



## Step One: INITIAL EVENT REQUEST

Name of Event: \_\_\_\_\_

Organization/Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred date(s) for event: \_\_\_\_\_ Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

\*Event applications must be submitted to the City of Sumner at least sixty (60) days in advance

What is the nature of your event: \_\_\_\_\_

How many people do you estimate to attend:

- |                                  |                                    |
|----------------------------------|------------------------------------|
| <input type="checkbox"/> 10-19   | <input type="checkbox"/> 500-999   |
| <input type="checkbox"/> 20-99   | <input type="checkbox"/> 1000-2999 |
| <input type="checkbox"/> 100-499 | <input type="checkbox"/> 3000+     |

Will your event be open to the public?

- Yes       No

Will your event use any of the following? Please answer yes or no:

Y/N	Level		Y/N	Level		Y/N	Level	
	3	Public Streets (*If yes check below)		1/2	Amplified Sound		2	Special Park Maintenance
	1/2	Sidewalks (*If yes check below)		2/3	Food Trucks/Food Vendors		2	Street Sweeping
	1/2	Parks (*If yes check below)		2	Retail/Sales Vendors		2	Alcohol Served
	2/3	Parking Lots (*If yes check below)		2	Large Tents (50+ People)		2	Banner Hung
	2	Sumner Link Trail		2	Extra Garbage Receptacles		2	Inflatables
	2	Rhubarb Alley		2	Extra Portable Restrooms		3	Fireworks, Lasers, etc.
	3	Traffic Control by Police		2/3	Hookup to City Power/ Water		2	Special Lighting
	2	Traffic Control by volunteers		2	Temporary Scaffolding		2	Live Animals
	2	City No Parking Signs/Barricades		2	Extra Restroom Cleaning		3	Parade
		Other:						

Levels: A **Level 1 Event** is a private event with no impact to City services or neighbors, such as a small birthday party at a park. No fees for this type of event are generated. Enjoy, and thank you for letting us know about your event! If you checked 2's, this could be a **Level 2 Event**. This type of event impacts some City resources such as, but not limited to, amplified sound, barricade setup and tear down, sidewalk closures, extra restroom cleaning, etc. It is likely your event will generate some costs, and we'll work to plan with you in detail to manage those costs and impacts. If you checked any 3's, you are most likely hosting a **Level 3 Event**. This event impacts many City resources such as, but not limited to, exclusive use of roads or parking lots, parades, vendors, traffic control by the Sumner Police Department, etc., and very likely generates costs which we will work through with you in a more detailed process to come.

\*If applicable, what facility or facilities would you like to use:

- |   |   |
|---|---|
| <input type="checkbox"/> Heritage Park—no street closures     | <input type="checkbox"/> Alder Ave between Maple & Main |
| <input type="checkbox"/> Kincaid Ave. between Maple & Main    | <input type="checkbox"/> Parking Lot(s)                 |
| <input type="checkbox"/> Cherry Ave between Maple & Main      | <input type="checkbox"/> Bridge St. bridge              |
| <input type="checkbox"/> Main Street—no street closures       | <input type="checkbox"/> Ryan House Lawn                |
| <input type="checkbox"/> Main Street—Cherry Ave to Alder Ave  | <input type="checkbox"/> Senior Center                  |
| <input type="checkbox"/> Main Street—Cherry Ave to Sumner Ave | <input type="checkbox"/> Loyalty Park                   |
| <input type="checkbox"/> Rhubarb Alley                        | <input type="checkbox"/> Rainier View Park              |
|   | <input type="checkbox"/> Other:                         |

Is your organization  Non-profit  Government Agency  Business  Community Group  
 Other:

Please list any known partners/sponsors of your event:

Please tell us anything else you think is important for us to know:

Please note the City of Sumner will not issue multiple event permits for the same dates or locations. Civic events will be given first consideration for the use of City of Sumner resources. All forms must be submitted at least 60 days prior to event start date. Incomplete forms will not be processed. Return completed forms to the City of Sumner, 1104 Maple Street Sumner WA 98390. For questions call (253)299-5781. The City of Sumner Event Coordinator will contact you shortly to discuss your event proposal. Thank you!

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Internal Use:** Request received on \_\_\_\_\_