CITY OF SEATAC

EVENT PLANNING & PERMITS

Special Event Application Process Guide

What is the process?

1 Special Event Permit

Fill out the Special Event Permit form no less than 90 days in advance of your event. Applications are accepted on a first-come, first-served basis. Special Event permits will be reviewed by the Parks & Recreation staff for approval.

2 Attend an Event Review Meeting

After your completed application has been accepted, the Parks & Recreation Department will contact you to schedule an event review meeting. At this meeting you will give a brief presentation about your event and answer questions from Parks & Recreation staff. You are required to adjust your event to align with recommendations from the Parks & Recreation review team.

3 Secure Required Permits and Additional Documents

The Parks & recreation team will help identify any other required permits or documents based on the scope of your event. You will also be provided with contact information and timelines to comply with those requirements.

4 Sign Special Event Permit Agreement

Once all fees have been paid and all required permits and documents have been received, verified and approved, you will receive a Special Events Permit Agreement to sign. A copy of this agreement must be available onsite, the day of your event.

What parks are available and what is the cost?

Park Rentals and Rate Options

Rate 1	Rate 2	Rate 3	Rate 4
Highline Public Schools	**SeaTac Based Non-Profit**	**Non-Profit**	**All Other Requests**
• Amplified Sound • Access to Park Utilities • Additional Event Infrastructure • Ticketed Admission Fees • Vendors • Food Vendors/Food Trucks • Fence • No Alcohol	• Amplified Sound • Access to Park Utilities • Additional Event Infrastructure • Ticketed Admission Fees • Vendors • Food Vendors/Food Trucks • Fence • No Alcohol	• Amplified Sound • Access to Park Utilities • Additional Event Infrastructure • Ticketed Admission Fees • Vendors • Food Vendors/Food Trucks • Fence • No Alcohol	• Amplified Sound • Access to Park Utilities • Additional Event Infrastructure • Ticketed Admission Fees • Vendors • Food Vendors/Food Trucks • Fence • No Alcohol

Permit Rates:

Rental Area	Rate 1	Rate 2	Rate 3	Rate 4
Angle Lake Park	Free No Deposit	$1.00/Day No Deposit	$3,750.00/Day $1,250/Deposit	$7,500/Day $2,500/Deposit

Are there any additional fees?

Additional Fees:

Application/Permit Fee	$125.00/non-refundable (if event is accepted)
Parks Staff Fee	$125.00/per hour (overtime rate) if applicable (Number of required staff will be based on event size)
Required Permit Fees	Varies based off size and type of event
Required Rental Fees	Varies based off size and type of event

What items are allowed with Special Event Permit?

A Special Event Use Permit gives you permission to bring special items and equipment into the park and describes any approved special services or park staff assistance. Types of activities included but are not limited to:

- Inflatable bounce houses
- Pop-up tents, tables and chairs
- Food vendors & non-food vendors
- Amplified music or loudspeaker
- Events such as sporting events, charity events, festivals or concerts
- Commercial photo shoot or filming

So what is included at Angle Lake Park?

Included Amenities for use with Special Event Permit:

Splash Pad	Limited Availability (Memorial Day Weekend through Labor Day Weekend)
Picnic Shelters	Shelters A, B, C & D
Stage Area	Stage with spider box plug ins
Playground	Ages 2-5, 5-12 and swing set
Parking Lot	Angle Lake (additional parking is applicant responsibility)
Potable Water & Electricity	Electricity will be provided for Stage Area

Amenities not included:

Park Restrooms	Portable restrooms will need to be acquired
Lake/Swimming Access	No lifeguards will be provided and area will need to be fenced off to attendees
Dock/Fishing Pier	Access will need to be fenced off to attendees
Event Storage	No storage prior to or after event

What will be required from me?

Renter Requirements:

- Minimum 90 days advanced notice (greater lead time might be necessary depending on type of event)
- Comply with 3,400 max occupancy by providing fencing and admission gate staff
- Event Site Map Submission
- Event Timeline Submission
- Traffic Control Plan Submission (if applicable)
- List of Vendors (must have SeaTac business endorsement)
- Must Obtain Off Duty Police or Private Security (needs SeaTac police approval)
- Must Coordinate Rental of Portable Toilets (requirements depend on attendance)
- Must Coordinate Rental of Handwash Stations (requirements depend on attendance)
- Must Coordinate Public Notice prior to event with City (surrounding community) (minimum four weeks)
- Must Acquire Approved City Permits (Planning, Emergency Management, Police, ROW/PW, Special Use)
- Must provide certificate of Liability insurance of $1,000,000 for each occurrence and $2,000,000 general aggregate in US dollars. The City may require higher limits if deemed necessary based on event.
- Must provide access to park before opening (dawn) the following day.