

2021 SPECIAL EVENT SPONSORSHIP PROCESS

The City of Puyallup is accepting applications for event sponsorships in 2021. All application materials are due to the City Clerk's Office by 5:00 p.m. on Monday, October 12, 2020.

In the past, the City of Puyallup has provided support to a handful of longstanding events that have become community traditions. Sponsorships have generally been offered in the form of 'in-kind' donations for city services such as: police services, traffic direction, crew labor costs for street closures, traffic control device rental, and facility use.

To be considered for city sponsorship, event organizers must provide the items below.

APPLICATION MATERIALS

1. A completed [Special Event/ Street Closure Permit Application](#);
2. \$80 fee Made out to City of Puyallup;
3. Attachments including the following (as applicable): A site plan, traffic control plan, and/or race route, Stormwater Pollution Prevention Plan (SWPPP);
4. A statement signed by the event organizer that proof of required insurance and required endorsement will be submitted to the City **at least 30 days** prior to the event; and
5. A letter outlining the event sponsorship request (including all city services, i.e., police, street closures, traffic direction, use of city facility/park, or other forms of support desired) and describing how the event meets the criteria below:
 - Enhance pride and a sense of community and promote a positive image of the City of Puyallup
 - Provide cultural or educational enrichment or celebrates the city's history and heritage
 - Provide a free public event with widespread appeal to different audiences, interest groups, and age ranges
 - Generate significant economic benefit and/or exposure for businesses
 - Provide a type of event or service that is not already provided by the City

Applications without the above-mentioned elements will not be considered. Events approved for sponsorship may be required to meet specified criteria/conditions related to impacts on safety, parking, traffic, noise, or other factors associated with community quality of life.

Due to the pandemic and the closure of City Hall, all application materials must be mailed and received by the City Clerk's Office by the 5:00 p.m. deadline on Monday, October 12, 2020. (No electronic submittals will be accepted)

Office of the City Clerk
Puyallup City Hall
333 S. Meridian
Puyallup, WA 98371

Questions about Special Event/Street Closure Permits, the process, or event sponsorship in 2021 should be directed to City Clerk Mary Winter, by email at mwinter@PuyallupWA.gov or by phone at 253-841-5480.