



Events, Concessions, Park & Facility Use Permit Information

Department of Planning and Community Development

Why do I need to apply for a permit for my event or to use a City facility or park?

There are several reasons:

- To protect the general public's health, safety and welfare.
- To ensure that adequate services such as public safety, traffic control and sanitation are scheduled.
- To ensure the event meets legal requirements for the use of right-of-way and city properties.
- To alert the city to any unusual event that may impact emergency service providers.
- To provide adequate notice to residents and businesses who may be impacted by the event.

What type of event requires a Park Use Permit?

A Park Use Permit is required for any activity, assembly, gathering, meeting or other organized activity, of more than fifty but less than one hundred persons, gathering for a common purpose and held in a City park, facility or public property. Park Permits are issued for events such as family reunions, birthday parties and other small group or organization meetings.

What does the City of Lake Stevens considered as an Event?

Lake Stevens Municipal Code Chapter 14.08 defines an event as;

a) Any organized formation, parade, procession or assembly consisting of persons, animals, motorized or non-motorized vehicles or any combination thereof, traveling in unison and with a common purpose upon any public street, highway, alley, sidewalk, body of water, or other public right-of-way which does not normally comply with normal and usual traffic regulations or controls; or

(b) Any organized assemblage of 100 or more persons at any public park, beach, body of water, right-of-way, or other publicly owned property, gathering for a common purpose under the direction and control of a responsible person or agency; or

(c) Any other organized activity or set of activities conducted by an individual, group or entity for a common or collective use or benefit and which may be conducted on public or private property which would have a direct significant impact on:

- (1) Traffic congestion or traffic flow to and from the event over public streets, body of water or rights-of-way;
- (2) Public streets or rights-of-way near the event; or
- (3) City provided emergency and or public services such as those provided by police, fire, medical aid or public works personnel.

In the past I have always applied for a Park Use Permit and never had to apply for an Event Permit. Why do I have to do it now?

Policies and procedures have been changed to provide citizens and other groups and organizations with a stream lined and consistent process to plan events and use City parks and facilities. Certain insurance and licensing requirements periodically change and the City wants to make sure that events held in the City met those requirements.

Are there fees required for an Event Permit or to use a City park or facility?

Yes, there are application fees to process and review Park and Event Applications, City facilities such as the Community Center, Concession Stands and Picnic Shelters also require a rental fee and damage deposit, please refer to the current City of Lake Stevens Fee Resolution for applicable rates and deposits.

▪ Fees for Additional Services

Events may require additional services such as police officers for traffic control, public works, parks department services or portable bathrooms, the fees and costs related to those services are the event

This brochure is for informational purposes only and is not intended to replace adopted rules and policies of the City of Lake Stevens. Please consult the Lake Stevens Municipal Code or the Department of Planning and Community Development for actual rules and regulations.



**CITY OF LAKE STEVENS
EVENT APPLICATION**

Please read the Event Permit Informational handout before completing this application, this application will be used to determine what type of services, licenses, additional permits and insurance, if applicable, will be required for your event. *Application fees are due at the time of submittal*; incomplete applications will not be subject to review and will be returned to the applicant.

Name/Type of Event: _____
 Date(s) of Event: _____
 Time of Event (Include time for set up and tear down): _____
 Address/Location(s) of Event: _____
 Sponsor/Organization/Group: _____
 Address: _____
 Applicant/Contact Name: _____
 Contact Phone: _____
 Email Address: _____
 Park and/or Facilities Requested: _____
 Expected Number of Guests and/or Participants _____ Spectators _____ Volunteers _____

EVENT LEVEL To determine the type of event that is being applied for please refer to the Event Permitting Structure Guide located on the bottom page of this application. Please mark the appropriate box:

Event Level 1 Event Level 2 Event Level 3 Event Level 4

EXPEDITED REVIEW REQUESTED If the date of this event is less than 60 days from today's date then you are required to request an expedited review. An additional non refundable fee applies and is due at submittal. A request for an expedited review does not guarantee that your event will be permitted.

EVENT ACTIVITIES (Please mark all items that apply to your event)

Air Show*		Electrical Service*		Raffle/Lottery*	
Alcohol Sold or Served*		Entertainment		Seating/Tables	
Amplified Music/Sound		Floats		Sports Event	
Animals		Food Sold or Served*		Stage	
Banners		Parade		Street Closures	
Brochures		Portable Toilets		Tents/Trailers*	
Carnival Rides/Inflatable's*		Protest/March		Water Event	
Concession/Vendors*		Pyrotechnics (fireworks)*		Other**	

* These types of activities generally require additional permits, licenses and inspections, some through State agencies. Refer to the Event Permit Informational handout for additional information.

**Please specify under 'Description of Event'.

SUBMITTAL REQUIREMENTS

Please attach the following applicable documents or plans to your Event Application:

City Business License		Parade/Event Route		Site Map	
Health District Permit		Parking Plan		Traffic Control Plan	
Liquor Board Permit		Proof of Insurance		Other (Please Specify)	

**CITY OF LAKE STEVENS
EVENT APPLICATION**

DESCRIPTION OF EVENT

(Attach additional sheets if needed)

APPLICANT MUST READ AND AGREE TO THE FOLLOWING TERMS AND CONDITIONS

The undersigned hereby makes application to the City of Lake Stevens to hold an event, or to use a City facility or park, or to operate a Concession Stand. The undersigned understands that there is a non-refundable application fee due at the time this application is submitted and that an additional non-refundable fee is required for expedited reviews.

PARK AND FACILITY USE RULES AND REGULATIONS

- Any accident involving injury to participants or damages to park, facility or equipment occurring during the use of a City park, facility or equipment shall be reported to City authorities immediately.
- The project sponsor shall not leave the park or facility unattended at any time during the hours of use defined within the agreement.
- No animals will be permitted inside facilities without prior written consent of the Planning Director or his/her designee.
- If a group or individual(s) provide their own food within the premises of a City facility or park, they assume all responsibility for the preparation, serving and consumption of the same and shall hold the City harmless from any liability arising there from.
- All entertainment involving acoustical or amplified music must have prior approval from the Planning Director or his/her designee. Use of electrical cords outside or inside the park and facility requires prior approval.
- When determined by the Planning Director or his/her designee, the applicant will be responsible for installing City provided 'No Event Parking' signs in the downtown shopping center.
- Games of chance, lotteries, and door prizes are not allowed except where permitted by law.
- Access to park, facilities and services, except as otherwise addressed in these rules, shall be limited to that specified on the permit.
- Alterations to the Park or Facility are prohibited without prior approval. This may include but is not limited to such things as hanging signs, erecting backstops, placing goals, using masking tape on walls and floors, etc.
- City-owned equipment shall not be removed from the park or facility or loaned to any individual or organization unless prior approval by the City has been granted. Use of City-owned expendable supplies is prohibited.
- Applicants are responsible for special set-up requirements and clean up, unless specifically requested in the application. Users shall be responsible for returning the park or facility to its original condition immediately following the event.
- Cancellations by applicants require at least a 24-hour notice. Otherwise, related actual costs shall be borne by the applicant. Facility or park use is cancelled when facility or park is closed due to an emergency.

**CITY OF LAKE STEVENS
EVENT APPLICATION**

- The City reserves the right to refuse or revoke any authorization issued for the use of a City park or facility, and if rental has been paid, to refund such rental, less expenses incurred, by the City in connection therewith.

INDEMNIFICATION/HOLD HARMLESS

The undersigned, shall defend, indemnify, and hold harmless the City of Lake Stevens, its officers, officials, employees and volunteers from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises during this event, use of the park and/or facility, or from conduct or any activity, work done, permitted or suffered during this event, in or about the park and/or facility, except only such injury or damage as shall have been occasioned by the sole negligence of the City. The undersigned further agrees to reimburse the City of Lake Stevens for any damage arising from the organization and/or group's use of the park and/or facility.

The undersigned further certifies that the information given in this application is true and correct and further states that he/she has the authority to make this application for the group or organization. The undersigned further states that he/she accepts responsibility for this organization and/or groups compliance with all of the terms and conditions and that the group and/or organization will observe all rules and regulations established herein for the site/facility requested and will comply with all applicable federal, state or local statues, ordinances or regulations that may or may not be outlined in the permit when issued. The undersigned understands that failure to do so is will be grounds for revocation of an issued permit.

Signature of Responsible Person

Date Signed

Printed Name

Submit completed application and fees to: City of Lake Stevens
1812 Main Street, PO Box 257,
Lake Stevens, WA 98258-0257

Or email as an attachment to: dswift@ci.lake-stevens.wa.us

*Questions regarding this application can be directed to the Community Programs Planner
(425) 212-3315 or dswift@ci.lake-stevens.wa.us*

APPLICATION FEES ARE DUE AT TIME OF SUBMITTAL, APPLICATIONS SUBMITTED WITHOUT FEES ARE CONSIDERED INCOMPLETE AND WILL BE RETURNED TO APPLICANT.

	EVENT LEVEL 1	EVENT LEVEL 2	EVENT LEVEL 3	EVENT LEVEL 4
<p>DESCRIPTION</p> <p>This is a brief description only, for full guidelines and restrictions please refer to Lake Stevens Municipal Code, Chapter 14.44, Events</p>	<ul style="list-style-type: none"> - More than 100 but less than 500 persons - Lasts for one day 	<ul style="list-style-type: none"> - More than 500 but less than 1000 persons - May last up to 2 consecutive days - Each sponsor may hold a maximum of three events per year - Up to 3 similar events on separate dates may be permitted on application by the same sponsor - City may approve additional events above the maximum 	<ul style="list-style-type: none"> - Events held no more than one day a week - Reoccurring on a periodical or seasonal basis for a set time each calendar year - Event is open to the general public, no admission/ membership fee for participants 	<ul style="list-style-type: none"> - More than 1000 persons per day - One or more days per year but no more than 4 consecutive days per calendar year - Events anticipated in the City budget process shall be given priority over any additional Level 4 permit requests
<p>FEES</p>	<p>REFER TO THE CURRENT CITY OF LAKE STEVENS FEES RESOLUTION FOR PERMIT APPLICATION FEE Available online: www.ci.lake-stevens.wa.us or (425) 377-3235</p>			
<p>TYPE OF EVENTS PERMITTED</p>	<ul style="list-style-type: none"> Open Mic Small Rowing Regattas Disc Golf Events Large Family Events 	<ul style="list-style-type: none"> Rowing Regattas National Night Out Halloween Event 	<ul style="list-style-type: none"> Farmers Market Music in the Park Movies in the Park 	<ul style="list-style-type: none"> Aquafest Ironman