

CITY OF LYNNWOOD
APPLICATION FOR SPECIAL EVENT

Exempt # _____
(if exempt status claimed)
Fee Paid \$ _____
Receipt # _____
Deposit Fee \$ _____
Receipt # _____
Date _____

Applications shall be submitted at least **21** business days prior to event. Applications received at least **10** business days prior to the event shall be accepted if the applicant states in writing that they waive any rights to appeal a decision on the application, as provided in **LMC 5.30.080**. Any applications submitted less than **10** business days prior to the event will be denied. Applications received less than **21** business days but at least **10** business days before the event date, shall be assessed a 50% surcharge. Applications that are not complete will not be processed.

Name of Business/Organization: _____

Business/Organization Address: _____

City _____ **State** _____ **Zip** _____

Name of Business Owners and Managers.: _____

If a Corporation, list names of Officers and Directors: _____

Business/Organization Contact Person: _____

Business/Organization Address: _____

Business/Organization Phone No.: _____

Address of Event: _____

Dates and Times of Proposed Event: _____

Indicate all activities to be conducted at event: _____

(If more space is needed, attach separate page.)

- **Will there be alcohol involved?** _____ **License?** _____
- **Will there be signage?** _____ **If so, applicant must comply with LMC 5.30.030 (B) (6):** (attach on separate page.)
- **How many people do you expect to attend daily?** _____
- **How many people are expected to operate the activity on a daily basis?** _____
- **What impact will this event have on area parking?** _____
- **Do you have an event security or parking assistant plan?** _____ (Attach proposed plan.)
- **Will there be any amplified music used during this event?** _____
- **If the outdoor activity lasts more than one day, will there be site security during the hours of closure?**

_____ **Who?** _____

State whether a tent or canopy will be used. If yes, describe, including size & site. Reference LMC 5-30.030 (B) (5): _____

Applicant Signature: _____ **Date of Application:** _____

Property Owner Approval:

Property Owners estimate of the number of parking spaces needed for the event: _____

Property Owner or Owner/Agent approves use of this site for the event, and acknowledges limitations on the number of days events may be held per year, per site (see below).

Signature of Property Owner or Designated Agent

Print Name

Date

Lynnwood Municipal Code 5.30.090 limits the total number of days per year per “site” to hold special events. Approval of one business’s event at a shopping center, or other “site” counts against the total number of days for events that are allowed by LMC 5.30.090 at the “site.” Applications are processed on a “first come, first serve” basis.

Fees: \$170 single event \$56 for each additional like event \$250 deposit

NOTE: If applicant withdraws application, 50% of permit fee shall be refunded.
 If application is denied, 50% of permit fee shall be refunded along with notice of denial.

Plot plan must show location of outdoor facilities and/or activities. Outdoor events, including tents & canopies must show exits on floor plan.

Plot/Floor Plan _____ Flame Proof Cert. _____
(Must comply with LMC 5.30.030 (B) (7) & (8))

APPLICANT: Fill in the blanks in the agreement (type or print) as indicated and sign before a Notary, and return with completed Application to City of Lynnwood .

**RELEASE AND HOLD HARMLESS AGREEMENT
FOR TEMPORARY SPECIAL EVENT AND TENT PERMITS
APPLICANT**

In consideration of the City of Lynnwood’s issuance of a temporary special event permit, and/or tent or canopy permit(s), allowing _____ (name of applicant) to conduct a temporary special event (“ _____ ”)(title of event) at _____ (address of event location) Lynnwood, Washington, as indicated in the plot plan attached to the permit application(s), on or about _____ (date(s) of event), _____ (applicant’s name) hereby releases and agrees to defend, indemnify, and hold harmless the CITY OF LYNNWOOD, its elected and appointed officials, employees, and agents from any and all liability, legal actions, debts, demands, or claims of every kind or nature whatsoever arising out of, or in connection with, such temporary special event, including the use of any streets, tents or canopies in connection therewith, or any activities, events, transactions, or occurrences, whether on, before, or after the date(s) for which the permit(s) is issued, which are related to such temporary special event, including costs and reasonable attorney fees, except for injury caused by the sole negligence of the CITY OF LYNNWOOD.

DATED this _____ day of _____, 20__.

Name of Applicant _____
Signature of Applicant’s Authorized Representative _____
Print or type name of person signing _____
Title of person signing _____

NOTARY FOR APPLICANT

STATE OF WASHINGTON)
COUNTY OF SNOHOMISH)

I hereby certify that I know or have satisfactory evidence that _____ (name of applicant’s authorized representative) to me known to be the _____ of _____ (title of applicant’s authorized representative) (name of applicant), signed this instrument and acknowledged it to be the free and voluntary act and deed of _____ (name of applicant) for the uses and purposes mentioned in this instrument, an oath instrument, on oath stated that he/she was authorized to execute said instrument.

DATED this _____ day of _____, 20__.

NOTARY PUBLIC in and for the State of _____
Print Name _____
Washington, resident at _____
My commission expires _____

PROPERTY OWNER: **Fill in the blanks in the agreement (type or print) as indicated and sign before a Notary and return with Application.**

**RELEASE AND HOLD HARMLESS AGREEMENT
FOR TEMPORARY SPECIAL EVENT AND TENT PERMITS
PROPERTY OWNER**

In consideration of the City of Lynnwood's issuance of a temporary special event permit, and/or tent or canopy permit(s), allowing _____ to conduct a temporary special event
(name of applicant)

_____ (") at _____
(title of event) (address of event location)

Lynnwood, Washington, as indicated in the plot plan attached to the permit application(s), on or about _____, _____ hereby releases and
(date(s) of event) (owner's name)

agrees to defend, indemnify, and hold harmless the CITY OF LYNNWOOD, its elected and appointed officials, employees, and agents from any and all liability, legal actions, debts, demands, or claims of every kind or nature whatsoever arising out of, or in connection with, such temporary special event, including the use of any streets, tents or canopies in connection therewith, or any activities, events, transactions, or occurrences, whether on, before, or after the date(s) for which the permit(s) is issued, which are related to such temporary special event, including costs and reasonable attorney fee, except for injury caused by the sole negligence of the CITY OF LYNNWOOD.

DATED this _____ day of _____, 20__.

Name of owner or designated agent

Signature

Print or type name

Title

NOTARY FOR PROPERTY OWNER/AGENT

STATE OF WASHINGTON)
COUNTY OF SNOHOMISH)

I hereby certify that I know or have satisfactory evidence that _____
(name of owner)

to me known to be the _____ of _____,
(position of corporate owner, if applicable) (name of corporation if applicable)

signed this instrument and acknowledged it to be the free and voluntary act and deed of _____
(name of owner) for the uses and purposes mentioned in this instrument, on

oath stated that he/she was authorized to execute said instrument.

DATED this _____ day of _____, 20__.

NOTARY PUBLIC in and for the State of

Print Name

Washington, resident at _____

My commission expires _____

