

Large Special Event Permit requirements

Application Due Date

We strongly encourage you to submit your application as early as possible. However, at a minimum, the completed Large Special Event Permit application must be completed and submitted to the City Clerk's Office no later than 90 days prior to the date of the event.

Fees

Permit fees are due prior to the issuance of a special event permit, and no later than 10 days prior to the date of the special event.

Community notification

The impacts of Special Events on residents and businesses in the area can be significant. Clear and broad advance organizer communication is required, and will help to ensure the success of your event. Insufficient notification and outreach can result in permit denial. Neighborhood and community notification is the responsibility of the event organizer.

All neighbors and businesses adjacent to the event or that may be impacted by the event must be notified **at least 30 days prior** to the event. A good faith effort must be made to resolve or mitigate neighbor or business concerns no later than 14 days prior to the event.

The Everett Marketing and Event Promotion, Neighborhoods and Community groups, and the City Clerk's Office will work with you to determine what outreach is required. At a minimum, you are required to complete the following:

- Notify affected neighbors and/or businesses in writing. Click [here](#) for a sample notification letter.

Who Needs to Know?

- All residential and business neighbors within a minimum of a one block radius of your event. If broader notification is required, you will be informed by the Everett City Clerk's Office.
- For run/walk/ride events, door-to-door delivery of written notification must be made to all businesses and residents along the route and one block in each direction along the route.

Barricades

For street closures of no more than one block and that do not impact an intersection, the Everett Public Works Department will provide barricades and deliver them to the event site the day before the event. For street closures involving more than one block, the event organizer must provide barricades through private sources.

Electricity

Access to electricity is the responsibility of the event organizer. The City does not provide electricity for special events. Additional permits may be required for generators or other fuel-powered equipment.

Garbage Receptacles, Site Cleanup, and Garbage Removal

It is the event organizer's responsibility to provide garbage receptacles, site cleanup, and disposal of refuse. The City of Everett does not provide equipment or staff to assist with garbage removal or site cleanup. All associated expenses are the responsibility of the event organizer.

Event organizers will be billed for all costs incurred by the City associated with the event organizer's failure to provide sufficient garbage removal or clean-up of the site after the event. Failure to adequately clean the event site and dispose of the garbage will be considered during the review and approval process of any future Special Event applications.

Insurance

Please see Exhibit "A" attached for insurance information.

Alcohol

The Washington State Liquor Control board requires a banquet permit or special occasion license to serve alcohol. If you plan to serve or sell alcohol, please see Exhibit "B" attached for banquet permit, special occasion license, and insurance information. **The process to obtain a Special Occasion License from the Washington State Liquor Control Board (WSLCB) can be lengthy. We strongly recommend that you submit your application to the WSLCB a minimum of 45 to 60 days prior to your event.**

Event Map

The event organizer must provide a map laying out the event location, the location of any equipment to be placed on the site, tents, stages, fencing, placement of portable toilets, access to electricity if required, and in the case of a walk/run/cycling event, the event route (including start and finish) must be clearly identified. The event map should be included with the original application or provided the City Clerk's office **no later than 15 days after the application date.**

Restroom Facilities/Portable Toilets

If required, you must provide documentation in the form of a work order or an invoice that the equipment needs/services have been arranged by the event organizer. The City of Everett does not provide any equipment rentals or staff to place any equipment in event locations. These expenses are the responsibility of the event organizer.

The recommendation for provision of toilets is one for every 100 people. Under normal circumstances, most persons will use sanitation facilities once every four hours. Weather

conditions and consumption of food, liquids, beer and other alcoholic beverages will increase usage by 30% to 40%.

If food is being served, restrooms with hand sinks with hot and cold running water are required to be placed within two hundred (200) feet of the food booths for use by food handlers. These facilities can be the same restrooms as the ones used by the public.

Portable restroom placement is key to the success of your event, in terms of both attendees and the surrounding neighborhood. When identifying appropriate placement locations, keep in mind neighboring businesses, residents, and pedestrian or traffic flow. For example, portable restrooms may not be placed directly outside a business entrance or high-traffic flow area. Your portable restroom placement must be included in the map(s) you provide with your permit application, which is reviewed and approved by the Street Division of Public Works. Adequate maintenance and housekeeping must be provided. During large events requiring more than ten (10) units for more than one day, it is recommended that a service person be on standby duty at the event. This staffing enables the toilet contractor to handle adequately any sanitation problem that may arise.

Traffic Control Plan

Provide a detailed plan of traffic control with map showing placement of traffic monitors and public safety officers in critical areas. This plan needs to include an “Emergency Services Plan” (First Aid and Medical Assistance) showing a site diagram of the event for emergency access routes and a plan to mitigate fire and emergency medical emergencies. The Traffic Control Plan will be reviewed and requires approval by City traffic engineering, the police department, fire department, and Everett Transit. Volunteers must be over 18 years of age.

Any City requirements for security and crowd control will be determined by the police department and must be arranged by the event organizer in advance. Event organizers may hire either off-duty police officers or a private security firm. The event organizer will be responsible for all costs associated with security and crowd control.

Noise Control

The Mayor, or his or her designee, may grant, or grant with conditions, an exemption to the noise control code if the use of the sound amplification equipment:

- Will not constitute a public nuisance
- Will not endanger the public health or safety
- Will not endanger public property
- Is associated with an event that is open to the general public

Food Service

Contact the Snohomish County Health District for further requirements if food is being served. Click [here](#) to visit the Snohomish County Health District.

Food truck vendors may be subject to a mobile food unit regulatory license and inspection by the Fire Marshall’s Office. Click [here](#) to visit the Fire Marshall’s Office.

Transportation/Parking Plan

The event organizer must provide a written plan for handling event parking for participants and spectators, and show any documentation pertaining to arrangements made with any transportation agencies such as Everett Transit, Community Transit, City Traffic Engineering that may be impacted by traffic reroutes and/or delays due to street closures. Documentation must be received no later than 4 weeks prior to the event.

Business License Requirements and Taxes

A general business license is required for anyone engaging in business in Everett. Click [here](#) for additional information regarding Everett's business license requirements or to obtain a General Business License Application.

You may be eligible for a temporary business license at no cost under the following conditions: You will be engaging in business for no more than three days in a calendar year and your gross receipts total \$5,000 or less.

You may also be obligated to pay **Business & Occupation (B&O) tax** on the gross proceeds of your event. B&O tax is paid by the business – not attendees. Everett's B&O tax rate is 0.1%. Click [here](#) for additional information regarding Everett's Business & Occupation tax, including exemptions and deductions.

Admission tax is added to the ticket price or other charge that attendees pay to enter entertainment venues or events in Everett. It is the organizer's responsibility to charge and collect the tax, and pay the collected amount when taxes are filed. The organization is liable for the tax whether or not it is collected. The organizer is required to pay the tax for everyone attending the event, even if some customers received their tickets free or at a reduced price. Asking customers for a voluntary contribution in lieu of an admission charge does not exempt the organizer from paying the tax.

The Admissions tax rate is 5%. Non-profit organizations are exempt from Admissions tax.

B&O and Admissions taxes are filed quarterly, using the City's Multi-Tax Form. Taxes are processed and paid separately from the Everett Special Event permit process.

EXHIBIT 'A' – INSURANCE

INSURANCE REQUIREMENT

A. The applicant of a special event must possess or obtain commercial general liability (“CGL”) insurance and liquor liability insurance, if applicable, to protect the city against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the special event and to protect the city from any and all claims and risks in connection with any activity performed by the applicant by virtue of the special event. Such insurance shall name the City of Everett, its officials, officers, employees, agents, and volunteers, and, as required, any other public entity involved in the special event, as additional insured pursuant to an endorsement. Insurance coverage must be maintained for the duration of the special event including any set up and teardown associated with the special event. Notice of cancellation shall be provided immediately to the city.

B. Except as provided in this section, CGL coverage shall be in a combined single limit of at least \$1,000,000 per occurrence and general aggregate limit of at least \$2,000,000 and endorsed to apply separately to the event. Liquor liability insurance, if applicable, shall be in the minimum amount of \$1,000,000 per occurrence. CGL coverage shall be per occurrence, and primary and non-contributory to any insurance or self-insurance of the city, and shall include a waiver of subrogation.

C. If the special event is of a demonstrated high or low-risk category, according to recognized insurance and risk management standards, the city’s risk manager may authorize a greater or lesser amount of coverage than required by this section, or may require a particular type of insurance coverage different from that specified in this section.

D. The insurance required by this section shall encompass all liability insurance requirements imposed for other permits required under other sections of this chapter and is to be provided for the benefit of the city and not as a duty, express or implied, to provide insurance protection for spectators.

E. Special events that are primarily athletic in nature (marathons, running events, triathlons, regattas and similar events) require a CGL policy, which includes athletic participant coverage providing protection for claims made by athletic participants.

F. A certificate of insurance, along with necessary endorsements, shall be filed with the City Clerk at least thirty (30) calendar days before the special event, unless the City Clerk for good cause modifies the filing requirements.

Indemnification/Hold Harmless

The Permit Holder, its employees, agents, and volunteers (collectively “Permit Holder”) shall defend, indemnify, and hold the city, its officials, officers, employees, agents, and volunteers, harmless from and against any action, or claim for loss, liability, or damage, including claims for bodily injury or death, or damage to property arising out of or resulting from (a) Permit Holder’s use, in any manner, of city right-of-way or city-owned property for the permitted special event, and (b) Permit Holder’s non-observance or non-performance of any of the terms of Permit Holder’s special event permit.

EXHIBIT 'B' – ALCOHOL

Evidence of Banquet Permit or Special Occasion License must be provided **no less than 14 days prior to the event**. If serving alcohol, the following documents are required:

1. Either a State of Washington Banquet Permit or a Special Occasion License

A **Banquet Permit** is required for private, invitation-only (not open or advertised to the public) events at which alcohol is served. Examples of such events are weddings, family reunions, or club dinners. The liquor must be provided free of charge or brought by individuals attending the function. Package deals are allowed that may include the cost of dinner, liquor and entertainment. No separate or additional charge may be made for liquor. This permit can be obtained from the [Washington State Liquor Control Board](#). The original Banquet Permit must be posted at the facility during the event.

A **Special Occasion License** is issued to non-profit organizations holding special events at which alcohol is served by the drink. Examples of such events are fundraisers, beer gardens, or wine-tastings. Special Occasion license applications **must be filed at least 45 to 60 days in advance of the event** with the [Washington State Liquor Control Board](#). All proceeds from the sale of liquor at a special occasion event must be retained by the nonprofit organization. The Special Occasion License must be posted at the facility during the event.

2. Certificate of Liquor Liability Insurance

See EXHIBIT 'A' – INSURANCE for details about insurance requirements for liquor liability.