



**PARADES / BLOCK PARTIES/  
SPECIAL EVENTS PERMIT**

NO PERMIT FEE - THREE WEEK PRIOR NOTICE

Date of Event: \_\_\_\_\_ Name of Event: \_\_\_\_\_ Sponsor of Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip : \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Event Set-Up Time: \_\_\_\_\_ Break-Down Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Start Location: \_\_\_\_\_ End Location: \_\_\_\_\_

\* Highlight the event's location or parade route on the City map on the back of this form.

\* List all streets, parking lots, etc. requested to be closed below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Barricades Required for Street or City Parking Lot Closures:**

**Event sponsors are required** to call the Public Works Operations Manager two weeks in advance for scheduling barricade placement, at 360-825-5541, located at 2041 Railroad Street, 7:30 a.m.-4:00 p.m.

**No-Parking Signs Required for Street or City Parking Lot Closures:**

**Event sponsors are required** to call the Public Works Operation Manager two weeks in advance to pick up No-Parking signs and to get scheduling and placement information at 360-825-5541, located at 2041 Railroad Street, 7:30 a.m. – 4:00 p.m. Event Sponsors are responsible to post No-Parking signs two days in advance of the event.

**Stage and Awning:** For rental information, please contact Gary LaTurner, Cultural Programs Manager, at 360-802-0239, located at the Enumclaw Expo Center, 45224 284<sup>th</sup> Ave SE, Monday – Friday from 8:00 a.m. – 5:00 p.m.

**Banners:** If a banner is desired to be hung for an event, please contact the Community Development Department at 360-825-3593 located at 1309 Myrtle Avenue, Monday – Friday from 8:00 a.m.-4:30 p.m. for a permit and information.

**Block Parties:** A list of names, addresses and signatures of the homeowners that live on the section of street to be closed for the Block Party as well as any homeowners in the vicinity that may be affected by the street closure and/or the Block Party, must be submitted with this application to indicate their compliance. See above for barricade information.

**Today's Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_ Permit Technician: \_\_\_\_\_ Date: \_\_\_\_\_

Police Chief: \_\_\_\_\_ Date: \_\_\_\_\_ Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_

PW Director: \_\_\_\_\_ Date: \_\_\_\_\_ Parks Director: \_\_\_\_\_ Date: \_\_\_\_\_

City Council Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Returned to Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

WHEN APPROVED, ORIGINAL SENT TO CITY CLERK  
COPY TO OPERATIONS MANAGER - APPROVING DEPT. DIRECTORS - KING COUNTY DOT