

# City of Poulsbo

19540 Front St NE  
Poulsbo, WA 98370  
[www.cityofpoulsbo.com](http://www.cityofpoulsbo.com)



## Parks & Recreation Department

Special Events Coordinator  
Phone: 360-394-9771  
[lwilson@cityofpoulsbo.com](mailto:lwilson@cityofpoulsbo.com)

### Special Events Permitting Non- City Owned Property Use

#### EVENT INFORMATION

EVENT NAME: \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_

#### PROPERTY INFORMATION

NAME OF PROPERTY OWNER: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

CONTACT TELEPHONE NUMBER: \_\_\_\_\_

***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).***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Does your organization grant permission for this event on the date(s) specified, for the purpose and activities described in this application?***  YES  NO

***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 to 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.***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Authorizing Authority Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_