

### Introduction

Thank you for considering Port of Seattle property for your event.

**IMPORTANT:** please read through the Event License Application prior to contacting the Port of Seattle, as most questions will be answered within the document.

The Event License is different from a Film/Video/Photography Production License. For Film/Video/Photography Production Licenses, [view the application](#).

For information about events at Port of Seattle aviation properties, contact Jeff Hollingsworth at [Hollingsworth.J@portseattle.org](mailto:Hollingsworth.J@portseattle.org) or 206-787-3507.

**The Port of Seattle does not provide event planning services or event equipment rental.**

The purpose of Port of Seattle outdoor public spaces is to provide public access, support port business operations, and facilitate community use. In an effort to balance community access and private demand, the port offers – whenever possible – certain public spaces for community and private events when they do not overly restrict access by the general public or interfere with port business operations.

#### Event Licenses

An Event License is needed to reserve any outdoor Port of Seattle property or facility. Event Licenses are issued by the port in its sole discretion based upon an evaluation of availability of port facilities, as well as the nature and duration of the proposed activity which is the subject of the license application.

Sites that are available for events are listed on the Potential Event Sites page of the application.

#### Application

An Event License application form is attached. It should be completed in detail. Answers to all questions should give a full description of what activities are planned, when the facilities are needed, and the number of people expected. Additional pages may be added if needed. **An incomplete, unsigned and/or undated application will not be processed.**

Applications for event licenses should be submitted at least thirty (30) days before the requested date of use. Applications submitted with less than 30 days' notice are not guaranteed to be approved.

Event License Applications are accepted starting on the first business day of the calendar year in which the event takes place. Applications for events taking place in January will be accepted on the first business day of December of the previous year.

The Port of Seattle retains the right to accept and consider Event Licenses at any time for maritime, recreational boating, or aviation-related events, for Port of Seattle customer events, or for extra-large events requiring significant lead time.

## **Fees & Charges**

Fees may include but are not exclusive to:

- Base minimum fee
- Electrical hookup fee
- Additional use fees such as moorage, facility equipment rental
- Labor fee
  - Upon review of an Event License application, facility management may determine that Port staff is required onsite at an event. Applicants will be advised of this requirement during license review.
  - Any damage repairs by the Port following the event (see Damage Mitigation on the Event License Policy page)
- Damage deposit (for parks only)
- A \$500.00 per day fine will be charged for any equipment found on the property before or after the license term (for parks only)
- Additional fees may be required if applicable. Applicants will be advised of this requirement during license review.

Once we review your application, we will send you an outline of costs. The Port of Seattle [requires proof of insurance](#) and may require special approvals or permits from other agencies in addition to the above fees. All fees (with the exception of the parks damage deposit) are nonrefundable. Proof of insurance, permits, and fees must be provided to the Port of Seattle no later than seven (7) days prior to the commencement of the event.

## **Contact**

For any questions remaining after reviewing the Event License Application or to check current availability prior to applying contact:

### **Port of Seattle Parks – Centennial Park, Jack Block Park, Terminal 105 Park, Terminal 107 Park**

Al Grant

[Grant.A@portseattle.org](mailto:Grant.A@portseattle.org)

206-787-3811

### **Shilshole Bay Marina**

Megan Binting

[Bintinger.M@portseattle.org](mailto:Bintinger.M@portseattle.org)

206-787-6099

### **Fishermen's Terminal**

Ray Giometti

[Giometti.R@portseattle.org](mailto:Giometti.R@portseattle.org)

206-787-3742

### **Bell Harbor Marina/Pier 66**

Susie Archuleta

[Archuleta.S@portseattle.org](mailto:Archuleta.S@portseattle.org)

206-787-5782

### **Risk Management – questions on insurance or permit requirements**

Jeff Hollingsworth

[Hollingsworth.J@portseattle.org](mailto:Hollingsworth.J@portseattle.org)

206-787-3507

## Potential Event Sites (Non-Aviation Properties – Listed from North to South)

*Fees subject to change without notice*

Site & Base Fee	Event Amenities (Additional Fees May Apply)	Potential Additional Fees (Additional Fees Based on Activities Proposed)	Notes & Access Hours
<a href="#">Shilshole Bay Marina</a> <b>North Parking Lot</b> (\$132.50/ day) <a href="#">Site Map</a>	Electricity Moorage Restrooms Parking	Electrical hookup (\$500- \$750) Moorage ( <a href="#">current rates</a> ) Hoist use (\$127.20/day)	Non-customer private events (e.g. weddings) cannot be accommodated during peak boating season (May 1 – October 31).
<a href="#">Shilshole Bay Marina</a> <b>W &amp; X Dock “Horseshoe”</b> <b>Moorage</b> (W Dock is 215 linear feet; X Dock is 135 linear feet; W & X Dock plus cross dock is 400 linear feet) <a href="#">Moorage Rates</a> <a href="#">Site Map</a>	Electricity Moorage Restrooms Parking	Electrical hookup (\$3/30 amp/night; \$5/50 amp/night; \$10/100 amp/night) Hoist use (\$127.20/day)	Event organizers are responsible for assigning moorage. Includes up to 50% of the water space. Hoist must remain open for use. Please contact marina office for other dock location information
<a href="#">Corinthian Yacht Club of Seattle</a>	Indoor meeting space/event rental		Port tenant; contact the club for details.
<a href="#">Shilshole Bay Marina</a> <b>Central Plaza</b> (\$132.50/ day) <a href="#">Site Map</a>	Electricity Picnic tables Charcoal grill Restrooms Trash/recycling Moorage Parking	Excess trash/recycling removal Moorage ( <a href="#">current rates</a> ) Hoist use (\$127.20/day)	Only rectangular picnic table can be reserved as part of an event. Non-customer private events (e.g. weddings) cannot be accommodated during peak boating season (May 1 – October 31).
<a href="#">Shilshole Bay Marina</a> <b>Garden Area</b> (\$132.50 for every 2 hours) <a href="#">Site Map</a>	Electricity Restrooms Moorage Parking	Moorage ( <a href="#">current rates</a> ) Hoist use (\$127.20/day)	Non-customer private events (e.g. weddings) cannot be accommodated during peak boating season (May 1 – October 31).
<a href="#">Fishermen’s Terminal</a> <b>Central Plaza</b> (\$0.06/sq ft/day, \$125 minimum) <a href="#">Site Map</a>	Trash/recycling Moorage Parking	Excess trash/recycling removal Moorage ( <a href="#">current rates</a> )	
<a href="#">Fishermen’s Terminal</a> <b>Nordby Room</b> (\$99/half day, \$165/day)	Banquet tables/chairs White boards/markers Trash/recycling Moorage Parking	Excess trash/recycling removal Moorage ( <a href="#">current rates</a> )	No Event License needed; inquire at the terminal office on availability.
<a href="#">Centennial Park</a> (\$500 minimum) <a href="#">Site Map</a>	Picnic tables Benches Restrooms	Damage deposit (\$500 minimum)	Access hours: dawn to dusk.

<a href="#"><u>Bell Street International Conference Center</u></a>	Indoor meeting space/event rental		Port tenant; contact the conference center for details.
<a href="#"><u>Maritime Event Center</u></a>	Indoor meeting space/event rental		Port tenant; contact the event center for details.
<a href="#"><u>World Trade Center Seattle</u></a>	Indoor meeting space/event rental		Port tenant; contact the conference center for details.
<a href="#"><u>Bell Harbor Marina/Pier 66 Central Plaza</u></a> (Non-Port customers: 5 hours = \$250, 10 hours = \$500. Port customers: 5 hours = \$125, 10 hours = \$250) <a href="#"><u>Site Map</u></a>	Electricity Moorage Parking nearby	Moorage ( <a href="#"><u>current rates</u></a> )	
<a href="#"><u>Jack Block Park</u></a> (\$500 minimum) <a href="#"><u>Site Map</u></a>	Observation platform Playground Tables Benches Restrooms Parking No moorage/water access	Damage deposit (\$500 minimum)	Access hours: dawn to dusk. No structures, including tents or pavilions, are allowed on the beach. No activities penetrating or negatively affecting the beach substrate are allowed, e.g. no insertion of anchors or rods for mooring of hand-carried boats, no fires, no vending activity. Beach access is limited, taking care to avoid foot traffic in vegetated beach and riparian areas.
<a href="#"><u>Terminal 105 Park</u></a> (\$250 minimum) <a href="#"><u>Site Map</u></a>	Dock Tables Benches	Damage deposit (\$500 minimum)	Access hours: dawn to dusk.
<a href="#"><u>Terminal 107 Park</u></a> (\$250 minimum) <a href="#"><u>Site Map</u></a>	Tables Benches	Damage deposit (\$500 minimum)	Access hours: dawn to dusk.

***Grey-shaded lines are potential event sites on Port of Seattle property that don't require Event Licenses and are reserved through either a different Port contact or a Port tenant.***

# Planning Guidelines

## Event License

An Event License is required to hold an event on Port of Seattle property.

## Access

Port property remains open to the public at all times during private events, including the event area. Refusal of entry to the public will result in the automatic forfeiture of the damage/security deposit in its entirety and the Port suspending or ending the event without notice. The public has the right to observe any event that is taking place on Port premises.

Vehicle access may be allowed beyond established roads and parking lots; contact your Port of Seattle contact for details. Please see the Potential Event Sites page for individual properties' access hours. If adjustments are made for an event, they will be charged to the event organizer at cost.

Rules for event vehicles traveling through Centennial Park: vehicles must drive on the bicycle path – do not use pedestrian path. Vehicles must stop and remain on the bike path for bicyclists and pedestrians as they pass. Vehicles must not exceed the five mile per hour (5mph) speed limit. Maximum truck length allowed is forty feet (40').

## Landscaping, Lawn & Parking Lot

Adjustments to Port of Seattle landscaping schedules can be requested for park events only; please contact your port contact for details. While sprinklers are not on during business hours, lawn irrigation may lead to damp or wet lawn space. Curbstones and bollards may be temporarily moved to increase accessibility. If adjustments are made for an event, they will be charged to the event organizer at cost.

## Parking

At Port properties with public parking, parking is available in non-permit parking spaces on a first-come, first-served basis and is not guaranteed. Parking may be limited and/or paid parking at some locations. All posted parking rules must be followed.

## Trash

Please leave your area clean; gather and remove your trash and decorations so others will find the area ready to use.

## For Marina/Terminal Properties: Moorage

Guest moorage is paid by night and runs from 1pm to noon the following day. Day events requiring moorage early in the morning to later in the day will be required to purchase two nights of moorage.

## Equipment Setup

Set-up is allowed at most port properties and the site plan must be approved by the Port of Seattle. You may arrange for chairs, canopies, portable toilets, or catering through private vendors. Waterfront areas see stronger wind than inland areas therefore equipment such as canopies must be free-weighted. Items covering large areas (e.g. bounce houses, dance floors) are prohibited on lawn areas. Nails and/or stakes are prohibited in trees and/or or the ground. If used, grounding rods for generators must be removed. No vehicle access is allowed beyond established roads and parking lots. All delivery, setup, breakdown, and cleanup must take place within hours of your license. Check with your Port contact on whether or not electricity can be made available. Insurance is required from all vendors.

Environmental restrictions for Jack Block Park beach are as follows: no structures, including tents or pavilions, are allowed on the beach. No activities penetrating or negatively affecting the beach substrate are allowed, e.g. no insertion of anchors or rods for mooring of hand-carried boats, no fires, no vending activity. Beach access is limited, taking care to avoid foot traffic in vegetated beach and riparian areas.

**Egress & Fire Lane**

Event setup must allow for a three foot (3') egress walking path through plaza/narrow areas and a twenty foot (20') fire lane in parking lot areas.

**Sound**

Amplified and non-amplified sound is allowed. Please check with your Port contact for any sound restrictions. All sound must be approved in advance. Event organizers need to abide by the City of Seattle Noise Ordinance. Sound levels cannot interfere with terminal and police communications or operations. Port police will have the authority to unplug equipment at any time, following notice that sound levels interfere with operations or communications and allowing event crew the opportunity to decrease volume levels to an acceptable level within 15 minutes of the notice.

**Food Service**

Food may be brought onto the site. In all circumstances, a King County/City of Seattle Food Handler Permit or a business license is required. If a caterer is hired, proof of insurance is required and all caterers are required to have a fire extinguisher and clean water access. Caterer is defined as a paid person or company that prepares and/or serves food or sets up equipment for that purpose. Vehicle access may be allowed beyond established roads and parking lots; contact your Port of Seattle contact for details.

**For Marina/Terminal Properties: Alcohol Service**

Pending Port of Seattle approval, alcohol may be allowed at the site. If alcohol is served, all Washington State Liquor Control Board rules and regulations must be followed. Proof of permits and vendor insurance are required. Alcohol is not permitted in Port of Seattle parks.

**Marijuana**

Marijuana is prohibited on Port of Seattle property.

**Decorations**

Please keep the environment in mind when staging decorations. Stickers, graffiti, confetti, seeds, and rice are prohibited. Please take the utmost care when including balloons in your event, as they pose a risk to the marine environment. All decorations must be removed and cleaned-up at the end of the event.

**Fires, Fireworks & Floating Lanterns**

Fires, except fires in authorized stoves or grills, are prohibited. Fireworks and floating lanterns are prohibited.

**Dogs**

The City of Seattle's leash and clean-up laws for pets must be followed.

# Event License Policy

This document is designed to provide direction for obtaining an Event License required for the use of Port of Seattle property for special events or uses. An event or use is any activity that attracts people to an individual location for commercial or other purposes. This document explains the Port's procedures and requirements, including how an applicant may apply.

## Anti-Discrimination

The Port of Seattle does not discriminate on the basis of race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or presence of any sensory, mental or physical handicap.

## Event Licenses

An Event License is needed to reserve any outdoor Port of Seattle property or facility. Event Licenses are issued by the Port in its sole discretion based upon an evaluation of availability of port facilities, as well as the nature and duration of the proposed activity which is the subject of the license application.

Sites that are available for special events are listed on the Potential Event Sites page of the application.

## Application

An Event License application form is attached. It should be completed in detail. Answers to all questions should give a full description of what activities are planned, when the facilities are needed, and the number of people expected. Additional pages may be added if needed. **An incomplete, unsigned and/or undated application will not be processed.**

Applications for event licenses should be submitted at least thirty (30) days before the requested date of use. Applications submitted with less than 30 days' notice are not guaranteed to be approved.

Event License Applications are accepted starting on the first business day of the calendar year in which the event takes place. Applications for events taking place in January will be accepted on the first business day of December of the previous year.

The Port of Seattle retains the right to accept and consider Event Licenses at any time for maritime, recreational boating, or aviation-related events, for Port of Seattle customer events, or for extra-large events requiring more lead time.

## Fees & Charges

Fees may include but are not exclusive to:

- Base minimum fee
- Electrical hookup fee
- Additional use fees such as moorage, facility equipment rental
- Labor fee
- Parking
  - Upon review of an Event License application, facility management may determine that Port staff is required onsite at an event. Applicants will be advised of this requirement during license review.
  - Any damage repairs by the Port following the event (see Damage Mitigation on the Special Event License Policy page)
- Damage deposit (for parks only)
- A \$500.00 per day fine will be charged for any equipment found on the property before or after the license term (for parks only)
- Additional fees may be required if applicable. Applicants will be advised of this requirement during license review.

Once we review your application, we will send you an outline of costs. The Port of Seattle requires proof of insurance and may require special approvals or permits from other agencies in addition to the above fees. All fees (with the exception of the Parks damage deposit) are nonrefundable. Proof of insurance, permits, and fees must be provided to the Port of Seattle no later than seven (7) days prior to the commencement of the event.

### **How to Pay**

Your Port contact will provide details for submitting payment.

### **Insufficient Funds**

There will be a minimum \$40.00 transaction fee per transaction or the face amount of the check whichever is less; payable within 15 days, charged on all checks returned by the bank for any reason of non-collection.

### **Damage Mitigation**

Damage to Port property or landscaping caused during the event will be charged to the event organizer at Port of Seattle's current labor and material costs per current tariff. All repair work must be done by Port of Seattle.

### **Insurance**

Proof of insurance is required as outlined in the [Insurance Attachment](#).

### **Approvals/Other Permits**

It is an applicant's responsibility to research and secure all necessary permits required for an event in addition to the Port of Seattle Event License. Additional permits may need to be obtained from other city, county, or state departments.

Please see the list below of possible conditions that would require additional permits and the other city resources to refer to.

Contact the Seattle Fire Department Fire Marshal's Office at 206-386-1450 if your event includes:

- Use of tents with walls exceeding 400 square feet, or tents without walls with an aggregate area exceeding 700 square feet
- Use of propane or any open flame for heat or cooking operations
- Some events may require an assembly permit

Contact Public Health – Seattle & King County at 206-296-4632 if your event includes:

- Serving, handling, or preparing food

Contact the Washington State Liquor Control Board at 360-664-1600 if your event includes:

- Serving alcohol

### **Noise and Sound Control**

Event organizers must abide by the City of Seattle Noise Ordinance. Sound levels cannot interfere with terminal and police communications or operations. Port police will have the authority to unplug equipment at any time, following notice that sound levels interfere with operations or communications and allowing event crew the opportunity to decrease volume levels to an acceptable level within 15 minutes of the notice.

### **ADA Compliance**

Port of Seattle properties are in compliance with the Americans with Disabilities Act. The event organizer will be responsible for any special accommodations required on the site during the course of the event for persons with disabilities.



**Compliance & Termination**

The use of Port property or facilities requires compliance with all applicable regulations, policies of the Port, and terms and conditions of the Event License. The Port may terminate any Event License without notice if there is noncompliance with applicable regulation, policy, or conditions. It is the responsibility of the person or organization that has received approval for a use to maintain proper conduct on the part of any guests or attendees.

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## Event License Application (Non-Aviation Properties)

This Event License application is required of all individuals, groups, or companies wishing to obtain an Event License to conduct event activities on Port of Seattle properties listed below.

### PORT OF SEATTLE OFFICE USE ONLY

Application Date:

Approval Date:

Fee Paid:

### APPLICANT INFORMATION

<b>Organization Name (must match name on certificate of insurance):</b>			
<b>Address:</b>		<b>State:</b>	<b>Zip:</b>
<b>Primary Contact:</b>		<b>Title:</b>	
<b>Phone:</b>		<b>Event Day Mobile:</b>	
<b>Email:</b>			
<b>Secondary Contact:</b>		<b>Title:</b>	
<b>Phone:</b>		<b>Event Day Mobile:</b>	
<b>Email:</b>			
<b>Website:</b>			

### EVENT INFORMATION

<b>Event Name:</b>			
<b>Location(s) Requested:</b>	<input type="checkbox"/> Shilshole Bay Marina <input type="checkbox"/> Bell Harbor/P66 <input type="checkbox"/> Terminal 107	<input type="checkbox"/> Fishermen's Terminal <input type="checkbox"/> Jack Block Park <input type="checkbox"/> Other (please specify):	<input type="checkbox"/> Centennial Park <input type="checkbox"/> Terminal 105
<b>Area(s) Requested within Location:</b>			
<b>Date(s) Requested:</b> (set-up to breakdown dates)	Start:	Finish:	
<b>Time Requested:</b>	Set-up start:	<b>Event Hours:</b>	Start:
	Breakdown complete:		Finish:
<b>Description of Use (attach another page if necessary):</b>			
<b>Equipment to be Used (e.g. tents, party rentals, fencing, etc.):</b>			
<b>Projected Attendance:</b>			
<b>Public or Private Event:</b>	<input type="checkbox"/> Public <input type="checkbox"/> Private	<b>Will Food be Served:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Will Vendors be Onsite:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Will there be Amplified Sound:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Electricity Requested:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If available at site. Extra fee may apply.</i>	

### FOR MARINA/TERMINAL PROPERTIES

<b>Moorage Requested (number and size of boats or linear feet):</b>		<b>Night(s) Moorage Requested (night = 1pm to noon):</b>	
<b>Description of Moorage Requested (specific dock space or details of space needs if it changes between days):</b>			
<b>Hoist(s) Requested:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Will Alcohol be Served:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

### SITE PLAN

Event Licenses will not be issued without a site plan. If you have a plan or a general idea of what your set-up will be, please attach a clear and legible site plan of your site plan or map with the following indicated:

1. North, indicated by a directional arrow symbol.
2. Name of the Port facility and site(s).
3. The overall event area inside the site(s).
4. The location of all physical equipment being placed included but not limited to tents, fencing or barricades, vendors, portable toilets.
5. Any other details you think are helpful.
6. Electrical plan.

Site plans can be drawn by hand and can be imposed on top of online map images. Some Port facilities have existing sitemaps that can have the site plan imposed on top; refer to the Potential Event Sites list for links to existing sitemaps.

Site plans can be adjusted after submitting the application, and a final site plan must be submitted prior to a license being issued.

### INSURANCE & PERMITS

Proof of insurance and all permits must be provided to the Port of Seattle no later than seven (7) days prior to the commencement of the event. Event Licenses will not be issued until all insurance and permit requirements have been received, verified, and approved. Please see the Insurance and Approvals/Other Permits sections of the Event License Policy for details.

### SIGNATURE

I certify that the information I have provided on this application is true and accurate to the best of my knowledge. In the event plans change, I will submit a revised application or additional information accordingly. All information contained in this application is subject to public disclosure.

<b>Applicant Signature:</b>		<b>Date:</b>	
<b>Applicant Printed Name:</b>			

Remit to [Grant.A@portseattle.org](mailto:Grant.A@portseattle.org) for Port of Seattle Parks (Centennial Park, Jack Block Park, Terminal 105 Park, Terminal 107 Park), [Bintinger.M@portseattle.org](mailto:Bintinger.M@portseattle.org) for Shilshole Bay Marina, [Giometti.R@portseattle.org](mailto:Giometti.R@portseattle.org) for Fishermen's Terminal, or [Archuleta.S@portseattle.org](mailto:Archuleta.S@portseattle.org) for Bell Harbor Marina/Pier 66.