



**CITY OF LAKE FOREST PARK**  
**17425 Ballinger Way NE**  
**Lake Forest Park, WA 98155-5556**  
**(206) 368-5440**

## **SPECIAL EVENT INFORMATION SHEET**

**PERMIT FEE: No charge**

Dear Applicant:

We are pleased that you are planning a special activity in the City of Lake Forest Park. By working together we can make the necessary arrangements to make your event a success.

A special event is defined as any kind of activity that is out of the norm for activities typically occurring in the area where the event is proposed to take place, or an activity, which may impact public places, areas or facilities. Events involving 30 or fewer people are usually exempt from the permitting process, but please check with the City of Lake Forest Park Risk Manager to be certain.

A special process has been developed to address the needs of special events in order to protect the health, safety and welfare of all citizens, while facilitating, to the extent reasonable, activities that enhance the quality of life. As far as possible, the rules and regulations are designed, based upon experience, to provide for the specific needs to each special event, anticipating and addressing potential problems or areas of concern before they develop.

The following are some of the general requirements for a special event permit.

### 1. APPLICATION DEADLINE

Any person or organization desiring to sponsor a special event not exempted by ordinance shall apply for special events permit by filing a complete application with the Risk Manager on a form supplied by the City. This application should be filed no less than 60 days in advance of the proposed event date(s). It is in the best interest of the applicant to submit the application as early as possible to ensure that adequate time is available to review your application, develop and comply with the requirements of the specific permit. It will also allow the applicant time to use the appeal process if need be. Applications submitted with less than 60 days' notice may not give staff adequate time to complete our review.

### 2. INDEMNIFICATION AGREEMENT

The permit applicant must sign an agreement to defend, indemnify and hold the City of Lake Forest Park harmless from any claims arising out of the event prior to the issuance of their event permit.

### 3. INSURANCE REQUIRED

The applicant/sponsor of the event may be required to possess or obtain public liability insurance depending on the event planned. Coverage shall be a comprehensive general liability policy with a minimum limit of \$1,000,000 each occurrence, combined single limit Bodily Injury and Property Damage.

If food or non-alcoholic beverages are sold or served at the event, the policy must also include an endorsement of host liquor liability. Additional endorsements may be required, depending upon the proposed activity.

4. CITY SERVICES AND EQUIPMENT USE FEES

Special events protected by the First and Fourteenth Amendments of the United States Constitution shall be exempt from fees. Sponsors of all other special events may be required to pay for the cost of city services, including traffic and crowd control by the Police Department. Applicants will be asked to pay an estimated cost prior to the issuance of their event permit. Any refunds or overruns will be calculated after the event and the applicant refunded or billed accordingly.

5. CLEAN UP DEPOSITS

Sponsors of events involving the sale of food or beverages, erection of structures, horses or other large animals, or water aid stations may be required to pay a cleanup deposit prior to the issuance of their event permit.

6. OTHER CONSIDERATIONS

Depending on the scope of your proposal, you may be required to make arrangements for notification to affected businesses, residence, sanitation facilities, barricades, electrical inspections (by the State Department of Labor & Industries), county health department inspections, first aid stations, traffic control, etc. Staff will assist you in identifying these needs. However, the applicant has sole responsibility for obtaining required permits and complying with the City's special events ordinance.

7. WHAT ARE THE REASONS FOR DENYING SPECIAL EVENTS PERMITS

Permits for special events protected under the First and Fourteenth Amendment are subject to reasonable exercise of public control or limitation in the interest of public health, safety, morality and welfare. For all other permits, applications will be denied if the proposed activity disrupts traffic beyond practical solution; interferes with access to fire stations and fire hydrants; causes undue hardship to surrounding residences or businesses; requires the diversion of so many public employees that service is denied the public at large; endangers the public health, safety or welfare; the applicant fails to provide complete and accurate information or comply with the terms of the permit; is unlawful, or fails to comply with applicable legal requirements.

8. WHAT CAN I DO IF I FEEL MY PERMIT HAS BEEN UNFAIRLY DENIED

You may appeal a denial to the City Council by filing written Notice of Intent to Appeal within three (3) business days of notification of denial of permit.

For further information, contact City Hall at 206-368-5440

We appreciate your interest in and desire to provide a special event in the City of Lake Forest Park.

CITY OF LAKE FOREST PARK, WASHINGTON  
Jeff Johnson  
Mayor

Department Routing:

Police Dept. \_\_\_\_\_  
Planning Dept. \_\_\_\_\_  
Public Works \_\_\_\_\_  
Parks Dept. \_\_\_\_\_  
Administration \_\_\_\_\_  
Applicant called to pick  
up permit \_\_\_\_\_

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**SPECIAL EVENT APPLICATION**

**APPLICATION INFORMATION**

Applicant or Sponsoring Organization:

\_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**EVENT INFORMATION**

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

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

Beginning Time(s): \_\_\_\_\_ Ending Time(s): \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Type of Activity Planned (describe event):

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

Is this an event involving political or religious activity intended primarily for the communication or expression of ideas? (Please check) Yes \_\_\_\_\_ No \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

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

Will city facilities be used? (i.e.: parks, streets, building, etc.) Yes [ ] No [ ]

If yes, identify which facility and the proposed activities:

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

Will you be requesting services from the city or other agencies?  
(i.e.: Police, Fire, Public Works, WSP)

Yes [ ] No [ ]

Please describe requested services:

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**SCOPE OF EVENT**

Location - Attach Map(s) showing the following if applicable:

- |   |  |
|---|--|
| a. all streets and Sidewalks used;                  | f. Placement of tents;                               |
| b. Road closures desired;                           | g. Placement of Stages;                              |
| c. 20 ft. fire lane placements on<br>blocked roads; | h. Placement of children’s games and rides;          |
| d. Parking areas;                                   | i. Placement of demonstrations and other activities; |
| e. Placement of vendor booths                       | j. Staging and disbanding areas for parades;         |
|   | k. Parade or procession route.                       |

Please provide flyers or pamphlets of your event when they are available.

- |  |                |
|--|----------------|
| 1. Will there be a parade?             | Yes [ ] No [ ] |
| Will children participate?             | Yes [ ] No [ ] |
| Will there be motorized floats?        | Yes [ ] No [ ] |
| Will there be horses or other animals? | Yes [ ] No [ ] |

If Yes, describe parade route, staging and disbanding areas, and times for assembling, starting and approximate ending:

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|---|----------------|
| 2. Will there be live music or dancing? | Yes [ ] No [ ] |
| Will there be public participation?     | Yes [ ] No [ ] |
| Will there be a stage?                  | Yes [ ] No [ ] |
| Will the stage be on public property?   | Yes [ ] No [ ] |
| Will amplification equipment be used?   | Yes [ ] No [ ] |

If Yes to any of the above, please describe in detail including the name(s) of the music source, performance times, and describe any amplification equipment:

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- |                                       |                |
|---------------------------------------|----------------|
| 3. Will there be tents?               | Yes [ ] No [ ] |
| Will the tents be on public property? | Yes [ ] No [ ] |

If yes to any of the above, please describe in detail including what will be covered by the tent(s).

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4. Will there be children rides? Yes  No

If yes, identify the vendor and describe each ride, where it will be located, and hours of operation:

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5. Will there be amusement games? Yes  No   
Do you have approval from the State Gambling Commission? Yes  No

If yes, identify the vendor and describe each game, where it will be located, and hours of operation:

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6. Will there be demonstrations? Yes  No   
(i.e.: gymnastics, skateboarding, petting, pens, fireworks) Yes  No   
Will they be held on public property? Yes  No   
Will there be public participation? Yes  No

If yes, list all demonstrations, performance times and a contact person fore each:

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7. Will there be marine events? Yes  No

If yes, identify the location(s) including the landings or launches, times of operation and describe the activities:

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8. Will there be liquor sales or consumption? Yes  No   
Do you have approval from the Liquor Control Board? Yes  No

If yes, give license number, license holder, and describe location and activity, including hours of operation:

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Note: Liquor sales or consumption are not allowed in city parks.

9. Will you have liability insurance? Yes  No   
Will food or non-alcoholic beverages be sold or served? Yes  No

Please state the amount of coverage in your policy. Also, please list your insurance agent and telephone number even if you have no liability insurance:

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INSURANCE – The City does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain bodily injury and property damages liability insurance in accordance with City policy, name the City as an additional insured on the policy, and be responsible for obtaining said insurance. After reviewing this application, the City will determine whether you must obtain liability insurance.

AGREEMENT – Depending on the type of event planned, you may be required to defend, indemnify and hold harmless The City, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization’s employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the City. After reviewing this application, the City will determine whether you must indemnify the City and its agents.

10. Will a commercial product or service be sold? Yes [ ] No [ ]

Please describe:

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**AFFIDAVIT OF APPLICANT**

I, \_\_\_\_\_, do hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I also certify that I have read and understand the rules and regulations governing the proposed activity, and that this application is made subject to the rules and regulations established by the City Council, the Mayor or his designee, or the Risk Manager.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

NAME OF EVENT: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

**FOR OFFICE USE ONLY**  
**(Approvals/Disapprovals)**

**Parks Department**

Conditions for approval/denial: \_\_\_\_\_

**Planning Department**

Conditions for approval/denial: \_\_\_\_\_

**Public Works Department**

Conditions for approval/denial: \_\_\_\_\_

**Police Department**

Conditions for approval/denial: \_\_\_\_\_

**City Administration**

Conditions for approval/denial: \_\_\_\_\_

PERMIT IS: APPROVED [ ] DENIED [ ]

\_\_\_\_\_  
SIGNATURE OF RISK MANAGER

\_\_\_\_\_  
DATE

**ACKNOWLEDGMENT OF TERMS AND CONDITIONS**

The undersigned, being an authorized representative of the sponsoring organization or applicant, hereby acknowledges and agrees to the terms and conditions under which this special event permit is issued.

\_\_\_\_\_  
APPLICANT/SPONSOR

\_\_\_\_\_  
DATE

Copies: \_\_\_ Applicant, \_\_\_ P.D., \_\_\_ P.W., \_\_\_ F.D., Date: \_\_\_\_\_

**SPECIAL EVENT  
INDEMNIFICATION AGREEMENT**

The sponsor/permittee agrees to defend, indemnify and hold the City of Lake Forest Park, its appointed and elected officials, employees and agents, from and against any and all liability, loss, costs, damage and expense, including costs and attorney fees in defense thereof because of actions, claims, or lawsuits for damages resulting from personal or bodily injury, including death at any time resulting therefrom, sustained or alleged to have been sustained by any person or persons on account of damage to property, arising or alleged to have arisen directly or indirectly out of or in consequence of the permitted event.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_

\_\_\_\_\_  
Name of Sponsor/Permittee

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

ATTEST:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date