

DOWNTOWN WATERFRONT EVENT CHECKLIST

- ☐ Order additional garbage containers to support your event
- ☐ Order additional portable restrooms to support your event
- ☐ If you have power/water needs let the property manager or event team know ahead of time
- ☐ Market Vendors- please stagger vendor setup to allow for a smooth unloading process
- ☐ Share parking information – encourage attendees who are able to use an alternate parking lot in Downtown and walk down to the Waterfront, as parking is very limited. [Parking](#) at the Downtown Waterfront; [additional parking](#) in adjacent areas
- ☐ At time of reservation confirmation, you will be provided a gate code if needed, please make sure the gate is closed and locked at all times
- ☐ No vehicles may drive through or park in the Pump Track Bike Park or the Portal Village. All vehicle entry is through the gate in the parking lot on Granary Avenue. Please limit the number of vehicles driving on the event site. Access through gate is only for delivering/picking up equipment and supplies. **No parking inside the gate**
- ☐ No vehicles on or stakes driven in the ground on the Peter Paulson grass, no exceptions
- ☐ If your event is taking place in proximity to Way Point park (including the parking lot), please coordinate with City of Bellingham Parks & Recreation to learn about overlapping events
- ☐ Overnight security: if you are having someone stay on site to secure property, please let our event team know so we can pass along to security
- ☐ [Event insurance requirements](#) if applicable
- ☐ [Public Space Use Policies and Procedures](#)