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
[ ] Austin-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 Austin-Kvelstad Pavilion	$40/first 2 hours/$10 each additional hour [1]
☐	Instructional Classes: (Instruction of classes by a person or organization who are requesting part of the park for that class).		$60 per session [1]
☐	Special Events: ** (A one-time event where the public is invited to attend).		$50 per event
[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
Fax #: 360-779-5917
If you have any questions, please call (360) 779-9898.

□ 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 _____