



Thank you for choosing the City of Burien as a possible venue for your event!

Special events are a part of what makes Burien a vibrant community. Our goal is partner with you to meet all requirements in order to pull off a great event.

This packet contains necessary information about the permitting process. City staff is available to help you complete the application, or answer questions. For complete information on conducting special events in Burien, please refer to the Special Events Guidelines which is available from the City Clerk, or online on the [City of Burien's website](#).

Special Events Overview

- Fully completed Special Event Permit Applications must be submitted a minimum of (45) business days prior to the proposed event.
- There is a non-refundable application fee of \$25.00 due at the time of application.
- You may be requested to attend a pre-event meeting
- Permits are issues after approval and all fees have been paid including a \$75.00 Special Event Permit fee
- All event organizations and individuals must comply with the special event permitting process, procedures, and guidelines.

How To Apply

Submit your Special Event Permit Application by emailing specialevents@burienwa.gov. You can also mail or submit in person at the following address:

Burien City Hall
ATTN: Special Events
400 SW 152nd Street, Suite 300,
Burien, WA 98166.

Payments can be made via phone by calling (206) 241-4647 or via check made out to the City of Burien



SPECIAL EVENT PERMIT APPLICATION

Applications must be turned in at least (45) business days prior to the event along with the \$25.00 fee.

Please submit completed applications by emailing specialevents@burienwa.gov. You can also mail or submit in person at Burien City Hall, 400 SW 152nd Street, Suite 300, Burien, WA 98166. Payments can be made via phone by calling (206) 241-4647 or via check.

1. APPLICANT INFORMATION		
Organization:	Is this a non-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, include 501(c)3</i>	
Address:	City/State/Zip:	
Main contact:	Phone:	E-Mail:
Alternate:	Phone:	E-Mail:

2. EVENT OVERVIEW		
Event name:	Date(s):	Time:
Is this a first-time event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is this an annual event? <input type="checkbox"/> Yes <input type="checkbox"/> No
Expected attendance:		
Location: <input type="checkbox"/> City park <input type="checkbox"/> City street <input type="checkbox"/> City property <input type="checkbox"/> Private property		
Location name/address:		

3. EVENT DETAILS
Event type: <i>Select all that apply</i>
<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Ticketed <input type="checkbox"/> Parade <input type="checkbox"/> Festival <input type="checkbox"/> Fair <input type="checkbox"/> Block party <input type="checkbox"/> Concert <input type="checkbox"/> Other
Event description:
Is this a promoted event? <input type="checkbox"/> Yes <input type="checkbox"/> No
Event promotion plan:
Items/equipment present: <i>Select all that apply</i>
<input type="checkbox"/> Carnival rides <input type="checkbox"/> Floats <input type="checkbox"/> Inflatables <input type="checkbox"/> Stage(s) <input type="checkbox"/> Tables <input type="checkbox"/> Canopies or Tents <input type="checkbox"/> Extra garbage's <input type="checkbox"/> Amplified sound <input type="checkbox"/> Heaters <input type="checkbox"/> Fencing <input type="checkbox"/> Open flames <input type="checkbox"/> Candles <input type="checkbox"/> Generator's <input type="checkbox"/> ADA portable toilets <input type="checkbox"/> Portable toilets <input type="checkbox"/> Other



SPECIAL EVENT PERMIT APPLICATION

3. EVENT DETAILS

Will you need the city to provide power? Yes No

Do any of these items already have a permit? Yes No Which?

Please list any other applicable details:

Parking plans:

4. EVENT SCHEDULE: *Include setup and take down information along with during event activities*

Date and Time	Description

5. VENDORS

Will there be: Food trucks Food/beverage booths Goods/services sold

Appliance types used to prepare food: *Select all that apply*

Wood Propane Charcoal Electrical On-site BBQ Other:

Alcohol: Serving Selling N/A Alcohol Type: Beer Wine Champagne/Spirits N/A

Will there be a beer garden? Yes No

6. SECURITY

Is an off-duty officer needed? Yes No

Event security plan:



SPECIAL EVENT PERMIT APPLICATION

APPLICATION CHECKLIST: <i>Submit all applicable items along with application</i>					
<input type="checkbox"/>	Special Event permit application	<input type="checkbox"/>	Application fee – \$25.00	<input type="checkbox"/>	WA State business license
<input type="checkbox"/>	Right of Way permit application	<input type="checkbox"/>	501(c3) Letter	<input type="checkbox"/>	Certificate of Insurance
<input type="checkbox"/>	Temporary Structure permit application, (stages, inflatables etc.)				
<input type="checkbox"/>	Site Map – Submit in an electronic format and in color. Please include the following: <ul style="list-style-type: none"> ▪ Overall event area, (including on/off-site parking, if appropriate) ▪ Location of all temporary and permanent structures ▪ Location of electrical equipment and services ▪ Fencing, barricades, gates, etc. 				
<input type="checkbox"/>	Route Map/Traffic Control Plan – Required of events with street and/or sidewalk closures. Submit in an electronic format and in color. Please include the following: <ul style="list-style-type: none"> ▪ Proposed street and/or sidewalk closures ▪ Traffic management plan ▪ Pedestrian route detour if sidewalks will be closed ▪ Direction arrows ▪ Road closed signs, etc. 				



SPECIAL EVENT PERMIT APPLICATION

DECLARATION

As the authorized representative of the applicant, I hereby declare that:

1. The information contained in the application and the attachment(s) is true, complete, and correct to the best of my knowledge.
2. Applicant agrees not to promote the event until the City has confirmed that it will be issuing a permit.
3. Applicant shall defend, indemnify, and hold Burien, its agents, counsel, directors, employees, officers, officials (appointed or elected), representatives, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorneys' fees, court costs, and expenses, arising out of or resulting from Applicant's acts, errors, or omissions in performance of this Agreement or any act of omission of Applicant's permission or invitation of Applicant, except for injuries and damages caused by Burien's sole negligence. In any action or claim against City of Burien in which Applicant is defending Burien, Burien shall have the right to approve legal counsel providing Burien's defense and such approval shall not be unreasonably withheld.
4. Applicant agrees to provide: (a) certificate(s) of insurance prior to permit issuance evidencing the General Liability insurance covering the Event, participants, products-completed operations and contractual liability with limits of no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate; (b) a copy of the endorsement naming the City of Burien as an additional insured shall be attached to the Certificate of Insurance; and (c) include all subcontractors and concessionaires as additional insured under its policies and provide the City with the certificates of insurance and endorsements evidencing such insurance or shall furnish the separate certificates of insurance and endorsements issued under each subcontractor's and concessionaire's insurance policy. All overages for subcontractors shall be subject to all the same insurance requirements as stated herein for the applicant.
5. Applicant has received and understands the information contained in the Special Events Guidelines and will adhere to required arrangements listed within the Guidelines.
6. Applicant will be financially responsible and pay for any City fees or costs that may be imposed for your event within 30 days from receipt of City invoice.
7. No copyrighted musical or visual arts composition shall be performed or played, whether amplified, televised, in the form of a mechanical recording or personal rendition, or otherwise in connection with any use of City property, unless the Applicant shall have first obtained all approvals and paid any license fee or other fee required by the copyright owner. Without limitation of any other provision, Applicant's indemnification of City as set forth in a permit or authorization to conduct an event, shall include indemnifying and saving City harmless from and against any and all liability or responsibility whatsoever for any infringement of an/or other violation of the right of any such copyright owner under any copyright law.
8. Applicant will contact Recology Cleanscapes for garbage and recycling if the event occurs on a City street, City-owned site, facility, or public park and has an estimated average daily attendance of at least 50 persons.

Signature: _____

Date: _____