
SPECIAL EVENTS QUICK REFERENCE

Why do I need to apply for a permit for my special event?

The permit process allows the City to schedule adequate services such as police support, traffic control, fire inspection, and other City services required to support a special event. The permit process also helps to regulate events on public streets and City property in the interest of public health, safety, and welfare.

What events may require a Special Event Permit?

A permit may be required for a special event held on the public streets, sidewalks, walkways or on other publicly owned property which interferes with normal vehicular or pedestrian traffic and requires the use of city services.

How do I obtain a permit for my special event?

- ◆ An Application of Intent can be obtained from the Special Events Committee in the Parks & Community Services Department.
- ◆ Applications of Intent are completed and returned to the Special Events office with a \$62 processing fee.
- ◆ ***Applications must be received a minimum of 90 days prior to event*** (recurring annual event applications must be received by December 20 of the year before the event is to occur).
- ◆ Applications of Intent must include all information outlined in the manual.

How much will I pay for a Special Event Permit?

The Special Event Permit fee will vary depending on type, size, or length of the event. A fee schedule is included in the application packet. Additional fees for other permits or use of public space may apply.

When do I pay the fee?

The \$62 processing fee is ***due when the Application of Intent is submitted***. Payment of the Special Event Permit fees is due at least thirty (30) days prior to the event taking place. Fees charged from the fee schedule are refundable (except the application fee) if the special event is cancelled and written notice is received by the Special Events Committee at least thirty (30) days prior to the date of the event.

Do I need insurance and a hold harmless agreement?

Yes, applicants need to provide general liability insurance naming the City as an additional insured. Certificates of Insurance need to be submitted to the Special Events Committee. They will be reviewed by ***the City's Risk Manager, who will determine limits of coverage***. In addition, a hold harmless agreement is required.

What else should I consider as I apply for this permit?

Please review the application packet for a list of additional responsibilities and information that may be required as part of the permit process. For example, you will need to contact the Parks Scheduling Office if your event will take place in a Bellevue Park.

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What are the reasons for denying a permit?

Reasons for denying a permit include:

- ◆ The event, as presented, cannot function safely.
- ◆ The diversion of police and fire resources to support the event would deny reasonable fire and police protection to other parts of the city.
- ◆ The event may cause irreconcilable interference with previously approved and/or scheduled construction, maintenance or other activities.
- ◆ The event does not meet traffic control and/or parking management conditions.

What can I do if I feel my permit has been unfairly denied?

You may appeal the denial of the permit to the Director of Parks & Community Services (or designee) and, if still unsatisfied, the City Council.

I am not sure if my event needs the permit. It is pretty small. Must I fill out this application and pay a fee?

If you are not sure the event needs a permit, contact the Special Events Committee Office – Susan Freeburg, Chair (sfreeburg@bellevuewa.gov or 425.452.4278). Staff may be able to assist you with determining the need.

What happens after I send the application to the Special Events Committee? When will I be contacted?

After your completed Application of Intent is received by the Special Events Committee office, you will be scheduled to attend a Committee meeting. At the meeting, you will be asked to provide a brief 5-10-minute overview of your event.

I need to get approval soon so I can start marketing. How soon until I can get approval, and is there any way I can speed up the process?

Date and time approval will usually occur early in the process. Final approval generally occurs after the Committee has received public comments for new events and after the sponsor has met planning requirements relative to the event.

We are a non-profit organization. Is there some provision for this, such as a waiver or discount?

The goal of the SEC is to provide full-service, well-managed, quality, successful events while minimizing impact to non-event participants. The fee schedule does not cover all City costs for a special event. Fees are not set to generate a profit, but to recover part of the City's costs related to supporting the event.

Can I post signs for the event?

Signs advertising the event **cannot** be posted on city property (Parks, Right of Way, etc.), except on one of the two pedestrian bridges, as noted below.

Directional signs and awareness signs can be placed in city parks and on public rights-of-way **only** on the day(s) of the event. These signs are subject to review and approval by the Special Events Committee. Of course, signs can be placed on private property only with the permission of the property owner.