
CITY OF MERCER ISLAND

PARKS & RECREATION

8236 SE 24TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7609 | www.mercerisland.gov



SPECIAL EVENT PERMIT FEES

Effective January 1, 2022

Applications for Special Event permits require City-wide staff review and are subject to additional insurance requirements. Please allow a minimum of 45 days for review. See Special Events Guide for more information.

Special Event Permit Application **\$50**

Level 1 Event **\$125**

- Attendance at any one time estimated between 50-100 people;
- Held within existing venue/use area typically used for group gatherings, etc; and
- Does not impact or interfere with standard, ordinary and normal use of either public property or normal vehicle and pedestrian traffic in the vicinity of the event; and
- Does not require changes to safety or maintenance operations beyond normal levels; and
- No attendance or participation fees are charged; and
- Does not occur at Calkins Point or the Greta Hackett Sculpture Park; and
- No other permits are required.
- Administration Coordination shall be Division Review only.

Level 2 Event **\$380 - \$620**

- Attendance at any one time estimated between 50-250 people;
- Held within existing venue/use area typically used for group gatherings, etc; and/or
- May impact or interfere with standard, ordinary and normal use of either public property or normal vehicle and pedestrian traffic in the vicinity of the event; and/or
- Does not require changes to safety or maintenance operations beyond normal levels.
- Mercerdale Park can only be used for Level 2 events of fewer than 100 people that do not require electrical service, that do not involve food trucks, and that do not require any additional permits.
- Does not occur at Calkins Point or the Greta Hackett Sculpture Park.
- Administration Coordination shall be either Division Review or Low-impact Committee Review.

Level 3 Event **\$820-\$1,240**

- Wedding ceremonies, regional sports tournaments (with event elements such as food trucks, amplified sound, and opening ceremonies), limited-scope and single-faceted events open to the public (that are not a Level 3 event); OR
- Attendance at any one time estimated between 251-600 people; and/or
- Held within existing venue/use area, but may include street, parking, or additional facility impacts; and/or
- May require operational changes to safety or maintenance - additional restrooms, deliveries, vehicle access, exclusive use of park space; and/or

- Calkins Point can only be used for a Level 3 event if attendance is fewer than 200 people.
- Administration Coordination shall be either Low-impact or High-impact Committee Review.

Level 4 Event **\$1,540**

- Parades, timed competitions, in-water events, festival-style events open to the public, or event of any type that involves use of multiple City parks or public spaces; OR
- Attendance at any one time estimated between 601 - 5,000 people over a single day or multiple occurrences; and/or
- Has moderate to major impacts to surrounding areas (streets, neighborhoods, business district, other park amenities, etc) and/or cannot be held within existing venue; and/or
- May impact or interfere with standard, ordinary and normal use of either public property or normal vehicle and pedestrian traffic in the vicinity of the event; and/or
- Has moderate to major impacts to safety or maintenance operations, including temporary or long-term road closures, offsite parking impacts, traffic and security control, additional restrooms, deliveries, vehicle access, and exclusive use of park space; and/or
- Administration Coordination shall be High-impact Committee Review.

Special Use Permits

Parking space or lot use	Please call
Photography (personal use) per session/per year	\$ 25/300
Commercial photography per session/per year	\$ 50/500
Advertising or for-profit photography or filming	Please call

Additional fees & charges

Picnic Area rental fee	\$ 175
Parks Maintenance staff member hourly	\$ 75
Mercer Island Police Officer (off-duty) hourly; 3 hour minimum	\$ 58
Mercer Island Fire Department Aid Car Unit	Varies