



Event Request Form

Event requests must be submitted to the Marina office *at least* 60 days in advance of your proposed event. If requests are submitted less than 60 days in advance, an additional late fee of up to \$500 per week may apply. Event requests submitted less than 30 days prior will be declined. Requests may require further approvals by County or City staff which can extend the approval time period. Items requested in this form should provide a guide, not a comprehensive list and further information may be required prior to granting or denying request. A \$1000.00 permit fee is required once approved and security deposit may be required.

Event Summary

Today's Date: _____

Event Name: _____

Event Sponsor (entity that assumes full liability for event): _____

Person Completing Form: _____

Phone # _____

Summary description of event: _____

Date(s) of Event: _____

Time of Event: _____

Site Planning Information

Will event take place outside of leased defined premises? Yes ___ No ___

Describe in narrative form the location of event: _____

Attach map indicating location of:
Tables/chairs
Tent(s)
Items requiring electricity
Electrical cables (cable covers may be required to prevent trip hazard)
Proposed signs
Trash cans
Crowd control items such as stanchion's and chains
Any additional items not listed above

Event Contact Information:

List name(s) of individuals authorized to represent the sponsor for this event:

Name	Company	Contact Phone#	e-mail
_____	_____	_____	_____
_____	_____	_____	_____

Provide name(s) of individuals in charge during the event:

Name	Company	Contact Phone#	e-mail
_____	_____	_____	_____
_____	_____	_____	_____

Event Set-Up/Tear Down

Event Set-Up Dates/Time: _____

Describe set up needs prior to event: _____

Event Tear-Down Dates/Time: _____

Describe tear-down needs after event: _____

Vehicular Traffic Flow

By separate attachment to this application, please provide a map of how you will manage traffic flow in and out of the event. Vehicular traffic to other Port District tenants may not be obstructed at any time in any way. Parking spaces, lots or other areas clearly designated for the Port District or its tenants may not be used unless a separate agreement is in place. Unless an exception or alternate agreement is made, charging for parking on Port District Property is strictly prohibited and enforceable under Port District Ordinance 68-0-05, carrying a penalty of not less than \$10 and no more than \$100 per offense.

Contact information for the individual responsible for providing and facilitating event traffic flow in accordance with permit guidelines:

Name: _____ Phone _____

Alternate: _____ Phone _____

Event Visuals

Maintaining a quality, professional visual appearance for visitors to the Marina is essential. Describe the visual presentation that you propose to create with this event. Note any decorative elements and details including the manner in which you plan to hide items from public view that will detract from the appearance.

On a separate page, list signs/banners that correspond to the number indicating location of sign/banner on map:

Provide sample of each sign as an attachment
describe material used for each sign

Note that hand-drawn signs are prohibited. Signs should be professionally produced or computer generated at a minimum.

How do you intend to hold the sign in each location? (Affixing of a sign to a building using nails, screws or other mechanical means that will leave any physical damage is prohibited. Use of a sign holder is preferred such as standard 22" X 28" holders)

Safety/Liability Information

Consideration must be given to potential safety concerns to protect people and property. This will include providing evidence of sufficient liability insurance coverage specifically for this event. See attached insurance and liability requirements.

Describe how crowd control will be contained to the designated area?

Will alcohol be served? Yes___ No___ If so, do you have a permit to do so? _____

(Note: it may be required to hire extra security for the event in the sole discretion of the ownership at the expense of the event sponsor)

Have trip hazards been identified and addressed to prevent injury? _____ Describe: _____

Will there be open flames? _____ Noxious fumes? _____ Any other items that could pose a hazard to people or children?

Please provide a copy of the "Certificate of Insurance" that specifically covers general liability limits in the amounts listed on attached Insurance Requirements.

List all outside vendors/contractors that you will hire to perform work on-site for this event:

Contractor Name	Contact Person	Phone Number	Service Provided
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Advertising

A successful event will include well-planned advertising in a professional manner that may include inclusion in the Marina Website and other vehicles. Planning well in advance of the event will provide the best opportunity to be included in the most effective media.

Describe plans to promote event: _____

Name _____ Date: _____

