City of Mercer Island  
Large Special Event Application  

Notice of Intent

- Non-refundable Application fee: $20.00
- Other fees may apply to approved permits
- Please allow 30 working days for City review

### Applicant Information

1. Applicant Name  
2. Company/Organization  
3. Mailing Address  
   - City:  
   - State:  
   - Zip:  
4. Phone  
   - Day:  
   - Evening:  
   - Cell:  
   - FAX:  
5. E-mail

### Event Information

6. Name of Event:  
7. Describe general nature of event (i.e. Fundraiser, Concert, Company Picnic, Triathlon, etc.)

8. Event Date(s)  
9. Event Set-up Time:  
   - Actual Event Start/End Time:  
10. Event take-down/cleanup time and date:

11. Proposed Event Location

12. Facilities you plan to use (check all that apply):  
   - Park  
   - Street  
   - Sidewalk  
   - Trail  
   - I-90 Ramp  
   - Other (describe)

13. Is the Event  
   - Private OR Public?  
   (Please select the checkbox after reading the description to the right)  
   A private event is one in which you have a specific guest list and know who is going to attend. A public event is open to the general public through word-of-mouth, flyers, signs, or media advertising.

14. Will participants be charged a fee?  
   - Yes  
   - No  
   If Yes, please explain how much and purpose for collecting fee:

### Event Components

15. Please mark all items that apply to your event and provide details in box 16.

- Alcohol  
- Amplified Sound  
- Animals  
- Bicycling  
- Bleachers  
- Boats  
- Carnival Rides  
- Caterer  
- Company Picnic  
- Concert/Live Music  
- Cooking/barbecue  
- Dance or Drama  
- Drawing or Raffle  
- Dunk tanks  
- Electricity/Generator  
- Entertainers (clowns etc.)  
- Exhibits or Displays  
- Fencing/scaffolding  
- Festival  
- Filming-video  
- Filming-photography  
- Fireworks  
- Food  
- Distribution/sales  
- Helium Balloons  
- Marching Bands  
- Parade Floats  
- P.A. System  
- Rally/Protest  
- Parking/shuttle  
- Race (timed event)  
- Run (non-timed)  
- Satellite  
- Sporting Event  
- Stage  
- Tables/Chairs  
- Tents  
- Theater  
- Vehicles  
- Vendors  
- Inflatable toys (i.e. bounce house)  
- OTHER
16. **Provide details for checked event components and describe any “other” items not on the list:**

17. **I anticipate the need for gate access to allow for set-up and take-down:** ☐ Yes ☐ No  
If Yes, Gate opening time for set-up: _____  Gate opening time for take-down: _____  
(Gate access includes the gates opened for limited vehicles to drive in closer to event site for loading and unloading only. Access not available in all park areas)

| Attendance |  | Event Site Plan - See the Special Event Application Packet for guidelines and further information |
|------------|---|-------------------------------------------------------------------------------------------------
| 18. Estimated total attendance | 19. Registered # of participants | 22. Transportation and Parking Plans - **please provide the following information:**

  - Detailed event layout/route with directional arrows and street names.
  - Placement and collection of signage, traffic control devices, barricades.
  - Location of event staff, volunteers, traffic certified flaggers/monitor, and where you believe police officers are needed for traffic route/intersection control
  - Attach event map and site plan
  - Summarize your parking and transportation plans here:

| 20. # of volunteers | 21. # of staff: |

23. Plans for security/crowd control, first aid/medical assistance and water/beach safety:

24. Plans for portable toilets, garbage, sanitation, and clean-up:

25. Plans for notifying all agencies impacted by your event (i.e. residents, businesses, King County, Metro Transit, Metro Access, Sound Transit, and DOT):

27. Will food be distributed at your event? ☐ No ☐ Yes  
If yes, please explain plans (what type of food will be served? how will it be prepared? what food distribution/handling permits do you have?):
WARNING: SUBMISSION OF THIS FORM DOES NOT GUARANTEE APPROVAL OF YOUR EVENT. Failure to complete all sections of this form or failure to meet all required submittals may result in delay, limitations, or cancellation of your event.

*I acknowledge that the information submitted in this application is true to the best of my knowledge.

Signature of Applicant: ___________________________ Date: ___________________________

**Event Approvals (For City Use Only)**

28. Each department needs to review and submit all information pertaining to denial or approval.

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<thead>
<tr>
<th>Req’d</th>
<th>Department Approvals:</th>
<th>Approved as submitted</th>
<th>Needs Modification</th>
<th>Approval Denied</th>
<th>Comments:</th>
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<td>Joy Johnston</td>
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**Departmental Recommendations**

**Final Review (Remainder of application to be completed by Special Events Coordinator)**

Event Denied ☐ Customer notified of denial ☐ Date of denial notification: Comments:  

Event Approved ☐ Customer notified of approval (with conditions explained) ☐ Date customer notified of approval: Comments: 

**Check-off List/Document Verification**

☐ General coverage insurance received  Comments:  
☐ Inflatable or “extra” insurance received  Comments:  
☐ Food permit copy received  Comments:  
☐ Transportation and parking plan submitted  Comments:  
☐ Security/crowd control plans submitted  Comments:
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<td>Sanitation plan submitted</td>
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<td>Plan for notification of affected agencies/neighbors submitted</td>
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<td>Water safety plan submitted</td>
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<td>Concert CD for screening submitted</td>
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<td>Concert CD for screening approved</td>
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<td>All additional requirements listed by Committee met</td>
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<td>Final payment made</td>
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<td>Final permit sent to customer for signature</td>
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<td>Final permit returned to Parks and Rec.</td>
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<td>Final permit sent to P&amp;R Director for signature</td>
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<td>Final permit with signatures sent to customer</td>
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<td>Final summary status sent to event committee</td>
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<td>Event post evaluation sent to committee</td>
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<td>Post evaluation reviewed with customer</td>
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