

The term "**Moderate Event**" will be used to classify your event and it will determine what approvals, licenses, and deadlines will be relevant for you. However, applicants should be aware the SE Department retains the right to determine if an event should be reclassified as [Administrative](#), [Minor](#) or [Major](#).

An event will be determined to be a "**Moderate Event**," if none of the conditions for a Major Event apply and any of the following are true:

- One or more **streets will be closed overnight**
- The event uses **more than one public property**
- The event has needs related to essential services, but those needs do not rise to the level specified for a *Major Event*.
- The event **occurs at night or overnight**
- A *Liquor License* is required
- A *Temporary Event Food Service License* is required
- **Ten or more vendors** of any type will be present
- Vendors or event sponsors will have **animals present at the event**
- The event involves music, fireworks, amplified sound or other sources of noise (See our *Managing Noise page*)
- The event requires **changes to bus routes or street parking availability**
- The event involves **1000 or more participants or attendees**

Key Notes for **Moderate Events** :

- **Exceptions:** Events such as weddings or reunions in City parks, which otherwise would only trigger the need for a Parks Permit, are considered *Administrative Approvals* .
- **Application deadline:** Applications for Moderate Events should be submitted at least 90 days before the event is held. Applications submitted between 45 and 90 days before the event will be considered. However, they will be denied if the time required for review and resolution of issues exceeds the time available before the date of the event. Applications for Moderate Events submitted 45 days or less from the date of the event will not be considered.
- **Application review process :**
 - Moderate Event sponsors must schedule a pre-submittal meeting with SE Department staff to review event plans, needs and issues. SE staff may elect to include other review staff in the pre-submittal meeting. This meeting must be held **before the application deadline of 90 days** prior to the date of the event.
 - Moderate Events typically **will require review by multiple agencies**. A joint meeting with the review agencies, as well as approval by all the affected review agencies, is required before a permit may be issued.

- In addition, applications for Moderate Events will normally be placed on the City Council Agenda as Consent Items or Action Items. Moderate Events **must receive Council approval** before a Special Event Permit will be issued.
- Applicants for Moderate Events must receive their Special Events permit and all required related permits **prior to the time the event is held.**