



City of Port Orchard

Special Event Toolkit

Everything you need to plan a successful
event in the City of Port Orchard!



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Introduction

This Special Event Toolkit has been put together to make it as easy as possible for an event organizer to hold an event in the City of Port Orchard.

If you have any questions regarding the special event application process, please contact the City Clerk's Office at cityhall@cityofportorchard.us, (360)-876-4407, or visit us at 216 Prospect Street, Port Orchard, WA.

Last update: February 2022

Special Event Application / Misc. Licenses and Permits

Application

The Special Event Application (*see Exhibit A*) can also be downloaded from the City's website at <https://www.cityofportorchard.us/special-events/> or picked up from the Clerk's Office at City Hall.

Please return completed applications to the Clerk's Office located at 216 Prospect Street.

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 [even-tinsure.hubinternational.com/](http://eventinsure.hubinternational.com/).

Street Closure Requirements

For city street or state highway closures (SR166/Bay Street), the sponsoring organization must submit the application to the city at least 120 calendar days before the event date. Upon city council 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: <https://wsdot.wa.gov/about/contacts/plan-event-state-highway>

Please note that any application requesting street closures cannot request an expedited process. Only non-street closure event applications can submit less than 90

calendar days, or at least 30 calendar days, prior to the event date.

Multi-Day Events on Downtown Parking Lots

No special event may utilize the downtown parking lots (lots 3 and 4), commonly known as waterfront parking, for two or more consecutive days without city council approval.

Other Permits & Licenses

- **Food handling permits** –Kitsap County Public Health (360) 337-5235 https://kitsappublichealth.org/FoodSafety/food_cards.php
- **Special event liquor license**
Washington State Liquor and Cannabis Board (360) 664-1600 <http://www.liq.wa.gov/licensing/special-licenses-and-permits>
- **Master Multi-Vendor Event License** – (*included in Special Event Application*)
A Master Multi-Vendor Event License is required for any event involving two or more vendors engaged in public property vending in a common location and/or under a common theme.
- **Temporary vendor license** – *See Exhibit B*
A temporary vendor license is required for any person, business, or organization engaged in vending on public property.
- **Port of Bremerton Waterfront Parks Application** – *See Exhibit C*
To reserve the Port of Bremerton's park gazebo or viewing platform, please contact the Port Orchard Marina Office at (360) 876-5535.

Foot Ferry



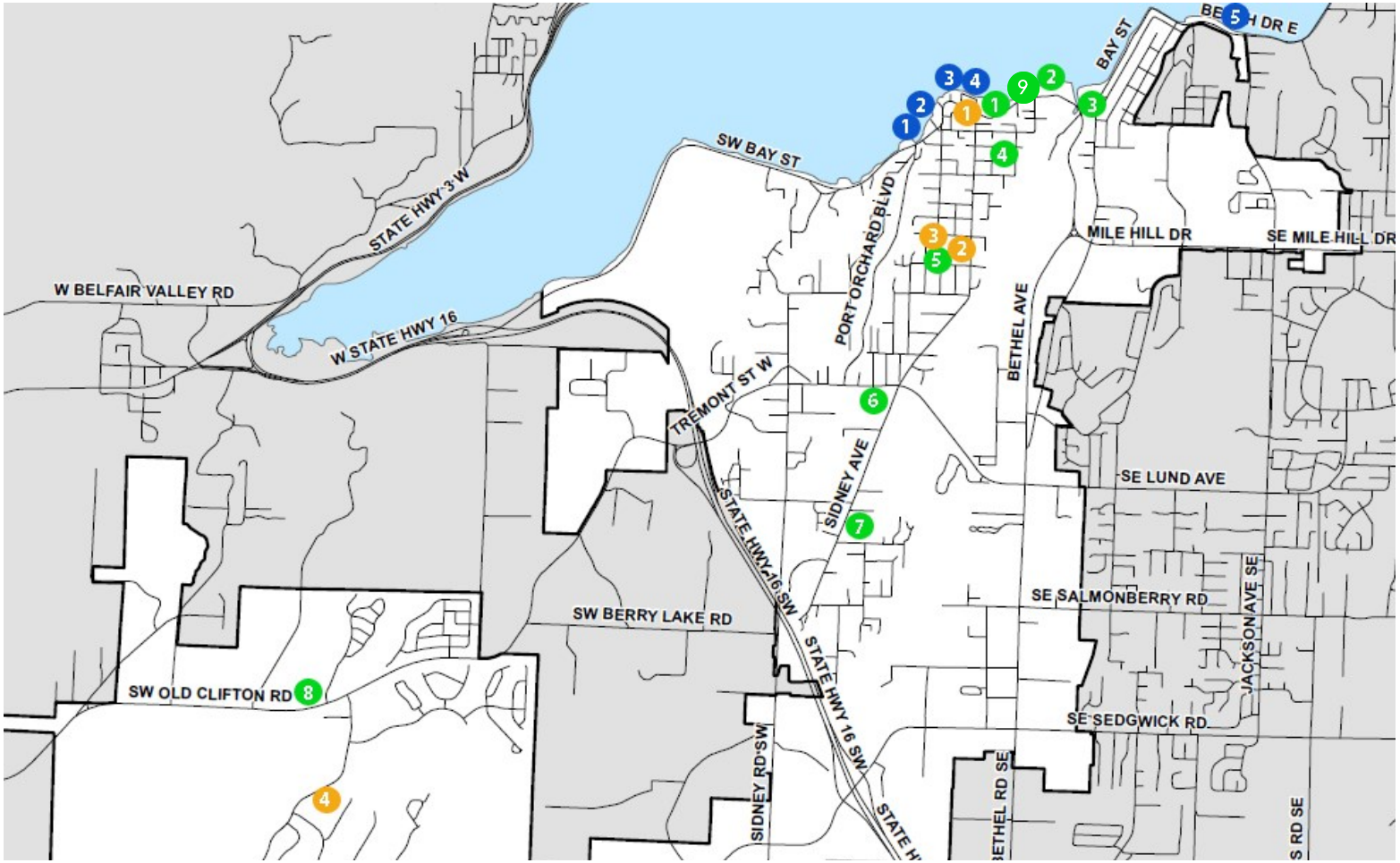
Kitsap Transit runs a foot ferry between downtown Port Orchard, Bremerton, and the Annapolis Ferry Dock and Park & Ride.

The foot ferry leaves Port Orchard on the hour and 1/2 hour, and leaves Bremerton on the 1/4 and 3/4 hour. The trip is \$2.00, each way, and only cash is accepted. Children under 5 are free.

To view the schedule and times for the foot ferry, please visit the Kitsap Transit website at:

<http://www.kitsaptransit.com/service/foot-ferry>





Parks

- 1 **Port of Bremerton’s Marina Park at Port Orchard** – Harrison Avenue. Features a covered performance area, covered seating, restrooms, public beach access, children’s playground, chalk wall, reflexology path, and large lawn area. To reserve the park gazebo or viewing platform, please contact the Port Orchard Marina Office at (360) 876-5535.
- 2 **Bay Street Pedestrian Pathway** – A one-mile multi-purpose path beginning at the Port Orchard Foot Ferry Terminal and ending at the Annapolis Ferry Terminal. This trail is being constructed in segments, and currently, Segments 2 and 5 are complete.
- 3 **Etta Turner Park & Gazebo** – located on a narrow

strip of land on the east bank of Blackjack Creek. The site has park benches, picnic tables, and a gazebo.

- 4 **Clayton Park** – 915 Dwight Street. 1.4-acre park with a covered picnic area with three picnic tables, children’s playground, basketball court, playfield, and seasonal restrooms.
- 5 **Givens Park & Field** – 1025 Tacoma Avenue. Playground, lighted tennis court, basketball court, restrooms, sheltered picnic area, athletic fields for organized teams.

Maps Continued..

Parks Continued

- 6 **Van Zee Park** – 300 Tremont Street. 8.4-acre facility containing picnic areas, trails, shelters, two baseball diamonds, playground, playfield, disc golf course, lighted double tennis court, and basketball.
- 7 **Paul Powers Park** – 2035 Sidney Avenue. 2.5-acre park includes a playfield, playground, and basketball court.
- 8 **McCormick Village Park** – 3201 SW Old Clifton Road. 30 acres of natural habitat with foot trails, splash pad, fenced dog areas and play structures.
- 9 **Rockwell Park** – 1011 Bay Street. Beach access, terraced seat walls, picnic areas and kayak launch point.

Facilities

- 1 **DeKalb Pier, 475 Bay Street:** 169-ft pier, with a 359-ft floating dock. Free day moorage for boaters.
- 2 **Waterfront Street Boat Launch, 535 Bay Street:** Two-lane ramp with concrete boarding floats, parking lot, public restrooms, benches, picnic tables.
- 3 **Port of Bremerton Marina** – 707 Marina Parkway: Day and overnight moorage. Parking and restrooms for guests. (360) 876-5535
- 4 **Port Orchard Foot Ferry Terminal, Sidney Ave & Bay Street,** (360) 373-2877
- 5 **Annapolis Foot Ferry Terminal, 1076 Beach Dr E,** Port Orchard, WA 98366, (360) 373-2877



Givens Park



Etta Turner Park



Clayton Park

Maps Continued.....Venues



Port Orchard Public Market

1 Port Orchard Public Market, 715 Bay Street
<https://www.facebook.com/PortOrchardPublicMarket/>

2 Givens Community & Senior Center, 1026 Sidney Ave, <https://www.kitsapgov.com/dis/Documents/Facilities%20Rental%20App.pdf>



Active Club

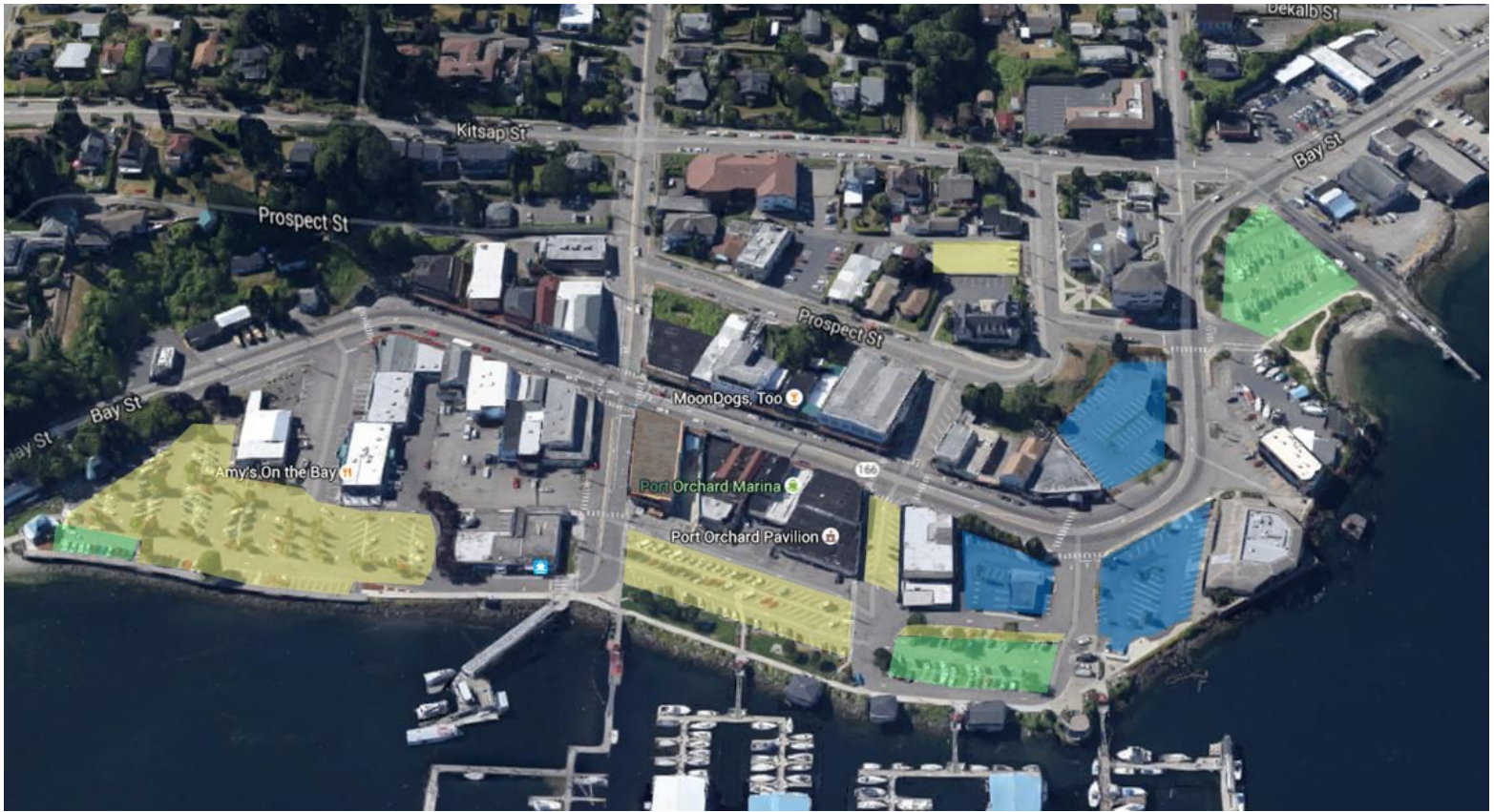
3 Active Club, Tacoma Avenue <https://www.cityofportorchard.us/facility-rentals/>

4 McCormick Woods, 5155 McCormick Woods Dr SW, <https://www.mccormickwoodsgolf.com/our-spaces/>



Bay Street Pedestrian Pathway

Parking



Yellow Shaded Areas

City of Port Orchard, (360) 876-4407
216 Prospect Street, Port Orchard, WA 98366
cityhall@cityofportorchard.us

Green Shaded Areas

Port of Bremerton, Kathy Garcia, (360) 265-8048
kathyg@portofbremerton.org,
707 Sidney Parkway, Port Orchard, WA 98366

Blue Shaded Areas

Kitsap Bank, Dave Jeffcoat, VP Regional Manager,
(360) 876-7800, 619 Bay Street,
Port Orchard, WA 98366



Waterfront Street Boat Launch Parking

Restrooms



1 Port Orchard Marina Park Restroom



2 Located near the Observation Deck



3 Waterfront Street Boat Launch Restroom



Transportation

Public Transit

Kitsap Transit

www.kitsaptransit.org/

(360) 479-6962

Ferries

Port Orchard & Annapolis Foot Ferry

www.kitsaptransit.org/

(360) 479-6962

Washington State Ferries

www.wsdot.wa.gov/ferries/

1-888-808-79771 or (206) 464-6400

Shuttles

Bremerton-Kitsap Airporter

www.kitsapairporter.com/

(360) 876-1737

Charters

Silver City Charter, (360) 871-0433

Advertising Contacts

Kitsap Sun

<https://www.kitsapsun.com/things-to-do/events/>

(360) 337-3711

Free online event calendar.

Port Orchard Bay Street Association

pobsainfo@gmail.com

South Kitsap Chamber of Commerce

<https://www.southkitsapchamber.org/contact/>

(360) 876-3505

Visit Kitsap

info@visitkitsap.com

(360) 337-0580

Macaroni Kids

kitsap.macaronikid.com/

(631) 726-1412

Free online event calendar.



Jingle Bell Run/Walk

Vendor Information

Accommodations

- Comfort Inn on the Bay, (360) 895-2666, 1121 Bay St, www.comfortinnportorchard.com/
- Red Lion Inn & Suites, (360) 895-7818, 220 Bravo Terrace, <https://www.redlion.com/red-lion-inn-suites/wa/port-orchard/red-lion-inn-suites-port-orchard>
- Mrs. Howe's B&B, (360) 871-3445, 724 Kitsap, www.mrshowesbedandbreakfast.com
- Vista Motel, (360) 876-8046, 1090 Bethel Ave.

Caterers

- Crescent Moon Catering, (360) 710-6817, <https://crescentmooncatering.com/>
- Essence of the Thyme, (360) 876-9200, 817 Bay St, www.essenceofthethymes.com/
- LeGarmache Catering, (360) 895-0602, 1327 Bay St, legarmache.com/

Rental Companies

- Kitsap Event Rentals, (360) 621-8711, www.kitsapeventrentals.com
- Premier Rentals, (360) 876-4400, <http://www.premierrentals.com/>

Restaurants

- Arby's (800) 599-2729, 1690 Mile Hill Drive
- Ay Tequila, (360) 895-5420, 1700 Mile Hill Drive
- Bay Street Bistro, (360) 602-0310, 834 Bay St., baystreetbistro.com/
- Bethel Saloon, (360) 876-6621, 3840 Bethel Rd, www.bethel-saloon.com/
- Blue Goose Tavern, (360) 895-8171, 1604 Bay Street
- Burger King, (360) 874-0654, 429 SW Sedgwick Road, www.bk.com/
- Burger King, (360) 876-1192, 1480 Olney St SE, www.bk.com/
- Carbon Mexican Steakhouse, (360) 876-7503, 1386 SE Lund Ave., <https://mexicansteakcarbon.com/>
- Carter and Company (360) 876-4424, 707 Bay Street, <https://carterandco.biz/>
- China Sun Buffet, (360) 874-9966, 4331 Bethel Road SE
- Clubhouse at McCormick Woods, (360) 895-0142, 5155 McCormick Woods Drive SE, www.clubhousemw.com
- Coffee Oasis, (360) 602-0407, 807 Bay Street, thecoffeeoasis.com
- Cosmo's Deli, (360) 895-3138, 1821 SE Lund Avenue



Vendor Information

Restaurants—Continued

- End Zone Sports Pub, (360) 874-8628, 1023 Bethel Avenue, endzonesportspub.com
- El Pueblito, (360) 895-8000, 1948 SE Lund Avenue, elpueblitorestaurant.com
- El Sombrero, (360) 895-1315, 1397 Olney Street SE, www.elsombreromex.com
- Family Pancake House, (360) 895-0545, 1034 Bethel Ave, www.familypancakehouse.com
- Golden Grill on the Bay, (360) 876-0333, 1014 Bay Street
- High Tide Tavern, (360) 876-2248, 1371 Bay St
- Hi Joy Bowl Restaurant, (360) 876-8111, 1011 Bethel Avenue, hijoybowl.com/
- Jack in the Box, (360) 876-4236, 1467 Olney Street SE, www.jackinthebox.com
- Kentucky Fried Chicken, (360) 876-3669, 1310 Bay Street, <https://www.kfc.com/>
- Kim's Teriyaki, (360) 895-0911, 1894 SE Sedgwick Rd #102
- Kings' Fish & Chips, (360) 895-4148, 1044 Bethel Avenue
- La Palapa, (360) 443-2272, 150 Harrison Ave
- Little Caesars, (360) 876-4629, 1900 SE Sedgwick Road, littlecaesars.com
- Mana Sushi Teriyaki & Wok, (360) 895-0606, 435 SW Sedgwick Road
- McDonalds, (360) 876-8789, 233 Bravo Terrace, www.mcdonalds.com/us/en/home.html
- Nauti Mermaid, 736 Bay Street
- Nostalgia House Bakery, (360) 443-2977, 1341 Bay Street, www.nostalgiahousebakery.com
- Papa Murphy's, (360) 876-7272, 1468 Olney St SE Ste 105, <http://www.papamurphys.com>
- Peninsula BevCo, (360) 710-2796, 100 Harrison Avenue <https://peninsulabevco.com/>
- Pizza Hut, (360) 895-4500, 3995 Bethel Rd SE, www.pizzahut.com
- Pho Kai, 360-602-0868, 1468 Olney St SE, www.phokai.net
- Pho Orchard, 360-895-2032, 1541 Bethel Rd SE
- Port Orchard Pub, 360-876-1018, 2591 SE Mile Hill Drive, <https://www.facebook.com/portorchardpub>
- Puerto Vallarta, 360-876-0788, 1599 SE Lund Avenue, www.puertovallartarestaurantes.com/port-orchard-restaurant
- Quiznos, 360-874-9612, 1888 SE Sedgwick Road Ste 103 www.quiznos.com
- Ruby Slipper Bar and Grill, 360-876-4041, 3995 Bethel Avenue, <https://www.rubyslipperbarandgrill.com/>

Vendor Information

Restaurants—Continued

- Seabeck Pizza, 360-895-2202, 369 Sedgwick Road, <http://www.seabeckpizza.com/>
- Shari's Restaurant, 360-874-1894, 221 Bravo Terrace, www.sharis.com
- Spiro's Pizza & Pasta, 360-876-9000, 1640 Jackson Ave SE, www.portorchardspiros.com
- Slaughter County Brewing Company, 360-329-2340, 1307 Bay Street, <http://www.slaughtercountybrewing.com/>
- Subway, 360-895-2498, 3311 Bethel Road SE, www.subway.com
- Subway, 360-895-2345, 3001 SE Mile Hill Drive Ste. 14, www.subway.com
- Subway (Walmart), 360-876-0189, 3497 Bethel Road SE, www.subway.com
- Subway, 360-874-6936, 435 SW Sedgwick Road Suite 105, www.subway.com
- Sue's Fresh Juice Bar & Sandwich Shop, 715 Bay Street
- Super Wok, 360-895-6902, 1003 SE Mile Hill Drive, superwokportorchard.com
- Taco Time, 360-874-8226, 1605 SE Vallair Court, www.tacotimenw.com
- The Dock Bar & Eatery, 360-602-0276, 715 Bay Street, www.portorchardpublicmarket.org
- Thai Charlies Restaurant, 360-519-3983, 920 Bay Street
- Thai Orchard, 360-876-4115, 2505 Mile Hill
- That One Place, 360-876-4572, 1397 Olney Avenue, SE
- Wendy's, 360-874-9504, 3487 Bethel Road SE, <https://www.wendys.com>
- Whiskey Gulch Coffee Co., 360-443-2922, 2065 Bay Street, www.whiskeygulchcoffee.com

Vendor Information

Miscellaneous

Sound System

- Gordon Sound, (360) 692-2957,
www.gordonsound.com

Garbage Service

- Brem-Air/Waste Management, (360) 674-3166,
www.wm.com

Photographers

- DeFord Photography, (360) 731-7727,
www.defordphotography.com
- Impressions by Ellie, (360) 620-0285 <https://www.impressionsbyellie.com/>
- Irene's Photos & Design, (360) 621-4382
<http://irenesphotosanddesign.com/>
- North Woods Productions, (253) 857-7635,
www.northwoodsproductions.com

Sani-Cans

- Hemley's Handy Kans, 800-533-8422,
www.hemleyshandykans.com
- Randy-Kan Portable Restrooms, (360) 509-0655, www.randykan.com
- L & L Port O Potty, (360) 779-6000
<http://llport-o-potty.com/>
- Honey Bucket, 800-444-2371,
www.honeybucket.com



Port Orchard Farmers Market



National Night Out



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 inquiries 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:
Day:	Date:	Start Time:	End Time:
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.



City of Port Orchard

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Temporary Vendor License Application

(Port Orchard Municipal Code 5.96)

Do you have an active City Business License? Yes No

(Temporary Vendor License cannot be issued unless your City Business License is current)

Are you applying for a daily license? <input type="checkbox"/> Yes <input type="checkbox"/> No The daily license fee is \$15 per day
Are you applying for a monthly license? <input type="checkbox"/> Yes <input type="checkbox"/> No The monthly license fee is \$200 per month

Applicant Information

Name of Applicant:					
State Sales Tax Number (if applicable):			State Non-Profit I.D. Number (if applicable):		
Street Address:			Mailing Address (if different from street address)		
City:	State:	Zip:	City:	State:	Zip:
Phone:	Alternate Phone:		Email:		
<p>RCW 73.04.050 allows every honorable discharged soldier, sailor, or marine of the military or naval service, who is a resident of this state, the right to vend without paying the license fee.</p> <p>Have you received an honorable discharge: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If applicable, please show proof to the City Clerk or designee.</p>					

Vending Location

Proposed location of vending device: (describe and attach map with location highlighted. Please note the Port Orchard City Council has pre-approved a location near the foot ferry, which requires no Council approval. If you are proposing a different location, it is required to go before the City Council).
Is this location accessible for the disabled: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, what accommodations will be provided to make the location reasonably accessible:
Are you planning to put up temporary signs: <input type="checkbox"/> Yes <input type="checkbox"/> No <small>"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.</small>

Vending Information

Type of Business:	Date(s) and Time of Public Vending:
Items Offered for Sale (food, novelties, etc.):	
Type of Vending Device: <input type="checkbox"/> Table <input type="checkbox"/> Booth <input type="checkbox"/> Trailer <input type="checkbox"/> Other: _____	
Size of Vending Device: _____	

The following requirements apply to all vendors engaged in public property vending and a public property vending license may be revoked for violation of any of these requirements:

- **If your public property vending requires closure of a public street, parking lot and/or sidewalk, a Special Event Application is required to be completed and submitted to the City Clerk’s office;**
- 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.

The following must be included with the application. Failure to provide any of these documents may result in denial of the license.

1. A copy of a permit or other written document from the local county health department granting approval of the vending device which will be used by the vendor if food or beverage items will be sold;
2. A copy of a food handler’s permit, issued by the local county health department for each person who will be dispensing food or beverage products from the vending device; and
3. An insurance certificate is required with the City of Port Orchard shown as an Additional Insured with minimum coverage to be as follows: \$1,000,000 liability and \$1,000,000 bodily injury.

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

Signature of Applicant

Date

FOR CITY CLERK'S OFFICE USE ONLY

Date Application Received: _____

Certificate of Insurance Received: Yes No

Map with Location Highlighted Yes No

Copy of Food Handler's Permit Received: Yes No

Health Department approval of vending device Received Yes No

Copy of military discharge certificate shown: Yes No Not applicable

License fee Received: Daily Monthly Number of day(s): _____

Total Due: _____

List each event date: _____

Date Received Payment: _____

Receipt No: _____

Vendor License: Approved Disapproved

Date of Decision: _____

Conditions: _____

Reviewed By _____
City Clerk or Designee



**PORT OF BREMERTON
WATERFRONT PARKS
APPLICATION**

This is an application to conduct a Social Activity or Commercial Activity in one of the Port of Bremerton's Waterfront Parks:

- Port of Bremerton's Breakwater Park at Bremerton
- Port of Bremerton's Marina Park at Port Orchard
 - Gazebo Area
 - Soroptimist Overlook Pavilion
 - Grandstand Area
- Port of Bremerton's Water Street Boat Launch Park

PARK LOCATION: BREMERTON or PORT ORCHARD

WATERFRONT PARK NAME: _____

DATES OF EVENT: _____ TIME: _____

EVENT NAME: _____

CONTACT NAME: _____ PHONE: _____

ORGANIZATION NAME (if applicable): _____

E-MAIL: _____ # OF PEOPLE: _____

AREA REQUESTED: _____

FACILITIES NEEDED: _____

OTHER NEEDS (Electricity, awnings, etc.): _____

DETAILED DESCRIPTION OF ACTIVITY/EVENT: _____

PROPOSED LOCATION OF ANY TEMPORARY STRUCTURES TO BE ERECTED:

I / We understand this application may require insurance coverage, cleaning deposit and/or a use fee. Filling out this application is not a guarantee that the event has been approved until it has been reviewed and signed by Marina Management. Applicant will be notified if there are any issues with the application or if additional information or payment is required.

SIGNATURE

DATE



**PORT OF BREMERTON
WATERFRONT PARKS
HOLD HARMLESS AGREEMENT**

In consideration of the Port of Bremerton making available for use the undersigned,

the _____
(Park Name)

located at _____

on _____
(Date)

_____ agrees to indemnify and hold harmless
(User Name or Group)

The Port, its officers, employees and agents from any and all claims, suits or causes of action arising from injury to persons or damage to property growing out of the use of the said facility, including any expense of litigation.

Dated this _____ day of _____, 2017.

Signature

PORT USE ONLY:

Date Received: _____

- \$100.00 Refundable Cleaning Deposit Paid (we cannot accept cash deposits)
Check on File (Check #: _____) or CC Hard Copy on File
- Provide proof of liability insurance (event insurance) of at least \$1,000,000 and list the Port of Bremerton as an additional insured on the policy.

- Social Activity (No Fee)
 - File paperwork at marina
 - Add to Marina Park Reservations
- Commercial Activity (\$100.00) Cash Check CC
 - Set up AR account to take payment
 - File copy at marina
 - Send original paperwork to MA

Manager Approved: _____ Date: _____



CITY OF PORT ORCHARD

City Clerk

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Parade/Ride Safety Reference Guide

1. FOR THE PROTECTION OF CHILDREN, WE DO NOT WANT CHILDREN DARTING INTO THE STREET. Candy, toys or other objects shall not be thrown from the entry. However, you may have someone walk alongside (both sides of entry) and hand these items to spectators.
2. For their safety, all riders must be seated on/in the entry during the parade or ride. Per Washington State Law, Seatbelt or restraints fastened to the structure of the vehicle/float/trailer shall be worn by all riders. Individuals should NEVER walk around, wing from, or have body parts hang off or out of an entry.
3. There should be an adult for each float or entry and this person should remain with the entry during the entire parade whether children are on it or not.
4. All vehicles are to be driven by licensed drivers who have VALID liability insurance. You may want each driver to show proof of insurance.



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Vendor Fair and Farmer's Market Reference Guide

1. Develop an emergency response plan in conjunction with EMS, Fire, and Law Enforcement. In addition, the plan should outline procedures about to sever weather events, including closing the market. Share the plan with all vendors.
2. Care should be exercised to keep the market walking surfaces dry and slip resistant.
3. Hoses and electrical cords shall be routed so as to not create a trip and fall hazard.
4. Signs on vendor booths should be secured to avoid movement, which may cause damage to property or injury to individuals.
5. Make sure vendors create displays that minimize the chance of customer accidents. Merchandise boxes, tables, plants etc., should be arranged in a manner to prevent customers from tripping over anything. Final placement of displays is the discretion of the market manager.
6. Vendor's stands should be safe and orderly; umbrellas, tents and temporary structures shall be securely anchored to prevent movement by the wind, they should not hang over the walkway to create a hazard.
7. Display tables, boxes, baskets, etc. should be free of sharp edges, splinters, nails, staples, or anything else which may cause injury.
8. Vendors should have their vehicles and stands in place a half-hour before the opening of the market. Care should be exercised to keep materials out of the walkway during set-up.
9. If customer pets are allowed, the pets should be leashed or otherwise restrained.
10. All food products must comply with the Health Department Standards regarding packaging preparation, display, producer and disclosure of ingredients.
11. Vendors using grills, heaters or other flame type appliances at the market must have an appropriate fire extinguisher visible and reachable. Open flame appliances and frying operations must also be approved by the Fire Authority prior to being used.



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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 1st.

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)