
APPLICATION OF INTENT CHECKLIST

In order to “start the clock” for the review period, the following must be attached to the application of intent when it is submitted:

- Completed Application of Intent and payment of \$62 non-refundable application fee.**
- Parks Event Request Form;** if event takes place in any City of Bellevue Parks Department facility or park, a Park Event Request Form must be completed.
- Event Timeline,** including dates and times for pre-event set up, and post-event takedown
- Site Plan,** including area or route maps, noting specific locations for:

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|---|---|--|
| <input type="checkbox"/> Amplified sound | <input type="checkbox"/> Heating devices | <input type="checkbox"/> Signs/banners |
| <input type="checkbox"/> Fireworks | <input type="checkbox"/> Live music | <input type="checkbox"/> Special Effects |
| <input type="checkbox"/> First aid | <input type="checkbox"/> Open flame/fire | <input type="checkbox"/> Temporary Structure |
| <input type="checkbox"/> Food service | <input type="checkbox"/> Parade route | <input type="checkbox"/> Temporary Structure |
| <input type="checkbox"/> Garbage dumpsters/Recycling containers | <input type="checkbox"/> Portable restrooms | <input type="checkbox"/> Tents/Shelter |
| <input type="checkbox"/> Generators | <input type="checkbox"/> Refrigeration | <input type="checkbox"/> Vendors |
| <input type="checkbox"/> Hand washing facilities | <input type="checkbox"/> Security | <input type="checkbox"/> Other |

- **Sound Application Exception Request;** must be completed only if you are requesting amplified sound

Items to address as your event develops:

- Current Certificate of Liability Insurance & Hold Harmless Agreement**
Must be provided to the Special Events Committee at least 30 days prior to the event and conform with the requirements of the City of Bellevue, Risk Management Office, 425-452-2746.
- Recycling Plan (required for all food service)**
Call Republic Services to arrange recycling and garbage service, 206-646-2494.
- Proposed Transportation and Parking Plan,** include as applicable:

Transportation Plan

- Shuttle Routes
- Existing METRO Routes
- Ingress & Egress to event
- Vendor Access
- Proposed routing

Parking Plan

- Disabled Parking Zone
- Pay Parking zone
- Priority parking
- Free Parking

Note: new rules for METRO and Private Shuttle Services necessitate applying for use of METRO Park & Ride lots a minimum 30 days in advance in order to ensure a response prior to your event.

- **Other Necessary Permits** (as applicable)

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| <input type="checkbox"/> Admission Tax | <input type="checkbox"/> Electrical Permit | <input type="checkbox"/> Mechanical Permit |
| <input type="checkbox"/> Banner Permit | <input type="checkbox"/> Fire Permit | <input type="checkbox"/> Plumbing Permit |
| <input type="checkbox"/> Business Registration | <input type="checkbox"/> Health Department (2 permits) | <input type="checkbox"/> Temporary Special Events License |