

# City of Bainbridge Island Special Event Permit Application



A completed application and fees must be submitted at least **30 days before the proposed event**. Please email [policedept@bainbridgewa.gov](mailto:policedept@bainbridgewa.gov) or call the Bainbridge Island Police Department at 206-842-5211 if you have questions regarding the process.

Name/Title of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Hours of Event: From \_\_\_\_\_ AM PM To \_\_\_\_\_ AM PM

Location(s) of Event: \_\_\_\_\_

Type of Event:  Run/Walk/Race  Parade  Community Celebration  
 Other (explain): \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Sponsoring Entity/Agency: \_\_\_\_\_  
*(If different from applicant.)*

Sponsor Address: \_\_\_\_\_

Name of Emergency Contact: \_\_\_\_\_  
*(If different from applicant. This person must be available by phone prior to and during the event.)*

Emergency Contact Phone: \_\_\_\_\_

The emergency contact person specified above be notified when the permit has been approved, and will receive a .pdf of it by email (a hard copy will be mailed if no email is provided). The emergency contact person must keep the approved permit available during the event (an electronic version saved to a mobile device is fine).

### For CoBI Use Only

Date Application Received: \_\_\_\_\_ Permit Number Issued: \_\_\_\_\_

Date Application Complete: \_\_\_\_\_ Date of Final Approval: \_\_\_\_\_

Date Sent To Reviewers: \_\_\_\_\_ Date Applicant Notified: \_\_\_\_\_

Conditions:  Signage  Parking  Right-of-Way  Security  Other  None

# GENERAL INFORMATION

APPLICANT PLEASE ANSWER QUESTIONS IN THIS COLUMN	ANSWER	CoBI Use Only
Describe the event below:		
Will the event have amplified sound outdoors (microphone, speakers, live band et cetera)? If yes, describe:	YES / NO	
Does the event employ the use of floats, marching units, vehicles, or similar equipment? If yes, describe:	YES / NO	
Where is the event taking place? <input type="checkbox"/> Waterfront Park (requires refundable \$200 deposit) <input type="checkbox"/> Town Square (requires refundable \$200 deposit) <input type="checkbox"/> Roadway or Right of Way (may require \$150 non-refundable permit fee) <input type="checkbox"/> Other Location (provide name/address of site(s) below):		
Attach a diagram of the event layout showing buildings, alleys, and right of ways. For parades or races, show all streets in the route, and placement of canopies, tents, portable restrooms, aid stations, etc.		Addendum
Does the event involve political or religious activity Intended primarily for the communication or expression of ideas?	YES / NO	
Will any fees or donations be collected prior to or during the event?	YES / NO	
Will fees benefit a charity? If yes, indicate name of charity here:	YES / NO	

# PARKING

APPLICANT PLEASE ANSWER QUESTIONS IN THIS COLUMN	CoBI Use Only
<p>Please describe the proposed parking plan for your event below. If using shuttle service, give shuttle parking location(s). Use additional pages if necessary:</p> <p><i>Note: The CoBI cannot grant permission for the use of private property for parking. It is your responsibility to contact property owners (including parks and schools) for permission to park on their property in advance of the event.</i></p>	

# SIGNAGE

APPLICANT PLEASE ANSWER QUESTIONS IN THIS COLUMN	ANSWER	CoBI Use Only
<p>Will you use flyers to promote the event? If yes, attach a sample.</p> <p>What date(s) will the flyers go up? _____</p> <p>What date(s) will the flyers come down? _____</p> <p>Describe where the flyers be posted (include a map if that is more helpful):</p>	YES / NO	Addendum
<p>Will you be using signs to promote your event?</p> <p>If yes, attach images of proposed signs (including dimensions), along with a map indicating the location(s) where they will be placed.</p> <p>What date(s) will the signs go up? _____</p> <p>What date(s) will the signs come down? _____</p> <p><i>Note: 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". City maintenance crews will remove any sign that interferes with operation and maintenance activities (such as mowing). The CoBI Code Compliance Officer will remove unpermitted or hazardous signs. The CoBI assumes no responsibility for damage or loss of signs in the right-of-way. For more information, see BIMC 15.08 for detailed information regarding sign code through <a href="http://www.mrsc.org">www.mrsc.org</a> or call the CoBI Planning Division at 206-780-3750.</i></p>	YES / NO	Addendum

# SECURITY

APPLICANT PLEASE ANSWER QUESTIONS IN THIS COLUMN	ANSWER	CoBI Use Only
<p>Do you request police presence or security assistance for this event?</p> <p><i>NOTE: Officers may be assigned to provide security at your event as determined by the police department <b>even if you do not request them</b>. See "FEES" section for more information.</i></p>	YES / NO	<p>___ Not Needed</p> <p>___ Needed</p> <p>___ Officers</p> <p>___ Hours</p> <p>Posted _____</p> <p>Briefed _____</p> <p>Initials: _____</p>
<p>If yes, how many officers are you requesting?</p>		
<p>What time should the officer(s) arrive?</p>		
<p>What time should the officer(s) depart?</p>		
<p>Indicate the total hours each officer should be present:</p>		

## RIGHT OF WAY INFORMATION

APPLICANT PLEASE ANSWER QUESTIONS IN THIS COLUMN	ANSWER	CoBI Use Only
<p>Will there be any full or partial street closures related to your event?</p> <p><i>Note: Events involving full or partial closure of public streets or sidewalks need a Right-of-Way (ROW) permit for short term use. If your event requires a ROW permit, please attach a completed ROW application, available at <a href="http://www.bainbridgewa.gov/documentcenter/view/228">http://www.bainbridgewa.gov/documentcenter/view/228</a>. Include required payment (see "Fees" section). If you need more information or have questions, call the CoBI Engineering Division at 206-842-2016.</i></p>	YES/NO	Addendum

## FIRE/PYROTECHNICS

APPLICANT PLEASE ANSWER QUESTIONS IN THIS COLUMN	ANSWER	CoBI Use Only
<p>Will the event have fireworks, pyrotechnics, or burning of any kind?</p> <p><i>Note: If yes, an additional permit from the Bainbridge Island Fire Department is required. Please attach the permit issued to you by the BIFD or a copy of your application for it.</i></p>	YES / NO	Addendum
Will the event be using any tents greater than 200 sq ft?	YES/NO	
Will the event be using any canopies greater than 400 sq ft?	YES/NO	
<p>Will any portion of the event be held in an existing building? If yes, provide building name (if applicable) and address below:</p>	YES/NO	

## FOOD/BEVERAGES/BAGS/RECYCLING

APPLICANT PLEASE ANSWER QUESTIONS IN THIS COLUMN	ANSWER	CoBI Use Only
Does the event involve food service? If yes, attach a copy of your approved temporary food establishment permit from the Kitsap Public Health District or your application for that permit.	YES / NO	Addendum
Does the event involve the sale or use of alcoholic beverages? If yes, attach a copy your approved permit from the Washington State Liquor & Cannabis Control Board or your application for that permit.	YES / NO	Addendum
<p>Single use plastic carry-out bags are prohibited on the island. Will you provide paper or reusable bags to participants for any reason?</p> <p><i>Note: Per BIMC 13.28.200, if you are distributing paper bags, you are required to collect a \$0.05 per bag taxable charge. Regardless of whether or not you intend to distribute paper bags, please initial at right to illustrate that you understand this requirement.</i></p>	YES / NO  <b><u>Initials:</u></b>	
Per RCW 70.93.093, vendors and organizers of festivals, sports facilities and official gatherings are required to provide and fund recycling services for their events. Aluminum cans, glass bottles and plastic bottles – at a minimum – are required to be recycled in on-site receptacles. Regardless of whether or not you intend to distribute recyclable materials, please initial at right illustrate that you understand this requirement.	<b><u>Initials:</u></b>	

# SETUP/STAFFING/CLEANUP

APPLICANT PLEASE ANSWER QUESTIONS IN THIS COLUMN	ANSWER	CoBI Use Only
Indicate the total number of guests you hope to have at the event:		
Indicate the number of staff you plan to have working the event:		
Indicate the target age range of guests or attendees:		
Indicate the number of chaperones you plan to have (if applicable):		
When will you be setting up for the event? Date: _____ from ____ AM/PM to ____ AM/PM When will you be breaking down and cleaning up after the event? Date: _____ from ____ AM/PM to ____ AM/PM  <i>Note: If using Waterfront Park, Town Square, or public roadways, and the location is not returned to pre-event condition, cleanup fees will apply (see "FEES" section). Your initials at right indicate you understand this policy.</i>	<b>Initials:</b>	

## FEES

Please make checks payable to City of Bainbridge Island or "CoBI" and bring payment with you when you submit the permit application to the Police Department. We accept cash, check, or credit card.

DESCRIPTION	DUE NOW	INVOICED LATER	PAYMENT METHOD	PAID ON (DATE):	RECEIPT NUMBER:
<b>Special Event Permit Fee</b> Non-refundable.	25				
<b>Town Square/Waterfront Park Deposit</b> If applicable; refundable when conditions are met. See "Cleanup Fee" below.	200				
<b>Right of Way (ROW) Permit Fee</b> If applicable; non-refundable.	150				
<b>Security Fee</b> If applicable; \$71 per hour per officer, invoiced after the event.					
<b>Cleanup Fee</b> Applicable if you reserve Town Square or Waterfront Park and do not leave it in pre-event condition. Cleanup fees are \$75 per hour, and will be deducted from your initial deposit. If cleanup costs exceed \$200, you will be invoiced for the balance.					

# 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. Therefore, the applicant or organization is required to obtain bodily injury and property damage liability insurance in accordance with City policy, name the City of Bainbridge Island as an Additional Insured (AI) on the policy for the duration of the event and be responsible for obtaining said insurance. The applicant/ organization must have minimum limits of \$1,000,000 commercial general liability insurance per occurrence combined single limits, and \$2,000,000 aggregate.

If the applicant/organization does not have Commercial General Liability Insurance, it must obtain Special Events Coverage through its insurance carrier. The policy must name the City of Bainbridge Island as an Additional Insured and must be for a period of not less than 24 hours prior to and after the event.

APPLICANT PLEASE ANSWER QUESTIONS IN THIS COLUMN	ANSWER	CoBI Use Only
Please attach your Certificate of Insurance (COI). Initial at right to indicate that you understand the insurance requirement and if the COI is not attached to this application, you are making provisions to obtain it. Please note, your special event permit will not be approved if the COI is not received at least five (5) days prior to the event.	<u>Initials:</u>	Addendum

# AGREEMENT

The person, organization or entity (“applicant”) obtaining the Special Event Permit agrees to defend, indemnify and hold harmless the City of Bainbridge Island, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands, claims and damages, including the cost of their defense, arising in favor of the applicant, the applicant’s employees or any third party on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the applicant, its employees or representatives, concessionaires of the event or any other person or entity, in connection with, arising out of, or in any way relating to, the special event or the grant of the Special Event Permit, except for liability caused by the sole negligence on the part of the City of Bainbridge Island.

\_\_\_\_\_

Applicant Printed Name

\_\_\_\_\_

Title, if Applicable

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date