



SPECIAL EVENT PERMIT APPLICATION

Thank you for your interest in holding a special event in the City of Port Orchard. This application contains all the information you need to apply for a special event permit. Included is a checklist designed to help you when submitting this application, and tips for a successful event.

What are the fees associated with a special event?

- There is a **\$50** non-refundable administrative fee to process each application.
- The City may expedite the application for an additional nonrefundable administrative processing fee of **\$50**, if the application is received by the City less than 90 calendar days, but more than 30 calendar days in advance of the event, with no road closures.
- Per Port Orchard Municipal Code (POMC) 5.96, if your event has ten or more vendors engaged in public property vending, you are required to have a Master Vendor License (MVL). The MVL fee is **\$15** per day or **\$200** per month.

When should the special event application be submitted to the City?

- The application shall be filed with the city clerk's office no less than 90 calendar days, nor more than one calendar year, before the date when the proposed special event is to take place. A Special Event Reservation Form can be submitted by February 1st of each year to reserve your proposed special event, if the event was held on the same day as the previous year. Please note that it provides no guarantee that your event will be approved.
- **If your event requires any road closures, the application must be submitted at least 120 calendar days before the event date. See Page 5 for more details.**

What is a special event?

A special event is defined in the Port Orchard Municipal Code (POMC) as "any organized formation of an activity proposed to occur that affects the public's ordinary use of rights-of-way or public parks, including but not limited to runs, street dances, block parties and parades". All special events require approval by the City of Port Orchard.

Can I hold a special event in a City owned park?

City parks are available on a first-come, first-served basis. The City does not reserve parks for events. However, POMC 9.60 'Park Rules' states in part that no person can solicit, or offer for sale any article or thing, or use any stand, cart or vehicle for the sale or display without authorization from the City Council. In addition, no animals are allowed in City parks other than dogs or cats.

What types of events are considered special events?

- Parades
- Runs/Walks
- Festivals
- Block Parties
- Car Shows
- Vendor Fairs
- Concerts
- Community awareness events
- Outdoor movies
- Street dances
- Other similar events



What if my event is outside Port Orchard City limits or on property not owned by the City?

If your event is outside Port Orchard city limits, you will need to contact Kitsap County at 360.337.5777. If your event is on private property, you will need to contact the property owner. If your event is utilizing the property of the Port of Bremerton, you will need to contact the Port of Bremerton. If your event is utilizing both City property and property that is NOT owned/leased by the City, written approval is required by the owner/manager of the private property and must be included with your application.

Can I ask for road closures or detours for a 5K run/walk or similar event?

If the event is a parade or run, the following information is required:

- A map of the route to include the following:
 - Exact location of any marshalling or staging areas.
 - The time at which units of the parade/run will begin to arrive at the staging areas and the times at which all such units will be disbursed there from.
 - The exact route to be traveled, including the starting point, rest areas, and end point.
- The approximate number of persons, animals, and vehicles which will constitute the parade/run, and the types of animals and descriptions of the vehicles.
- A statement as to whether the parade/run will occupy all or only a portion of the width of the street, roadway, or sidewalks to be used.

What is the special event application process?

- Submit to the City Clerk's office a Special Event Reservation form (if applicable).
 - Submit the completed application to the City Clerk's office with required fee(s). If the application and/or additional documents are not completed or submitted, the application will not be accepted until fully completed.
 - The City will forward the event application to other departments and agencies for review and comment.
 - If the event requires closure of City streets, the application is also required to be brought before the City Council during a regular City Council meeting. The applicant will be notified of the date of the meeting and the City Council's decision.
 - If the event does not require closure of City streets, and there are no concerns or comments from the other departments or agencies, the applicant will be contacted by the City Clerk's office to let them know the event has been approved. If there are questions or concerns by the other departments or jurisdictions, the applicant will be contacted to address these concerns.
 - Depending upon the event, other licenses or permits may be required. The Special Event application will instruct the applicant on where to apply for the licenses or permits.
 - The City will notify the public of the event and ask if there are any concerns regarding impact to property, business, or quality of life. If the City does receive concerns, the event organizer will be contacted to address the concerns.



SPECIAL EVENT PERMIT APPLICATION
 (PORT ORCHARD MUNICIPAL CODE 5.94 AND 5.96)

Event Information

Name of event:	
Location of event:	
Description of event:	
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) of the Event:	Time Open to Public: Time Closed to Public: Time Open to Vendors (include setup and teardown):
Event Web Site	
Type of Event: <input type="checkbox"/> Festival <input type="checkbox"/> Walk/Run <input type="checkbox"/> Parade <input type="checkbox"/> Vendor Fair <input type="checkbox"/> Other	

Organization Information

Name of Organization					
Do you have an active City Business License? <input type="checkbox"/> Yes <input type="checkbox"/> No What is your UBI number?					
Point of Contact Name					
Street Address			Mailing Address (if different from street address)		
City	State	Zip	City	State	Zip
Phone	Alternate Phone		Email		

Public Health and Safety

Health:

Will food be served at the event? Yes No

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

Will alcohol be served at the event? Yes No

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

What is your garbage, recycling, and sanitation plan:

Safety:

Will you be requesting 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: _____

POMC 5.94.080 'City Assistance' states the chief of police, fire chief, and/or public works director may require any reasonable and necessary traffic control, including requiring non-city staff to serve as certified flagger(s), use of downtown parking lots, police protection and/or emergency medical services to be provide at the special event at the organizer's expense.

Resolution 040-18 states Community events or private activities, which have not been previously exempted from reimbursement under prior City ordinance or resolution, and which require enhanced police security shall pay a flat rate of \$100 per hour to the City for each commissioned officer and police reserve. The use of commissioned officers and police reserves shall be at the sole discretion of the Chief of Police.

Use of City Right-of-Way and Parking Impacts

Use of City Right-of-Way:

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.

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 on map (indicated on Page 7) 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: _____

Parking Impacts:

Have parking impacts been coordinated with neighbors (residential/business)? Yes No Not Applicable

Will shuttle busses be provided? Yes No Not Applicable

Site Map

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

- | | | | |
|--|------------------------------|-----------------------------|---|
| Vendors: | <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 |
| If event is a run/walk, list start and stop locations and water/rest stations: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not applicable |

Event Signage and Vending

Signage:

Are you planning to put up temporary signs? Yes No

POMC 20.132.270 "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.

POMC 20.2014 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.

Vending:

Did you indicate your event will have vendors? Yes No

How many anticipated exhibitors/vendors will be at your event? _____

Per POMC 5.96, if your event has ten or more vendors engaged in public property vending, you are required to have a Master Vendor License (MVL). The MVL fee is \$15.00 per day or \$200 per month. POMC 5.96.020(3)(a) states the sponsor of the master event shall provide a list of participating vendors, their business names, their addresses and their State Tax Revenue Identification Numbers to the city clerk within three working days after the first day of the operation.

- No public vending is allowed within twenty-five (25) feet of any municipal building, monument, or fountain, OR within ten (10) feet of intersection sidewalks;
- Vending devices must be removed from vending sites daily between the hours of 10:00 p.m. and 6:00 a.m.;
- Vending devices and vending sites must be clean and orderly at all times. The vendor must furnish a suitable refuse container and is responsible for the daily disposal of refuse deposited therein. Refuse containers must be removed each day along with vending devices;
- Vendors may engage in public property vending only in the location specified in the public property license. The location shall be deemed the vending site;
- Utility service connections are not permitted, except electrical when provided with written permission from the adjacent property owner. Electrical lines are not allowed overhead or lying in the pedestrian portion of the sidewalk;
- No mechanical audio or noisemaking devices are allowed, and no hawking is allowed;
- A vinyl or canvas umbrella may be added to the vending device, but its open diameter may not exceed eight and one-half feet. Any part of the umbrella must have a minimum of seven feet of vertical clearance to the area on which the vending device stands;
- Individual vendor advertising signs may be placed only upon the vending device. Temporary master event advertising signs may be placed as approved by the city engineer; and
- No conduct shall be permitted which violates any other section of the Port Orchard Municipal Code.

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

Special Event Insurance for events held at city-owned facilities can be purchased at eventinsure.hubinternational.com/.

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 special event 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

FOR CITY CLERK'S OFFICE USE ONLY

Comments received by: _____ Date \$50 Permit Fee Received: _____

Date \$50 Expedited Fee Received (if applicable): _____

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

Date Insurance Certificate(s) Received: _____

Does event require a Master Vendor License (MVL): Yes No If Yes: \$15/day fee \$200/monthly fee

Number of days: _____ Amount: _____ Date MVL fee paid: _____

Date MVL sent: _____



Special Event Permit Application Checklist

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

- Special Event Fee (Check, Cash, Credit Card) (**Page 1**)
- Written approval from property owner if location is on non-City owned property (if applicable) (**Page 2**)
- Special Liquor License (if applicable) (**Page 4**)
- Completed site map (**Page 7**)
- Master Vendor License fee (if applicable) (**Page 8**)
- Contact Department of Community Development for tent permit (if applicable) (**Page 8**)
- Contact Department of Community Development for sign permit (if applicable) (**Page 8**)
- Special Event Application/Release is completed and signed by the President or Chair of organization (**Page 9**)
- Reviewed Special Event Tool Kit
- If your event coincides with another organizations event in the same location, please provide written approval from the event organizer that indicates their approval of your event.
- Upon event approval, use of State Highway Letter of Acknowledgment or an Agreement that is received from the Department of Transportation if State Highway is requested to be closed (**Page 6**)
- Insurance Certificate, with endorsement, provided at least 30 days prior to event date (**Page 9**)

Tips for a successful event

Contact the local media (Kitsap Sun, Port Orchard Independent, etc.).

Post information on social media.

Promote your event by submitting an application for hanging a banner across SR166/Bay Street.

- Permit applications for the placement of banners at Bay Street shall be made to the City.
- The City will collect permit applications for banners at Bay Street beginning on March 1st of each year for permit applications for display of a banner from April 1 of that year until March 31st of the following year.
- The City will issue Bay Street banner permits on a first-come, first-served basis, dependent on the completeness of the application, eligibility of the application based on the policies outlined herein, and the availability of the requested time period for the banner to be displayed.
- Bay Street banner permits will be granted for a period not to exceed fourteen (14) calendar days.
- No applicant may be awarded more than two (2) Bay Street banner permits within the first 31 days of the application period for a given 1-year permitting period.-
- Bay Street banners are limited to non-commercial messages only. Commercial sponsors may be placed on the banner, but any text or images relating to commercial sponsors must not comprise more than twenty-five percent (25%) of the facial surface area of the banner and must be less noticeable than the primary banner content.
- The City shall collect a \$100 permitting fee (excluding tax) for each permit to cover administration and installation costs.

Contact the Port Orchard Chamber of Commerce.

Attend a City Council meeting and speak during citizen comments to let the Council and public know of your event.