



City of Port Orchard  
City Clerk's Office  
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[www.cityofportorchard.us](http://www.cityofportorchard.us)

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## Special Event Reservation Form

This form is to reserve your proposed Special Event date only. It provides no guarantee that your Special Event will be approved. Reservations will only be made for the immediate year's events if notice is given by February 1<sup>st</sup>.

Name of Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Contact's Email: \_\_\_\_\_ Today's date: \_\_\_\_\_

Beginning Date of Event : \_\_\_\_\_ End Date of Event: \_\_\_\_\_

***I have read the contents of this document, and I understand and agree that this form is for the reservation of a date for my proposed Special Event only, and that there is no guarantee that my Special Event application will be approved.***

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

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

(President/Chair Signature Only)

Representing: \_\_\_\_\_

(Organization Name)