

## 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
- Band/Performer Schedule
- Portable Restroom Supplier's Contract Documenting Liability Insurance
- Tent Supplier's Contract Documenting Liability Insurance
- Vendor List
- Site Plan
- 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