Parks and Facilities Division, Public Works Department
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IS A SPECIAL EVENT PERMIT REQUIRED?

REQUIRED

Per SMC 8.38.030, a Special Event Permit is required for the following activities:

- ☐ Activities that affect public property, facilities, or operations in a manner that exceeds the ordinary and normal use by the general public.
- ☐ Activities that affect the flow of traffic along public roads, rights-of-way, intersections, parking areas, or transit stops in a manner that exceeds the ordinary and normal use by the general public.
- ☐ Activities on public property that involve the consumption or sale of food or alcohol.
- ☐ Activities on public property that involve merchandise or services available for sale or trade.
- ☐ Activities that involve temporary structures such as tents, stages, concession stands, booths, or rides being erected on public property, or on private property near enough to public property as to affect the ordinary and normal use of the public property by the general public.
- ☐ Activities on public property that involve potential hazards, including without limitation fire pits or other open flame sources, firearms, firework displays, animals, and air- or watercraft.

PROTECTED

Per SMC 8.38.040 (Protected Events), the need for a Special Event Permit depends on the following factors:

- ☐ Events that are protected under the 1st and 14th Amendments to the U.S. Constitution *may* be "exempt" from a Special Event Permit if they are spontaneous assemblies exercising the public's right to free expression (see below). If a protected event is **not** a spontaneous assembly, and the City determines a permit is required, the City will **waive the permit fees and will only impose conditions on location, time, manner, traffic control and assembly/disbanding locations.**

EXEMPT

Per SMC 8.38.050 (Exempt Events), Special Event Permits are not required. Exempt activities include but are not limited to:

- ☐ Funeral and wedding processions.
- ☐ Government meetings in normal places of assembly.
- ☐ Conferences, conventions, or other gatherings of people held in facilities designed for that purpose.
- ☐ Gatherings of 30 or fewer people in a public park for a single purpose or cause, unless merchandise or services are offered for sale or trade.
- ☐ Temporary outdoor on-site sales lasting no longer than two consecutive weeks conducted by businesses on private property, such as holiday, grand opening, or anniversary sales.
- ☐ Temporary sales of goods conducted by nonprofit organizations on public or private property, such as scout group or school fundraising activities.
- ☐ Private garage, yard, and rummage sales, when operated not more than four days in the same week or more than four times in the same calendar year (see SMC 8.38.040).
- ☐ The indoor exhibition of films or motion pictures.
- ☐ Special events that occur exclusively on City-owned property and are sponsored or conducted by the City of Sequim.
- ☐ Pedestrian processions along a route that is restricted to sidewalks and crossing streets only at pedestrian crosswalks in accordance with traffic regulations and controls.
- ☐ Activities of governmental agencies, including but not limited to military units, which are performed within the scope of such agency's duties and functions.
- ☐ Spontaneous assemblies or other exercises of the public's constitutionally guaranteed rights.
- ☐ Fireworks stands. (Refer to Chapter 8.20 SMC.)
- ☐ Outdoor displays of merchandise for sale that do not impede pedestrian or vehicular traffic and are not prohibited elsewhere in the Sequim Municipal Code.
- ☐ Car wash fundraisers for nonprofit or school groups.
- ☐ Regularly scheduled school events, such as athletic events that use existing parking and traffic controls and public safety support, or the practice sessions and games of school and community sports teams.
- ☐ Lawful picketing by 30 or fewer people on sidewalks in a manner that does not impede pedestrian or vehicular traffic or impair vision triangles.
- ☐ Private events held entirely on private property that do not involve the use of or have an adverse or significant impact on public property, facilities or operations.