



City of Port Townsend Event & Temporary Activity Information Packet

Welcome to the City of Port Townsend event planning process. If you are planning to sponsor an event within the City, a permit may be required. This packet, and the role of the City Event Coordinator, is to help make the permit process easy to follow and to help you plan a safe and enjoyable event.

If it is determined that your event requires a City of Port Townsend Event Permit, there will be a \$50 permit fee. Under certain circumstances additional permits, inspections and services are needed and may require additional fees. Temporary activities, that may not trigger an Event Permit, may require certain permits for use of streets, vendors, inspections etc. Various fees will apply.

The City of Port Townsend recognizes the importance of our many and diverse events. With this in mind, the City is committed to encouraging events within a framework that adequately provides for the safety of participants and citizens. The permit procedure helps maintain safety and allows for adequate planning and scheduling of locations and resources.

If you would like to request a formal proclamation or welcome by the Mayor of Port Townsend, please contact the Event Coordinator for guidance with the application process. Proclamations are granted at City Council's discretion subject to council rules. Event sponsors must provide the proclamation text, also subject to council rules.

This Event Packet contains:

- **Event & Temporary Activity Permit Application Form**
- **City of Port Townsend Sign Request/Deposit**
- **Application Flow Chart**
- **WSLCB Info Sheet**
- **Quick Info Contacts for Additional Permits and Questions**
- **Insurance Information**

Your event may require additional permits if your plans include any of the following:

- **Fire or pyrotechnics**
- **Alcoholic beverages**
- **Temporary structures**
- **Street or Right of Way closure**
- **Vendors**
- **Sign display**

This is not a complete list of all permits that may be needed. Please work closely with the Event Coordinator regarding your specific needs.

Please **START THE PERMIT PROCESS EARLY!** Some events with multiple activities can take months to process. **Your permit application must be submitted AT LEAST 30 days in advance of the event date.**

Please contact:

City of Port Townsend Event Coordinator
250 Madison Street, Suite 2
Port Townsend, WA 98368
Phone: 360-379-3951 Fax: 360-385-4290
events@cityofpt.us