

**PARADES / BLOCK PARTIES/
SPECIAL EVENTS PERMIT**

\$25 PERMIT FEE- SUBMISSION OF APPLICATION 6 WEEKS PRIOR TO EVENT

\$100 SPECIAL EVENT FEE DUE UPON APPROVAL OF EVENT

Please fill out all of the required information completely. The application fee is non-refundable and due at the time of application. Fees for City support services (if necessary) will be paid after departmental review and determination of costs, before the permit is issued. In the event of requiring additional (unplanned) City support services you may be billed additionally following the event.

_____	_____	_____
Name of Event	Date(s) of Event	Sponsor
_____	_____	_____
Applicant	Email	Phone
_____	_____	_____
Organization	Mailing Address	Phone
_____	_____	_____
On Site Contact (Day of Event)	Email	Phone

Event Description (in detail): _____

Estimated attendance: _____ (events over 200 people see Page 3).

Will there be any over night parking for your event? If yes, please explain: _____

Event Set-Up Date/Time: _____ Break-Down Date/Time: _____

Event Start Date/Time: _____ **Event End Date/Time:** _____

ADDITIONAL REQUIRED DOCUMENTS

1. Traffic Control Plan

ALL events require a Traffic Control Plan, please utilize the map on Page 5 to indicate the location of your event. * If you event is a parade, processional or race (or if it has two different start and end locations) you will be provided an acceptable traffic control plan from the City.

List all streets, parking lots, etc. requested to be closed below.

2. Additional Insured Endorsement (Certificate of Insurance)

You are required to provide evidence of insurance coverage* in the amount of \$1,000,000 naming the City of Enumclaw as an additional insured for these events, including, but not limited to the following:

- Parades
- Street Fairs
- 5Ks
- Bicycle Races
- Wine Walks
- Car Shows

Additional Insured Endorsement shall be included with the certificate of insurance (CG 2010 series or equivalent). Please have your insurance agent add the following wording:

The City of Enumclaw, its officers, officials, employees, volunteers and agents are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the permittee in connection with this Special Events Permit.

Amusement ride vendors and food vendors must also provide insurance naming the City as additional insured.

*You may be able to obtain GatherGaurd (Event Insurance Program) insurance for your event. Please request information from City of Enumclaw Parks, Recreation, and Cultural Services Department 1309 Myrtle Avenue, Enumclaw, WA 98022
360-825-3594 recreation@ci.enumclaw.wa.us

3. Block Parties ONLY

A list of names, addresses and signatures of the homeowners that live on the section of street to be closed for the Block Party and also any homeowners in the vicinity that may be affected by the street closure and/or the Block Party, must be submitted with this application to indicate their compliance. See above for barricade information.

4. Parades ONLY

Parades may be subject to supplying other documentation in regard to pre-event checklists/meetings, staging plans, safety checklists, roster of parade entrants, etc (at the City's request).

HOLD HARMLESS AND INDEMNIFY – Applicant/Permittee/User shall defend, indemnify and hold harmless the City of Enumclaw, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the Applicant/Permittee/User, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Permittee/User, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Enumclaw.

Date: _____ **Signature:** _____

Organization/Title: _____

SPECIAL REQUIREMENTS AND ASSOCIATED FEES

Events over 200 People:

1. Dumpsters/Toters (solid waste service)- \$150 per dumpster with one dump and \$35 for additional dumps
2. Additional Sani-cans may be required dependent on event

Parades Street/Processionals and Street Fairs:

1. All requirements included for events over 200
2. Street sweeper- \$200/HR x _HRS
3. Must fill out a Police Services Agreement (REQUIRED FOR PARADES, PROCESSIONALS, & RACES)
4. Follow the city pre-approved parade route/routes
5. If parade participants include live animals, you MUST clean up all waste and debris or you may be charged a clean-up fee

All fees (if applicable) due 2 weeks before date of event

Special Events:	
Application Fee	\$25.00
Special Event Fee (after event approval)	\$100.00
Special Event Additional Services:	
Public Work Staff	\$50.00 per hour
Police Officer (Police Scope Servies Agreement)	Separate agreement (\$125.00 per hour with a 4-hour minimum)
Dumpsters (required for events over 200)	\$150.00 per dumpster \$35.00 for each additional dumps
Sani Cans (required for events over 200)	Applicant will have the opportunity to utilize our downtown Sani cans on a seasonal basis May - September. The usage of these units will be charged at \$100 per event. If the event is over the capacity that our units can candle an outside contract must be obtained and applicant must provide proof of reservation.
Barricades (4 hours of labor for barric)	\$50.00 per hour x 4 hours = \$200.00
Street Sweeper (required for parades)	\$200.00 per hour

**** If your event requires a public works employee after normal business hours you will be charged a fee of \$50 per hour that employee is needed for your event.**

CANCELLATION OF EVENT

This permit may be cancelled by the city, fire, local police, Sheriff, and State Patrol at any time if, by reason of disaster, public calamity, riot or other emergency exigent circumstances, the City determines the safety of the public or property requires such immediate cancellation. the City may also cancel permit issued if it is found that the permit has been issued based upon materially false information or if the event exceeds the scope of the permit or fails to comply with any condition of the permit.

APPLICATION CHECKLIST

****In order for your application to be accepted for review all of the boxes below must be completed****

- Non-Refundable Application Processing Fee
- Completed Application (including all signatures and detailed event description)
- Traffic Control Plan (Page 6)
- Certificate of Insurance with Additional Insured Endorsement
- **Block Party ONLY – A list of names, addresses and signatures of the homeowners that live on the section of street to be closed for the Block Party and also any homeowners in the vicinity that may be affected by the street closure and/or the Block Party**

By signing below you acknowledge and agree to follow all requirements, provide all documentation, and to pay all fees associated with your APPROVED special event.

Date: _____ **Signature:** _____

Organization/Title: _____

Please Return Completed Application Form To:
City of Enumclaw Parks, Recreation, and Cultural Services Department
1309 Myrtle Avenue, Enumclaw, WA 98022

360-825-3594; jwade@ci.enumclaw.wa.us

CHECK ALL THAT APPLY:

Barricades Required for Street or City Parking Lot Closures: \$200 (\$50/HR X 4 HOURS)

Barricades will be delivered to the nearest location to street/parking lot closure(s) as outlined in the Traffic Control Plan. Applicant is responsible for setting up barricades and closing/opening streets at the times outlined above (set up and tear down). Closures are not permitted outside of the permitted setup and tear down times. **ALL** street/parking lot closures must follow the approved traffic control plan. If there is any deviation from the approved Traffic Control Plan the event is subject to cancellation at the City's discretion, due to exceeding the scope outlined in the approved permit.

No-Parking Signs Required for Street or City Parking Lot Closures:

Call Branden Herrell, Operations Manager, 360-615-5659. two weeks in advance for No-Parking signs (must be City signs - not the sponsor's own signs) to get scheduling and placement information. Applicant/day of coordinator(s) are responsible for posting No-Parking signs **two days in advance** of the event.

Stage and Awning: For rental information, please contact Alina Hibbs, Parks Department, at 360-615-5621, 1309 Myrtle Avenue.

Banners/City Website: For event banner information, see City website:

www.cityofenumclaw.net/Search/Results?searchPhrase=banner or contact Cathy Burbank, Community Development Secretary, 360-615-5720. If you wish to advertise your event on the City website: www.cityofenumclaw.net/249/Submit-Your-Event or contact Information Services at 360-615-5677.

Liquor Consumption/Permits: If you are considering serving alcohol, you must apply for a liquor permit through the State of Washington Liquor Control Board for either the sale or consumption of alcoholic beverages <http://www.liq.wa.gov/licensing/special-licenses-and-permits>. Also, you are required to have a security plan in place.





Food Sales: If food is going to be sold or served, please contact Public Health Seattle-King County, www.kingcounty.gov/services/health, 206-263-9566, to obtain the necessary permits.

Mobile Vendors/Food Trucks: All mobile vendors and/or food trucks **must** obtain a special business license through the City of Enumclaw. Please complete the application located here: <https://www.cityofenumclaw.net/documentcenter/view/167> and send to jpaulson@ci.enumclaw.wa.us, Jessi Paulson, Business License Officer. 360-615-5734
*Per EMC 5.60.050 (C)- you may be exempt from the special license if this event is sponsored by the City of Enumclaw, Enumclaw Chambers of Commerce, or the Enumclaw Expo Center. If you are uncertain about the sponsorship, please contact Jayme Wade at jwade@ci.enumclaw.wa.us

WSDOT: If your event affects any State Routes or State Highways (traffic impact, closure and/or crossing state routes/highways) a permit or notification through the Washington State Department of Transportation is required. You may be required to provide insurance, traffic control plan, and obtain a full agreement. <https://wsdot.wa.gov/about/contacts/plan-event-state-highway>

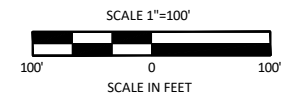


LEGEND

- 1  (SIGN W20-3)
- 2  TYPE 3 BARRICADE(S) WITH ROAD CLOSED (SIGN R11-2)
- 3  (SIGN M4-10L)
- 4  (SIGN M4-10R)

GENERAL NOTES

1. ALL SIGNS AND BARRICADES TO MEET CURRENT MUTCD REQUIREMENTS:
TYPE 3 BARRICADE(S) WITH ROAD CLOSED (SIGN R11-2)
ROAD CLOSED AHEAD (W20-3)
2. DETOUR SIGNAGE MAY BE REQUIRED (DETERMINED BY SITE SPECIFIC CONDITIONS ON A CASE BY CASE BASIS)
3. ROAD CLOSED SIGNS TO BE PLACED A MINIMUM OF 100' PRIOR TO ROADWAY CLOSURE AND PLACED IN A LOCATION THAT DOES NOT RESTRICT VEHICLE SIGHT DISTANCE



REVISED 01/2025



TRAFFIC CONTROL PLAN