



City of Kirkland SPECIAL EVENT APPLICATION

Office Use Only	
Rec'd:	Complete:

APPLICANT INFORMATION					
Company Name:					
Mailing Address:					
City:		State:		Zip:	
Website:					
Event Organizer Name:					
Office Phone:			Cell Phone:		
Fax:			Email:		
Event Day Contact Name:			Cell Phone:		
EVENT INFORMATION					
Event Name:			Venue:		
Public Event Hours		Open	Close	# Event Participants	# Volunteers, Staff, Spectators
Date:		AM / PM	AM / PM		
Date:		AM / PM	AM / PM		
Date:		AM / PM	AM / PM		
Venue Load-In / Strike		Start	End	Event Category (choose one)	
Date:		AM / PM	AM / PM	<input type="checkbox"/> Athletic Event	<input type="checkbox"/> Community Event w/ Fees
Date:		AM / PM	AM / PM	<input type="checkbox"/> Expressive Event	<input type="checkbox"/> Community Event w/out Fees
Date:		AM / PM	AM / PM	<input type="checkbox"/> Non-Profit Fundraiser	
Type:	<input type="checkbox"/> Boating/Rowing	<input type="checkbox"/> Concert / Performance	<input type="checkbox"/> Cycle	<input type="checkbox"/> Festival / Fair	<input type="checkbox"/> Swim
	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Parade	<input type="checkbox"/> March / Rally	<input type="checkbox"/> Run / Walk	<input type="checkbox"/> Triathlon
Other:					
Is an Admission Fee or Ticket Required for Entrance/Participation?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Is this an Annual Event?		<input type="checkbox"/> YES <input type="checkbox"/> NO			
If NO, are you requesting to make this an annual event?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
If YES, briefly describe new elements and/or changes from last year:					
EVENT OPERATIONS					
Please check all elements that will be part of the event:					
<input type="checkbox"/>	* Admission / Participation Fees	<input type="checkbox"/>	Fundraiser	<input type="checkbox"/>	* Raffle
<input type="checkbox"/>	* Alcohol	<input type="checkbox"/>	Generator	<input type="checkbox"/>	* Restricted Parking
<input type="checkbox"/>	Animals	<input type="checkbox"/>	Hand Washing Station	<input type="checkbox"/>	Scaffolding
<input type="checkbox"/>	* Banners: <input type="checkbox"/> Street <input type="checkbox"/> Vertical <input type="checkbox"/> Park Fence	<input type="checkbox"/>	* Inflatable / Bouncy Toys	<input type="checkbox"/>	Security Staff
<input type="checkbox"/>	* Boat Launch Access	<input type="checkbox"/>	Lifeguards	<input type="checkbox"/>	Signage
<input type="checkbox"/>	* City Dock Moorage: # slips <input type="checkbox"/>	<input type="checkbox"/>	Merchandise Sales	<input type="checkbox"/>	Stage: Height <input type="checkbox"/> with handrails / no handrails
<input type="checkbox"/>	Cooking : <input type="checkbox"/> Charcoal <input type="checkbox"/> Propane	<input type="checkbox"/>	Music: <input type="checkbox"/> Live <input type="checkbox"/> Recorded	<input type="checkbox"/>	Street / Lane Closures
<input type="checkbox"/>	* Fire Pit / Bon Fire	<input type="checkbox"/>	Pavement Marking	<input type="checkbox"/>	* Tents/Canopies
<input type="checkbox"/>	* Fireworks	<input type="checkbox"/>	Portable Toilets: # <input type="checkbox"/>	<input type="checkbox"/>	Vehicle Display
<input type="checkbox"/>	First Aid Station	<input type="checkbox"/>	Potable Water Access	<input type="checkbox"/>	Vendor Booths: # <input type="checkbox"/>
<input type="checkbox"/>	Flood Lights	<input type="checkbox"/>	Power Access	* Additional Application Materials may be required following the SET Review.	
<input type="checkbox"/>	* Food / Beverages	<input type="checkbox"/>	Public Address System (PA)		
Other (Please list other elements not included above):					

ALCOHOL				
<i>Kirkland requires a minimum of 2 police officers on-site at all times during Beer/Wine Garden hours.</i>		Beer / Wine Garden	Start	End
Will alcohol be consumed on-site?	___ YES ___ NO	Date:	AM / PM	AM / PM
Will alcohol be sold for off-site consumption?	___ YES ___ NO	Date:	AM / PM	AM / PM
		Date:	AM / PM	AM / PM
FIRST AID / MEDICAL				
<i>Kirkland requires event organizers to call 9-1-1 for emergency medical transportation. For-hire ambulance services may not be used for emergency transportation, however, First Aid stations may be staffed by a licensed medical professional of your choice.</i>				
Do you want to hire Kirkland Fire Department staff to provide first aid services at your event?			___ YES ___ NO	
FOOD VENDORS				
Will food be hot / cold held or cooked on-site?		___ YES ___ NO		
NOISE / LIGHT VARIANCE				
<i>Amplified sound is not allowed before 7am or after 8pm Monday - Friday, of before 9am or after 6pm Saturday, Sunday, and some holidays.</i>	Requested Variance		Start	End
	Date:		AM / PM	AM / PM
	Date:		AM / PM	AM / PM
<i>Security lighting is allowed after 10pm, with restrictions.</i>		Date:	AM / PM	AM / PM
RECYCLE / TRASH				
<i>Kirkland requires event organizers to maintain all waste receptacles (including existing cans and restrooms) throughout the venue during event. While Washington State law requires vendors and organizers for festivals, special events, and official gatherings to provide recycling containers at events where beverages in cans and/or bottles are available. RCW 70.93.093</i>				
Will beverages in cans / bottles be sold or distributed at your event?		___ YES ___ NO		
How many containers will you provide?		___ Trash ___ Recycle ___ Compost ___ Dumpster		
How will you manage your waste plan?		___ Event Volunteers ___ Paid Staff		
SECURITY STAFFING				
<i>When a safety plan calls for optional security staffing, services may be provided by the company of your choosing. Off-duty Kirkland Police officers may also be available for hire upon request.</i>				
Would you like to hire Kirkland Police / Explorers to provide security services?		Police	___ YES ___ NO	
		Explorers	___ YES ___ NO	
TRAFFIC CONTROL				
<i>Barricades, traffic cones, "No Parking" signs, etc. are required elements of an event's Traffic Control Plan. Traffic control devices are at the expense of the applicant. The City of Kirkland does not provide or lend equipment.</i>				
Will the event require any street / lane closures?			___ YES ___ NO	
Are you requesting to impose restrictions on any public parking spaces?			___ YES ___ NO	
Will the event cause the re-routing of any Metro bus routes?			___ YES ___ NO	
EVENT INSURANCE				
<i>Applicant shall provide a certificate of insurance evidencing:</i>				
1. <i>General Liability Insurance covering the Event, participants, products-completed operations and contractual liability with limits of no less than \$1 million each occurrence, \$2 million general aggregate. (Liquor Liability limits \$1 million each occurrence, \$2 million general aggregate.)</i>				
2. <i>The City as an additional insured. The Additional Insured Endorsement must be accompanied by the policy change endorsement forms CG 20 12 or CG 20 26 or equivalent or it will not be accepted.</i>				
Does your organization have liability insurance that will cover this event?			___ YES ___ NO	
FEE EXEMPTION				
A Special Event Permit fee shall not be imposed when prohibited by the First or Fourteenth Amendments to the US Constitution or Articles 1, sections 3, 4, 5 or 11 of the Washington State Constitution. Political or religious activity intended primarily for the communication or expression of ideas shall be presumed to be a constitutionally protected event. Other factors may be considered when evaluating whether an event is exempt from fees. Fee exemptions do not apply to other necessary permits.				
Initial here if your event is constitutionally protected: _____				
SIGNATURE				
I certify the information I have provided in this application is true and accurate to the best of my knowledge. I understand, once this application is submitted, no new elements may be added to the event plan. I have read and agree to the terms and conditions outlined in the Special Event Guide, and will follow the rules and requirements for conducting the event. I am aware that all information contained herein is subject to public disclosure in accordance with the Washington State Public Disclosure Act.				
Applicant Signature		Applicant Printed Name		Date

REQUIRED ATTACHMENTS	
LOGISTICS TIMELINE <i>(required for all events)</i>	
Using a timeline format describe, in detail, the logistics of this event beginning with load-in and ending with load-out. To ensure there are no conflicts with other city/park activities, please be as thorough as possible.	
SITE MAP <i>(required for all events)</i>	
Attach a detailed site map, on a single sheet of paper – no larger than 11"x17", showing the following information: <ol style="list-style-type: none"> Name & Date of Event Name of Park / Facility Street Names - indicate one-way streets where appropriate Restricted Parking Areas Traffic Re-routing / Detours, Signage Equipment including (items listed under event operations above), but not limited to: barricades, bleachers, cooking areas, dumpsters, fencing, first aid facilities, generators, performance stage, port-o-potties, power source(s), scaffolding, signs, staging areas, tents/canopies – including measurements, vehicles, vendor booths, etc. <i>* Please note: a 20' fire lane must be maintained at all times</i> If a beer/wine garden is part of your layout, attach a separate map (see below) 	
BEER/WINE GARDEN SITE MAP <i>(required as needed)</i>	
<ol style="list-style-type: none"> Name & Date of Event Name of Park / Facility Garden Dimensions Entrances, Exits Garden is required to have 6' high chain link or 42" high picket fencing. If using picket fencing, a second 42" inch high picket fence at 6' apart is required, to prevent the passing of alcohol # of Servers at least 21 years old # of Security Staff at each exit/entry Equipment including (items listed under event operations above), but not limited to: barricades, bleachers, cooking areas, dumpsters, fencing, first aid facilities, generators, performance stage, port-o-potties, power source(s), scaffolding, signs, staging areas, tents/canopies – including measurements, vehicles, vendor booths, etc. <i>* Please note: a 20' fire lane must be maintained at all times</i> 	
ROUTE MAP <i>(required for events using city streets)</i>	
Attach a detailed route map, on a single sheet of paper – no larger than 11"x17", showing the following information: <ol style="list-style-type: none"> Name & Date of Event Start / Finish Lines Route(s) Arrows indicating which direction the participants travel & on which side of the street Volunteer Posts Water Stations Mile Markers <i>* On a separate sheet of paper, provide a written description of the path of travel</i>	
TRAFFIC CONTROL MAP <i>(required for all events which impact public right-of-way)</i>	
Attach a detailed traffic control map, on a single sheet of paper – no larger than 11"x17", showing the following information: <ol style="list-style-type: none"> Name & Date of Event Start / Finish Lines Route(s) "No Parking" Areas "Road Closed" Barricades Detour Routes & Directional Signage Volunteer Posts 	
RETURN COMPLETED APPLICATION and \$160.00 PERMIT FEE TO:	QUESTIONS:
<p>City of Kirkland Attn: Sudie Elkayssi 505 Market Street, Suite A Kirkland, WA 98033</p>	<p>Sudie Elkayssi, Special Event Coordinator Ph: (425) 587-3347 E-mail: selkayssi@kirklandwa.gov Web: www.kirklandwa.gov/specialevents</p>