



**City of Port Orchard**

216 Prospect Street, Port Orchard, WA 98366  
 (360) 876-4407 • FAX (360) 895-9029

**CARNIVAL APPLICATION**

(Port Orchard Municipal Code 5.32)

License Fee: \$100 per day

**Carnival Information**

Name of Event:	
Location of Event:	
Type of activities to be conducted:	
Will you be charging an entry fee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how much? \$ _____	Anticipated number of visitors:
Date(s) Open to the Public:	Hours Open to the Public:                      A.M.    P.M.
Event Web Site:	
Date of Setup:	Date of Teardown:

**Contact Information**

Name of Organization:			Do You Have an Active City Business License: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Point of Contact Name					
Street Address			Mailing Address (if different from street address)		
City	State	Zip	City	State	Zip
Phone	Alternate Phone		Email		

## Property Information

Name of the Property Owner:					
Street Address:			Mailing Address (if different from street address)		
City:	State	Zip	City	State	Zip
Telephone Number:			Email Address:		

## Site Map

A site map is **required** to be submitted which includes the following:

- |                             |                              |                             |   |
|-----------------------------|------------------------------|-----------------------------|---|
| Rides:                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not applicable |
| Games:                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not applicable |
| Signage:                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not applicable |
| Tents:                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not applicable |
| Public entrances and exits: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not applicable |
| Road closures and detours:  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not applicable |
| Traffic patterns:           | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not applicable |
| Fire Lanes:                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not applicable |
| Sanitation:                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not applicable |
| Barricades:                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not applicable |
| First Aid:                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not applicable |
| Parking:                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not applicable |
| Restrooms:                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not applicable |

## Event Information

Does your event include a tent or membrane structure?  Yes  No

**If yes:**

- A permit is required for a tent that has one or more side panels and is 400 square feet or larger.
- A permit is required for a membrane structure that has no side panels and is over 700 square feet.

Please contact the Department of Community Development for submittal requirements at (360) 874-5533.

Are you planning to put up temporary signs to promote your event?  Yes  No

“Temporary sign” means any sign that is used temporarily and is not permanently mounted, painted or otherwise affixed, excluding portable signs, including any poster, banner, placard, stake sign or sign not placed in the ground with concrete or other means to provide permanent support, stability and rot prevention. They may only be made of nondurable materials including, but not limited to, paper, corrugated board, flexible, bendable or foldable plastics, foamcore board, vinyl canvas or vinyl mesh products of less than 20-ounce fabric, vinyl canvas and vinyl mesh products without polymeric plasticizers and signs painted or drawn with water soluble paints or chalks. Signs made of any other materials or permanently mounted shall be considered permanent and require a permit. Please contact the Community Development Department at (360) 874-5533 if you have questions or if you need to apply for a sign permit.

Do you plan to serve alcohol at your event?  Yes  No

***If yes, you must contact the Washington State Liquor and Cannabis Board for a special liquor license.***

Will you serve food at your event?  Yes  No

***If yes, you may need to contact the Kitsap County Health District for additional permits.***

Do you plan on having music at your event?  Yes  No

***If yes, you must adhere to the Noise Ordinance (POMC 9.24.050) of no noise after the hours of 11:00 p.m. and before 7:00 a.m.***

Will this event require closure of a State Highway Street (Bay Street/SR166)?  Yes  No

For State Highway Closures (Bay Street), the sponsoring organization must submit the application to the city at least 120 calendar days before the event date. Upon city approval of the event, the sponsoring organization shall seek permission from the Washington State Department of Transportation (WSDOT) by completing an online application. Once permission is granted from WSDOT, a copy of the Letter of Acknowledgment or an Agreement will need to be provided to the city. Online application for WSDOT can be located at: [www.wsdot.wa.gov/operations/traffic/events/htm](http://www.wsdot.wa.gov/operations/traffic/events/htm).

Will this event require full or partial closure of any City right-of-way street(s), or obstruct or interfere with any highway, road, or City right-of-way?  Yes  No

***If yes, please also include a map of the route or street closure/obstruction and state below. Please see example below on how to complete the street closure information:***

***EXAMPLE:***

***Street to be closed and/or obstructed:*** Bay Street  
***Between which streets/intersections:*** Kitsap Street and Cline Avenue  
***Date(s) of closure/obstruction:*** 2/18/2018  
***Time(s) of closure/obstruction:*** 1pm to 3pm

**SPECIAL EVENT CLOSURE(S):**

**Street to be closed and/or obstructed:** \_\_\_\_\_  
**Between which streets/intersections:** \_\_\_\_\_  
**Date(s) of closure/obstruction:** \_\_\_\_\_  
**Time(s) of closure/obstruction:** \_\_\_\_\_

What is your security plan? \_\_\_\_\_

Will your event require police officers for traffic and crowd control?  Yes  No

**Please indicate how public safety, traffic, and crowd control will be provided and how many police officers you anticipate will be needed for (a) traffic control and (b) crowd control:** \_\_\_\_\_

When specifying location, do you anticipate utilizing any property not owned or managed by the City of Port Orchard?  Yes  No

**If yes, you must provide written approval from the private property owner with the submittal of this application.**

Will your event require event workers to stay overnight?  Yes  No **If yes, you may need to contact the Kitsap County Health District at (360) 728-2235.**

Please provide any other information, which you believe, will assist the city in the review process: \_\_\_\_\_

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**Insurance**

The sponsoring organization must provide an insurance certificate, with endorsements, at least 30 days prior to the event with the City of Port Orchard shown as Additional Named Insured with minimum coverage to be as follows:

- **\$1,000,000 Liability; \$1,000,000 Bodily Injury**

**Release**

I certify that the event for which this permit is to be used will not be in violation of any City of Port Orchard ordinance.

By applying for this carnival permit, the organization or entity obtaining such permit agrees to defend, indemnify, and hold harmless the City, its officers, officials, employees and volunteers from all claims, injuries, damages, losses, or suits, including attorney fees and costs, arising out of or in conjunction with the activities or operations performed by the applicant or on the applicant's behalf resulting from the issuance of this permit, except for injuries and damages caused by the sole negligence of the City.

The information on this form is considered a public record and is subject to public disclosure laws in Chapter 42.56 RCW.

**I, as the President or Chair of my organization, agree to the terms and conditions listed above.**

\_\_\_\_\_  
Signature of President/Chair of Organization

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

\_\_\_\_\_  
Date

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**FOR CITY CLERK'S OFFICE USE ONLY**

Date Fee Received: \_\_\_\_\_

Comments received by:

Police  Fire  Public Works  Finance  Community Development  Kitsap Transit  Clerk's Office

Date Insurance Certificate Received: \_\_\_\_\_

## CIRCUS APPLICATION CHECKLIST

Please use this list to ensure you have included all supporting documentation with your carnival application.

- Completed site map which includes fire lanes, sanitation control, tent and sign locations, rides, games and road closures/detours if applicable
  - Written approval from private property owner (if applicable)
  - Insurance Certificate with endorsements
  - Circus Application/Release is completed and signed by the President or Chair of organization
  - Circus Application Fee (Check, Cash, Credit Card)
  - Special Liquor License permit (if applicable)
  - Contact Department of Community Development for tent permit (if applicable)
  - Contact Department of Community Development for sign permit (if applicable)
  - Contact the Health District for any food permits or if any workers are staying overnight (if applicable)
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