



**Low-Impact Event
Permit Application**
Burlington Parks & Recreation
900 E. Fairhaven Avenue
Burlington, WA 98233
Phone: (360) 755-9649
Fax: (360) 755-1017
bparks@burlingtonwa.gov

EVENT NAME: _____ **START & END DATES:** _____

EVENT ORGANIZER INFORMATION	♦Applicant/Organization:	_____
	Mailing Address:	_____
	City/State/Zip:	_____
	♦Primary Event Coordinator:	_____
	Coordinator's Phone #:	_____
	Coordinator's Email:	_____
	♦Onsite Contact Person on Event Day:	_____
	Onsite Contact's Cell#:	_____
	Onsite Contact's Email:	_____

EVENT DESCRIPTION	Event Location(s):	_____
	Reservations Needed?	<input type="checkbox"/> Community Center <input type="checkbox"/> Picnic Shelter <input type="checkbox"/> Playfield <input type="checkbox"/> Other _____
	<i>Rental Agreement & Fee may apply</i>	
	Primary Purpose of Event Please include a brief description of your event and collaborating agencies. Please attach a separate page if more space is needed.	_____
	Target Audience & Ages:	_____
	Estimated Crowd Size:	_____
	Is this an annual event?	<input type="checkbox"/> No <input type="checkbox"/> Yes, year began: _____
	If applicable, describe any <i>substantial</i> changes from previous year:	_____
Which Event Components require a participation fee? Fee Amount?	_____	

LOW IMPACT EVENT

A “Low Impact” event is one that is anticipated to have minimal risk to public safety & property, and minimal impact to city staff time. If you can answer “No” to all of the questions below, please complete & submit this Low Impact Event Permit Application. If you cannot, please instead complete & submit the City’s Special Event Permit Application.

Will your event host gatherings of 100 or more persons at a time?	<input type="checkbox"/> No
Will your event include food vendors or food service of any kind?	<input type="checkbox"/> No
Are street or public parking closures needed to accommodate your event?	<input type="checkbox"/> No
Will your event include canopies/canopy groupings equaling 700sqft or more in size? <i>(Canopy = structure with no sidewalls)</i>	<input type="checkbox"/> No
Will your event include tents/tent groupings equaling 400sqft or more in size? <i>(Tent = structure with one or more sidewalls)</i>	<input type="checkbox"/> No
Will alcohol be present or consumed during your event?	<input type="checkbox"/> No

EVENT COMPONENTS (ATTACH SEPARATE PAGE, IF MORE SPACE IS NEEDED)

Event Component Name	Component Location	(Open to the Public)			Time Setup begins	Teardown Complete by
		Date	Start Time	End Time		
<i>ex: Sidewalk Sale</i>	<i>Fairhaven Avenue</i>	<i>May 16</i>	<i>10AM</i>	<i>3PM</i>	<i>8AM</i>	<i>5PM</i>

ROAD or TRAIL RUN / WALK / RIDE

A detailed diagram indicating route(s), staging and disbanding areas must be submitted with Event Permit Application.

Check-in Start Time & Location _____

List Route Start Location(s): _____

List Route End Location(s): _____

Describe Setup/Equipment for start & finish lines: _____

Describe plan for traffic control on roadways: _____

EVENT FEATURES

Please indicate all Features that will or may potentially be included with the Event:

___ Amusement Rides (i.e. Inflatables, Climbing Wall, Dunk Tanks, Carnival Rides...). Describe: _____

___ Animals. (i.e. Pony Rides, Petting Zoo, Educational Demonstrations...). Describe: _____

___ Exhibitors/Displays, No Sales. Approximate Quantity: _____

___ Sales of Merchandise, or Services, (Vendor Permit Required).

___ Music, Sound AMPLIFIED. Describe: _____

___ Music, Singing UNAMPLIFIED. Describe: _____

___ Entertainers. Describe: _____

___ Open Flame. Describe: _____

___ Overnight Camping. Location: _____

___ Raffle, Auction, Gambling. Describe: _____

SERVICES and STRUCTURES

Please indicate all items that will be used for the event. It is assumed all items will be provided by organizer unless otherwise indicated.

- Barricades, organizer-provided
- Barricades, City-owned. Quantity requested: _____
- Bleachers. Quantity: _____
- Canopies or Canopy Groupings (structures without sidewalls) measuring under 700sqft
Canopies/Groupings over 700sqft in size are not permitted with Low-Impact Event Permit Application
- Tents or Tent Groupings (structures with one or more sidewalls) measuring under 400sqft
Tents/Groupings over 400sqft in size are not permitted with Low-Impact Event Permit Application
- Cones, organizer-provided
- Cones, City-owned. Quantity requested: _____
- Fencing or scaffolding
- First Aid Station. Location: _____
- Generator. Make/Model: _____
- LPG/Propane Tank. Size/Gallons: _____
- Portable Restroom Units (services/deliveries are coordinated by the City).
 ADA # _____ Standard # _____ Handwash # _____ Extra Cleanings # _____
- Tables and/or Chairs, Approximate Quantity: _____
- Security Officer(s)
- Stage, Approximate Size: _____
- Waste or Recycle Rollaway. Location: _____

Other Info:

REMARKS or REQUESTS

Please share any other information or requests you feel would be valuable for consideration.

EVENT LAYOUT DIAGRAM

A detailed layout for the event **MUST** be submitted with your permit application which describes at minimum your proposed locations for:

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Emergency access route which maintains a minimum 20' driving lane <input type="checkbox"/> Event headquarters <input type="checkbox"/> First aid station(s) <input type="checkbox"/> Portable restrooms/hand-wash stations and waste/recycle rollaways | <ul style="list-style-type: none"> <input type="checkbox"/> Structures erected for your event (i.e. bleachers, stage, canopies/tents...) <input type="checkbox"/> Activities (i.e. activity/information booths, inflatables, amusement rides...) <input type="checkbox"/> Exhibitor & Concessionaire booth locations <input type="checkbox"/> Propane/LPG tanks, generators, open flame or spark producing equipment |
| <ul style="list-style-type: none"> ❖ Your layout must also include sufficient access for extra sanitation services that may be needed during your event. | <ul style="list-style-type: none"> ❖ Be sure that your event layout provides sufficient services for the disabled. |

AGREEMENT and INDEMNIFICATION

The undersigned hereby makes Application to the City of Burlington for use of the City facilities described within and certifies that the information given in the application is correct and complete. The undersigned further states that he/she has the authority to make this Application on behalf of the Event Organizer and agrees to observe the rules/regulations and policies/procedures set forth in the Guidelines for Special Event Organizers and by the City of Burlington.

The Applicant/Authorized Officer agrees that he/she will not exclude anyone from participation in, deny anyone the benefit of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age, handicap or other protected class status during the use of City's facilities and for the duration of the Special Event.

The Applicant agrees to reimburse the City for any costs incurred by the City in repairing damage to City property resulting from the Special Event. Moreover, the Applicant shall defend, indemnify and hold harmless the City of Burlington, its Elected Officials, Appointed Officers, Employees, Volunteers and Agents from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of City premises or from any activity, work or thing done, permitted or suffered by the Applicant in or about the premises or roadways, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Burlington.

Applicant / Authorized Agent: _____ Today's Date: _____

APPLICATION SUBMITTAL INSTRUCTIONS

Your Low-Impact Event Permit Application and its required supporting documentation must be received by Burlington Parks & Recreation a minimum of 60-days prior to the event start date. While occasional exceptions can be made depending on the scope of the event, late submission may result in permit denial.

Submitted application packet must include at minimum:

1. Completed & signed Application listing event details known to-date
2. Detailed diagrams reflecting event layout and/or route maps
3. \$25 Application Fee: Cash; Checks payable to B.P.R.; Visa, MasterCard and Discover

Submit to: Burlington Parks and Recreation or BParks@burlingtonwa.gov
900 E. Fairhaven Avenue
Burlington, WA 98233

❖ **Applications must not be considered approved until a written Permit has been issued to Applicant with approval acknowledged by signature of the City of Burlington mayor or designee.**

FOR CITY USE

Date Application Received: _____ Received by: _____

Application Fee Paid: Date: _____ Receipt # _____
Amount: _____ Payment Type: _____

Application Fee Waived: Justification: _____

Describe additional info needed before routing for departmental review:

Date routed for review: _____ Routed by: _____

ADDITIONAL REMARKS: