



City of Auburn

Special Events Coordination & Permits

910 9th Street SE, Auburn, WA 98002
253-931-3043 | www.auburnwa.gov/events

Auburn hosts a variety of special events annually. Each event serves a unique role and adds to the spirit of our City; community festivals, athletic, and cultural events provide opportunities for neighbors, artists, merchants, spectators, and participants to interact and celebrate the richness of Auburn.

Before you commit to planning a special event in Auburn, there are a few things we ask you to consider:

- Will the event affect our city services, public properties, public transportation system, routes to churches, schools, hospitals or emergency services?
- How will noise impact the surrounding neighborhood?
- What other events are scheduled throughout the City on the date or in the month you have planned your event?
- Where will people park?
- Will there be adequate sanitation & solid waste (garbage, recycling, compostables) facilities?
- Should you consider First Aid stations or security?

How do I know if I need a Special Event Permit?

If your plan includes holding an event in whole or in part on public property or on private property and it affects the ordinary use of public streets, right-of-ways, trails or sidewalks and/or may require additional city services than would normally be provided such as police escorts, traffic control, sanitation, and cleanup work required to support the event, you may need a special event permit.

To help you identify if a permit is needed and what kind, we ask you to contact the Auburn Parks, Arts & Recreation Department at 253-931-3043 to discuss your plans. The pre-application consultation may save you time and money.

Why do I need to apply for a Special Event Permit?

- To assure that an activity meets legal requirements of the use of public land and right of ways.
- To assure the City, that adequate services such as traffic control, sanitation, solid waste and public safety issues are addressed.
- To identify any conflicts with other events that may be scheduled or activities that may unreasonably infringe upon access to services and allow the City and promoter a timely opportunity to address them.

How can I receive a Special Event Permit?

Complete a pre-application consultation form and mail application to:

Auburn Parks, Arts & Recreation
Attention: Special Events Committee
910 9th Street SE
Auburn WA, 98002

You may also submit the application in person at the above address, Monday-Friday, 8am-5pm or Saturday 9am-4pm.

The application is to be filed a minimum of 90 days prior to event, to ensure adequate time is available for the City's Special Event Committee to review. You may be asked to meet with the Committee, if this is a first time event, or if there are questions following their review. Your timely application also provides you an opportunity to address or correct any issues that may be needed. Following the Committee review you may be required to obtain additional permits.

Can I promote my event before I get a permit ?

Please do not publicize your event if you only filed an application form. Filing an application does not guarantee approval of your event. The permit application(s), right-of-way plans, and insurance must be approved through the Auburn Special Event Committee.

How much will the Special Event Permits cost overall?

This depends on the type of special event. All special events must go through the formal application process and may require additional permits, and additional costs incurred by the City of Auburn in providing services to support the event. Normally this includes services such as police and emergency services, traffic control, sanitation, solid waste and clean-up services. Depending on the size or special conditions of your event, other permits and fees may also be required. City of Auburn facility rentals fees will also need to be paid prior to issuing the final permit.

Other permits/items that may be required by the City of Auburn:

- City of Auburn [Right-of-Way Use Permit](#)
- City of Auburn [Banner Permit](#)
- City of Auburn Tent Permit
- Park [Special Use Permit](#) & or Rental Application
- Facility Use Application – for use of City Hall Plaza
- State of Washington Master Business License
- City of [Auburn Business License](#)
- King County or Pierce County Food Handler's Permit (*depending on where event is being held*)
- State Electrical Permit
- State Electrical Inspection
- Liability Insurance naming City of Auburn additionally insured

Other resources – general information

- King County or Pierce County Public Health Food Protection Program (*depending on where event is being held*)
- Information related to Releasing of Fats, Oils and Grease
- Washington State Liquor Control Board Permits
- Recycling Laws for Special Events

When are fees due?

The non-refundable processing fee is due at the time the permit application is submitted. All other fees must be paid prior to issuance of the permit unless otherwise provided in the conditions of approval.

Do I need insurance?

Yes. You will be required to provide either a commercial general liability or special events liability insurance certificate with minimum liability limits of one million dollars (\$1,000,000) per occurrence; two million dollars (\$2,000,000) aggregate. In the certificate it shall name the City of Auburn as a certificate holder and the city as additional insured on a primary and non-contributory basis. The

certificate shall reference the dates and name of the special event being covered by the liability insurance.

Coverage shall be written for a period not less than twenty-four (24) hours prior to the event and extending for a period not less than twenty-four (24) hours following the completion of the event.

Additional insurance may be required following a review of the event application by our Human Resources and Risk Management Division.

If the event applicant or organizer is unable to obtain liability insurance coverage, they may be able to purchase a single event policy through the "TULIP Program" recommended by the City's insurance provider – Washington Cities Insurance Authority, <http://www.ebi-ins.com/tulip>. For more information please contact the Auburn Human Resources and Risk Management Department at 253-931-3073.

What conditions may be required as part of your permit?

The scope of your special event may necessitate additional requirements to be completed by your group prior to permit approval, examples include: Notification to the businesses or residents that may be affected or notice of permit conditions to event participants may be needed.

Depending on the scope of the event, a Right-of-Way Use Permit, traffic control plan, additional sanitation facilities, or separate garbage and recycling containers may also be needed.

The Special Event Committee will provide you with a list of any conditions your event will need to meet.

The applicant has sole responsibility for obtaining any additional permits and complying with the City's Special Events Ordinance #6557 and conditions of the Special Event Permit.

Why might a permit not be approved?

Some of the reasons a special event application may not be approved include: the applicant provides false or misleading information, fails to fully complete the application, or cannot supply the required information or documents; the applicant is unable to comply with requested terms and conditions; the event conflicts with another previously scheduled event or condition; there would be unreasonable disruption to the orderly or safe circulation of traffic or would present unreasonable risk of injury or damage.

What if I want to appeal the decision?

You may appeal the denial of a permit or any permit condition, by filing a written notice of appeal, accompanied by a \$250 fee to the City Clerk within fourteen days of the decision. Appeals must specify the grounds for the appeal and attach any relevant documents in support. The Director of Administration or designee will issue a written decision regarding the appeal within 10 days.



City of Auburn

Special Event Permit Application

Call for a Pre-Application Consultation

910 9th Street SE, Auburn, WA 98002
253-931-3043 | www.auburnwa.gov/events

Please Note:

- **Permit application must be filled out in full** and be submitted to the City of Auburn Parks, Arts & Recreation Department Administration Offices, 910 9th Street SE, Auburn WA, 98002, Monday - Friday, 8am-9pm; Saturday 9am-4pm.
- Permit application needs to be received a **minimum of 90 days** prior to event.
- Special Event Committee pre-event meeting(s) may be required for applicant.
- Final permit will be issued when all conditions are met.

ORGANIZATION / CONTACT INFORMATION

ORGANIZATION NAME _____

Please check organization type:

- Auburn Service Club Auburn Non-Profit Group *(501c3 verification may be required)*
 Auburn Social Service Agency
 Other (please describe) _____

Does your organization have 501(c)(3) Status? Yes No

Applicant Name / Responsible Person _____

Unified Business Identifier (UBI): _____

Auburn Business License #: _____ *(may be required as condition of permit)*

E-mail _____

Primary Phone # _____ Secondary Phone # _____

Mailing Address _____ City/Zip _____

Secondary Contact Name _____

E-mail _____

Primary Phone # _____ Secondary Phone # _____

Day of Event Emergency Contact Name/Number _____

Day of Event Emergency Contact Name/Number _____

EVENT INFORMATION

Event Name: _____

Event Website Address: _____

Sponsoring / non-profit organization (s) _____

Proposed Event Date(s): _____ Event Hours of Operation _____

Set-up date/time: _____ Dismantling date/time _____

Event Location *(Describe in detail areas to be used. Attach additional documents and event layout if necessary):*

Site Plan *(Attach a site plan or aerial photograph that shows the following: parking areas, tent sites, stages, bathroom facilities, garbage and recycling receptacles, etc.)*

Will roads need to be closed as a result of your event? Yes No
(Attach maps/routes with a written narrative of the streets requested to be closed; this will also be required when applying for a Right-of-Way Use permit, if requesting to close streets)

Estimated number of participants / spectators _____

Has this event occurred in the past? Yes No
If yes, specify dates and locations:

Is this event intended to be an annual event? Yes No

Event Activities Planned *(Describe in detail event – i.e. concert, dance, exhibition, festival, parade, race, ride, run, walk, protest, other. Attach additional documents if necessary; indicate if there are vendor fees, entrance fees, etc.):*

Mark the boxes below that are applicable to your event and for each checked box completely provide a description of the activity. You must attach a map/site plan identifying the location of each of the items indicated below and any other details you believe will be helpful.
Please note: additional permits and fees may be required

Admission Fee *(for participants/for vendors/etc.)* _____

Stage/Scaffolding *(size of stage)* _____

Amplified Sound *(location/locations?)* _____

Booths/Vendors *(include quantity and type of each)* _____

Tents/Canopies *(include quantity and size of each; indicated those with walls)* _____

Food Service / Food Vendors *(include quantity of each; or catered event?)* _____

Carnival Rides *(include quantity and type of each)* _____

Inflatables *(include quantity and type of each)* _____

Animals *(describe)* _____

Floats *(include quantity of each)* _____

Motorized Vehicles *(include quantity of each)* _____

Marching Units *(include quantity of each)* _____

Electricity Source _____

Generators _____

Heating Devices _____

Open Flame _____

Water _____

Gambling _____

Alcohol (*will require additional insurance/permits*) _____

Portable Restrooms/Handwashing Stations (*include quantity of each*) _____

Garbage & Recycling Containers / Disposal Plan (*include quantity of each*) _____

Signage _____

Other (please describe) _____

Describe your medical, security and emergency plans: (attach additional documents if necessary)

Describe your parking plans for participants, spectators, and vendors/staff:
(attach additional documents if necessary)

Authorization of any private property use for event needs:
(Please attach proof of authorization or rental agreement of land use from property owner)

OTHER REQUIREMENTS

Indemnification—Hold Harmless

The Applicant agrees to defend, indemnify and hold harmless The City, its agents, employees and officials, from all causes of action, demands and claims, including the cost of their defense, from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property arising out of the Applicants use of the equipment, activities, or from any activity, work or thing done, permitted, or suffered by Applicant during the event, except for liability caused due to the sole negligence of the City.

Insurance Requirements

The applicant may be required to procure and maintain for the duration of the event, one million dollars (\$1,000,000) commercial general liability insurance per occurrence; combined single limits, two million dollars (\$2,000,000) aggregate, and provide written proof of such insurance prior to permit issuance. The insurance policy shall be written on an occurrence basis, shall name the City of Auburn as a Primary and Non-contributory Additional Insured, shall be written for a period not less than twenty-four (24) hours prior to the event and extending for a period not less than twenty-four (24) hours following the completion of the event.

The City reserves the right to require other forms of insurance in addition to the commercial general liability, if the City Risk Manager determines that such additional form of insurance is necessary for the particular type of event.

Revocation of Permits

The permit may be revoked by the City of Auburn at any time if, by reason of disaster, public calamity, riot or other emergency or exigent circumstances, the City determines the safety of the public or property requires

such immediate revocation. The City may also revoke permit issued if the Special Event Committee finds that the permit has been issued based upon materially false information or if the event exceeds the scope of the permit or fails to comply with any condition of the permit.

I, (print name) _____ declare under penalty of perjury under the laws of the State of Washington that I am the authorized representative to act for above mentioned event organization and that the foregoing statements and answers herein contained and the information herewith are in all respects true and correct to the best of my knowledge and belief.

Applicant Signature: _____ **Date:** _____

OFFICE USE ONLY:

Routing:

- | | | |
|--|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Director of Administration | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Facilities | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Recreation | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Park Maintenance | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Police Department | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Emergency Management | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Risk Management | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> CDPW – Community Development | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> CDPW - Maintenance and Operations | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> CDPW – Engineering | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Solid Waste/Recycling | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Tourism | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |

List Conditions of application:

City of Auburn Special Event Designee

Signature: _____ **Date:** _____