



# Special Use Permits

## Policies, Procedures & Application

### Table of Contents

Policy Statement .....	1
Rates & Fees .....	2
Application & Reservation Procedures .....	2
Insurance Requirements .....	4
Requirements & Considerations .....	5
Rescheduling .....	7
Cancellations and Refunds.....	7
Appeals.....	7
Public Use Standards.....	7

### **Attachments:**

- Attachment 1 – Special Use Permit Application
- Attachment 2 – Day of Event Form
- Attachment 3 – Schedule of Rates & Fees
- Attachment 4 – Map of Special Use Permit Locations

**Revised: April 25, 2017**

## **Policy Statement**

The purpose of this policy is to make Port public spaces available for reasonable use, and to provide a process for the reservation of such space. Subject to this policy, the Port will consider public spaces for special events and uses when they do not overly restrict access by the general public or interfere with Port business operations. This document is designed to provide direction on the procedures and requirements related to applying for and obtaining a Special Use Permit, which is required for the use of Port property for special events or uses. A special event or use is any activity that attracts people to a specific location for commercial or other purposes.

The Port retains the right to cancel any scheduled use in the event of an emergency or for other Port requirements, as determined in the sole discretion of the Port's Executive Director. In the event a scheduled use must be canceled, the Port will provide the Permittee with as much notice as possible.

*Anti-discrimination and Americans with Disabilities Act:* As a matter of policy, law and commitment, the Port of Everett does not discriminate on the basis of race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or presence of any sensory, mental or physical handicap. The Port endeavors to comply with the Americans with Disabilities Act (ADA), which is more specifically covered by separate policy.

The following Port properties may be considered for special events or uses; other Port properties considered upon request (see Attachment 4 - Map of Special Use Locations):

- Jetty Landing Park
- Boat Launch
- North Marina Travelift Dock (outside of regular business hours)
- Fisherman's Tribute Plaza
- Boxcar Park
- Port Gardner Landing\*
- South Marina Promenade\*
- Commodore Plaza\*
- South Marina Navy Park\*

\*subject to master leaseholder consensus

## **Rates & Fees**

For a list of applicable rates and fees associated with applying for and obtaining a Special Use Permit, see Attachment 3 - Special Use Permit Schedule of Rates & Fees. Rates and fees are subject to change, and may be adjusted based on an individual Special Use Permit Application requests. Rates and fees are subject to applicable taxes, including Washington State Sales Tax, and are intended to recover the cost associated with the use of Port spaces and attendant administration costs.

A \$25.00 non-refundable application processing fee must accompany all Special Use Permit Applications. If the requested time and/or place have already been reserved, the Port may recommend alternative options. The application processing fee will be returned if the Special Use Permit Application is denied.

Payment(s) can be paid by check, money order, cash or credit card.

## **Application & Reservation Procedures**

An approved Special Use Permit is required to reserve any Port property or facility for any event or gathering that involves more than visiting or routine use by the public at large. Special Use Permits are issued by the Port in its sole discretion based upon an evaluation of availability of Port properties and/or facilities, as well as the nature and duration of the proposed use. Failure of the applicant to fully disclose intended use may result in immediate cancellation of reservation and denial of subsequent use.

Special Use Permits allow the Port to schedule events in an effort to prevent conflicts, coordinate any necessary site preparations, provide personnel or facilities support (if necessary), and to avoid overuse or undesired impacts on public spaces. Reserving use of Port properties shall be on a first-come, first-serve basis. Applications will be accepted up to twelve (12) months in advance. Submittal of an application does not guarantee availability or a reservation.

**To apply for a Special Use Permit:**

1. Complete a *Special Use Permit Application* (Attachment 1)
  - Applications must be submitted a minimum of sixty (60) calendar days prior to desired reservation date; for applications submitted less than 60 calendar days prior, at the Port's discretion, consideration of the Special Use Permit can be denied
  - An incomplete and/or unsigned application will be returned for completion before consideration
  - Answer all questions; answers should provide a full description of the activities planned
  - Additional pages or information may be attached if necessary
2. Submit the application and \$25 non-refundable application processing fee to the Port of Everett in one of the following ways:
  - Deliver to the Port of Everett Administration Office located at 1205 Craftsman Way, Suite 200, Everett, WA 98201
  - Mail to Port of Everett, Attn: Special Use Permits, P.O. Box 538, Everett, WA 98206
  - E-mail to [specialusepermits@portofeverett.com](mailto:specialusepermits@portofeverett.com), followed by a phone payment of the application processing fee to 425.259.3164 or delivery of payment to the Port of Everett Administration Office or P.O. Box (processing will not begin until both the application and payment have been received by the Port)

***NOTE: Approval of the application is not guaranteed by virtue of payment of the non-refundable application processing fee.***

3. Upon submittal, the Port will determine if your event is low-impact or high-impact. If the event is determined to be high-impact, you may be directed to submit additional information or documentation to complete the application process.
4. Upon completion of Steps 1 - 3, the Port will initiate an internal application review process, which may take up to 30 calendar days to complete. If additional time is needed, the Port will inform the applicant in writing.
5. If the application is approved and/or approved with conditions, a letter of approval and an approved copy of the Special Use Permit Application will be provided to the applicant via e-mail, and shall serve as confirmation and proof of reservation. If the Port denies the application, notification will be provided by e-mail.
6. If approved, submittal of all fees (plus any applicable sales tax), all required documentation (insurance, permits, day of event form, etc.) and proof of completion of any special requirements are due to the Port no later than 60 calendar days prior to the special event or use. Failure to do so will result in cancellation of the reservation.

***NOTE: If a Special Use Permit is approved less than sixty (60) calendar days prior to use, all payments, documentation and other requirements are due to the Port within three (3) business days. Upon approval by the Port, any "government and/or public entity" unable to submit payment prior to use may be allowed to provide a purchase order to the Port. The Port will invoice the Permittee for all applicable fees and any associated damage, cleaning and/or other costs following the event. The Port's rescheduling, cancellation and refund policy provided herein will apply, and will be invoiced accordingly.***

## **Insurance Requirements**

The Permittee, at no expense to the Port, shall obtain and file with the Port of Everett sixty (60) calendar days prior to the event, evidence of a policy or policies of insurance as enumerated below, unless the proposed event is a religious or political activity protected by the First Amendment to the U.S. Constitution. Said policy(ies), 1) shall be subject to approval by the Port's Risk Manager as to Company, Form and Coverage, and primary to all other insurance the Port may secure, and 2) must protect the Port from any and all claims and risks in connection with any activity performed by the Permittee by virtue of this Agreement or any use and occupancy of the Premises authorized by this Agreement.

1. A policy of Commercial General Liability Insurance, written on an insurance industry standard occurrence form, (CG 00 02) or equivalent, including all the usual coverage known as:
  - Premises/Operations Liability
  - Products/Completed Operations
  - Personal/Advertising Injury
  - Contractual Liability
  - Owners and Contractors Protective Liability
  - Stop Gap or Employers Contingent Liability
  - Liquor Liability/Host Liquor Liability (if applicable)
  - Watercraft (owned and non-owned) (if applicable)
  - Any deductible or self-insured retention must be disclosed and is subject to approval by the Port's Risk Manager
2. A policy of Business Automobile Liability on an insurance industry standard form (CA 00 01) or equivalent, including coverage for owned, non-owned, leased or hired vehicles.
3. Above policy(ies) must provide the following minimum limit:
  - Bodily Injury and Property Damage
    - i. \$1,000,000 per occurrence/accident
    - ii. \$2,000,000 annual aggregate
  - Liquor Liability & Pyrotechnic Only
    - i. \$1,000,000 per occurrence/accident
    - ii. \$2,000,000 annual aggregate

Coverage and/or limits may be altered or increased as necessary, to reflect type of or exposure to risk. Said insurance policy(ies) and subsequent renewals must be maintained in full force and effect, at no expense to the Port, throughout the entire period of the Special Use Permit.

The following documents must be provided as evidence of insurance coverage:

1. A Certificate of Insurance, showing the policy effective dates, limits of liability, names and dates of the event. Certificate holder – Port of Everett, P.O. Box 538, Everett, Washington 98206.
2. A copy of the additional insured endorsement naming the Port of Everett as an Additional Insured, showing the policy number and signed by an authorized representative, on Form CG2010 (ISO) or equivalent.

In order to accommodate constitutional rights to assemble peaceably for political and religious purposes, the insurance requirement for gatherings (such as rallies, demonstrations, and outdoor religious services) purely for political or religious expression may be waived by the Port's Executive Director for good cause in its sole discretion. Liability insurance will be required in connection with a political or religious event when the proposed activity presents a risk of injury.

***NOTE: There may be some cases where the Port determines that a special event or use is of a nature for which additional insurance is required. For government and/or public entities that are self-insured, a letter of adequate self insurance may be accepted at the Port's discretion. It shall be the policy of the Port to revoke any permit issued if, in the sole judgement of the Port, the applicant has not provided proof of adequate insurance.***

## **Requirements & Considerations**

The Permittee is responsible for obtaining all appropriate licenses and permits, and for paying all fees and taxes required for the activities and/or sales associated with their special event or use, whether indicated by the Port or not. Copies of any licenses, permits or other documentation required as a condition of Special Use Permit approval must be submitted to the Port a minimum of sixty (60) calendar days prior to the reservation date or the reservation may be cancelled.

The following is a partial list of considerations for reference. The Port may provide additional requirements and/or considerations as conditions of Special Use Permit approval.

### ***ADA Compliance***

The Permittee is responsible for any special accommodations required on the site during the course of the event for persons with disabilities. No event shall interfere or inhibit ADA accessibility. Permittee shall hold the Port of Everett harmless and indemnify the Port against any and all claim, cause of action or judgement for violation of the ADA for which Permittee may be responsible.

### ***Alcohol Service***

No alcohol may be sold or handled unless the Port of Everett pre-authorizes such activity. Liquor sales require a valid Washington State Liquor License. Permittee must ensure that proper crowd control and safety is maintained. The selling, handling, opening or consuming of any alcoholic beverages is prohibited at events on Port property, except during events where:

- a. The Permittee has completed and signed the *Special Use Permit Application*, checked the section indicating alcohol will be served, and such application has been accepted and approved by the Port; and
- b. The required form of license(s) and/or permit(s) are obtained from the Washington State Liquor and Cannabis Board and are valid and present at time of event (i.e. Liquor license, a Banquet Permit, or Special Occasion Permit if non-profit)
- c. The Permittee has obtained insurance in an amount and with an insurer satisfactory to the Port naming the Port of Everett as an additional insured and includes acceptable Liquor Liability Coverage; and
- d. The Banquet or Special Occasion Permit must be posted at the facility on the day of the event. Rules of the Banquet or Special Occasion Permit must be adhered to.

### ***Business Activity & Sales***

A business license may be required if the applicant engages in business activities subject to the City of Everett's business and occupation tax.

### ***Construction***

The Everett Building Code applies to construction on Port property. It may require a permit for activities at or in preparation for an event (i.e. building a stage over 48" in height, constructing a booth for sales or displays, or set up of a large tent). Where a Building Permit is required, no Special Use Permit will be issued unless the Building Permit has been secured or the City of Everett has indicated that no permit is needed.

### ***Food Service***

The Snohomish Health District requires permits for food establishments and food handlers, including those on Port property. These permits may be secured from the Snohomish Health District. If permits are not obtained, a health officer may stop the sale or distribution of food.

### ***Garbage***

Permittee is responsible for the removal and proper disposal of all trash, debris and litter, and if necessary, pay for its removal. For events with high attendance and/or that are anticipated to produce a large amount of trash, the Port may require Permittee to coordinate and pay for a waste management service, including but not limited to the rental, delivery and pick up of trash and/or recycle receptacles and have them available on-site during the special event or use. All costs associated with this requirement would be those of the Permittee.

### **Music**

Outdoor musical events on Port property must be in compliance with the City of Everett Noise Ordinance. Noise ordinances must be obeyed and complaints will be investigated. An authorized Port of Everett official or other appropriate official may stop musical events if noise limitations are exceeded and/or if the noise level is otherwise deemed a nuisance. Playing of music may be permitted upon approval by the Port, and as long as it does not interfere with Port business operations or tenants and, if applicable, is appropriately licensed. Additionally, those parties intending to provide live music will be asked to indemnify, defend and hold harmless the Port against any copyright infringement.

### **Parking**

Permittee and all event attendees must observe and adhere to the Port's parking regulations as indicated by signage. Parking spaces at Port facilities are for the use of tenants, customers, the general public and/or facility patrons during open facility hours. Overnight and residential parking is prohibited, except by prior written permission of the Port. Camping on Port property is prohibited. Event organizers are responsible for ensuring event patrons do not park in Port of Everett Marina Permit Parking or other designated parking stalls.

Special events and uses with high attendance may be required to adhere to and implement a Special Event Parking Management Plan on the day of the event. The plan specifics would be coordinated with the Port, and includes the collection of a \$2 event parking fee per car to be submitted to the Port post-event. The Event Organizer can choose to pay an upfront fee or collect from visitors through event registration (if applicable) or on the day of the event. Payment of collected fees must be submitted to the Port no later than ten (10) business days following the event, and must include a final parking count. For events where attendees are not anticipated to arrive at the start of the event (i.e. races, walks, concerts, etc.), but are open house in nature (festivals, markets, etc.), Permittee shall provide a final parking count indicating how many cars parked per hour. Permittee is required to provide adequate staffing for the parking lot(s) for the duration of the approved use.

### **Sani-cans**

For events with high attendance, the Port may require Permittee to coordinate and pay for the rental of sani-cans to be available on-site during the special event or use. All costs associated with the required rental, delivery, pick up, etc., would be those of the Permittee.

### **Security**

Security assistance may be deemed necessary for crowd control or traffic direction. Permittee may be required to coordinate this service, or if applicable, Port of Everett Security may be required, in the Port's discretion.

### **Set up & Breakdown**

The Permittee is responsible for all set up and breakdown of its approved special event or use. Any use that requires site preparation or set up is restricted to areas that do not interfere with entries, exits, tenants or Port business operations. Port equipment, furniture, fixtures or other property may not be moved without prior permission and specific direction from the Port. At times, an activity may require Port personnel to make special site preparation. Any direct costs incurred by the Port to accommodate the event may be charged to and paid by the Permittee. Special Use Permits are conditioned upon the return of the premises to a neat, clean and undamaged condition following a special event or use.

### **Traffic & Roadways**

If a Special Use Permit request requires a road closure, traffic detour or modification, or traffic control, the Permittee may be required to develop a traffic control plan, arrange for traffic management volunteers and/or a licensed traffic management service. The request for road closure, detour, etc. may need to be approved by the City of Everett and proper signage is required. All costs associated with this requirement would be those of the Permittee.

### **Rescheduling**

If an approved special event or use needs to be rescheduled, a written request must be provided to the Port no less than sixty (60) calendar days prior to the confirmed reservation date to qualify for a full transfer of any paid fees to the rescheduled date. To qualify for a fifty (50) percent transfer of any paid fees, a written request must be provided to the Port a minimum of thirty (30) calendar days prior to the confirmed reservation date. If less than thirty (30) calendar days notice is given, the Permittee may forfeit their previously submitted fees, at the Port's discretion. Rescheduling of a Port public space will be based on availability, and if approved, written confirmation will be provided. For any reservation rescheduling, a \$25 non-refundable processing fee will be assessed, and the balance of any remaining fees will be due upon approval of the new reservation date.

### **Cancellations and Refunds**

All Special Use Permit cancellations and requests for refunds must be made in writing to the Port of Everett, Attn: Special Use Permits at 1205 Craftsman Way, Suite 200, Everett, WA 98201 or PO Box 538, Everett, WA 98206. Once received, refunds generally will be issued within fourteen (14) business days. To receive a full refund of fees, cancellation notification must be made in writing a minimum of sixty (60) calendar days prior to the confirmed reservation date. A fifty (50) percent refund will be provided if cancellation notification is made in writing a minimum of thirty (30) calendar days prior to the confirmed reservation date. All fees shall be forfeited with less than thirty (30) calendar days notice of cancellation, and no refunds will be made due to weather conditions. Should the Port be required to cancel a reservation due to an emergency or other Port requirement, a full refund will be made. The \$25 application processing fee is non-refundable.

If a security deposit was collected, upon the return of the public meeting space to a neat, clean and undamaged condition, the Permittee will receive a refund of their security deposit within fourteen (14) business days. If the public space is not returned to pre-event condition, the Port will clean and/or repair any damage and deduct labor, material and administrative costs from the security deposit. Any remaining security deposit funds will be refunded to the Permittee within fourteen (14) business days after completion of any clean up and/or repair work. If clean up or damage exceeds the amount of the security deposit, the Permittee will be required to pay any additional costs within 15 days of receiving an invoice.

### **Appeals**

If an applicant is dissatisfied with the decision by Port officials on a Special Use Permit Application, the applicant may appeal to the Port of Everett's Executive Director, P.O. Box 538, Everett, Washington 98206 or by phone at (425) 259-3164. The appeal should contain the following information: 1) a precise identification of the application, 2) a statement of the action or omission causing concern, 3) the action requested by the applicant and the reasons supporting it (i.e. why the action is unfair or a hardship; impacts of the decision of Port personnel that the Executive Director might not otherwise know, etc.), 4) whether an opportunity to speak with the Executive Director or a hearing is requested, and if so, an address, phone and/or e-mail where the applicant may be contacted, 5) if a decision is urgently needed, an indication when a decision needs to be made. Appeals will be considered within a reasonable time – within forty-eight (48) hours if the appeal raises issues of constitutional rights and requires immediate attention. If practical, the matter may be resolved by telephone or scheduled meeting.

### **Public Use Standards**

#### ***Conduct***

All persons shall conduct themselves in a civil manner consistent with community standards and Port policies. Individuals or groups being disruptive or causing damage will be directed to leave and/or denied subsequent use of Port facilities in the Port's discretion.

### ***Smoking***

In all Port buildings, within 25 feet of all Port building entrances, and within permitted special use areas, smoking and vaping is prohibited.

### ***Firearms and Fireworks***

To the extent authorized by law, the possession of firearms in or upon any Port public space is prohibited, except those in the possession of authorized law enforcement and security personnel. Whether permitted by State law or not, the possession or discharge of any fireworks are prohibited in or upon all Port areas.

### ***Safety and Security***

Persons who reserve and use Port public spaces do so at their own risk and agree to defend, indemnify and hold the Port of Everett harmless as to any claims, causes of action, damages, fees, including reasonable attorney fees or suits arising out of such use; provided that Permittees are not required to hold the Port harmless from claims, damages, etc., caused by the Port's sole negligence. Special event or use attendees shall be responsible for the security of their personal items while visiting or using any Port facility. The Port is not responsible for the damage, loss or theft of personal items, and does not provide security for special events or uses of public spaces. The Port may require some special events or uses, depending on the type of activity or use, to arrange for event security. Security arrangements must be acceptable to the Port. Costs incurred to acquire security personnel shall be the responsibility of the Permittee.

### ***Signs/Marketing***

It is prohibited to place any sign or advertisement on or in any Port property without prior permission of the Port. Authorized events must have any signage and/or marketing materials promoting the event on Port property reviewed and approved by the Port prior to distribution, posting and/or promotion of the event. In most cases, the Port will allow signage to be posted **10 days prior to an approved Special Use**. Signage must be placed in pre-approved locations and removed immediately following the end of the event.

### ***Restricted Access***

It is prohibited for any person except a duly authorized Port employee in the performance of his or her duties, or other person authorized by law, to enter or go upon any area which has been designated and posted as a "no admittance" or "closed to use" or "no trespassing" or "restricted area," etc.

### ***Pets and Animals***

The City of Everett's leash law require all pets to be leashed and under the control of a responsible individual (City of Everett Animal Services, EMC 6.04.070). The Port of Everett falls within the City of Everett limits, so all pets and animals, where and when allowed on Port property, must be under control by the means of a leash or restraint. Owners are responsible for cleaning up after their animal.





Attachment 1
Special Use Permit Application

Port of Everett, PO Box 538, Everett, WA 98206
Phone: 425.259.3164, Fax: 425.252.7366

Rec'd Date:
Staff Initials:
PORT OFFICE USE ONLY

LOCATION USE / ACTIVITY INFORMATION

LOCATION(S) REQUESTED:
[ ] Jetty Landing [ ] Boat Launch [ ] Travelift Dock [ ] Fisherman's Tribute Plaza
[ ] Boxcar Park [ ] Port Gardner Landing\* [ ] S. Marina Promenade\* [ ] Commodore Plaza\*
[ ] S. Marina Navy Park\* [ ] Other (please specify):
Please identify desired location(s) above as well as indicating on the attached map (\*subject to master leaseholder consensus)

DATE(S) REQUESTED:

TIME REQUESTED: FROM: TO: EVENT START TIME: FROM: TO:
(INCLUDING set-up & breakdown time) END TIME:

DETAILED DESCRIPTION OF USE: (Additional page(s) of information is preferred)

EQUIPMENT TO BE USED ON-SITE (i.e. tent, staging, risers, equipment, etc):

ESTIMATED NUMBER OF EVENT STAFF: ESTIMATED NUMBER OF VEHICLES:

ESTIMATED NUMBER OF ATTENDEES: ESTIMATED NUMBER OF CARS/HR::
[ ] ENTIRE EVENT OR [ ] PER HOUR:

WILL FOOD BE SERVED? [ ] YES [ ] NO WILL ALCOHOL BE SERVED? [ ] YES\* [ ] NO \* Must follow Special Use Policy

WILL MUSIC BE PLAYED? [ ] YES [ ] NO IS EVENT OPEN TO THE PUBLIC? [ ] YES [ ] NO

UTILITIES REQUESTED: [ ] WATER [ ] POWER [ ] OTHER:
\* Fees apply

APPLICANT INFORMATION

APPLICANT/ORGANIZATION NAME:

CONTACT PERSON:

ADDRESS:

PHONE (CELL): (Home): (Work):

E-MAIL (\*required): FAX:

I am a duly authorized agent of the applicant. As part consideration for the permission to use the above described Port of Everett facility; the applicant and I agree to comply with all Special Use Policy as set by the Port of Everett. Further, to the extent permitted by law, the applicant and I do hereby agree to release, indemnify and forever hold harmless the PORT OF EVERETT, its commissioners, directors, officers, employees, and representatives from all liability, claims, losses, damages, or expenses (including expense of litigation) resulting from any actual or alleged injury to or death of any person or from any actual or alleged loss or damage to any property caused by or in any respect in connection with the applicant's admittance or activities at the facilities described above. The applicant and I do hereby agree to limit said activities to the specified facilities and will return the premises in a neat, clean and undamaged condition and further agree to reimburse the Port of Everett for any damage arising from the applicant's use of said facilities. The applicant and I agree to abide by all lawful rules, codes, laws and regulations in connection with its use of the said premises. The applicant and I agree that during the use of the Ports facilities described above, we will not exclude anyone in the participation in, deny anyone the benefit of or otherwise subject anyone to discrimination because of the person's race, color, national origin, sex, religion, age or handicap. I have read and understand the foregoing. The applicant acknowledges and agrees that it shall comply with duties found in the Port's Special Use Permit, Policy Procedures and Application and that such duties are incorporated by reference in this Special Use Permit Application.

APPLICANT/AGENT SIGNATURE: DATE:

PORT OFFICE USE ONLY

APPLICATION FEE: USE IMPACT: [ ] Low Impact [ ] High Impact SECURITY DEPOSIT:

FEES: [ ] Water [ ] Power [ ] Security [ ] Maintenance [ ] Other

REQUIREMENTS: [ ] Parking (\$2/car) [ ] Sani-cans # [ ] Garbage [ ] Permit(s):

OTHER REQUIREMENTS:

APPROVALS: [ ] Event Team Approval [ ] Signage/Marketing [ ] Insurance Requirements Met



Attachment 2

## Day of Event Form

Please fill out this form and return it to the Port of Everett  
**NO LESS THAN SIXTY (60) CALENDAR DAYS PRIOR** to the event.

Event Name/Activity: \_\_\_\_\_

Name/Organization: \_\_\_\_\_

Location(s): \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Type of Event: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Day of Details/Itinerary/Special Deliveries, etc.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Day of Contact & Phone: \_\_\_\_\_

Secondary Day of Contact & Phone: \_\_\_\_\_

- Permittee will arrive at approved special use location at \_\_\_\_\_ (time)
- Permittee anticipates having the event location(s) cleaned and vacated by \_\_\_\_\_ (time; no later than midnight). Any approved alcohol service must end one half hour before the event end time, but no later than 11:30 p.m.
- Please do not leave the special use location unattended while equipment, supplies, etc. are on-site.

Event Organizer Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**Please contact your appointed Port of Everett Event Lead if you have questions the day of the event.**

**For Port of Everett Marina Security, call 425.388.0672**

***Please have proof of reservation available during your event, as you may be asked to present it at any time.***



Attachment 3

**Port of Everett Special Use Permit  
Scheduled of Rates & Fees**

**Non-refundable Application Processing Fee:**

- \$25 (applicable to all applicants)

**Water Hookup:**

- Low-impact: \$35
- High-impact: \$75

**Power Hookup:**

- Low-impact: \$35
- High-impact: \$75

**Parking Management:**

- Low-impact: N/A
- High-impact: \$2/car to be collected by Permittee and paid to the Port  
(Follow approved Parking Management Plan as coordinated with the Port)

**Other:**

At times a Special Use Permit event or use may require staff services from Port of Everett personnel for making special site preparation. At other times, security assistance may be deemed necessary for crowd control or traffic direction. Any direct costs incurred by the Port to accommodate the event will be charged to and paid by the Permittee.

*\*Rates & Fees are subject to change, and may be adjusted based on an individual Special Use Permit Application requests*

*\*\*Rates & Fees are subject to applicable taxes, including Washington State Sales Tax*

---

**Recommended Vendors for Additional Requirements:**

The Port may require Permittee to coordinate and provide additional services during an event (sani-can rentals, garbage service, tents, etc.) as a condition of Special Use Permit Application approval. Any costs associated with these requirements are the responsibility of the Permittee. Below is a list of recommended vendors for your reference; permittee may opt to hire other service providers. The plan for these services, including the delivery and pick up schedule, must be pre-approved by the Port.

Service Type	Company	Contact Phone	Website	Recommendation
Sani-cans	Honey Bucket	425.766.6296	www.honeybucket.com	See chart on website
Garbage	Rubatino	425.259.0044	www.rubatino.com	Ask associate
Event Rentals (tents, staging, etc.)	Total Rental Center	425.355.2878	www.totalrental1.com	Ask associate
	ABC Rentals	425.493.6969	www.cortpartyrental.com	Ask associate