Development Services Center
Attn: June Schenck or Heidi Poole
PO Box 97010 M/S 2SPL
Redmond, WA 98073-9710
Phone: 425-556-2760
Fax: 425-556-2400

Ener Gov Permit No.:
SPEV -_____
Expiration Date: _____

SPECIAL EVENT PERMIT

SUBMIT YOUR APPLICATION *<u>90 DAYS PRIOR TO THE EVENT</u>*
ADDRESS AND FAX APPEAR ABOVE

APPLICANT INFORMATION

Name_____ Bus. Phone _____
Address _____ Home Phone_____
City/State Zip _____ Fax _____
Email _____ Cell _____

Secondary/Emergency Contact _____ Bus. Phone_____
Address _____ Home Phone_____
City/State Zip _____ Fax _____
Email _____ Cell _____

SPONSORING ORGANIZATION

Name _____ Phone_____
Address _____ Fax _____
City/State Zip _____

EVENT INFORMATION

Name of Event_____
Describe Purpose:☐ Parade ☐ Bike Ride ☐ Walk ☐ Other _____
Date (s)_____ Hours of Operation_____ No. of Volunteers_____
Expected Attendance (participants plus spectators):_____ No. of cars/floats in parade:_____
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?: ☐ No ☐ Yes. If so, you will **not** have access to any city buildings. If using the campus, will you be renting portable toilets? ____ How many?____
Will tents be set up? ☐ No ☐ Yes. If yes, please contact Fire Support administrator at 425-556- 2220 regarding tent permits and fire prevention.
Describe event in detail. Add additional sheet if necessary: _____
_____
_____
_____
_____

***PLEASE ATTACH:**

1) Permit Processing Fee $128.71 by check to City of Redmond (Includes $124.96 application fee + 3% technology surcharge)
2) A bulleted list of timelines 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

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.
   - Complete the application and return it along with the current non-refundable processing fee shown on the application (subject to yearly change) to the Public Works 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." There are three fee categories for special events:
   - Privately sponsored events: the sponsoring organization pays 100% of the total street management cost.
   - City co-sponsored events: the City pays 50% (or a negotiated portion) of the total street management cost.
   - City sponsored events: the City pays 100% of the total street management cost.

5. **WHEN DO I PAY THE FEE?**
   The non-refundable processing fee is due at the time the permit application is submitted to Public Works. The performance deposit is due before the final permit is issued.

6. **DO I NEED INSURANCE?**
   Yes. Proof of comprehensive liability insurance in the amount of $1,000,000, naming the City of Redmond as an additional insured, 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/insidecityhall/publicworks/permits/pdfs/holdharmless.pdf

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 Public Works, and if still dissatisfied, to the City Council.