

APPLICANT CHECKLIST

Please use this checklist to ensure that all your supporting documents are submitted for review. Requested Certificates of Insurance **must** have the City of Kent listed as an additional insured. Note that this is a general checklist, and there may be some items not applicable to your event.

- Completed Application Form
- Documentation certifying tax exempt, non-profit status [if applicable](#)
- Band/Performer Schedule
- Portable Restroom Supplier's Contract Documenting Liability Insurance
- Tent Supplier's Contract Documenting Liability Insurance
- Vendor List
- Site Plan [I assume this is the marked the map?](#)

[What is this?](#) Community Impact Pre-Event Information

- Completed Affected Residents and Businesses Approval Petition
- Applicant Certificate of Insurance (\$1,000,000 minimum)
- Fee and deposit check(s) – must be made payable to City of Kent

Application fee

Barricade/Cone deposit

Clean Up deposit

[Are we planning to charge all of these fees then refunding if Council approves \(non-profit\)? What will that process and communication flow look like if we are to issue the refund?](#)

[Add a box for the F-2/F-4 Application submitted for staff signatures \(if there's beer/wine\)](#)

[Also add one for the State issued liquor permit received.](#)