



SPECIAL EVENT PERMIT APPLICATION

Thank you for your interest in holding a special event in the City of Port Orchard. This application contains 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.
- If two or more vendors are engaged in public property vending, you are required to have a master multi-vendor event license. The fee is **\$15** per event day.
- Closure of Lots 3 and 4 commonly known as waterfront parking, during a weekday and excluding federal holidays, the applicant shall compensate the city for lost revenue for use of the parking lots.

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 and location 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.**

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".

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 event

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 and/or documentation are required:

- A traffic control plan.
- Provide evidence that the appropriate number of Certified flaggers described in the traffic control plan will be provided.

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), 90 days before the event. 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 requires closure of a State Highway, POMC 5.94.030(4) states a completed application shall be filed no less than 120 days before the proposed special event is to take place. POMC 5.94.040(13) states upon council approval, the applicant must provide to the City Clerk’s office, no more than 45 days after submitting the application, at least one of the following three documents: (a) event agreement with WSDOT; (b) letter of acknowledgement from WSDOT; or (c) written proof that the event organizer has submitted the completed application to WSDOT.
 - If the event requires closure of City streets, a traffic control plan may be required.
 - If your event is utilizing the downtown parking lots (lots 3 and 4), commonly known as waterfront parking, for two or more consecutive days it will require council approval and the applicant shall compensate the city for lost revenue for use of the parking lots.
 - 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 City will notify the public of the event and ask if there are any concerns regarding impact to property, business, or quality of life.



SPECIAL EVENT PERMIT APPLICATION

(PORT ORCHARD MUNICIPAL CODE 5.94 AND 5.96)

STANDARD PROCESSING FEE: \$50.00

Event Overview

Name of event:
Location of event:
Type of Event: <input type="checkbox"/> Festival <input type="checkbox"/> Walk/Run <input type="checkbox"/> Parade <input type="checkbox"/> Vendor Fair <input type="checkbox"/> Block Party <input type="checkbox"/> Other: _____
Event or Organization Website:
Description of event:

Admission Fees:

Does your event require a paid fee for participants and/or spectators? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does your event require minimum or suggested donation for participants and/or spectators? <input type="checkbox"/> Yes <input type="checkbox"/> No
Admission/participation fee/ suggest donations amount(s):

Event Details

Set Up Starts:				Take Down Complete:		
Start Day:	Start Date:	Start Time:	End Day:	End Date:	End Time:	
Event Dates/Times: Indicate Dates/Times OPEN to attendees				Expected Daily Attendance:		
				Participants	Spectators	volunteers/staff
Day:	Date:	Start Time:	End Time:			
Day:	Date:	Start Time:	End Time:			
Day:	Date:	Start Time:	End Time:			
Additional details: (attach additional pages as needed for additional days or details)						

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:		

***Please note the organization information provided may be shared for inquires made on event details**

Alcohol

The sale, service and consumption of alcoholic beverages are subject to Washington State Liquor & Cannabis Board (WSLCB) regulations, licensing, and permit requirements. WSLCB Special Occasion and other Licenses and related fees for alcohol sales/service at events are not included in the City's Special Event Permit. Visit the WSLCB website, <https://lcb.wa.gov/> for additional information and to apply for the appropriate license / Permit.

Will alcohol be sold or consumed at your event? Yes* No

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

Food

You will need to reach out to the Kitsap Public Health District as they may require a temporary food establishment permit. Visit their website at https://kitsapublichealth.org/FoodSafety/food_vendors.php or call (360) 728-2235 for information.

Will your event have any food service and/or sales? Yes No If yes, how many: _____

Will your event have professional catering? Yes No If yes, how many: _____

Will your event have food trucks? Yes No If yes, how many: _____

Will your event have food booths or food vendors? Yes No If yes, how many: _____

Restrooms

Prove the number of restrooms that will be available to the public for your event: _____

Below is an example of the estimated amounts needed per the amount of users recommended in the *FEMA Special Events Contingency Planning: Job Aids Manual*.

No. of users (50% male and 50% female)	Minimum number of portable toilets
Up to 240	3
250 to 499	4
500 to 900	6
1,000 to 1,999	12
2,000 to 2,999	25
3,000 to 3,999	38
4,000 to 4,999	50

Garbage and Recycling

Collection Stations: How many bins are you providing as collection containers at your event?

Recycle _____ Garbage _____

Will you manage your own recycling and garbage collection or will it be managed by a vendor?

Self-Haul: Yes No List vendor/company, if applicable: _____

Detail your plan for waste management within the event area and surrounding neighborhood:

Amplified Sound

Does your event have any amplified sound? Yes No

Indicate dates/time of any amplified sound below:

Day:	Date:	Start Time:	End Time:

Describe what sound will be amplified, and at what hours (e.g., 7:00am announcements, 8:00am background music, etc.):

Describe what equipment will be used for amplified sound, and at what locations (show in maps):

Describe schematics and direction of amplified sound (show in maps, attach supporting documents as needed)

Noise levels generated shall not be in excess of allowable levels, consistent with POMC 9.24.050. For more information please contact the Port Orchard Police Department (360) 876-1700.

Tents

Does your event include a tent or membrane structure? Yes No Not Applicable

If yes, what is the tent size: _____ Does the tent have sides? Yes No Not applicable

May be required to obtain a permit per POMC 20.204.010 please contact Community Development (360) 874-5533.

Use of City Right-of-Way and Parking Impacts

Use of State Highway:

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 45 days prior to the event. WSDOT's online application is located at: <https://www.wsdot.wa.gov/contact/events/special-events>

Use of Public Property (Right-of-way): Port Orchard Municipal Code 5.94.020(7) states "Right-of-way (ROW)" means any road, public parking lot, city street, highway, boulevard or place in the city open as a matter of right to public travel and shall include arterials, neighborhood streets, alleys, bicycle paths and pedestrian ways; including streets or portions thereof which are designated as portions of the state highway system."

Will this event require closure of any of the below public property? Yes No

If yes, indicate what type of public property is requested to be closed and the location (select all that apply):

City Parks:

- | | | | |
|--|--|--|-------------------------------------|
| <input type="radio"/> Van Zee Park | <input type="radio"/> McCormick Village Park | <input type="radio"/> Etta Turner Park | <input type="radio"/> Rockwell Park |
| <input type="radio"/> Paul Powers Park | <input type="radio"/> Central Park | <input type="radio"/> Givens Park | |

Parking Lots:

- | | | | |
|--|--|---|--|
| <input type="radio"/> Lot 1: between Orchard and Frederick streets on the north side of Bay Street | <input type="radio"/> Lot 3: five rows of parking west of Harrison Ave and east of and parallel to the library | <input type="radio"/> Lot 5: all parking on City Hall property in front of the Police department | <input type="radio"/> Lot 7: all parking spaced located on the library property which is limited to library staff only |
| <input type="radio"/> Lot 2: between Frederick Street and Sidney Avenue, north of Bay St. | <input type="radio"/> Lot 4: all parking east of Lot 3 and Harrison Ave and west of the Marina Park | <input type="radio"/> Lot 6: abutting the landscaped area at the SW corner of the Bay St and Dekalb St intersection | <input type="radio"/> Lot 8: employee parking lot east of City Hall adjacent to Prospect Alley which is between Kitsap Street and Prospect Street. |

Sidewalks: _____

Street(s) *If requesting street closure, fill out the closure information below and provide a traffic control plan of the area impacted.*

Traffic Control Plan:

Provide the name of the traffic control company you are using to direct traffic, manage road closures, and providing certified flaggers:

Street Closure Details:

Street Name:	Between (cross street):	And (cross street):	Start Date:	Start Time:	End Date:	End Time:

Additional details: (attach additional pages as needed for more streets and/or more details about use.)

Parking Impacts

Have parking impacts been coordinated with neighbors (residential/business)? Yes No Not Applicable
If yes, how will parking be provided for participants and visitors (including handicapped parking)?

Event Signage

Are you planning to put up temporary signs? Yes No

POMC 20.132.290 "Temporary sign" (which may include special event sign) means any sign that is used temporarily and is not permanently mounted, painted or otherwise affixed, excluding portable signs as defined by this chapter, 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. Temporary signs 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 shall be considered permanent and are subject to the permanent sign regulations of this chapter. Please contact the Community Development Department at (360) 874-5533 if you have questions or if you need to apply for a sign permit.

Vendors

Does your event indicate vendors? Yes No

If so, will they be selling merchandise and/ or food? Yes No

If so, how many anticipated exhibitors/vendors will be at your event? _____

POMC 5.96, if your event has two or more vendors engaged in public property vending, you are required to have a Master Multi-Vendor Event License (MMVEL). The MMVEL 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 always be clean and orderly. 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.

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 |
| Beer Garden: | <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 |
| Garbage/Recycling: | <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 |
|------------------------------|-----------------------------|---|

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 final review sent: _____

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

Date Insurance Certificate(s) Received: _____

Does event require a Master Multi-Vendor License: Yes No If Yes: \$15/day fee \$200/monthly fee

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



Special Event Permit Application Checklist

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

- 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.
- Reviewed Special Event Tool Kit
- Written approval from property owner if location is on non-City owned property (if applicable) (**Page 2**)
- Special Event Fee (Check, Cash, Credit Card) (**Page 3**)
- Health Permits (if applicable) (**Page 4**)
- Special Liquor License (if applicable) (**Page 4**)
- Contact Department of Community Development for tent permit (if applicable) (**Page 5**)
- If there are road closures, have you attached a traffic control plan (**Page 6**)
- 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**)
- Master Multi-Vendor Event License fee (if applicable) (**Page 7**)
- Contact Department of Community Development for sign permit (if applicable) (**Page 7**)
- Completed site map (**Page 8**)
- Special Event Application/Release is completed and signed by the President or Chair of organization (**Page 9**)
- 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 your social media site.
- ❖ Contact the Port Orchard Chamber of Commerce.
- ❖ Attend a City Council meeting to speak during citizen comments letting council and public know of your event.