



City of Bainbridge Island  
280 Madison Ave N  
Bainbridge Island, WA 98110  
(206) 842-5211 (206) 780-8596 (fax)

## Special Event Permit Application

For Use with all City owned Facilities/Properties  
*(Application must be received for review at least 30 days prior to your event)*

Date of Event: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

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

Emergency Phone #: \_\_\_\_\_

Please complete the attached application for private use of public property with as much detail as possible and return it to the Bainbridge Island Police Department no later than 30 days prior to your event. **Permit Fee of \$25.00 must accompany this application or application will not be processed. If application is not received at least 30 days prior to event, it may not be processed. If you have not received an approved permit application, you may not hold your event.**

In the event that food service is a part of your event/activity, please contact Kitsap County Public Health for their authorization. A copy of your Public Health authorization must be attached to your application.

If your event entails serving or selling alcohol, please attach your Washington State Liquor Board permit.

You must also submit proof of insurance with this application. If insurance is not yet obtained, proof of insurance must be received by the City five days prior to the event requested taking place.

**A copy of the approved Special Event Permit Application must be kept on site at all times during event.**

If you have any questions concerning your application, please feel free to contact the Bainbridge Police Department's Administrative Lieutenant at (206) 842-5211.

### For City Use Only

	Date Received	Approved By	Date
		Print Name	Initials
Police Dept	_____	_____	_____
Public Works	_____	_____	_____
Engineering	_____	_____	_____
Planning	_____	_____	_____
Building	_____	_____	_____
Executive	_____	_____	_____
Fire Dept	_____	_____	_____

Event Denied  Additional Comments Attached  \_\_\_\_\_

Copy Forwarded to Fire Dept  Yes  No    \$25 Permit Fee Collected  Yes  No

Copy Forwarded to Finance  Yes  No    Billed: \_\_\_\_\_

**General Information**

Name: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Billing Information**

Name: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Event Information**

Will a fee or donation be collected?  Yes  No  Event brochure/flyer attached

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

Type and Purpose of Activity Planned: \_\_\_\_\_

**Event Venue** (Additional fees may apply)

Waterfront Park  Town Square  Other  
City Use Only (\$200 deposit) (Downtown, school, street, etc.)  
WFP Calendar Updated: \_\_\_\_\_

**Emergency Contact:**

(Must be available during event as well as before) \_\_\_\_\_

**Emergency Contact Phone Number:**

\_\_\_\_\_

Date: \_\_\_\_\_ Hours: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Dismantling Time: \_\_\_\_\_

Number of Staff: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Number of Chaperones: \_\_\_\_\_ Age Range of Participants: \_\_\_\_\_

Address or Location of Event: \_\_\_\_\_

Please describe location of proposed parking for event. If using shuttle(s), please give shuttle parking location:

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Describe any floats, marching units, vehicles, bands and/or sound amplification equipment to be used:

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**Event Signage**

Will the event have signs?     Yes     No

If you checked yes, please attach a picture or drawing of the signs (including dimensions) along with a map indicating where the signs will be placed. Freestanding signs may not exceed 18" x 24" and sandwich board signs may not exceed 6 square feet with a minimum height of 30" and a maximum height of 48."

Please list dates signs will be posted and removed (maximum of 21 days per calendar year): \_\_\_\_\_

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City maintenance crews will remove any signs that interfere with operation and maintenance activities such as mowing, etc. The Code Enforcement Officer will remove unpermitted or hazardous signs. **The City assumes no responsibility for damage or loss of signs in the right-of-way.**

**Signs placed in the right of way must not:**

- 1. Create a traffic hazard or obstruction
- 2. Be located in median islands or roundabouts
- 3. Be located in a ditch
- 4. Block vehicle sight distance
- 5. Impede pedestrian or bicycle travel
- 6. Be attached to City sign posts, railings, fences, or utility poles
- 7. Be attached to trees, stacked in planter grates, etc.

**Street Closures**

Will there be any street closures?     Yes     No    If yes, please list the following information:

One lane closure with flaggers     Road closed with detour     Other \_\_\_\_\_

Primary Road(s): \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Primary Road(s): \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Primary Road(s): \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Detour Route: \_\_\_\_\_

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Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Please provide diagram of road closure(s) with placement of signs and flaggers as well as detour route on attached Plot Plan. A map of your event venue may be attached to this application in lieu of the attached Plot Plan.**

- Will there be any tents greater than 200 sq ft?  Yes  No
- Will there be any canopies greater than 400 sq ft?  Yes  No
- Will there be any fireworks or pyrotechnics?  Yes  No
- Will there be open burning of any type?  Yes  No

**If you checked yes to any of the above, special permits from the Bainbridge Island Fire Department are required and should be attached to this application.**

Police officers are available for an hourly rate of \$95.00. There is a two officer requirement with a three hour minimum (**unless waived by BIPD**).

Are you requesting police or security help?  Yes  No

If no is checked above, is the need for officers waived by BIPD?  Waived

Number of officers requested: \_\_\_\_\_ Number of hours required: \_\_\_\_\_

**Event Clean-up Plan**

Please describe event clean-up plans: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**If event site is not left in pre-event condition, a clean-up fee of \$75.00 per hour will be assessed.**

**Insurance**

The City does not maintain insurance that covers claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Depending on the activity and risk level of your proposed special event, you may be required to obtain bodily injury and property damage liability insurance in accordance with the City policy, and name the City as an additional named insured on the policy.

If insurance is a condition to the permit and the applicant/organization does not have Commercial General Liability Insurance, it must obtain Special Events Coverage through its insurance carrier. Alternatively, Special Events Insurance coverage is also available through Washington Cities Insurance Authority (WCIA). The policy must name the City as an additional insured and must be for a period of not less than 24 hours prior to and after the event. In any case, the organization/applicant must provide a Certificate of Insurance evidencing the required insurance to the City of Bainbridge Island five (5) days prior to the event.



