



# Kitsap County Parks - Community Buildings - Event Request Form

\* Required

## **Please follow the steps below:**

You must be of 18 years of age or older to request a Kitsap County Parks facility.

Fill out this form in its entirety in order to expedite the processing of your reservation request. Please make sure the requested hours include set-up and break-down times.

Please allow 2-3 business days to process your request. During peak season (April-August) requests may take 3-4 business days to process.

## **ALL REQUESTS MUST GO THROUGH A REVIEW PROCESS**

Once your request has been approved by the Parks Department Staff, a Reservation Confirmation will be issued to you, confirming the dates requested and payment amount due.

Review, sign, and return the Reservation Confirmation and payment as quickly as possible in order to reserve the dates requested.

Upon receipt of the signed Reservation Confirmation and payment, the dates requested will be reserved for your use. A confirmation that the signed Reservation Confirmation and payment has been received will be emailed to you.

Facility Renter shall obtain at its own cost and expense, commercial general liability insurance.

## Customer Information

1. First and Last Name \*

2. Organization \*

3. Are you a registered 501 (c)(3) non-profit within the Sate of Washington? \*

Yes

No

4. Email address \*

5. Phone number \*

6. Mailing address \*

## Event Information

7. Event Name \*

8. Event Description/ Details \*

9. Estimated Event Attendance \*

The value must be a number

10. Is your event open to the public? \*

Yes

No

11. Event Start Date \*



Format: M/d/yyyy

12. Event End Date \*

13. Day Of Event Start Time \*

14. Day Of Event End Time \*

15. Will your event include any of the following?

*If selected, a Kitsap County Parks Department staff member will reach out to you coordinate additional requirements and permits.*

- Fair or carnival
- Open flames or candles
- Attendance greater than 350 individuals
- Liquid or gas fueled vehicles within any building
- Single tent or state canopy that exceeds 400 square feet
- A group of tents or canopies that exceeds 700 square feet
- Air supported membrane structure (bouncy houses, blow up slides) that exceeds 400 square feet
- Alcohol

# **LONG LAKE COMMUNITY BUILDING - 5100 LONG LAKE ROAD SE, PORT ORCHARD**

## **SUMMER RATES: May through September**

\$50 per hour, Monday-Thursday

\$600 per day Friday-Sunday

***\$25 Administrative Fee will be added to each transaction.***

## **WINTER RATES: October through April**

\$50 per hour, Monday-Thursday

\$50 per hour, Friday-Sunday with 3 hour minimum

***\$25 Administrative Fee will be added to each transaction.***

**Size:** 1,200 Sq. Ft.

**Capacity:** 75

**Included with Rental:** 80 chairs; 13 (6') tables (each table seats 6); kitchen with refrigerator, stove, microwave, counter; private bathrooms for men and women.

**HOURS OF AVAILABILITY:** 10:00 AM - 10:00 PM

**JANITORIAL SERVICES:** Facility renter is responsible for providing and maintaining janitorial services during the event. Facility renter is responsible for cleaning area upon completion of event.

# EAGLE'S NEST - 1195 NW FAIRGROUNDS ROAD, BREMERTON

## **SUMMER RATES: May through September**

\$50 per hour, Monday-Thursday

\$600 per day Friday-Sunday

***\$25 Administrative Fee will be added to each transaction.***

## **WINTER RATES: October through April**

\$50 per hour, Monday-Thursday

\$50 per hour, Friday-Sunday with 3 hour minimum

***\$25 Administrative Fee will be added to each transaction.***

**Size:** Main Floor - 2,067 Sq. Ft (53'x39')

Deck - **CURRENTLY CLOSED**

**Capacity:** 106

**Included with Rental:** 15 banquet tables (8'x3') - each table seats 8; 100 white chairs; kitchen with sink, refrigerator, stove/oven, microwave, counter; private bathrooms for men and women; 8 (110w) outlets in kitchen and 5 (110w) outlets in main room; dedicated parking lot; dance floor, deck, Wi-Fi, coat rack with hangers, dimmable lights, plus sconces, central air conditioning/heating.

**HOURS OF AVAILABILITY:** 10:00 AM - 10:00 PM

**JANITORIAL SERVICES:** Facility renter is responsible for providing and maintaining janitorial services during the event. Facility renter is responsible for cleaning area upon completion of event.



# **ISLAND LAKE COMMUNITY BUILDING - 1087 NW ISLAND LAKE ROAD, POULSBO**

## **SUMMER RATES: May through September**

\$50 per hour, Monday-Thursday

\$600 per day Friday-Sunday

***\$25 Administrative Fee will be added to each transaction.***

## **WINTER RATES: October through April**

\$50 per hour, Monday-Thursday

\$50 per hour, Friday-Sunday with 3 hour minimum

***\$25 Administrative Fee will be added to each transaction.***

**Size:** 1,302 Sq. Ft.

**Capacity:** 100

**Included with Rental:** 100 white foldable chairs; 24 - 8 ft. rectangle banquet tables; kitchen with refrigerator, stove, microwave and counter; private bathrooms for men and women; 7 outlets; fireplace.

**HOURS OF AVAILABILITY:** 10:00 AM - 10:00 PM

**JANITORIAL SERVICES:** Facility renter is responsible for providing and maintaining janitorial services during the event. Facility renter is responsible for cleaning area upon completion of event.

## Select Your Venue

### 16. Select Your Venue \*

- Eagles Nest Community Building
- Island Lake Community Building
- Long Lake Community Building

## Signature

17. By Inputting my full name below, I agree and understand the information detailed in the rental request form. \*

18. Today's Date \*



Format: M/d/yyyy

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