



Application for Special Event

Instructions and Check List

1. Complete the Special Event Application and submit with application fee to the City Clerk's Office at least 90 days prior to the event date.

2. The Sponsor of the event is responsible for submitting the following items:
 - a. A list of all participants in the event who are selling a product, advertising or generally engaging in business including vendor's name, business mailing address, telephone number and state sales tax number.
 - b. A map or layout of booths, booth numbers and the business in that booth.
 - c. A certificate of insurance in the amount of \$1 million bodily injury and \$1 million in property damage for the specific event listing the City of Poulsbo as an additional insured if the event is on City property.
 - d. Non-profit organizations must provide proof of 501c(3) status in the form of a determination letter issued through the Internal Revenue Service.

3. Any special arrangements for street closures, barricades, traffic control or public safety may be billed directly to the Sponsor following the Special Event.

4. The license fee(s) must be paid at the time of the application.

5. If you need assistance or have any questions, please contact the City Clerk's Office at 360.394.9880.

REQUIRED		OTHER REQUIREMENTS (AS-NEEDED)	
<input type="checkbox"/>	Application for Special Event	<input type="checkbox"/>	Business License (City Clerk's Office)
<input type="checkbox"/>	Site Map	<input type="checkbox"/>	Park Use Application (Parks and Recreation)
<input type="checkbox"/>	List of Vendors	<input type="checkbox"/>	Admission Tax (Finance Department)
<input type="checkbox"/>	Certificate of Insurance	<input type="checkbox"/>	Fireworks Display Permit (City Clerk's Office)
<input type="checkbox"/>	Special Event License Fee - \$25.00	<input type="checkbox"/>	Non-profit/501C(3) status



City of Poulsbo
Application for Special Event
200 NE Moe Street _ Poulsbo, WA _ 98370
(360) 394-9880

This application packet has been developed to help organizations through the process of holding a special event in the City of Poulsbo. Completing this application will provide City staff with the information necessary to ensure public safety and compliance with local policies and laws. Acceptance of this application by the City Clerk's Office does not indicate or guarantee approval of the application or the dates requested. Each application will be reviewed by City staff for recommendation and the City Clerk for final approval. Additional information may be requested by city personnel prior to submittal for final consideration. No statement by city staff or elected official prior to final consideration shall obligate the City in any manner. **FEE: \$25.00**

Please answer all questions completely. Additional pages may be attached.

EVENT INFORMATION

Name of Event: _____

Location of Event: _____

If the event will have multiple activities or locations, please use a separate sheet

Date(s) of Event (inclusive): _____

Type of Event:

- | | |
|---|---|
| <input type="checkbox"/> Marathon/Run/Walk | <input type="checkbox"/> Festival |
| <input type="checkbox"/> Bicycle Event | <input type="checkbox"/> Music Event/Concert |
| <input type="checkbox"/> Car Show | <input type="checkbox"/> Park Event |
| <input type="checkbox"/> Boating Event/Regatta | <input type="checkbox"/> Holiday Event |
| <input type="checkbox"/> Other: _____ | |

Type of Activities Planned (describe event):

Anticipated Number of Visitors _____

Time Open to the Public _____

Anticipated Number of Exhibitors _____

Time Open to Vendors _____

Anticipated Number of Staff/Volunteers _____

Closing Time _____

Is this an event involving political or religious activity intended primarily for the communications or expression of ideas? **Yes** **No**

Will participants pay a fee or be asked to make a donation? **Yes** **No**

NOTE: An entry fee cannot be required for admission into a City Park.

CONTACT INFORMATION

Name of Sponsoring Organization: _____

State of Washington UBI #: _____ Non-Profit ID #: _____

Name of Person in Charge: _____

Mailing Address: _____
Street City State Zip

Contact Phone Number: (_____) _____ E-mail: _____

Emergency Contact: _____

Contact Phone Number: (_____) _____ E-mail: _____

TRAFFIC / SAFETY / FIRE / PARKING

Attach a site map indicating location of each activity/vendor, fire lanes, handicapped parking, garbage, tents, and restroom/sani-can(s).

Will this event require the closure of any street(s)? Yes No

If YES, must included street map showing where street(s) will be closed.
If YES, list date and time of requested closure.

Date(s): _____

Time(s): From _____:_____ am/pm To _____:_____ am/pm

Will this event require City Police Services? Yes No

If NO, describe how public safety, traffic and crowd control will be addressed.

If YES, police services will be billed at \$57 per hour per officer. If more than 3 officers are needed, a sergeant will also need to be provided at \$66 per hour.

Estimated Number of Hours for Police Services _____

How will you identify fire lanes and keep them open during the event?

(Coordinate with Poulsbo Fire Department (360) 779-3997)

Where will parking be provided for participants and visitors (including handicapped parking)?

(If an impact is anticipated to neighborhoods or surrounding businesses, please include a mitigation plan.)

As parking and/or traffic mitigation, the organizers may want to consider coordination for shuttle service and/or park and ride lots. If applicable, has Kitsap Transit or another service provider been contacted? Yes No

If YES, please attach written verification of commitment for services.

If your event requires vehicles to be towed, your organization must accept responsibility and indemnify the City of Poulsbo and other authorizing property owner(s) by agreeing to pay tow/storage charges or damage claims which results from the vehicle being towed, if a court rules in favor of the registered owner and orders payment of such charges or damage claims.

Name of person responsible for rendering payment of tow/storage charges:

HEALTH / SANITATION

Will Portable Restrooms be Provided? Yes No

If yes, how many? _____ How many will be ADA accessible? _____

If no, describe how sanitation will be provided and maintained.

Will you be providing your own garbage removal? Yes No

If no, describe how garbage services will be provided and maintained.

The City can provide dumpster(s), at an additional cost.

Will you need dumpsters? Yes No

If yes, how many? _____

Please Choose a Size:

	<u>Delivery, 1st Dump & Removal</u>	<u>Additional Dump Charge</u>
<input type="checkbox"/> 2 Yard	\$60	\$42
<input type="checkbox"/> 4 Yard	\$120	\$84
<input type="checkbox"/> 6 Yard	\$180	\$126

SPECIAL CONSIDERATIONS

Additional Licenses / Permits may be required for the following activities. Please submit the additional documentation requested for the functions.

Will you have Amplified Sound? Yes No

Noise levels generated shall not be in excess of allowable levels, consistent with WAC Chapter 173-60.

Note: There is a 10 pm curfew for all noise. Any noise past 10pm will require City Council approval.

Will you be serving Alcohol? Yes No

If yes, please provide a copy of your Liquor License or Special Occasion License obtained from the Washington State Liquor Control Board.

Information available at www.liq.wa.gov/licensing/licensing-services or (360) 664-1600.

Note: The only city park Beer/Wine is allowed is in the Raab Park Picnic Shelter.

Will there be Animals?

Yes No

Note: No domestic, farm or exotic animal of any kind shall be permitted to run at large during any hour of the day or night. It is unlawful for an owner or handler of any animal to fail to remove fecal matter deposited by the animal or to have in their possession the equipment necessary to remove their animal's fecal matter.

Will you have Booths / Vendors?

Yes No

If yes, you must provide a list of vendors at least 10 days prior to event. List must include business name, address, telephone number and UBI number.

Will you require use of a City Park?

Yes No

If yes, you must submit a Municipal Park Use Application along with the special event application.

Will you be Cooking or have Food Service?

Yes No

Note: Fire extinguisher must be provided. If serving food from a trailer or vehicle, please contact the building department regarding regulations for a Hood & Duct System. Building Department can be reached at (360) 394-9882.

Will you be having a Fire?

Yes No

If yes, a burn permit from Poulsbo Fire is required and you must provide a copy of it. Burn Permits are available at www.poulsbofire.org/forms/BurnPermit.pdf or by calling (360) 779-3997.

Note: Fires are only allowed on City Property in the fire pits at Raab Park & Muriel Iverson Williams Park.

Will you be having Fireworks / Pyrotechnics?

Yes No

If yes, your Fireworks Display Company must submit a Temporary Business License, Fireworks General Display License, Fireworks Pyrotechnic Operator License, Map of Safety Zone, List of quantities & size of Fireworks being discharged, and a Certificate of Insurance naming the City of Poulsbo as a certificate holder.

Name of Fireworks Display Company: _____

Will there be Inflatable Toys/Structures or Amusement Rides?

Yes No

If yes, you must submit a copy of the Department of Labor & Industries Inspection Report for each ride and a Certificate of Insurance from the Amusement Company naming the City of Poulsbo as the certificate holder.

Name of Amusement Company: _____

Will you have Signs?

Yes No

Note: Some signs do require a sign permit. See PMC 18.170 for regulations and or contact the planning department for more information. Planning Department can be reached at (360) 394-9882.

Will you have a Stage?

Yes No

Note: If your stage will be above 30" from the ground or contain stairs, please contact the building department for regulations. Building Department can be reached at (360) 394-9882.

Will you be using any Street or Sidewalk Markings?

Yes No

Note: Products used for sidewalk and street marking must be pre-approved by the Parks & Recreation Department. Please call (360) 779-9898.

Will you have Tents?

Yes No

Note: Any tent in excess of 400 square feet will require a permit. Please contact the building department for tent requirements & regulations. Building Department can be reached at (360) 394-9882.

EVENT COORDINATION

Use of Non-City Owned Property - This information may or may not apply to your event, please read the information and complete as necessary. If you answer no, please skip to Insurance Requirements / Hold Harmless Section of application.

Do you anticipate utilizing any property not owned or managed by the City of Poulsbo?

Yes No

For what purpose will this property be used? Please describe including booth set up, staging, event worker lodging (such as a carnival or other event workers).

If yes, the owner/manager of subject property must complete and sign the following:

(Please ask for additional forms if multiple properties are being used and have different owners.)

Name of property owner: _____
Authorizing authority: _____ Title: _____
Address: _____
Telephone: _____
Signature of authorizing authority: _____

Does your organization grant permission for this event on the dates specified, for the purpose and activities described in this application? Yes No

If yes, please complete the following:

Are there any limitations or restrictions on the use of your property? Yes No

If yes, please describe in detail.

Do you require the event sponsor list you as an Additional Insured and provide an insurance certificate to your organization prior to the event? Yes No

If yes, please indicate coverage limits you require for general liability, property damage and or personal injury.

INSURANCE REQUIREMENT / HOLD HARMLESS

Insurance Requirements:

The City of Pouslbo does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. The applicant **must** provide an insurance certificate prior to the event in the amount of \$1,000,000 Liability/Property Damage and \$1,000,000 Bodily Injury for the specific event and name the City of Pouslbo as an Additional Named Insured on the policy.

Hold Harmless Agreement:

Applicant/Permittee/User shall defend, indemnify and hold harmless the City of Pouslbo, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the costs of their defense, arising in favor of the applicant/organization, the applicant(s)/organization(s) employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the applicant/organization, its employees or representatives, concessionaries of the event or any other person or entity, except for liability caused due to the sole negligence of the City of Pouslbo.

Signature of Applicant: _____ Date: _____

Organization: _____ Title: _____

(For City Use)	FEE PAID	DATE PAID	RECEIPT NUMBER
Application Fee (code 770)			
Park Use Fee (code 7771)			
Police Officer Fee (Billed)			
Police Sergeant Fee (Billed)			
Dumpster Fee (Billed)			
TOTAL FEES PAID			
[] Application for information only			



MUNICIPAL PARK USE APPLICATION

This is an application to conduct a social activity, special event, commercial activity or public service instructional class in a city park per Poulsbo Municipal Code (PMC) 12.32. All applications must be filed at least 30 days prior to the date(s), (90 days for special events) for which the permit is requested.

- Park/Facility Requested: Raab Park Picnic Shelter
 Nelson Park Picnic Shelter
 Kvelstad Pavilion at the Muriel Iverson Williams Waterfront Park
 Other park/facility – please specify _____

Date of Event: _____ Time Requested: from _____ am/pm to _____ am/pm

Description of activity: _____ Expected # people: _____

- BBQ (Raab/Nelson-Must provide fire extinguisher) Tents/Canopies Inflatables (Additional permitting/insurance required)
 Fire Pit (Raab Park / Muriel Iverson Williams Park; Must have permit from Fire Dept) 360-779-3997
 Beer/Wine Use (Raab Park Picnic Shelter only- Must have banquet or special occasion permit.)
 You can purchase these permits at: <http://wa.gov/licensing/special-licenses-and-permits>
 Music (Live / Recorded)

Please provide a map of locations of: Tents/ Canopies / Inflatables * Tables/ Chairs (Outside of pavilion/shelter area)

Applicant: _____ Address: _____ Phone: _____

Contact Person: _____ Mailing Address: _____ Phone: _____

E-Mail _____

Insurance / clean-up bond/ cash may be required in accordance with PMC 12.323.110. Applicant will make provisions for clean-up of all litter, refuse and all other materials, including bins for recyclable items. Please return picnic tables as you found them.

Non-refundable Application Fee Schedule

- Social Events: Raab or Nelson Parks; or the Kvelstad Pavilion \$40/first 2 hours/\$10 each additional hour ¹
 - Commercial Activity: \$40 per use ¹
(Vendors or individuals who would sell items for profit as part of an event).
 - Instructional Classes: \$60 per session ¹
(Instruction of classes by a person or organization who are requesting part of the park for that class).
 - Special Events: ** \$50 per event
(A one-time event where the public is invited to attend).
- ¹ **Resident fee discount** for applicants who reside within the City limits of Poulsbo **(-\$10 per application)**

Resolution # 2014-08

Please note: Only those special events which are open to the public and which the public may observe / participate in without charge are authorized to be conducted in City Parks (PMC 12.32). Special events which require primarily use of all or any portion of any park and which require a fee to be paid prior to admission to a City park are not permitted. The solicitation of voluntary donations from the public during the course of an authorized event / activity is permitted. Application fees are non refundable.

WAIVER OF LIABILITY: ALL participants or guardians are requested to sign the following release. I/We assume all risks and hazards incidental to such participation including transportation to & from the activities and do hereby waive, release, absolve, indemnify and agree to hold harmless the City of Poulsbo employees, agents, officials and volunteers, for any claim arising out of any injury to myself or my/our child. STANDARDS OF BEHAVIOR: The City will not tolerate harassment of any kind that is made by employees or patrons towards employees or patrons. Harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward another person. If a participant does not agree with the decision, an appeal to the Mayor is the final option. It is understood that by signing this application form, the SPONSOR / CONTACT PERSON agrees to all conditions of use and will be billed if the park is not cleaned up after use.

Signature of Applicant: _____

All permits are processed in the Parks and Recreation office and are subject to approval. Please return the completed form with your payment to:

City of Poulsbo Parks and Recreation Dept.,
Mailing: 200 N.E. Moe St, Poulsbo, WA 98370
Physical: 19540 Front St. N.E., Poulsbo, WA 98370
If you have any questions, please call (360) 779-9898

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- Paid \$_____ Init_____ Date Received _____ E-mailed to Depts _____
 - Copy of Fire Permit (if required)
 - Copy Banquet Permit or Special Occasion Permit (if required)
 - Noise Ordinance Received
 - * Rcvd Letter Re: L&I Amusement/Inflatable Certification
 - ** Rcvd Letter Re: Recycling
 - SPECIAL EVENTS: Application to Pat

Department approvals: Police _____ Public Works _____ Fire _____