

"Special Event" includes, but is not limited to, any temporary/ongoing activity that occurs on public (or possibly private) property that affects the ordinary use of public street, right-of-way, sidewalks, traffic, etc. and/or generates considerable public participation. This application process ensures that the activity meets legal requirements, allows the City to adequately schedule public services needed, and alerts the appropriate departments.



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issaquahwa.gov

SPECIAL EVENT PERMIT APPLICATION & CHECKLIST

APPLICANT INFORMATION

Applicant Name: _____

Company/Organization: _____

Mailing Address: _____

Phone Number (Day): _____ Phone Number (Evening): _____

Website: _____

Email: _____

EMERGENCY CONTACTS

Please provide two emergency contacts

Emergency Contact #1: _____

Phone Number: _____

Emergency Contact #2: _____

Phone Number: _____

EVENT INFORMATION

Site Contact Name: _____ Cell Phone Number: _____

Name of Event: _____

Type of Event (i.e. Concert, Fun Run, etc.): _____

Has this event been permitted before in Issaquah? Yes No

If yes, are there any changes from the previous approved event?: _____

Is this an event that will occur multiple times in a year? (ie: Art Walk, Farmer's Market): Yes No

Date(s) of use: _____ to _____ Hours: _____ to _____

Subject to Issaquah Municipal Code 5.14.060 stating that all Special Event Permits shall be temporary and may be revoked.

Are the date(s) requested flexible?: Yes No

Proposed Event Location - include site parcel number and address: _____

Facilities you plan to use (check all that apply):

- Athletic Field*
- City Facility*
- Private Facility
- Park*
- Picnic Shelter*
- Sidewalk
- Street
- Trail* *please see [Issaquah Trails Map](#)*
- Other

***These City facilities require additional permitting through the Parks and Recreation Department. See page 4.**

If other, please specify: _____

Event Components (check all that apply):

- Alcohol/Beer Garden
- Bicycling
- Bleachers
- Carnival Rides
- Car Show
- Concert/Live Music
- Drone(s)
- Electricity/Generator
- Exhibits or Displays
- Fireworks
- First Aid
- Food Services/Food trucks
- Inflatable(s)
- Tents/Temporary structures
- Police/Security
How many police officers requested?: _____
Police presence is offered at an hourly rate per officer. Contact Holly Lucht, hollyl@issaquahwa.gov 425-837-3206 for more information.
- Marathon/Run/Walk
- Signs (i.e. banners, a-frames, directional arrows, etc.)
- Vendors
- Other

If other, please specify: _____

Will participants be charged a fee?: Yes No If yes, amount?: _____

If nonprofit, who will benefit from the proceeds of this event?: _____

ATTENDANCE

Estimated total attendance: _____ Registered # of participants: _____

Estimated # of vehicles: _____ # of volunteers: _____

of staff: _____

EVENT SITE PLAN

Please include separate page(s) outlining your event site plan. See Application Checklist on page 4 for detailed requirements.

INSURANCE REQUIREMENT

The Applicant shall procure and maintain for the duration of the Permit, insurance against claims for injuries to persons or damage to property which may arise from or in connection with operations or activities performed by or on the Applicant’s behalf with the issuance of this Permit. General Liability Insurance naming the City as Additional Insured in the minimum amount of \$1,000,000 per occurrence is required, but may be more if the City determines it necessary for the proposed event. A certificate of this insurance must be submitted along with an original copy of the endorsement naming the City as additional insured and be acceptable to the City prior to receiving the Permit.

Please see [City of Issaquah Insurance Requirements](#) for more information.

HEALTH DEPT & LNI PERMITS

Depending upon the nature and scope of the proposed activity, other permits and insurance may be required as determined through the application process. Additionally, other fees may be assessed as determined necessary. The City will make every effort to assist the applicant in determining complete permit requirements, though once identified, it will be the applicant’s responsibility to provide required and approved documentation.

If Applicable, please provide:

- Health Department** Permit #: _____ Expires: _____
 - Labor & Industries** Permit #: _____ Expires: _____
- Contact Person: _____

INDEMNIFICATION/HOLD HARMLESS AGREEMENT

The Applicant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with activities or operations performed by the Applicant or on the Applicant’s behalf out of issuance of this Permit, except for injuries and damages caused by the sole negligence of the City.

Signature of Authorized Representative of Sponsoring Event: _____

Date: _____

APPLICATION CHECKLIST

- Completed Special Event Permit Application & Checklist
- Event Site Plan
 - Event Site Map, showing all event features including:
 - Access to electricity
 - Access to water
 - Clearly marked streets or right-of-way being requested, including start and finish locations
 - Family reunification area
 - First aid stations
 - Placement of banners, signs, cones, and/or barricades
 - Placement of booths, tents, beer garden, fencing, bleachers
 - Placement of dumpsters/garbage/recycling containers
 - Placement of food trucks. **All food trucks/trailers shall comply with State L&I, Health Department, 2018 International Fire Code and City green packaging requirements.**
 - Placement of handwash stations
 - Placement of portable toilets
 - Stage
 - Staging areas
 - Restroom Facilities/Portable Toilets Plan
 - If applicable, provide documentation in the form of a work order or an invoice that the equipment needs/services have been arranged by the event organizer
 - Traffic Control Plan Map, showing features including:
 - Placement of traffic signs and public safety officers in congested areas
 - Emergency access routes
 - Transportation/Parking Plan
 - Provide a written plan for handling event parking for participants and spectators, including locations, dimensions, and capacity of spaces, and include any documentation pertaining to arrangements made with any transportation agencies.
- Permit Fee: \$150 for nonprofit organizations and \$300 for all other applicants
- [Certificate of Liability Insurance](#)

Additional Licenses and Permits, if applicable

- Alcohol License. A [Banquet Permit](#) or [Special Occasion License](#) must be obtained separately from the Washington State Liquor and Cannabis Board
- City of Issaquah Business License: <https://www.issaquahwa.gov/index.aspx?nid=134>
- City of Issaquah Park Permits
 - [Athletic Field](#)
 - Parks Use: Please contact [Parks & Recreation](#) for application
 - [Picnic Shelter](#)
 - Trail Rental: Please contact [Parks & Recreation](#) for application
 - [Facility Rental](#)
- Temporary Tent Permit. Tents over 400 square feet require a [separate permit](#).