



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE ● SNOHOMISH, WASHINGTON 98290 ● TEL (360) 568-3115 FAX (360) 568-1375

EVENT QUESTIONNAIRE

The City of Snohomish may require a Special Event Permit if an activity has significant impact on public safety or in the use of public services. The following questions will help staff to determine if a permit is required. Please answer these questions as accurately as possible at this time. If it is determined that the event has significant impacts on City residents, services, or it significant street closures are involved, a meeting with City staff will be arranged for further discussion of the event. An event checklist will be provided for your review.

1.	Event Name:		
2.	Sponsor:		
3.	Contact Name:		
4.	Telephone:		
5.	Address:		
6.	Date of Event:		
7.	Location of Event:		
8.	Days of Event:		
9.	Times of Event:		
10.	Describe Event:		
11.	Approximately how participants/spectators are anticipated?		
Please circle the appropriate answer.			
12.	Will there be street closures?	Yes	No
13.	Will other streets be affected?	Yes	No
14.	Will street barricades, barriers, or safety fences be used?	Yes	No
15.	Will vendors be operating booths or tables?	Yes	No
16.	Will public address systems, amplifiers, or microphones be used?	Yes	No
17.	Will access to adjacent properties be affected?	Yes	No
18.	Will extension cords or temporary power sources be needed?	Yes	No
19.	Will food vendors be involved?	Yes	No
20.	Will stages, booths, or platforms be constructed or installed?	Yes	No
21.	Will cooking facilities use portable fuel tanks?	Yes	No
22.	Will there be adequate restroom facilities?	Yes	No



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SPECIAL EVENT PERMIT APPLICATION

Definition: A Special Event is any activity which occurs upon public or private property that will affect the standard and ordinary use of public streets, rights-of-way, or sidewalks, and/or which requires extraordinary levels of City services. This includes, but is not limited to; fairs, festivals, carnivals, sporting events, foot runs, bike-a-thons, markets, parades, exhibitions, auctions, dances, and motion picture filming.

Permit Application: An application for a Special Event Permit will be made in writing on forms provided by the office of the City Clerk and completed applications will be submitted to the City Clerk.

A Special Event Permit Application must be submitted sixty (60) days prior to the event. Exceptions to this requirement may be approved by the City Manager.

Please fill out the following application and return it to the City Clerk's Office. If you have any questions, please contact the City Clerk at (360) 568-3115.

1. Name of event: _____

2. Date(s) of event: _____

3. Name of Sponsor: _____

4. Who is the Contact person? _____

5. Contact's telephone number: _____

6. Does your organization have a planning committee? _____

7. How often does the planning committee meet? _____

8. Where and how often do they meet? _____

9. What street closures are planned? _____

10. What other streets will/may be affected? _____

11. What arrangements have been made to provide for additional garbage service? _____

12. Will other City services be requested?

- a. Police: _____
- b. Street Sweeping: _____
- c. Special Inspections: _____
 Platforms? _____
 Stages? _____
- d. Power Pole connection(s)? _____
- e. Other: _____

13. What arrangements have been made to provide adequate restroom facilities? _____

14. If so, where will these facilities be located? _____

15. What are the plans for locating barricades, barriers or safety fences? _____

16. Where will these items be located? _____

17. If necessary, have you applied for a Washington State Labor & Industries electrical permit? _____

18. Will someone on the Event Planning Committee be directly responsible for checking that adequate fire extinguishers are available at appropriate locations? _____

If so, who? _____

19. Will the event interfere with access to emergency services or cause undue hardship or Excessive noise levels to adjacent businesses or residents? _____

20. What methods do you propose for notifying adjacent properties? _____

- a. Mail: _____
- b. Newspaper: _____
- c. Door to door: _____
- d. Telephone: _____
- e. Other: _____

21. Proof of Insurance. Provide a copy of the "Accord" from the insurance document.

22. Additional Comments? _____

Please attach a map that shows the area in which the event will take place. Show on the map the streets that will be closed, the location of barricades, where police services will be necessary, where garbage receptacles will be placed, where restroom facilities are provided, and indicate other streets that may be affected by the event.

HOLD HARMLESS STIPULATION: Permittee covenants and agrees to indemnify, defend and hold harmless the City, its officers, agents and employees from and against any and all claims, actions, damages, liability, cost and expense.

SPECIAL EVENT CHECKLIST

You have already completed the Event Questionnaire. An Event Planning Meeting will be scheduled for you to meet with City staff to discuss this event in more detail. Several issues need to be discussed and clarified with the Event Organizer and/or Sponsor. Here are some rules, required by the City, which may help you to plan the event.

1. The event sponsor will be responsible for providing liability insurance for an amount up to \$2,000,000 naming the City of Snohomish as certificate holder.
2. The event sponsor may be required to furnish a cash deposit to assure the maintenance of City property.
3. Any City police personnel services will require a contract and the sponsor may be charged at an hourly rate of \$50.00.
4. For connection to power sources on First Street, the electrical connection fees are as follows:

Small Events (less than 10 service connections)

Permit fee*	\$20.00
Daily fee (power usage)	\$ 5.00

Large Events (10 or more service connections)**

Permit fee*	\$30.00
Daily fee (power usage)	\$25.00

*The permit fee is a one-time charge per event. The daily fee is charged for each calendar day of the event, and is exclusive of hours of usage per day.

**For large events, please provide the City with 30-days notice for electrical connections.

5. Sponsors will be responsible for providing adequate garbage disposal during the event, and clean up after the event. Please contact Lynnwood Disposal, at 360-568-3926 for this service.
6. The sponsor will provide all barricades, barriers, and safety fences. A map of the location of these items should be brought to the planning meeting.
7. If electrical extension cords or temporary power is used, a permit and inspection from the Washington State Department of Labor & Industries, Electrical Division, will be required.
8. A 20-foot emergency vehicle access is required.
9. Bandstands, platforms, or stages will require inspection by the Building Official and Fire Department. Building and/or Fire District inspections will be charged at the rate of \$50.00 per hour.
10. Any food cooking preparation and food handlers will need permits from the Snohomish County Health District.

11. Cooking facilities will require 2A 10 BC fire extinguishers.
12. No fires are allowed within the City.
13. All vendors will be required to have City business licenses (including non-profit organizations).
14. Maps showing the location of barricades, barriers, safety fences, siting of additional restroom facilities, placement of extra garbage receptacles, and booth placement should accompany the permit application.
15. Sponsors will be responsible for notifying the public, adjacent residents and business owners of the event. This may require publication of notice in the local newspaper or some other method to be discussed at the planning meeting.
16. Additional street sweeping services, other than the regular service provided by the City, will be the responsibility of the sponsor and the charge for this service is \$65.00 per hour plus call out charge.