



City of Bellevue Special Event Permit Application

The City of Bellevue prides itself on being a place where the community comes together for events. We value your willingness to apply for a Special Event to help bring continued vitality to our community. If your application is approved, we look forward to working with you to help make your event a success.

Important Information

- This application must be submitted at least 30 days prior to the event date.
- A Certificate of Liability Insurance is required at the time of application.
- Submission of this application does not guarantee approval.
- After preliminary review, additional forms or documentation may be required.
- Your event may require additional County or State permits. It is the applicant's responsibility to obtain all required permits.

Fee Waivers

If you wish to request a fee waiver, please submit a separate Fee Waiver Request Form. Fee waiver requests are reviewed by the Bellevue Common Council. Please do not submit payment until you receive notification of the Council's decision.

If you have questions, please contact the Bellevue City Clerk at (208) 913-0189 or visit Bellevue City Hall during business hours.

APPLICANT INFORMATION	
Applicant Name:	
Organization Name: (if applicable)	
Phone Number:	
Email Address:	
Mailing Address:	
Are you a Bellevue Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
EVENT DETAILS	
Name of Event:	
Type of Event: <input type="checkbox"/> Festival <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Market/Vendor Event <input type="checkbox"/> Fundraiser <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk/Race <input type="checkbox"/> Rally/Assembly <input type="checkbox"/> Private Event <input type="checkbox"/> Other: _____	
Is your event Public or Private? <input type="checkbox"/> Public <input type="checkbox"/> Private	
Event Description: (Please provide a detailed description of the event, including activities, estimated attendance, vendors, entertainment, etc.)	
Event Location Address:	
Event Date(s):	
Event Start Time:	Event End Time:
Is this a multiple-day event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Estimated Attendance:	
Will there be an admission fee and/or vendor sales? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:	
Will any portion of your event take place in a City Park? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify park name and area requested:	
Will you be holding a rally or protest on public property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the event include a run, walk, race, or parade route? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach detailed route map and timeline.	
Will this event require a street closure? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list streets affected and attach traffic control plan.	
Will alcohol be served or sold at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Will alcohol be sold or served? <input type="checkbox"/> Sold <input type="checkbox"/> Served Licensed vendor name (if applicable): _____ Additional permits obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No (Attach documentation.)	

EVENT LOGISTICS

Event Site Plan (Required)

Please attach a detailed site plan including: (if applicable)

- Event layout
- Stages/tents
- Vendor locations
- Restrooms/portable toilets
- Trash/recycling receptacles
- Emergency access lanes
- Barricades and street closures

Additional Documents or Permits

Please attach copies of any applicable permits, including: (if applicable)

- Alcohol permits
- Health Department permits
- County permits
- State permits
- Traffic control plan
- Route maps

Applicant Certification

I certify that the information provided in this application is accurate and complete to the best of my knowledge. I understand that submission of this application does not guarantee approval and that additional information may be required.

Applicant Signature: _____

Date: _____