

Event Details Fairgrounds & Event Center

Event Request Form – Fairgrounds & Event Center

ALL REQUESTS MUST GO THROUGH A REVIEW PROCESS

PLEASE FOLLOW THE STEPS BELOW:

1. Please read the Fairgrounds & Events Center 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: If selected yes, a non-profit letter from the IRS will need to be submitted to confirm status. Please upload document to the file drop box at the end of this form.

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:

Kitsap Pavilion	Pavilion Conference Room	Pav S. Parking Lot
Pav N. Parking Lot	Pav East Parking Lot	President’s Hall
Phall Lawn	Phall/VZ Parking Lot	Van Zee
Concert Park	Lower Bowl – Boand Side	Lower Bowl – East Side
Dog Barn	Cat Barn	Sheep Barn
E-Barn	L-Barn	Blackler Barn
Rabbit Barn	Poultry Barn	Swine Barn

Open to Guests or Public: Start Date:

Open to Guests or Public: Start Time: (7 am is the earliest)

Open to Guests or Public: End Time: (10pm 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: (6 am earliest)

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

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Will your event require time to load out:

Yes

No

Event Load Out Date:

Event Load Out Start Time: 6 am earliest)

Event Load Out End Time: (10 pm 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