



CITY OF SULTAN

Special Events Permit Application

319 Main Street, Suite 200 – PO Box 1199 – Sultan, WA 98294-1199

City Hall (360) 793.2231 – Fax (360) 793.3344

cityhall@ci.sultan.wa.us

Please fill out all the required information completely.

- Attach all site plans showing locations of all signs, fire hydrants, structures, and parking areas. Attach any routing maps for parades, races, including indications for all streets or portions of streets to be closed. Submit proof of liability insurance. A non-refundable application fee may be due at the time of application.
- Fees for City support services (if necessary) will be paid after departmental review and determination of costs, before the permit is issued.
- **Application shall be submitted to the City at least 30 days prior to the date of proposed event.** 10 days notice is required to surrounding properties. If you are not certain about a particular requirement or response, provide your best estimate.

**Need Help Filling Out the Application? – Questions?
Contact the City at 360-793-2231**

PLEASE PRINT OR TYPE

Name of Primary Contact Person

Contact Person Phone Number

Primary Contact Person Address

Name of Sponsoring Organization

(e.g. home owners association, chamber of commerce, business, etc.)

Sponsoring Organization Phone Number

Sponsoring Organization Address

If you have a large event (motorcycle show, Shin Dig, etc.) with multiple activities such as a parade, car show, entertainment, logging show, etc. please complete pages 2 and 3 for each activity for your event. **If you are not certain about a particular requirement or response, provide your best estimate. Contact the City for assistance 360-793-2231**

PROPOSED ACTIVITY

(e.g. parade, safety fair, health fair, car show, etc.)

DAYS AND DATES INVOLVED IN EVENT

Event Assembly Day/Date

Event Start Day/Date

Event End Day/Date

Total Time or Days

APPROXIMATE TIME OF EVENT (AM/PM):

Assembling

Beginning

Ending

TYPE AND PURPOSE OF EVENT

(e.g. neighborhood block party, poker run, outdoor band, parade, etc.)



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LOCATION AND SITE PLAN OF EVENT AREA (*site plan must be attached*)

THE FOLLOWING INFORMATION MAY NOT BE APPLICABLE FOR ALL EVENTS. IF NOT APPLICABLE WRITE N/A

If you plan to have commercial food vendors, electrical service or tents, state and county inspections may be required including Snohomish County Fire Marshal, Snohomish County Public Health District, and State Department of Labor and Industries.

NAME OF STREET(S) TO BE CLOSED OR ALTERED

Road closures require proper barricades and proper advance notice per State law. Barricades are provided by the city. For more information, contact the Public Works Department at 360-793-2231 to schedule a meeting.

TYPE OF CLOSURE INCLUDING BARRICADE METHOD AND TIME LENGTH

Half-street

Full Street

Temporary with Flagger

FOR PARADES DESCRIBE PARTICIPANTS INCLUDING MARCHING UNITS, VEHICLES, AND BANDS (including size and number):

The following is a checklist relating to any special event held on private or public property, or within a public right-of-way. Please check those items, which apply.

WILL THERE BE ANY:

- OPEN FLAME OR COOKING FACILITY

If yes, please describe: _____

- ELECTRICAL POWER REQUIREMENTS FOR THE EVENT

If yes, please describe: _____

- COMPRESSED GAS CYLINDERS

If yes, please describe: _____

- DUMPSTER WITH CAPACITY OF 1.5 CUBIC FEET OR MORE

If yes, please describe: _____



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- TENTS, CANOPIES OR AWNINGS
(Fire Code Permits required for tents over 200 sq. ft. & canopies over 400 sq. ft.)
If yes, please describe: _____
- FLOATS *(Must be constructed of fire-retardant materials)*
If yes, please describe: _____
- TRAILERS, MOTOR HOMES, BOOTHS STAGES OR OTHER PORTABLE STRUCTURES *(Building Permit may be required)*
If yes, please describe: _____
- TEMPORARY PARKING FACILITIES
(If Public ROW, Street Closure Permit may be required)
If yes, please describe: _____
- TEMPORARY SIGNAGE *(Temporary Sign Permit may be required)*
If yes, please describe: _____
- WILL SMOKING BE ALLOWED *(Non-combustible ash containers required)*
If yes, please describe: _____

READ CAREFULLY AND SIGN

Depending on the size and type of event, the City may require your organization (Chamber, Home Owner Association, Non-profit, etc) to provide proof of Commercial General Liability insurance in the amount of \$1,000,000 combined single limits per occurrence, prior to obtaining permit. A copy of the endorsement naming the City as an additional insured must be attached to the Certificate of Insurance. Sponsoring agency agrees to reimburse damage repair to City property.

Permittee agrees to maintain access for emergency vehicles. Permittee agrees to pay for all required services by City or City-contracted personnel necessary for security and safety for the duration of the event. All estimated charges are listed below. Payment will be made prior to issuance of the Special Events Permit. If cancellation is necessary and notice to the City is given within 48 hours, fees for City support services will be refunded.

Permittee agrees to defend, indemnify and save harmless the City, its appointed and elective officers and employees from and against all loss or expense, including but not limited to judgments, settlements, attorney fees and costs by reason of any and all claims and demands upon the City, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting there from, sustained by any person or persons and on account of damage to property including loss of use there from, arising out of any activity under or in connection with this event, except only such injury as shall have been occasioned by the sole negligence of the City, its appointed or elected officers or employees.

Signature of Applicant: _____ Date: _____

Please be advised:

- **Application shall be submitted to the City at least 30 days prior to the date of proposed event. 10 days' notice is required to surrounding properties.**
- **Once you have signed the application and completed pages 2 and 3 describing the activities for your event, city departments will review the application and make a determination whether to approve or deny your request for a special event permit. This typically takes several weeks. Upon approval the city will issue you a permit. If you have questions regarding the application contact the City at 360-793-2231.**



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THIS PAGE FOR CITY OFFICE USE ONLY

DATE RECEIVED

EMAILED TO STAFF: _____

Permit Issued? YES NO DATE: _____

CITY REVIEW

City Clerk/Risk Manager: _____ Approved Denied

Comments: _____

Police Department: _____ Approved Denied

Comments: _____

Fire District: _____ Approved Denied

Comments: _____

Public Works Department: _____ Approved Denied

Comments: _____

Planning Department: _____ Approved Denied

Comments: _____

Mayor: _____ Approved Denied