



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 map with legend, on a single sheet of paper, showing the following information: <ol style="list-style-type: none">1. Event name, date(s) – 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: alcohol service area (garden), bicycle parking racks, bleachers, chairs/tables, cooking areas, dumpsters, fencing, generators, grandstands, inflatables, performance stages, portable toilets, power sources, scaffolding, signs, staging areas, tents/canopies, vehicle displays, etc.8. Include a legend and dimensions of all temporary structures
TRAFFIC CONTROL MAP <i>(Required if applicable.)</i>
Attach a detailed map with legend, on a single sheet of paper, showing the following information: <ol style="list-style-type: none">1. Event name, date(s) – 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, detour(s), etc.)6. Time frame for road closure, restricted parking, etc.
GARDEN MAP/Alcohol Service Area <i>(Required if applicable.)</i>
Attach a detailed map with legend, on a single sheet of paper, showing the following information: <ol style="list-style-type: none">1. Event name, date(s), public garden hours2. 20' emergency lane - access to structures and fire protection systems must be maintained at all times3. Garden dimensions - alcohol service areas must be enclosed with either a single fence at least 6' high or two fences no less than 42" high and separated by at least six feet.4. Entrances and exits (i.e. public, staff, emergency)5. Equipment including, but not limited to: bicycle parking racks, bleachers, chairs/tables (size & total #), cooking areas, dumpsters, fencing, generators, grandstands, inflatables, performance stages, portable toilets, power sources, scaffolding, signs, staging areas, tents/canopies, 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 map with legend, on a single sheet of paper, showing the following information: <ol style="list-style-type: none">1. Event name, date2. Start/Finish lines3. Route/Course - multiple routes/courses should be provided on separate maps4. Arrows indicating which direction the participants travel and on which side of the street. On a separate document, provide a written description of the turn by turn path of travel.5. Monitor posts6. Support stations (aid, water, portable toilet, etc.)7. Mile markers