



Dept. of Community Development  
152 West Cedar Street  
Sequim WA 98382  
360-683-4908  
www.sequimwa.gov

**Special Event Permit Application  
(SMC 8.38)**

Special Event Permit Fee: \$250

Special Event Permits regulate temporary activities that impact the delivery of governmental services or affect public property, facilities or operations in a manner that exceeds the ordinary and normal use by the general public. Sequim Municipal Code (SMC) Chapter 8.38 describes the type of events that require this Permit and the general conditions that may be imposed. Fees are found at SMC 3.68 (Rates and Fees). Special Events may require other permits or licenses in addition to this Special Event Permit.

**Applicant Information** (Please print legibly if not using fillable form)

Applicant Name(s): \_\_\_\_\_

Organization/Entity/Agency (if any): \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Phone No.: \_\_\_\_\_

[If Different] Name and Contact Information of Responsible Person On Site at Event:  
\_\_\_\_\_

Date of Application: \_\_\_\_\_

Applications should be submitted to the City at least 60 days prior to the proposed date of Event.

By signing below, Applicant(s) agree to comply fully with the conditions and requirements of this Special Event Permit and represent and warrant under penalty of perjury under the laws of the State of Washington that Applicant(s) have all necessary authority and approvals to execute this Permit.

Any deviation from the final Permit conditions may result in termination of the Permit, even during the Event.

Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_

City/State Where Signed: \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_

City/State Where Signed: \_\_\_\_\_

Application Continues Next Page

**Event Details** (Leave no blanks; may use "N/A")

Name of Event (if any): \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Start Time \_\_\_\_\_ .M End Time \_\_\_\_\_ .M (include setup/takedown)

Location(s) of Event: \_\_\_\_\_

Brief description of Event: \_\_\_\_\_

Has this Event been produced in Sequim previously?  Yes  No. If yes, what year? \_\_\_\_\_

If yes, are you now making any changes to the Event?  Yes  No

Describe changes: \_\_\_\_\_

Will Event be open to the public? \_\_\_\_\_

Will admission/entrance fee be charged?  Yes  No. If yes, how much? \$ \_\_\_\_\_

Expected number of attendees/participants/spectators: \_\_\_\_\_

Will Event occur on  private property  public property  both

-If Event is occurring on public property, describe: \_\_\_\_\_

*Use of City property may require a Facility Rental Application in addition to this Permit.*

-If Event is occurring on private property, written permission from the property owner must be provided to City as part of this Application.

Have local neighborhood groups/businesses approved your Event concept?  Yes  No

If no, what steps will be taken to notify them of your Event? \_\_\_\_\_

\_\_\_\_\_

If yes, attach written proof of their approval or provide community contact information below:

\_\_\_\_\_

Describe your Event promotion activities, such as TV/radio ads, posters, billboards, etc.:

\_\_\_\_\_

\_\_\_\_\_

Will your Event involve vendors?  Yes  No

If yes, how many vendors will there be, and list all items that may be sold or distributed:

#Vendors \_\_\_\_\_ Items: \_\_\_\_\_

**If food or alcoholic beverages will be sold, you and/or your vendors will be required to obtain additional permits, licenses, and insurance coverage.**

Will Event attendees register for or pay an entrance fee to participate in an athletic activity, including but not limited to biking, running, walking, or engaging in any sport?  Yes  No

If yes, you are required to carry insurance for your Event that covers *athletic participation*.

Will your Event involve entertainment?  Yes  No

Describe in detail, including performer names if available: \_\_\_\_\_

\_\_\_\_\_

**Entertainment must comply with all local, state and federal laws, including noise regulation.**

Will your Event involve fireworks or other pyrotechnics?  Yes  No

If yes, you must comply with SMC 8.20.130-.140 and Revised Code of Washington (RCW) 70.77. All steps below are necessary before Application will be approved.

- Fire Official report and recommendation is attached.
- Pyrotechnician contact information, proof of licensure, and insurance coverage is attached.
- Complete description of proposed display is attached.

Will your Event involve portable structures or buildings, including without limitation staging, scaffolding, tents, canopies, signs, inflatables, and portable restrooms?  Yes  No

- Portable restrooms. How many? \_\_\_\_\_ How many handicapped accessible? \_\_\_\_\_
- Booths. How many? \_\_\_\_\_ Approximate size range: \_\_\_\_\_
- Tents/Canopies. How many? \_\_\_\_\_ Approx. size range: \_\_\_\_\_
- Stages. How many? \_\_\_\_\_ Approximate size range: \_\_\_\_\_
- Scaffolding. How many? \_\_\_\_\_ Approx. size/height: \_\_\_\_\_
- Signs. How many? \_\_\_\_\_ Type and size range: \_\_\_\_\_

NOTE: Signs are regulated by SMC 18.58.

- Inflatable structures (e.g. "bouncy houses"). How many? \_\_\_\_\_

Inflatable structures are prohibited on City-owned property.

Inflatable structures on non-City-owned property require licensure from the State Dept. of Labor & Industries. A copy of such license must be available to the City upon request.

- Other. Describe \_\_\_\_\_

Will your Event involve rides (e.g., ferris wheel, bumper cars)?  Yes  No

If yes, rides must meet all licensure and safety requirements of local, state and federal law and Applicant must have current documentation available for each ride to present to City upon request. Number of rides: \_\_\_\_\_

Description of rides: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Will your Event involve animals?  Yes  No

If yes, describe number and species of animals: \_\_\_\_\_

\_\_\_\_\_

Will your Event involve vehicles?  Yes  No

If yes, describe number and type of vehicles, including size and gross weight: \_\_\_\_\_

\_\_\_\_\_

Will you use generators for electricity?  Yes  No If yes, how many? \_\_\_\_\_

Traffic and Parking Plan:

- Attach a site plan or map, if applicable.
- Attach a route plan or map, if applicable (include walk/run routes as well as vehicular).
- Attach a parking plan for participants and spectators.
- All plans and maps must be clear, legible, and reasonably to scale, with North indicated by directional arrow. Include surrounding street names and mark if one-way. Indicate fire lanes. Include the number and placement of barricades you believe will be necessary. It is

recommended that you obtain advance approval of your routes and plans from neighboring businesses or residents that may be affected by your Event.

Describe your plans for on-site security, monitors, route control, and medical assistance:

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### LIABILITY INSURANCE

Liability insurance is required for all Special Events permitted by the City under SMC 8.38. **Proof of liability insurance coverage *must* be presented to the City for review by the Sequim City Attorney within 10 business days of submission of this Application.** Documentation must include a Certificate of Liability *and* appropriate Endorsements naming “*City of Sequim*” as an Additional Insured or covering the City through a blanket additional insured endorsement.

Applicant may use any insurance provider licensed to do business in the State of Washington with a current A.M. Best rating of not less than A:VII. Event coverage may be available through the City’s risk pool, Washington Cities Insurance Authority (WCIA). Visit [www.wciapool.org/insurances/tulip](http://www.wciapool.org/insurances/tulip) or call 1-800-507-8414 (OneBeacon Customer Service).

General Liability policies must name or cover the City of Sequim as an additional insured using ISO form CG 20 11 or coverage at least as broad.

The minimum coverage amount and type of insurance required by the City may vary depending on specific Event features.

### DENIALS AND APPEALS

Applicant may appeal denial of a Special Event Permit or imposition of a permit condition or fee. The appeal procedure is found at SMC 8.38.100.

<b><i>City Use Only</i></b>	
Application Reviewed on: _____	APPROVED <input type="checkbox"/>
By: _____	DENIED <input type="checkbox"/>
Title: _____	
Comments and Notes:	