

CITY ADMINISTRATOR
ROBERT OMANS

CITY CLERK
DEBBIE LEE

FINANCE DIRECTOR
ROBIN NEWCOMB

PUBLIC WORKS DIRECTOR
MATHEW BAILEY

POLICE CHIEF
RICH ALBO

FIRE CHIEF
ED MILLS

PLANNER

Lodging Tax & Events Committee

Agenda

February 12, 2025

8:30 AM



119 W FIRST STREET
CLE ELUM, WA 98922

MAYOR
MATTHEW LUNDH

MAYOR PRO TEM
STEVEN HARPER

LODGING TAX & EVENTS
COMMITTEE
STEVEN COOK
STEVEN HARPER
AUDREY MALEK

CITY ATTORNEY
ALEXANDRA KENYON

Join Virtually with Zoom: <https://zoom.us/j/7573184018?pwd=dERndjBjVC9GdVQ1d2ISRExwZFhXZz09>
Meeting ID: 757 318 4018 Passcode: 98922

Join by Phone: 1-(253)215-8782, Meeting ID: 757 318 4018, Passcode: 98922

TextMyGov

Receive city text alert notifications: text CLEELUM to 91896

DISCLAIMER: The City does not guarantee that virtual or telephonic access to the City Council meeting will be available and the City does not warrant audio quality. Attendees are encouraged to attend in-person.

1. **Call to Order/Pledge of Allegiance**
2. **Elect Chair Person**
3. **Unfinished Business**
 - a. Update Event Application - verbiage, noise ordinance, etc.
4. **New Business**
 - a. Minutes from the January 13, 2025, Lodging Tax & Events Committee Meeting
 - b. 2025 Lodging Tax Application - Mountains to Sound Greenway Trust - Coal Mines Trail Interpretive Wayside Project
 - c. HI90 Grindy Bicycle Ride Event Application 2025
5. **Other Committee Comments**
6. **Adjourn**

Upcoming Meetings:

Planning Commission Meeting: February 18, 2025 @ 6:00 p.m.

Historic Preservation Commission Meeting: February 18, 2025 @ 3:00 p.m.

Public Safety & Health Committee Meeting: February 19, 2025 @ 12:00 p.m.

Regular Council Meeting: February 25, 2025 @ 6:00 p.m.

General Government Committee Meeting: February 26, 2025 @ 8:30 a.m.

Coal Mines Trail Commission Meeting: March 3, 2025 @ 6:00 p.m.

Public Works & Community Development Committee Meeting: March 5, 2025 @ 12:00 p.m.

Lodging Tax & Events Committee Meeting: March 12, 2025 @ 8:30 a.m.

Lodging Tax & Events Committee Agenda February 12, 2025

119 W FIRST STREET
CLE ELUM, WA 98922

City of Cle Elum
119 West First Street
Cle Elum, WA 98922



Telephone: (509) 674-2262
Fax: (509) 674-4097
www.cityofcleelum.com

EVENT PERMIT APPLICATION

NAME OF EVENT: _____

Received:

This Event permit is to help the event coordinator and the City of Cle Elum build the best possible events for our community. We know how hard you work on your events and want to make sure that you have all the tools you will need to ensure a great event. Please return this application to the City of Cle Elum City Hall at 119 W First Street.

ADDITIONAL CONTACT INFORMATION:

Kittitas County Public Health Department (509) 962-7515
Kittitas County Chamber of Commerce (promotion) (509) 925-2002
Northern Kittitas County Tribune (newspaper) (509) 674-2511
Washington State Liquor Control Board (206) 764-4020

APPLICANT CHECKLIST

Event organizers must submit the following materials for a complete application. Incomplete applications will not be forwarded to the Lodging Tax and Events Committee for review.

- ☐ Event Permit Application
- ☐ Signed and dated Hold Harmless Agreement
 - o For parades, each parade entrant must sign and submit the Hold Harmless Agreement to the event organizer. The event organizer is responsible for retaining these agreements.
- ☐ Supplemental pages with a complete and detailed description of the event, including a schedule and location of event(s).
 - o If serving alcohol, measures taken to comply with State regulations must be addressed in detail:
https://lcb.wa.gov/licensing/outdoor_alcohol_service
- ☐ Site map, including items such as the location of garbage receptacles, portable bathroom facility/-ies, stage, seating, vendors, street closures, etc.
 - o If serving alcohol, venue and measures taken to comply with State regulations must be highlighted in detail
- ☐ As applicable, list of vendor names and contact details
 - o All vendors must have or obtain a business license from the City of Cle Elum: <https://cleelum.gov/forms-and-applications/business-licenses/>
- ☐ Certificate of Liability Insurance
 - o "City of Cle Elum" at 119 W First St., Cle Elum, WA 98922 must be named as "Additional Insured" to all coverage
 - o As applicable, coverage for alcohol service must be specified
 - o As applicable, coverage for injury by animals must be specified
- ☐ Cle Elum Fire Department-approved Fire and Life Plan (template attached)
- ☐ If requesting street closures, written agreement from ☒ of adjacent residents and/or business owners.
- ☐ If serving alcohol, WA Liquor and Cannabis Control Board Banquet Permit or other applicable alcohol service license

Commented [SC1]: Which proportion?

Commented [SC2R1]: Yakima is 75%.

APPLICANT INFORMATION:

Name (Full):	_____	Title:	_____
Sponsoring Organization:	_____		
Mailing Address:	_____		
Street/ PO Box:	_____		
City:	_____	State:	_____
	_____	ZIP:	_____
Contact Information:	_____		
Daytime Telephone:	+1() _____	Mobile Telephone:	+1() _____
Fax:	+1() _____	Email:	_____
Primary Contact Person During Event:	_____		
Name (Full):	_____	Title:	_____
Daytime Telephone:	+1() _____	Mobile Telephone:	+1() _____
Fax:	+1() _____	Email:	_____
Secondary/Emergency Contact Person During Event:	_____		
Name (Full):	_____	Title:	_____
Daytime Telephone:	+1() _____	Mobile Telephone:	+1() _____

"City of Cle Elum" at 119 W First St., Cle Elum, WA 98922 must be named as "Additional Insured" to all coverage

EVENT DESCRIPTION:

*NOTE: Please attach additional sheets with a **complete** and **detailed** description of the event.*

Event Name:			
Event Type:	☐ Minor (≤ 50 Attendees)	☐ Major (> 50 Attendees)	
Purpose-Brief Description of Event:			
Parade Map:	☐ My event does not include a parade. ☐ I acknowledge the Cle Elum-Roslyn Police Department has a pre-approved parade map, which has been provided. Should I wish to suggest an alternate route, I confirm that I have attached a map of this route and included a detailed explanation for it the attached event description. I understand this route is subject to CERPDP approval. I further understand that approval is not guaranteed and may be rescinded at any time.		
Event Start Date:		Event End Date:	
End Day(s) of the Week:	☐ SUN ☐ MON ☐ TUE ☐ WED ☐ THU ☐ FRI ☐ SAT		
Event Start Time:		Event End Time:	
Date of Set Up:		Time of Set Up:	
Date of Take Down:		Time of Take Down:	
Location: Other: Facilities to be Used: (Check all that Apply)	☐ Park ☐ Street ☐ Sidewalk ☐ Private Property		
Location:		Other:	
Expected Crowd Size:			
Participants:		Spectators:	Event Personnel & Volunteers:
Previous Occurrences:			
Has the event occurred previously?	☐ No ☐ Yes	If yes, on which date(s)?	
Change(s) from previous year?	☐ None	☐ See Explanation Attached	
Will you charge an admission fee?	☐ No ☐ Yes	If yes, how much?	

Commented [SC3]: I had envisioned this as a drop-down pre-populated with names of parks and "other", but the document needs to be made into a fillable PDF first, I believe.

STREET CLOSURES:

Will your event require any street closures?	☐ No Skip to next section.	☐ Yes Continue below.
Street(s):		Section(s):
<u>Proposed Method(s) of Closure:</u>	☐ Both my attached site plan and event description include full details of the location(s) and methods of my proposed closures.	
<u>Neighbor Approval:</u>	☐ I have attached written agreement from the adjacent residents and/or business owners.	
<u>Traffic Control:</u>	☐ I acknowledge that Event organizers must contract with CERFD or another approved/certified organization with Washington State Flagger or Traffic Control Supervisor(?) certification for traffic control services.	
<u>Impact on SR 903:</u>	☐ I acknowledge that any impact to traffic on SR 903 (Second Street from Oakes Ave west toward Roslyn; Oakes Ave between First and Second Streets; First Street east from Oakes Ave), including but not limited to street closure and parking, must be discussed and approved by the Washington State Department of Transportation (WSDOT).	

RIGHT OF WAY (SIDEWALK) USE:

Will you require use of a city sidewalk during your event?	☐ No Skip to next section.	☐ Yes Continue below.
Description of Proposed Use:		
Traffic Control Use Permit Required:	☐ Event organizers must contract approved/certified (?) traffic control services! acknowledge that I separately must request and receive approval of a Sidewalk Use Permit, the application for which is available at https://cleelum.gov/forms-and-applications/.	

COOKING:

Will there be on-site cooking?	☐ No Skip to next section.	☐ Yes Continue below.
Number of Tents Anticipated:		Purpose:
Acceptable Fuels:	☐ I acknowledge that briquettes and pellets are prohibited during burn bans.	
CEFD Requirements:	☐ Completed Cle Elum Fire Department Special Permit attached.	

Commented [SC4]: Not sure this needs to be submitted with the application. Perhaps wording should change.

Commented [SC5R4]: A Cle Elum Fire Department Special Permit (attached), including inspection, will need to be completed and filed prior to the event. Contact CEFD to schedule.

TENTS:

Will tents be erected?	☐ No Skip to next section.	☐ Yes Continue below.
CEFD Requirements:	☐ Completed Cle Elum Fire Department Special Permit attached.	

Commented [SC6]: Not sure this needs to be submitted with the application. Perhaps wording should change.

Commented [SC7R6]: A Cle Elum Fire Department Special Permit (attached), including inspection, will need to be completed and filed prior to the event. Contact CEFD to schedule.

TENTS:

<u>Will tents be erected?</u>	☐ No Skip to next section.	☐ Yes Continue below.
<u>Description of Planned Cooking:</u>		
<u>CEFD Requirements:</u>	☐ <u>Completed Cle Elum Fire Department Special Permit attached.</u>	

Commented [SC8]: Not sure this needs to be submitted with the application. Perhaps wording should change.

Commented [SC9R8]: A Cle Elum Fire Department Special Permit (attached), including inspection, will need to be completed and filed prior to the event. Contact CEFD to schedule.

ALCOHOL SERVICE:

<u>Will alcohol be served?</u>	☐ No Skip to next section.	☐ Yes Continue below.
<u>Will alcohol be sold?</u>	☐ No	☐ Yes
<u>Regulatory Compliance:</u>	☐ I acknowledge <u>Alcohol service must comply with requirements described in WAC 314-03-200, including (but not necessarily limited to):</u> ☐ <u>Barriers around service area of minimum 42 inches (3.5 feet) in height;</u> ☐ <u>Entry/exit points to service area may not exceed 10 feet in combined total;</u> ☐ <u>Controlled and monitored entry to service area and dedicated attendant, wait staff or server when patrons present;</u> ☐ <u>No open containers permitted to leave service area.</u> ☐ I acknowledge that these requirements are subject to change based on legislative or agency action. Should there be any discrepancy between State regulation and this document, I understand that State regulation takes precedence.	
<u>Security Plan:</u>	☐ I have included a detailed security plan specific to alcohol service in my event description.	
<u>Banquet Permit:</u>	☐ Approved <u>WA State Liquor and Cannabis Control Board Banquet Permit</u> attached.	

ENTERTAINMENT:

<u>Describe Planned Entertainment:</u>	☐ None		
<u>Sound system?</u>	☐ Acoustic		☐ Amplified
<u>Music/Sound Start Time:</u>		<u>Music/Sound End Time:</u>	
<u>Statutory Limitations:</u>	☐ I acknowledge I have read and understood CEMC 5.24 and the limitations it imposes on certain types of entertainment. ☐ I acknowledge I have read and understood CEMC 8.05 and the limitations it imposes on noise. Generally, noise occurring between the hours of 10:00 PM to 7:00 AM and emanating more than 50 feet beyond the property line, or more than 100 feet from the property line at any other time of day, is prohibited unless granted an exception by the City.		
<u>Will you require an exception to the noise ordinance?</u>	☐ No Skip to next section.	☐ Yes Continue below.	
<u>Request Submission:</u>	☐ I acknowledge that, per CEMC 8.05, a formal request must be submitted to the City Administrator no later than 30 days prior to my event.		
<u>Will there be vendors?</u>	☐ No	☐ I understand that each vender must fill out a Vender License Application, available at City Hall, or approved alternate.	

RISK AND LIABILITY MANAGEMENT:

CLE ELUM EVENT APPLICATION

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<u>Liability Insurance:</u>	☐ I have attached a current, valid Certificate of Liability Insurance naming “City of Cle Elum”, at 119 W First St., Cle Elum, WA 98922, “Additional Insured” to all coverages.
<u>Additional Animal Liability Coverage:</u>	☐ I have attached proof of specific additional coverage for animal liability. ☐ My event does not involve animals.
<u>Additional Coverage for Alcohol Service:</u>	☐ I have attached proof of specific additional coverage for alcohol service. ☐ My event does not involve alcohol service.
<u>Hold Harmless Agreement:</u>	☐ I have attached a complete, signed Hold Harmless Agreement.
<u>Hold Harmless Agreement – Parade Entrants:</u>	☐ I understand that it is my responsibility to obtain and retain signed Hold Harmless Agreements from each parade entrant. ☐ My event does not include a parade.
<u>Traffic Control and Security</u>	☐ I understand that it is my or my organization’s responsibility to arrange for necessary traffic control and security; my attached program description includes detailed information on these measures.

SANITATION:

Portable Toilet Facilities:	☐ I understand that it is my or my organization's responsibility to provide and maintain portable toilet facilities for my event. These are identified in the attached site map and program description. ☐ Required ratio: 1 toilet per 50 people per 4 hours.
Trash Collection and Disposal:	☐ I understand that it is my or my organization's responsibility to provide and maintain trash receptacles for my event. These are identified in the attached site map and program description.
Post-Event Cleanup:	☐ I understand that post-event cleanup is my or my organization's responsibility. I further understand that, should any City resources—including personnel time—be required to clean up after my event, the City may elect to bill for said resources.

PROMOTION:

Planned Method(s) of Promotion:	☐ TV ☐ Radio ☐ Newspaper ☐ Flyers ☐ Posters ☐ Mailers ☐ Social Media ☐ Other (see below)	
Do you plan to promote beyond a 50-mile radius?	☐ No	☐ Yes (see below)
Lodging Tax Application:	Events targeting attendees from beyond a 50-mile radius may be eligible for financial support—on a reimbursement basis—from Lodging Tax funds. A separate application must be submitted prior to your event; after-the-fact applications will not be accepted. We encourage you to explore this option: https://cleelum.gov/forms-and-applications/ .	

CITY DEPARTMENT COMMENT PAGE:

☐ It is the responsibility of the event organizer/applicant to contact from the City departments listed on the following page and obtain comment on their event. The completed form must be submitted with the other application materials. City Council comments will be made after formal review and decision and, thus, are not required at the time of submission.

I acknowledge this permit application must be completed, signed, and returned to Cle Elum City Hall along with all required supplemental materials no later than 30 days prior to my event. I understand that any misrepresentation in this permit application or deviation from the final agreed upon route and/or method of operation described herein, may result in the immediate revocation of the permit. I further understand that the City retains the right to deny, revoke or cancel this permit at any time due to changes in conditions and risk potential

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TRAFFIC CONTROL AND SECURITY:

Some activities may require traffic control and security. Please attach a sepal certify under penalty of perjury that the information above is correct to my best knowledge.

☐

Applicant's Signature _____ Date _____

Applicant's Printed Name _____ Title _____

Do you plan on playing Music at the event?

Yes

If yes, fill out Full Application

Will you need to exceed the Noise Ordinance? No ☐ Yes ☐ If yes, fill out Full Application.
See Cle Elum Municipal Code Section 8.12

Will you be cooking on site? No ☐ Yes ☐ If yes, contact the Cle Elum Fire Department- Cle Elum Fire Department (509) 674-1748 or (509) 656-4062

Fire Chief Comments: _____

NOTE: During a burn ban you are NOT allowed to use pellets or briquettes.

Approved: No ☐ Yes ☐

"Major Event" (Over 50)

Will you need any Street Closures? No ☐ Yes ☐

Will this event require any Traffic Control Devices or Personnel? No ☐ Yes ☐ Will you be putting up any tents? No ☐ Yes ☐

Will there be Alcohol served or available? No ☐ Yes ☐ Do you plan on playing music at the event? No ☐ Yes ☐

Will you need to exceed the Noise Ordinance? No ☐ Yes ☐ See Cle Elum Municipal Code Section 8.12

Will you be cooking on site? No ☐ Yes ☐

All "Major Events" must complete the Full Permit Application.

NOTE: This "Full Permit Application" requires City approval. A meeting between the event coordinator and all department heads may be required. Please plan accordingly with as much advance notice as possible.

RETURN TO: Cle Elum City Hall
119 W First St
Cle Elum, WA 98922

Office (509) 674-2262
Fax (509) 674-4097

This permit application must be completed, signed, and returned to Cle Elum City Hall along with all pertinent insurance information and diagrams.

Any misrepresentation in this permit application or deviation from the final agreed upon route and/or method of operation described herein, may result in the immediate revocation of the permit.

EVENT DESCRIPTION: Required.

Please attach additional sheets with a **COMPLETE** description of what the event will be.

Event Name _____

Event date(s): _____ Day(s) of the Week _____

Time: _____

Event location: _____

Facilities to be used (check): Park ☒ Street ☒ Sidewalk ☒ Private Property ☐

Set up: _____ Date _____ Time _____ am / pm Take Down: _____
Date _____ Time _____ am / pm

Purpose of Event: _____

Event Crowd Size:

Participants _____ Spectators _____ Volunteers/Personnel _____

Has Event been produced previously? No ☒ Yes ☐

If yes, what were the dates? _____

Any change from previous years? No ☒ Yes ☐ If yes, please list changes on separate sheet.

Please attach a separate sheet listing the schedule and location of events as well as a site map. Site map shall include items such as the location of garbage receptacles, portable bathroom facility, stage, seating, vendors, street closures, etc.

FEES AND PROCEEDS:

Will you charge an admission fee? No ☒ Yes ☐ If yes, how much? _____

Will alcohol be served or available? No ☒ Yes ☐ Will ☐

alcohol be sold? No ☒ Yes ☐

***Applicant is responsible for obtaining all required permits from the State of Washington regarding alcohol and must abide by these state and local requirements.**

ENTERTAINMENT AND PROMOTIONS:

Sound system: Acoustic ☒ Amplified ☐

Describe Entertainment: _____

Will there be vendors? No ☒ Yes ☐ If yes, each vendor must fill out the Vendor License Application available at City Hall or approved alternate.

Check type of promotion you plan to use to attract participants:

TV ☐ Radio ☐ Paper ☐ Flyers ☐ Posters ☐ Other ☒ Specify _____

STREET CLOSURES:

Is this event going to require any street closures? No ☒ Yes ☐

If Yes, please list streets requested to be closed and attach map, highlighting streets.

List Street(s) _____

INSURANCE INFORMATION:

A ☒ Certificate of Liability Insurance MUST be attached to this Event Application. ~~"City of Cle Elum" at 119 W First St., Cle Elum, WA 98922 must be named as "Additional Insured" to all coverage.~~

TRAFFIC CONTROL AND SECURITY:

Some activities may require traffic control and security. Please attach a separate sheet of paper detailed how your organization will deal with these issues. _____ See ☒ Attached Pages

HOLD HARMLESS AGREEMENT(S):

Hold Harmless Agreement attached: _____ ☒ MUST accompany this Event Permit Application Parade Hold Harmless Agreement: _____ ☒ *Not included in this application; Each Parade Entrant must sign and return to the event coordinator. The event coordinator is responsible for retaining all agreements.

CITY DEPARTMENT COMMENT PAGE:

☒ The following page lists the city departments that will need to be contacted. It is the responsibility of the event planner / applicant to take this form to each department for comments.

I certify under penalty of perjury that the information above is correct to my best knowledge.

Applicant's Signature _____ Date

Applicant's Printed Name _____ Title

RETURN THIS FORM WITH ALL PERTINENT INFORMATION TO CLE ELUM CITY HALL. YOU WILL BE REQUIRED TO MEET WITH DEPARTMENT HEADS.

CLE ELUM POLICE DEPARTMENT (509) 674-2991

Police Chiefs Conditions:

Approved: No ☐ Yes ☐ (with above conditions) (Attach separate sheet if necessary)

Police Signature:

PUBLIC WORKS DEPARTMENT (509) 674-2262 Ext. 106

Public Works Conditions:

Approved: No ☐ Yes ☐ (with above conditions) (Attach separate sheet if necessary)

Public Works Signature:

CLE ELUM FIRE DEPARTMENT (509) 674-1748

Fire Chiefs Conditions:

Approved: No ☐ Yes ☐ (with above conditions) (Attach separate sheet, if necessary)

Fire Department Signature:

CITY COUNCIL REPRESENTATIVE (509) 674-2473

City Council Representative's Conditions:

Approved: No ☐ Yes ☐ (with above conditions) (Attach separate sheet, if necessary)

City Council Signature:

CITY ADMINISTRATION (509) 674-2262

Administrator Approval:

Date:



HOLD HARMLESS AGREEMENT

This Agreement made this _____ day of _____, between the City of
Cle Elum, referred to as "CITY" herein, and _____ at,
_____, referred to as "USER" herein.
Mailing Address City State Zip

For ~~the~~ good and valuable consideration, receipt of which is acknowledged, ~~it~~ is hereby agreed:

SECTION I

USER undertakes to indemnify ~~and hold harmless~~ CITY from any liability, loss or damage ~~that the~~ USER may suffer as a result of ~~any~~ claims, demands, costs, or judgments against ~~it-the CITY~~ arising out of the acts, ~~failure-to-act~~missions, or activities that USER conducts under the CITY'S license or permit whether liability, loss or damage is caused by, or arises out of the negligence of USER or its officers, agents, employees or otherwise.

SECTION II

This Agreement shall commence on the date that the CITY issues its license or permit to USER and shall continue in full force until the permit and license expire. ~~The R~~ renewal of the permit and/or associated license(s), if any, automatically renews this Agreement. The duty to indemnify the CITY for claims, demands, costs or judgments against it that arise during the Agreement survives the expiration of the Agreement.

SECTION III

CITY agrees to notify USER in writing, within ~~thirty~~ (30) days, by certified mail, at USER'S address as stated in this Agreement, of any claim made against CITY on the obligations indemnified against.

SECTION IV

USER agrees to defend against ~~and indemnify~~ CITY any claims brought or actions filed against CITY with respect to the subject of the indemnity contained herein, whether such claims or actions are rightfully or wrongfully brought or filed. In case a claim should be brought or an action filed with respect to the subject indemnity herein, USER agrees the CITY may employ an attorney of its own selection to appear and defend the claim or action on behalf of CITY, at the expense of USER. ~~The~~ CITY, at its option, shall ~~have-retain the~~ sole authority for the direction of the defense, and shall be the sole judge of the acceptability of any compromiser or settlement of any claims or actions against CITY.

SECTION V

Vouchers or other similar, property evidence showing payment by CITY of any loss, damage, or in expense covered under this Agreement shall be conclusive evidence, (except ~~in cases of~~ fraud) against USER as to fact and amount of USER'S liability hereunder.

SECTION VI

USER ~~conveys covenants~~ that it shall not institute any action or suit at law or in equity against CITY, nor institute, prosecute or in any way aid in the institution or prosecution of any claim, demand action, or cause of action for damages, costs, loss of services, expenses, or compensation for any damage for any damage, loss, or injury either to person or property, or both, whether ~~known or unknown,~~ developed or underdeveloped, ~~past, present, or future~~resulting or is result, ~~known or unknown,~~ ~~past, present, or future~~, arising out of activities that USER conducts under a license/permit issued to USER by CITY.

'USER' Signature

Print Name

Title

City of Cle Elum Fire Department				
Special Events Permit				
LOCATION INFORMATION				
FD USE ONLY				
Address:	Date of Use:	Date Granted	PERMIT #	
		Date Expires		
Name		Phone#:		
City:	Cle Elum	State:	WA	Zip: 98922
EVENT COORDINATER				
Name		Phone#:		
Address:				
City:		State:		Zip:
Print Name	Signature		Title	
EMERGANCY CONTACT/ PROPERTY OWNER/SPONSORING ORGANIZATION				
Name		Phone#:		
Address:				
City:		State:		Zip:
Print Name	Signature		Title	
Do not write below this line				
Inspector signature:		FIRE MARSHAL		
Date:	Unit			
	Phone #			
ITEM	Code ID	No	FEE	
TOTALS			Signature	

**** Check here _____ if comments are used on back of form. ****

BASIC SETUP REQUIREMENTS

All setups and operations are subject to field inspection by an inspector.

1. Special Permit is required for any open flame or cooking on premises.
2. A Special Permit is required for setups of tents, canopies, or membrane structures if the total square footage is more than 400 Sq. Ft. Or if being used during cooking.
3. Other permits may be required for electrical lines or gas lines outside of a building.
4. Generators must be placed 10 feet from the building. **Also, must have a minimum 20BC Fire Extinguisher placed nearby.**
5. Electrical wires or cables, and any gas/water piping on ground located in public areas must be matted.
6. No cooking under tents, canopies, or membranes is allowed if being used by the public. However, if canopy is metal (noncombustible), cooking is permitted. A 20-foot clearance must be maintained between the structure or booth.
7. If a propane tank is used, a minimum of 10 feet clearance must be kept between a tank and appliance(s).
8. Portable extinguisher for combustibles shall be provided along egress path. Minimum 2A:10B:C in addition to Class K (if required), 20B:C for generator use, and 2A:40B:C for LP-gas/propane. Must be certified or bought within one year.
9. Solid fuel cooking appliances, whether or not under a hood, with fireboxes 5 cubic feet (0.14 m³) or less in volume shall have a minimum 2.5-gallon (9 L) or two 1.5-gallon (6 L) Class K wet-chemical portable fire extinguishers located in accordance with [Section 906.1](#).
10. Barbeques must be kept in a remote area where there is no public access.
11. CARNIVAL AREA: Provide an additional extinguisher throughout. (within 75' of travel)
12. All rides shall have a 2A-10BC fire extinguisher. NO rides may be within 20 feet of a building.
13. ALL exits and aisles must be maintained free and clear of any items.
14. Tents and canopies shall have a State Fire Marshal Flame Resistance Rating, and weighted property for safety for all weather events and hazards
15. ALL decorations, etc. shall be flame retardant.
16. A 7-foot overhead clearance must be maintained in all public access areas.
17. A 20-foot Fire Lane with a minimum 14-foot overhead clearance must be maintained
18. All Booths shall be a minimum of 10 feet away from structures.
19. Tables shall be arranged so that the seating edges of adjacent tables are not less than 54 inches apart.
20. Rectangular tables arranged to accommodate seating on one side only shall have not less than 36 inches between adjacent table edges.
- 21 Every chair shall be within 20 feet of an aisle.
22. Loose Chair seating the space between rows of chairs shall be not less than 33 inches. The space between
The back of each seat and front of the seat immediately behind will not be less than 12 inches, Seats shall be arranged
so that there shall be not more than six intervening seats between any seat and the nearest aisle.

SIGNATURE/TITLE

DATE

OUTDOOR SPECIAL EVENT REQUIREMENTS

1. Event organizers shall be responsible for compliance with conditions listed in Addendum #001 by all cooking vendors.
2. All venue occupant loads shall be maintained.
3. All exits and aisles shall be maintained free and clear.
4. All cables shall be taped, matted, or flown.
5. Compressed gas cylinders shall always be secured and capped if not being used.
6. Fire lanes shall always be maintained unobstructed.
7. All fire protection systems shall be visible and unobstructed.
8. All decorations shall be flaming retardant.
9. No motor vehicles shall be operated in the event area.
10. At the closing of the event, event organizers shall maintain the perimeter and not allow motor vehicles into the event area until the public is cleared.
11. Event signs, fire lanes signs and occupant load signs shall be displayed and visible before the event is opened to the public.
12. Event organizer(s) shall be responsible for submitting to the Fire Department a list of all cooking vendors and the signed copies of **ADDENDUM #001 (Requirement for cooking)**, by each cooking vendor.

RECEIVED BY: _____ TITLE: _____

DATE _____

ADDENDUM #001

COOKING AT SPECIAL EVENTS-REQUIREMENTS

ADDENDUM TO SPECIAL PERMIT (NO): _____

EVENT: _____

DATES-FROM _____ TO: _____

BOOTH: _____

1. NO cooking under unapproved canopies or in indoor structures. Must be permitted and have permanently affixed labeling of Flame propagation performance testing and certification. NFPA 701
2. Cooking devices using propane must have the propane bottle outside the booth and properly secured in an upright position. **Use of propane indoors is PROHIBITED.**
3. All fittings and hose used with propane shall be approved for such use by an approved testing laboratory.
4. Propane shall be limited to the supply on site. **There shall be no remote storage area.**
5. Propane cylinder size is limited to a 5.76-gallon capacity.
6. Limit of one propane cylinder per appliance.
7. Refueling of propane cylinders on site or at other non-approved locations is prohibited.
8. Portable extinguisher for combustibles shall be provided along egress path. Minimum 2A:10B:C in addition to Class K (if required), 20B:C for generator use, and 2A:40B:C for LP-gas/propane. Must be certified or bought within one year.
9. Solid fuel cooking appliances, whether or not under a hood, with fireboxes 5 cubic feet (0.14 m³) or less in volume shall have a minimum 2.5-gallon (9 L) or two 1.5-gallon (6 L) Class K wet-chemical portable fire extinguishers located in accordance with [Section 906.1](#).
10. A minimum of three (3) feet clearance must be provided between the public and the cooking device by a barricade.
11. All cooking devices shall be secure, stable, and level and on a nonflammable surface. Cooking equipment using combustible oils or solids shall have a noncombustible lid immediately available. The lid shall be of sufficient size to cover the cooking well completely.
12. The Kittitas County Health Department approval must be obtained for cooking on site.
13. No Smoking within 25 feet of propane cylinder and No Smoking inside a tent or canopy.
14. Coals shall be fully extinguished and cold, then placed into a clean noncombustible container for disposal.
15. All propane connections shall be tested for leakage by performing the manufacturers recommended testing procedures.

RECEIVED BY: _____ DATE: _____

PLEASE SIGN TWO COPIES. ONE COPY SHALL REMAIN ON SITE AND THE OTHER FOR
THE FIRE DEPARTMENT.

CLE ELUM EVENT APPLICATION

1

BBQ PERMIT INSTRUCTIONS
(Attach to Special Permit)

1. Applications shall be made to the Cle Elum City Fire Department for use of portable Barbeque Devices
2. Portable barbeques may only use charcoal briquettes, natural gas, or electricity as fuel.
3. The location of the barbeque device should be in a non-enclosed area, located at least Five (5) feet away from any combustible Material and shall have at least five (5) feet of clear working space completely around the device.
4. The barbeque device must be so isolated that persons other than the operators may not approach nearer than five (5) feet of the device. There shall be a rigid restricting barrier.
5. Only adults should be allowed inside the barrier. Absolutely no children under twelve (12) years of age shall be within the barrier.
6. One water type extinguisher of at least 2-1/2-gallon capacity shall be available inside the barrier.
7. Flammable liquids shall not be used to start charcoal.
8. At the termination of use, the embers and ashes shall be thoroughly soaked with water.

SIGNATURE: _____ DATE: _____

TENT CHECKLIST

FOR FIRE DEPARTMENT USE AND APPROVAL

_____ Provide three sets of layouts drawn to scale showing all equipment and items inside the tent

_____ Show distance from tent to any structures or property lines on layout.
10' away if under 1500 sq ft
30' away if between 1,501 and 15,000 sq. ft.
50' away if over 15,000 sq. ft

_____ **FOR TENTS OVER 1,500 SQ. FEET:** An unobstructed passageway
Not less than six feet in width and free from guy wires or other
Obstructions shall be maintained on all sides of tents.

_____ **EXITING**-Exit width, number of exits, aisles, cables matted or flown
Above ground. Show location of equipment or tent lines in relation to
Exits

_____ No parking within 50 ft. of tent(s) (most restrictive)

_____ It is understood that support vehicles (catering trucks, etc.) must be.
At least 20' away from tent.

_____ **"NO SMOKING"** signs will be installed in tent in a conspicuous place
(NO ASH TRAYS)

_____ * No. of "No Smoking" signs required

_____ Fire Extinguishers will be provided in all tents and mounted in a
Conspicuous place.

_____ * No. of extinguishers required

_____ **NO OPEN FLAME WITHIN THE TENT**- Sterno for warming food is allowed with chafing dishes ONLY.

_____ Heaters must be approved type and located 10' away from exits. Propane tanks for heaters will be located
outside the tent at least 10' away and secured to tent stakes.

_____ *Membrane structures or tents* shall have a permanently affixed label bearing the following information:

1. The identification of size and fabric or material.
2. The names and addresses of the manufacturers of the tent or air-supported structure.
3. A statement that the fabric or material meets the requirements of Section 3104.2.
4. If treated, the date the fabric or material was last treated with flame-retardant solution, the trade name or kind of chemical used in treatment, name of person or firm treating the fabric or material, and name of testing agency and test standard by which the fabric or material was tested.
5. If untreated, a statement that no treatment was applied when the fabric or material met the requirements of Section 3104.2

_____ Occupant Loads: Check on that applies.
over 49- illuminated exit signs.
300 or more - emergency egress lighting and battery exit signs.
1,000 or more - 1 1/2" hose line provided for firefighting.

SAFETY OFFICER(s) required if -

_____ No. of Fire Safety Officers required for this event?
(At \$55 per hour, 4 hours minimum per Fire Safety Officer)

CATERER:

Name: _____
Address: _____
City: _____
Phone: _____
Contact Person: _____

TENT COMPANY

Name: _____
Address: _____
City: _____
Phone: _____
Contact Person: _____

_____ Notify Inspector Rob Omans of the Department of Building and Safety
Of the location, phone number, and dates
_____ A set of approved plans shall be on site and made accessible to the Fire marshal.

THE ABOVE IS CORRECT AND TRUE TO FORM:

DATE:

(Signature)

**CITY OF CLE ELUM FIRE DEPARTMENT
SCHOOLS AND CHURCHES/INSTITUTIONS UNIT
AUTHORIZATION FOR SAFETY WATCH**

SPECIAL EVENTS

The following emergency inspection was conducted: (circle)

- | | |
|-----------------------------|--|
| A. Carnivals | H. Outdoor Special Events |
| B. Exhibits | I. Church Revivals |
| C. Shows | J. Helicopter Landings |
| D. Circus | K. Events w/open flames, i.e., Candles |
| E. Firework Displays | L. Cle Elum Special Events |
| F. Parties, i.e., Premieres | M. Other _____ |
| G. Events within Tents | |

BILL TO: I, (Name) _____

Company (Name): Address: _____

City, State/Zip: Phone: _____

am the responsible party and am authorized to expend funds for a Safety Watch at: _____

SITE ADDRESS: _____

I hereby request that a Fire Department Inspector perform a safety watch for: Type of Inspection: _____

on (Date) _____ at (Time) _____ or a time to be scheduled at a later date.

I agree to pay a fee of \$ _____ for the first four hours or any fraction of that period, and a fee of \$55.00 per hour thereafter.

FOUR HOUR MINIMUM

A Authorizing Signature _____ Date _____ Date _____

CEFD Inspector (Print) _____ from _____

Inspector # _____ (Signature) _____ to _____

Approved by: _____ Date _____

(Unit Commander's Signature)

FOR ACCOUNTING USE ONLY

DATE RECEIVED:

DATE INVOICED

Section 1:

Chapter X.XX

SPECIAL EVENTS

X.XX.XXX Purpose.

X.XX.XXX Definitions.

X.XX.XXX Special event permit required; authority of responsible official; application fee.

X.XX.XXX Exemptions from the special event permit requirement.

X.XX.XXX Time for filing application for special event permit; priority; expressive activity event.

X.XX.XXX When application for special event permit is deemed complete; routing.

X.XX.XXX Content of special event permit application.

X.XX.XXX Date of special event not confirmed until notice of confirmation issued.

X.XX.XXX Conditions affecting issuance of a special event permit.

X.XX.XXX Events where alcohol is to be provided, sold or served.

X.XX.XXX Insurance required to conduct special event.

X.XX.XXX Waiver of insurance requirements.

X.XX.XXX Responsible official's action on special event permit application.

X.XX.XXX Reasons for denial of a special event permit.

X.XX.XXX Appeals from denial of special event permit.

X.XX.XXX Use of City logo or name.

X.XX.XXX Display of special event permit required.

X.XX.XXX Revocation of special event permit.

X.XX.XXX Effect of receipt of donations on status of tax-exempt nonprofit organizations.

X.XX.XXX Authorized special event vendors and license fees.

X.XX.XXX Unlawful to conduct special event without permit.

X.XX.XXX Other permits, licenses, fees and taxes.

X.XX.XXX Unlawful to sell goods in special event venue without authorization.

X.XX.XXX Cost recovery for unlawful special event.

X.XX.XXX Delegation of city manager's authority.

X.XX.XXX City manager authorized to adopt rules and regulations.

X.XX.XXX Penalties for violation.

X.XX.XXX Purpose.

It is the purpose of this code to provide for the issuance of special event permits to regulate events on the public rights-of-way, public property, and on private property if the event will impact the delivery of governmental services, in the interest of public health, safety and welfare of the city; and to provide for fees, charges and procedures required to administer the permit process.

X.XX.XXX Definitions.

"Business" means and includes any activity which involves sale of any goods or services, whether conducted for profit or not, and regardless of by whom conducted.

"Event organizer" means any person who conducts, manages, promotes, organizes, aids, or solicits attendance at a special event.

"Expressive activity" includes conduct including but not limited to marches, rallies or gatherings, the sole or principal object of which is the expression, dissemination or communication by verbal, visual, literary or auditory means of opinion, views or ideas and for which no fee or donation is charged or required as a condition of participation in or attendance at such activity. For purposes of this chapter, expressive activity does not include sports events, fundraising events, or events the principal purpose of which is entertainment.

"Sidewalk" includes any and all structures or forms of street improvement included in the space between the street margin and roadway, and specifically includes curbs or other delineation for pedestrian travel.

"Sign" means any sign, pennant, flag, banner, inflatable display, or other attention-seeking device

"Special event" means any activity which is to be conducted on public property or on a public right-of-way, or any event held on private property which would:

1. Have a direct significant impact on traffic congestion or traffic flow to and from the event over public streets or right-of-ways; or
2. Substantially impact public streets or right-of-way near the event; or Significantly impact the need for emergency services, such as police, fire or medical aid; or
3. Is to be held in the city's Central Commercial Zone and involves the sale of tickets for attendance or is open to the general public with attendance expected to exceed more than 100 people.

Any event on private property which involves an open invitation to the public to attend, or an event where the attendance is by private invitation of 100 or more people, is presumed to be an event that will have a direct significant impact on the public streets, right-of-way or emergency services, and therefore a "special event." Special events might also include, but are not limited to, fun runs/walks, athletic competitions, auctions, bike-a-thons, public fundraisers, parades, festivals, shows or exhibitions, outdoor film/movie events, block parties and fairs, trade shows, arts and crafts shows, home shows, recreational vehicle shows, boat shows, and antique shows.

"Special event permit" means a permit issued under this chapter.

"Special event venue" means that area for which a special event permit has been issued.

"Street" means a way or place of whatever nature publicly maintained and open to use of the public for purposes of vehicular travel. Street includes highway.

"Tax-exempt nonprofit organization" means an organization that is exempted from payment of income taxes under Section 501 of the Internal Revenue Code.

"Vendor" means any person, association, group, partnership, corporation or firm selling goods, food, beverages or services within a special event venue.

"Use" shall mean to construct, erect, or maintain in, on, over or under any street, right-of-way, park or other public place, any building, structure, sign, equipment or scaffolding, to deface any public right-of-way by painting, spraying or writing on the surface thereof, or to otherwise occupy in such a manner as to obstruct the normal public use of any public street, right-of-way, park or other public place within the City, including a use related to special events.

X.XX.XXX Special event permit required; authority of responsible official; ~~application fee.~~

A. Except as provided elsewhere in this chapter, a special events permit issued by the city manager or their designee ("responsible official") must be obtained from the city to conduct, promote, or manage a special event.

B. The responsible official is authorized to:

1. Issue, deny or revoke permits for special events occurring within the city limits, pursuant to the procedures established in this chapter.
2. Determine the special event venue, including the setting of reasonable boundaries for the special event venue, balancing the special event requirements and the public health, safety, and welfare.
3. Coordinate the issuance of a special event permit with other local, state or federal public agencies in whose jurisdiction or on whose property the special event or portion thereof occurs and to issue a special event permit upon the concurrence of other public agencies involved.

X.XX.XXX Fees, cost recovery for special events; security deposit.

A. Application Fee

~~Establish a nonrefundable application fee set forth in the City of Cle Elum master fee schedule adopted by city council via resolution must be submitted with any special event permit application. Any event application submitted less than three weeks before the scheduled event is subject to an additional late fee set forth in the City of Cle Elum master fee schedule adopted by city council via resolution. non-refundable application fee, subject to approval by city council resolution, to be paid by the event organizer at the time the special event permit application is first submitted to the responsible official. The application fee shall not be charged for an application to conduct an expressive activity.~~

B. City Services Permit Fee.

~~Upon approval of an application for a permit for a special event, the economic development manager should provide the applicant with a statement of the estimated cost of city services, equipment and materials used or provided by city in providing traffic control and management for parades and vehicle~~

Commented [SC1]: Who best in Cle Elum? Finance Director?

events, and permit fees. Exempt from the special event cost recovery fee are the community events listed as follows:

The special event permit fee shall be calculated and assessed as follows:

1. The economic development manager shall send copies of special event applications to affected city departments. By way of illustration, and without limitation, personnel services provided by affected city departments include, but are not limited to, services such as police escorts and traffic control. Costs of such services are called "event management personnel costs." Each departmental personnel activity required for the special event shall be itemized, showing hourly rate and total cost. The "total event management personnel costs to the city" shall be the sum of each department's personnel costs. Nonprofit applicants shall pay fifty percent of the costs of the personnel services provided by the city. For-profit applicants will pay one hundred percent of the total event management personnel costs.
2. The economic development manager shall require payment of fees, or a reasonable estimate thereof, at the time the completed application is approved. The special event permit will not be issued until the special event permit fee is paid in full.

C. Security Deposit. Except for an application for a permit for a special event protected under the First and Fourteenth Amendments of the U.S. Constitution, and events solely sponsored by the city, each application for a special event permit shall be accompanied by a security deposit. For special events requiring the closure of public streets, the amount of the security deposit shall be set forth in the city of Yakima master fee schedule adopted by city council via resolution, based on the factors listed below. For special events limited to any city designated special event venue or other venue, or a special event permit issued under the expedited process of YMC 9.70.100, the amount of the security deposit shall be in an amount determined by the economic development manager based on the factors listed below. The economic development manager shall consider the following factors when determining the amount of any security deposit for a special event. The security deposit shall be in an amount the economic development manager determines is necessary and appropriate to defray costs of cleanup, repair and/or restoration based upon: (i) the number of persons expected to attend or participate in the event; (ii) the type or nature of the event; (iii) the number and type of vendors participating in the event; (iv) whether alcohol will be provided, served or consumed on the event venue; and (v) any other factor deemed relevant to determine the amount of deposit based upon reasonably foreseeable costs of cleanup, repair and/or restoration.

(1) Payment of Funds to Be Used for Security Deposit. Payment of funds to be used for security deposit shall be by cash or certified check.

(2) Deposit of Funds. Funds received from the applicant for security deposit shall be receipted by the city and deposited in an appropriate fund.

(3) Refund of Security Deposit. Subject to compliance with the following conditions, funds held by the city as a security deposit shall be refunded to the applicant in accordance with applicable payment procedures of the city:

(a) Applicant has complied with all requirements of the permit;

(b) Applicant has cleaned, repaired and restored the site following the conclusion of permitted event to the condition existing prior to the event, reasonable wear and tear excepted, to the satisfaction of the economic development manager.

(4) Use of Funds in Security Deposit by City. In the event applicant fails to comply with the approved cleanup plan included within the permit and/or damage to city property or facilities has occurred on the event site attributed to participants in the event, the economic development manager shall use reasonable efforts to notify the applicant that the city will proceed to clean, repair and restore the subject site and facilities, and thereupon authorize city personnel to conduct such cleanup and restoration. The cost of such city cleaning, repair and restoration shall be computed using the hourly rate of each city employee (with overtime rate, as applicable) multiplied by the hours worked by each employee, and the hourly rate for city equipment used for the cleanup, repair and restoration multiplied by the number of hours such equipment was used. Costs incurred by the city also include the costs of any third-party contractor retained to conduct or assist with such cleanup, repair or restoration. City will document its costs incurred in cleanup, repair and restoration and deduct from the security deposit the total amount incurred by the city for such cleanup, repair and restoration. In the event applicant fails to comply with any of the requirements of the permit, any costs incurred by the city resulting from such noncompliance shall be documented and deducted from the security deposit by the city. The city shall thereupon request a refund of the remaining balance of the security deposit to be processed and paid to the applicant, and shall provide the applicant with a copy of the document showing city costs incurred.

(5) Recovery of Excess Costs—Responsibility of Applicant. The applicant shall be responsible for all cleanup, repair and restoration required in this code, the approved permit and cleanup plan, and any other costs incurred by the city resulting from the applicant's failure to comply with any of the requirements of the permit. In the event city costs associated with cleanup, repair and/or restoration of the site or applicant's failure to comply with any of the requirements of the permit exceed the amount of the security deposit, applicant shall pay the excess amount to the city within fourteen days, and the city reserves the right to seek recovery of such amounts from any and all responsible parties, including but not limited to the applicant.

X.XX.XXX Exemptions from the special event permit requirement.

A. Although not required to be issued a special event permit, an event organizer of an activity exempted from this chapter is required to comply with all local, state and federal laws and regulations governing public safety or health.

B. Nothing in this chapter shall be construed to abrogate or limit the authority and jurisdiction of the city to enforce any other provisions of the Cle Elum Municipal Code.

C. The following activities are exempt from having to obtain a special event permit under this chapter:

1. Parades, athletic events or other special events that occur exclusively in city parks or in the public right of way or sidewalks, streets, or publicly owned property, and which are organized or conducted by the City of Cle Elum.

2. Funeral and wedding processions.
3. Use of city park picnic shelters for which a permit has been issued to the user or gatherings of fewer than one hundred (100) people in a city park, unless merchandise, food or services are offered for sale or trade to the public, in which case a special event permit is required.
4. Farmers markets, which may require a separate agreement and city council approval for street closure pursuant to CEMC X.XX.XXX;
5. Temporary sales conducted by businesses, such as holiday sales, grand opening sales, sidewalk sales, or anniversary sales.
6. Carnivals or rodeos, which require a separate permit and license pursuant to Chapter X.XX CEMC.
7. Events held at the Kittitas Valley Event Center.
8. Garage sales, rummage sales, lemonade stands and car washes.
9. The indoor exhibition of films or motion pictures.
10. Other similar events and activities which do not directly affect or use City services or right-of-way property, as determined by the responsible official.
11. Activities conducted by a governmental agency acting within the scope of its authority.

D. Notwithstanding an event being exempt from the requirement to obtain a special event permit, the event organizer may still be required to obtain a right-of-way permit, noise waiver, or other appropriate permits as required by the Cle Elum Municipal Code.

X.XX.XXX Time for filing application for special event permit; priority; expressive activity event.

A. Application for a special event permit, on a form provided by the city, shall be filed with the responsible official not less than sixty (60) calendar days, nor more than one year, before the date and time when it is proposed to conduct the special event.

B. Upon good cause shown and provided that no risk or burden to the City results, the responsible official has discretion to allow a later filing. Allowance of a later filing may result in the responsible official adjusting other deadline requirements in this chapter. Notwithstanding the foregoing, applications for special events which require city council approval pursuant to CEMC X.XX.XXX must be submitted by no later than thirty (30) days prior to the scheduled event.

C. Priority may be given for the scheduling of a special event permit to local tax-exempt nonprofit organizations operating in and providing services to the citizens of the city. Priority may also be given to annual, semiannual, or other regularly scheduled or recurring special events if the event organizer notifies the responsible official within ninety (90) days of an event of their intent to hold the same event on a specific date the following year, and otherwise complies with all requirements of this chapter. If competing applications cannot be resolved on this basis, permits shall be granted to the earliest completed application received for the time and place requested.

D. An application for an expressive activity special event permit shall be filed with the responsible official no less than seven (7) calendar days before the time when it is proposed to conduct the expressive activity special event. Upon good cause shown, the responsible official may, in their discretion, allow a later filing.

X.XX.XXX When application for special event permit is deemed complete; routing.

A. An application for a special event permit is deemed complete when the applicant has submitted all of the ~~information~~information required in Section X.XX.XXX on the city's application form, including any additional information required by the responsible person, and paid the special event application fee;

B. A completed application will be routed by the responsible official for review to other city departments, the city manager, mayor and/or city council, as applicable. Each of the above-listed departments and/or officials shall provide the responsible official a written recommendation of approval (conditional or otherwise) or denial of the application based on the considerations referenced in CEMC X.XX.XXX.

X.XX.XXX Content of special event permit application.

A. Except as provided elsewhere in this chapter, the application for a special event permit shall include the following:

1. Contact information such as the name, address, telephone number, cell phone number, website address and e-mail address of the applicant.
2. A statement of the purpose of the special event, including the dates, times and location(s) (or routes, with map, if applicable), along with estimated attendance.
3. A list of emergency contacts that will be in effect during the event.
4. A statement of fees to be charged for the special event.
5. The proposed plan for clean-up, sanitation facilities, garbage and recycling collection, for the period during and after the event is completed.
6. Information documenting compliance, if needed, with the Americans with Disabilities Act (ADA) requirements for accessibility, parking and restrooms.
7. A description of the nature of any equipment to be used to produce sounds or noise. An outdoor event which will include amplified sound requires a noise waiver pursuant to CEMC X.XX.XXX.
8. The number of persons proposed or required to monitor or facilitate the special event and provide spectator or participant control and direction for special events using city streets, sidewalks, or facilities, together with any anticipated security and/or traffic control provisions.
9. The anticipated quantity and types of any alcohol that will be served at the event, for which a separate Washington State Liquor and Cannabis Board permit is required.
10. Liability insurance documentation, including the certificate(s) of insurance, along with a Hold Harmless and Indemnity Agreement in such form as may be issued by, or acceptable to, the city.
11. A list of participating vendors.
12. Any other information required by the responsible official.

B. The responsible official will notify the applicant within fifteen (15) business days of receiving a special event permit application of any information that the applicant has failed to provide or is incomplete.

X.XX.XXX Date of special event not confirmed until notice of confirmation issued.

Notwithstanding the responsible person's acceptance of a completed application, the date of the event shall not be considered confirmed until the responsible official issues a written notice of confirmation.

X.XX.XXX Conditions affecting issuance of a special event permit.

A. Where the event organizer has not requested, and the special event does not require city services, equipment, or personnel, the responsible official will issue a special event permit, when based upon the

completed application, all of the conditions listed in this section are met as determined by the responsible official.

1. The special event will not substantially interrupt public transportation or other vehicular and pedestrian traffic in the area of its route.
2. The special event will not cause an irresolvable conflict with construction or development in the public right-of-way or at a public facility.
3. The special event will not block principal transportation arterials during peak commute hours on weekdays between 7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 6:00 p.m., or other times as determined by the city.
4. The special event will not require the diversion of police employees from their normal duties.
5. The concentration of persons, animals or vehicles will not unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the streets.
6. The special event will move from its assembly location to its disbanding location expeditiously.
7. The special event will not substantially interfere with any other special event for which a permit has already been granted or with the provision of city services in support of other scheduled special events or unscheduled governmental functions.

B. In order to ensure that the conditions in this section are met, the responsible official may place conditions on the special event permit.

X.XX.XXX Events where alcohol is to be provided, sold or served.

A. If alcohol is to be provided, sold or served on public property or public right-of-way, or if served on private property but within a special event location that encompasses public right-of-way (e.g., closed street, alley or sidewalk), the event organizer shall comply with the following conditions:

1. Obtain and comply with the applicable liquor license or permit issued by the Washington State Liquor and Cannabis Board, and provide a copy of such license or permit to the city;
2. Service of alcohol must end by 12 a.m.;
3. Liquor Liability must be included on insurance coverage;
4. The alcohol service area must be clearly designated with a minimum of a four (4) foot high fencing surrounding the area; fencing, tables, chairs, etc. must be able to be removed quickly to allow passing of emergency vehicles;
5. Clearly designated entrance/exit points must be provided;
6. Trained volunteers or paid security personnel must be posted at every entrance/exit point to ensure that no person under 21 will be allowed into the alcohol service area; and
7. No outside alcohol may be brought into an alcohol service area and no alcohol may be removed.

X.XX.XXX Insurance required to conduct special event.

A. The event organizer of a special event must possess or obtain comprehensive general liability ("GL") insurance to protect the city against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the special event. Coverage types and limits shall be set forth in the special event application and/or published by the responsible official.

B. The insurance required by this section shall encompass all liability insurance requirements imposed for other permits required under other sections of this chapter and is to be provided for the benefit of the city and not as a duty, express or implied, to provide insurance protection for spectators.

C. Special events that are primarily athletic in nature (marathons, running events, triathlons, regattas and similar events) require a GL policy which includes Athletic Participant coverage providing protection for claims made by athletic participants.

D. The event organizer's current effective insurance policy, or copy, along with necessary endorsements, shall be filed with the responsible official at least 30 calendar days before the special event, unless the responsible official for good cause modifies the filing requirements.

X.XX.XXX Waiver of insurance requirements.

A. Except for special events where the sale of alcoholic beverages is authorized or where traffic control plans are required, the insurance requirements of this chapter may be waived by the responsible official. The responsible official may determine that the insurance requirements should be waived if one or more of the following factors are associated with the special event application:

1. It is objectively impossible for the applicant to obtain insurance coverage;
2. The special event is open to the general public at no charge to the attendees;
3. The event is an expressive activity; and
4. Any other factor the responsible official deems relevant to the determination.

Notwithstanding the foregoing, the insurance requirements of this chapter shall not be waived for a special event that will involve: the sale, provision or service of alcohol; vehicles; animals; fireworks; or pyrotechnics.

B. To claim that it is objectively impossible to obtain insurance coverage pursuant to this section, the applicant shall submit a statement from at least two independent licensed insurance brokers demonstrating the insurance is unavailable in the marketplace.

C. Even though insurance is waived, the responsible official shall require the event organizer of a special event to defend, indemnify, and hold harmless the city from any claim or liability arising from the special event.

X.XX.XXX Responsible official's action on special event permit application.

A. Except as provided in this section, the responsible official shall take final action upon an application for a special event permit within thirty (30) calendar days of when the application is deemed "complete" in compliance with CEMC X.XX.XXX(A).

B. The responsible official is not required to take final action upon any special event permit application prior to one hundred and eighty (180) calendar days before the special event.

C. The responsible official is not required to take final action on an untimely special event permit application, nor, after providing notice pursuant to CEMC X.XX.XXX(B), on an incomplete special event permit application.

D. Any event requiring closure of a street or alley, or temporary suspension of parking regulations, shall be routed to the mayor or their designee for approval. Closure of streets or alleys require the following for approval:

1. Concurrence with the request(s) by both the city manager and police chief;
2. For street or alley closures, concurrence with the request by at least 75% of businesses with storefronts on streets, or with access from an alley, in the closure as evidenced by the signatures of the business owner or their agent on a form approved by the city;

Notwithstanding the foregoing, the mayor or their designee may refer any street or alley closure request to the city council at the next scheduled council meeting for consideration of whether it should be approved.

Commented [SC2]: Separate into designated section

E. The following special events, or activities associated with a special event, shall require city council approval pursuant to CEMC X.XX.XXX prior to the issuance of a permit by the responsible official:

1. Any event at which alcoholic beverages are served, subject to compliance with all other requirements of this chapter; and
2. Any event which uses city rights-of-way as a part of the event which could substantially affect the normal flow of right-of-way traffic (for example, walk-a-thons, parades, foot races, etc.).

F. Final action on a completed special event permit application shall consist of one of the following:

1. Issuance of a special event permit in accordance with the terms of the application; or
2. Issuance of a special event permit in accordance with the terms of the application, as modified by mutual agreement between the responsible official and the applicant; or
3. Denial of the special event permit application by the responsible official pursuant to CEMC X.XX.XXX.

X.XX.XXX Reasons for denial of a special event permit.

A. The responsible official shall deny a special event permit to an applicant who has not met one or more of the following requirements:

1. Provided a traffic control plan (if required); or
2. Provided sufficient monitors for crowd control and safety; or
3. Provided sufficient safety, health, or sanitation equipment services, or facilities that are reasonably necessary to ensure that the special event will be conducted with due regard for safety; or
4. Provided sufficient off-site parking or shuttle service, or both, when required, to minimize any substantial adverse impacts on general parking and traffic circulation in the vicinity of the special event; or
5. Submittal of a completed application for a special event permit, including payment of all fees due and owing prior to the event; or
6. Provided a copy of any permit or license required by another local or state agency.

B. The responsible official may deny a special event permit if, based on consideration of the permit application and from such other information obtained in reviewing the permit, in their opinion:

1. The special event will create the imminent possibility of violent or disorderly conduct likely to endanger public safety or to result in significant property damage; or
2. The special event will violate public health or safety laws; or
3. The special event fails to conform to the requirements of law or duly established city policy; or
4. The applicant demonstrates an inability or unwillingness to conduct a special event pursuant to the terms and conditions of this chapter; or
5. The applicant has failed to conduct a previously authorized or exempted special event in accordance with law or the terms of a permit, or both; or
6. The applicant has not obtained the approval of any other public agency within whose jurisdiction the special event or portion thereof will occur; or
7. The applicant has failed to provide an adequate first aid or emergency medical services plan based on special event risk factors.

C. The responsible official shall deny a special event permit to an applicant who has failed to comply with any material term of this chapter or condition of a special event permit previously issued to the applicant.

X.XX.XXX Appeals from denial of special event permit.

A. If the responsible official denies issuance of a special event permit pursuant to CEMC X.XX.XXX, they shall notify the applicant in writing, stating the reason(s) for the denial, within five (5) business days of the decision.

B. The denial of a special event permit may be appealed to the city manager or their designee.

C. An appeal shall be made within five (5) business days of the date of the written denial. An appeal is made by filing a written petition with the responsible official, setting forth the grounds for appeal and including any relevant documents.

D. The city manager shall consider the appeal and issue a written decision within five (5) business days of its receipt.

E. Judicial review of any such final decision may be obtained through the filing of an appropriate action with a court of competent jurisdiction within thirty (30) days of issuance of the written decision.

X.XX.XXX Use of City logo or name.

It is unlawful for any Event Organizer to use in the title of an event the words "The City of Cle Elum" or "City of Cle Elum," the name of any city department, or a facsimile or duplication of any logo of the City of Cle Elum or city department, or to indicate city sponsorship of an event, without the city's written authorization.

X.XX.XXX Display of special event permit required.

A copy of the special event permit shall be displayed in the special event venue in the method prescribed by the responsible official applicable to the particular special event and shall be exhibited upon demand of any city official.

X.XX.XXX Revocation of special event permit.

A. Any special event permit issued pursuant to this chapter is subject to revocation, pursuant to this section.

B. A special event permit may be revoked if the city determines:

1. That the special event will or is being conducted in violation of the standards or conditions for special event permit issuance; or
2. The special event is being conducted in violation of the law or of any condition of the special event permit; or
3. The special event poses a threat to health or safety; or
4. The applicant or any person associated with the special event has failed to obtain any other permit required pursuant to the provisions of this chapter; or
5. The applicant has not paid all fees when due; or
6. The applicant has failed to provide confirmation or proof that it has obtained the minimum number of required volunteers to perform safety functions; or
7. The special event permit was issued in error or contrary to law.

C. Except as provided in this section, notices of revocation shall be in writing and specifically set forth the reasons for the revocation.

D. If there is an emergency requiring immediate revocation of a special event permit, the responsible official may notify the permit holder verbally of the revocation.

E. An appeal from a revocation shall be handled in the same manner and under the same time requirements as denials of special event permits, pursuant to CEMC X.XX.XXX.

X.XX.XXX Effect of receipt of donations on status of tax-exempt nonprofit organizations.

A tax-exempt nonprofit organization sponsoring a special event may acknowledge the receipt of cash or in-kind services or goods, donations, prizes, or other consideration from for-profit organizations without changing their status as a tax-exempt nonprofit organization within the meaning of this chapter. Such acknowledgment may include use of the name, trademark, service mark, or logo of such a for-profit organization in the name or title of the special event or the prominent appearance of the same in advertising or on collateral material associated with the special event.

X.XX.XXX Authorized special event vendors and license fees.

A. The issuance of a special event permit confers upon the permit holder or event organizer the right to control and regulate the sale of goods, services, food and beverages within the special event venue in accordance with the terms and conditions of the special event permit.

B. Only vendors authorized by the permit holder or event organizer shall be allowed to sell goods, services, food or beverages in the special event venue.

1. The special event permit application shall include a preliminary list of the vendors anticipated at the special event for which the license is sought, which shall include the vendor's name, addresses, business telephone numbers and Washington State tax identification number, together with a general description of the goods, food, beverages and/or services offered by each vendor. In the event that there are changes to the preliminary list, such as the addition or deletion

of vendors or the completion or correction of information required from each vendor, those changes shall be set out in a final list by the promoter and submitted to the responsible official within five (5) business days following the end of the special event.

2. Food and beverage vendors shall maintain and display their food handling licenses and permits as required by state and local law.
3. All vendors at a special event shall, upon request from the responsible official or their designee, provide proof of authorization from the permit holder or event organizer to sell goods, services, food and beverages at the special event.

Commented [SC3]: Should we allow after-the-fact? Is anything else feasible?

C. Vendor license fees.

1. ~~1.~~ Unless the vendor has already obtained a city business license pursuant to Chapter 5.02 CEMC, or is otherwise exempt from such requirement, each vendor participating in a special event shall be required to pay a fee to obtain a license pursuant to this chapter in the amount of \$5.00 per day for each for-profit vendor, not to exceed a total of \$20.00 for each vendor; provided, however, any bona fide charitable, educational, religious, or nonprofit organization or club is exempt from the licensing fee requirements of this subsection.
2. Each license issued under this subsection shall be limited to the number of days approved for the operation of the special event for which the license was issued. No license shall be effective for more than ten (10) consecutive calendar days.
3. The license fee required by this subsection shall be collected by the special event permit holder from each vendor who intends to participate in the special event. The special event permit holder shall be personally responsible for any sums collected, or any sum which should have been collected from a vendor. Payment of the license fees is due within five (5) business days following the end of the special event.

Commented [SC4]: Amount?

Commented [SC5]: Do we want to put responsibility on the promoter? Is any other option more effective/efficient?

X.XX.XXX Unlawful to conduct special event without permit.

It is unlawful to conduct a special event without a special event permit as required pursuant to this chapter.

X.XX.XXX Other permits, licenses, fees and taxes.

The issuance of a special event permit does not relieve any person from the obligation to obtain any other permit or license, and/or pay any fees and taxes, as required by the Cle Elum Municipal Code, including but not limited to any general business licensing that may be required under Chapter 5.02 CEMC, or any other applicable law.

X.XX.XXX Unlawful to sell goods in special event venue without authorization.

It is unlawful for any person to sell, resell, or offer to sell or resell, any goods, food, or beverages in a special event venue, except:

- A. From any building, meaning any fully enclosed permanent structure built for the support, shelter, or enclosure of persons, animals, chattels, or property of any kind; or,
- B. From any tent, booth, or temporary structure expressly authorized pursuant to a special event permit.

X.XX.XXX Cost recovery for unlawful special event.

Whenever a special event is conducted without a special event permit, when one is required, or a special event is conducted in violation of the terms of an issued special event permit, the event organizer shall be responsible for, and the city shall charge the event organizer for, all city costs incurred for personnel and equipment for a public safety response caused or necessitated by the adverse impacts of the special event or the violation of the special event permit upon public safety.

X.XX.XXX Delegation of city manager's authority.

The city manager may delegate any or all of their functions under this chapter to their directors, supervisors or subordinates.

X.XX.XXX City manager authorized to adopt rules and regulations.

The city manager is authorized to promulgate additional rules and regulations that are consistent with and that further the terms and requirements set forth within this chapter and the provisions of law that pertain to the conduct and operation of a special event.

X.XX.XXX Penalties for violation.

A. The special event permit authorizes the applicant to conduct only such an event as is described in the permit, and in accordance with the terms and conditions of the permit. It is unlawful for the applicant to violate the terms and conditions of the permit, or for any event participant to violate the terms and conditions of the permit or to continue with the event if the permit is revoked or expired. All requests for changes to a permit must be submitted for review by the responsible official.

B. Any person or organization violating the provisions of this chapter shall be guilty of a misdemeanor, and upon conviction thereof, shall be subject to a penalty of a fine of not more than five hundred (500) dollars or by imprisonment of not more than ninety (90) days, or both such fine and imprisonment.

Section 2: The City of Cle Elum fee schedule shall be amended to include the following items:

Special Event Application Fee: \$50

Special Event Late Application Fee: \$100

For **good and valuable consideration, receipt of which is acknowledged**, it is hereby agreed:

SECTION I

USER undertakes to **indemnify and hold harmless** CITY from any liability, loss, or damage **that the** USER may suffer as a result of **any claims, demands, costs, or judgments against the CITY** arising out of the acts, **omissions**, or activities that the USER conducts under the CITY'S license or permit, whether such liability, loss, or damage is caused by, or arises out of, the negligence of the USER, or its officers, agents, employees, or otherwise.

SECTION II

This Agreement shall commence on the date that the CITY issues its license or permit to USER and shall continue in full force until the permit and license expire. **The renewal of the permit and/or any associated license(s), if any, shall automatically renew this Agreement.** The duty to indemnify the CITY for claims, demands, costs, or judgments against it that arise during the Agreement **shall survive** the expiration of the Agreement.

SECTION III

CITY agrees to notify USER in writing, within **thirty (30)** days, by certified mail, at USER'S address as stated in this Agreement, of any claim made against CITY on the obligations indemnified against.

SECTION IV

USER agrees to defend **and indemnify CITY against any claims** brought or actions filed against CITY with respect to the subject of the indemnity contained herein, whether such claims or actions are rightfully or wrongfully brought or filed. In case a claim is brought or an action filed with respect to the subject of this indemnity, USER agrees that the CITY may employ an attorney of its own selection to appear and defend the claim or action on behalf of the CITY, at the expense of USER. **The CITY, at its option, shall retain sole authority** for the direction of the defense and shall be the sole judge of the acceptability of any compromise or settlement of any claims or actions against the CITY.

SECTION V

Vouchers or other similar property evidence showing payment by CITY of any loss, damage, or expense covered under this Agreement shall be conclusive evidence, **(except in cases of fraud)**, against USER as to the fact and amount of USER'S liability hereunder.

SECTION VI

USER **covenants** that it shall not institute any action or suit at law or in equity against CITY, nor institute, prosecute, or in any way aid in the institution or prosecution of any claim, demand, action, or cause of action for damages, costs, loss of services, expenses, or compensation for any damage, **loss**, or injury, either to person or

property, or both, **whether known or unknown, developed or undeveloped, past, present, or future**, arising out of activities that USER conducts under a license/permit issued to USER by CITY.

**CLE ELUM LODGING TAX & EVENTS COMMITTEE
MINUTES**

JANUARY 13, 2025

8:30 AM

119 W FIRST STREET
CLE ELUM, WA 98922

1. Call to Order/Pledge of Allegiance

Steven Cook - present
Steven Harper - present
Audrey Malek - absent

Matthew Lundh - Mayor
Rob Omans - City Administrator
Debbie Lee - Clerk
Audrey Casassa - Utility Clerk
Ed Mills - Fire Chief
Rich Albo - Police Chief
Mathew Bailey - Public Works Director

MOTION: Committee Member Harper made a motion to approve the absence of Committee Member Malek; seconded by Committee Member Cook.

MOTION CARRIED: 2 yes 0 no.

2. Unfinished Business

a. Update Event Application - verbiage, noise ordinance, etc.

Points of discussion:

- Define the required language as to what the consequences would be if a vendor did not fill out an Event Application.
- Cooking for over 50 people while in a burn ban.
- Trying to get away from the number of people in attendance but if the event has a significant effect on City services.
- Add to language open flames/cooking devices as there is a potential risk to the public.
- Have a progression of consequences for example: fines, event banned for a year and then it be a misdemeanor.
- Who is able to stop the event if the rules were not followed - code enforcement or the police. This will need clearer parameters.
- Having something in place is better than no language in place and it can always be amended if needed.
- Committee Member Harper will look at other municipalities codes regarding consequences of not applying for an Event Application and bring to the next

Lodging Tax & Events Committee Agenda

January 13, 2025

119 W FIRST STREET
CLE ELUM, WA 98922

meeting.

DRAFT language for the application:

Events planned to take place on public property must submit an event application. An event application is also required for events on private property if they have the potential to substantially impact the normal operations of the city. This includes, but is not limited to, effects on pedestrian traffic flow, parking availability, vehicle traffic flow, street access (such as the need for street closures), or any potential risk to public safety. Additionally, an event application and safety plan are required when cooking in public or when there is any other known potential safety risk to the public.

Substantial, in this context, refers to any impact that is significant enough to noticeably alter or disrupt the normal operations of the city in more than a temporary or minor way. This includes but is not limited to causing delays, congestion, or increased demand on city resources, services, or infrastructure, and necessitating additional planning, resources, or measures to maintain public safety and order. The duration of the event may also be a factor in determining whether the impact is substantial.

3. New Business

a. [December 9, 2024 Lodging Tax & Events Committee Meeting Minutes](#)

MOTION: Committee Member Harper made a motion to approve the Lodging Tax & Events Committee Meeting Minutes Dated December 9, 2025; seconded by Committee Member Cook.

MOTION CARRIED: 2 yes 0 no.

b. [Pioneer Days - 2025 Event Application](#)

Jordan with the Downtown Association reported that all four events on the agenda do not have any significant changes from previous years. She will supply the City with updated insurance information in August as that is when the renewal date is. Jordan has contacted WSDOT regarding the street closures.

Chief Albo stated that in light of the recent tragic event in New Orleans he would as always wants the number one priority to be safety. Chief Albo would like to see some of the budget aside for barricades.

Chief Mills would like to see other events not piggyback off of the Downtown Associations events since this causes a gap in safety issues. He thought there were about 26 vendors that participated in Pioneer Days, and not all of these filled out Event Applications. For example, the Dog Jumping that is held in the Wye Park is not a part of Pioneer Days they are their own separate event.

The committee felt that once the language is cleaned up this will help with some of those

Lodging Tax & Events Committee Agenda

January 13, 2025

119 W FIRST STREET
CLE ELUM, WA 98922

issues.

The committee also felt it would be beneficial to discuss the cost of the Downtown Lighting before the actual lighting happens.

MOTION: Committee Member Harper made a motion to approve all four events Pioneer Days, Christmas In Cle Elum Tree Lighting, Boo Elum and Christmas in Cle Elum Parade; seconded by Committee Member Cook.

MOTION CARRIED: 2 yes 0 no.

c. [Christmas In Cle Elum Tree Lighting - 2025 Event Application](#)

See item B.

d. [Boo Elum - 2025 Event Application](#)

See item B.

e. [Christmas In Cle Elum Parade - 2025 Event Application](#)

See item B.

f. [2025 Lodging Tax Application - City of Cle Elum City Hall Remodel - Tourism](#)

Rob Omans explained that City Hall is expanding into the vacated salon next door to City Hall. This space will add additional room for a shared meeting room, offices, The Downtown Association office and a Visitor Center. This is a city owned building, and this lodging tax request is for the facility updates and not the operation. Rob explained that the visitor center could be open, as an example, Tuesday through Saturdays and offer information and brochures to travelers that are visiting from out of the area. Rob will have the contractor submit a budget for his bid. There was a sealed bid process to select the low bidder.

MOTION: Committee Member Harper made a motion to recommend this application to the Council, he would also like to see a budget attached. Rob Omans will get that document and attach it to the application; seconded by Committee Member Cook.

MOTION CARRIED: 2 yes 0 no.

4. **Other Committee Comments**

The Countywide Consolidated Committee needs to set an upcoming date for their next meeting.

5. **Adjourn**

The meeting was adjourned at 9:11 a.m.

Steven Cook, Chair

Debbie Lee, Clerk

Lodging Tax & Events Committee Agenda January 13, 2025

119 W FIRST STREET
CLE ELUM, WA 98922

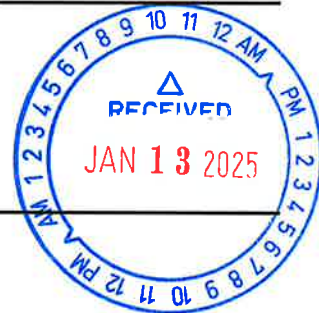


2025 Lodging Tax Fund Application

Name of Applicant: Nicky Pasi - Mountains to Sound Greenway Trust

Name of Event: Coal Mines Trail Interpretive Wayside Project

Date Received: _____



Received By: _____

SUBMITTAL INSTRUCTIONS

Please return **ONE COPY** of the entire original application (including the cover sheet and instructions sheets) and answers to narrative questions to:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

Incomplete applications will not be considered. Applications may not be changed or amended by the applicant after the deadline for submission.

Project Management:

Successful applicants shall be required, as a condition of the funding award, to enter into a contract. The agreement may include, but not be limited to, the specific amount of the award and what it may be used for, all reporting requirements associated with this funding, payment terms, and any and all other appropriate terms of the funding. The City of Cle Elum will be the contracting agent for all approved projects.

All funds awarded under this program will be available in the form of reimbursable grants. The funds will be available for reimbursement beginning January 31 and ending December 31 of the calendar year immediately following award notification. Any unexpended funds will be returned to the Lodging Tax accounts from where they came and made available for re-appropriation. All requests for reimbursement shall be made to the Treasurer's office at the following address:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

For specific information and requirements regarding the reimbursement process, please contact the Treasurer's office at 509-674-2262

Project Reporting Requirements:

State law requires that all recipients of Lodging Tax revenues must submit a report to the municipality describing the actual number of people traveling for business or pleasure on a trip:

- A. Away from their place of residence or business and staying overnight in paid accommodations;
- B. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
- C. From another country or state outside of their place of residence or their business.

A report form will be provided as part of the contract for receiving funds. We ask that you provide this information within 60 days after your event is complete once you have critiqued your event.

In addition, any reports which are produced as a result of a grant award must be submitted within 60 days of completion as part of your project reporting requirements. This will provide evidence that the work paid for by the grant has been completed.

Applicant Categories and Eligibility:

Grants from lodging tax funds are provided for two types of applicants, New Projects/Events and Ongoing Event Support. An organization may only apply for funding from one category per year. The categories are defined as follows:

The **New Project/Events** category is for applications from events/projects which are within the first three years of existence. Applications may be considered in this category from established events (older than four years) which are proposing a new or expanded project designed to increase tourism as part of an ongoing event.

The **Ongoing Project/Event Support** category is for applications from established events (ongoing for more than four years) which may request continuing support. Grant awards are limited in this category to no greater than 10% of the event's expense budget. This category includes project/events which may be operating under a new board or organization, moving venues, changing dates, or implementing other non-substantial changes to a project/event which is ongoing for more than four years.

Other Information:

Insurance: As part of its contract for performance, a municipality may require contractors to maintain liability insurance in the amount of \$1,000,000 or more and name the municipality as an additional insured on its liability insurance policy.

Application Form: This packet is available at:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

Grant Preferences:

In the review of applications, the Lodging Tax Advisory Committee or designees will grant preference to those proposals which (1) increase tourism, and (2) demonstrate ability toward eventual self-sustainability. **Applications from non-for-profit organizations will be given preference over those from for-profit entities.**

Guidelines and Requirements for Advertising Expenditures of Lodging Tax:

Branding

Contractors who have been approved to utilize grant awards for advertising expenditures must incorporate appropriate City of Cle Elum information as follows:

A. Websites and Social Media Sites must include the City's tourism website logo with an operational link to the site(s). The logo must be displayed on the contractor's home page, it must be sized no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

B. Print Advertising and Online Display Advertising of all types (including but not limited to newspaper, periodicals, flyers, posters, billboards, direct mail, e-newsletters, third-party websites, streaming displays, etc.) and must include the City's tourism

website logo. The logo must be sized no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

C. Video Advertising of all types (including but not limited to television, online, electronic kiosks, motion billboards, etc.) must include the City's tourism website logo. The logo must be size no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

All logos and website information may be obtained by contacting the City of Cle Elum administration.

Advertising Reimbursements

Contractors seeking reimbursement from Lodging Tax Funds for advertising expenditures must adhere to the following guidelines and requirements for each type of advertising media utilized:

A. Print Advertising:

1. Print advertising placed with any media provider which operates exclusively outside of Kittitas County may be reimbursed at 100% of the cost, including any production costs. To operate exclusively outside of Kittitas County, the provider must not be physically located in the County and/or not distribute any media within the County.
2. Print advertising placed with any media provider which operates inside Kittitas County may be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production costs.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 A, (2)(a) above, advertising reimbursement requests must include a statement from the media provider specifying the percentage distribution to areas outside of Kittitas County. Reimbursements will be allowed for the amount distributed outside of Kittitas County, including any production costs.

B. Television Advertising:

1. Television advertising placed with any media provider outside the Yakima/Kittitas DMA will be reimbursed at 100% of the cost, including any production cost.
2. Television advertising placed with any media provider inside the Yakima /Kittitas DMA will be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production costs.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 B, 2(a) above, advertising may be reimbursed at the rate of 70% of the total cost, including any production costs.

C. Online Advertising:

1. Online advertising and promotion may be reimbursed at 100% of the cost, including any production cost.
2. Streamed media (radio, television, other) requests for reimbursement must include a statement from the media provider specifying the percentage of recipients which are outside of Kittitas County. Reimbursements will be allowed for the percentage distributed outside of Kittitas County, including any production costs.

D. Direct Mail:

1. Direct mail advertising may be reimbursed at 100% of the cost, including any production cost, for each item mailed or shipped to a destination outside of Kittitas County. In order to receive reimbursement, a list of the addresses and a signed statement from the contractor that the list is accurate, or other proof of delivery, must be provided along with other required documentation.

E. Flyers/Posters:

1. Flyers or posters which are placed outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost. In order to receive reimbursement, a list of the locations where flyers or posters were posted outside of Kittitas County and a signed statement from the contractor that the list is accurate must be provided along with other required documentation.

F. Radio Advertising:

1. Radio advertising placed with any media provider located outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost.
2. Radio advertising placed with any media provider located inside of Kittitas County may be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production cost.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 F, 2(a) above, advertising may be reimbursed at the rate of 30% of the total cost, including any production costs.

APPLICATION FOR LODGING TAX GRANT FUNDING

Application Year: 2025

Name of Organization: Mountains to Sound Greenway Trust

Organization mailing address: 110 East First St
Cle Elum, WA 98922

Organization contact person & title: Nicky Pasi
Upper Kittitas Programs Senior Manager

Organization/contact phone: 509-656-4073

Email: nicky.pasi@mtsgreenway.org

Organization Website: mtsgreenway.org

Federal Tax ID Number: 91-1531234 UBI Number: 601339959

Organization is a (select one):

- ☐ Government Entity
☒ 501(c)3
☐ 501(c)6
☐ Other _____

(note: you must submit 501(c)3 or 501(c)6 approval documentation – see sample document)

Project/Event Name: Coal Mines Trail Interpretive Wayside Project

Project/Event Date: year round

Project/Event Location: Coal Mines Trail - Ronald through Cle Elum

Amount of Funding Requested: \$ 6,700

For which funding category do you qualify (check one) (see instructions for definitions):

☒ New Project/Event ☐ Ongoing Project/Event Support

Estimated # of overnight stays: _____

Tourism Seasons: From the list below, what season will your project enhance tourism? Please indicate the appropriate season.

Season:	Months:
☒ Year-round	January – December
☐ Off season	November – February
☐ Shoulder season	October or March - May
☐ High season	June – September

APPLICATION QUESTIONS

Please answer each question completely, in the order listed, on a separate sheet attached to this application. Please include any supporting data within the response narrative.

1. Please provide a description of your project/event and identify the specific tourism audience/market that your organization will target with these funds. You must include an itemized list of exactly how any grant funds awarded will be utilized.
2. Please provide the following estimates of how any money received will result in increases in the number of people traveling for business or pleasure on a trip:
 - I. Away from their place of residence or business and staying overnight in paid accommodations;
 - II. To a place fifty miles or more away from their place of residence or business for the day or staying overnight; or
 - III. From another country or state outside of their place of residence or business.

You must provide the evidence utilized in determining your projections.

3. What tools will you use to measure your event's impact on tourism? Please be specific and provide examples. Include the following information:
 - I. Is your project/event year-round or is it seasonal or date-specific?
 - II. What strategies will you employ to assure you are attracting tourists from at least 50 miles away?
 - III. What strategies will you use to assist in marketing all of Kittitas County as a tourist destination with your event/project funding request?
4. Does your organization have, or have you applied for, grant funding from other sources? If not, why not? If yes, please list the available funding you have for the project, including any volunteer and in-kind sources, and/or the sources and amounts for which you have applied. Please note which funding sources are secured and in hand so a true matching fund determination may be determined. What changes would occur if the project couldn't be funded?
5. If your organization collaborates or has created partnerships with other organizations, other groups, or other events to cross-promote in an effort to encourage county-wide tourism, how is this accomplished?
6. Please explain what plans exist to allow this project to become self-sustaining. Include any plans for ticket sales, event sponsors, and other cost-recovery models.
7. **Additional information:** Provide any additional information which will assist the Committee in evaluating your project and its benefit to tourism. Please limit any additional written information to one page and any other additional attachments to 3 pages.
8. **Project Budget:** Please attach a copy of the complete budget for this project/proposal. If your agency operates independently of this project application it may not be

necessary to submit the entire agency budget. You must submit a budget which specifically pertains to the project/event for which you are requesting funding and adheres to the basic budget format shown below.

The budget must include anticipated revenues, expenditures, and any potential profit or loss. For projects/events which are ongoing for more than 1 year, please also submit actuals from the previous three years of operations for the project/proposal if applicable. Also, please supply any narratives necessary to understand the budget being submitted and list separately any in-kind or volunteer contributions.

Please assure your budget, and actuals from previous years (if applicable), are in the following basic format:

Revenues:

Cash
Donations/Sponsorships
Sales
Vendor Fees
Grants
Etc.

Total Revenues

In-Kind Contributions:

Volunteer Labor
Donated Services
Donated Materials
Etc.

Total In-kind

Expenses:

Venue
Insurance
Services
Advertising
Security
Etc.

Total Expenses

Profit/Loss (Revenue less Expenses)

9. Has your event received Lodging Tax funds in previous years?
Yes ☐ No ☒

If yes, please list each year and the amount received for that year.

All applicants must also provide the following information regarding the event/project:

A.	Prior Year	Projected
How many participants and spectators attended last year's activity and/or will attend this year?	NA	12,000

- B. How many days did/will your event occur? NA year round
- C. How many room nights were and /or will be booked as a result of your project/event?
(You must provide a verifiable source of information as evidence for your response to item C. Failure to do so will disqualify your application.) NA 6,786

10. **Application Certification:**

The applicant here certifies and affirms: 1. That it does not now, nor will it during the performance of any contract arising from this application, unlawfully discriminate against any employee, applicant for employment, client, customer, or other person who might benefit from said contract, by reason of age, race, color, ethnicity, sex, religion, military status, sexual orientation, creed, place of birth, or disability; 2. That it will abide by all relevant local, state and federal laws and regulations and; 3. That it has read the information contained in the Instructions on pages 1 and 2 and understands and will comply with all provisions thereof.

Certified by:
(signature)



Or sign here:

(print name) Nicky Pasi - Mountains to Sound Greenway Trust

Title: Upper Kittitas Programs Senior Manager

Date: 1/10/24

Applicant Checklist

For applicant use prior to submission

- ☒ My application title page states: Request for Proposals, Lodging Tax Fund (YEAR).
- ☒ My application is for a new project/event and/or for an ongoing project/event as defined on page 2 of the application packet.
- ☒ I have attached proof of non-profit status if applicable which matches the sample document provided.
- ☒ I have included an itemized list in response to item 1 in the application of how any grant funds awarded will be utilized.
- ☒ I have attached additional information in response to item 7 in the application, if needed, which includes written information limited to one page and other attachments limited to three pages.
- ☒ I have attached a project budget, properly formatted according to item 8 in the application.
- ☒ If this event is ongoing for more than one year, I have also submitted actual financial data from the previous three years if applicable, formatted properly according to item 8 in the application.
- ☒ The application certification in item 10 is signed and dated by the proper authority.
- ☒ I have included one copy of the entire original application according the submittal instructions on page 4.
- ☒ My application is being delivered to:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

1. *Please provide a description of your project/event and identify the specific tourism audience/market that your organization will target with these funds. You must include an itemized list of exactly how any grant funds awarded will be utilized.*

The Mountains to Sound Greenway Trust respectfully requests \$6,700 from the Lodging Tax Fund in order to engage professional services in developing 20 interpretive wayside panels and a set of identical introductory panels along the Coal Mines Trail (CMT). Our organization is coordinating this request on behalf of the Coal Mines Trail Commission, the Roslyn Ronald Cle Elum Heritage Club, and the Roslyn Historical Museum Society. The Greenway will oversee the management of this project, including contracting vendors, facilitating involvement of partner groups, execution of deliverables and final reporting.

In 1995, Cle Elum, Roslyn, and Kittitas County partnered with the Greenway Trust to acquire an abandoned 5.5-mile Burlington-Northern Railroad right-of-way connecting the cities of Cle Elum and Roslyn. That spur line was originally built in 1886 to develop the local coal mining industry, running carts from the coal fields in Roslyn to the train depot in Cle Elum. With trailheads and parking access in each town, the CMT provides an all-season recreational corridor that also serves local pedestrians and bikers commuting between their homes, schools, and places of business. However, it is not well signed or marketed, and despite the proximity of the towns to one another, visitors do not always know they can use the CMT to navigate between them. Signage from 1995 has deteriorated or was insufficient. The surviving signage is extremely rudimentary, labeling extant features without telling a story.

Expanding interpretive wayside signage along the trail will allow the reflection of multiple perspectives. The CMT is a location of significance to indigenous peoples who traveled the original footpaths for trade and collection of first foods since time immemorial. In more recent history, the trail was used by many migrant workers, including 300 African Americans who traveled to Roslyn for work in the coal field only to learn they had been hired as strike-breakers. This rich history is too often boiled down to a simplified story of mining and logging. Updating the design and function of the signage along the trail creates an opportunity for stories to be told in the exact locations where they occurred in time.

Improved signage will also reduce conflict between trail user groups. As a multi-use, four-season trail with little to no elevation gain and a wide corridor, the CMT sees everything from local joggers and dog walkers to mountain bikers accessing steeper trails on the Cle Elum Ridge, to equestrians heading up the Cle Elum Valley. During the winter, the trail is groomed for snowmobile, cross country ski, and snowshoe activities. Other motorized uses, including motorcycles and ATVs, are not permitted but are frequently noticed by residents. Improved trailhead signage would help to clearly communicate allowed types of recreation, while also educating users about trail etiquette and right-of-way to reduce the risk of surprise encounters between any combination of horses, dogs, and bicycles. This is of particular value to people who visit the Cle Elum area to engage in outdoor recreational activities, and are even less likely to be aware of the rules or the audiences they may encounter on the trail.

Please see the attached budget for an itemized list of anticipated expenses.

2. *Please provide the following estimates of how any money received will result in increases in the number of people traveling for business or pleasure on a trip:*
- a. *Away from their place of residence or business and staying overnight in paid accommodations;*
 - i. We estimate approximately 6,786 people will utilize paid overnight accommodations while experiencing the Coal Mines Trail over the course of a calendar year
 - b. *To a place fifty miles or more away from their place of residence or business for the day or staying overnight;*
 - i. We estimate approximately 7,680 people will travel more than 50 miles away from their place of residence or business to use the Coal Mines Trail, whether for a day or overnight stay.
 - c. *From another country or state outside of their place of residence or business.*
 - i. We estimate approximately 600 people will travel from another country or state to experience the Coal Mines Trail, and that these visits will necessitate an overnight stay.
 - d. *You must provide the evidence utilized in determining your projections.*
 - i. Accurate user counts for trails across Kittitas County do not currently exist, so much evidence is anecdotal or estimated. Therefore we will compare recent tourism and outdoor recreation surveys with a sample of user-counts gathered from a trail camera maintained by The Nature Conservancy. This camera sits at an undisclosed location on the main Ridge Road, which is mainly accessed by hikers, bikers and equestrians via the Coal Mines Trail where it crosses Alliance Road.

A user-count from monthly trail camera pulls revealed an average of 500 individual users per month in 2019. However, heat maps from Strava (a user populated route tracking site) demonstrate that hikers are likelier to utilize forested trails below the main Ridge Road, which we do not presently have a way to record. Therefore, we conservatively estimate double the number of total users at 1000 per month/12,000 per year, in an attempt to capture those using other trails branching off the Coal Mines Trail.

The 2016 Kittitas County Tourism Plan, and its 2021 update, conducted surveys and studied reports by the Statewide Comprehensive Outdoor Recreation Plan. Findings indicated that 87% of respondents stayed overnight. Of those, 65% stayed in some form of taxable lodging, such as a hotel, motel, campground, vacation rental, or BnB. 69% of respondents indicated they'd come for ecotourism activities, by far the largest draw of any survey option. If we assume that all 1000 monthly users are from out of town (they likely are not, but local use will be distributed across the entire Cle Elum ridge, so this is not an unfair guesstimate), then we can apply the tourism plan findings to determine that 566 of them ($1000 \times .87 \times .65$) stayed overnight. Over the course of a year, that comes to 6,786 overnight stays as a result of local trail usage (566×12). Even this

is a conservative estimate considering the overall growth in spending on outdoor tourism between 2019 and 2023 – up 109% according to State of Washington Tourism.

To determine the number of potential overnight guests traveling from 50+ miles away, we referred to a Human Ecology Mapping project jointly conducted by the US Forest Service and the Mountains to Sound Greenway Trust. Human Ecology Mapping is a survey process by which users can create polygons on a digital map, indicating geographic areas where they engage in specific activities. This survey also captures demographic information, such as zip code of origin. The survey was conducted between 2019 and 2020, and indicated that 64% of recreators spending time in the Cle Elum, Roslyn, and Ronald area were from zip codes greater than 50 miles away. At an estimate, about 7,680 of the out-of-town overnight guests travel from a distance of 50 miles or greater every year ($12,000 \times .64$).

However, when we analyze the zipcode demographics from the HEM survey, we find that 5% of participants traveled from another country or state to use these trails. Therefore, we estimate that about 600 annual out-of-state visitors ($12,000 \times .05$).

3. *What tools will you use to measure your event's impact on tourism? Please be specific and provide examples. Include the following information:*
- Is your project/event year-round or is it seasonal or date-specific?*
 - What strategies will you employ to assure you are attracting tourists from at least 50 miles away?*
 - What strategies will you use to assist in marketing all of Kittitas County as a tourist destination with your event/project funding request?*

The Coal Mines Trail Interpretive Wayside project will be a year-round educational installation, printed on materials designed to resist weathering and fading. While local trail systems do not incorporate people-counter technology, the project committee has developed some criteria to gauge use and behavioral impacts:

- Track visitorship using the oral history website's analytics
 - The signage will incorporate QR codes that link to oral histories compiled by the Ronald-Roslyn-Cle Elum Heritage Club. These audio files are hosted online, and site administrators are able to track how often they are accessed. We can assume that people who are already familiar with the information are not likely to listen to the files more than once, so the counts should reflect the number of out-of-town visitors utilizing the educational resource.
- Partner with the Washington State Historical Society to promote visitation from their museum headquarters in Tacoma.
 - The museum's permanent exhibits include a life-size replica of the #3 Mine entrance, showcasing information about Washington's mining history. The project committee has

established ongoing channels of communication with Historical Society staff, who expressed interest in directing their visitors to the physical site represented in their exhibit. This will likely take the form of brochures and print materials that utilize the messaging and themes developed during the interpretive design process.

- We are excited not only to drive tourism from Tacoma to Kittitas County, but also for the opportunity to partner with the museum to send local schoolchildren to experience the exhibit.
- Increased number of trip reports
 - The Washington Trails Association allows users to create ‘trip reports’ for trails they have visited. The Coal Mines Trail currently has 48 associated reports, ranging from October 2011 to January 2025. We will monitor the number of trip reports per year, and report on increases.
 - Similarly, Trailforks (a website used by the mountain bike community to log rides) currently logs 22 trip reports for the length of the CMT. We would anticipate seeing these climb as well.
- Visitors will engage in responsible stewardship in response to the signage.
 - Popular trails are often littered with signs of use, from snack wrappers to dog waste bags. By providing signage that encourages responsible use, we anticipate finding less waste on the trail, more in trash cans.

4. *Does your organization have, or have you applied for, grant funding from other sources? If not, why not? If yes, please list the available funding you have for the project, including any volunteer and in-kind sources, and/or the sources and amounts for which you have applied. Please note which funding sources are secured and in hand so a true matching fund determination may be determined. What changes would occur if the project couldn't be funded?*

So far the Coal Mines Trail Interpretive Wayside Working Group has secured \$78,000 of our \$87,700 project costs from the following match sources:

Source	Amount
WA State Tourism Grant	\$8,500
Coal Mines Trail Commission	\$15,000
Mountains to Sound Greenway	\$20,000
Suncadia Fund for Community Enhancement	\$10,000
Hein Legacy Foundation	\$10,000
Kittitas Stewardship Fund	\$5,000

Rotary of Upper Kittitas County	\$5,000
Private donations (collected by the Ronald-Roslyn-Cle Elum Heritage Club)	\$7,500
TOTAL RAISED	\$78,000
REMAINING	\$6,700

5. *If your organization collaborates or has created partnerships with other organizations, other groups, or other events to cross-promote in an effort to encourage county-wide tourism, how is this accomplished?*

This project has been immensely collaborative since the start – the Ronald-Roslyn-Cle Elum Heritage Club and Coal Mines Trail Commission approached the Greenway for project and grant management support in Spring of 2024, and the working group has cast a wide net for funding. This results in a network of partners to help advertise project milestones, public listening sessions, feedback opportunities, volunteer recruitment for installation workparties, and eventual ribbon-cutting. Each partner maintains its own website and social media presence (to varying degrees of sophistication) and are able to cross-promote for one another. The Greenway Trust and WA State Tourism in particular have a wider audience and can promote the CMT updates to individuals looking for activities throughout the state.

As referenced elsewhere in this application, the working group has also fostered relationships with the Washington Historical Society, and will work with them to create materials that connect visitors to their off-site exhibits with the physical historical sites located in Upper Kittitas County.

6. *Please explain what plans exist to allow this project to become self-sustaining. Include any plans for ticket sales, event sponsors, and other cost-recovery models.*

The Coal Mines Trail Interpretive Waysides Project is a one-time capital request. Maintenance and upkeep of the signs will be provided by volunteers, with any materials costs budgeted by the Coal Mines Trail Commission under the interlocal agreement contributed to by Kittitas County and the cities of Cle Elum and Roslyn.

7. **Additional information:** *Provide any additional information which will assist the Committee in evaluating your project and its benefit to tourism. Please limit any additional written information to one page and any other additional attachments to 3 pages.*

Compiling the funding for this project has been a truly collaborative effort with a great deal of local grassroots support. Many local resources can be leveraged to update and enhance storytelling and user education, including Central Washington University's photo archives, Roslyn Ronald Cle Elum Heritage Club oral histories, and increased input from the Yakama

Nation and descendants of Roslyn's African American miners. By adding access to this information along the trail via QR codes, we can increase the depth of connection with the history of the trail, and better represent the diversity of the region to tourists.

If matching funds are awarded as anticipated, the Greenway Trust would immediately contract professional interpretive design services. The stakeholder engagement, drafting, and editing process would take place during Feb-Dec 2025, with interpretive signage moving into production in Jan-Feb of 2026. Assuming weather conditions allow, the physical wayside stations would be installed utilizing volunteer work parties during Spring and Summer of 2026.

8. **Project Budget:** Please attach a copy of the complete budget for this project/proposal. If your agency operates independently of this project application it may not be necessary to submit the entire agency budget. You must submit a budget which specifically pertains to the project/event for which you are requesting funding and adheres to the basic budget format shown below. The budget must include anticipated revenues, expenditures, and any potential profit or loss. For projects/events which are ongoing for more than 1 year, please also submit actuals from the previous three years of operations for the project/proposal if applicable. Also, please supply any narratives necessary to understand the budget being submitted and list separately any in-kind or volunteer contributions. Please assure your budget, and actuals from previous years (if applicable), are in the following basic format:

Revenues:

Cash - NA
Donations/Sponsorships - \$7,500
Sales - NA
Vendor Fees - NA
Grants – \$80,200
Etc. - NA

Total Revenues - \$87,700

In-Kind Contributions:

Volunteer Labor - \$6,430
Donated Services - NA
Donated Materials - NA
Etc. - NA

Total In-kind - \$6,430

Expenses:

Venue - NA
Insurance - NA
Services - \$70,200
Advertising - NA
Security - NA
Etc. - \$17,500 (materials and fabrication)

Total Expenses - \$87,700

Profit/Loss (Revenue less Expenses) - \$0

Coal Mines Trail Update of Interpretive Signage: Progress Report - December 2024

Project Partners



Goal: Engage professional services to write, design, illustrate, and produce 21 updated interpretive wayside panels along the Coal Mines Trail (CMT) in order to better depict the historical significance of the railroad.

Timeline: We anticipate stakeholder engagement, planning, and the design process to take place during 2025 with interpretive signage moving into production sometime in 2025. Assuming weather conditions allow, the physical wayside stations could be installed utilizing volunteer work parties during spring/summer 2026.

Estimated Costs:	Cost:
Interpretive Planning and Design Process	\$53,700
Fabrication Coordination	\$8,000
Grant management, facilitation, and consultant fees	\$8,500
Kiosk and wayside structures (or construction materials), fabrication & installation	\$15,500
Panel Printing	\$2,000
TOTAL ESTIMATED COSTS	\$87,700

Funding Sources:	Comments:	Amount Requested	Amount Confirmed
Coal Mines Trail Commission	Confirmed	\$15,000	\$15,000
Mountains to Sound Greenway Trust	Confirmed	\$20,000	\$20,000
State of Washington Tourism	Confirmed	\$16,000	\$8,500
Rails to Trails Conservancy	Grant denied	\$22,700	\$0.00
Suncadia Grant for Community Enhancement	Pledged amount	\$10,000	\$10,000
Hein Legacy Foundation	Pledged amount	\$10,000	\$10,000
Kittitas Stewardship Fund (through RRCHC)	Confirmed	\$5,000	\$5,000
Rotary of Upper Kittitas County (through RRCHC)	Pledged amount	\$5,000	\$5,000
Community groups, private donors, other (through RRCHC)	Confirmed		\$8,000
Total Funding Secured:			\$78,000
Funding still needed:			\$6,200

Help make this project become a reality with a tax deductible donation!
Scan the QR code using the camera on your phone



Phase	Work to be completed	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Prewrite: Contract	Award, Scoping, Negotiation, Contract															
	Notice to Proceed															
Phase 1: Interpretive Planning	▪ Project kick-off															
	▪ Resource assessment															
	▪ Audience/community feedback session(s)															
	▪ Interpretive planning, including planning session and focus groups															
	▪ Concept sketches for waysides and kiosks															
	▪ Review Meeting															
	▪ Order Kiosk materials by June 30, 2025															
Phase 2: 50% Design	▪ Content outline															
	▪ 50% wayside designs															
	▪ 50% kiosk design															
	▪ Review meeting															
Phase 3: 75% Design	▪ 75% wayside designs															
	▪ 75% kiosk design															
	▪ Review meeting															
	▪ Audience/community feedback session															
Phase 4: Final Design	▪ Final wayside designs															
	▪ Final kiosk design(s)															
	▪ Production preparation															
	▪ Review meeting (if needed)															
Phase 5: Fabrication Coordination	▪ Submit final designs to vendors.															
	▪ Review proofs; coordinate with vendors and client team throughout the process.															
	▪ Order materials for kiosks; coordinate kiosk fabrication.															

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P O BOX 30224
LAGUNA NIGUEL, CA 92607-0224

DEPARTMENT OF THE TREASURY

Date: NOV 18 1996

THE MOUNTAINS TO SOUND GREENWAY
TRUST
506 SECOND AVENUE, SUITE 1502
SEATTLE, WA 98104

Employer Identification Number:
91-1531234
Case Number:
956271005
Contact Person:
WILLIAM NIXT
Contact Telephone Number:
(714) 360-2588
Our Letter Dated:
March 16, 1992
Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

You are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. For guidance in determining whether your gross receipts are "normally" more than \$25,000, see the instructions for Form 990. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

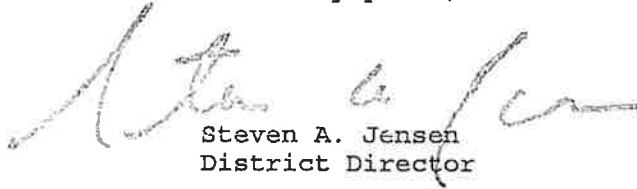
Letter 1050 (DO/CG)

THE MOUNTAINS TO SOUND GREENWAY

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Steven A. Jensen". The signature is fluid and cursive, with a long horizontal stroke at the end.

Steven A. Jensen
District Director

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P O BOX 36001 STOP SF-4-4-46
SAN FRANCISCO, CA 94102

DEPARTMENT OF THE TREASURY

Date: MAR. 16, 1992

THE MOUNTAINS TO SOUND GREENWAY
TRUST
506 SECOND AVENUE SUITE 1510
SEATTLE, WA 98104

Employer Identification Number:
91-1531234
Case Number:
952010011
Contact Person:
LING YEE
Contact Telephone Number:
(415) 556-0327

RECEIVED

TPL-NW

Accounting Period Ending:
June 30
Foundation Status Classification:
509(a)(1)
Advance Ruling Period Begins:
Sept. 10, 1991
Advance Ruling Period Ends:
June 30, 1996
Addendum Applies:
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and contributors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until the Service

THE MOUNTAINS TO SOUND GREENWAY

makes a final determination of your foundation status.

If notice that you will no longer be treated as a publicly supported organization is published in the Internal Revenue Bulletin, grantors and contributors may not rely on this determination after the date of such publication. In addition, if you lose your status as a publicly supported organization and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that the Service had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date such knowledge was acquired.

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

You are required to file Form 990, Return of Organization Exempt From Income Tax, only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not

THE MOUNTAINS TO SOUND GREENWAY

required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

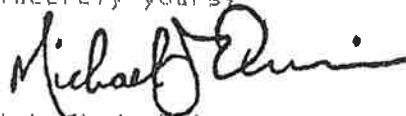
You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Michael J. Quinn
District Director

Enclosure(s):
Form 972-C

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Mountains to Sound Greenway Trust	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☒ Other (see instructions) ► nonprofit	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions. 2701 First Ave. Suite 240	Requester's name and address (optional)
	6 City, state, and ZIP code Seattle, WA 98121	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-			-		
or								
Employer identification number								
9	1		-	1	5	3	1	2 3 4

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
--------------	-------------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

City of Cle Elum
119 West First Street
Cle Elum, WA 98922

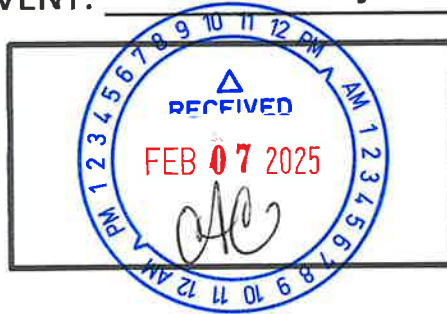


Telephone: (509) 674-2262
Fax: (509) 674-4097
www.cityofcleelum.com

EVENT PERMIT APPLICATION

NAME OF EVENT: HI90 Grindy Bicycle Ride

Received:



This Event permit is to help the event coordinator and the City of Cle Elum build the best possible events for our community. We know how hard you work on your events and want to make sure that you have all the tools you will need to ensure a great event. Please return this application to the City of Cle Elum City Hall at 119 W First Street.

ADDITIONAL CONTACT INFORMATION:

Kittitas County Public Health Department (509) 962-7515
Kittitas County Chamber of Commerce (promotion) (509) 925-2002
Northern Kittitas County Tribune (newspaper) (509) 674-2511
Washington State Liquor Control Board (206) 764-4020

TYPE OF EVENT

Will your Event have OVER 50 Attendees? No ☐ Yes ☒ If yes, continue to "Major Event".

"Minor Event" (50 and Under)

Will you need any Street Closures? No ☐ Yes ☐ If yes, fill out Full Application.

Will you be putting up any Tents? No ☐ Yes ☐ If yes, fill out Full Application.

Will there be Alcohol served or available? No ☐ Yes ☐ If yes, fill out Full Application.

Do you plan on playing Music at the event? No ☐ Yes ☐ If yes, fill out Full Application.

Will you need to exceed the Noise Ordinance? No ☐ Yes ☐ If yes, fill out Full Application.
See Cle Elum Municipal Code Section 8.12

Will you be cooking on site? No ☐ Yes ☐ If yes, Contact the Cle Elum Fire Department.

Cle Elum Fire Department (509) 674-1748 or (509) 656-4062

Fire Chief Comments: _____

Approved: No ☐ Yes ☐

NOTE: During a burn ban you are NOT allowed to use pellets or briquettes.

"Major Event" (Over 50)

Will you need any Street Closures? No ☒ Yes ☐

Will this event require any Traffic Control Devices or Personnel? No ☒ Yes ☐

Will you be putting up any Tents? No ☒ Yes ☐

Will there be Alcohol served or available? No ☒ Yes ☐

Do you plan on playing Music at the event? No ☒ Yes ☐

Will you need to exceed the Noise Ordinance? No ☒ Yes ☐
See Cle Elum Municipal Code Section 8.12

Will you be cooking on site? No ☒ Yes ☐

ALL "Major Events" must complete the Full Permit Application.

EVENT 'FULL PERMIT APPLICATION'

***NOTE: This 'Full Permit Application' requires City approval. A meeting between the event coordinator and all department heads may be required. Please plan accordingly with as much advance notice as possible.**

RETURN TO: Cle Elum City Hall
119 W First St
Cle Elum, WA 98922
Office (509) 674-2262
Fax (509) 674-4097

This permit application must be completed, signed, and returned to Cle Elum City Hall along with all pertinent insurance information and diagrams.

Any misrepresentation in this permit application or deviation from the final agreed upon route and /or method of operation described herein, may result in the immediate revocation of the permit.

EVENT DESCRIPTION: Required.

Please attach additional sheets with a COMPLETE description of what the event will be.

Event Name HI90 Grindy Bicycle Ride

Event date(s): 6/7/25 Day(s) of the Week Saturday

Time: 8:00 am - 5:00 pm

Event location: Start/Finish DruBru, see attached map

Facilities to be used (check): Park ☐ Street ☐ Sidewalk ☐ Private Property ☐

Set-up: Date 6/6/25 Time 8:00 am am / pm

Take-Down: Date 6/7/25 Time 5:00 pm am / pm

Purpose of Event: Bicycle Ride

Event Crowd Size:
Participants 150 Spectators N/A Volunteers/Personnel 10

Has Event been produced previously? No ☐ Yes ☒

If yes, what were the dates? 6/8/24

Any change from previous years? No ☒ Yes ☐ If yes, please list changes on separate sheet.

Please attach a separate sheet listing the schedule and location of events as well as a site map. Site map shall include items such as the location of garbage receptacles, portable bathroom facility, stage, seating, vendors, street closures, etc.

APPLICANT INFORMATION:

Organization Name: Vicious Cycle Events

Mailing Address: Street 139 E SW
City Ephrata State WA Zip: 98823

Applicant's Name: Jake Maedke Title: Event Director

Contact Information: Daytime Phone _____
Cell Phone (509) 750-0977
Fax _____
E-mail ephratabikes@gmail.com

Contact Person During Event: Name Jake Maedke
Daytime Phone _____
Cell Phone (509) 750-0977
Fax _____
E-mail ephratabikes@gmail.com

FEES AND PROCEEDS:

Will you charge an admission fee? No ☐ Yes ☐ If yes, how much? \$85-\$95

Will alcohol be served or available? No ☒ Yes ☐

Will alcohol be sold? No ☒ Yes ☐

***Applicant is responsible for obtaining all required permits from the State of Washington regarding alcohol and must abide by these state and local requirements.**

ENTERTAINMENT AND PROMOTIONS:

Sound system: Acoustic ☐ Amplified ☐

Describe Entertainment: N/A

Will there be vendors? No ☒ Yes ☐ If yes, each vendor must fill out the Vendor License Application available at City Hall or approved alternate.

Check type of promotion you plan to use to attract participants:
TV ☐ Radio ☐ Paper ☐ Flyers ☐ Posters ☐ Other ☐ Specify social media

RETURN THIS FORM WITH ALL PERTINENT INFORMATION TO CLE ELUM CITY HALL.
YOU WILL BE REQUIRED TO MEET WITH DEPARTMENT HEADS.

CLE ELUM POLICE DEPARTMENT (509) 674-2991

Police Chiefs Conditions: _____

Approved: No ☐ Yes ☐ (with above conditions) (Attach separate sheet if necessary)
Police Signature: _____

PUBLIC WORKS DEPARTMENT (509) 674-2262 Ext. 106

Public Works Conditions: _____

Approved: No ☐ Yes ☐ (with above conditions) (Attach separate sheet if necessary)
Public Works Signature: _____

CLE ELUM FIRE DEPARTMENT (509) 674-1748

Fire Chiefs Conditions: _____

Approved: No ☐ Yes ☐ (with above conditions) (Attach separate sheet, if necessary)
Fire Department Signature: _____

CITY COUNCIL REPRESENTATIVE (509) 674-2473

City Council Representative's Conditions: _____

Approved: No ☐ Yes ☐ (with above conditions) (Attach separate sheet, if necessary)
City Council Signature: _____

CITY ADMINISTRATION (509) 674-2262

Administrator Approval: _____ **Date:** _____

HI90 Grindy Bicycle Ride

Saturday June 7, 2025

Start: 8:00/9:00/10:00 am -at Dru Bru (1015 E 2nd St)

Three start times = Long Course/Med Course/Short Course. We lead each group slowly and safely out of town.

Our route: starting at Dru Bru head west on 3rd St, then turn left on Statford St, continue onto So Cle Elum Way, right turn on Madison St, left on 6th St, continue on to Westside Rd. If available, a police escort would be nice, allowing us to roll through intersections and stop lights. Riders will begin to trickle back into town around 2:00 pm and will return via the same route. This is not a race and riders are required to follow all traffic laws.

3rd St

Statford St

So Cle Elum Way

Madison St

6th St

Westside Rd

We would like use Centennial Park for overflow parking.

This is an annual event and previously happened on June 8, 2024. We expect approximately 150 participants and hope to keep them in town long enough to spend some money and give a little boost to the community. We have over 20 years of experience promoting these "Gran Fondo" style bicycle events.



STREET CLOSURES:

Is this event going to require any street closures? No ☒ Yes ☐

If Yes, please list streets requested to be closed and attach map, highlighting streets.

List Street(s) _____

INSURANCE INFORMATION:

☒ A Certificate of Liability Insurance MUST be attached to this Event Application. "City of Cle Elum" at 119 W First St., Cle Elum, WA 98922 must be named as "Additional Insured" to all coverage.

TRAFFIC CONTROL AND SECURITY:

Some activities may require traffic control and security. Please attach a separate sheet of paper detailed how your organization will deal with these issues. ☐ See Attached Pages

HOLD HARMLESS AGREEMENT(S):

Hold Harmless Agreement attached: ☒ MUST accompany this Event Permit Application
Parade Hold Harmless Agreement: ☐ *Not included in this application; Each Parade Entrant must sign and return to the event coordinator. The event coordinator is responsible for retaining all agreements.

CITY DEPARTMENT COMMENT PAGE:

☐ The following page lists the city departments that will need to be contacted. It is the responsibility of the event planner / applicant to take this form to each department for comments.

I certify under penalty of perjury that the information above is correct to my best knowledge.

	<u>1-10-25</u>
Applicant's Signature	Date
<u>Jake Muedke</u>	<u>Event Director</u>
Applicant's Printed Name	Title



HOLD HARMLESS AGREEMENT

This Agreement made this 10 day of January, 2025, between the City of
Cle Elum, referred to as "CITY" herein, and Jake Maedke at,
139 E SW, Ephrata, WA, 98823 referred to as "USER" herein.
Mailing Address City State Zip

For the good and valuable consideration, receipt of which is acknowledged, is hereby agreed:

SECTION I

USER undertakes to indemnify CITY from any liability, loss or damage USER may suffer as a result of claims, demands, costs, or judgments against it arising out of the acts, failure to act, or activities that USER conducts under the CITY'S license or permit whether liability, loss or damage is caused by, or arises out of the negligence of USER or its officers, agents, employees or otherwise.

SECTION II

This Agreement shall commence on the date that the CITY issues its license or permit to USER and shall continue in full force until the permit and license expire. Renewal of the permit and/or associated license(s), if any, automatically renews this Agreement. The duty to indemnify the CITY for claims, demands, costs or judgments against it that arise during the Agreement survives the expiration of the Agreement.

SECTION III

CITY agrees to notify USER in writing, within 30 days, by certified mail, at USER'S address as stated in this Agreement, of any claim made against CITY on the obligations indemnified against.

SECTION IV

USER agrees to defend against any claims brought or actions filed against CITY with respect to the subject of the indemnity contained herein, whether such claims or actions are rightfully or wrongfully brought or filed. In case a claim should be brought or an action filed with respect to the subject indemnity herein, USER agrees the CITY may employ an attorney of its own selection to appear and defend the claim or action on behalf of CITY, at the expense of USER. CITY, at its option, shall have the sole authority for the direction of the defense, and shall be the sole judge of the acceptability of any compromiser or settlement of any claims or actions against CITY.

SECTION V

Vouchers or other similar, property evidence showing payment by CITY of any loss, damage, or in expense covered under this Agreement shall be conclusive evidence, (except fraud) against USER as to fact and amount of USER'S liability hereunder.

SECTION VI

USER convents that it shall not institute any action or suit at law or in equity against CITY, nor institute, prosecute or in any way aid in the institution or prosecution of any claim, demand action, or cause of action for damages, costs, loss of services, expenses, or compensation for any damage, loss or injury either to person or property, or both, whether developed or underdeveloped, resulting or is result, known or unknown, past, present, or future, arising out of activities that USER conducts under a license/permit issued to USER by CITY.

[Signature]
USER Signature

Jake Maedke
Print Name

Event Director
Title



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/07/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McKay Insurance Agency, Inc. 106 East Main Street P O Box 151 Knoxville IA 50138		CONTACT NAME: PHONE (A/C, No, Ext): (641) 842-2135 FAX (A/C, No): (641) 828-2013 E-MAIL ADDRESS: sports@mckayinsagency.com																					
INSURED Silent Sports Association - NBTS SE Vicious Cycle Events, Inc. 139 E. Street SW Ephrata WA 98823		<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Evanston Insurance Company</td><td>35378</td></tr><tr><td>INSURER B:</td><td>Gerber Life Insurance Company</td><td>70939</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Evanston Insurance Company	35378	INSURER B:	Gerber Life Insurance Company	70939	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER D:																							
INSURER E:																							
INSURER F:																							

COVERAGES **CERTIFICATE NUMBER:** CL252766704 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Includes Athletic ☐ Participants GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC ☒ OTHER: Event	Y	N	3607AH010099-7	06/07/2025	06/08/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED ☐ RETENTION \$ ☐						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A				PER STATUTE ☐ OTH-ER ☐ E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$
B	Accident Medical			15-070944-24	06/07/2025	06/08/2025	Excess \$25,000 Deductible \$250

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

H190 Grindy Bicycle Ride: June 7, 2025. Certificate holder is an additional insured but only with respect to liability arising out of the operations of the above named insured. "This policy is issued, pursuant to Iowa Code section 515.147, by a nonadmitted company in Iowa and as such is not covered by the Iowa Insurance Guaranty Association."

CERTIFICATE HOLDER**CANCELLATION**

City of Cle Elum 119 West First St Cle Elum WA 98922	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

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**RETURN THIS FORM WITH ALL PERTINENT INFORMATION TO CLE ELUM CITY HALL.
YOU WILL BE REQUIRED TO MEET WITH DEPARTMENT HEADS.**

CLE ELUM POLICE DEPARTMENT (509) 674-2991

No Comments

Approved: No ☐ Yes ☒ (with above conditions) (Attach separate sheet if necessary)

Police Signature: Rich Albo

PUBLIC WORKS DEPARTMENT (509) 674-2262 Ext. 106

No Comments

Approved: No ☐ Yes ☐ (with above conditions) (Attach separate sheet if necessary)

Public Works Signature: Mathew Bailey

CLE ELUM FIRE DEPARTMENT (509) 674-1748

Would like to have a fire and life safety plan in place. Event is mostly outside of city limits but large crowds at start and finish I would like the event coordinator to have plans set in place. Special event permit authorized would be issued before starting the event.

Approved: No ☐ Yes ☒ (with above conditions) (Attach separate sheet, if necessary)

Fire Department Signature: Edwin L Mills

CITY COUNCIL REPRESENTATIVE (509) 674-2473

Approved: No ☐ Yes ☐ (with above conditions) (Attach separate sheet, if necessary)

City Council Signature: _____

CITY ADMINISTRATION (509) 674-2262

Administrator Approval: _____ **Date:** _____