



City of Poulsbo Summer Fair Application
200 NE Moe Street, Poulsbo, WA 98370
(360) 394-9880

A Summer Fair: Poulsbo Washington 2020

In concert with the Washington State Governors guidance which asked for reduced capacity for retail, restaurant and bar businesses, the city of Poulsbo's Summer Fair program creates a way to address the need to expand business footprints onto public rights-of-way or in privately owned parking lots without meeting certain city code and application requirements. This is a *voluntary program* which eases restrictions on the use of public right of ways.

Temporary Outdoor Areas on Private Property:

Restaurants and retail establishments with access to private sidewalks or private parking may utilize these areas for outdoor dining and retail merchandise display areas, in accordance with the public safety standards outlined within this brochure. **Written consent from the landlord is required.**

Temporary Outdoor Areas on Public Property:

Restaurants and retail establishments with access to public sidewalks or on-street parking may utilize these areas for outdoor dining and retail merchandise display areas, in accordance with the public safety standards outlined within this brochure, including the supplemental standards for business uses in the public right-of-way. Written consent from the landlord is required. Some instances require written approval from the City of Poulsbo, see below.

Public Safety Standards

In the interest of public safety, the following requirements will be applicable to all restaurants and retail businesses in the City of Poulsbo that utilize any City rights-of-way for outdoor seating or display.

Temporary Outdoor Seating and Retail Merchandise Display shall:

1. Any tents over 120 square feet require a Building Permit Application from the City of Poulsbo.
2. Provide five feet clearance for all walkways.
3. No business, dining area, or merchandise display area entrance or exit can be blocked.
4. Not exceed the currently allowed occupancy for the business.
5. Shall be configured and maintained in a way that follows all Social Distancing guidelines as required by Federal, State, County and CDC requirements. Including but not limited to, six-foot separation between patrons, staff to wear masks, and sanitize all seating areas between each use.
6. No parking for disabled persons may be repurposed for restaurant or retail use.

7. Retail establishments shall monitor the outdoor merchandise display areas to limit the number of patrons to not exceed the number of permitted people in one area per the Federal, State, County and CDC requirements.
8. Provide temporary buffers (if proposed in parking areas, parking bays or parking lots) by way of potted plants, traffic cones, or otherwise distinguish between the parking area and temporary outdoor seating or merchandise display. **Please provide a map to Poulsbo city clerks office for review and approval.**
9. No goods for sale nor food related items may be stored or remain outdoors overnight. Tables, chairs, and any other furniture utilized for outdoor dining shall be gathered and secured each night in a manner to prevent their scattering about during any inclement weather and wind overnight and otherwise when not in use.
10. Be directly in front of the tenant space containing the eating or drinking establishment or retail establishment unless the owner of the property agrees in writing to an extension of the outdoor seating area to areas of adjoining tenants. **Please provide a copy of the written approval to the City of Poulsbo clerks department.**
11. If alcoholic beverages will be served outdoors, the business must have proof that the extended outdoor areas are included with their license from the State of Washington.
12. No sound production or reproduction machine or device (including, but not limited to musical instruments, loud-speakers, and sound amplifiers) shall be used, operated, or played in the outdoor area at a volume that is any louder than necessary for the convenient hearing of persons within the outdoor area, and that would disturb the peace, quiet, or comfort of adjoining properties.
13. Hours of operation of the outdoor seating area and outdoor merchandise display area shall be the same as those for the eating or drinking establishment or retail store.
14. Maintain a clear distance of at least five feet from any alley, crosswalk, fire hydrant, or similar public or emergency access feature in or near the sidewalk. A greater clear distance may be required where necessary to ensure use of the public or emergency access feature. **Please provide a map to the city clerks office of the area intended for use.**
15. Dining or display areas cannot block access for Police and Fire Rescue vehicles.
16. Must be kept clean and all garbage and debris associated with the outdoor use area must be contained to the area and removed for disposal.
17. Any use of City and, private parking areas, public parking areas or public open space for restaurant and retail use pursuant to this program shall comply with all applicable fire, life safety, and ADA requirements. Outdoor activity cannot create a hazardous condition.
18. To utilize this new guidance, please submit a cover letter and copies of all required Documents, including proof of insurance, to the city clerk. These documents will include a map of the area requested, and other documents necessary as described in these listed criteria.



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Please answer all questions completely. Additional pages may be attached. A map must be attached with the application and certificate of insurance.

BUSINESS INFORMATION

Name of business: _____

Location of business: _____

Business owner name: _____

Business owner phone number: _____ Email: _____

State of Washington UBI #: _____

LOCATION INFORMATION

Location/description of the space to be used:

Is the above location in front of your business: Yes No If no, please attach letter of permission from business owner whose space is next to the above-described location.

Date to begin use of space: _____

SAFETY

Please describe how the space will be used. Attach a map with a diagram of the space, detailing temporary buffers and 5-foot setbacks to alleys, crosswalks, and fire hydrants.

Insurance Requirements:

The City of Poulsbo does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. The applicant must provide an insurance certificate prior to the event in the amount of \$1,000,000 Liability/Property Damage and \$1,000,000 Bodily Injury for the specific event and name the City of Poulsbo as an Additional Named Insured on the policy.

Hold Harmless Agreement:

Applicant/Permittee/User shall defend, indemnify and hold harmless the City of Poulsbo, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the costs of their defense, arising in favor of the applicant/organization, the applicant(s)/organization(s) employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the applicant/organization, its employees or representatives, concessionaries of the event or any other person or entity, except for liability caused due to the sole negligence of the City of Poulsbo.

Signature of Applicant: _____ Date: _____

Organization: _____ Title: _____

To be completed by staff: Map/diagram included Certificate of Insurance Permission letter included (if applicable)

Date received: _____ Date Approved: _____ Approver: _____