



Lake Wilderness Park

Special Event Application

Event Type: _____ **Event Name:** _____

Event Date: _____ **Name of Park:** _____

Location within Park: _____

Time Slot: Half day: __ 9am to 2 pm __ 3pm to 8 pm or All day: __ 9am to 8 pm

Dates: 1st choice _____ **2nd choice** _____

Contact Person: _____ **Organization:** _____

Address: _____ **City/Zip:** _____

Main Phone: _____ **Secondary Phone:** _____

E-mail: _____

Is Event open or advertised to the public? ____ **Expected Attendance:** ____ **# of Vehicles Parking:** ____

Describe Activity/Event (in detail)

Describe sizes and number of structures and furniture to be used: (Include tents, canopies, booths, inflatables (jump houses), cookhouses, stages, tables, chairs, signs, etc.)

Amplified Sound: (Use of amplified sound must comply with City Codes and Park Ordinances)
Describe any amplified music or announcements that will take place.

Trash: All garbage must be removed from park after event. Describe trash/recycling removal plan.

Portable Toilets: Number of toilets: _____ Locations in park: _____
Company making delivery: _____

Food: A permit issued by King County Health Department may be required if food is served and/or sold at an event:

Will food be served? _____ Will food be sold? _____

Describe details of food service planned:

Security/Monitors

Describe your plan for monitors/security at the event:

Street Closure? Please describe:

Medical Plan: Please describe Medical/Emergency Services Plan.

Selling of Goods/Services: A permit may be required to sell goods and/or services within the City of Maple Valley. Please contact Maple Valley City Hall 425-413-4282 for more information on what is required.

Will you be selling any goods or services? Please describe:

Event Time Line: Please attach a detailed timeline of your event/activity. (If your event is on multiple dates, please clarify what activity is occurring on each date of your requested reservation.)

Event Admission: Are you charging for admission and/or parking for the event? Please describe.

Event Website: _____

Vendors: How many vendors/booths will be at your event? Please describe.

Site diagram: Please attach a site diagram showing your event layout.

Parking: Describe your parking plan.

Mitigation of Impact:

How will you notify the local residents?

Hold harmless statement

I, the Applicant, confirm that the information contained in this application is complete and accurate. I understand that this is only an application and not a guarantee that a permit will be issued.

I agree to assume the defense of the indemnify and save harmless the City, its officers, agents, employees and volunteers from all suits, actions, damages or claims to which the City may be subjected of any kind or nature whatsoever resulting from, cause by, arising out of or as a consequence of such temporary street closure and the activities permitted in connection therewith. The City requires, as a condition of issuance of a permit, that the applicant obtains insurance to serve this end, in such an amount and with such terms as the City determines to be appropriate under the circumstances. This shall be a continuing release and shall remain in effect until revoked in writing.

Signature: _____

Print name: _____

Date: _____