



2025 Event Participant Application

See the 2025 Event Participant Call for event requirements and space availability.

Applicant may submit multiple events on the same application if details are the same.

Completed applications may be returned via mail (PO Box 267, Lake Stevens, 98258), email (events@lakestevenswa.gov) or dropped off at the Parks & Rec Office (2306 131st Ave NE, Lake Stevens) Monday - Friday 8:00-4:00.

Applications are processed in the order received until spaces are filled.

Electrical and water access is limited and is allocated in the order applications are received.

Fees are due 5 business days after acceptance notification is sent.

Contact Information			
Organization Name:	Contact Name:		
Mailing Address:			
City:	State:	Zip:	
Contact Phone:	Contact Email:		
CivicRec Account Email:	LS Business ID #:		
Application Type			
<input type="checkbox"/> Food Vendor (list cuisine):	<input type="checkbox"/> Commercial Business	<input type="checkbox"/> Non-Profit Promotion	
<input type="checkbox"/> Non-Food Retailer (list type):	<input type="checkbox"/> Activity (describe):		
<input type="checkbox"/> Entertainment (list type):	<input type="checkbox"/> Class/Demonstration (list type):		
Event Information			
<input type="checkbox"/> Great Egg Hunt	<input type="checkbox"/> Gaming by the Lake	<input type="checkbox"/> Movie in the Park 8/8	<input type="checkbox"/> Movie in the Park 8/22
<input type="checkbox"/> Going a Viking	<input type="checkbox"/> HarvestFest	<input type="checkbox"/> WinterFest	
Booth/Truck Logistics Information			
Trucks & Vehicles:			
<input type="checkbox"/> Trailer	Length:	Total Length*:	Width:
* = truck length + tongue and/or vehicle length			
Please mark items listed below on the rectangle:			
<p>T – Tongue D – Doors S – Service Points</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>			
Tents and Spaces:			
Pop-Tents (weights only): <input type="checkbox"/> 10x10 <input type="checkbox"/> 10x20	<input type="checkbox"/> Other Space – Size: Please draw the desired layout, including dimensions.		
Please mark items listed below on the square:			
<p>W – Walls F – Front facing public T – Tables D – Display Items</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>			
Other Items:			
Do you need:	<input type="checkbox"/> electrical access	<input type="checkbox"/> water access	<input type="checkbox"/> other:
If electrical is needed:	<input type="checkbox"/> 110v	<input type="checkbox"/> 220v	Amperage: w Plug style:
Any other information relevant to your application?			

By submitting 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 or documentation, will not be accepted and will be returned to applicant for resubmission.
- Fees are non-refundable and are due 1 week after application acceptance for each event
- Failure to pay fees will result in cancellation of participation.
- Requests for sales, fundraising, or solicitation other than those listed on the application must be requested on the application and requires approval prior to the event.

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.

- Applicants are responsible for compliance with all applicable municipal, county, state, and federal laws regarding operations, including being licensed to do business in the City of Lake Stevens and/or Snohomish County.
- It is a vendors' responsibility to collect and remit sales tax on items sold in compliance with applicable laws.
- Only approved food vendors are permitted to sell food & drinks.
- All participants must comply with their vendor categorization limitations as outlined in the *2025 Event Participant Information*.
- Conducting any type of unauthorized activity, including sales, solicitation, or fundraising, will result in an immediate removal from the event.
- As part of the application package:
 - All vendors must submit a *Certificate of Insurance for General Liability* including completed products coverage with limits of 1 million per occurrence/2 million aggregate listing "The City of Lake Stevens, its employees, officials, officers, and volunteers" as an additional insured.
 - Food vendors must submit a copy of their menu, including prices. Menu and prices posted to attendees must match those submitted unless written approval to deviate is received prior to the event.
 - Non-food retailers must submit a list of item types they plan to sell.
- 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 garbage and recycling produced at the booth must be disposed of as directed by the event staff.
- Groups are to provide all necessary equipment – i.e. pop-up, table(s), chair(s), cords.
- All tents and shelters must have a 2.5 lb. ABC rated fire extinguisher in them.
- Groups will comply with scheduled event load in/break down times and procedures.

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