



Event Participant Application

Return completed applications to events@lakestevenswa.gov
Applications are processed in the order received until spaces are filled.

2024-25 Event Fees*:

Commercial/Non-Food Vendor: \$50 Food Vendor: \$100
Non-Profit/Display/Activity/Entertainment/Class/Volunteer: Free

*unless other fees are listed in the event announcement

Contact Information			
Organization Name:	Contact Name:		
Mailing Address:			
City:	State:	Zip:	
Contact Phone:	Contact Email:		
Event Information (please complete a separate application for each event)			
<input type="checkbox"/> Movie in the Park	<input type="checkbox"/> Going a Viking	<input type="checkbox"/> HarvestFest	<input type="checkbox"/> WinterFest
<input type="checkbox"/> Great Egg Hunt	<input type="checkbox"/> Gaming by the Lake	<input type="checkbox"/> Other:	
Application Type			
<input type="checkbox"/> Commercial Vendor	<input type="checkbox"/> Non-Food Vendor	<input type="checkbox"/> Food Vendor (list cuisine):	
<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Display/Activity	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Other:
<input type="checkbox"/> Entertainment:		<input type="checkbox"/> Class/Demonstration:	
Logistics Information			
Structure:			
<input type="checkbox"/> Trailer	Length:	Total Length*:	Width:
Please indicate the following on the rectangle below: T – tongue D – doors S – service points			
Front			Back
*Total Length = truck length + tongue and/or vehicle			
<input type="checkbox"/> 10x10 Tent	<input type="checkbox"/> 10x20 Tent	<input type="checkbox"/> Activity Space – Size:	
Please indicate the following on the square below: W – walls F – public facing T – tables D – display items			
Other Items:			
Do you need:	<input type="checkbox"/> electrical access	<input type="checkbox"/> water access	<input type="checkbox"/> other:
If electrical is needed:	110v	220v	Amperage: w Plug style:
Any other information relevant to your application?			



Event Participant Agreement

In filing an application to participate in a City of Lake Stevens city-produced event, I understand the following regarding the application process:

- Incomplete applications, including missing signatures, will not be accepted, and will be returned to applicant for resubmission.
- Fees are non-refundable and are due three days after the application is accepted.
- Failure to pay fees will result in cancellation of participation. A new application will need to be filed to be reconsidered for participation.
- Requests for sales, fundraising, or solicitation must be arranged at the time of application with approval from the Director of Parks.

I also understand that failure to comply with the following event guidelines may result in consequences, which may include denial for future events and/or expulsion from the event.

- My business/organization is responsible for compliance with all applicable municipal, county, state, and federal laws regarding operations.
- It is a vendors' responsibility to collect and remit sales tax on items sold in compliance with applicable laws.
- All vendors must provide a Certificate of Insurance listing the **City of Lake Stevens, its officials, employees, officers, and volunteers** as an additional insured.
- City of Lake Stevens is not responsible for any personal injury damage, for any equipment/supplies left on the premises before/during/after the event, for loss of any nature, or for any lost, stolen, or broken items.
- The City of Lake Stevens is not responsible for any accidents occurring in booths or caused by displays, products, or unsafe conditions--these are the responsibilities of the participant and their organization.
- All trash and recycling produced at the booth must be disposed in the dumpsters located in the City Hall parking lot by the end of the event.
- All booth equipment, such as table(s), chair(s), electrical cords, and an ABC rated fire extinguisher, is the responsibility of the applicant.
- My group will comply with scheduled event load in/break down times and procedures.
- Only licensed mobile food vendors are permitted to sell prepared food. Other groups may sell pre-packaged food or beverages.
- Businesses/organizations may provide giveaways or promotional items for the community but that no purchase may be required to gain this item.
- Conducting any type of unauthorized sale/ solicitation will result in an immediate removal from the event.

The applicant shall defend, indemnify, and hold harmless the City of Lake Stevens, its officers, officials, employees, and volunteers, from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of city premises or from any activity, work or thing done, permitted, or suffered by the applicant or their organization in or about the city premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Lake Stevens.

By signing and submitting this application, the undersigned accepts all items set forth this agreement.

Signature: _____

Date: _____

Title: _____

Cell Phone: _____

City of Lake Stevens Parks and Recreation

2306 131st Ave NE | PO Box 257 | Lake Stevens, WA 98258-0257

events@lakestevenswa.gov | (425) 622-9406