



City of Kirkland
COMMUNITY PROGRAM PERMIT APPLICATION

Office Use Only	
Rec'd:	Complete:

APPLICANT INFORMATION		
Company Name:		
Mailing Address:		
City:	State:	Zip:
Program Website:		
Organizer Name: <i>(Single point of contact for permitting and event day coordination.)</i>		
Office Phone:	Cell Phone:	
Email:		
PROGRAM INFORMATION		
Program Name:	Venue:	
Non-Profit Beneficiary:	Tax-ID/UBI:	
Type of Program: <input type="checkbox"/> Farmers Market	<input type="checkbox"/> Performing Arts Series	<input type="checkbox"/> Other: _____
# Estimated Public Attendance:	# Event Staff, Volunteers, Vendors, Performers, etc.:	
Program Dates:		
Load-in Start Time:	Public Event Hours: _____ to _____	Load-out Complete:
ALCOHOL <i>(A minimum of 2 Kirkland police officers are required on-site at all times during public garden hours.)</i>		
Will alcohol be consumed on-site? <input type="checkbox"/> YES <input type="checkbox"/> NO Will alcohol be sold for off-site consumption? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Garden Dates:	Public Hours: _____ to _____	
Type of alcohol to be served: <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Signature Cocktail: _____		
PROGRAM OPERATIONS <i>(Select all that apply.)</i>		
<input type="checkbox"/> Animals	<input type="checkbox"/> Inflatable Bouncers/Carnival Rides	<input type="checkbox"/> Restricted Parking
<input type="checkbox"/> Banners: <u>Street/Vertical/Park</u>	<input type="checkbox"/> Lifeguards	<input type="checkbox"/> Scaffolding
<input type="checkbox"/> Boat Launch Closure (60+ min)	<input type="checkbox"/> Moorage: # <u>Slips</u> _____	<input type="checkbox"/> Security Staff
<input type="checkbox"/> Drone Operation	<input type="checkbox"/> Music: Live/Recorded	<input type="checkbox"/> Signage: Event Day
<input type="checkbox"/> Fire Bin/Fire Barrel/Bonfire	<input type="checkbox"/> Open Water Activities Lake Washington	<input type="checkbox"/> Stage(s): # _____
<input type="checkbox"/> Fireworks/Pyrotechnics	<input type="checkbox"/> Pavement Marking	<input type="checkbox"/> Street/Lane Closures
<input type="checkbox"/> Flood Lights	<input type="checkbox"/> Potable Water Access	<input type="checkbox"/> Tents/Canopies
<input type="checkbox"/> Food/Beverages	<input type="checkbox"/> Power Access	<input type="checkbox"/> Vehicle Display
<input type="checkbox"/> Food/Goods/Services for Sale	<input type="checkbox"/> Public Address System	<input type="checkbox"/> Other – describe below
<input type="checkbox"/> Generator	<input type="checkbox"/> Raffle	
Other activities and entertainment not included above:		
FIRST AID/MEDICAL <i>(Identify the level of support to be provided. Event staff is required to call 9-1-1 for emergency transportation. For-hire ambulance services <u>may not</u> be used for emergency transportation. However, Aid Stations may be staffed by a licensed professional of your choice.)</i>		
Level of Support to be provided at the event site:		
<input type="checkbox"/> Basic First Aid: First Aid Kit, First Aid/CPR certified personnel, 9-1-1 access		
<input type="checkbox"/> First Aid Station: First Aid Supplies, Defibrillator, First Aid/CPR/AED certified personnel, 9-1-1 access		
<input type="checkbox"/> Dedicated Aid Car: Basic or Advanced Life Support		
Will a mobile medical team be available at the event? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Would you like to hire the Kirkland Fire Department to provide medical support at your event? <input type="checkbox"/> YES <input type="checkbox"/> NO		

FOOD VENDORS			
Will food be hot held, cold held, or cooked on-site? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Type of fuel source(s) to be used: <input type="checkbox"/> Propane <input type="checkbox"/> Charcoal <input type="checkbox"/> Other: _____			
How many portable food sinks will be provided?		Are units self-contained? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Would you like to request: F.O.G. Barrels <input type="checkbox"/> YES <input type="checkbox"/> NO		Safe-T Manhole Covers <input type="checkbox"/> YES <input type="checkbox"/> NO	
NOISE/LIGHT VARIANCE (Amplified sound is not allowed Monday - Friday from 8pm to 7am or Saturday, Sunday, and some holidays from 6pm to 9am. Security lighting may be allowed after 10pm, with restrictions.)			
Requested Variance	Type of Variance	Start	End
Date(s):	<input type="checkbox"/> Noise <input type="checkbox"/> Light	Time:	Time:
Date(s):	<input type="checkbox"/> Noise <input type="checkbox"/> Light	Time:	Time:
Date(s):	<input type="checkbox"/> Noise <input type="checkbox"/> Light	Time:	Time:
RECYCLE/TRASH (Events are required to maintain all waste receptacles, including City receptacles and restroom facilities, throughout the event.)			
How many receptacles will be provided for each? Trash: Recycling: Compost: Dumpsters:			
Would you like to hire City staff to maintain City receptacles during your event? <input type="checkbox"/> YES <input type="checkbox"/> NO			
RESTROOM FACILITIES (Events are required to provide supplies and maintain both temporary and City facilities throughout the event.)			
How many portable toilets will be provided? Standard Units:		ADA Accessible Units:	
How many portable hand washing stations will be provided?		Are units self-contained? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Would you like to hire City staff to maintain City facilities during your event? <input type="checkbox"/> YES <input type="checkbox"/> NO			
SECURITY STAFFING (When a safety plan calls for security staffing, services may be provided by the company of your choice. Off-duty Kirkland police officers are available for hire upon request.)			
Would you like to hire City staff to provide security services? <input type="checkbox"/> YES <input type="checkbox"/> NO			
TRAFFIC CONTROL (Barricades, traffic cones, directional signage, etc. are required elements of a Traffic Control Plan. Traffic control devices are obtained and positioned by the applicant. The city of Kirkland does not provide or lend equipment.)			
Will the event require street or parking lot closures? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Are you requesting to impose restrictions on public parking spaces? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Will the event cause the re-routing of Metro bus routes? <input type="checkbox"/> YES <input type="checkbox"/> NO			
INSURANCE (Additional coverage will be required for events with alcohol or drones. See Event Guide for full description.)			
Applicant shall provide a Certificate of Insurance evidencing:			
1. General Liability Insurance covering the program, participants, products-completed operations and contractual liability with limits of no less than \$1 million each occurrence and \$2 million general aggregate.			
2. An Additional Insured Endorsement, listing City of Kirkland as additional insured, is to be provided on form CG 20 12 or CG 20 26 or equivalent or it will not be accepted.			
Can you obtain sufficient insurance coverage to satisfy requirements? <input type="checkbox"/> YES <input type="checkbox"/> NO			
SIGNATURE			
The undersigned hereby makes application to the city of Kirkland for use of public right-of-way and certifies the information provided in this application and supporting material is true and accurate. The undersigned further states that he/she has the authority to make this application for the Applicant and agrees the Applicant will observe all ordinances and regulations of the city of Kirkland.			
<u>Read and check each statement below:</u>			
<input type="checkbox"/> I have read, understand, and accept all rules and requirements outlined in the Event Guide.			
<input type="checkbox"/> I understand no new elements may be added to the event proposal once this application is submitted.			
<input type="checkbox"/> I am aware all information contained herein is subject to public disclosure in accordance with the Washington State Public Disclosure Act.			
<input type="checkbox"/> By checking this box as an electronic signature, I agree to all the terms and conditions that may apply to the permitting process.			
Name:		Signature:	
Title:		Date:	

REQUIRED ATTACHMENTS - KEEP COPIES OF ALL PAPERWORK FOR YOUR RECORDS	
EVENT BROCHURE/HANDOUT <i>(Required for all events.)</i>	
Attach copies of event brochure, program, registration flyer, performance schedule or other print materials that will be distributed to the general public. Draft versions are acceptable.	
LOGISTICS/PRODUCTION TIMELINE <i>(Required for all events.)</i>	
Describe, by day and hour, the logistics/production timeline beginning with arrival on site for load-in and ending with the completion of load-out. To ensure there are no conflicts with other city services or community activities, be as thorough as possible.	
SITE MAP <i>(Required for all events.)</i>	
Attach a detailed site map - including legend, on a single sheet of paper, showing the following information: <ol style="list-style-type: none"> 1. Name and date(s) of event – multiple day events should include separate maps for each day <u>IF</u> the layout changes. 2. Outline of the entire event venue. 3. Names of park, facility, streets. 4. 20' emergency lane - access to structures and fire protection systems must be maintained at all times. 5. First Aid facilities. 6. Command Center. 7. Equipment including, but not limited to: beer gardens, bicycle parking racks, bleachers, canopies, cooking areas, dumpsters, emergency exits, fencing, generators, grandstands, inflatables, performance stages, platforms, portable toilets, power sources, scaffolding, signs, staging areas, tents, vehicle displays, etc. 8. Road closures (i.e. restricted parking, road closed barricades, traffic cones, directional signage, etc.). 9. Include a legend and dimensions of all temporary structures. 	
BEER/WINE GARDEN INTERIOR MAP <i>(Required as needed.)</i>	
Attach a detailed garden map - including legend, on a single sheet of paper, showing the following information: <ol style="list-style-type: none"> 1. Name of event, date(s), time(s) open to public. 2. 20' emergency lane - access to structures and fire protection systems must be maintained at all times. 3. Garden dimensions - gardens must be separately fenced with 6' high chain link fencing where security will not be present at all times, where security will be present at all times 42" high picket fencing may be used. 4. Entrances and exits (i.e. public, staff, emergency). 5. Equipment including, but not limited to: bicycle parking racks, bleachers, canopies, chairs/tables (size & total #), cooking areas, dumpsters, emergency exits, fencing, generators, grandstands, inflatables, performance stages, platforms, portable toilets, power sources, scaffolding, signs, staging areas, tents, vehicle displays, etc. 6. Include a legend and dimensions of all temporary structures. 	
RETURN COMPLETED APPLICATION, REQUIRED ATTACHMENTS, AND \$50.00 APPLICATION FEE TO:	QUESTIONS
City of Kirkland Attn: Sudie Elkayssi 123 Fifth Avenue Kirkland, WA 98033	Sudie Elkayssi, Special Projects Coordinator (425) 587-3347 selkayssi@kirklandwa.gov www.kirklandwa.gov/specialevents