



## **Special Event Application Checklist**

**60 Days from event date (90 days if event includes the closure of any highway or street, detouring of traffic, or significant impact on city services):**

- Submit application for a **NEW** special event to Katie Darrow, [kdarrow@monroewa.gov](mailto:kdarrow@monroewa.gov)
- Submit application for an **Existing** special event to Shelley Rowe, [srowe@monroewa.gov](mailto:srowe@monroewa.gov)
- Attach site map to special event application
- Submit special event administration fee (in-City: \$62.25 / out: \$140.00)
- Submit application to waive fees (if applicable). Must meet all four requirements:
  1. The activities are conducted by a nonprofit organization
  2. The activities are open to the public without discrimination
  3. The activities will benefit the public health, safety, or welfare
  4. There is no charge for admission, participation, or a vendor fee - except for pledges for events such as walk-a-thon.
- Submit application for additional concession request form (if applicable)
- Submit an emergency management plan if event expects 1,000+ attendees

**30 Days from Event Date:**

- Submit a copy of general liability insurance naming the City of Monroe as additionally insured
- Collect and submit a copy of general liability insurance with a minimum of \$1 million per occurrence, with a \$2 million aggregate, naming the City of Monroe as an additional insured from each food truck participating in event (if applicable)
- Submit temporary signage permit application if you'd like to hang one 4-by-8-foot banner at Lake Tye two weeks prior to your event following all guidelines:  
[MonroeWA.gov/DocumentCenter/View/7029](http://MonroeWA.gov/DocumentCenter/View/7029)

**1-2 Weeks from event date:**

- Meet on-site. Email Katie Darrow at [kdarrow@monroewa.gov](mailto:kdarrow@monroewa.gov) to schedule
- Submit signed 'Original' permit
- If applicable, submit participating food truck(s) name and length

Dear Applicant,

We are pleased that you are planning a special activity in the City of Monroe. By working together, we can make the necessary arrangements to make your event a success.

“Special event” means any parade, fair, show, festival, carnival, rally, party, filming of movie, video or television show, motorcade, run, street dance, bike-a-thon, race, walks, athletic event or other attended entertainment or celebration that is to be held in whole or in part upon publicly owned property and/or public right-of-way, or, if held wholly upon private property, will nevertheless affect or impact the ordinary and normal use by the general public of public property or public rights-of-way within the vicinity of the event. “Special event” shall also mean any activity to be held in whole or in part upon publicly owned or controlled property and/or public rights-of-way where merchandise or services are offered for sale, whether by for-profit or nonprofit organizations, except where such activity is expressly authorized by a sidewalk use permit issued pursuant to Chapter [12.30](#) MMC. (MMC 5.28.010 E)

A special event is defined as any kind of activity that is out of the norm for activities typically occurring in the area where the event is proposed to take place, or an activity that may impact public places, areas, or facilities. Events involving 100 people or more at Lake Tye Park and Sky River Park, 50 people or more at Lewis Street Park and Al Borlin Park, and 30 people or more at Traveler’s Park and neighborhood parks require a special event permit.

A special process has been developed to address the needs of special events in order to protect the health, safety and welfare of all citizens, while facilitating, to the extent reasonable, activities that enhance the quality of life. As much as is possible, the rules and regulations are designed, based upon experience, to provide for the specific needs for each special event, anticipating and addressing potential problems or areas of concern before they develop. This process is also meant to provide you with “one stop shopping,” eliminating the need to contact multiple City departments.

**Application Deadline:**

Any person or organization desiring to sponsor a special event not exempted by ordinance, shall apply for the special event permit filing a complete application with the City on a form supplied by the City. This application should be submitted at least **60 days in advance of the proposed event date(s) (90-Days if event includes the closure of any highway or street, any detouring of traffic, or significant impact on City services)**. It is in the best interest of the applicant to submit the application as early as possible to ensure that adequate time is available to develop and comply with the requirements of the specific permit. It will also allow the applicant time to use the appeal process if need be. Applications submitted on notice too short for adequate staff review will not be guaranteed approval.



## **Monroe Special Event Application**

### **Applicant Information:**

Event Organizer/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Application Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

On-Site Event Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Event Information:**

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Time (set-up): \_\_\_\_\_ Ending Time (take-down): \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

*\* Events with 1,000+ attendees are required to submit an emergency management plan*

1. Will City facilities be used? (Picnic shelters, athletic fields, streets, etc.)  Yes  No

If yes, identify which facility and the proposed activities:

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2. Will you be requesting services from City agencies (Police, Fire, Parks, or Public Works)?

Items may include cones, barricades, signage, off-duty officer, water, etc.  Yes  No

If yes, please describe requested services:

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3. For annual and/or returning events, is there major change(s) to the event logistics or activities from the previous year(s)?  N/A  Yes  No

If yes, please describe major change(s):

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4. If your event is at Lake Tye, will you be hanging one approved event banner following guidelines outlined in the special event FAQs?  N/A  Yes  No  
 If yes, please apply for a temporary signage permit at [MonroeWA.gov/DocumentCenter/View/7029](http://MonroeWA.gov/DocumentCenter/View/7029)

**Scope of Event:**

Location – Attach Map(s) showing the following (does not need to be to scale):

\*Example: a Google Earth image marked up

**Your application will not be routed if a site map is not included.**

- All streets and sidewalks used
- Road closure details desired
- 20-foot fire lane placements on blocked roads
- Parking areas
- Placement of vendor booths
- Placement of tents
- Placement of stage(s)
- Placement of food trucks
- Placement of demonstrations and other activities
- Staging and disbanding areas for parades and parade procession route

5. Will there be a parade?  Yes  No
- a. Will children participate in parade?  Yes  No
- b. Will there be motorized floats in parade?  Yes  No
- c. Will there be horses or other animals in parade?  Yes  No

If yes to any of the above, describe parade route, staging and disbanding areas, and times for assembling, starting and approximate ending:

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6. Will children participate in your event?  Yes  No  
 If yes, please describe:

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7. Will you have animals at your event?  Yes  No  
 If yes, please describe:

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8. Will there be music (Live or DJ) or dancing?  Yes  No
- a. Will there be public participation?  Yes  No
- b. Will there be a stage?  Yes  No
- c. Will the stage be on public property?  Yes  No
- d. Will amplification equipment be used?  Yes  No

8. Will you need electricity for any event activities?  Yes  No  
If yes, please describe the wattage & amperage that is needed and for what:

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9. Will there be tents, trailers, or campers on public property?  Yes  No  
If yes, please indicate on site map size and location requested.

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10. Will there be amusement rides? (bouncy houses etc.)  Yes  No  
a. Do you have approval from the Gambling Commission?  Yes  No  
b. Do you have approval from Department of L&I?  Yes  No  
If yes, identify the amusement type, location, and hours of operation:

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11. Is this an event involving political or religious activity intended primarily for the communication or expression of ideas?  Yes  No

12. Will there be demonstrations on public property (fireworks)?  Yes  No

13. Will there be events/activities in and/or on the water?  Yes  No  
If yes, please describe:

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14. Will there be liquor sales or consumption?  Yes  No  
If yes, give license number, license holder, and describe location and activity, including hours of operation:

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15. Do you have approval from the State Liquor Control Board?  Yes  No

16. Do you have liability insurance?  Yes  No  
If yes, please provide a copy of certificate naming the City of Monroe as additionally insured no later than 30-days prior to event date.

17. Will there be food or non-alcoholic beverages at your event?  Yes  No  
If yes, please explain if these items be sold, or served:

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**Note:** For food trucks please see the application checklist page and page 6 of this application for additional requirements.

**Note:** If a food item will be sold or served at Lake Tye Park or Sky River Park, please submit an additional concession request form with the exception of events centrally located West of the soccer fields at Sky River Park.

18. Will a commercial product (t-shirts, cups etc.) or service be sold?  Yes  No  
If yes, please describe:

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19. If hosting a Block Party, have you fulfilled:

a. Notification Requirements

N/A  Yes  No

b. Ingress/Egress Requirements

N/A  Yes  No

20. Please describe any additional event activities not outlined in this application:

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**Affidavit of Applicant:**

I, \_\_\_\_\_, do hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I also certify that I have read and understand the rules and regulations governing the proposed activity, and that this application is made subject to the rules and regulations established by the City Council, the Mayor, or his designee.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## **Special Event Indemnification Agreement**

The sponsor/permittee agrees to defend, indemnify and hold harmless the City of Monroe, Washington, its appointed and elected officials employees, authorized volunteers, and agents from and against any and all liability, loss, costs, damage and expense, including costs and attorney fees in defense thereof because of actions, claims, or lawsuits for damages resulting from personal or bodily injury, including death at any time resulting there from, sustained or alleged to have been sustained by any person or persons on account of damage to property, arising or alleged to have arisen directly or indirectly out of or in consequence of the permitted event, except those arising out of the sole negligence of the City of Monroe.

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Name

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Applicant Signature

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Date



## **SPECIAL EVENTS WITH FOOD TRUCKS**

All food trucks will be required to contact the Fire Marshals Office at 360-805-0338 and request a food truck inspection. This inspection is required to be done 1 week prior to the event to allow a food truck to make necessary corrections for any fire code violations prior to bringing the truck to the event. If the food truck was inspected by another AHJ within the last 12 months, please provide this inspection form to the fire inspector. If the food truck has not been inspected within the last 12 months by an AHJ, the food truck vendor will be required to provide the following at the time of inspection

- a. An inspection report showing the propane system has been inspected on the truck within the last 12 months. This inspection can be done by an RV repair center.
- b. An inspection report showing the last inspection of the hood and duct fire suppression system – This is required to have been accomplished within the last 6 months.

On the day of the event, a Fire Marshal will be verifying the food trucks on site have been inspected and have an operational permit issued by Snohomish Regional Fire and Rescue Office of the Fire Marshal. If a food truck is onsite that does not have an operational permit it will be subject to an immediate inspection to verify the hood suppression system has been inspected within the last 6 months and the LP gas system has been inspected within the last calendar year. A food truck will then be issued an operational permit and a multi-jurisdictional food truck inspection report and allowed to operate at the event.

WSFC 105.6.30