



City of Kirkland PARK USE PERMIT APPLICATION

For Publicly Attended Events

Office Use Only	
Rec'd:	Complete:

APPLICANT INFORMATION				
Company Name:				
Mailing Address:				
City:		State:		Zip:
Event Website:				
Organizer Name: <i>(Single point of contact for permitting and event day coordination.)</i>				
Office Phone:			Cell Phone:	
Email:				
EVENT INFORMATION <i>(Events are limited to 3 consecutive days, plus one additional day for production activities. However, limited-duration seasonal events lasting longer than 3 days may be allowed with director approval.)</i>				
Event Name:			Park:	
Non-Profit Beneficiary:			Tax-ID/UBI:	
Public Event Hours	Open	Close	# Estimated Public Attendance	# Event Staff, Volunteers, Vendors, Performers, etc.
Date:	AM/PM	AM/PM		
Date:	AM/PM	AM/PM		
Date:	AM/PM	AM/PM		
Date:	AM/PM	AM/PM	Reserve for production activities (load-in or load-out)	
Event Category <i>(Choose one – review definitions in guide before selecting.)</i>				
<input type="checkbox"/> Expressive		<input type="checkbox"/> Major Event		<input type="checkbox"/> Tourism Event
Type of Event <i>(Select all that apply.)</i>				
<input type="checkbox"/> Athletic Event		<input type="checkbox"/> March/Rally		<input type="checkbox"/> Seasonal Event
<input type="checkbox"/> Concert/Show		<input type="checkbox"/> Parade		<input type="checkbox"/> Other:
<input type="checkbox"/> Festival/Fair		<input type="checkbox"/> Ride/Cycle		
EVENT OPERATIONS <i>(Select all that apply.)</i>				
Note: Financial transactions are not permitted for Park Use events. These events are restricted from charging fees for admission and selling food, beverages, merchandise, raffle tickets, ride tickets, etc. If your event will include financial transactions, you must apply for a special event permit.				
<input type="checkbox"/> Amusement Rides <i>(inflatable bounders, rock wall, etc.)</i>		<input type="checkbox"/> Generator		<input type="checkbox"/> Public Address System
<input type="checkbox"/> Animals/Exhibits		<input type="checkbox"/> Light Display		<input type="checkbox"/> Restricted Parking
<input type="checkbox"/> Banners: <u>Street/Vertical/Park</u>		<input type="checkbox"/> Moorage: # <u>Slips</u>		<input type="checkbox"/> Scaffolding
<input type="checkbox"/> Drone Operations		<input type="checkbox"/> Music: Live/Recorded		<input type="checkbox"/> Security Staff
<input type="checkbox"/> Fire Bin/Fire Barrel/Bonfire		<input type="checkbox"/> Parking Lot Closures		<input type="checkbox"/> Signage (flags, balloon arches, inflatables, etc.)
<input type="checkbox"/> Fireworks/Pyrotechnics		<input type="checkbox"/> Pavement Marking		<input type="checkbox"/> Stage(s): # <u> </u>
<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
FIRST AID/MEDICAL <i>(Identify the level(s) of support to be provided. Event staff is required to call 9-1-1 for emergency transportation. For-hire ambulance services may not 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 prepared 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 8am 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:	<input type="checkbox"/> NOISE <input type="checkbox"/> LIGHT	AM / PM	AM / PM
Date:	<input type="checkbox"/> NOISE <input type="checkbox"/> LIGHT	AM / PM	AM / PM
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:			
RESTROOM FACILITIES (Events are required to provide supplies and maintain both temporary and permanent 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 crews to maintain city park facilities during your event? <input type="checkbox"/> YES <input type="checkbox"/> NO (Labor and supply fees apply. Maintenance is limited to city owned restrooms and waste receptacles within designated park areas.)			
If Event Staff will be maintaining restrooms, are you requesting to purchase supplies from the City? <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 off-duty Kirkland police officers 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 closure of a parking lot? <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			
EVENT INSURANCE (Additional coverage will be required for events with drones. See Event Guide for full description.) Applicant shall provide the following documentation:			
<ol style="list-style-type: none"> 1. A Certificate of Insurance evidencing 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 the City of Kirkland as an additional insured, is to be provided on form CG 20 12 or CG 20 26 or equivalent or it will not be accepted. 			
ALL EVENTS: Can you obtain sufficient insurance coverage to satisfy requirements? <input type="checkbox"/> YES <input type="checkbox"/> NO			
RUN/WALK EVENTS ONLY: Is there a policy exclusion for participants with dogs or strollers? <input type="checkbox"/> YES <input type="checkbox"/> NO			
CONSTITUTIONALLY PROTECTED EVENT <i>Expressive Activity includes conduct the sole or principal object of which is the expression, dissemination, or communication by verbal, visual, literary, or auditory means of political or religious opinion, views, or ideas and for which no fee or donation is charged or required as a condition of participation in or attendance at such activity. Expressive Activity does not include fairs, festivals, concerts, performances, parades, athletic events, fundraising events, or events the principal purpose of which is entertainment.</i>			
Check the box if this event is constitutionally protected: <input type="checkbox"/>			
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.			
Read and check each statement below:			
<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 the Washington State Public Records Act, Chapter 42.56 RCW, and may be subject to disclosure to a third party requestor, regardless of any claim of confidentiality or privilege asserted by an external party.			
<input type="checkbox"/> By checking this box as an electronic signature, I agree to all terms and conditions that apply to the permitting process.			
Print Name:		Signature:	
Title:		Date:	

REQUIRED ATTACHMENTS - KEEP COPIES OF ALL PAPERWORK FOR YOUR RECORDS	
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 city or community scheduled 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: 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. Include a legend and dimensions of all temporary structures 	
TRAFFIC CONTROL MAP <i>(Required if applicable.)</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. Name of park and streets 4. 20' emergency lane - access to structures and fire protection systems must be maintained at all times 5. Road closures (i.e. restricted parking, road closed barricades, traffic cones, directional signage, etc.) 6. Timeframe for road closure, restricted parking, etc. 	
ROUTE MAP <i>(Required for mobile events.)</i>	
Attach a detailed route map – including legend, on a single sheet of paper, showing the following information: <ol style="list-style-type: none"> 1. Name & date of event 2. Start/Finish lines 3. Route(s) 4. Arrows indicating which direction participants travel 5. Route Monitor Posts 6. Support Stations (aid/water) 	
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