



# Seattle Special Events Office

Learn How to Work with the City on Special Event Permitting, Grant Opportunities, And How to Make Your Event Safe

March 8, 2023, 10:30 a.m. to 12:45 p.m.

Miller Community Center, 319 19<sup>th</sup> Ave E, Seattle WA 98122

<b>Special Events Office</b> <i>main webpage</i>	<a href="http://www.seattle.gov/special-events-office">www.seattle.gov/special-events-office</a>
<b>Online Permitting Handbook</b>	<a href="http://www.seattle.gov/special-events-office/handbook">www.seattle.gov/special-events-office/handbook</a>
<b>Permit Application Form</b>	<a href="http://www.seattle.gov/special-events-office/forms-and-applications">www.seattle.gov/special-events-office/forms-and-applications</a>
<b>Contact Us</b> webpage <i>scroll down for department staff</i>	<a href="http://www.seattle.gov/special-events-office/contact-us">www.seattle.gov/special-events-office/contact-us</a>
<b>Email Address</b>	SpecialEventsOffice@seattle.gov
<b>Main Phone Number</b>	206-684-8993

*Staff attending:*

<b>DON</b> <i>Department of Neighborhoods</i>	Osbaldo Hernandez-Sahagun
<b>Metro</b> <i>King County Metro</i>	Jonathan Rose
<b>PARKS</b> <i>Seattle Parks and Recreation</i>	Carl Bergquist
<b>Police</b> <i>Seattle Police Department</i>	Ofc. Ryan Keith and Ofc. Carma Clark
<b>SDCI – structures</b> <i>Seattle Department of Construction and Inspections</i>	Dean Greenleaf
<b>SDOT</b> <i>Seattle Department of Transportation</i>	Michael Minor
<b>SeaCtr</b> <i>Seattle Center</i>	Gretchen Lenihan
<b>SPU</b> <i>Seattle Public Utilities</i>	Pat Kaufman
<b>WSLCB</b> <i>WA State Liquor and Cannabis Board</i>	Lt Robert Rieder
<b>SEO</b> <i>Seattle Special Events Office</i>	Hannah Tyo Randy Wiger

## Special Events Permitting 101

### Definition of permit:

- 1 : a written warrant or license granted by one having authority
- 2 : permission

**There are 4 conditions** for which a Special Event permit pathway is required:

- a. The event will have more than 50 people;
- b. The event will have a 'substantial impact' on the public property;
- c. The event will require 'substantial public services'; and
- d. The event will temporarily close or require exclusive use of public space.

Also: Any event in a public space that has alcohol sales to the public.

Shorthand often used: if an event involves 2 or more city departments.

**The SMC (Seattle Municipal Ordinance 15.52)** grants powers to the SEO to set conditions which may include:

- date
- time
- location
- scope
- crowd control
- traffic control
- safety
- security
- public health and sanitary regulations
- emergency medical treatment
- fire suppression
- emergency passageways
- proper waste, recycling and compost
- mitigation of traffic congestion

**The SMC defines 7 event categories**, and each category has differences in how it is processed, what specific department permits are needed, and what permit fees are charged:

- Athletic event
- Commercial event
- Community event
- Free speech event
- Mixed free speech event
- Parade event
- Citywide event

### Key Steps in applying for a Special Events Permit

1. Fill out and submit the application form including map, text-based street use, and Run of Show
2. Do so at least 90 days before your event date – even earlier is better.
3. Receive a follow up email listing additional required documents, such as:
  - Park Use Application
  - Alcohol area (beer garden) permit or license
  - Neighborhood Notification
  - Insurance
  - Vendor List
  - Permit Fee payment
  - Public Safety and Event Management Plan
  - Temporary Noise Variance
4. Respond to requests and questions by specific department staff. There may be additional department permits your event requires which are issued directly by the department with jurisdiction over a specific issue (such as a permit using open flame to cook at a food booth), or if you event needs a Medic One on-site because your event expects to have 5,000 or more people on-site at the same time.
5. May be invited to present about your event at a Special Events Committee meeting – this is not required and less than 10% of events need to this. Mainly events that have complex site footprints and especially for the first time the event applies to the Special Events Program.
6. Provide additional required documents at least 30 days before your event date.
7. In addition to the required documents from the permit applicant/event organizer, the SEO must receive departmental permit documents from individual departments, such as:
  - Park Use Permit
  - Traffic Control Plan (TCP)
  - Parade Permit
  - Temporary Noise Variance
  - Harbor Use Permit
  - No objection from any other departments
8. Ideally receive your Special Events Permits with departmental permits about 2 weeks before your event.