



SPECIAL EVENT PERMIT APPLICATION

Instructions and Check List

1. Complete the Special Event Application and submit it along with the application fee of \$100 to the Department of Community Development at least 90* days prior to the event date.
 - a. Application must be submitted through the City of Bremerton online [Permit Portal](#) system.
 - b. Events anticipating more than 1,000 visitors may require submittal 180 days prior to the event and a Pre-Submittal meeting.

2. The Sponsor of the event is responsible for submitting the following items:
 - a. A certificate of insurance listing the City of Bremerton as additional insured and endorsement. The endorsement is known as an Additional Insured Endorsement. Acceptable forms of endorsement are CG 20 12 or CG 20 26 or equivalent. For any activity of substantial risk that cannot be covered directly under the Sponsor's insurance, a certificate of insurance and endorsement will be required from the participating vendor.
 - b. A list of all participants in the event who are selling a product, advertising or generally engaging in business including vendor's name, business mailing address, telephone number, and nature of business. All food vendors must be permitted by the [Kitsap Public Health District](#).
 - c. [Detailed map](#) with route highlighted, including directional arrows if appropriate and/or setup plan showing the location of all tents, vendors, kids' rides, beer gardens, exits/entrance, etc. Also, include a copy of the event flyer/poster/notice.
 - d. If the Special Event will require street closures or use of street lanes, the [Street Closure Information form](#) must be filled out for each closure and included with your application. You must also complete the Street Closure (Business/ Resident Approval) form.
 - e. If the Special Event will take place on City Park property, a [Park and Shelter Reservation form](#) must be submitted to the Parks and Recreation Department. Additional fees will apply. Include a copy of the competed park reservation form with your event application.

* Applications must be accurately detailed and defined in the initial application in order to have timely issuance.

3. Any special arrangements for street closures, barricades, traffic control or public safety may be billed directly to the Sponsor following the Special Event.

4. The license fee(s) must be paid at the time of the application.

5. If you need assistance or have any questions, please contact the Department of Community Development at (360) 473-5275.

REQUIRED AT TIME OF APPLICATION (AS-NEEDED)		REQUIRED ON DUE DATE (AS-NEEDED)		MINIMUM
<input type="checkbox"/>	Application for Special Event (this application)	<input type="checkbox"/>	Certificate of Insurance	2 Weeks Prior
<input type="checkbox"/>	Site Map (FAQ)	<input type="checkbox"/>	Liquor Liability Insurance	2 Weeks Prior
<input type="checkbox"/>	Park and Shelter Reservation Form (FAQ)	<input type="checkbox"/>	Map of Route	45 Days Prior
<input type="checkbox"/>	Public Works Street Closure Information	<input type="checkbox"/>	List of Vendors	2 Weeks Prior
<input type="checkbox"/>	ADA Compliance Worksheet	<input type="checkbox"/>	Street Closure (Business/ Resident Approval)	2 Weeks Prior
<input type="checkbox"/>	Special Event License Fee - \$100.00	<input type="checkbox"/>	Public Safety & Event Management Plan	45 Days Prior



Office Use Only

Application for Special Event
 Department of Community Development
 345 6th Street, Suite 600 – Bremerton, WA 98337
 (360) 473-5275

Please answer all questions completely. Additional pages may be attached. Completing this application will provide City staff with the information necessary to ensure public safety and compliance with local policies and laws. Acceptance of this application by the Department of Community Development's office does not indicate or guarantee approval of the application or the dates requested. Additional information may be requested by city personnel prior to submittal for final consideration.

1. Event Overview					
Event Name:					
Event Applicant: <small>(must match signature on application)</small>	Name:				
	Title:	Organization:			
	Phone:	Cell:			
	Email:				
	Street Address:				
	City:	State:	Zip:		
Event Date(s):					
Event Location:	<i>Describe event location, address, and neighborhoods.</i>				
Event Type:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Run/ Walk/ Ride <input type="checkbox"/> Parade <input type="checkbox"/> Circus <input type="checkbox"/> Carnival <input type="checkbox"/> Street Fair <input type="checkbox"/> Sidewalk Sale <input type="checkbox"/> Free Speech Activity </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Car Show <input type="checkbox"/> Boating Event/ Regatta <input type="checkbox"/> Festival <input type="checkbox"/> Music Event/ Concert <input type="checkbox"/> Park Event <input type="checkbox"/> Holiday Event <input type="checkbox"/> Other: _____ </td> </tr> </table>			<input type="checkbox"/> Run/ Walk/ Ride <input type="checkbox"/> Parade <input type="checkbox"/> Circus <input type="checkbox"/> Carnival <input type="checkbox"/> Street Fair <input type="checkbox"/> Sidewalk Sale <input type="checkbox"/> Free Speech Activity	<input type="checkbox"/> Car Show <input type="checkbox"/> Boating Event/ Regatta <input type="checkbox"/> Festival <input type="checkbox"/> Music Event/ Concert <input type="checkbox"/> Park Event <input type="checkbox"/> Holiday Event <input type="checkbox"/> Other: _____
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Event Description:	<i>Please give a general overview of event, including purpose.</i>				
Anticipated Number of Visitors: _____		Time Open to the Public: _____			
Anticipated Number of Exhibitors: _____		Time Open to Vendors: _____			
Anticipated Number of Staff/ Volunteers: _____		Time Closed to the Public: _____			

The licensee agrees to defend, indemnify and hold harmless the City, its appointed and elected officials and employees, from and against any and all liability, loss, costs, damages and expenses, including costs and attorney fees in defense thereof because of actions, claims or lawsuits for damages resulting therefrom, sustained or alleged to have been sustained by any person or persons and on account of damage to property, arising or alleged to have arisen directly or indirectly out of or in consequence of the licensed event.

2. Additional Contact Information

Event Organizer/ Main Contact:	Name:				
	Title:		Organization:		
	Phone:		Cell:		
	Email:				
	Street Address:				
	City:		State:		Zip:
Public Contact: (will be published on Special Events website calendar)	Name:				
	Title:		Organization:		
	Phone:		Cell:		
	Email:				
	Street Address:				
	City:		State:		Zip:
On-Site Contacts: (available at event site on event days)	Name:				
	Title:		Organization:		
	Phone:		Cell:		
	Email:				
	Street Address:				
	City:		State:		Zip:

3. Event Details

Set Up Starts:			Take Down Complete:		
Start Day:	Start Date:	Start Time:	End Day:	End Date:	End Time:
Event Dates/ Times: Indicate Dates/ Times OPEN to attendees				Expected Daily Attendance:	
				participants	staff
Day:	Date:	Start Time:	End Time:		
Day:	Date:	Start Time:	End Time:		
Day:	Date:	Start Time:	End Time:		

Additional details: (attach additional pages as needed for additional days or details)

4. Street Use and Public Transportation

If your event is a Run/Walk, Ride, or Parade event, do not complete Section 4; check here and complete **ADDENDUM C**.

All other events, complete this section.

Events that include sidewalk, traffic lane, or street closures, reserved parking, or affects any streets or right of way, **are required to provide detailed maps**. See Section 6 MAPS below.

All street closures must allow for an unobstructed emergency lane (fire lane) of at least 20 feet in width.

Street closure and directional signage, no-parking barricades, traffic cones, meter permits, etc. may be required. **These items are at the expense of the permit holder and not included in the Special Event Permit Fee or City services.**

Does your event require any sidewalk, traffic lane, or street closures? Yes No (skip to street parking)

Closure area:

Entire street Parking lane only Partial Street Side of street Sidewalk only

Side of Street: Side of Street:

Indicate if closure is for longer than 12 hours (Council approval may be required)

Street Closure Details:

Street Closure

Street Name	Between (cross street)	And (cross street)	Start Date	Start Time	End Date	End Time
Example: 6th Street	Pacific Ave.	Washington Ave.	1/1/2025			

Additional details: (attach additional pages as needed for more streets and/or more details about use.)

Public Transit

Rerouting public transportation (bus, light rail, streetcars, etc.) may require additional temporary street detour signage and/or BPD officer staffing, at the expense of the permit holder and is not included in the Special Event Permit Fee or City services.

Do any public transportation services use streets within your street closure?

Yes No

List all transit routes along your street closure: (also indicate on event map)

List all Bus Zones or other public transportation stops or stations within your street closure: (also indicate on event map)

5. Parks

If your event is to be held on Bremerton Parks and Recreation property, check here and complete ADDENDUM E. Events held on Bremerton Parks and Recreation property require a separate Park and Shelter Reservation Form, with additional fees. Please familiarize yourself with the Park and Shelter Reservation Form to understand the conditions, limitations and fees for events on Parks property.

www.bremertonwa.gov/210/Parks-Recreation

Parks

Will your event be fully or partially held in a City of Bremerton Park?

Yes No

Park(s) and Shelter(s) requested:

Have you completed a Park and Shelter Reservation Form?

Yes No

Park Set Up Starts:

Park Take Down Complete:

Start Day:

Start Date:

Start Time:

End Day:

End Date:

End Time:

6. Maps

- ✓ **DETAILED maps are required for all events.**
- ✓ **You may need more than one map to meet requirements.**
- ✓ **You may be required to provide a Traffic Control Plan if your event impacts arterial streets.**

Is a map of your event attached to this application? Yes No

MAP REQUIREMENTS:

General

- NORTH, indicated by a directional arrow symbol
- Street names
- Street or lane closure points
- Requested street parking spaces
- Emergency vehicle access/fire lane (must indicate width of 20' minimum along entire length of street closure)
- Business or residential driveways or pedestrian entrances
- Equipment/Structures: fencing, bleachers, booths, canopies/tents, cooking areas, generators, vehicles, stage, portable restrooms, waste collection bins/stations, etc.
- All other set-up, equipment, or structure details you think are helpful

Beer Garden or Other Enclosed Area – Include DIMENSIONS for all elements

- Fencing/barriers including dimensions
- Entrances and exits including dimensions
- Equipment/furniture: tables, chairs, bars, stage, etc. including dimensions

Americans with Disabilities Act

- See Addendum L

Parades/Processions/Marches

- Route with directional arrows
- Starting Point and Finishing Point
- Assembly area
- Dispersal area

Runs/Races/Walks or Other Athletic Events on Street

- Starting line including structure set up and “pens” or “corrals”
- Finish line including structure set up and dispersal area
- Route with directional arrows
- Street closure points and barricades
- Location of requested BPD traffic control officers
- Location of organizer provided trained monitors
- Water station or other stops along route

Park Use

- Name of Park facility and names of surrounding streets
- The overall event area (include parking if appropriate inside the park)
- Location of all physical equipment being placed, including but not limited to: any stage(s), vendors, booths, sponsors, tents, signs, barricades, portable toilets, vehicles, numbered shelters
- Electrical plan for vendors and stages

7. Police Staffing

Special event activity may require Bremerton Police Officers for public safety and/or traffic control. Police officer staffing, locations, and times are determined by the Bremerton Police Department based on the time, place, and manner of the event activity.

If you select yes to any questions requesting police safety/security, you will need to contact the Bremerton Police Department at 360-473- 5218 to arrange for off- duty contract services. (If no contract services agreement is signed, officers will not be available for your event. Again by checking the boxes below that you will need police services this does not set them up, you must take the next step to contact the Bremerton Police Department to arrange them. (*Off duty officer services are billed at a minimum of 3 hours*).

Safety & Security	Does any portion of your event take place on or in a body of water?				<input type="radio"/> Yes	<input type="radio"/> No
	Do you require Police Officers for safety/security for any portion of your event?				<input type="radio"/> Yes	<input type="radio"/> No
	List dates/ times Police Officers are needed for safety/ security:					
	Date	Start Time	End Time	# of Officers	Purpose	
	<i>Example: 1/1/2025</i>	<i>8:00 PM</i>	<i>11:00 PM</i>	<i>2</i>	<i>Security on sidewalk at event entrance</i>	
Describe safety and security needs that require Police Officers:						
Are you hiring professional security personnel and/or assigning volunteers to security roles? Describe:						
Traffic Control	Do you require Police Officers for traffic control for any portion of your event?				<input type="radio"/> Yes	<input type="radio"/> No
	<input type="checkbox"/>	If your event is a Run/Walk, Ride, or Parade event, do not complete Section 7; check here and complete <u>ADDENDUM C</u>. All other events, complete the Traffic Control subsection.				
	List dates/ times Police Officers are needed for traffic control:					
	Date	Start Time	End Time	# of Officers	Purpose	
	<i>Example: 1/1/2025</i>	<i>8:00 AM</i>	<i>11:00 AM</i>	<i>1</i>	<i>Traffic Control into parking lot</i>	
Additional details regarding traffic control needs: (Attach additional sheets as necessary)						

8. Fire Permits

Special event activities may require Bremerton Firefighter staffing for public safety, medical care and/or inspections.

This determination will be evaluated at the time of the application and billed, with a minimum payment due prior to the event, to the event sponsor.

City Special Events may also require fire operational permits. The cost of these permits is not included in the Special Event Permit fee. Fire permits are required for **tents** (over 400 sq. ft.), **canopies** (over 700 sq. ft.), **open flame cooking** (with propane, charcoal or wood), **pyrotechnics** (fireworks, etc.), **fire performances**, and may be required for other uses. Please contact the Fire Marshal's Office at 360-473-5386 at least 60 days prior to your event. Operational Permits are \$100 per permit.

	Does your event include...	YES	NO
1.	Open flames		
2.	Storage of Flammable or Combustible liquids		
3.	Number of anticipated attendees exceeding 1000		
4.	Blocking or redirecting of access roads		
5.	Carnival or fair		
6.	Generators		
7.	Inflatables/Bouncy Toys		
8.	LPG/Propane		
9.	Open Burning		
10.	Open flame cooking		
11.	Pyrotechnics (Fireworks)		
12.	Staging/Scaffolding/Bleachers		
13.	Tents or groups of tents over 400ft ² in area, or canopies over 700ft ² in area. (A group would exist if the tents or canopies are not separated from each other by at least 12')		

9. Medical Staffing

For information on City-provided services for medical staffing, contact Bremerton Fire Emergency Medical Service at 360-473-5386.

Does your event require onsite medical assistance or first response providers standing by?

Yes

No

10. Alcohol

The sale, service and consumption of alcoholic beverages are subject to Washington State Liquor & Cannabis Board (WSLCB) regulations, licensing, and permit requirements. **WSLCB Special Occasion and other Licenses and related fees for alcohol sales/service at events are not included in the Bremerton Special Event Permit.** Visit the WSLCB website, www.liq.wa.gov for additional information and to apply for the appropriate license / Permit or call 360-664-9878. It is unlawful to serve or consume, within any City park, any liquor as defined in [RCW 66.04.010\(25\)](#), except the service and consumption of liquor is authorized as identified in [BMC 13.04.140](#).

The City of Bremerton requires a **detailed map** of all alcohol areas showing fencing, entrances, exits, their dimensions and maximum intended capacities. See Section 6 MAPS above.

Will alcohol be sold or consumed at your event?	<input type="radio"/> Yes	<input type="radio"/> No	How many separate alcohol service areas? _____
Will alcohol service be sponsored by a non-profit entity?	<input type="radio"/> Yes	<input type="radio"/> No	Name of non-profit: _____
Will alcohol be provided by a caterer?	<input type="radio"/> Yes	<input type="radio"/> No	Name of caterer: _____

11. Vendors

A complete list of your vendors must be submitted at least **2 Weeks** prior to your event.

Does your event include: *How Many?*

Vendors selling merchandise, food, and/or promoting products or services?	<input type="radio"/> Yes	<input type="radio"/> No	
Vendors "tabling" with information?	<input type="radio"/> Yes	<input type="radio"/> No	
Vendors servicing the event (staging, tent rental, barricade rental, crew meals, etc.)?	<input type="radio"/> Yes	<input type="radio"/> No	

If you answered YES to any of the above, you must complete and submit **ADDENDUM I Vendor List** at least 2 weeks prior to your event.

12. Food

Kitsap Public Health District Temporary Food Establishment Permits may be required for events planning to sell food or have food vendors on site. The Temporary Food Establishment Permit application and fee are due at least 14 days prior to the event. Additional requirements are listed on the application available at www.kitsappublichealth.org or contact Kitsap Public Health at 360-728-2235.

Food vendors using open flame cooking (with propane, charcoal or wood) must have a current Bremerton Fire Department permit (See Section 8 FIRE PERMITS).

Does your event include: *How Many?*

Any food service and/or sales?	<input type="radio"/> Yes	<input type="radio"/> No	
Professional catering?	<input type="radio"/> Yes	<input type="radio"/> No	
Food trucks?	<input type="radio"/> Yes	<input type="radio"/> No	
Food booths or food vendors?	<input type="radio"/> Yes	<input type="radio"/> No	

13. Recycling, Compostables & Trash

Washington State law requires special events to provide recycling collection. See [RCW 70.93.093](http://www.wa.gov/rcw70.93.093)
 Collection station locations must be identified on your map, see Section 6 MAPS.

Collection Requirements	Collection Stations: How many bins are you providing as collection containers at your event? Recycle _____ Compost _____ Garbage _____
	Will you manage your own recycling, compost, & garbage collection or will it be managed by a vendor? Self-Haul: <input type="radio"/> Yes <input type="radio"/> No List vendor/company: _____
Waste Management Plan	Event organizers are responsible for managing and removing all recycling, compostables, and garbage within the area of their event, including public street cans and trash in nearby areas that is reasonably related to the event. In the space below please provide a description of your waste management plan.
	Detail your plan for waste management within the event area and surrounding neighborhood:

14. Outdoor Amplified Sound/ Music

Does your event have any amplified sound?
 Yes No

Will the sound include music/entertainment?
 Yes No

Indicate dates/times of any amplified sound below:

	Day:	Date:	Start Time:	End Time:	
	Day:	Date:	Start Time:	End Time:	
	Day:	Date:	Start Time:	End Time:	

Describe what sound will be amplified, and at what hours (e.g., 7:00am announcements, 8:00am background music, etc.):

Describe what equipment will be used for amplified sound, and at what locations (show in maps):

Describe schematics and direction of amplified sound (show in maps, attach supporting documents as needed):

15. Neighborhood/ Public Communication

Neighborhood and community outreach and notification may be required for certain Special Events. The extent and timing of outreach and notification is determined by the impact the event brings to the community. Advance neighborhood notification helps to mitigate issues, minimize impacts, and ensure affected neighbors and businesses are aware of the event activity. **If your Event affects your neighborhood, at minimum, you are required to complete the following:**

DUE 60 DAYS IN ADVANCE OF THE EVENT:

- Submit copies of notification and media materials, notification area, methods of delivery, and plan for review to Special Events Office
- Notify affected neighbors in writing
- Obtain sign-offs from neighbors and businesses along street closures

The Special Events Office will work with you to determine if additional outreach is required.

If the required notification is not performed, your Special Event Permit may be revoked or canceled.

Are your notification plan and materials attached?

Yes No

How will your event be advertised to the public? *Select all that apply.*

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> TV | <input type="checkbox"/> Website | <input type="checkbox"/> Posters/Flyers |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Social Media | <input type="checkbox"/> Community/Business Associations |
| <input type="checkbox"/> Billboards | <input type="checkbox"/> Email | <input type="checkbox"/> Door-to-door |
| <input type="checkbox"/> Print News/Magazine | <input type="checkbox"/> Blogs | <input type="checkbox"/> Other: |

16. Insurance

Evidence of insurance as required by [BMC 5.36](#) must be submitted no later than thirty (30) days prior to the commencement of the event. **A Special Event Permit will not be issued until all insurance requirements have been received, verified and approved.**

The City of Bremerton must be listed as additional insured. The Certificate of Insurance must be accompanied by the policy change endorsement form that adds the City as additionally insured to the policy (CG 20 12 or CG 20 26 or equivalent endorsements are acceptable) covering permitted activity, or it will not be accepted.

Additional coverages are required for alcohol service, fireworks, inflatables, animals, and other items.

Attach your proof of insurance to this application or email to Melisa.Folmer@ci.bremerton.wa.us.

For questions regarding the insurance requirements, please reach out to Melisa Folmer in Risk Management at 360-473-5302.

Are your insurance documents attached?

Yes No

17. Permit Fees

Special Event Permit Fees are assessed by a fee-for-use structure including but not limited to the following categories:

- Application Fee (\$100)
- Police and/or Fire Department Fee (if applicable)
- Park and Reservation Fee (if applicable)
- Stage Rental Fee (if applicable)
- Traffic Control Fees (if applicable)

Instructions, and Map are available at <https://www.bremertonwa.gov/421/Special-Event-Permits>.

Special Events Permit Fees do not change or eliminate fees charged by Parks & Recreation, Department of Community Development, Public Works Street Division, Kitsap County Health, or other agencies with permit fees or cost recovery charges.

Application Fee

A **\$100 application fee** is required for all Special Event Permit applications. Your application is not complete until this fee is received.

18. Additional Requests and Comments

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FOR OFFICE USE ONLY

DATE _____

APPROVE

DENY

COMMENTS

CITY DEPARTMENTS:

ADA REVIEW

BKAT

CONFERENCE CENTER

DCD

ELECTRONICS

ENGINEERING

FIRE DEPARTMENT

PARKS DEPARTMENT

PATROL DIVISION- POLICE

RISK MANAGEMENT

STREETS

EXTERNAL AGENCIES:

CEN COM

GAMBLING COMMISSION

KITSAP PUBLIC HEALTH DISTRICT

KITSAP TRANSIT

LIQUOR CONTROL BOARD

PARKING ENFORCEMENT

PORT OF BREMERTON

WSDOT