



CITY OF
MILLWOOD

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: Sandra Blackwell For Spokane Canoe & Kayak Club		Phone: 509 4871745	Organization/Event: gear swap Spokane Canoe & Kayak	
Address: 7722 N Crestline		City: Spokane	State: WA	Zip: 99217
Property Owner Name: Sandra Blackwell		Phone: 509 4871745	Email: Sandra.Blackwell@gmail.com	
Address: 7722 N Crestline		City: Spokane	State: WA	Zip: 99217
Type of Event: <input type="checkbox"/> Parade <input type="checkbox"/> Run <input type="checkbox"/> Demonstration <input type="checkbox"/> Exhibition <input checked="" type="checkbox"/> Other				
Is this an event involving political or religious activity intended primarily for the communication of expression of ideas? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Location (Starting point, route, assembly areas, access to public property): millwood Park				
Description of Event: paddle gear swap/sale and season kick off				
Date/Time of Event: May 17, 2025 9AM-NOON				
Number of Participants Expected: 50				

Required Attachments:

☒ Site Plan

☒ Security & Emergency Medical Plan

n/a ☐ Required permits from outside agencies

☒ Restroom Access Agreement

☒ Clean Up Plan

By signing below the applicant is confirming that they have inspected the event space with a staff member ensuring there are no obvious hazards and all information on the application is correct.

Applicant Signature: Sandra Blackwell Date: 3-6-25

Application approved with the following conditions:

Approved By: [Signature]

Date: 3-6-25

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

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



