
SPECIAL EVENTS QUICK REFERENCE

What are the reasons for denying a permit?

Reasons for denying a permit include:

- ◆ The event, as presented, cannot function safely.
- ◆ The diversion of police and fire resources to support the event would deny reasonable fire and police protection to other parts of the city.
- ◆ The event may cause irreconcilable interference with previously approved and/or scheduled construction, maintenance or other activities.
- ◆ The event does not meet traffic control and/or parking management conditions.

What can I do if I feel my permit has been unfairly denied?

You may appeal the denial of the permit to the Director of Parks & Community Services (or designee) and, if still unsatisfied, the City Council.

I am not sure if my event needs the permit. It is pretty small. Must I fill out this application and pay a fee?

If you are not sure the event needs a permit, contact the Special Events Committee Office – Susan Freeburg, Chair (sfreeburg@bellevuewa.gov or 425.452.4278). Staff may be able to assist you with determining the need.

What happens after I send the application to the Special Events Committee? When will I be contacted?

After your completed Application of Intent is received by the Special Events Committee office, you will be scheduled to attend a Committee meeting. At the meeting, you will be asked to provide a brief 5-10-minute overview of your event.

I need to get approval soon so I can start marketing. How soon until I can get approval, and is there any way I can speed up the process?

Date and time approval will usually occur early in the process. Final approval generally occurs after the Committee has received public comments for new events and after the sponsor has met planning requirements relative to the event.

We are a non-profit organization. Is there some provision for this, such as a waiver or discount?

The goal of the SEC is to provide full-service, well-managed, quality, successful events while minimizing impact to non-event participants. The fee schedule does not cover all City costs for a special event. Fees are not set to generate a profit, but to recover part of the City's costs related to supporting the event.

Can I post signs for the event?

Signs advertising the event **cannot** be posted on city property (Parks, Right of Way, etc.), except on one of the two pedestrian bridges, as noted below.

Directional signs and awareness signs can be placed in city parks and on public rights-of-way **only** on the day(s) of the event. These signs are subject to review and approval by the Special Events Committee. Of course, signs can be placed on private property only with the permission of the property owner.