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SPECIAL EVENT APPLICATION

Application # _____

Less Than 125 Attendees (30 days notice)

More Than 125 Attendees (60 days notice)

Name of Event _____ Date of Event: _____

Proposed Event Address _____

CONTACT INFORMATION

PROPERTY OWNER

Name _____
 Address _____
 City _____ State _____ Zip _____
 Ph _____ Fax _____
 E-mail _____
 Contact Name _____
 Ph _____ Fax _____
 E-mail _____

SPONSOR / MANAGEMENT AGENCY

Name _____
 Address _____
 City _____ State _____ Zip _____
 Ph _____ Fax _____
 E-mail _____
 Contact Name _____
 Ph _____ Fax _____
 E-mail _____

General Information:

Proposed Event with Detailed Description. Include Purpose and Planned Activities. (Please be Complete as Possible, Using Additional Pages if Necessary.) _____

- | | |
|---|---|
| 1. Zoning of Property _____ | Number of People Event is Planned For _____ |
| 2. Event Set Up Time & Date _____ | Event Take Down Time & Date _____ |
| 3. Event Start Time & Date _____ | Event End Time & Date _____ |
| 4. Check Any That Apply | Complete The Following |
| ____ This is a Fund Raising Event | Name of Fund Raiser _____ |
| ____ The Sponsor is a Non-Profit | Name of Organization _____ |
| ____ The Event Will Benefit a Group or Person | Name of Beneficiary _____ |
| ____ The Event Will Be at a City Facility | Name of City Facility _____ |
| ____ The Event is on Private Property | Address of Private Property _____ |
| ____ We Will Need to Use City Equipment | What Type of Equipment _____ |
| ____ The Event Will Use Public Right of Way | Location of Right of Way _____ |

I have read & understand the requirements set forth in Chapter 19.111 MTMC and I certify to the best of my knowledge the information provided on this application is true, accurate and complete.

Sign Owner / Agent _____ Date _____

Print Owner / Agent _____ Date _____

Special Event Application Terms & Conditions

Filing Requirements at time of application:

- 1. Documentation that the owner(s) of any property on which the event is to be held, or the owner's authorized agent, has provided permission for the event.
- 2. If the event is sponsored by a non-profit entity and/or is to benefit a non-profit, provide evidence of its non-profit status.
- 3. A drawing of the event site on a plot plan (to scale), showing the location of any furniture, tents, awnings, canopies, buildings, structures, inflatable structures, play equipment, large machines, or other equipment and the size/dimensions of such structures.
- 4. Location and type of electrical connections to be used, if any (electrical permit may be required).
- 5. Type of heating, if any.
- 6. Will the event have any open flames or fireworks, if so, please explain (fire permit required).
- 7. Is alcohol to be provided or allowed anywhere on site?
- 8. Number of persons helping out on the day of the event.
- 9. Manner in which the event will be announced to potential attendees, for example, by flyers, personal invitations, internet, newsletters, newspaper, radio, community announcements, signs or other means. Provide a copy of any planned or published announcements / advertising.
- 10. What registration, admission, parking or other fees will be required for event participants and, if so, the type and amount of each fee.
- 11. Proof of applicant's insurance, or ability to provide, if required.
- 12. Plan for staffing the event and all its activities on the day(s) of the event.
- 13. Is a noise variance part of this application (contact the Police Department to apply for variance, no fee.)?
- 14. Plan for security for any larger event (unless deemed unnecessary by the Police Department).
- 15. Proposed location and number of any sanitary facilities to be available, whether fixed or portable.
- 16. Identify and describe potential impact of proposed event on bus services and on any City facilities and services.
- 17. Traffic control plan for any larger special event and for any event using, closing, or otherwise affecting a public right of way. Show on a vicinity map.
- 18. Parking management plan for larger special events.
- 19. Plans for garbage management and recycling.
- 20. Any proposed special event signage; size, text, number and locations (mark on a vicinity drawing).
- 21. Any other information requested by the Department related to the event and the provisions of Ordinance #2571.

OFFICE USE ONLY

Received By _____ Date _____

Fee \$ _____ Receipt Number _____ Date _____

Please initial, date and comment*:

Department Review	Approval	Denial	Conditions/Comments	Date of Review
Building				
Engineering				
Fire				
Parks				
Planning				
Police				
Public Works				

*Approval by Department is assumed if not specified within fourteen (14) days of application for small events and thirty (30) days of application for larger events.