

"Special Event" includes, but is not limited to, any temporary/ongoing activity occurring on public or private property that affects the ordinary use of public streets, right-of-way, sidewalks, traffic, etc, and/or generates considerable public participation. This application ensures that the activity meets legal requirements and allows the City to adequately schedule public services as needed.



CITY OF  
**ISSAQUAH**  
COMMUNITY PLANNING  
& DEVELOPMENT

PO Box 1307  
Issaquah, WA 98027  
425-837-3100  
[CPD@issaquahwa.gov](mailto:CPD@issaquahwa.gov)

**Note:** Neighborhood Block Parties may not require a Special Event permit. For block party eligibility and information, please review the [City's website](#). Block Parties can be requested using the City's [Neighborhood Block Party Request Form](#).

# SPECIAL EVENT PERMIT APPLICATION & CHECKLIST

## APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_  
Company/Organization: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Website: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## EMERGENCY CONTACTS

Please provide two emergency contacts:

Emergency Contact #1: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Emergency Contact #2: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## EVENT INFORMATION

Site Contact Name: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_  
Name of Event: \_\_\_\_\_  
Type of Event (i.e. Concert, Fun Run, etc.): \_\_\_\_\_  
Has this event been permitted before in Issaquah?:  Yes  No  
If yes, are there any changes from the previous approved event?: \_\_\_\_\_  
\_\_\_\_\_

Is this an event that will occur multiple times in a year? (ie: Art Walk, Farmer's Market):  Yes  No

Date(s) of use: \_\_\_\_\_ to \_\_\_\_\_ Hours: \_\_\_\_\_ to \_\_\_\_\_

**Subject to [Issaquah Municipal Code 5.14.060](#) stating that all Special Event Permits shall be temporary and may be revoked.**

Are the date(s) requested flexible?  Yes  No

Proposed Event Location - include site parcel number and address: \_\_\_\_\_

Facilities you plan to use (check all that apply):

- Athletic Field\*
- City Facility\*
- Private Facility
- Park\*
- Picnic Shelter\*
- Sidewalk
- Street
- Trail\* *please see [Issaquah Trails Map](#)*
- Other

**\*These City facilities require additional permitting through the [Parks and Community Services Department](#). See page 4.**

If other, please specify: \_\_\_\_\_

Event Components (check all that apply):

- Alcohol/Beer Garden
- Bicycling
- Bleachers
- Carnival Rides
- Car Show
- Concert/Live Music
- Drone(s)
- Electricity/Generator
- Exhibits or Displays
- Fireworks
- First Aid
- Food Services/Food trucks
- Inflatable(s)
- Tents/Temporary structures
- Police/Security  
How many police officers requested?: \_\_\_\_\_  
**Police presence is offered at an hourly rate per officer.  
Please contact Paul Friden at [paulfr@issaquahwa.gov](mailto:paulfr@issaquahwa.gov) or  
425-837-3204 for more information.**
- Marathon/Run/Walk
- Signs (i.e. banners, a-frames, directional arrows, etc.)
- Vendors
- Other

If other, please specify: \_\_\_\_\_

Will participants be charged a fee?:  Yes  No If yes, amount?: \_\_\_\_\_

If non-profit, who will benefit from the proceeds of this event?: \_\_\_\_\_

**ATTENDANCE**

Estimated total attendance: \_\_\_\_\_ Registered # of participants: \_\_\_\_\_

Estimated # of vehicles: \_\_\_\_\_ # of volunteers: \_\_\_\_\_

# of staff: \_\_\_\_\_

**EVENT SITE PLAN**

Please include separate page(s) outlining your event site plan. See Application Checklist on page 4 for detailed requirements.

**INSURANCE REQUIREMENT**

The Applicant shall procure and maintain for the duration of the Permit, insurance against claims for injuries to persons or damage to property which may arise from or in connection with operations or activities performed by or on the Applicant’s behalf with the issuance of this Permit. General Liability Insurance naming the City as Additional Insured in the minimum amount of \$1,000,000 per occurrence is required, but may be more if the City determines it necessary for the proposed event. A certificate of this insurance must be submitted along with an original copy of the endorsement naming the City as additional insured and be acceptable to the City prior to receiving the Permit.

Please see [City of Issaquah Insurance Requirements](#) for more information.

**HEALTH DEPARTMENT & LNI PERMITS**

Depending upon the nature and scope of the proposed activity, other permits and insurance may be required as determined through the application process. Additionally, other fees may be assessed as determined necessary. The City will make every effort to assist the applicant in determining complete permit requirements, though once identified, it will be the applicant’s responsibility to provide required and approved documentation.

If Applicable, please provide:

- Health Department** Permit #: \_\_\_\_\_ Expires: \_\_\_\_\_
  - Labor & Industries** Permit #: \_\_\_\_\_ Expires: \_\_\_\_\_
- Contact Person: \_\_\_\_\_

**INDEMNIFICATION/HOLD HARMLESS AGREEMENT**

By continuing, you agree to indemnify, defend, save and hold harmless the City of Issaquah, its officers, employees and agents from and against any and all liabilities, claims, actions, damages, losses, and expenses (including but not limited to court costs and reasonable attorney’s fees), that may be asserted by the undersigned or a third party against the City of Issaquah, resulting from, arising out of, or in any way connected with the City’s permitting process or with activities or operations performed by you or on your behalf upon permit issuance.

**PUBLIC DISCLOSURE NOTICE**

All records, including but not limited to documents, maps, plans, photographs, financial and proprietary information, or other material, regardless of physical form, characteristics, or means of transmission, submitted will become the property of the City. All records will become a matter of public record by virtue of their submission to the City, a public entity, and will be subject to disclosure under the Washington Public Records Act without prior notice to the submitter. The City will not in any way be liable or responsible for any claims, actions, damages, and expenses (including but not limited to court costs and reasonable attorney’s fees), resulting from, arising out of, or in any way connected with the disclosure of any such records or portions thereof if the disclosure is made pursuant to a public records request.

Signature of Authorized Representative of Sponsoring Event: \_\_\_\_\_

Date: \_\_\_\_\_

# APPLICATION CHECKLIST

- Completed Special Event Permit Application & Checklist
- Event Site Plan
  - Event Site Map, showing all event features including:
    - Access to electricity
    - Access to water
    - Clearly marked streets or right-of-way being requested, including start and finish locations
    - Family reunification
    - First aid stations
    - Placement of banners, signs, cones, and/or barricades
    - Placement of booths, tents, beer garden, fencing, bleachers
    - Placement of dumpsters/garbage/recycling containers
    - Placement of food trucks. **All food trucks/trailers shall comply with [Washington State Department of Labor and Industries](#), [Washington State Department of Health](#), [2018 International Fire Code](#), and [Issaquah Food Service Packaging and Recycling Requirements](#).**
    - Placement of handwash stations
    - Placement of portable toilets
    - Stage
    - Staging areas
  - Restroom Facilities/Portable Toilets Plan
    - If applicable, provide documentation in the form of a work order or an invoice that the equipment needs/services have been arranged by the event organizer
  - Traffic Control Plan Map, showing features including:
    - Placement of traffic signs and public safety officers in congested areas
    - Emergency access routes
  - Transportation/Parking Plan
    - Provide a written plan for handling event parking for participants and spectators, including locations, dimensions, and capacity of spaces, and include any documentation pertaining to arrangements made with any transportation agencies.
    - If parking is proposed in private lots (ex: schools), documentation of the agreement made allowing for such parking must be provided.
- Application fees are invoiced to the Applicant after the submittal is deemed sufficient for review. Payable online by credit card up to \$5,000. Check and cash accepted.
- [Certificate of Liability Insurance](#)

## Additional Licenses and Permits, if applicable

- Alcohol License: A [Banquet Permit](#) or [Special Occasion License](#) must be obtained separately from the Washington State Liquor and Cannabis Board
- City of Issaquah Business License: <https://www.issaquahwa.gov/index.aspx?nid=134>
- City of Issaquah Park Permits:
  - [Athletic Field](#)
  - Parks Use: Please contact [Parks and Community Services](#)
  - [Picnic Shelter](#)
  - Trail Rental: Please contact [Parks and Community Services](#)
  - [Facility Rental](#)
- Temporary Tent Permit: Tents over 400 square feet require a [separate permit](#).