



## Park & Event Permit Application FAQ

### What is an event?

Lake Stevens Municipal Code Chapter 14.08 defines an event as:

- (a) Any organized formation, parade, procession or assembly consisting of persons, animals, motorized or non-motorized vehicles or any combination thereof, traveling in unison and with a common purpose upon any public street, highway, alley, sidewalk, body of water, or other public right-of-way which does not normally comply with normal and usual traffic regulations or controls; or
- (b) Any organized assemblage of 100 or more persons at any public park, beach, body of water, right-of-way, or other publicly owned property, gathering for a common purpose under the direction and control of a responsible person or agency; or
- (c) Any other organized activity or set of activities conducted by an individual, group or entity for a common or collective use or benefit and which may be conducted on public or private property which would have a direct significant impact on:
  - (1) Traffic congestion or traffic flow to and from the event over public streets, body of water or rights-of-way.
  - (2) Public streets or rights-of-way near the event; or
  - (3) City provided emergency and or public services such as those provided by police, fire, medical aid or public works personnel.

### I have a great idea for an event, how do I get started?

You can reach out to our Park and Recreation team to discuss bringing an event to Lake Stevens. The best contact information for them is [events@lakestevenswa.gov](mailto:events@lakestevenswa.gov). If you have never coordinated a public event before, it is highly recommended that you shadow another event coordinator first.

### Does my event permit include reservations at the Mill or at picnic shelters or outdoor rentable areas?

No. You will need to reserve these facilities separately through the City of Lake Stevens website.

### I would like to receive a waiver for the permit application fee and other fees related to my event, how do I request that?

The City of Lake Stevens process fee waivers through its in-kind donation requests program. To apply, email [events@lakestevenswa.gov](mailto:events@lakestevenswa.gov) and request the agreement and application forms. Fees can not be waived for private events.

### I would like to serve alcohol at an event, but it is in a City Park or public property. Would this activity be allowed?

The [City of Lake Stevens Alcohol at Events Policy](#) covers requirements for serving alcohol at events. Please download and review the document to see if your event fulfills the requirements.

### I'd like to use a tent or shelter in the park.

- Anyone may put a pop-up shelter no bigger than 12'x12' up in the park, provided they use weights to hold it down and do not stake into the grass.

- For events, you may have up to 100' of tents in a row or block, but more than that must have a 12' fire break between each row or block.
- Single tents greater than 400 square feet and canopies greater than 700 square feet need a separate Fire permit, which includes an inspection by Snohomish Regional Fire and Rescue once the tent is set up. You can apply for the Fire permit through the Fire portion of the Citizens Connect Permit Portal.

**What is the current cost of an event permit?**

Permit fees are based on the level of event applied for.

Park Permit - \$35

Event Level 1 - \$100

Event Level 2 - \$225

Event Level 3 - \$300

Event Level 4 - \$1050

All permits also incur a 3% technology fee in addition of the fee listed above. Permits that require a review from Snohomish Regional Fire & Rescue will include their permit fees.

**What other fees do I have to pay for my event besides my permit fee?**

Based on the activities at your event or the timing of your event application, you may need to pay rental rates, sanitation fees, city worker services including police, facility closures, and the expedited permit fee. Fees can be found in the current Lake Stevens Fee Resolution that is adopted by the Lake Stevens City Council in the fall of each year.

**I still have questions, who should I contact?**

You can email [events@lakestevenswa.gov](mailto:events@lakestevenswa.gov) or call 425-622-9406 to be connected to someone who can answer your questions.