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:
Table(s/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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Contact Phone#</th>
<th>e-mail</th>
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Provide name(s) of individuals in charge during the event:

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<th>Name</th>
<th>Company</th>
<th>Contact Phone#</th>
<th>e-mail</th>
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**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? _____

(Not: 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:

<table>
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<tr>
<th>Contractor Name</th>
<th>Contact Person</th>
<th>Phone Number</th>
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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:_____________________

SG MARINA