

City of Renton Special Event Permit - Frequently Asked Questions

Q: Do I need a Special Event Permit?

A: If your event is a pre-planned activity that involves the use of, or has impact on, public property, facilities and/or needs the provisions of City public safety services then yes. Examples of special events include but are not limited to parades, demonstrations, concerts, run/walk events, celebrations, commercial or non-profit/fundraising forms of entertainment, amusement, and cultural recognition. If your event is on private property, but may still impact public safety services, you may be required to obtain a special events permit. If you can answer yes to any of the following, a special event permit will likely be needed.

- Does this event involve a moving route of any kind along streets, sidewalks or highways?
- Does your event require the blocking of streets?
- Will sound amplification be used?
- Is your event a sports tournament?
- Does your event affect normal flow of traffic?
- Does your event take place on City sidewalks, parks, trails, public beach, or plaza?

If your event includes any of the following, you will need to also complete a **Renton Regional Fire Authority Special Events Permit** and/or **Tent/Membrane Structure Permit**. The Fire Department will contact you for follow-up during the permit application process. If you have questions, please contact the Renton Regional Fire Authority Fire Marshal at (425) 430-7000.

- Does this event include the use of a tent (over 400 sq. ft.), cooking, liquid or gas fueled vehicles in assembly building, or fireworks?
- Does your event include the request for a bonfire, the use of candles in an assembly area or other small open flames?
- Will your event include any of the following: beer garden, carnival, fair, exhibits, tradeshow, haunted house, or a large gathering over 300 people?
- Will there be any inflatable devices or hot air balloons?
- Will any fireworks, rockets or other pyrotechnics be used?

Q: How long is the process for obtaining a Special Event Permit?

A: Applicants are advised to submit their application as early as 90 days before the event and **no less than 30 days**. Once an application is submitted it will be routed to the Special Event Permit Committee,

consisting of representatives from multiple City Departments (Fire, Police, Streets, Parks, Transportation, Community Economic Development, Risk Assessment) for comments and feedback. You should receive a response within 20 days identifying any feedback from departments. This feedback may identify additional requirements that have to be satisfied before the permit is approved. It is recommended that you plan early to ensure a smooth application process and expect that costs may be more than originally anticipated.

Q: Why do I need to apply for a Special Event Permit?

A: A permit is needed to:

- assure that an activity meets legal requirements of the use of public land and right of ways.
- assure the City, that adequate services such as traffic control, sanitation, and public safety issues are addressed.
- identify any conflicts with other events that may be scheduled or activities that may unreasonably infringe upon access to services and allow the City and promoter a timely opportunity to address them

Q: How can I receive a Special Event Permit?

A: Following your pre-application consultation, download and complete the special event permit application. When you are ready you will need to submit the completed application with a non-refundable fee of \$50.00 to:

Community Services Department
1055 S. Grady Way
Renton WA, 98057
Attention: Special Event Committee

Checks are to be written out to the “City of Renton”. The application is to be filed a minimum of 90 days prior to event, to ensure adequate time is available for the City’s Special Event Committee to review.

- You may be asked to meet with the Committee, if this is a first time event, or if there are questions following their review.
- Your timely application also provides you an opportunity to address or correct any issues that may be needed.
- Following the Committee review you may be required to obtain additional permits.

Q: Can I promote my event before I get a permit?

A: Please do not publicize your event if you only filed an application form. Filing an application does not guarantee approval of your event. The permit application(s), right-of-way plans, and insurance must be approved through the Special Event Committee.

Q: How much will the Special Event Permits cost overall?

A: This depends on the type of special event. All special events will require a \$50.00 non-refundable application fee, and cost incurred by the City of Renton in providing services to support the event. Normally this includes services such as police and emergency services, traffic control, sanitation, and clean-up services. Depending on the size or special conditions of your event, other permits and fees may also be required. City of Renton facility rentals fees will also need to be paid prior to issuing the final permit.

Q: When are fees due?

A: The non-refundable processing fee is due at the time the permit application is submitted. All fees are to be paid prior to issuance of the permit unless otherwise provided in the conditions of approval.

Q: Do I need insurance?

A: Yes. You will be required to provide either a commercial general liability or special events liability insurance certificate with minimum liability limits of one million dollars (\$1,000,000) per occurrence; two million dollars (\$2,000,000) aggregate.

- In the certificate it shall name the City of Renton as a certificate holder and the city as additional insured on a primary and non-contributory basis.
- The certificate shall reference the dates and name of the special event being covered by the liability insurance.
- Coverage shall be written for a period not less than twenty-four (24) hours prior to the event and extending for a period not less than twenty-four (24) hours following the completion of the event.
- Additional insurance may be required following a review of the event application by our Human Resources and Risk Management Division.
 - If the event applicant or organizer is unable to obtain liability insurance coverage, they may be able to purchase a single event policy through the "TULIP Program" recommended by the City's insurance provider – Washington Cities Insurance Authority, <http://www.ebi-ins.com/tulip>. For more information please contact the Renton Human Resources and Risk Management Department at 425-430-7650.

Q: What conditions may be required as part of your permit?

A: The scope of your special event may necessitate additional requirements to be completed by your group prior to permit approval, examples include: Notification to the businesses or residents that may be affected or notice of permit conditions to event participants may be needed.

- Depending on the scope of the event, a traffic control plan, additional sanitation facilities, or separate garbage and recycling containers may also be needed.
- The Special Event Committee will provide you with a list of any conditions your event will need to meet.
- The applicant has sole responsibility for obtaining any additional permits and complying with the City's Special Events Ordinance and conditions of the Special Event Permit.

Q: Why might a permit not be approved?

A: Some of the reasons a special event application may not be approved include: the applicant provides false or misleading information, fails to fully complete the application, or cannot supply the required information or documents; the applicant is unable to comply with requested terms and conditions; the event conflicts with another previously scheduled event or condition; there would be unreasonable disruption to the orderly or safe circulation of traffic or would present unreasonable risk of injury or damage.

Q: What if I want to appeal the decision?

A: You may appeal the denial of a permit or any permit condition, by filing a written notice of appeal, accompanied by a \$250 fee to the City Clerk within fourteen days of the decision. Appeals must specify the grounds for the appeal and attach any relevant documents in support.