



801 228th Avenue SE, Sammamish, WA 98075 • Phone: 425-295-0500 • Fax: 425-295-0600 • www.sammamish.us

Special Use Permit Application

Thank you for choosing a City of Sammamish park for your public event. To submit a Special Use Permit application please complete the following steps:

- 1) Review all applicable [rental and reservation](#) policies, procedures and general regulations:
 - a. [Park facilities](#)
 - b. [Picnic shelters](#)
 - c. [Athletic fields](#)
- 2) Review all applicable [park rules](#).
- 3) If needed, submit a Special Use Permit application at least 45 days in advance. Include:
 - a. Completed application
 - b. \$20 application fee (no fee for non-profit organizations, documentation is required)
 - c. Documentation for the site plan and event logistics
 - d. Documentation as required by park rules and/or rental and reservation policies
 - e. Documentation of additional permit(s) obtained required for event activities
- 4) If approved, submit the applicable permit fee and any other required documentation 14 days prior to the event. See the [City of Sammamish Fee Schedule: Parks and Recreation](#) for more information about any applicable permit fees.

***Disclaimer:** The Parks & Recreation Department encourages all event organizers to turn in their applications early, as Special Use Permits are reviewed on a first-come, first-served basis. Late applications may be denied if the Parks & Recreation Department determines that there is insufficient preparation time for any aspect of an event. Submission and review of an application does not guarantee approval. Application fees are not refundable in the event an application is denied by the Parks & Recreation Department. The City does not “hold” park use dates. Reservations are confirmed and the event date and time are secured after the Special Use Permit application has been approved and all fees paid in full.*

Section 1: Applicant Information

Organization name:		
Event/organization website:		
Applicant name:		
Mailing address:		
City:	State:	Zip:
Phone:	Email:	
Secondary contact:		
Phone:	Email:	
Day-of-event contact name(s) and number(s) if different than above		

Section 2: Event Information

Event name:																				
Park(s) requested:																				
Facilities requested:																				
Event dates	Set Up Time	Start Time	End Time	Take Down Time	Expected Attendance															
Day 1:																				
Day 2:																				
Day 3:																				
<i>If there are additional dates/times, please describe below:</i>																				
<p>Event type <i>Please check all that apply:</i></p> <table border="0"> <tr> <td><input type="checkbox"/> Community festival/fair</td> <td><input type="checkbox"/> Sporting event</td> <td><input type="checkbox"/> Run/walk event</td> </tr> <tr> <td><input type="checkbox"/> Theatrical performance</td> <td><input type="checkbox"/> Class(es)</td> <td><input type="checkbox"/> Camp(s)</td> </tr> <tr> <td><input type="checkbox"/> Protest/rally</td> <td><input type="checkbox"/> Political</td> <td><input type="checkbox"/> Filming/photography</td> </tr> <tr> <td><input type="checkbox"/> Parade</td> <td><input type="checkbox"/> Ride/cycle</td> <td><input type="checkbox"/> Daycare</td> </tr> <tr> <td><input type="checkbox"/> Fundraiser</td> <td><input type="checkbox"/> Outdoor recreation</td> <td><input type="checkbox"/> Other (please describe below)</td> </tr> </table>						<input type="checkbox"/> Community festival/fair	<input type="checkbox"/> Sporting event	<input type="checkbox"/> Run/walk event	<input type="checkbox"/> Theatrical performance	<input type="checkbox"/> Class(es)	<input type="checkbox"/> Camp(s)	<input type="checkbox"/> Protest/rally	<input type="checkbox"/> Political	<input type="checkbox"/> Filming/photography	<input type="checkbox"/> Parade	<input type="checkbox"/> Ride/cycle	<input type="checkbox"/> Daycare	<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Outdoor recreation	<input type="checkbox"/> Other (please describe below)
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<p>Event description and activities provided <i>Please describe below:</i></p>																				
<p>Is the event open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																				
<p>Is the event advertised? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Please describe below:</i></p>																				
<p>Has the event been produced before? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																				
<p>Is this an annual event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Please describe below:</i></p>																				

Are there changes from the previous year? Yes No Not Applicable

Please describe below:

Section 3: Site Plan and Event Logistics

Required site plan

Applications will not be accepted without a site plan. You must attach a clear and legible aerial view site plan with the following indicated:

- The name of the park and surrounding streets.
- The overall event area inside the park.
- The location and number of equipment being placed (tents, portable restrooms, etc.).
- A north arrow.
- Any additional details illustrating event activities.

Event operations

Select all that apply (*additional permits and fees may be required):

- | | |
|--|--|
| <input type="checkbox"/> Promotional signage/banners/posters/signs | <input type="checkbox"/> Generators* (Building Permit) |
| <input type="checkbox"/> Staging/scaffolding/stages* (Building Permit) | <input type="checkbox"/> Booths |
| <input type="checkbox"/> Portable restrooms | <input type="checkbox"/> Tents/canopies* (Building Permit) |
| <input type="checkbox"/> Traffic control devices | <input type="checkbox"/> Amplified sound |
| <input type="checkbox"/> Power access/electricity source | <input type="checkbox"/> Handouts/literature/documents |
| <input type="checkbox"/> Heating devices | <input type="checkbox"/> Motorized vehicles |
| <input type="checkbox"/> Megaphones/bullhorns | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Security staff | <input type="checkbox"/> Potable water access |
| <input type="checkbox"/> Music (live/recorded) | <input type="checkbox"/> Event parking* (Right-Of-Way) |
| <input type="checkbox"/> Flood lights | <input type="checkbox"/> Public address system |
| <input type="checkbox"/> Pavement/trail/path marking | <input type="checkbox"/> Marching units/float* (Right-Of-Way) |
| <input type="checkbox"/> Garbage receptacles | <input type="checkbox"/> Food handling/selling* (Temporary Food Service Business Permit) |
| | <input type="checkbox"/> Other (please describe) |

For each checked box, or other activities not included, provide a detailed description. Please read the application in its entirety for detailed information about prohibited equipment/items:

Please describe all additional required permits that have been obtained for this event (provide documents if necessary)

<p>Please describe the event logistics and set up <i>(provide documents if necessary)</i></p>
<p>Please describe the event parking plans/traffic control <i>(provide documents/maps if necessary)</i></p>
<p>Please describe medical/security or emergency plans <i>(provide documents if necessary)</i></p>

Section 4: Additional Information

<p>Will this event have an admission or participation fee?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If the event charges an admission/participation fee(s), how much?</p>	<p>\$</p>
<p><i>Please describe admission/participation fee(s) below:</i></p>	
<p>Will this event have staff, volunteers, vendors or other participants distributing food, beverages, merchandise, or services?</p>	
<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p><i>*If sale of goods takes place, you may be required to apply for a concessionaire permit and 10% of the gross receipts will be collected by and for the City of Sammamish</i></p>	
<p>If this event has vendors, what type?</p>	
<p><i>Select all that apply (additional permits and fees may be required):</i></p>	
<p><input type="checkbox"/> Food</p>	<p><input type="checkbox"/> Beverages</p>
<p><input type="checkbox"/> Merchandise</p>	<p><input type="checkbox"/> Services</p>
<p><input type="checkbox"/> Community groups</p>	<p><input type="checkbox"/> Alcohol</p>
<p><input type="checkbox"/> Other (describe below)</p>	
<p><i>For each checked box, or other vendors not included, please provide a detailed description:</i></p>	

Section 5: Signature

Please initial the following items to acknowledge that you have read and agree to each item:

Failure to adhere to the following can result in the cancellation of your event and potential fines.

_____ I have read all applicable [park rules](#) and [rental and reservation](#) policies, procedures and general regulations.

_____ I am aware that I am renting a designated area within a public park and all event set up must stay within that rental area. I am aware that the park will be open to the public throughout the event.

_____ I am aware that the outdoor areas within the park may not be as clean when I arrive as they are after routine maintenance was completed due to weather and other park patrons.

_____ I am aware of the capacity of the park and agree that the event will not exceed expected attendance.

_____ I am aware that access to the park is limited to my designated park use times and that set up and take down must take place during the permitted time.

_____ I am aware that equipment is not allowed to be set up outside of my designated use area without written permission from the Parks & Recreation Department prior to the event. "Equipment" includes but is not limited to the following: tents, tables, chairs, and fences.

_____ I am aware that alcohol is prohibited in any City of Sammamish park area, except in designated areas as described in SMC 7.12.640 or by Special Use Permit issued by the Parks & Recreation Director or his/her designee.

The individual or organization using City of Sammamish parks agrees to protect, defend, indemnify, and save harmless the City, their officers, employees, and agents from an and all costs, claims, judgments, and awards for damages arising out of our in any way resulting from the use of City facilities. In the event the City incurs any fees, expenses, and/or costs, including attorney fees, to enforce the provisions of this article, all such fees, expenses and costs shall be recoverable from the organization.

I hereby certify that I am the event host or am the authorized and responsible representative of the petitioning organization hosting the event and that the above statements are true to the best of my knowledge. I have read the policies, procedures and general regulations governing uses of City parks. I agree to accept any and all legal liability for damages to the park and/or equipment covered in this permit and/or injuries incurred by any and all guest and/or group members.

Printed Name

Signature

Date

Section 6: For Official Use Only

Permit approved by:

Date:

Pre-event walk through scheduled for:

Post-event walk through scheduled for:

Permit denied by:

Date:

Permit denied for the following reasons:

Recommended approval under the following conditions:

Application Fee: _____

Damage Deposit: _____

Park Use Fees: _____

Additional Costs: _____