



Special Event Permit Application

A complete application (including insurance requirements) must be submitted to the Administration Department (1st Floor of City Hall, 300 4th St) at least sixty (60) days **PRIOR** to the scheduled event. For more information, refer to Lynden Municipal Code (LMC) 5.30.

Section 1: General Event Information

Event Name: _____

Event Purpose: _____

Event Location(s): _____

Event Date(s): _____

Event Hours: From _____ AM / PM to _____ AM / PM
(Include time for set up and take down)

Event Type: Run/Walk/Race Community Celebration Parade
 Other/Explain _____

Expected Attendance: _____

Sponsor Information

Sponsoring Organization: _____

Sponsor Address: _____

Is this event sponsored or co-sponsored by the City of Lynden? Yes No

Applicant Information (Person in charge of event that will be in attendance)

Applicant Name: _____

Applicant Address: _____

Applicant Phone #: _____ Email: _____

Applicant Signature: _____ Print: _____

Emergency Contact: _____ Phone: _____

Section 2: Special Event Tiers

Special Events are categorized into 3 tiers depending on the level of potential substantial impact to the neighborhood and/or to public services such as Police, Fire, or Public Works.

Definition of “Substantial Impact”: means creating an increase in the amount, scope or level of need for city-provided emergency or protective services such as police, fire or medical aid and/or necessitating special traffic control measures such as barricades, traffic direction by police, or similar measures above those that would normally be required without the event and that results in actual, documented costs to the city due to the event.

Please indicate the **Tier** below that best describes your Special Event:

- Tier 1: These events require a permit, but no application fee, no insurance documentation, and no indemnification agreement is required.

These are special events that are either:

- 1) Political or religious activity primarily intended for the expression of ideas, or
- 2) A private event held entirely on private property that includes more than 75 participants but will have no substantial impact on the neighborhood and/or on public services.

- Tier 2: These events require a permit, an application fee, insurance documentation, indemnification agreement, and (potentially) a fee for public services required to support the event.

These are special events that will have a substantial impact on the neighborhood and/or on public services. Such as:

- 1) A private or public event that is requesting non-arterial street closures (including 4th St between Front St and Grover St) and, therefore, will have a substantial impact on the neighborhood and/or public services regardless of the number of participants.
- 2) A private or public event that includes more than 75 participants, does not involve street closures, but does have a determined substantial impact on the neighborhood (noise, parking) and/or on public services.

- Tier 3: These events require a permit, an application fee, insurance documentation, indemnification agreement, and (potentially) a fee for public services required to support the event.

These events have a determined substantial impact on the neighborhood and/or public services – specifically with a request to close an arterial street. Tier 3 events require City Council approval.

- 1) A private or public event that uses private and/or public property, regardless of the number of participants, that includes arterial street closures and/or streets in the HBD besides 4th St between Front St and Grover St.

<u>Section 3: General Event Information Questions for the Applicant</u>	Applicant Answers	City Use Only
1) Provide a brief overview of the event:		
<p>2) For Community Celebration Events: Attach a detailed site plan of the event that shows relevant buildings, streets, alleys, rights of way, parking areas, location of canopies, tents, restrooms, aid stations, and any other relevant event information.</p> <p>Does the event require the use of public services of any kind? If Yes, see Section 4 below.</p>	Yes / No	
<p>3) For Parades: Attach a detailed map that shows assembly/disbanding areas, the route and direction of the parade, street closure locations, temporary restroom locations, aid stations, announcer booths, and other relevant parade information.</p> <p>Does the parade require the use of public services of any kind? If Yes, see Section 4 below.</p> <p>How many parade entries are there? _____</p> <p>How many staff / volunteers are supporting the parade? _____</p> <p>What time will you begin assembling? ___AM/PM</p> <p>What time do you expect the last participant to finish the route? ___AM/PM</p>	<p>Yes / No</p> <p>_____</p> <p>_____</p> <p>___AM/PM</p> <p>___AM/PM</p>	
<p>4) For Fun Runs/Walks or Races: Attach a detailed course map that shows assembly and debrief/presentation areas, the direction and route of the race, any street closure locations, flagger stations, aid and rest stations, and any other relevant event information.</p> <p>Does the race require the use of public services of any kind? If Yes, see Section 4 below.</p> <p>How many race entries are there? _____</p> <p>How many staff / volunteers are supporting the race? _____</p> <p>What time will you begin assembling? ___AM/PM</p> <p>What time do you expect the last participant to finish the race? ___AM/PM</p>	<p>Yes / No</p> <p>_____</p> <p>_____</p> <p>___AM/PM</p> <p>___AM/PM</p>	

<p>5) For “Other” Events: Attach a site plan, map, and/or route description that shows any relevant event information.</p> <p>Does the event involve political or religious activity primarily intended for the communication or expression of ideas?</p> <p>Does the event require the use of public services of any kind? If Yes, see Section 4 below.</p>	<p>Yes / No</p> <p>Yes / No</p>	
<p>6) Will the event serve or involve the use of alcoholic beverages? If Yes, attach a copy of your temporary alcohol permit from the WA State Liquor & Cannabis Control Board.</p>	<p>Yes / No</p>	
<p>7) Will the event use amplified sound (speakers, megaphone, etc) of any type? If Yes, please describe:</p>	<p>Yes / No</p>	
<p>8) Will the event involve food service? If Yes, be advised that the Whatcom County Health Department requires a Temporary Food Establishment Permit for event food providers. Please attach a copy of your permit for this food service.</p>	<p>Yes / No</p>	
<p>9) Will this event use temporary signage of any kind? If Yes, be advised that LMC 19.33 prohibits off-premise commercial signage to be placed anywhere in the City. Temporary event signage must be promptly removed following the event.</p>	<p>Yes / No</p>	
<p>10) Describe how parking will be accommodated for this event:</p> <p>If necessary, attach a parking plan. It is your responsibility to seek permission from private property owners to use any private property for event parking.</p>		

Section 4: Public Services

Answer the questions below to indicate what Public Services may be required for your event.	Applicant Answers	City Use Only
<p>Rights of Way:</p> <p>Does the event require any full or partial street closures? If Yes, which streets? _____</p> <p>Does the event require street barricade rental / delivery? If Yes, how many barricades? _____</p> <p>Will the street need to be cleaned by the City street sweeper following the event? Ensure that the site plan / map required above in Section 3 clearly shows which streets you are asking to close.</p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>	<p>PW Review:</p> <p>___ Complete ___ More info</p> <p>-----</p> <p>Council Approval Required? Yes / No</p>
<p>Right of Way: Fee checklist for ROW uses</p> <p>Barricades: _ _____ Street Sweeping: _ _____ Garbage Collection: _____</p>		<p>Total Fee for ROW usage:</p> <p>_____</p>
<p>Security:</p> <p>Have you developed a security plan for the event? Does the event require police security? If Yes, how many officers? _____ For how long? _____ hrs</p> <p>Be advised, police officers may be assigned to your event even if you do not request them. If the PD believes security should be present, you will be notified immediately.</p>	<p>Yes / No</p> <p>Yes / No</p>	<p>PD review:</p> <p>___ No PD ___ PD Rqrd ___ Officers ___ Hours</p> <p>Total PD Fee:</p> <p>_____</p>
<p>Fire / Emergency Services:</p> <p>Does the event require additional Fire / Emergency Medical Services than what is normally available in Lynden? Does the event have fireworks, pyrotechnics, or burning of any kind? Will any portion of the event be held in an existing building? If yes, provide building address: _____ What are the building occupancy limits? _____</p> <p>Be advised, Fire and/or EMS may be assigned to your event even if you do not request them. If FD believes that Fire services may be required, you will be notified immediately.</p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>	<p>FD review:</p> <p>___ No FD Rqrd ___ FD / EMS Rqrd</p> <p>Total FD Fee:</p> <p>_____</p>

<p>Other Public Services:</p> <p>Are there any other City / Public Services that your event may require?</p> <p>Explain: _____</p>	<p>Yes / No</p>	
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Section 6: Insurance Requirements

The Applicant shall procure and maintain for the duration of the Permit, insurance against claims for injuries to persons or damage to property which may arise from or in connection with operations or activities performed by or on the Applicant’s behalf with the issuance of this Permit. LMC 5.30.020(5) requires General Liability Insurance naming the City as Additional Insured in the minimum amount of \$2,000,000 per occurrence combined single limits and \$5,000,000 aggregate unless waived by the City Administrator. A Certificate of Insurance listing the City as an endorsement shall be submitted with this application.

City Use:

Applicant has provided proper Insurance Documentation according to LMC 5.30.020.

Section 7: Indemnification Agreement

WHEREAS, _____ (“Grantee”) has applied for a Special Event Permit under LMC 5.30. The Grantee agrees to defend, indemnify and hold the City of Lynden, its agents, employees and officials, while acting within the scope of their duties, harmless from any and all claims, suits, demands and judgements including the attorney’s fees and other costs of their defense, for public or private nuisance, inverse condemnation, personal injuries, property damage or death arising out of, occurring during or the result of activities or appliances of the applicant, their employees or otherwise, except for the sole negligence of the City. The Grantee further agrees to comply with all provisions of pertinent laws, rules, and regulations. This permit may be revoked at any time.

Signature of Authorized Special Event Representative: _____

Date: _____

Section 8: Approvals (City Use Only)

Department Review	Signature:	Review Date:	Conditions: See Below	Approved:
Fire Department			Yes / No	<input type="checkbox"/>
Police Department			Yes / No	<input type="checkbox"/>
Public Works Dept			Yes / No	<input type="checkbox"/>
City Administrator			Yes / No	<input type="checkbox"/>
Parks Dept (as required)			Yes / No	<input type="checkbox"/>

Permit Conditions:

Date of Permit Approval: _____