

Event Details Community Buildings

Event Request Form – Community Buildings

ALL REQUESTS MUST GO THROUGH A REVIEW PROCESS

PLEASE FOLLOW THE STEPS BELOW:

- 1. Please read the Community Building 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

Individual and/or Organization:

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

Yes

No

Contact Name:

Phone

Email

Address

City State, Zip

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Event Information

Event Name:

Event Description/Details (Required):

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Facility(s) to be Rented:

Eagles Nest

Island Lake

Long Lake

Open to Guests or Public: Start Date:

Open to Guests or Public: Start Time: (10 am is the earliest)

Open to Guests or Public: End Time: (10 pm is the latest)

Open to Guests or Public: End Date:

Will your event require set-up time:

Yes

No

Event Set-Up Dates:

Event Set-Up Start Time: (10 am is the earliest)

Event Set-Up End Time: (10 pm is the latest)

Will your event require time to load out:

Yes

No

Event Load Out Date:

Event Load Out Start Time: (10 am is the earliest)

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Event Load Out End Time: (10 pm 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

Will any of the following apply (may require additional permits)

Alcohol Served?

Yes

No

Food Trucks/Vendors

Yes

No