



City of Kirkland  
 505 Market St., Suite A  
 Kirkland, WA 98033  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

Sudie Elkayssi  
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# Event Interest Form

**Thank you for your interest in hosting an event in the city of Kirkland!** Event Interest Forms will be accepted up to one (1) year in advance. As event dates and space are limited, all requests will be processed on a first-come, first-serve 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 Event Date:	Event Hours:	AM / PM to	AM / PM
Requested Event Date:	Event Hours:	AM / PM to	AM / PM
Requested Event Date:	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 city park?	YES	NO	
Will there be financial transactions such as merchandise/food 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  
 505 Market Street, Suite A  
 Kirkland, WA 98033

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

FOR OFFICE USE ONLY		
Interest Form Rec'd:	Event Request:	Notes
	Accepted      Denied	