



City of Kirkland

SPECIAL EVENT PERMIT APPLICATION ATTACHMENTS

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 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 changes2. Outline of the entire event venue3. Names of park, facility, streets4. 20' emergency lane - access to structures and fire protection systems must be maintained at all times5. First Aid facilities6. Command Center7. 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. 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 changes2. Outline of the entire event venue3. Name of park and streets4. 20' emergency lane - access to structures and fire protection systems must be maintained at all times5. Road closures (i.e. restricted parking, road closed barricades, traffic cones, directional signage, etc.)6. Timeframe for road closure, restricted parking, etc.
BEER/WINE GARDEN INTERIOR MAP <i>(Required if applicable.)</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 public2. 20' emergency lane - access to structures and fire protection systems must be maintained at all times3. 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
ROUTE/COURSE MAP <i>(Required for all mobile events. Maps for open water events should be adapted to reflect the appropriate information.)</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 event2. Start/Finish lines3. Route(s)4. Arrows indicating which direction the participants travel and on which side of the street - on a separate sheet of paper, provide a written description of the path of travel5. Route Monitor Posts6. Support Stations (aid/water)7. Mile Markers