



23204 58th Ave W
 Mountlake Terrace, WA 98043
 Phone 425.744.6267
PermitSpecialist@mltwa.gov
www.cityofmlt.com

SPECIAL EVENT APPLICATION

FOR STAFF USE ONLY	
Permit # _____	Receipt # _____
Fee \$ _____	Plan Check Fee \$ _____
Total \$ _____	
RECEIVED BY: _____ (Initials) DATE: ____/____/____	

- Less than 125 Attendees (30 days notice)**

 More than 125 Attendees (60 days notice)

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

4. Zoning of Property _____ Number of People Event is Planned For ____
5. Event Set Up Time & Date _____ Take Down Time & Date _____
6. Event Start Time & Date _____ Event End Time & Date _____

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 certify the information provided on this application is true and correct.

Owner / Agent _____ Date _____
Signature

Owner / Agent _____
Print

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.