

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 (CoBI) or that will impact the use of CoBI roads, sidewalks, or rights of way. Completed applications, with required addendums and fees, **must be submitted at least 30 days in advance** of the event or approval may be denied. Mail or deliver to Bainbridge Island Police Department, 625 Winslow Way E, Bainbridge Island, WA 98110, or police@bainbridgewa.gov and call 206-842-5211 for payment.

Event Information

Event Name: _____

Event Purpose: _____

Proposed Date/s: _____ From: _____ AM/PM To: _____ AM/PM

Proposed Location(s): _____

Event Type? Run/Walk/Race Celebration Parade Other

Sponsoring Organization (if applicable)

Organization Name/s: _____

Organization Address: _____

City/ST/Zip: _____

Head of Organization: _____

Applicant Information

Person Completing Application: _____

Applicant Phone Number/s: _____

Applicant Email Address: _____

Relationship to Organization: _____

(When sponsoring organization is applicable.)

Emergency Contact Information

Contact Person During Event: _____

(If different from applicant.)

Mobile Number/s: _____

City Use Only Below this Line- - - - -

Received: _____ Complete: _____ Permit#: _____

Reviewers: _____ Approved: _____ Issued: _____

ROW Food Alcohol Traffic Control and/or Security Conditions per Addendum _____

GENERAL INFORMATION

QUESTIONS/INSTRUCTIONS FOR APPLICANT	CoBI Use Only	
Provide a brief overview of the event in the space below:		
Select the venue/s you want to use below (check as many as apply): <input type="checkbox"/> Waterfront Park* <input type="checkbox"/> Town Square* <input type="checkbox"/> Streets or Sidewalks <input type="checkbox"/> Other If you selected 'Other' please explain: _____ The CoBI cannot guarantee exclusive use of public property. Events at some locations have a direct impact on nearby businesses and their consideration is solicited during the review process. Know that your event may need to be modified if there are conflicts with other events or if your event unduly interferes with the activities of nearby businesses. * A park deposit is required as published in the CoBI Fee Schedule, refundable if the venue is left in pre-event condition.	Notes:	
Provide a site plan showing the proposed layout of the event. The plan must show streets, buildings, rights-of-way, sidewalks, bodies of water, placement of canopies, tents, portable restrooms, aid stations, food trucks, stages, vendor booths, beer gardens, play areas, and other relevant information. For races, community walks, or parades, include assembly area/s, route and direction of travel, and disbanding area/s.	Addendum	
How many guests do you hope to have in attendance? - - - - - >		
What is the targeted age range of attendees (if applicable)? - - - - - >		
How many staff or volunteers will be working during the event? - - >		
What time will you begin setting up? _____ When do you estimate cleanup will be complete? _____		
Does the event involve political or religious activity Intended primarily for the communication or expression of ideas?	YES / NO	
Will fees or donations be collected? If yes, indicate the organization, non-profit, or charity that the fees will benefit:	YES / NO	

IMPACT on ROADS AND RIGHTS OF WAY

QUESTIONS/INSTRUCTIONS FOR APPLICANT	Applicant	CoBI Use Only
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 above, you likely need a Right-of-Way (ROW) permit from the CoBI, which is an additional application and an additional fee charged in accordance with the City of Bainbridge Island Fee Schedule (Type A, short term).</p> <p>If your event requires a ROW permit, provide a completed ROW permit application as an addendum to this application. It can be downloaded from the City's website using the 'Documents, Forms, & Apps' quick link www.bainbridgewa.gov or it can be emailed to you upon request. Call CoBI Engineering directly at 206-842-2016 if you have questions about whether you need a ROW permit. Submit your ROW application with this application and other addendums.</p>		Addendum
<p>When ROW permits are issued, you may need to fund traffic control services. Bainbridge Island police officers will provide those services at a rate published in the CoBI Fee Schedule, or you may hire independent traffic control (certified flaggers). If you plan to hire independent traffic control, please provide a copy of the company's business license with a contact name and telephone number. Also provide a map or schedule explaining where you intend to have flaggers stationed and for what periods of time.</p>		Addendum

PARADES

QUESTIONS/INSTRUCTIONS FOR APPLICANT	Applicant	CoBI Use Only
<p>Is the event a parade? If no, skip to the next section. If yes, provide an addendum listing parade entrants in the order that they will appear. Include the approximate length of each entrant and type of entry (e.g., 50' float, 2 vehicles, 100-person marching unit etc.). Ensure your site plan clearly shows staging areas, parade route, and disbanding areas.</p> <p>Per BIMC 12.06.080, floats and parade entries are subject to inspection and approval by the chief of police and the fire chief.</p>	YES / NO	Addendum
When will entrants begin staging?	_____ AM/PM	
What time does the parade start?	_____ AM/PM	
When is the last entrant expected to reach the end of the route?	_____ AM/PM	
When will the entrants finish disbanding?	_____ AM/PM	

ALCOHOL

QUESTIONS/INSTRUCTIONS FOR APPLICANT	Applicant	CoBI Use Only
<p>Does the event involve the sale or use of alcoholic beverages? If yes, provide a copy of the Special Occasion License you received from the Washington State Liquor & Cannabis Board (LCB) or a copy of the application you submitted for it. If you have questions, contact the LCB directly at (360) 664-1600.</p> <p>Important! When alcohol is served on property owned by the CoBI, event organizers must fund security services. Bainbridge Island police officers will provide those services at a rate published in the CoBI Fee Schedule. When it is determined that officers are required, this will be discussed with you in advance of event approval.</p>	YES / NO	Addendum

FOOD

QUESTIONS/INSTRUCTIONS FOR APPLICANT	Applicant	CoBI Use Only
<p>Will food be available at the event? If yes, provide an addendum listing all the items that will be made available at the event – even those which do not require preparation, such as non-perishable ready-to-eat items distributed in single serving units, bottled beverages, and peel and eat fruit.</p>	YES / NO	Addendum
<p>Will there be prepared food at the event? If yes, provide a copy of the Temporary Food Establishment permit you received from the Kitsap County Health District or a copy of the application you submitted for it. If you have questions, contact the KPHD directly at (360) 728-2235.</p>	YES / NO	Addendum
<p>Will there be catered food at the event? (Catered means prepared off-site in a commercially approved kitchen, transported to the event, held at proper temperature, and served by a caterer). If yes, provide a copy of your caterer's license.</p>	YES / NO	Addendum
<p>Will mobile food trucks or trailers be operating at the event? If yes, be aware that food trucks must be permitted and inspected by the Bainbridge Island Fire Department in accordance with fire code in advance of the event. Provide copies of the approved inspection permit for each of your food truck vendors. If they do not have one, they will need to contact the Bainbridge Island Fire Marshal to arrange for an inspection by calling (206) 451-2033.</p>	YES / NO	Addendum

HEALTH and SANITATION

QUESTIONS/INSTRUCTIONS FOR APPLICANT	Applicant	CoBI Use Only
<p>Your initials at right indicate that you have read the below restrictions and conditions regarding waste, that you and your vendors are prepared to comply, and you will seek clarification if needed using the contact information provided.</p>	<p><u>Initials:</u></p>	
<p>Portable Restrooms and/or Hand Washing Stations: If it is determined by the CoBI that portable restroom facilities and/or hand-washing stations are required, event organizers must fund those services.</p> <p>Trash and Recycling: Per RCW 70.93.093, organizers of festivals and official gatherings must provide and fund recycling services for aluminum cans, glass bottles and plastic bottles. If it is determined by the CoBI that additional trash receptacles are required, event organizers must also provide and fund those services.</p> <p>Bags: Per BIMC 13.28.200, single use plastic carry-out bags are prohibited.</p> <p>To Go Orders/Single-Use Food Service Products: Per BIMC 8.24, when food or beverages are being sold to guests, single-use food service products - including utensils, straws, stirrers, condiments in packaging, beverage cups and lids - can only be provided if a customer asks or confirms they want them and only for 'to go' orders. Additionally, the products must be home compostable except as otherwise provided in BIMC 8.24.015 and may not be made available to customers on a self-serve basis. Lids for hot beverages may be provided without customer request.</p> <p>Cups and Straws: Home compostable straws are allowed upon request for dining on the premises. Per BIMC 8.24.010F, retail establishments must charge \$0.25 for each disposable cup provided. Reusable beverage ware is encouraged.</p> <p>On-Premises Dining: Per BIMC 8.24.030, reusable food service ware, including utensils, is required at all on-premises dining establishments for meals eaten on the premises (if consumption takes place at tables and/or seating provided by the food service business, either on its own or in relation to another food service business). When reusable service ware is used and no dishwashing facility exists, you may be required to provide and fund portable dishwashing stations. If you have questions, contact the Kitsap Public Health District directly at (360) 728-2235</p> <p>Exceptions: The above restrictions do not apply if food and beverage is being provided to guests at no cost, or when nonprofit entities (or entities providing services on behalf of a nonprofit) operate retail food establishments for less than 10 days per calendar year.</p> <p>If you have questions, or if something is unclear, contact Autumn Salamack, the City's Climate Officer at 206-780-8590 or email ZeroWaste@bainbridgewa.gov</p>		

FIRE/PYROTECHNICS

QUESTIONS/INSTRUCTIONS FOR APPLICANT	Applicant	CoBI Use Only
Will the event have fireworks, pyrotechnics, open flame, 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 written proof from the BIFD that you do not need one.	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	

SIGNAGE

QUESTIONS/INSTRUCTIONS FOR APPLICANT	Applicant	CoBI Use Only
Are you advertising the event online? If yes, provide a web address or addresses where event details are or will be shared: _____	YES / NO	Notes:
Are you using flyers, brochures, or postcards to promote the event? If yes, provide samples of each (rough draft is okay). Indicate the size, and describe where and how you intend to distribute or post them.	YES / NO	Addendum
Are you using banners or signs? If yes, provide sample images of each, (rough draft is okay). Describe the type, indicate the dimensions, and indicate the locations where they will be placed. See BIMC 15.08 for more information about sign code.	YES / NO	Addendum

ENTERTAINMENT

QUESTIONS/INSTRUCTIONS FOR APPLICANT	Applicant	CoBI Use Only
Will the event have amplified sound outdoors? If yes, indicate type: <input type="checkbox"/> Live Music <input type="checkbox"/> Speakers <input type="checkbox"/> Microphone <input type="checkbox"/> Bullhorn	YES / NO	
Will the event have live entertainment, vendors, artists, games, interactive demonstrations, or other activities? If yes, provide an addendum listing the performers, vendors, or exhibitors and ensure your site plan shows where they will be located.	YES / NO	Addendum

PARKING

QUESTIONS/INSTRUCTIONS FOR APPLICANT	CoBI Use Only
Describe your parking plan below and provide an addendum if you need more room. If using shuttles, indicate pickup locations and routes.	Addendum

INSURANCE

QUESTIONS/INSTRUCTIONS FOR APPLICANT	CoBI Use Only
<p>Before a special event permit may be issued, the permit applicant or authorized officer of the sponsoring organization must agree to indemnify and defend the city, its officers, employees, and agents from all causes of action, claims or liabilities occurring in connection with the permitted event, except those which occur due to the city's sole negligence (Ord. 2003-21 § 2, 2003).</p> <p>You must provide a Certificate of Insurance and Additional Insured Endorsement for this event. If your organization does not have Commercial General Liability Insurance, you must obtain Special Event Coverage. Special Event Coverage may be purchased via Washington Cities Insurance Authority TULIP program http://www.wciapool.org/insurances/tulip or through the carrier of your choice.</p> <p>Special Event coverage for this event must:</p> <ul style="list-style-type: none"> • Be written on an occurrence basis; and • Name the City of Bainbridge Island (CoBI) as an additional insured; and • Indicate the CoBI address as 280 Madison Avenue North, Bainbridge Island, WA, 98110; and • Be written for a period not less than 24 hours prior to the event and extending for a period not less than 24 hours following the completion of the event; and • Have minimum limits of \$1,000,000 commercial general liability insurance per occurrence combined single limits, and \$2,000,000 aggregate; and • Must not be cancelled without written notice to the CoBI at least 30 days in advance of the planned event. 	Addendum

FEES

	Amount	Receipt #:
Special Event Permit Application Fee	27.50	
Damage Deposit Required when the event is being held in a CoBI owned park. Will be refunded in full if venue is left in pre-event condition. If cleanup is required and the cost of cleanup exceeds the deposit amount, you may be billed for additional cleanup!	75.00 (if <75 guests) or 100.00 (if >100 guests)	
Right-of-Way Permit Application Fee Required only when you are closing roads or rights of way, or event participants will impede the use of roads or rights of way by others. Usually a short-term use 'Type A' permit.	165.00	
Police Officer Security Service/Traffic Control If it is determined by the chief of police that security services and/or traffic control must be provided for your event, this will be discussed with you during the application review process, and you will be invoiced after the event. The current rate for officer time is \$110.00 per officer per hour, with a 3-hour minimum commitment.		
Methods of Payment The CoBI accepts cash, check, or credit cards. Make checks payable to "CoBI." It is not necessary to provide separate checks when multiple fees apply.		
CoBI Use Only: ____ Officers ____ Hours ____ Begin ____ End IAP? Assigned to _____ On _____ Initials and Date _____	CoBI Use Only: Invoice Estimate \$ _____ Accepted on: _____ Invoiced on: _____	

AGREEMENT

The person, sponsoring 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

Applicant Printed Name

Date