



City of Kirkland  
 123 5<sup>th</sup> Avenue  
 Kirkland, WA 98033  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

Sudie Elkayssi  
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 F: 425.587.3303  
[selkayssi@kirklandwa.gov](mailto:selkayssi@kirklandwa.gov)

## Event Interest Form

**Thank you for your interest in hosting an event in Kirkland!** Event Interest Forms are accepted up to one year but no less than six months in advance. Dates are limited, requests are processed on a first-come, first-served basis.

Applicant Information			
Permit Applicant: (Permits will be issued to this entity)			
Mailing Address:			
City:	State:	Zip:	
Event Organizer Name: (Provide a single point of contact)			
Email:	Phone:	Fax:	
Event Information			
Check one: New Event <input type="checkbox"/> Annual Event <input type="checkbox"/>			
Name of Event:			
Non-Profit Beneficiary:			
Requested Venue(s):			
Requested Date(s) - 1 <sup>st</sup> choice:		Event Hours:	AM / PM to AM / PM
Requested Date(s) - 2 <sup>nd</sup> choice:		Event Hours:	AM / PM to AM / PM
<b><i>You may request one (1) additional day for production activities such as setup or strike.</i></b>			
Requested Production Date:		Hours:	AM / PM to AM / PM
Will the event be entirely contained within a park?		YES	NO
Will total attendance be one hundred or fewer?		YES	NO
Will there be financial transactions such as merchandise or food and beverage sales, an admission fee, raffle, or monetary donations collected?		YES	NO
Will the event require the presence of off-duty police officers?		YES	NO NOT SURE
Please provide a brief description and purpose of the event:			

**Return completed form to:** Sudie Elkayssi  
 Parks and Community Services  
 123 5<sup>th</sup> Avenue  
 Kirkland, WA 98033

**Applicants will be notified within 10 business days regarding the status of their request.**

FOR OFFICE USE ONLY			
<u>Interest Form Rec'd</u>	<u>Event Request</u>		<u>Notes</u>
	Accepted	Denied	