

# City of Tukwila Special Event Permit Application

**Please allow a minimum of 30 business days for issuance of Special Event Permit.  
Some events will require more lead time.**

<b>Event Contact Information</b>		<b>*Required fields for a complete application*</b>
* Name of Organization Sponsoring Event:		* Date of Application:
* City of Tukwila Business License:		UBI#
* Event Contact Name:		
* Phone #	* Email Address:	
* Mailing Address:		
* Event Back Up Contact Name:		
* Phone #	* Email Address:	
<b>Type of Event –Ex: Sidewalk/Parking lot sale, Live Musical Performance, Carnival, Block Party, organized walk, run, bike ride, etc.</b>		
* Type of Event:		* Estimated Number of Attendees: _____
<b>ATTACH BROCHURES / FLYERS / POSTERS OR MAILING ADVERTISEMENT / ANNOUNCEMENT OF EVENT</b>		
* Dates of Event:	* Hours of Operation:	* Number of Event Volunteers:
* Address / location of event:		
* Will the event be held at any time during non-day light hours:		* Private Security: YES NO
* Will the event be held indoors or outdoors:		* In Parking lot: * On Sidewalk:
<b>Streets, Trails and Parking – Attach Trail route, Parking Plan and location maps, written narrative of traffic</b>		
* Will streets need to be closed: If Yes, what streets and for how long:	* Will any portion of a City trail need to be closed:	* What trail? <b>Trail route/site plan required</b>
* Parking; On street: Off street: If yes, what streets will be used:		
* How will parking be directed / controlled: <b>Traffic control site plan required:</b>		
<b>Live Music or Amplified Sound or Voice – TMC Noise Code 8.22 – Refer to Code for Complete Information</b>		
TMC Noise Code; allowable times	7am – 10pm Monday through Friday	8am – 10pm Saturday and Sunday
* Use of PA System?		
* If DJ; Name of DJ:		* If live music event / performance – Name of performer / group:
* Start Time:		* Stop Time:

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**\*Required fields for a complete application\***

Restroom / Washing Facilities and Garbage Collection and Disposal			
Permanent Restroom Available: YES / NO	Portable Restroom: YES / NO	Hand Washing Station: YES /	
Garbage Receptacles: YES / NO Qnty:		Garbage Collection and Disposal Plan:	
Electrical / Propane / Gas Usage – location must be included on scaled site plan			
* Using liquid propane gas / open flame: YES / NO		For cooking:	For heating:
* Portable generators used: YES / NO Qnty:		Electrical Service for / at the Event , including use of power / extension cords:	
Temporary Structures – location must be included on scaled site plan			
* Tents: YES / NO Qnty:      Dimensions, including height:			
Trailers / Cargo Containers: YES / NO Qnty:      Dimensions, including height:			
* Temporary Stages: YES / NO		Qnty:      Dimensions, including height:	Scaffolding: YES / NO
Temporary Water Meter needed: YES / NO			
Selling / Serving - Food / Alcohol			
* Selling / Serving Alcohol: YES / NO		WA State Liquor Lic. #	
Selling / Serving Food: YES / NO		King County Food Permit #	
<b>RCW 69.50.445(1) STATES THAT IT IS UNLAWFUL TO OPEN A PACKAGE CONTAINING, OR CONSUME, MARIJUANA, MARIJUANA-INFUSED PRODUCTS OR MARIJUANA CONCENTRATES IN VIEW OF THE GENERAL PUBLIC OR IN A PUBLIC PLACE</b>			
Event Entertainment			
Motorized vehicles: YES / NO	Carnival Rides: YES / NO	Inflatable Bouncers: YES / NO	Floats: YES / NO
Fireworks: YES / NO		Animals: YES / NO      Types:	Booths/Vendors: YES / NO
Signage – signage location must be shown on site plan			
* Temporary Signs / Banners: YES / NO Qnty:		Dimensions:	Wind Animated Objects:      Searchlights: YES / NO

The applicant may be required to procure and maintain proof of minimum insurance 1 full business day prior to the event and for the duration of the event naming the City of Tukwila as Primary and Non-contributory Additional insured. Applicant also agrees to defend, indemnify and hold the City, its officers, officials, employees, representative and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with activities or operations performed by the Applicant or on Applicant's behalf out of issuance of this Permit, except for injuries and damages caused by the sole negligence of the City.

**Signature certifies acceptance of terms and information provided is accurate:**

\* Signature \_\_\_\_\_ Date \_\_\_\_\_