

# Event Details Athletic Fields

## Event Request Form – Athletic Fields

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ALL REQUESTS MUST GO THROUGH A REVIEW PROCESS

PLEASE FOLLOW THE STEPS BELOW:

1. Please read the Picnic Shelter Policies found at **(insert link here)**
2. You must be 18 years of age or older to request a Kitsap County Parks facility.
3. Fill out this form to expedite the processing of your reservation request.
4. Please make sure the requested hours include set-up and break-down times.
5. Please allow two weeks to process your request. During peak season (April-August), processing requests may take four weeks.

## Customer Information

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Individual and/or Organization (Required):

Are you a registered 501 (c)(3) non-profit within the State of Washington:

Yes

No

Contact Name:

Phone

Email

Address

City State, Zip

# Event Details Athletic Fields

## Event Information

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Event Name:

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Event Description/Details (Required):

Website we can link to in our Public Calendar to help promote this event:

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**Facility(s) to be Rented:**

Anderson #1	Anderson #2	Bloomquist #1
Bloomquist #2	Fairgrounds Disc Golf	Gordon #1
Gordon #2	Lobe #1	Lobe #4
S. Kitsap Regional #1	S. Kitsap Regional #2	S. Kitsap Regional #3
Veterans Memorial #1	Veterans Memorial #2	Veterans Memorial #3
Veterans Memorial #4	Veterans Memorial #5	Veterans Memorial #6

Open to Guests or Public: Start Date:

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Open to Guests or Public: Start Time: (Dawn is the earliest)

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Open to Guests or Public: End Time: (Dusk is the latest)

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Open to Guests or Public: End Date:

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Will your event require set-up time:

Yes

No

Event Set-Up Dates:

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Event Set-Up Start Time: (Dawn is the earliest)

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## Event Details Athletic Fields

Event Set-Up End Time: (Dusk is the latest)

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Will your event require time to load out:

Yes

No

Event Load Out Date:

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Event Load Out Start Time: (Dawn is the earliest)

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Event Load Out End Time: (Dusk is the latest)

Estimated Attendance: (Please include the total for all vendors, participants, staff and audience)

Per day \_\_\_\_\_

Grand Total \_\_\_\_\_

Is your Event open to the general public:

Yes

No