

City of Bainbridge Island Special Event Permit Application



Use this form if you are planning an event, parade or gathering on property owned by the City of Bainbridge Island (City) or that will affect the use of City roads, sidewalks, or rights of way. **Completed applications, with required addendums and applicable fees should be submitted at least 30 days in advance of the planned event.** Mail or deliver these items to the Bainbridge Island Police Department, 625 Winslow Way E, Bainbridge Island, WA 98110, or send via email to police@bainbridgewa.gov and call 206-842-5211 to arrange for payment.

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: _____

Sponsoring Organization/s

Organization Name/s: _____
(If applicable.)

Organization Address: _____

City/ST/Zip: _____

Applicant Information

Your Name: _____

Contact Phone Number/s: _____

Email Address: _____

Emergency Contact Person: _____
(If different from applicant.)

Emergency Phone Number/s: _____
(Someone we can contact during the event, if different from applicant.)

City Use Only

<input type="checkbox"/> Sponsored/Co-Sponsored	Received: _____	Permit #: SEP _____
	Complete: _____	Approved: _____
	Reviewers: _____	Issued: _____
<input type="checkbox"/> ROW <input type="checkbox"/> Food <input type="checkbox"/> Alcohol <input type="checkbox"/> Officers	Conditions Memo? <input type="checkbox"/> No <input type="checkbox"/> Yes, Addendum _____	

GENERAL INFORMATION

QUESTIONS/INSTRUCTIONS FOR APPLICANT	Applicant	City
Provide a brief overview of the event below:		
<p>Are you requesting the use of Waterfront Park, Town Square, or another City-owned property for your event? If yes, indicate below:</p> <p>Organizers of events taking place on City-owned property must provide a \$200 deposit, which is refunded if the location is left in pre-event condition. If not, the deposit will be used to pay for cleanup. Organizers will be billed for additional costs if cleanup exceeds \$200. Your initials at right indicate you understand this policy.</p>	<p>YES / NO</p> <p><u>Initials:</u></p>	<p>Reserve Date and Initials:</p>
Provide a site plan with streets, buildings, rights-of-way, placement of canopies, tents, portable restrooms, aid stations, and other relevant information. For races, community walks, or parades, indicate assembly area (if applicable), start time, the route and direction of travel, the disbanding area, and time of disbanding (if applicable).		Addendum
Is the event a parade? If yes, provide an addendum with parade entrants, and the type (i.e. float, vehicle, marching unit, horses). Floats and parade entries are subject to inspection and approval by the Chief of Police and the Fire Chief. More information regarding parades is available in Bainbridge Island Municipal Code 12.06.080.	YES / NO	Addendum
<p>Will the event have amplified sound outdoors? If yes, indicate type:</p> <p><input type="checkbox"/> Live Music <input type="checkbox"/> Speakers <input type="checkbox"/> Microphone <input type="checkbox"/> Bullhorn</p> <p><input type="checkbox"/> Other (Explain): _____</p>	YES / NO	
Does the event involve political or religious activity Intended primarily for the communication or expression of ideas?	YES / NO	
<p>Will fees or donations be collected?</p> <p>If yes, indicate the name of the organization, non-profit, or charity that the fees will benefit:</p>	YES / NO	

SIGNAGE

QUESTIONS/INSTRUCTIONS FOR APPLICANT	Applicant	City
Are you using flyers to promote the event? If yes, provide a sample (rough draft is okay). Indicate size and method of distribution:	YES / NO	Addendum
Are you using signs or banners? If yes, provide images of each proposed design, indicate the type (banner, freestanding, staked, sandwich board, hanging etc.), dimensions, and locations where they will be placed. See Bainbridge Island Municipal Code 15.08 for more information about sign code.	YES / NO	Addendum

FIRE/PYROTECHNICS

QUESTIONS/INSTRUCTIONS FOR APPLICANT	Applicant	City
Will the event have fireworks, pyrotechnics, or burning of any kind? If yes, an additional permit from the Bainbridge Island Fire Department (BIFD) may be required. Provide a copy of that permit or the application you submitted for it.	YES / NO	Addendum
Will the event use canopies greater than 400 sq ft or tents greater than 200 sq ft? If yes, ensure they are indicated on your site plan.	YES / NO	
Will any portion of the event be held in an existing building? If yes, ensure the building name and address are provided on your site plan.	YES / NO	

PARKING

QUESTIONS/INSTRUCTIONS FOR APPLICANT	Applicant	City
<p>The City cannot grant permission for the use of private property for parking. It is your responsibility to contact property owners (businesses, parks, churches, schools etc.) if you want permission to park on their property.</p> <p>Describe the parking plan for your event below. If using shuttle service, indicate shuttle parking locations on your site plan or use additional pages if needed.</p>		Addendum

RIGHTS OF WAY

QUESTIONS/INSTRUCTIONS FOR APPLICANT	Applicant	City
Are you requesting any full or partial street closures for the event?	YES / NO	
Will you be blocking sidewalks prior to, during, or after the event?	YES / NO	
<p>If you answered yes to either question, you may also need a Right-of-Way (ROW) permit from the City of Bainbridge Island, but be aware that street closures are granted only for City-sponsored events. Call City Engineering directly at 206-842-2016 if you have questions.</p> <p>If your event requires a ROW permit, provide a completed application and fee when submitting this application for review. You do not need to obtain an approved ROW permit first – they are reviewed concurrently. ROW permit applications can be downloaded from the City’s web page www.bainbridgewa.gov or provided upon request.</p> <p>When ROW permits are issued, the presence of police officers may be required for traffic control, and you will be billed for that service. If applicable, this will be discussed with you in advance of the event.</p>		Addendum

FOOD and BEVERAGE

QUESTIONS/INSTRUCTIONS FOR APPLICANT	Applicant	City
How many guests do you hope to have in attendance?		
How many staff and/or volunteers will be working during the event?		
What day/time will you start setting up? _____ What day/time will cleanup be complete? _____		
Does the event involve food service? If yes, you may need a Temporary Food Establishment permit from the Kitsap Public Health District (KPHD). Provide a copy of that permit or a copy of the application you submitted for it. If you have questions, contact the KPHD directly at 360) 728-2235.	YES / NO	Addendum
Does the event involve the sale or use of alcoholic beverages? If yes, you need a special occasion license from the Washington State Liquor & Cannabis Board (LCB). Provide a copy of that permit or a copy of the application you submitted for it. For questions, call the LCB (360) 664-1600. When alcohol is served on City property, the presence of police officers is required, and you will be billed for that service. See the Fees section of this application for more information.	YES / NO	Addendum

HEALTH and SANITATION

QUESTIONS/INSTRUCTIONS FOR APPLICANT	Applicant	City
Initial at right to indicate you have read and understand all of the restrictions outlined below.	<u>Initials:</u>	
<p>Bags: Per BIMC 13.28.200, single use plastic carry-out bags are prohibited, and you agree no such bags will be provided at the event.</p> <p>Recycling Services: Per RCW 70.93.093, organizers of festivals and official gatherings must provide and fund recycling services for their events. Aluminum cans, glass bottles and plastic bottles are required to be recycled in on-site receptacles and you agree to provide those services at the event.</p> <p>Single-Use Food Service Products: Per BIMC 8.24, single-use food service products – including utensils, straws, stirrers, condiments in packaging, beverage cups and lids – can only be provided when a customer asks or confirms they would like to use them. You agree not to make these materials available to customers in cylinders, bins, dispensers, containers, or other means on a self-service basis. Beverage cup lids for hot beverages may be provided without customer request.</p> <p>Restroom and/or Hand Washing Facilities: Depending on the number of guests and your chosen event location, additional portable restroom facilities and/or hand-washing stations may be required. If so, specifics will be discussed with you in advance. Your initials at right indicate that you understand this potential requirement.</p>		

FEES

Fees are published in the City’s Fee Schedule, updated annually. Applicable fees are due when you submit this application. The City accepts cash, check, or credit card. Make checks payable to “CoBI.” It is not necessary to provide separate checks when multiple fees apply.

	City Use Only			
	FEE	Paid via	DATE	RECEIPT #:
Special Event Permit Application Fee	25			
Park Damage Deposit (If applicable; refundable.)	200			
Right-of-Way (ROW) Permit Fee (If applicable; non-refundable.)	150			
<p>Patrol Officer Services If it is determined by the City that patrol officers are required for traffic control and/or security, this will be discussed with the applicant in advance of the event and billed afterward. The current rate is \$88 per officer per hour, minimum of 3 hours per the City of Bainbridge Island Fee Schedule.</p> <p>_____ Officers, _____ Hours Each BIPD Initials/Date: _____</p> <p>Start Time: _____AM/PM End Time: _____AM/PM</p>				

INSURANCE

QUESTIONS/INSTRUCTIONS FOR APPLICANT	City
<p>The City does not maintain insurance that covers claims against the applicant arising out of the use of City 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.</p> <p>Please attach copies of 1) a Certificate of Insurance and 2) an Additional Insured Endorsement. The policy documents must:</p> <ul style="list-style-type: none"> • Name the City of Bainbridge Island as an Additional Insured for a period of not less than 24 hours prior to and 24 hours after the event, • On the policy, the additional insured must be listed as: <ul style="list-style-type: none"> <i>City of Bainbridge Island</i> <i>280 Madison Avenue N</i> <i>Bainbridge Island, WA, 98110</i> • The policy must have minimum limits of \$1,000,000 commercial general liability insurance per occurrence combined single limits, and \$2,000,000 aggregate, • The policy must contain a provision that prohibits cancellation except upon 30 days' written notice to the City (Ord. 2003-21 § 2, 2003). <p>If the applicant/organization does not have Commercial General Liability Insurance, it must obtain Special Event Coverage through an insurance carrier. For a reasonable fee, insurance can be obtained through the Washington Cities Insurance Association's TULIP program http://www.wciapool.org/insurances/tulip but of course the applicant is free to use the carrier of their choice.</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