



EVENT/FACILITIES PERMIT APPLICATION

LICENSEE & EVENT INFORMATION

NAME OF EVENT: _____

EVENT DATE/S: _____

FACILITY/SITE REQUESTED

EVENT START TIME: _____

Mike Wallace Marina Park Stage

EVENT END TIME: _____

Event Tent

Need extra setup/teardown time

Kiwanis Park Gazebo

Other _____

How much time required: _____

CONTACT INFORMATION :

NAME: _____

ORGANIZATION: _____

ADDRESS: _____

PHONE #: _____

EMAIL: _____

ESTIMATED ATTENDANCE: _____

SELLING LIQUOR/ALCOHOL: YES NO

(Yes will require a permit)

EVENT CONCESSIONS: YES NO

(Yes may require permits from vendor)

PORT UTILITIES REQUESTED: YES NO

EXTRA SPACE REQUESTED: YES NO

(Discuss with Port)

PORT LABOR REQUESTED: YES NO

(Discuss with Port)

FACILITY/SERVICE RATES:

Application Fee: \$75 (non refundable)

Labor Rates: \$60 per hour

OT Labor Rates: \$90 per hour

Food Truck: \$50 per day

Parking Spaces: *See Port rate schedule*

Marina Park Stage: \$50 - 6 hours

Event Tent: \$150 - 6 hours

Kiwanis Gazebo: \$50 - 6 hours

BBQ: \$50 - per day

Misc Equipment: *Request with Office*

Tables/Chairs: Included with Tent Rental. Additional fees may be applicable if requesting use without the Tent.

PERMITS

The Licensee is responsible for obtaining and submitting copies of all required permits no fewer than fifteen (15) days before the event. Required permits may include, but are not limited to: Fire Department permits; alcohol/liquor permits issued by the Washington State Liquor and Cannabis Board; food/health permits from Kitsap Public Health District; business licenses; and building permits for tents, stages, or other temporary structures. Failure to submit required permits may result in event cancellation without refund.

Terms and Conditions

- ◇ **TERM.** This Agreement becomes effective upon execution by the Licensee and approval by the Port of Kingston (“Port”). The term of authorized use is limited exclusively to the dates and times specified in the Facility Use Agreement. Any use outside the approved term, including early arrival, pre-event staging, or late departure, constitutes a breach and may result in additional fees or immediate termination of use.
- ◇ **PERMITS/DOCUMENTS.** The Licensee shall obtain, maintain, and submit all permits, approvals, licenses, certificates, and documentation required for the event.
- ◇ **FEES.** The Licensee shall pay all fees in accordance with the Port’s current Rates and Fees Schedule. Fees may include: Application fee, Facility rental fees, Labor and equipment charges, Additional Utilities, Cleaning or Incidental damages. The Application fee is for events, applicable to either single or series of events that use Mike Wallace Park. This fee is not applied to a group solely renting the use of the tent.
- ◇ **DAMAGES & INCIDENTALS.** The Licensee is responsible for all damage to Port facilities, equipment, grounds, Infrastructure, landscaping, or personal property caused by the Licensee, guests, invitees, vendors, contractors, performers, or event attendees. The Port may charge the licensee costs for repair, labor, and replacement of any Port equipment or facility damage.
- ◇ **CLEAN UP.** The Licensee shall restore all areas used to their pre-event condition. Expectations for the facility cleanup are posted in the Facility Rental Shed and will be reviewed with the Licensee prior to the facility rental. Failure to adequately clean the premises may result in additional cleaning/labor fees.
- ◇ **GARBAGE.** The Licensee shall manage all garbage, recycling, decorations, during the event and shall return all areas to their pre-event condition. Garbage from the event can be put into the Ports dumpsters for disposal. Large events exceeding 500 expected attendees may require extra dumpsters provided by the licensee; Licensee is required to check with the Port. Failure to adequately clean the premises may result in the assessment of labor and disposal charges.
- ◇ **RESTROOMS.** For events with large attendance, the Port may require the Licensee to provide additional portable restroom facilities at the Licensee’s expense. Licensee is required to check with the Port on the recommended provided extra portable facilities.
- ◇ **PORT LABOR & EQUIPMENT.** Events that require additional Port equipment or Port Labor for either set-up, break down, or during the event assistance requires advanced approval. The Port may require the presence of Port staff for certain events to ensure safety and compliance. Labor and equipment will be billed at current rates.
- ◇ **NOISE.** The Licensee shall comply with all applicable Port of Kingston and Kitsap County noise ordinances. Outdoor amplified sound shall not exceed eighty-three (83) decibels and must cease by 10:00 p.m. Upon request by Port staff or other authorized officials, the Licensee shall immediately reduce or cease sound. Failure to comply may result in immediate termination of the event.
- ◇ **INSURANCE.** Prior to the event, the Licensee shall provide evidence of commercial general liability insurance with limits of not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate, naming the Port of Kingston as an additional insured on a primary and non-contributory basis. Liquor liability coverage is required when alcohol is sold or served. Certificates and endorsements must be provided within the time frame specified by the Port.

Terms and Conditions

- ◇ **SITE PLANS.** The Licensee shall provide an event site plan upon request by the Port, showing the layout of stages, tents, vendor booths, utilities, emergency access, and any alcohol service areas. The Port may require revisions to ensure safety, access, and compliance with applicable codes.
- ◇ **TRAFFIC CONTROL & PARKING.** The Licensee is responsible for managing attendee traffic and parking in a safe and orderly manner. Vehicles are not permitted on grass or landscaped areas without prior written authorization from the Port. Emergency access routes must remain clear at all times. Events larger than 500 estimated attendees will need to provide an additional/overflow parking plan.
- ◇ **COMMUNICATION.** The Licensee shall maintain effective communication among event staff and shall designate a responsible on site representative who is available to Port staff for the duration of the event. This representative must have authority to make decisions on behalf of the Licensee.
- ◇ **EMERGENCY/MEDICAL.** The Licensee shall immediately report to Port staff any medical emergency, injury, accident, or significant incident occurring on Port property during the event. The Licensee shall cooperate with emergency responders and Port staff in responding to and documenting such incidents. Events with estimated attendance of 1000 or more will require medical station with trained staff.
- ◇ **ADA COMPLIANCE.** The Licensee is responsible for ensuring that the event is accessible to individuals with disabilities in accordance with the Americans with Disabilities Act (ADA), including providing accessible routes, seating, and services as required.
- ◇ **CANCELLATIONS.** Cancellation and refund policies shall be as set forth in the Port's current Event Facilities Policy. The Port may cancel or reschedule events due to emergencies, unsafe conditions, or other circumstances beyond its control.
- ◇ **COMPLIANCE, RULES AND REGULATIONS.** License shall comply with all Port Rules and Regulations, with all applicable local, state and federal laws, and with all special instructions issued by Port Management.
- ◇ **HOLD HARMLESS.** The undersigned Licensee, on behalf of itself and any organization it represents, agrees to protect, defend, indemnify, and hold harmless the Port of Kingston, its elected officials, officers, employees, and agents from and against any and all claims, demands, damages, losses, liabilities, costs, and expenses, including attorney fees, arising out of or related to the Licensee's use of Port property, except to the extent caused by the sole negligence of the Port. This obligation includes claims arising from the acts or omissions of the Licensee, its officers, employees, volunteers, contractors, invitees, or participants.

ACKNOWLEDGEMENT & SIGNATURE

By signing the Facility Use Agreement, the Licensee affirms that:

They have read, understand, and agree to all terms of this Agreement. All information provided is accurate and complete. They have authority to bind the organization, if applicable. They accept responsibility for ensuring compliance by all event participants

Name _____ Signature _____ Date _____