipment using combustible oils or solids shall meet the following:
 - A noncombustible lid shall be immediately available. The lid shall be of sufficient size to cover the cooking well completely.
 - The equipment shall be placed on a noncombustible surface.
 - An approved portable fire extinguisher for protection from cooking grease fires shall be provided at a location approved by the fire code official. (IFC 3106.5.2)
- Electrical equipment and wiring shall be listed and labeled for outdoor use. (IFC 3106.6.1)
- Generators shall be installed not less than 10 feet (3048 mm) from combustible materials and shall be isolated from the public by physical guard, fence or enclosure installed not less than 3 feet (914 mm) away from the internal combustion engine. Refueling of internal combustion engines shall not be allowed during cooking operations AND only when the electric generators and internal combustion power sources are not in use. (IFC 3106.6.2)
- Each generator shall be provided with an approved portable fire extinguisher complying with Section 906. (IFC 3106.6.3)
- LP-gas containers and tanks shall be located outside in accordance with Table 6104.3. Pressure relief valves shall be pointed away from the tent or membrane structure. (IFC 3107.13.2)
- Portable LP-gas containers, tanks, piping, valves and fittings that are located outside and are being used to fuel equipment inside a tent, or membrane structures shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP-gas containers shall be secured to prevent unauthorized movement. (IFC 3107.13.3)
- Generators and other internal combustion power sources shall be separated from tents or membrane structures by not less than 20 ft and shall be isolated from contact with the public by fencing, enclosure, or other approved means. (IFC 3107.16)