



Special Events Permit Application

The City of Spokane celebrates special events. From major conventions and international sports events to community-based festivals, block parties, parades, and athletic activities; we are proud to host hundreds of events each year.

The following pages include the City of Spokane's Special Events Permit Application which will be reviewed by the Special Events Team as part of the permit approval process.

If your event is new this year, we recommend requesting a pre-development meeting to help plan your event and ensure all the choices you've made can be accommodated. Please email events@spokanecity.org and request a pre-development meeting.

After you complete the Special Events Permit Application please return it to the City of Spokane:

**Attn: My Spokane Special Events
808 W Spokane Falls Blvd
Spokane, WA 99201
eventpermits@spokanecity.org**

If you have any questions, please call 311 or 509-755-CITY

The Special Events Coordinator from the City may contact you upon receipt of the application and will route your application to the appropriate reviewers. If necessary, you will be contacted by City departments for additional information or for contract review. These departments may include one or more of the following: My Spokane, Spokane Police Dept., Parks Dept., Riverfront Park, Spokane Fire Dept., Development Services Center, and Taxes & Licenses. While these departments have joined together to make the application process simple and complete, you may have to contact County, State, or Federal agencies in addition to the City of Spokane depending on the activities you would like included in your special event.

We're very happy that you've chosen to hold your special event here in our City. Thank you for contributing to the spirit, vitality, and beauty of Spokane. Best wishes for a successful event!

SPECIAL EVENTS PERMIT APPLICATION INSTRUCTIONS

INTRODUCTION

Your completed application should be filed, preferably, at least ninety (90) days before the event. If your application is submitted thirty (30) days or less prior to the event, it may be denied based on the complexity of your event. In general, any organized activity involving the use of, or having impact upon, public property, facilities, public parks, sidewalks or street areas requires a permit.

PROCEDURE

The permit application process begins when you submit a completed Special Events Permit Application. Acceptance of your application does not mean that your permit will be approved and issued. Depending on the size of your event, a non-refundable \$50.00 administrative fee (payable to City of Spokane) is required when applying for a permit along with proof of insurance, if necessary. If paying by debit/credit card, you'll receive a link to pay online following submission. You may be notified at the time you submit your application if proof of insurance is required. Otherwise, the Special Events Coordinator will contact you as soon as possible. Copies of the application are forwarded to and reviewed by all affected departments. During the review process, you may be contacted by one or more departments if your event requires any additional information, permits, licenses, or certificates of insurance. All information, signed contracts (if necessary), insurance (if necessary), and all payments must be received prior to your Special Event Permit issuance. **In many cases, Special Event Permits are approved and issued only a few days before the event.** All Special Events are approved on a first come, first serve basis. Your permit may not be approved if it conflicts with another already approved Special Event. However, our City departments will work with you to try and find another location or another date (if these factors are negotiable).

SPONSOR/ORGANIZER RESPONSIBILITIES

Your main responsibility is to communicate clearly, effectively, and in a timely manner with City staff, return all information and documents when they are due, and to work with the City to make your event memorable and safe.

City staff and equipment cannot be used to support a Special Event unless discussed and approved by the effected department(s). This will require a pre-development meeting, which is a discussion with City staff about the logistics of the event. Event sponsors are responsible for traffic control (road closure notifications and barriers), private security, and crowd control, or for paying for extra support from the Fire and/or Police Departments. If your event is to be held in a City Park, Parks and Recreation Department rules, regulations, fees, deposits and restrictions may apply (please see last page of application for more information). Generally, park areas cannot be reserved for exclusive use. Access to the area by the general public must be available at all times.

It is your responsibility to comply with all City, County, State, and Federal Disability Access Requirements. All indoor and outdoor sites for Special Events must be accessible to persons with disabilities. If a portion of the area is inaccessible, an accessible area, with the same activities, must be provided. Access for those with disabilities may include parking, restrooms, telephones, clear paths of travel and access to exits, transportation, accessible vendors and booths.

If your Special Event requires permissions, permits, and/or licenses from Federal, State, or other local jurisdictions or departments, it will be the responsibility of the event applicant to obtain those documents prior to the event.

The Spokane Regional Health District recommends one (1) chemical toilet for every 250 people. You must properly dispose of waste and garbage throughout the entirety of the event from the beginning of set up to the end of tear down. Immediately, upon conclusion of the event the area must be returned to a clean condition. You can set a standard by leaving the Special Event area cleaner than you found it. If you fail to perform adequate clean-up, or if damages have occurred on any City property because of the volunteers, employees, or event participants, you will be billed at full cost recovery rates plus overhead for clean-up and repair. In addition, such failure may result in denial of a future Special Events Permit or the requirement of a cash bond or surety bond for future events.

For any special event that impacts access to a neighborhood (closed streets), it is the sponsor's responsibility to communicate the closures to the Neighborhood Council for that area. **If your Special Event is located in Downtown Spokane, please contact the Downtown Spokane Partnership at (509) 456-0580.**

EVENT INFORMATION

Detailed information will allow us to accept the application more quickly.

1. Contact Information

Organizer/ Sponsor Name			
Organization Type	Non-Profit	Washington State UBI#:	
	Art	Washington State UBI#:	
		Mission Statement:	
	Other	Washington State UBI#:	

Event Coordinator

Full Name	
Phone Number	
Email Address	

On-Site/Day of Event Contact(s)

Primary Contact (Same as Event Coordinator above) This person must be available for questions and/or inspection sign-offs. If this contact changes at any time, the Special Event Coordinator must be notified.

Full Name	
Phone Number	
Email Address	

Secondary Contact This person must be available for questions and/or inspection sign-offs. If this contact changes at any time, the Special Event Coordinator must be notified.

Full Name	
Phone Number	
Email Address	

Billing Contact

Full Name	
Mailing Address	
Phone Number	
Email Address	

Media Contact (Optional)

Agency Name	
Contact Name	
Phone Number	
Email Address	
Website	

2. What is the expected attendance?

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EVENT DETAILS

Detailed information will allow us to accept the application more quickly.

1. What is the name of your event?

2. Where would you like to have your event? Please include all street or intersections that will be closed.

For most road closures, a traffic control plan is needed.

Will you be submitting a traffic control plan separately?	Yes	No	
Would you like police or a private traffic control company to set-up the traffic control devices?	Yes	No	

3. Briefly describe your event (include event address):

Please provide a Master Site Plan as an attachment. The Master Site Plan will include all that apply: scaled site/venue location, vendor(s), beer garden(s), parking plan, meter reservation(s), open flame location(s), amusement device(s), stage(s), amplified sound location(s), first aid type(s) and location(s), power and electricity source(s), overhead decoration(s) and sign(s), waste and recycling receptacles, and restroom facilities. Please make sure streets are labeled.

4. What type of event are you hosting? (select all that apply)

Stationary	What is the address?		
Moving	Walk/Run	<i>If planning to use the Centennial Trail you will need a permit from Washington State Parks as well.</i>	
	Parade/March		
	Other		

5. What is the proposed date(s) and time(s) for your event? Please list event time as well as set-up and tear down times.

Single Day

Date:			
Setup:		to	
Event Time:		to	
Tear Down:		to	

Multiple Days (If more than two days, please submit them on a separate page in the same format as below.)

Start:		End:		
Day 1	Setup:		to	
	Event Time:		to	
	Tear Down:		to	
Day 2	Setup:		to	
	Event Time:		to	
	Tear Down:		to	

6. Will the event be open to the public, private, or ticketed?

Open to the Public	Will there be an admission fee? Yes No
Private Event	
Ticketed Event	

7. Will the event have vendors? You may need to ensure vendors are licensed with the City. Additional fees may apply to you or your vendors. Please include the locations of vendors on the Master Site Plan.

No				
Yes	How Many?	1 to 5	6 to 10	More than 10
	What type of vendors will be present? (Select all that apply)	Food Truck		
		Barbeque		
		Other Food:		
		Merchandise		
		Service		
		Other:		

8. Will the event serve or sell alcohol? You will need a license with the WA State Liquor and Cannabis Board. Please review "Notice Regarding Events in City of Spokane Parks" on the last page for additional information if your event is in a City park. You will be required to obtain a Spokane Fire Department Permit and schedule a site inspection. Additional fees will apply. Please include the locations of beer gardens on the Master Site Plan.

No		
Yes	What type of alcohol? (Select all that apply)	Beer
		Wine
		Spirits

9. What is the events parking plan? If meter reservations are required to block parking spots, additional fees will apply. Please include the locations of available event parking and meter reservations on the Master Site Plan.

Will you be using on-street parking? Yes No			
Will you require bus parking?	No		
	Yes	How many buses?:	
Will you need to reserve or block metered spaces? (Select all that apply)	No		
	Yes	Tow Away Zone	Number of spots:
		Reservation	
			Meter Numbers:
Will you be utilizing the venue's parking?	No		
	Yes	Which lot(s) would you like to reserve? (Describe)	
	Other	Describe:	

Briefly describe the event's parking plan for volunteers, employees, and participants:

10. Will the event have an open flame? You will be required to obtain a Spokane Fire Department Permit and schedule a site inspection. Additional fees will apply. Please include the locations of open flames on the Master Site Plan.

No		
Yes	What type of open flame? (Select all that apply)	
	Candle	
	Lantern	
	Bonfire	Small
		Medium
		Large
	Fire Performance	Describe the performance:
Pyrotechnics/ Fireworks	Describe the show/pyrotechnics, certifications of pyro technicians, certificate of insurance, layout of area showing distances to audience, fallout area, extinguishers, safety personnel, etc.	
Other	Describe. Will need to be reviewed manually by SFD.	

11. What type of entertainment? (Select all that apply) Depending on the activities chosen, your application may be subject to review by the Tax & License Department. Additional fees may apply. Please include the locations of amusement devices on the Master Site Plan.

No Entertainment	
Band	Type of music:
Carnival	Number of amusement device(s) (SMC 08.12.010):
Inflatable Structures	
Music (Amplified/DJ)	Type of music:
Performance Arts	
Petting Zoo	
Public Speaker	
Sports Event	
Other (Describe)	

12. Will the event have a Temporary Structure (Example tent or canopy) over 400 sq ft? Yes No
 If yes, you will be required to obtain a Spokane Fire Department Permit and schedule a site inspection. Additional fees will apply. Please include the locations of temporary structures on the Master Site Plan.

13. Will the event have any stages? You will be required to obtain a Building Permit and schedule a site inspection. Additional fees will apply. Please include the locations of stages on the Master Site Plan.

No	
Yes	Number of Stages?

14. Will the event have amplified sound? A Special Event permit does not authorize any violations of the Spokane Municipal Code. Quiet hours are between 10 PM and 7 AM. Additional fees may apply. Please include the locations of amplified sound on the Master Site Plan.

No			
Yes	What hours will the sound be amplified?		to
	What type of device will you be utilizing? (Select all that apply)	Handheld Device	
		1 Amplifier	
		2+ Amplifiers	

15. What is the plan for providing first-aid during the event? Please include the locations and types of first aid stations on the Master Site Plan.

No Plan	
911/CPR	Responsible Party Information
First-Aid Kit	
First-Aid Station	Responsible Party Information
Ambulance	Responsible Party Information
Mobile Team	Action plan/route. Please provide separate from the Master Site Plan.

16. How are you providing power for your event? (Select all that apply.) You may be required to obtain an Electrical Permit and schedule a site inspection. Additional fees will apply. Please include the locations of power sources on the Master Site Plan.

Provided on-site	
Temporary	Describe

17. Will the event have any overhead decorations and signs? Please include the locations of overhead decorations and signs on the Master Site Plan.

No	
Yes	Describe

18. What is the clean-up and waste removal plan?

Please include the locations of waste and recycling receptacles on the Master Site Plan. Solid Waste Disposal has free recycling containers available for special events. Visit my.spokanecity.org/solidwaste/recycling/special-events/ for more info.
Guideline: 1 waste receptacle per 100 individuals, 1 recycling receptacle per 100 individuals, 15% increase if serving food or alcohol

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19. What is the events restroom facility plan? Please include the locations of restroom facilities on the Master Site Plan.

Guideline: 1 restroom per 100 individuals, 5% of all restrooms must be ADA accessible, 30% increase if serving alcohol. Unless area is specifically dedicated to the event, on-site restrooms may not be included in the count.

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NOTICE REGARDING EVENTS IN CITY OF SPOKANE PARKS

Park Board approval is required for all Special Events in City parks that involve any of the following: commercial activities, vendors, fund raising, exceptions to park rules and policies (such as liquor use which is generally prohibited in parks, even with an LCB Permit), special support from the Park Department, or other unusual circumstances.

The Spokane Park Board meets monthly. Special Event Permit applications requiring Park Board review and approval need to be placed on a meeting agenda, processed, and reviewed by the Park Board. This process can take longer than thirty (30) days. **PLEASE PLAN YOUR APPLICATION SUBMISSION ACCORDINGLY.**

DEPOSIT FOR CITY PARKS: Refundable, in whole or in part, after damage assessment and additional fee review: \$250.00 deposit for Special Events with 200+ estimated attendance.

\$350.00 deposit for Sporting Tournaments.

Deposit due upon receipt of signed contract.

INSURANCE REQUIREMENTS

For most Special Events, evidence of insurance is required prior to final Special Event Permit issuance. If the City's Special Event Coordinator indicates that your event falls in this category, please provide a Certificate of Insurance which shows \$1 MILLION in Commercial General Liability Insurance and Policy Endorsement. The City of Spokane at 808 W. Spokane Falls Blvd., Spokane WA 99201 will be listed as Additional Insured. Some events may require more than \$1 MILLION in Commercial General Liability Insurance. Each event is evaluated on its Risk Exposure per the City of Spokane Risk Management Department.

HOLD HARMLESS / AFFIDAVIT OF APPLICANT

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE RULES AND REGULATIONS GOVERNING THE PROPOSED SPECIAL EVENT UNDER THE SPOKANE MUNICIPAL CODE AND CITY COUNCIL POLICY. I AGREE TO ABIDE BY THESE RULES, AND FURTHER CERTIFY THAT I, ON BEHALF OF THE SPONSOR, AM ALSO AUTHORIZED TO COMMIT THE SPONSOR, AND THEREFORE AGREE TO BE FINANCIALLY RESPONSIBLE FOR ANY COST AND FEES THAT MAY BE INCURRED BY OR ON BEHALF OF THE EVENT TO THE CITY OF SPOKANE.

I AGREE, ON BEHALF OF THE SPONSOR, TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE CITY OF SPOKANE, ITS DEPARTMENTS, EMPLOYEES, AGENTS, OFFICERS AND VOLUNTEERS FROM ANY AND ALL LIABILITY IN ANY AND ALL MATTERS CONCERNING THIS SPECIAL EVENT.

NAME OF APPLICANT: _____
Please print your full name.

SIGNATURE: _____ DATE: _____

PLEASE RETURN 'EVENT INFORMATION AND EVENT DETAIL PAGES 1-6' OF THE SPECIAL EVENTS PERMIT APPLICATION ALONG WITH THE PERMIT APPLICATION FEE AND PROOF OF INSURANCE, IF APPLICABLE, WHEN APPLYING FOR SPECIAL EVENT PERMIT.

My Spokane Special Events
808 W. Spokane Falls Blvd.
Spokane, WA 99201
eventpermits@spokanecity.org

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