



Parks and Facilities, Public Works  
152 West Cedar Street  
Sequim, WA 98382  
360.683.5062

# SPECIAL EVENT PERMIT APPLICATION

**(SMC 8.38) Special Event Permit Fee: \$250**

This application must be submitted 60 calendar days prior to the event. If submitted inside of 60 days organizers must receive a waiver from the Parks and Facilities Manager allowing it to be processed ([SMC 8.38.060](#)).

Please type when filling application. If you require further space, attach an additional narrative page.

## APPLICANT INFORMATION

Event title: \_\_\_\_\_

Event organization: \_\_\_\_\_

Name of event coordinator: \_\_\_\_\_

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

Phone number: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, state, ZIP: \_\_\_\_\_

Date of application: \_\_\_\_\_

By signing below, Applicant(s) agree to comply fully with the conditions and requirements of this Special Event Permit as well as the [Statement of Responsibility, Risk Assumption, Release, and Indemnification](#) 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 and state where signed

## EVENT DETAILS

Date(s) of event: \_\_\_\_\_ Begin set up at: \_\_\_\_\_ Event start time: \_\_\_\_\_

Event end time: \_\_\_\_\_ Takedown concluded: \_\_\_\_\_

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

Brief description of event:

Event open to public? YES NO

Expected number of attendees/participants/or spectators? \_\_\_\_\_

Will admission/entrance fee be charged? YES NO  
  If yes, how much (\$) ? \_\_\_\_\_

Event will occur on:

<input type="checkbox"/> <b>Public</b> property Describe public property use:  Use of City property may require a <i>Facility Rental Application</i> in addition to this Permit.	<input type="checkbox"/> <b>Private</b> property Describe private property use:  Please attach written permission from the private property owner as part of this application.	<input type="checkbox"/> <b>Both</b> Describe public/private property use:
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Has event been produced in Sequim previously?

NO <input type="checkbox"/>	YES <input type="checkbox"/>
What year? _____	
Please describe any changes to be made to event this year:	

Will event involve vendors?

NO <input type="checkbox"/>	YES <input type="checkbox"/>
Please describe:	
If food or alcoholic beverages will be sold, you and/or your vendors will be required to obtain additional permits, licenses, and insurance coverage.	

Please attach the following:

- Site map or plan
- Parking map or plan for participants and spectators
- Route map or plan (if applicable; include walk/run routes as well as vehicle routes)

All plans and maps must:

- Be clear, legible, and reasonably to scale
- Have 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 event.

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

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## OPERATIONS

Will event include any of the following?

<input type="checkbox"/> <b>Signs</b> <hr/> # of:      Type/size range:   Signs are regulated by <a href="#">SMC 18.58</a>	<input type="checkbox"/> <b>Entertainment</b> <hr/> Description:  Entertainment must comply with all local, state, and federal laws, including noise regulation.	<input type="checkbox"/> <b>Street Closures/Parades</b> <hr/> Description:  Do you need traffic control signs from us? (e.g., cones, road closure, no parking, etc.)
<input type="checkbox"/> <b>Tents/Canopies</b> <hr/> # of:      Size range:	<input type="checkbox"/> <b>Athletic activity</b> <hr/> Description:  <b>Will event attendees register for/pay fee to participate in an athletic activity?</b> You may be required to carry insurance for your event that covers athletic participation.	<input type="checkbox"/> <b>Animals</b> <hr/> # of:      Species:
<input type="checkbox"/> <b>Electricity</b> <hr/> What electricity will you need?  Will you rent spider boxes from the City?  Will generators be present?	<input type="checkbox"/> <b>Stages</b> <hr/> # of:      Size range:	<input type="checkbox"/> <b>Rides</b> (e.g., Ferris wheel, bumper cars) <hr/> # of:      Description:  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.
<input type="checkbox"/> <b>Portable Restrooms</b> <hr/> # of non-ADA:    # of ADA compliant:	<input type="checkbox"/> <b>Scaffolding</b> <hr/> # of:      Description:	<input type="checkbox"/> <b>Fireworks/Pyrotechnics</b> <hr/> You must comply with <a href="#">SMC 8.20.130-140</a> and <a href="#">Revised Code of Washington (RCW)70.77</a> .  All steps below must be attached before Application will be approved: <ul style="list-style-type: none"> <li>▪ Fire Official report and recommendation</li> <li>▪ Pyrotechnician contact information, proof of licensure, and insurance coverage</li> <li>▪ Complete description of proposed display</li> </ul>

Other | Please describe:

**COMMUNITY**

Have the relevant neighborhood groups/businesses approved of event concept?

<p><b>YES</b> <input type="checkbox"/></p> <p>Please submit written proof of their approval or outline communication below:</p>	<p><b>NO</b> <input type="checkbox"/></p> <p>Please describe steps that will be taken to notify them of event:</p>
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Describe event promotion:

<p>Website: _____</p> <p>Facebook: _____</p> <p>Instagram: _____</p> <p>Other: _____</p>
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Please submit completed application along with all requested materials to [facilities@sequimwa.gov](mailto:facilities@sequimwa.gov)