



Port of Kennewick

PORT OF KENNEWICK

PUBLIC SPACE – REQUEST FOR USE

For use of the Port of Kennewick Public Spaces, please fill out this form and return it along with the signed Policy and Agreement form, and applicable payment to:

PORT OF KENNEWICK
350 Clover Island Drive, Suite 200
Kennewick, WA 99336

Public Space Requested:

_____ Lighthouse Plaza – 125 person capacity

_____ BBQ Plaza – 30 person capacity

Name of Individual, Group Organization: _____

Type of Organization (Please check one):

_____ Private Individual or Businesses (\$250.00 fee*)

_____ Non-profit organization/community group (\$125.00 fee*)

_____ Public agency (Fee waived)

*Note: Non-refundable \$50.00 administrative fee included.

Address: _____

Contact Person: _____

Telephone No.: _____ FAX No.: _____

Email Address: _____

Day of Event Contact Information: _____

Type of Gathering: _____

Date(s) of Use: _____

Time Period(s) of Use: _____

Number of Attendees: _____

Name of Individual, Group Organization: _____

Date(s) of Use: _____

Please check all that may be applicable to your event and describe:

_____ Signage _____ Food/Beverages (non-alcoholic) to be served

_____ Extended Use Period _____ Tent/Canopy or Shade Structure

_____ Catering / Vendor _____ Other Special Requirement – Please Describe

Description: _____

PLEASE READ AND SIGN THE ATTACHED POLICY AND AGREEMENT WHICH STATES RULES AND REGULATIONS AND THE PROPER USE OF THE PUBLIC SPACE.

If you have any questions, please call (509) 586-1186. Thank you.

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For Office Use Only:

Fee Received (circle one): \$250 \$125 *Fee waived*

_____ *Proof of Insurance Received*

Special Authorization(s) Given:

_____ *Tent/Canopy/Shade Structure (describe)* _____

_____ *Extended Use (describe):* _____

_____ *Signage (describe):* _____

_____ *Special Parking Requirements (describe):* _____

_____ *Other (describe):* _____

Request for use approved by: _____

Dated: _____