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Parks & Recreation Department - ORSCC

Attn: Brittney Berthold or Ryan Spencer
bnberthold@redmond.gov

16600 NE 80th St Redmond, WA 98052 Phone: 425-556-2300

Permit #: SPEV-	
Expiration Date:	

SPECIAL EVENT PERMIT

SUBMIT APPLICATION *90 DAYS PRIOR TO THE EVENT* TO: bnberthold@redmond.gov
INCOMPLETE APPLICATION PACKETS WILL BE NOT BE PROCESSED OR REVIEWED & PAYMENTS WILL BE RETURNED

APPLICANT INFORMATION Business Phone #______

Address	Home Phone #
City/State/Zip	Fax #
Email	Cell #
Secondary Contact	Business Phone #
Address	Home Phone #
City/State/Zip	Fax #
Email	Cell #
SPONSORING ORGANIZ	ZATION
Name	Phone #
Address	Fax:
City/State/Zip	
THE EVENT	
Event Name	
Describe the Purpose: ☐ Parade ☐ Bike Ride ☐ Walk ☐ Other	
Date(s)H	lours 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 \square No \square Yes. If so,	, you will not have access to any city buildings. If
using the campus, will you be renting portable toilets? $\ \square$ No $\ \square$ Yes.	If so, how many?
Will tents be set up? ☐ No ☐ Yes. If yes, please contact the Fire Sup	pport 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 of \$136.15, which includes \$132.18 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 meeting the City of Redmond's requirements
 - 7. A refundable cash performance deposit of \$198.27, 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 website: http://www.redmond.gov/cms/One.aspx?portalld=169&pageId=136744
- 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."

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 processing fee **cannot** be accepted without a **complete application packet**. The performance deposit is due before the final permit is issued.

6. DO I NEED INSURANCE?

Yes. Proof of comprehensive liability insurance is required with minimum limits, including \$1,000,000 each occurrence and \$2,000,000 general aggregate in US Dollars. Insurance company must be located and licensed to do business in the USA. The Insured Name on the certificate must be identical to the Legal Entity name listed on the permit 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. 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.