



## NORTHWEST MARITIME CENTER

### EVENT PARKING MANAGEMENT FORM: REQUIRED FOR PEAK SEASON USERS (JUNE 1 TO SEPTEMBER 30)

Today's Date: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Date/Time of Event: \_\_\_\_\_

Type of Event:       Meeting       Conference       School Group       Wedding

For events at the NWMC that would generate less than 25 parked vehicles at any one time (e.g., meeting, conference, wedding, etc,) no parking management efforts are required.

For events that would generate over 25 vehicles the following parking management efforts must be followed:

- ★ Completion of this *Parking Management Form* and associated parking fee based on the estimated off-site parking calculation.
- ★ Notification by event sponsor to all attendees and/or guests that:
  - Parking is limited and carpooling is requested.
  - On-street parking is not allowed on street right-of-ways adjacent to the NWMC.
  - Drop-off/pick-up parking is located at the end of Water Street for quick drop-offs and pick-ups **only**.
  - Parking is restricted to remote lots, which require a 5-minute walk to the Center facilities or a public bus ride from the Jefferson Transit park and ride lot near Safeway, located one mile from the Center.
  - A map of the location of the off-site parking area and Jefferson Transit park and ride lot.
- ★ For events, conferences or weddings that would generate more than 50 vehicles, event signage parking is required directing patrons to the designated parking area and a parking area attendant must be located at the entrance of the parking area one hour before the event and stay for one-hour after the event commences (total of 2 hours).

#### Parking Calculations:

For a meeting:      Meeting attendance \_\_\_\_\_ = \_\_\_\_\_ expected parking generation

For a conference:      Conference attendance \_\_\_\_\_ divided by 2 = \_\_\_\_\_ expected parking generation

For a wedding:      Wedding attendance \_\_\_\_\_ divided by 3 = \_\_\_\_\_ expected parking generation

#### Parking Fee Calculation:

Expected parking generation \_\_\_\_\_ X \$3.00 per vehicle = \$ \_\_\_\_\_

Parking lot attendant fee = \$ \_\_\_\_\_

Fee is payable to NW Maritime Center at time of reservation of facility space. All fees are paid to the Port of Port Townsend for use of their parking facilities.

I HAVE READ AND AGREE TO ABIDE TO THE PARKING MANAGEMENT REQUIREMENTS OF THE NW MARITIME CENTER.

\_\_\_\_\_  
Event Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
NWMC Event Manager

\_\_\_\_\_  
Date



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