City of Mercer Island
Special Event Application
FOR SMALL EVENTS

- Non-refundable Application fee: $20.00
- Other fees may apply to approved permits

### 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. Wedding, Company Picnic, School Event, etc.)

8. Event Date(s)
9. Event Setup date/time:  Event Takedown date/time:
10. Actual event date/time:
11. 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 below.

| 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 | Fireworks | Food | Distribution/sales | Helium Balloons | Marching Bands | Parade Floats | Public Address System | Rally/Protest | Parking/shuttle | Race (timed event) | Run (non-timed) | Satellite | Sporting Event | Stage | Tables/Chairs | Tents | Theater | Vehicles | Vendors | OTHER |
16. Provide details for checked event components and describe any “other” items not on the list:

### Attendance

<table>
<thead>
<tr>
<th>17. Estimated total attendance</th>
<th>18. Register # of participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>19. # of volunteers</td>
<td>20. # of staff:</td>
</tr>
</tbody>
</table>

21. Will food be distributed at your event? ☐ No ☐ Yes
   If yes, please provide information on the type of food distributed, how it will be prepared and who will be handling and serving the food items:

22. If applicable, please provide: Health Permit # __________________ Expiration date: __________________

23. 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: ___________

**WARNING: SUBMISSION OF THIS FORM DOES NOT GUARANTEE APPROVAL OF YOUR EVENT.** Failure to complete all sections of this form or failue to meet all required submittals may result in delay, limitations, or cancellation of your event.

**Signature of Applicant:**

____________________________________ Date: ___________________

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

<table>
<thead>
<tr>
<th>Event Denied ☐</th>
<th>Customer notified of denial ☐</th>
<th>Date of denial notification: __________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
<td>Comments:</td>
<td>Comments:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Approved ☐</th>
<th>Customer notified of approval (with conditions explained if they apply ☐)</th>
<th>Date customer notified of approval: __________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
<td>Comments:</td>
<td>Comments:</td>
</tr>
</tbody>
</table>

### Check-off List/Document Verification

- ☐ General coverage insurance received
- ☐ Inflatable or “extra” insurance received
- ☐ Food permit copy received
- ☐ All additional requirements met
- ☐ Music previewed (for performances)
- ☐ Final payment made
- ☐ Final permit sent to customer for signature
- ☐ Contract with signature received
- ☐ Event closed in CLASS and filed away

**Comments:**