

Application for Special Event Permit

Millwood City Hall 9103 E. Frederick Ave Millwood, WA 99206 (509) 924-0960 info@millwoodwa.us

A Special Event Permit is required for any parade, run, street dance, demonstration or exhibition on public property. "Special Event" shall not mean any wedding or funeral procession, any event solely involving a group required by law to be so assembled, a pedestrian procession along a route that is restricted to sidewalks and crossing streets using only a pedestrian crosswalk in accordance with traffic regulations and controls, any activity or event sponsored by the city, or any activity or event deemed by the city's appointed designee to not require a special event permit.

Applicant: Jandra Blackwell Ph	one: 509	Organization/Event: gean swap
Applicant: Sandra Blackwell Ph For Spokane Canoetkayaka	lub 4841745	Spokane Canoetkayak
LADORESS . CILV		Old to
	Spokane 1	NA 99217
Property Owner Name: SANDIA BACKWII Ph	one: 509489174°	5 SANDRA, Blackwell 99208
		State 292/7
Type of Event: Parade Run	Demonstration	Exhibition Other
Is this an event involving political or religious act	ivity intended primarily for	the communication of expression of ideas?
Yes No		
Location (Starting point, route, assembly a	eas, access to public p	roperty):
millwood Park		
Description of Event: Padale Jean Swa	P/sale ar	nd Jeason
Date/Time of Event: May 17, 2025	gam-10	
Number of Participants Expected:		
Required Attachments:	Na 🗆 Require	d permits from outside agencies
Site Plan	Restroom	Access Agreement
Security & Emergency Medical Plan	Clean Up	Plan
y signing below the applicant is confirming that is not provided the state of the s	at they have inspected t	he event space with a staff member
Applicant Signature:) and The	Macketto	ate: 3-6-25
Application approved with the following condition	ons:	TOTAL STATE OF STATE
7799		
Approved By:		
		Date.

		6;	
			98
			98

Event Description

At our first Paddle Gear Swap/Sale we had about 15 people selling/trading gear and a few kayaks (we all seem to accumulate more that we need and/or have room for) with about 40 people shopping. It was a fun, low key event, swap meet style event.

For 2025 we plan to use the East Gazebo. A few vendors may put up pop-up awnings, but most will not. Items will either be carried to the grass area, or possibly wheeled on kayak trailers or wagons. No vehicles will be on the grass. Please see attached PDF for park map.

Security and Emergency Medical Plan

Primary response for a medical emergency or other incident will be to call 911.

Fortunately there is a fire station on the same block as the park however there is no guarantee the station will be manned at any given time.

General rules when confronted by an emergency: Remain calm - contact 911

Assess the issue: serious accident, suspect package or container, fire, firearm discharged - or anything that threatens life, property or puts the environment at risk.

Cooperate with emergency personnel

Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and personnel Evacuate the area if needed

SITE MAP

100

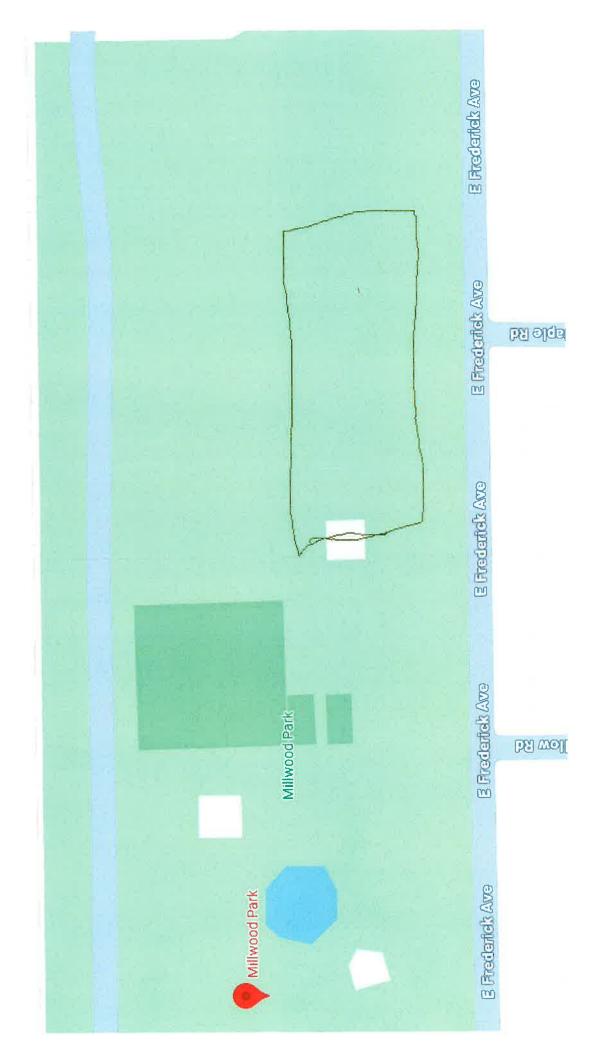
Approximate area to be used indicated with red arrow. We understand that the shelters are on a first come first served basis. If someone else is already there, we will locate to the east of the shelter. Our event ends at 1, so we will not have the space for the whole day/

RESTROOM PLAN: With the number of people we are anticipating the park restrooms will be sufficient. We will coordinate with city of Millwood staff to have the restrooms open for our event.

TRAFFIC PLAN: Event organizers will inform attendees that parking for the event will be in the Park parking stalls located at the park. Overflow parking is located at the east end of the park.

CLEAN UP PLAN: Event organizers will clean up and remove all trash generated from the event.

Primary Contact: Sandra Blackwell 509 484-1745 Cell number



			3
	34		