

# City of Bainbridge Island Special Event Permit Application



Mail or deliver this completed application with applicable fees to the Bainbridge Island Police Department **at least 30 days before your proposed event**. See the "Fees" section of the application. For more information, refer to BIMC 12.06. or if you have questions about any part of the process, call 206-842-5211, or email [policedept@bainbridgewa.gov](mailto:policedept@bainbridgewa.gov). Our mailing address is BIPD, 625 Winslow Way E, Bainbridge Island, WA 98110.

## **Event Information**

Event Name: \_\_\_\_\_  
Event Purpose: \_\_\_\_\_  
Event Date(s): \_\_\_\_\_  
Event Location(s): \_\_\_\_\_  
Event Hours: From \_\_\_\_ AM PM To \_\_\_\_ AM PM  
Event Type:  Run/Walk/Race  Community Celebration  Parade  
 Other (Explain): \_\_\_\_\_

## **Sponsor Information**

Sponsoring Organization: \_\_\_\_\_  
*(If applicable, and if different from applicant.)*  
Sponsor Address: \_\_\_\_\_  
Is this event sponsored or co-sponsored by the City of Bainbridge Island?  Yes  No

## **Applicant Information**

Applicant Name: \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
Applicant Phone Number(s): \_\_\_\_\_  
Applicant Email Address: \_\_\_\_\_  
Applicant Signature: \_\_\_\_\_  
Emergency Contact Person: \_\_\_\_\_  
*(If different from applicant. This person must be available by phone prior to and during the event.)*  
Emergency Contact Phone: \_\_\_\_\_

### **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



## FIRE/PYROTECHNICS

QUESTION(S) and INSTRUCTIONS FOR APPLICANT	ANSWER	CoBI Use Only
<p>Will the event have fireworks, pyrotechnics, or burning of any kind?</p> <p>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. If you have questions, please call the Bainbridge Island Fire Department directly at 206-780-7686.</p>	YES / NO	Addendum
Will the event be using any canopies greater than 400 sq ft?	YES / NO	
Will the event be using any tents greater than 200 sq ft?	YES / NO	
Will any portion of the event be held in an existing building? If yes, provide provide the building name (if applicable) and address below:	YES / NO	

## RIGHTS OF WAY

QUESTION(S) FOR APPLICANT	ANSWER	CoBI Use Only
Will there be any full or partial street closures related to your event?	YES / NO	
Will you be blocking any public sidewalks prior to, during, or after the event?	YES / NO	
<p>If you answered yes to a question above, you may be required to obtain Right-of-Way (ROW) permit. If you need help determining whether you need a ROW permit, call the CoBI Engineering Division at 206-842-2016.</p> <p>If your event does require a ROW permit, include a completed ROW permit application and ROW fee when submitting this application for review (see "Fees" section of this application). ROW permits are available at City Hall and via <a href="http://www.bainbridgewa.gov/documentcenter/view/228">http://www.bainbridgewa.gov/documentcenter/view/228</a>.</p>		Addendum

## SECURITY

QUESTION(S) FOR APPLICANT	ANSWER	CoBI Use Only
<p>Do you think you will need or want police security at this event?</p> <p>If yes, indicate the number of officers you think you need: ____</p> <p>If yes, when should the officer(s) arrive? ____ AM / PM</p> <p>If yes, when should the officer(s) depart? ____ AM / PM</p> <p>Indicate the total hours each officer should be present: ____ Hours Each</p> <p>Depending on event details, police officers may be assigned to provide security at your event <b>even if you do not request them</b>. If you select "NO" but the police reviewer believes security needs to be present, you will be notified immediately. Officer security is invoiced after the event at a rate published in the CoBI Fee Schedule (see "Fees" section of this application).</p>	<p>YES</p> <p>NO</p> <p>Unsure</p>	<p>___ Not Needed</p> <p>___ Needed</p> <p>___ Officers</p> <p>___ Hours</p> <p><u>Initials</u></p>

## SIGNAGE

QUESTION(S) FOR APPLICANT	ANSWER	CoBI Use Only
<p>Will you be using flyers to promote your event? If yes, attach a sample and indicate below how and where you intend to post or distribute them:</p>	YES / NO	Addendum
<p>Will you be using signs or banners to promote the event?</p> <p>If yes, attach images of each proposed sign design. Indicate the style (banner, freestanding, staked, sandwich board, hanging etc), the exact dimensions of each one, and where they will each be placed.</p> <p>What date will the signs/banners go up? _____</p> <p>What date will the signs/banners come down? _____</p> <p>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.</p> <p>See BIMC 15.08 for detailed information regarding sign code or call the CoBI Planning Division at 206-780-3750.</p>	YES / NO	Addendum

## FOOD/BEVERAGE/BAGS/RECYCLING

QUESTION(S) FOR APPLICANT	ANSWER	CoBI Use Only
<p>Does the event involve food service?</p> <p>If yes, attach a copy of your approved temporary food establishment permit from the Kitsap Public Health District or your application for that permit. If food will be catered by an existing business, attach a copy of the business's catering license.</p>	YES / NO	Addendum
<p>Does the event involve the sale or use of alcoholic beverages?</p> <p>If yes, attach a copy your approved temporary permit from the Washington State Liquor &amp; Cannabis Control Board or your application for that permit.</p>	YES / NO	Addendum
<p>Per BIMC 13.28.200, single use plastic carry-out bags are prohibited on the island. Please initial at right to illustrate that you understand this and do not intend to provide single use plastic bags to participants for any reason.</p>	<u>Initials:</u>	
<p>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. Please initial at right illustrate that you understand this requirement.</p>	<u>Initials:</u>	

## SETUP/STAFFING/CLEANUP

QUESTION(S) FOR APPLICANT	ANSWER	CoBI Use Only
How many guests do you anticipate will be in attendance?		
What is the target age range of attendees/guests/participants:		
How many staff and/or volunteers will be working during the event?		
How many chaperones you plan to have (if applicable)?		
Event set up time: Date: _____ From ___ am/pm until ___ am/pm Event clean up time: Date: _____ From ___ am/pm until ___ am/pm		
If you use Waterfront Park, Town Square, or any public roadway and the location is not returned to pre-event condition, cleanup fees may apply. Please initial at right to indicate you understand this policy.	<u>Initials:</u>	

## PARKING

QUESTION(S) FOR APPLICANT	ANSWER	CoBI Use Only
Describe the proposed parking plan for your event below. If using shuttle service, indicate shuttle parking location(s). Use additional pages if needed.  The CoBI cannot grant permission for the use of private property for parking. It is your responsibility to contact property owners (businesses, parks, schools) if you want permission to park on their property.		Addendum

## FEES

Payment is due at the time you submit this application. We accept cash, check, or credit card. Make checks payable to "CoBI." It is not necessary to provide separate checks if multiple fees apply.

DESCRIPTION	FEE	PAID BY	DATE	RECEIPT #:
<b>Special Event Permit Fee</b> Non-refundable.	25			
<b>Town Square/Waterfront Park Deposit</b> If applicable; refundable when conditions are met. Please remember you may be charged for cleanup if the venue is left in less than pre-event condition!	200			
<b>Right of Way (ROW) Permit Fee</b> If applicable; non-refundable.	150			
<b>Security Fees</b> Any fees for police officer security will be charged in accordance with the City of Bainbridge Island Fee Schedule. If applicable, these charges will be discussed with you in advance of the event. The Fee Schedule is available on the City's home page: <a href="http://www.bainbridgewa.gov">www.bainbridgewa.gov</a>				

## INSURANCE

QUESTION(S) FOR APPLICANT	ANSWER	CoBI Use Only
<p>The CoBI 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 naming the City of Bainbridge Island as an Additional Insured (AI) for a period of not less than 24 hours prior to and 24 hours after the event and be responsible for obtaining said insurance. The policy must have minimum limits of \$1,000,000 commercial general liability insurance per occurrence combined single limits, and \$2,000,000 aggregate.</p> <p>If the applicant/organization does not have Commercial General Liability Insurance, it must obtain Special Event Coverage through an insurance carrier.</p> <p>Please attach your Certificate of Insurance (COI) and your Additional Insured Endorsement. If you do not have these documents at the time you submit the application, initial at right to indicate that you understand the insurance requirement and you are making provisions to obtain it. Your special event permit will not be approved if the COI and Endorsement are not received at least five (5) days prior to the event.</p>	<p><b>Initials:</b></p>	<p>Addendum</p>

## 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 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Title, if Applicable