

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
COLLEDA MONICK

Lodging Tax & Events Committee

Agenda
March 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. **Unfinished Business**
 - a. Update Event Application - verbiage, noise ordinance, etc.
3. **New Business**
 - a. February 12, 2025, Lodging Tax & Event Committee Meeting Minutes
 - b. Terry Bland Memorial Easter Egg Hunt - 2025 Event Application
 - c. UKC Bicycle Rodeo - 2025 Event Application
 - d. Pioneer Breakfast - 2025 Event Application
 - e. Calvary Chapel Easter at the Park - 2025 Event Application
 - f. Boulet Theatre Productions - Spring Production - 2025 Lodging Tax Application
 - g. CEDA Christmas in Cle Elum Parade & Fireworks - 2025 Lodging Tax Application
 - h. CEDA Pioneer Day Parade & Dock Diving Dogs - 2025 Lodging Tax Application
 - i. CEDA Christmas In Cle Elum Holiday Lighting - 2025 Lodging Tax Application
 - j. Pioneer Queen Coronation Meet & Greet - 2025 Lodging Tax Application
 - k. Cle Elum Downtown Association - Cle Elum Visitor Center - 2025 Lodging Tax Application
4. **Other Committee Comments**
 - a. List of 2025 year-to-date Events

Lodging Tax & Events Committee Agenda

March 12, 2025

119 W FIRST STREET
CLE ELUM, WA 98922

5. Adjourn

Upcoming Meetings:

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

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

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

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

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

Public Works & Community Development Committee Meeting: April 2, 2025 @ 12:00 p.m.

Coal Mines Trail Commission Meeting: April 7, 2025 @ 6:00 p.m.

Lodging Tax & Events Committee Meeting: April 9, 2025 @ 8:30 a.m.

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

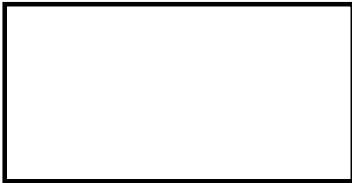


Telephone: (509) 674-2262
Fax: (509) 674-4097
www.cityofcleelum.com

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.

WHEN IS AN EVENT PERMIT REQUIRED?

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.

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
 - ☐ 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).
 - ☐ 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.
 - ☐ 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
 - ☐ 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
 - ☐ "City of Cle Elum" at 119 W First St., Cle Elum, WA 98922 must be named as "Additional Insured" to all coverage
 - ☐ As applicable, coverage for alcohol service must be specified
 - ☐ As applicable, coverage for injury by animals must be specified
- ☐ Cle Elum Fire Department-approved Fire and Life Plan. Contact Chief of CEFD for template and guidance.
- ☐ If requesting street closures, event sponsor must notify all adjacent residents and/or businesses of the proposed closure a minimum of three (3) weeks before the regular Lodging Tax & Event Committee meeting at which the application will be reviewed. Notification must also inform recipients they have the opportunity to comment on the proposed closure by attending the meeting (either in-person or virtually) or via email: wprosek@cleelum.gov.
- ☐ If serving alcohol, WA Liquor and Cannabis Control Board Banquet Permit or other applicable alcohol service license

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 [SC1]: 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.	

TENTS:

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

Commented [SC2]: Not sure this needs to be submitted with the application. Perhaps wording should change.

Commented [SC3R2]: 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.
Description of Planned Cooking:		
CEFD Requirements:	☐ Completed Cle Elum Fire Department Special Permit attached.	

ALCOHOL SERVICE:

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

ENTERTAINMENT:

Describe Planned Entertainment:	☐ None		
Sound system?	☐ Acoustic		☐ Amplified
Music/Sound Start Time:		Music/Sound End Time:	
Statutory Limitations:	☐ 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.		
Will you require an exception to the noise ordinance?	☐ No Skip to next section.	☐ Yes Continue below.	
Request Submission:	☐ 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.		
Will there be vendors?	☐ No	☐ I understand that each vender must fill out a Vender License Application, available at City Hall, or approved alternate.	

RISK AND LIABILITY MANAGEMENT:

Liability Insurance:	☐ 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.
Additional Animal Liability Coverage:	☐ I have attached proof of specific additional coverage for animal liability. ☐ My event does not involve animals.
Additional Coverage for Alcohol Service:	☐ I have attached proof of specific additional coverage for alcohol service. ☐ My event does not involve alcohol service.
Hold Harmless Agreement:	☐ I have attached a complete, signed Hold Harmless Agreement.
Hold Harmless Agreement – Parade Entrants:	☐ 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.
Traffic Control and Security	☐ 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

2

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? 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: _____

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 _____ Will 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 of 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

FEBRUARY 12, 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 - present

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

2. Elect Chair Person

MOTION: Committee Member Harper made a motion to nominate Committee Member Cook as the new Chair; seconded by Committee Member Malek.

MOTION CARRIED: 3 yes 0 no.

3. Unfinished Business

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

Committee Members are happy with the language so far and will continue this discussion at the next meeting.

4. New Business

a. Minutes from the January 13, 2025, Lodging Tax & Events Committee Meeting

MOTION: Committee Member Harper made a motion to approve the January 13, 2025, Lodging Tax & Events Committee Meeting Minutes; seconded by Committee Member Malek.

MOTION CARRIED: 3 yes 0 no.

b. 2025 Lodging Tax Application - Mountains to Sound Greenway Trust - Coal Mines Trail Interpretive Wayside Project

Nicky Pasi informed the Committee that Mountains to Sound Greenway Trust is wanting to

Lodging Tax & Events Committee Agenda

February 12, 2025

119 W FIRST STREET
CLE ELUM, WA 98922

improve and reinvigorate the signage on the Coal Mines Trail. This is a large project with a budget of \$87,000 and 21 interpretive signs. They are collecting stories from consultants that will tell a living and oral history of the trail with QR Codes.

Chief Mills wanted to emphasize the placement of the signs need to be considered for ease of access.

MOTION: Committee Member Cook made a motion to approve the Lodging Tax Application in the amount of \$6,700; seconded by Committee Member Harper.

MOTION CARRIED: 3 yes 0 no.

c. [HI90 Grindy Bicycle Ride Event Application 2025](#)

Jake Maedke of Vicious Cycle Events stated that the group would start at Dru Bru at 12:00 p.m. and end about 3:00 p.m.

Chief Mills wanted to make sure that they have completed their Life & Safety Plan.

MOTION: Committee Member Harper made a motion to approve the HI90 Grindy Bicycle Ride Event Application; seconded by Committee Member Malek.

MOTION CARRIED: 3 yes 0 no.

5. Other Committee Comments

Chief Mills also discussed the Special Events Permit needing to be completed with applications,

6. Adjourn

Meeting was adjourned at 8:51 a.m.

Steven Cook, Chair

Debbie Lee, Clerk

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: Terry Bland Memorial Easter Egg Hunt 2025

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 Terry Bland Memorial Easter Egg Hunt

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

Time: 9am-12:30pm

Event location: Fireman's Park, 300 Grant Street

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

Set-up: Date _____ Time 9am _____ am / pm

Take-Down: Date _____ Time 1pm _____ am / pm

Purpose of Event: Community Easter Egg Hunt

Event Crowd Size:

Participants 40 Spectators 30 Volunteers/Personnel 10

Has Event been produced previously? No ☐ Yes ☒

If yes, what were the dates? Saturday before Easter every year since 2007?

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

No changes

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: Cle Elum Volunteer Firefighters AssociationMailing Address: Street PO Box 1176City Cle Elum State WA Zip: 98922Applicant's Name: Maggie Bator Title: PresidentContact Information: Daytime Phone 509-304-4433

Cell Phone _____

Fax _____

E-mail _____

Contact Person During Event: Name Angela CampbellDaytime Phone 509-304-6124

Cell Phone _____

Fax _____

E-mail _____

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 Facebook

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. On file with Audrey. Generally our COI expires after we submit Event Apps (end of March?), but is renewed and submitted to Audrey before our first Event.

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.

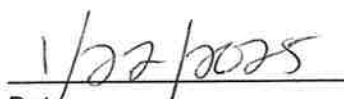
CITY DEPARTMENT COMMENT PAGE:

☐ 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

Maggie Bator

Applicant's Printed Name

CEVFA President

Title



HOLD HARMLESS AGREEMENT

This Agreement made this _____ day of _____, _____, between the City of
Cle Elum, referred to as "CITY" herein, and _____ at,
PO Box 1176, Cle Elum, WA, 98922 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 compromise 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 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 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.


USER Signature

Maggie Bator
Print Name

President
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

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 comment

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

Public Works Signature: Mathew Bailey

CLE ELUM FIRE DEPARTMENT (509) 674-1748

Fire department will be on scene. Fire and life Safety plans will be in place and reviewed with event coordinator before permit is approved. Outdoor special events permit is required. Contact the fire department to obtain the permit.

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:** _____

Title	Department Heads - Event Review - Terry Bland Easter Egg...
File name	Terry_Bland...nt_2025.pdf and 1 other
Document ID	ffb7a2f87bacf7d7baa86f10c86a96b94f088ab1
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History



01 / 28 / 2025
14:38:52 UTC-8

Sent for signature to Rich Albo (ralbo@cleelum.gov), Mathew Bailey (mbailey@cleelum.gov), Ed Mills (emills@cleelum.gov), City Council Representative (scook@cleelum.gov), Rob Omans (romans@cleelum.gov) and Events Review (acasassa@cleelum.gov) from romans@cleelum.gov
IP: 69.55.222.58



01 / 31 / 2025
14:46:24 UTC-8

Viewed by Mathew Bailey (mbailey@cleelum.gov)
IP: 69.55.222.58



01 / 31 / 2025
14:47:32 UTC-8

Signed by Mathew Bailey (mbailey@cleelum.gov)
IP: 69.55.222.58



02 / 04 / 2025
11:49:37 UTC-8

Viewed by Rich Albo (ralbo@cleelum.gov)
IP: 69.55.222.58



02 / 07 / 2025
07:47:14 UTC-8

Viewed by Ed Mills (emills@cleelum.gov)
IP: 69.55.222.58

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Document ID	ffb7a2f87bacf7d7baa86f10c86a96b94f088ab1
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Status	● Pending signature

Document History



02 / 07 / 2025
10:47:31 UTC-8

Signed by Ed Mills (emills@cleelum.gov)
IP: 69.55.222.58



02 / 07 / 2025
13:03:01 UTC-8

Viewed by Events Review (acasassa@cleelum.gov)
IP: 69.55.222.58



02 / 07 / 2025
15:11:10 UTC-8

Viewed by City Council Representative (scook@cleelum.gov)
IP: 204.14.103.123



02 / 11 / 2025
07:32:25 UTC-8

Signed by Rich Albo (ralbo@cleelum.gov)
IP: 69.55.222.58



02 / 11 / 2025
07:32:25 UTC-8

This document has not been fully executed by all signers.

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

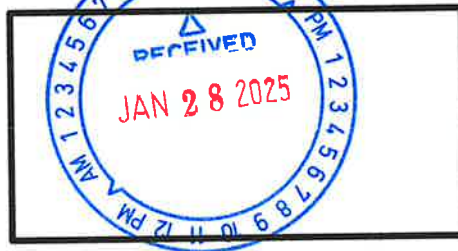


Telephone: (509) 674-2262
Fax: (509) 674-4097
www.cityofcleelum.com

EVENT PERMIT APPLICATION

NAME OF EVENT: UKC Bicycle Rodeo 2025

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 ☒ *please see Chief Mills for Pennsylvania between 2nd+3rd ? closure details.*

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 UKC Bicycle Rodeo

Event date(s): May 3rd, 2025 Day(s) of the Week Saturday

Time: 9am-3pm

Event location: CEFD 301 N Pennsylvania Ave

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

Set-up: Date 5/3/2025 Time 9am am / pm

Take-Down: Date 5/3/2025 Time 3pm am / pm

Purpose of Event: Community Bike Safety Education

Event Crowd Size:
Participants 40 Spectators 30 Volunteers/Personnel 10

Has Event been produced previously? No ☐ Yes ☒

If yes, what were the dates? First Saturday in May in 2023 and 2024

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: Cle Elum Volunteer Firefighters AssociationMailing Address: Street PO Box 1176City Cle Elum State WA Zip: 98922Applicant's Name: Maggie Bator Title: PresidentContact Information: Daytime Phone 509-304-4433

Cell Phone _____

Fax _____

E-mail _____

Contact Person During Event: Name Danielle Bertschi FD6Daytime Phone 509-304-5127

Cell Phone _____

Fax _____

E-mail _____

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 Facebook

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) Pennsylvania Ave. between 2nd & 3rd Street (in front of the Fire Station)

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. On file with Audrey. Generally our COI expires after we submit Event Apps (end of March?), but is renewed and submitted to Audrey before our first Event.

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.

Maggie Bator

Applicant's Signature

1/22/25

Date

Maggie Bator

Applicant's Printed Name

CEVFA President

Title



HOLD HARMLESS AGREEMENT

This Agreement made this 16th day of January, 2025, between the City of
Cle Elum, referred to as "CITY" herein, and Cle Elum Volunteer Firefighters Association at,
PO Box 1176, Cle Elum, WA, 98922 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 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 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.

Maggie Bator
"USER" Signature

Maggie Bator
Print Name

President
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

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

IF THE STREET CLOSER IS THE SAME AS LAST YEAR NO NEED FOR COMMENT. IF YOU NEED ASSISTANCE WITH BARRICADES OR CONES LET ME KNOW.

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

Public Works Signature: Mathew Bailey

CLE ELUM FIRE DEPARTMENT (509) 674-1748

This will be a fire department ran event. We will be tying in a wildfire education in half of the space. Fire and life safety plans will be in effect.

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:** _____

AC

Title	Department Heads - Event Review - UKC Bicycle Rodeo 2025
File name	UKC_Bicycle_Rodeo_2025.pdf and 1 other
Document ID	6d678170289e0fc55efe037f3b3c1ad5939450c0
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History



01 / 28 / 2025
14:43:29 UTC-8

Sent for signature to Rich Albo (ralbo@cleelum.gov), Mathew Bailey (mbailey@cleelum.gov), Ed Mills (emills@cleelum.gov), City Council Representative (scook@cleelum.gov), Rob Omans (romans@cleelum.gov) and Events Review (acasassa@cleelum.gov) from romans@cleelum.gov
IP: 69.55.222.58



01 / 28 / 2025
17:42:47 UTC-8

Viewed by Rich Albo (ralbo@cleelum.gov)
IP: 69.55.222.58



01 / 31 / 2025
14:47:39 UTC-8

Viewed by Mathew Bailey (mbailey@cleelum.gov)
IP: 69.55.222.58



01 / 31 / 2025
14:50:36 UTC-8

Signed by Mathew Bailey (mbailey@cleelum.gov)
IP: 69.55.222.58



02 / 04 / 2025
11:47:42 UTC-8

Signed by Rich Albo (ralbo@cleelum.gov)
IP: 69.55.222.58

Title	Department Heads - Event Review - UKC Bicycle Rodeo 2025
File name	UKC_Bicycle_Rodeo_2025.pdf and 1 other
Document ID	6d678170289e0fc55efe037f3b3c1ad5939450c0
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History



02 / 07 / 2025
10:26:17 UTC-8

Viewed by Ed Mills (emills@cleelum.gov)
IP: 69.55.222.58



02 / 07 / 2025
10:50:43 UTC-8

Signed by Ed Mills (emills@cleelum.gov)
IP: 69.55.222.58



02 / 07 / 2025
13:04:01 UTC-8

Viewed by Events Review (acasassa@cleelum.gov)
IP: 69.55.222.58



02 / 07 / 2025
13:10:07 UTC-8

Signed by Events Review (acasassa@cleelum.gov)
IP: 69.55.222.58



02 / 07 / 2025
13:10:07 UTC-8

This document has not been fully executed by all signers.

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

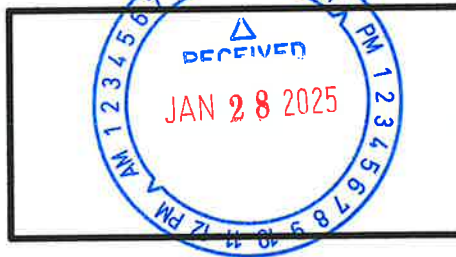


Telephone: (509) 674-2262
Fax: (509) 674-4097
www.cityofcleelum.com

EVENT PERMIT APPLICATION

NAME OF EVENT: Pioneer Breakfast 2025

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 Pioneer Breakfast

Event date(s): July 6, 2025 Day(s) of the Week Sunday

Time: 7am-12:00pm

Event location: Fireman's Park, 300 Grant Street

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

Set-up: Date July 6, 2025 Time 6am am / pm

Take-Down: Date July 6, 2025 Time 1pm am / pm

Purpose of Event: Annual Pancake Breakfast

Event Crowd Size:

Participants 400 Spectators _____ Volunteers/Personnel 15

Has Event been produced previously? No ☐ Yes ☒

If yes, what were the dates? Annually

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: Cle Elum Volunteer Firefighters AssociationMailing Address: Street PO Box 1176City Cle Elum State WA Zip: 98922Applicant's Name: Maggie Bator Title: PresidentContact Information: Daytime Phone 509-304-4433

Cell Phone _____

Fax _____

E-mail _____

Contact Person During Event: Name Maggie BatorDaytime Phone 509-304-4433

Cell Phone _____

Fax _____

E-mail _____

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 Facebook

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. On file with Audrey. Generally our COI expires after we submit Event Apps (end of March?), but is renewed and submitted to Audrey before our first Event.

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

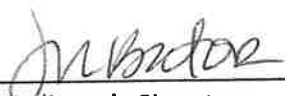
HOLD HARMLESS AGREEMENT(S):

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.

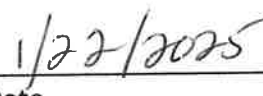
CITY DEPARTMENT COMMENT PAGE:

☐ 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

Maggie Bator

Applicant's Printed Name

CEVFA President

Title



HOLD HARMLESS AGREEMENT

This Agreement made this _____ day of _____, _____, between the City of
Cle Elum, referred to as "CITY" herein, and _____ at,
PO Box 1176, Cle Elum, WA, 98922 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 consents 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 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.

Maggie Bator
'USER' Signature

Maggie Bator
Print Name

President
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

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

Fire department will be on scene running event. Approved fire and life safety plan will be in effect and reviewed with event coordinator. Cooking permit with a special events permit will be in place.

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:** _____

Title	Department Heads - Event Review - Pioneer Breakfast 2025
File name	Pioneer_Breakfast_2025.pdf and 1 other
Document ID	722b77808b03be68463b81f4c8b998422fb43020
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History



01 / 28 / 2025
14:28:10 UTC-8

Sent for signature to Rich Albo (ralbo@cleelum.gov), Mathew Bailey (mbailey@cleelum.gov), Ed Mills (emills@cleelum.gov), City Council Representative (scook@cleelum.gov), Rob Omans (romans@cleelum.gov) and Clerk (acasassa@cleelum.gov) from romans@cleelum.gov
IP: 69.55.222.58



01 / 28 / 2025
14:33:54 UTC-8

Viewed by Clerk (acasassa@cleelum.gov)
IP: 69.55.222.58



01 / 28 / 2025
15:07:45 UTC-8

Viewed by Rob Omans (romans@cleelum.gov)
IP: 69.55.222.58



01 / 29 / 2025
14:41:57 UTC-8

Viewed by Mathew Bailey (mbailey@cleelum.gov)
IP: 69.55.222.58



01 / 31 / 2025
14:46:09 UTC-8

Signed by Mathew Bailey (mbailey@cleelum.gov)
IP: 69.55.222.58

Title	Department Heads - Event Review - Pioneer Breakfast 2025
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Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History



02 / 04 / 2025
12:05:17 UTC-8

Viewed by Rich Albo (ralbo@cleelum.gov)
IP: 69.55.222.58



02 / 04 / 2025
12:06:05 UTC-8

Signed by Rich Albo (ralbo@cleelum.gov)
IP: 69.55.222.58



02 / 07 / 2025
10:30:47 UTC-8

Viewed by Ed Mills (emills@cleelum.gov)
IP: 69.55.222.58



02 / 07 / 2025
10:44:17 UTC-8

Signed by Ed Mills (emills@cleelum.gov)
IP: 69.55.222.58



02 / 07 / 2025
10:44:17 UTC-8

This document has not been fully executed by all signers.

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: Easter at the Park

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

"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 Easter at the Park

Event date(s): 4-19-25 Day(s) of the Week Saturday

Time: 10AM - 12pm

Event location: Cle Elum City Park

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

Set-up: Date 4-19-25 Time 8:30 am / pm
Take-Down: Date 4-19-25 Time 12:30 am / pm

Purpose of Event: Community involvement

Event Crowd Size:

Participants undetermined Spectators undetermined Volunteers/Personnel about 15

Has Event been produced previously? No ☐ Yes ☒

If yes, what were the dates? 4-8-23, 3-30-24

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: Calvary Chapel CLE Elum

Mailing Address: Street PO Box 1093

City CLE Elum State WA Zip: 98922

Applicant's Name: Emily Helgeson Title: Event coordinator/volunteer

Contact Information: Daytime Phone 509-674-6856

Cell Phone

Fax

E-mail

Contact Person During Event: Name Emily Helgeson

Daytime Phone

Cell Phone 425-283-3929

Fax

E-mail mlejeans@gmail.com

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 ☐ N/A

Describe Entertainment: small personal sized bluetooth speaker

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 **N/A**

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.

Emily Helgeson 2-27-25
Applicant's Signature Date

Emily Helgeson 2-27-25
Applicant's Printed Name Title



HOLD HARMLESS AGREEMENT

This Agreement made this 27th day of February, 2025, between the City of Cle Elum, referred to as "CITY" herein, and Calvary Chapel Cle Elum at, PO Box 1093, Cle Elum, WA, 98922 referred to as "USER" herein.

Day Month Year
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 compromise 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 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 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.

Emily Helgeson
"USER" Signature

Emily Helgeson
Print Name

Event volunteer
Title

Calvary Chapel Cle Elum

Easter at the Park Event requested information for schedule, location of events, and site map 3-30-24:

Schedule

8:30am-10am (Set-up)

10am-12pm (Event- Pancake breakfast, on-going egg hunt/gathering, crafts)

12pm-12:30pm (Clean-Up)

Location of Events

Breakfast preparation and eating- Gazebo if available

Egg Hunt- A walking "station" style egg hunt through the trees in the center of the park

Craft- Set up at a table between the gazebo and play set area.

Site map

No site map created as we will not be bringing in any supplies other than those needed for the breakfast (propane griddle and buffets warmers), paper products for eating, craft supplies set up at a table and plastic eggs, candy and prizes for the egg hunt.

Please let me know if you request any further information. Thank you so much!

Emily Helgeson

mlejeans@gmail.com

425-283-3929



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/03/2025

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  Aaron A. Hakobian 850 2nd Ave NW Issaquah WA 98027	CONTACT NAME: Aaron A. Hakobian PHONE (A/C, No, Ext): 425-392-2999 FAX (A/C, No): E-MAIL ADDRESS: aaron.a.hakobian.dbbs@statefarm.com
INSURED CALVARY CHAPEL CLE ELUM PO BOX 1093 CLE ELUM WA 989222093	INSURER(S) AFFORDING COVERAGE INSURER A: State Farm Fire and Casualty Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 25143

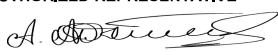
COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC OTHER:	N	N	98-B7-F875-8	07/15/2024	07/15/2025	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000						
	MED EXP (Any one person) \$ 10,000						
	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 ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE ☐ OTH-ER ☐ \$
	E.L. EACH ACCIDENT \$						
	E.L. DISEASE - EA EMPLOYEE \$						
	E.L. DISEASE - POLICY LIMIT \$						

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

CERTIFICATE HOLDER**CANCELLATION**

CITY OF CLE ELUM 119 W 1ST 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  This form was system-generated on 03/03/2025
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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

Approved

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

Police Signature: Rich Albo

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

Will this require a park closure and if so, will it require any public works crew?

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

Public Works Signature: Mathew Bailey

CLE ELUM FIRE DEPARTMENT (509) 674-1748

applicant will need to have safety plan in effect and have staff informed on all info regarding safety. Special events application will need to be filled out and event permitted appropriately by fire department. Cooking and crowd size will need safety plan in effect.

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:** _____

Title	Department Heads - Event Review - Calvary Chapel Easter at...
File name	Calvary_Cha...rk_2025.pdf and 1 other
Document ID	f2feee1b712a306b34a436d50ccca17d862f2289
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History



03 / 03 / 2025
11:35:42 UTC-7

Sent for signature to Rich Albo (ralbo@cleelum.gov), Mathew Bailey (mbailey@cleelum.gov), Ed Mills (emills@cleelum.gov), City Council Representative (scook@cleelum.gov), Rob Omans (romans@cleelum.gov) and Event Coordinator Clerk (wprosek@cleelum.gov) from romans@cleelum.gov
IP: 69.55.222.58



03 / 03 / 2025
11:36:26 UTC-7

Viewed by Mathew Bailey (mbailey@cleelum.gov)
IP: 69.55.222.58



03 / 03 / 2025
11:48:22 UTC-7

Signed by Mathew Bailey (mbailey@cleelum.gov)
IP: 69.55.222.58



03 / 03 / 2025
13:03:33 UTC-7

Viewed by Rob Omans (romans@cleelum.gov)
IP: 69.55.222.58



03 / 04 / 2025
08:41:44 UTC-7

Viewed by Rich Albo (ralbo@cleelum.gov)
IP: 69.55.222.58

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Document ID	f2fee1b712a306b34a436d50ccca17d862f2289
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History



03 / 04 / 2025
08:43:28 UTC-7

Signed by Rich Albo (ralbo@cleelum.gov)
IP: 69.55.222.58



03 / 04 / 2025
13:18:34 UTC-7

Viewed by City Council Representative (scook@cleelum.gov)
IP: 72.233.242.169



03 / 11 / 2025
11:21:05 UTC-7

Viewed by Ed Mills (emills@cleelum.gov)
IP: 69.55.222.58



03 / 11 / 2025
11:26:29 UTC-7

Signed by Ed Mills (emills@cleelum.gov)
IP: 69.55.222.58



03 / 11 / 2025
11:26:29 UTC-7

This document has not been fully executed by all signers.



millionjims@
gmail.com

2025 Lodging Tax Fund Application

Name of Applicant: Boulet Theatre Productions

Name of Event: Spring Production

Date Received: _____



Received By: 



Boulet Theatre Productions
c/o Jim Miller, Treasurer
321 Elk Haven Rd
Cle Elum, WA 98922
509 674 8138, millerionjim@gmail.com

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 Event/Project Name:

Community Theatre Production to Enhance Arts and Culture in a Rural Setting

The Community Theater project within our beautiful rural community presents an opportunity to enrich the cultural fabric of our community and to provide artistic outreach to our community members.

This project builds on a partnership between Boulet Theatre Productions and the Upper Kittitas County Senior Center with an aim to expand the capacity of the existing community theater group, add a community centered theatre experience for our community, and expand the use of our Senior Center. The partnership will foster the arts and increase engagement. The project aims to expand the economic growth in Upper Kittitas County businesses by bringing additional tourists to the community for this event.

The grant will provide funding for this project in the community. The grant funds will enable the project to be advertised more widely. We will advertise in the Wenatchee World, Yakima Herald, and the Daily Record as well as in on online platforms like facebook, Ellensburg Community Radio online, and NWPR online calendar. The advertising to a wider audience reaching outside Kittitas County will bring tourists to our community, not just for the Theatre, but for businesses and organizations. Grant funds will flow to another community business, the Northern Kittitas County Tribune for graphic design services. The advertising, posters, and online promotions will be professional and attract attendance.

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;**
Results: Family, friends, and tourists from outside of Upper Kittitas County will be coming to the productions. Zip Code data from the last two Boulet performances show that there is a significant draw on folks traveling more that 50 miles to see the shows. Last summer's show was 58/294 or approximately 20% from over 50 miles and the Christmas show was approximately 15%. Since this production is projected to last 2.5+ hours and to start at 7:00 pm for the evening shows, some patrons are presumed to stay overnight and will dine in town.
 - ii. **To a place fifty miles or more away from their place of residence or business for the day or staying overnight;**
Results: See i above.



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iii. **or From another country or state outside of their place of residence or business.**

Results: Family, friends, and tourists from outside of Upper Kittitas County will be coming to the productions. Anecdotal data had family members from British Columbia, Idaho, and Oregon visiting to see the summer show and spending dollars in the community.

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?**

Seasonal and date specific.

ii. **What strategies will you employ to assure you are attracting tourists from at least 50 miles away?**

Advertising, promotion, and our online marketing will be done in Grant, Yakima, Douglas, King, and Chelan Counties and statewide through NWPR and ECR. We will submit press releases to radio stations, online calendars of events, chambers of commerce, and regional newspapers. We will submit information for Suncadia calendar of local events.

iii. **What strategies will you use to assist in marketing all of Kittitas County as a tourist destination with your event/project funding request?**

Advertising and promotional materials will include information about local sponsors like Cle Elum Bakery, Owens Meats, as well as Suncadia. to encourage overnight stays and making the visit a weekend destination. The Suncadia calendar of events reaches not only 1000+ residents but is available to guests in the flyers that can contain information about Boulet events.

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?

We have some ongoing funding from a Bill and Melinda Gates arts grant is association with our non-profit umbrella group, Laughing Horse Arts Foundation, (~\$1600) that helps pay for our insurance coverage and to purchase equipment (spotlight and wireless microphones.)

We are also applying to the Suncadia Fund for Community Enhancement for additional wireless microphones that cost \$1000 each. These funds have not yet been secured.

If the project cannot be funded through grants, the project will go forward anyway. The partners are aware that there is a risk of not receiving grants. Should that risk occur, the funds to carry out the project will come from reserves on hand. The objective of garnering seed money for future productions will change and be reduced to the objective of at least break even through ticket sales.



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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?**

The Boulet Theatre Productions and Upper Kittitas County Senior Center have partnered for this project. Each organization brings their prior experience with events to collaborate on planning, initiating, executing this project. Each organization is well-known for their endeavors and each have a good reputation county-wide to carry out this type of project. Local business either advertise our productions or sell tickets. These businesses include Cle Elum Bakery, Owens Meats, Mike's Tavern, Roslyn Candy Store, and the NKC Tribune to name a few. We also collaborate with Cle Elum/Roslyn School District for rehearsal space and offer the students in our community to participate in the production. Boulet Theatre Productions is a sub-organization of the non-profit 501c3 Laughing Horse Arts Foundation along with partners: Ellensburg Community Radio, Valley Theatre Company, Ellensburg Music Festival, Classics in Ellensburg, and Ellensburg Dance Ensemble.

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 budget details the plans for ticket sales, refreshments by donations, and sponsors that will result in recovering project costs. The objective is to build a reputation that draws enough additional patrons and sponsors to generate additional revenue for self-sustained future projects. The vision is that this project becomes an annual enterprise with sufficient financial and shared successes to continue the partnership in the future. For example, we would like to follow up this spring show with a dinner or 'afternoon tea' at each show following Pioneer Days also at UKCSC.

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.**

Timeline

1. Initiated: January
2. Plan: February (Auditions scheduled February 10 and 11)
3. Execute: Mid-February through April
4. Monitor and Control: Mid-April through April 30
5. Closure: May 1 through May 15

Project Objectives:

1. **Growth:** The primary objective is to grow the existing community theater experience into a space already equipped with some of the necessary infrastructure for rehearsals and performances, but with more capacity than what has existed in the past.
2. **Musical Theater:** Introduce musical theater in a space large enough for a large cast performance by local adults and youth.
3. **Arts and Culture:** Provide a platform for local performers to showcase local talent, and for the Senior Center to promote cultural diversity and artistic expression.



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4. **Community Engagement:** Encourage active participation from the community through volunteer opportunities coming from the emerging collaboration of these two organizations.
5. **Economy:** Stimulate economic growth by attracting visitors, and providing another activity in the community. Support local businesses by offering this additional activity within the arts sector to engage visitors coming to the area.

Venue: UKC Senior Center is a suitable venue for the project with factors including accessibility, capacity, and infrastructure. The rental space includes a stage, seating area, backstage facilities, and kitchen. Rehearsals, set construction, backstage and sound equipment preparations, and setup/cleanup will take approximately 40 hours in the facility schedule.

Programming: Develop a theatrical production from a classic play to make it a contemporary performance, ensuring inclusivity and relevance to the community.

Dinner Theater: Partner with the Senior Center to increase interest in theatre performances at the center in anticipation of a summer dinner/tea theatre production.

Outreach: Organize auditions for the production aimed at nurturing emerging talents, fostering creative skills, and promoting theater arts literacy within the community. Outreach will extend to schools, community groups, and youth organizations to extend access.

Marketing: Implement a comprehensive marketing strategy utilizing various channels such as social media, print media, and community outreach to raise awareness about the project activities and to attract a diverse audience base. Develop promotional materials, including posters, flyers, and press releases, highlighting this unique offering of community theater and to increase interest in the upcoming dinner theater experience.

Volunteers: Recruit and train volunteers within our network to assist with various aspects of theater operations, including front-of-house management, ticket sales, ushering, and technical support. Provide opportunities for volunteers to gain valuable skills and experience.

Sustainability: Develop a sustainable business model that balances artistic integrity with financial viability. Plan revenue streams including ticket sales, sponsorships, program advertisements, and grants to ensure longer-term sustainability of Boulet Theatre Productions at UKC Senior Center.

Outcomes:

1. **Cultural Enrichment:** The extension of the vibrant community theater and future dinner theater will enrich the cultural landscape of the community, providing residents and visitors with access to fun, quality theatrical performances.
2. **Community Engagement:** The project will foster a sense of community engagement and ownership, with residents actively participating as performers, volunteers, and audience members, thereby strengthening social bonds and civic pride.
3. **Economic Impact:** The project will contribute to local economic development by attracting visitors, generating revenue for local businesses, and creating opportunities.
4. **Artistic Development:** Emerging artists and performers will have opportunities to showcase their talents, receive mentorship and support, and lead to the growth and diversification of the local arts scene.



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5. **Educational Opportunities:** The project will provide valuable learning experiences for aspiring artists and theater enthusiasts, nurturing creativity for all ages.

The Community Theatre Project will enhance arts and culture, community engagement, and stimulate economic development. By creating an inclusive space for artistic expression and culture, the project will enrich the lives of residents and visitors and contribute to the vitality of the community.

The Community Theatre Project will have a significant impact on travel and tourism in the community through several avenues:

1. **Cultural Tourism Attraction:** The project will attract tourists interested in experiencing local arts and entertainment. Visitors from neighboring towns and cities, as well as tourists here for other activities may visit the community specifically to attend performances and enjoy the theater experience.
2. **Destination Marketing:** The project will be marketed as part of the community support of the Arts. Through targeted print and digital marketing campaigns, social media, the project will attract a broader audience.
3. **Events Calendars:** The project's schedule of events will be integrated into the region's events calendars, promoting the community as a vibrant cultural destination. Tourists planning their visits can refer to these events calendars to schedule their trips around performances, boosting visitor numbers an off season.
4. **Enhanced Visitor Experience:** The live theater performances offer a unique and memorable experience for tourists. The opportunity to enjoy fun entertainment adds value to their visit and encourages positive word-of-mouth recommendations, attracting more visitors to the community in the long run.
5. **Promotion of Local Arts:** The community theater can showcase local performers, providing tourists with insight into the community's identity. This authentic experience appeals to travelers seeking meaningful connections with the destinations they visit, encouraging repeat visits and fostering a positive reputation for the community as a tourist destination.
6. **Jobs and Economic Impact:** The influx of tourists attending theater performances and participating in the theater experience creates demand for other services, including hospitality, retail, and entertainment. This stimulates economic growth within the community, benefiting local businesses and residents.

The grant project for expanding the community theater will support travel and tourism in the community by enhancing the local arts scene, attracting visitors, stimulating economic activity, and promoting the community as a desirable destination for tourism. Through our partnerships, marketing, and the creation of this unique visitor experience, the project will contribute to the growth and sustainability of the local tourism industry.

Our destination community is rich in culture and talent yet lacks a dedicated space for performing arts experiences. Despite the presence of enthusiastic resident performers, the absence of a community theater limits opportunities for creative expression, engagement, and growth.



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Currently, residents seeking live performances must travel outside the community, resulting in a loss of revenue and cultural vitality. Moreover, tourists visiting our destination often overlook cultural attractions due to the lack of centralized offerings and immersive experiences.

This project addresses these pressing needs by providing an expanded venue for theatrical productions. By using this space for artistic collaboration and community engagement, the project will foster a sense of pride and identity among residents while attracting visitors seeking authentic performing art experiences.

The need for an expanded community theater in our destination community is fulfilling the cultural aspirations of residents, attracting visitors, and supporting our local economy. With your grant support, we can transform this vision into a reality, enriching the lives of our community members and creating lasting memories.

Incorporating safety and security, accessibility, and inclusion into the grant project by relocating theater production performances to an ADA-compliant facility with greater capacity, better infrastructure, more free parking, and a commercial kitchen set up for the dinner theater entails several key considerations:

Safety and Security: The Senior Center facility is equipped with modern safety features, including fire alarms, emergency exits, and adequate lighting, ensuring the safety of patrons, performers, and staff during theater productions and dinner events. Security measures such as surveillance cameras and controlled access points will be implemented to safeguard the premises and mitigate potential risks.

Accessibility: Moving to the ADA-compliant facility makes accessibility better for individuals with disabilities, having ramps, designated parking, and designated seating areas in place to accommodate wheelchair users and those with mobility impairments. The audio technician will provide optimized sound, enhancing the overall theater experience.

Inclusion: Programming at the theater will feature diverse and inclusive performances that represent the community's varied cultural backgrounds, identities, and experiences, fostering a sense of belonging for all audience members. Low-price tickets make the theater performances accessible to underserved communities, including low-income individuals, seniors, and youth, promoting social equity and inclusion.

Capacity and Infrastructure: The facility's increased capacity will accommodate larger audiences, reducing overcrowding and ensuring comfortable seating arrangements for patrons attending the theater productions and dinner event.

Parking: The availability of ample free parking at the facility will ease accessibility for patrons, eliminating concerns about parking availability and reducing barriers to attendance. Designated accessible parking spaces are provided close to the entrance with automatic doors, prioritizing convenience and ease of access for individuals with disabilities.

8. **Project Budget:** Please attach a copy of the complete budget for this project/proposal. Attached.

Musical Theatre Production Spring - 2025								
REVENUES	CASH	DONATION \$/ SPONSORS	SALES	VENDOR FEES	GRANTS	IN KIND	TOTAL REVENUE	DETAILS
Ticket Sales			\$ 4,000.00				\$ 6,000.00	April 24-27 4 evening shows and 2 matinees \$10 tickets 600 attendees
Suncadia's Owners Assoc					\$ 5,000.00		\$ 5,000.00	Funding for wireless Microphones for musical performances
Cle Elum Lodging Tax Grant					\$2,500		\$ 2,500.00	Production costs
Tribune Advertising Sponsorship						\$ 500.00	\$ 500.00	
Business Inkind Sponsors						\$ 3,000.00	\$ 3,000.00	Storage discounts, donations: Donated Printing
Business Sponsors		\$ 500.00					\$ 500.00	Program Advertising
Donations for Concessions		\$200					\$ 200.00	Cookies from Cle Elum Bakery, Beverages from Business and UKCSC
Refreshments donations		\$ 500.00					\$ 500.00	From Patrons
TOTAL REVENUE	\$ -	\$ 1,200.00	\$ 4,000.00	\$ -	\$ 7,500.00		\$ 17,700.00	
EXPENSE	CASH	DONATION \$	SALES	VENDOR FEES	GRANTS	IN KIND	TOTAL EXPENSE	DETAILS
Marketing								Tribune w/Sponsorship
Posters	\$ 200.00						\$ 200.00	Tribune w/Sponsorship
PR	\$ 200.00						\$ 200.00	Trib, Record, Herald, World, Facebook, ECR
Advertisements	\$ 600.00	\$ 500.00					\$ 1,100.00	Trib, Record, Herald, World, Facebook, ECR
Ticket paper							\$ -	
Tickets	\$ 75.00	\$ 75.00					\$ 150.00	
Programs	\$ 500.00						\$ 500.00	Paper, ink, design services
TOTAL Marketing							\$ 2,150.00	
Production								
Costumes	\$ 500.00						\$ 500.00	
Royalties and Scripts	\$ 1,500.00						\$ 1,500.00	
Set construction materials	\$ 1,000.00						\$ 1,000.00	Volunteer labor
Audio Tech & Equipment	\$ 7,000.00						\$ 7,000.00	Equipment rental and one time purchase of additional Microphones
TOTAL Production							\$ 10,000.00	
Facilities								
Centennial Center	\$ 2,500.00					\$ 1,500.00	\$ 4,000.00	Main Hall rental and adjacent rooms for back stage
Kitchen and wares						\$ 50.00	\$ 50.00	
Janitorial and garbage	\$ 300.00						\$ 300.00	Cleaning \$30/hr x 6, 120 garbage
Setup and Cleanup	\$ 260.00						\$ 260.00	
TOTAL FACILITIES							\$ 4,610.00	
Food & Refreshments							\$ -	
Food & Refreshments						\$ 250.00	\$ 250.00	Cookies Cle Elum Bakery
Soda	\$ 90.00						\$ 90.00	Ask Safeway, Super One, Grocery Outlet
Coffee and water						\$ 200.00	\$ 200.00	Pioneer Coffee
TOTAL Food & Refreshments							\$ 540.00	
Administrative								
Insurance						\$ 200.00	\$ 200.00	Gates Grant
Administrative						\$ 200.00	\$ 200.00	Donated Admin time
TOTAL Administrative							\$ 400.00	
TOTAL EXPENSES							\$ 17,700.00	



2025 Lodging Tax Fund Application

Name of Applicant: Cle Elum Downtown Association

Name of Event: Christmas In Cle Elum Parade & Fireworks 2025

Date Received: _____

Received By: _____

City of Cle Elum
119 West First Street
Cle Elum, WA 98922
509-674-2262

Lodging Tax Funds – General Information

The City of Cle Elum imposes a lodging tax assessed on the sale or charge made for furnishings of lodging according to RCW 67.28.180 and RCW 67.28.181. The committees' purpose is to advise and recommend to the legislative authority of the city how excise taxes on lodging should be allocated to support tourism which in turn generates revenue.

Uses According to Law:

According to State Statute funds awarded under this process may be used for the following:

1. Tourism marketing;
2. The marketing and operations of special events and festivals designed to attract tourists;
3. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501 (c) (3) and 26 U.S.C. Sec. 501 (c) (6) of the internal revenue code of 1986, as amended.

Definitions included in state law which should be considered in any application requesting funding include:

- (1) **Tourism** means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
- (2) **Tourism promotion** means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing or the operation of special events and festivals designated to attract tourists.
- (3) **Tourism-related facility** means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a) (i) Owned by a public entity; (ii) owned by a nonprofit organization described under section 501 (c) (3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501 (c) (6) of the federal internal revenue code of 1986, as amended, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities.

Review Process:

The Committee will review grant applications and award lodging tax funds for special events and festivals.

The Committee will compile the score sheets, rankings, and funding recommendations for further consideration.

Scoring sheets which determine the overall ranking of applications are included in this packet for your reference and information.

Local Policy on Disallowed Uses:

The Committee has determined that certain types of activities are not eligible for funding awards even if they may be tourism related. These include anything affiliated with the following: prizes for contestants, resale items, food and drink, beautification, fundraising, and membership drives. This list should not be considered comprehensive and all funding recommendation decisions are at the discretion of the committees and subject to change by majority opinion.

Application Definitions:

Below is a list of terms and phrases which have specific meaning within this application. It may be helpful for you to review these as you prepare responses so that you have a better understanding of the reviewers' expectations.

Date-specific is an event or project which occurs over less than one month.

Matching Funds is the amount of funding your organization is contributing to the project or event. This includes both direct and indirect fund support. Direct funds can be in the form of cash funding from your organization or funding secured from elsewhere but dedicated to the project or event such as other grants, loans, donations, etc. Indirect funding support includes in-kind support like labor, volunteer support, supplies, and services which directly relate to the project or event, including those provided by your organization and others.

New Projects/Events are projects/events which are in the first four years of existence. For example, a proposal for a barbeque competition which is in its third year would be defined as a new project/event. Likewise, a project by an existing museum which expands its current offerings, or a specific new strategy for appealing to a different target market that is in its first year, would be considered a new project. Ongoing general marketing and advertising campaigns or general operational support requests for organizations/event which have existed for longer than four years are not defined as a new project/event.

Ongoing Projects/Events are defined as projects/events that have been established for more than four years. Applications that qualify under this definition may be awarded up to 10% of the project's/event's expense budget.

Partnerships are agreements between events/organizations/groups which enhance the overall project/event by providing additional value-added benefits or opportunities for attendees as well as the participating partners. For instance, as part of your event, you may have partnered with a local hotel or campground for a special group rate for overnight attendees. You may have also partnered with a local restaurant to provide a special meal discount or drink offer. You may have also agreed to refer your attendees to another event simultaneously occurring in another part of the county.

Project Budget is a written description of the complete budget for your project or event. It must include anticipated revenues, expenses, and any potential profit or loss.

Seasonal means a project or event which operates at least 1 month and up to 6 months, and during at least 2 seasons (Spring, Summer, Fall, Winter).

Self-Sustaining is being able to provide for your own needs without the assistance of grant funds.

Supports County as a Tourism Destination means including strategies within your proposal which will assist in attracting tourists to our County during times of the year other than for your project/event alone. This may include cross-promotion agreements with other projects/events, it may include active marketing of other projects/events at your project/event, it may include referring attendees directly to other tourist opportunities in Kittitas County, etc.

Year-round means a project or event is ongoing and actively working to attract tourists for at least 6 months, and at least 3 seasons (Spring, Summer, Fall, Winter).

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: Cle Elum Downtown Association
Organization mailing address: PO Box 106
Cle Elum, WA 98922
Organization contact person & title: Jordan Peterson, Executive Director
Organization/contact phone: 509-433-7330
Email: jordan@cleelumdowntown.org
Organization Website: www.cleelumdowntown.com
Federal Tax ID Number: 20-3716010 UBI Number: 602-525-709

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: Christmas In Cle Elum Lighted Parade and Fireworks 2025
Project/Event Date: December 6, 2025
Project/Event Location: Downtown Cle Elum

Amount of Funding Requested: \$ 7,750.00

For which funding category do you qualify (check one) (see instructions for definitions):
☐ New Project/Event ☒ Ongoing Project/Event Support
Estimated # of overnight stays: 30

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? CEDA 2024 \$10,522.00
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?	<u>2000</u>	<u>3000</u>

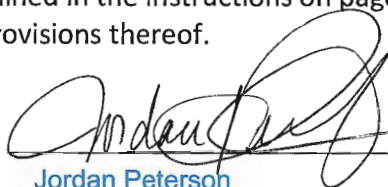
B.	How many days did/will your event occur?	<u>1</u>	<u>1</u>
C.	How many room nights were and /or will be booked as a result of your project/event? <i>(You must provide a verifiable source of information as evidence for your response to item C. Failure to do so will disqualify your application.)</i>	<u>20 (est 1%)</u>	<u>30</u>

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)

Jordan Peterson

Title:

Executive Director

Date:

12/11/2024



HALFWAY TO EVERYWHERE

December 11, 2024

Lodging Tax Committee
City of Cle Elum
119 W First Street
Cle Elum, WA 98922

RE: 2025 Christmas In Cle Elum: Fireworks and Lighted Parade Lodging Tax Request

Dear Members of the Lodging Tax Committee,

The Cle Elum Downtown Association is submitting this request for Lodging Tax funding in support of the *Christmas in Cle Elum: Lighted Parade & Fireworks* event. This event is an integral part of the annual Christmas in Cle Elum festivities, cherished by both the local community and visitors. The Cle Elum Downtown Association took over the event from the Kittitas County Chamber of Commerce in 2024. The parade is a beloved symbol of the Christmas spirit, celebrating community, togetherness, and joy.

Event Description: The Christmas in Cle Elum Lighted Parade & Fireworks is a key subevent in our holiday celebrations. It has become a highlight for both residents and tourists, bringing a festive atmosphere to downtown Cle Elum. The parade features local organizations, businesses, and residents and culminates with a spectacular fireworks display.

Results/Measurements: We gather informal feedback from attendees through online surveys, volunteer engagement, public reactions, and tools like Google Analytics and QR Code tracking. While our access to lodging data is still developing, we are beginning to capture more relevant data through platforms such as BOOMS Tracker and Placer.ai. These tools will help us better understand the event's impact on local tourism and lodging.

Additional Funding: This year, we have introduced a new expense for the fireworks display, which, though modest, adds significant value to the event. Historically, our funding has primarily come from JLARC, which allows the Cle Elum Downtown Association (CEDA) to allocate funds to other event expenses. Recent subevents like the Downtown Holiday Lighting (launched in 2023) have attracted interest from new sponsors and media outlets, which we hope will alleviate future funding challenges.

In the past, Christmas in Cle Elum has not had a large sponsorship base. However, the support we have received from both businesses and residents this year has been encouraging, and we anticipate that sponsorship interest will continue to grow in the future.

If we are unable to secure funding, particularly for the parade and fireworks, we foresee a decline in community participation and tourist engagement, which could lead to the reconsideration of the fireworks display in future years.

Partnerships: Our Promotions Committee works closely with community members and organizations to plan the event, including collaborations with local groups such as the Cle Elum Fire Department and Cle Elum-Roslyn School District. In 2023, we expanded our partnerships with local businesses and nonprofits, which we plan to continue building in the coming years. A complete schedule of events will be available in November 2025, designed to foster a festive atmosphere downtown and connect with neighboring communities.



HALFWAY TO EVERYWHERE

Self-Sustaining Plans: The Cle Elum Downtown Association is exploring additional sponsorship opportunities, new event ideas, and other revenue-generating strategies. These efforts aim to reduce costs, balance community engagement with tourism, and ensure the long-term sustainability of the event.

Additional Information: As part of this request, we are enclosing a proposal for enclosed heating sources (as pictured), which will be used during the parade in place of the traditional fire pits. Due to safety concerns and changes in the City of Cle Elum's code, the fire pits are no longer permitted. These heating sources have been approved by Chief Mills of the Cle Elum Volunteer Fire Department.

Total JLARC Request for 2024: \$7,750.00

Please find the attached project budget for additional details.

Thank you for considering our request. We are eager to continue this cherished holiday tradition and appreciate your support in making it a success.

Sincerely,

Jordan Peterson
Executive Director
Cle Elum Downtown Association

2025 Christmas in Cle Elum EProjectedNotes**REVENUE**

Kittitas County LT	\$	1,000.00
CEDA Budget	\$	1,500.00

Sponsorships

Presenting Sponsor	\$	2,000.00	Christmas in Cle Elum Expenses
Parade & Fireworks Sponsor	\$	1,500.00	Surplus parade and fireworks expenses
Adopt-A-Tree	\$	100.00	Surplus from the Holiday Lighting Project or other Christmas in Cle Elum
Community Sponsor	\$	100.00	Passport & gifts
Christmas Coloring Book	\$	1,000.00	All funds go to Coloring Book and Crayons
Pictures with Santa and the Grinch	\$	500.00	Expenses related to Contractual Services with Grinch, Santa and photos
Hot Cocoa and Cookies	\$	500.00	Expenses related to hot cocoa and cookies with Santa & Grinch
Downtown Trees and Lighting Sponsor	\$	2,000.00	Expenses related to promotion and contractual services
	\$	10,200.00	

EXPENSES

CEDA Staff (120hrs @ \$35)	\$	4,200.00	
CEDA Administrative Oversight - Holiday Lighti	\$	4,560.00	Hourly rate of \$57 (2 staff) Administrative Oversight of Lighting
	\$	8,760.00	

Marketing - Promotions

Printing	\$	1,100.00	cards, posters, etc.
Print Advertising	\$	1,450.00	includes 50% support by NKCT in two large ads
Advertising Online	\$	100.00	social media - 50 miles or farther
Banner - Banner Pole	\$	250.00	Banner for Banner Pole
Christmas in Cle Elum Banners	\$	-	(2) Oversized Christmas in Cle Elum Vinyl Banners
IT support	\$	500.00	website up or other IT needs
Photos with Santa	\$	250.00	Photo Printer, Paper and Candy Canes
Letters from Santa	\$	350.00	Paper and envelopes (red and green) & Stamps
Entertainment	\$	600.00	
	\$	4,600.00	

Contractual Services

Fireworks Display	\$	7,500.00
Fireworks Permit - City of Cle Elum	\$	250.00
	\$	7,750.00

Total	\$	23,560.00
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SLARE Request of \$7,780.00



2025 Lodging Tax Fund Application

Name of Applicant: Cle Elum Downtown Association

Name of Event: Pioneer Day 2025

Date Received: _____

Received By: _____

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922
509-674-2262**

Lodging Tax Funds – General Information

The City of Cle Elum imposes a lodging tax assessed on the sale or charge made for furnishings of lodging according to RCW 67.28.180 and RCW 67.28.181. The committees' purpose is to advise and recommend to the legislative authority of the city how excise taxes on lodging should be allocated to support tourism which in turn generates revenue.

Uses According to Law:

According to State Statute funds awarded under this process may be used for the following:

1. Tourism marketing;
2. The marketing and operations of special events and festivals designed to attract tourists;
3. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501 (c) (3) and 26 U.S.C. Sec. 501 (c) (6) of the internal revenue code of 1986, as amended.

Definitions included in state law which should be considered in any application requesting funding include:

- (1) **Tourism** means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
- (2) **Tourism promotion** means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing or the operation of special events and festivals designated to attract tourists.
- (3) **Tourism-related facility** means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a) (i) Owned by a public entity; (ii) owned by a nonprofit organization described under section 501 (c) (3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501 (c) (6) of the federal internal revenue code of 1986, as amended, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities.

Review Process:

The Committee will review grant applications and award lodging tax funds for special events and festivals.

The Committee will compile the score sheets, rankings, and funding recommendations for further consideration.

Scoring sheets which determine the overall ranking of applications are included in this packet for your reference and information.

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New Projects/Events are projects/events which are in the first four years of existence. For example, a proposal for a barbeque competition which is in its third year would be defined as a new project/event. Likewise, a project by an existing museum which expands its current offerings, or a specific new strategy for appealing to a different target market that is in its first year, would be considered a new project. Ongoing general marketing and advertising campaigns or general operational support requests for organizations/event which have existed for longer than four years are not defined as a new project/event.

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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: Cle Elum Downtown Association
Organization mailing address: PO Box 106
Cle Elum, WA 98922
Organization contact person & title: Jordan Peterson, Executive Director

Organization/contact phone: 509-433-7330
Email: jordan@cleelumdowntown.org
Organization Website: www.cleelumdowntown.com
Federal Tax ID Number: 20-3716010 UBI Number: 602-525-709

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: Pioneer Day
Project/Event Date: July 3-7, 2025
Project/Event Location: Downtown Cle Elum

Amount of Funding Requested: \$ 18,879.00

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

☐ New Project/Event ☒ Ongoing Project/Event Support
Estimated # of overnight stays: 855

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 ☐

[See attached](#)

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:

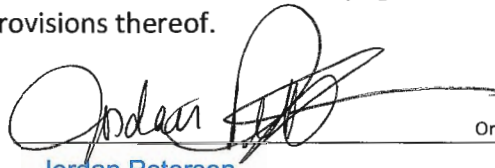
A.	How many participants and spectators attended last year's activity and/or will attend this year?	Prior Year	Projected
		4419 (PARADE)	4500
		300 (Dock Diving)	350

B.	How many days did/will your event occur?	<u>1 (PARADE)</u> <u>3 (Dock Diving)</u>	<u>1 (PARADE)</u> <u>3 (Dock Diving)</u>
C.	How many room nights were and /or will be booked as a result of your project/event? <i>(You must provide a verifiable source of information as evidence for your response to item C. Failure to do so will disqualify your application.)</i>	<u>855</u>	<u>855</u>

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)

Jordan Peterson

Title:

Executive Director

Date:

12/11/2024



HALFWAY TO EVERYWHERE

December 11, 2024

Lodging Tax Committee
City of Cle Elum
119 W First Street
Cle Elum, WA 98922

RE: Pioneer Day 2025 Lodging Tax Request

Event Description

Pioneer Day is an ongoing celebration of Cle Elum's rich heritage, blended with the joy of Independence Day. The event has become a central part of our community's identity and plays a key role in driving peak-season economic activity while enriching the lives of residents and visitors.

As Cle Elum experiences an increasing influx of travelers, it is critical to offer memorable and welcoming attractions to strengthen our growing economic base. Pioneer Day, held annually over the weekend, offers just that – it draws tourists and residents alike, providing entertainment, community connection, and significant economic impact.

In 2024, the Cle Elum Downtown Association (CEDA) took over the organization of the Pioneer Days Parade from the Kittitas County Chamber of Commerce. This transition required reallocation of resources, staff, and funding to ensure the event's success. In light of safety concerns identified during the 2022 and 2023 parades and associated events, we have taken proactive steps to enhance safety measures for the 2025 event.

To alleviate strain on our local police department, we have decided to hire Traffic Management services to ensure smoother operations and increase safety during the event. Additionally, we plan to double the number of off-duty officers and increase compensation for Fire Department personnel trained in Traffic Incident Management Systems (TIMS) and flagging (minimum requirement). These measures will ensure comprehensive safety coverage for all aspects of the event.

Results/Measurements

The Cle Elum Downtown Association tracks public feedback, volunteer participation, and other informal data through online tools, Google Analytics, QR Code tracking, and voluntary zip code reporting. However, we currently do not have access to detailed lodging information, apart from general occupancy rates and average nightly rates.

Additional Funding

The Cle Elum Downtown Association allocates a portion of its internal funding to the Pioneer Days event each year, in addition to receiving Kittitas County Lodging Tax funds and sponsorships. We believe that with additional funding, we can further improve the event's safety, experience, and community impact.



HALFWAY TO EVERYWHERE

Partnerships

We are committed to continuing our collaboration with the Cle Elum Fire Department, Cle Elum-Roslyn School District, and other community organizations, including local businesses and nonprofit groups, to make this event a success. We appreciate your consideration of this request and look forward to your support in bringing a safe and enriching Pioneer Day event to Cle Elum in 2025.

Project Budget

The total amount requested for the Pioneer Day 2025 event is \$18,879. Please find the attached project budget for your review.

Please see attached for project budget.

TOTAL JLARC REQUEST \$ 18,879.00

Thank you for your time and consideration. Please feel free to contact me if you have any questions or need further details.

Warmly,

Jordan Peterson
Executive Director
Cle Elum Downtown Association

Pioneer Day 2025		Projected	Notes
REVENUE			
Kittitas County LT	\$	4,000.00	
CEDA Budget	\$	2,000.00	
Sponsorships	\$	3,500.00	Presenting Sponsor
	\$	2,000.00	Parade Sponsor
	\$	2,500.00	Dock Diving Sponsor
	\$	1,500.00	Water Sponsors
	\$	250.00	Trash Crew Sponsor
Revenue Total	\$	15,750.00	
EXPENSES			
CEDA Staff (120 hr/ \$22)	\$	2,640.00	PD planning, day-of & post-event reporting
Garbage Crew	\$	500.00	Staffing - Garbage Crew (2 @ \$250/ea)
Crayons	\$	50.00	Crayons for Coloring Books
Post-event Meeting	\$	250.00	Post-Event Follow-up Meeting
Parade Prep	\$	54.00	Spray paint for lining out parade staging
	\$	50.00	
Canned Water	\$	2,000.00	Water bottles / cans - Dru Bru, quoted \$0.41/can in 2024
	\$	5,544.00	
Marketing - Promotions			
Stickers - PD	\$	375.00	Stickers for Pioneer Days- handout promo
Printing	\$	500.00	cards, posters, etc.
Print Advertising	\$	2,000.00	includes 50% support by NKCT in two large ads
Design	\$	500.00	
IT support	\$	500.00	website up or other IT needs
	\$	3,500.00	
Contractual Services			
Dock Diving Contract	\$	7,500.00	
Drone Footage	\$	300.00	
Musician(s)	\$	1,000.00	
Seattle Cossacks - Performance	\$	1,600.00	
Seattle's Finest Traffic Control	\$	5,000.00	8 off-duty officers at \$150/hr for 4 hours + travel fees
Off Duty Traffic Control	\$	1,000.00	8 people @ \$31.25/hr 4 hours
Porta Potties (see quote)	\$	2,500.00	
Water for Dock Diving	\$	795.00	This is billed through the City of Cle Elum Water Dept
Staging and Sound	\$	1,500.00	
XL Trash Cans	\$	1,000.00	
20yd Garbage Container	\$	750.00	
	\$	22,945.00	
Total	\$	34,629.00	
JLARC Request	\$	18,879.00	



2025 Lodging Tax Fund Application

Name of Applicant: Cle Elum Downtown Association

Name of Event: Christmas In Cle Elum
Downtown Holiday Lighting 2025

Date Received: _____

Received By: _____

City of Cle Elum
119 West First Street
Cle Elum, WA 98922
509-674-2262

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3. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501 (c) (3) and 26 U.S.C. Sec. 501 (c) (6) of the internal revenue code of 1986, as amended.

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119 West First Street
Cle Elum, WA 98922**

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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: Cle Elum Downtown Association
Organization mailing address: PO Box 106
Cle Elum, WA 98922
Organization contact person & title: Jordan Peterson, Executive Director
Organization/contact phone: 509-433-7330
Email: jordan@cleelumdowntown.org
Organization Website: www.cleelumdowntown.com
Federal Tax ID Number: 20-3716010 UBI Number: 602-525-709

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: Christmas In Cle Elum Downtown Holiday Lighting 2025
Project/Event Date: November 15, 2025 - February 15, 2026
Project/Event Location: Downtown Cle Elum, Flagpole Park and Municipal Buildings

Amount of Funding Requested: \$ 67,919.61 (with tax)

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

☐ New Project/Event ☒ Ongoing Project/Event Support
Estimated # of overnight stays: 375

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 ☐

2022 \$43,866.06
2023 \$50,248.86
2024 \$63,799.73

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. How many participants and spectators attended last year's activity and/or will attend this year?

Prior Year

Projected

7262

7500

Projections from this year, due to the event not having closed for the 2024/2025 season.

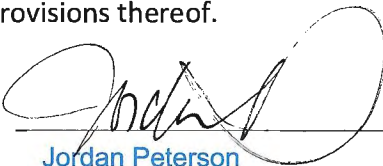
B.	How many days did/will your event occur?	<u>60+</u>	<u>60+</u>
C.	How many room nights were and /or will be booked as a result of your project/event? <i>(You must provide a verifiable source of information as evidence for your response to item C. Failure to do so will disqualify your application.)</i>	<u>363</u>	<u>375</u>

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)

Jordan Peterson

Title:

Executive Director

Date:

12/11/2024



HALFWAY TO EVERYWHERE

December 11, 2024

Lodging Tax Committee
City of Cle Elum
119 W First Street
Cle Elum, WA 98922

RE: 2025 Holiday Lighting Lodging Tax Request

Event Description

Christmas in Cle Elum is a cherished month-long event celebrating the holiday season and fostering off-season economic growth and community engagement. This annual celebration has become integral to Cle Elum's identity and heritage, enhancing the experience of visitors during this festive time. As our community sees an increase in travelers, creating memorable and welcoming attractions is essential for promoting a "stop and shop" attitude, especially during the off-season.

The Holiday Lighting Project, initiated by the City of Cle Elum using JLARC funds, has grown significantly due to staffing changes and sidewalk improvements. To streamline this effort, the Cle Elum Downtown Association began collaborating with the City in 2022 to manage the project. Currently, the lighting and decorations span from Stafford Street to Yakima Ave, including Flagpole Park, City Park, and four key municipal buildings: City Hall, Carpenter Library, Cle Elum Fire Department, and the Cle Elum-Roslyn Police Department. This integration into the Christmas in Cle Elum event has led to a larger funding request this year compared to previous years.

In 2024 we proposed to secure a three-year contract with Reflection of Perfection, with a projected annual increase of 5% on all trees, poles, and lights.

Results/Measurements

The Cle Elum Downtown Association collects informal feedback through online surveys, volunteer support, public reactions, and tools like Google Analytics and QR Code tracking. Currently, we have limited access to lodging data, relying mainly on online occupancy rates and average nightly rates. However, we are beginning to capture more pertinent data through platforms like BOOMS tracker and Placer.ai.

Additional Funding

The Holiday Lighting Project constitutes approximately 70% of the total expenses for Christmas in Cle Elum. Funding is primarily sourced from JLARC due to our established partnership. However, recent sub-events, such as the Downtown Holiday Lighting launched in 2023, have attracted interest from new sponsors and media outlets, which we hope will alleviate funding challenges moving forward.

Historically, Christmas in Cle Elum has not been a highly sponsored event, and we work with the Kittitas County Lodging Tax for support.

If we are unable to secure funding, particularly for the Holiday Lighting Project, we anticipate a significant decline in community participation and tourist engagement.

Partnerships

The Cle Elum Downtown Association's Promotions Committee collaborates with community members and organizations to plan this annual event, like Pioneer Days. In 2023, we engaged the



HALFWAY TO EVERYWHERE

Cle Elum Fire Department and Cle Elum-Roslyn School District, alongside our long-standing partners, including local businesses and nonprofits. A complete schedule of events will be available in November 2025, with the aim of creating a festive atmosphere downtown and fostering connections with nearby communities.

Self-Sustaining Plans

To achieve self-sustainability for the Holiday Lighting Project, we must engage in discussions with the City of Cle Elum about potential funding strategies, including event-specific sponsorships and the purchase of lights and decorations.

The Cle Elum Downtown Association is actively exploring additional sponsorship opportunities and event ideas to enhance revenue and partnerships, reduce costs, and balance community engagement with tourism.

Additional Information

This year's budget has increased significantly due to the addition of sidewalk trees and poles, following the recent Sidewalk Improvement Project. To ensure future sustainability, we have worked closely with our contractor, Reflection of Perfection, to establish an optimal price point for each line item. They have agreed to a locked-in cost-of-living increase of 5% through 2027.

Project Budget

Year Amount

2025 \$69,179.71

2026 \$72,638.69

2027 \$76,271.72

Total JLARC Request for 2025: \$69,179.71

Please find the attached project budget for further details.

Thank you for considering our request.

Sincerely,

Jordan Peterson
Executive Director
Cle Elum Downtown Association

Cle Elum Downtown Association

CHRISTMAS IN CLE ELUM HOLIDAY LIGHTING

AS COMPARED TO 2024 PRICING

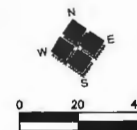
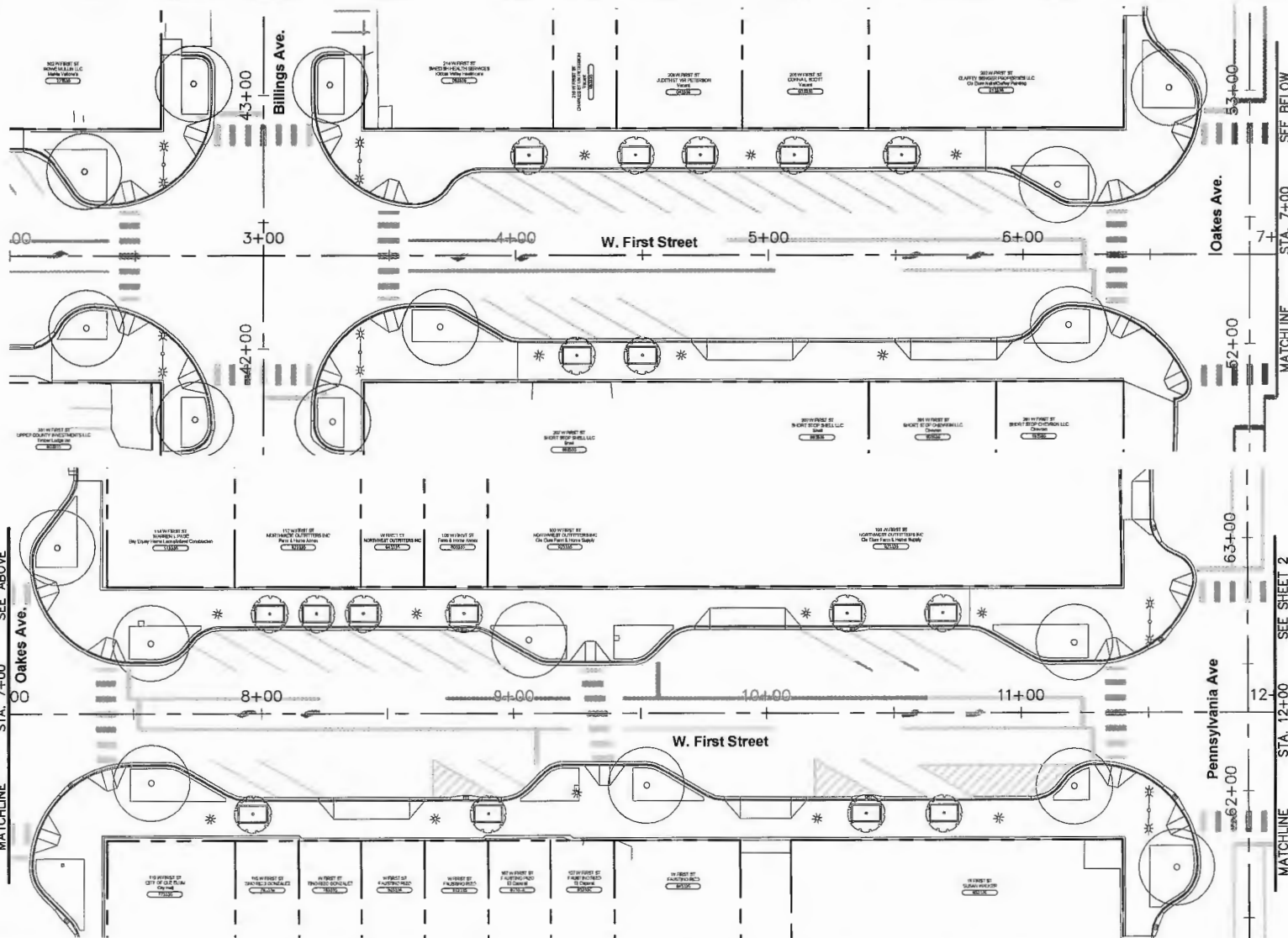
	QTY	2024 Price Per	Tax	2025 Subtotal	Total	Trimmed Trees	Notes
Flag Pole Park							
HL- Tree A	1	\$ 3,510.00	\$ 298.53	\$ 3,685.50	\$ 3,984.03		Select trees will be pruned Oct 2024 with remaining pruned in 2025 as hired by UKC Rotary Club - managed by Gary Berndt
HL- Tree B	1	\$ 675.00	\$ 57.41	\$ 708.75	\$ 766.16	2024	
HL- Tree C	1	\$ 675.00	\$ 57.41	\$ 708.75	\$ 766.16	2024	
HL- Tree D	1	\$ 1,350.00	\$ 114.82	\$ 1,417.50	\$ 1,532.32	2024	
HL- Tree E	1	\$ 1,350.00	\$ 114.82	\$ 1,417.50	\$ 1,532.32	2024	
HL- Tree F	1	\$ 675.00	\$ 57.41	\$ 708.75	\$ 766.16	2024	
HL- Tree G	1	\$ 675.00	\$ 57.41	\$ 708.75	\$ 766.16		
HL- Tree H	1	\$ 675.00	\$ 57.41	\$ 708.75	\$ 766.16		
HL- Tree I	1	\$ 675.00	\$ 57.41	\$ 708.75	\$ 766.16		
HL- Tree J	1	\$ 675.00	\$ 57.41	\$ 708.75	\$ 766.16	2024	
HL- Tree K	1	\$ 810.00	\$ 68.89	\$ 850.50	\$ 919.39		
HL- Tree L-P	3	\$ 675.00	\$ 172.23	\$ 2,126.25	\$ 2,298.48		
HL- Tree Q	1	\$ 1,620.00	\$ 137.78	\$ 1,701.00	\$ 1,838.78		
HL- Tree R	1	\$ 675.00	\$ 57.41	\$ 708.75	\$ 766.16	2024	
HL- Tree S	1	\$ 675.00	\$ 57.41	\$ 708.75	\$ 766.16	2024	
HL- Tree T	1	\$ 1,620.00	\$ 137.78	\$ 1,701.00	\$ 1,838.78	2024	
HL- Tree U	1	\$ 1,620.00	\$ 137.78	\$ 1,701.00	\$ 1,838.78	2024	
HL- Tree V	0	\$ -	\$ -	\$ -	\$ -	REMOVED	
Wye Park	0	\$ -	\$ -	\$ -	\$ -		(no power)
Downtown (Street) Trees	113	\$ 155.91	\$ 1,479.87	\$ 18,498.38	\$ 19,978.25	QTY will increased in 2025	
Light Poles w/ ext power	26	\$ 203.02	\$ 443.39	\$ 5,542.43	\$ 5,985.82		
Light Poles w/o ext power	43	\$ 194.97	\$ 704.21	\$ 8,802.68	\$ 9,506.89		
City Park Gazebo	1	\$ 1,485.62	\$ 124.79	\$ 1,559.90	\$ 1,684.69		
City Hall	1	\$ 2,027.47	\$ 170.31	\$ 2,128.84	\$ 2,299.15		
Fire Department	1	\$ 2,848.65	\$ 239.29	\$ 2,991.08	\$ 3,230.37		
Library	1	\$ 866.70	\$ 72.80	\$ 910.04	\$ 982.84		
Police Station	1	\$ 1,211.03	\$ 101.73	\$ 1,271.58	\$ 1,373.31		
		+ \$ 5,035.69		\$ 62,683.92	\$ 67,719.61		

Annual percentage increase 5%

Estimated increase of 5% each year after 2024	2024	2025	2026	2027
Based on 2023 pricing the subtotal for 2024 would be:	\$ 59,698.97	\$ 62,683.92	\$ 65,818.12	\$ 69,109.02

Complementary:	Value	Cost	
Custom JOY Sign	\$ 4,000.00	\$ -	
Giant Present	\$ 3,000.00	\$ -	As available
Custom TNT Box	\$ 4,000.00	\$ -	As available
Vintage Santa Sleigh	\$ 1,500.00	\$ -	
	\$ 12,500.00	ZERO	

There is currently no power at Wye Park -- would like to light these trees if power becomes available, either through spiderwire or fixed lighting as of 2023 there were 25 trees in this park.

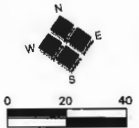
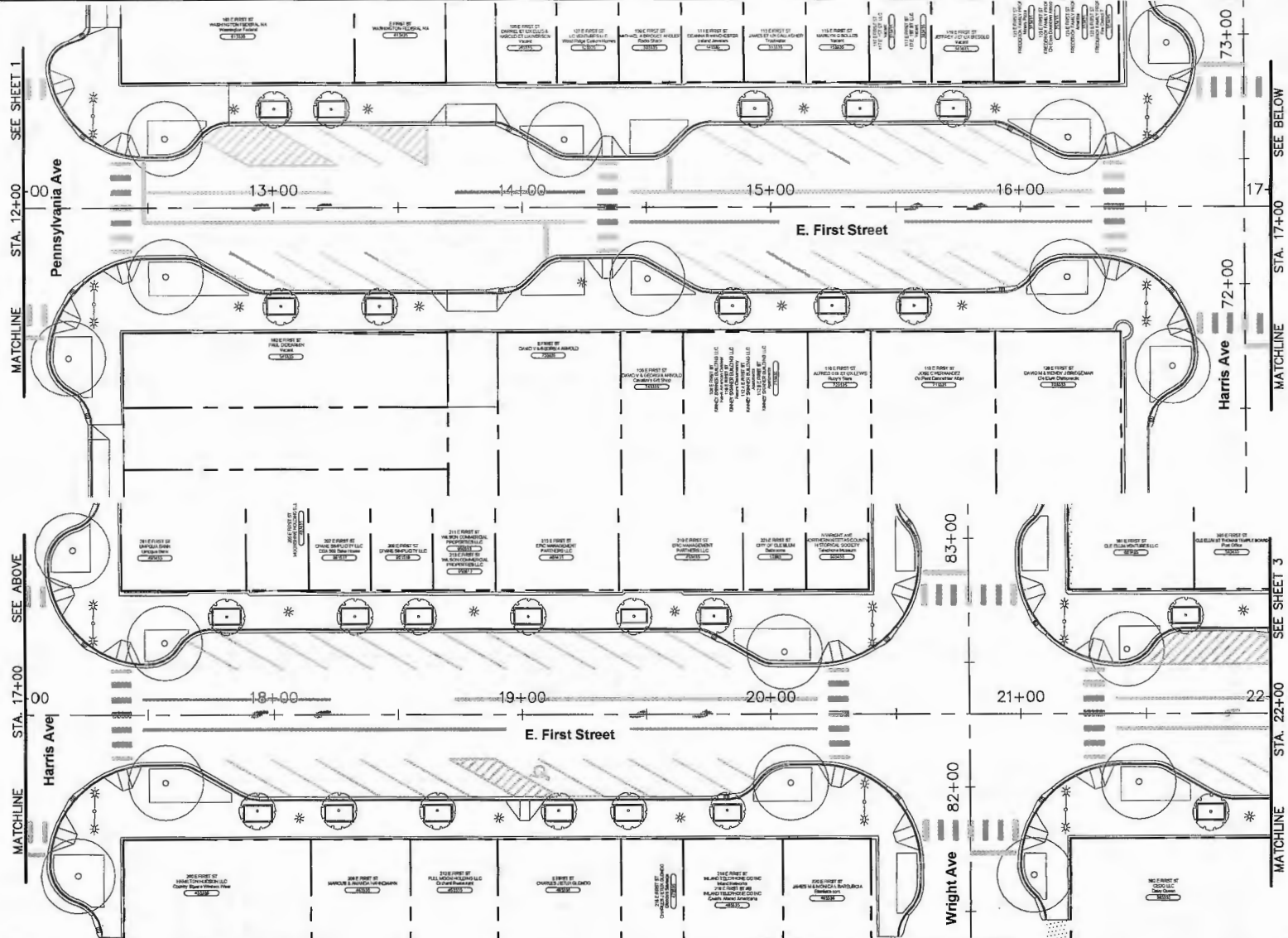


2803 River Road
Yakima, WA 98902
509.966.7000
Fax 509.965.3800
www.hlacivil.com

JOB NUMBER: 23150
DATE: 10-02-24
FILE NAMES: 23150.dwg
DRAWING:
DRAWN BY: MMS
CHECKED BY: BAA

CITY OF CLE ELUM
DOWNTOWN REVITALIZATION
TREE AND LIGHTING COUNT

SHEET
1
OF
3



Tree Count: 19
Light Count: 13

Tree Count: 23
Light Count: 14



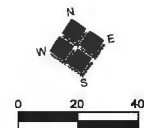
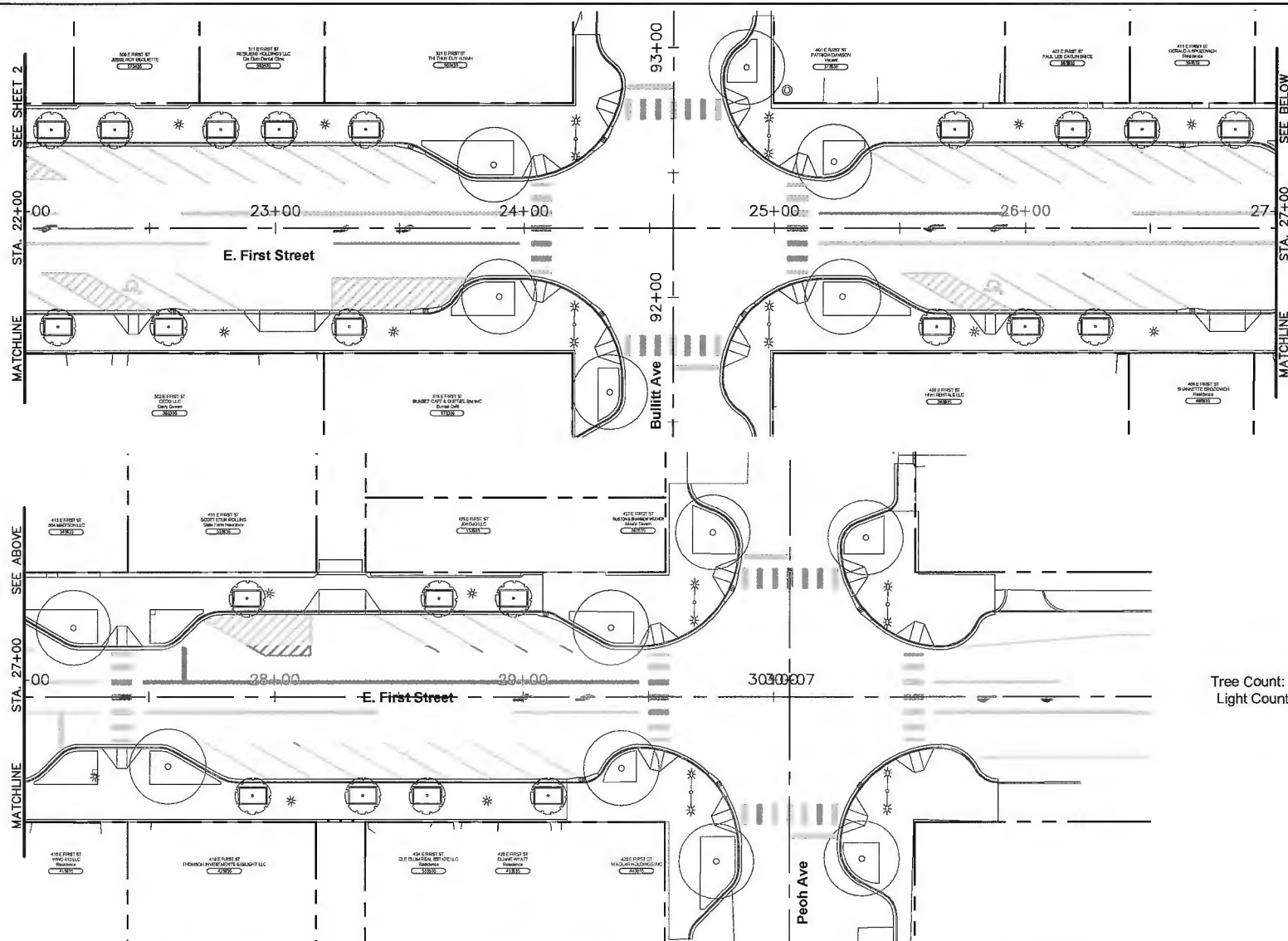
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DRAWN BY: MMS CHECKED BY: BAA	

CITY OF CLE ELUM
DOWNTOWN REVITALIZATION

TREE AND LIGHTING COUNT

SHEET
2
OF
3



Tree Count: 21
Light Count: 12

Tree Count: 15
Light Count: 9



2803 River Road
Yakima, WA 98902
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Fax 509.965.3800
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CITY OF CLE ELUM
DOWNTOWN REVITALIZATION

TREE AND LIGHTING COUNT

SHEET
3
of
3



2025 Lodging Tax Fund Application

Name of Applicant: Michael Zuhars

Name of Event: FRANZ QUEEN CORONATION
AND MISS: QUEEN

Date Received: _____



Received By: Debbie I

2025 Pioneer Queen NARRATIVE.

The Pioneer Queen Coronation Committee is seeking the amount of \$4,010 to assist with the Pioneer Days Queen Coronation. There is often a deficit in which our committee members personally fulfill in order to make sure the event continues.

The Pioneer Days Queen Coronation is the "Kick-Off" event for the Upper County Pioneer Days celebrations and activities. This event brings the community together to celebrate an upper county resident from areas such as Ronald, Roslyn, Easton, Cle Elum, South Cle Elum and outlying areas. This event brings a wide variety of visitors to Upper County to celebrate the Pioneer Days Queen and her family. It is a way to recognize and show appreciation for longtime residents who have embraced, resided in and supported the community for a minimum of 40 years AND are over 75 years of age. This year the event will be held on June 26, 2025 at the Putnam Centennial Center.

Since this event is a celebration of the matriarchs of the community, community involvement is paramount to the success of the Pioneer Days Queen Coronation. This event has been a part of the Pioneer Days Celebration for more than 50 years and has become a legacy and tradition for Upper Kittitas County. The event includes community members of all ages some, many of whom drive great distances to celebrate a friend or family member that is being crowned as well as to participate in the many 4th of July activities that are provided in Upper Kittitas County. For the coronation specifically, we have approximately 150-200 people attend, many needing lodging so that they can fully participate in the events.

STATEMENT OF QUALIFICATIONS.

Michael Richard is our Chairman, and Sena Lanphere is our treasurer.

Committee members are: Michael Richard, Sena Lanphere, Tasha Rogalski, Bev Gonyea, Nora Kantwill and Tessa Henrichsen.

We volunteer our time and, when there

is a deficit of funding, we close the financial gap individually so that we can continue the commitment to our community and continue the wonderful tradition of the Pioneer Days Queen Coronation ceremony for the City of Cle Elum.

This year celebrates the 56th annual Queen & Coronation ceremony.

FINANCES.

Historically, due to the importance of the event in the community, local businesses have helped fund the coronation. Over the last four years, the City of Cle Elum has partially funded this event through our application for local Lodging Taxes. We also work with the Cle Elum Downtown Association as the partnerships with additional organizations help with the celebration and the success of the event.

All allocation of funds will be used for the Coronation Ceremony rental at the Putnam Centennial Center (\$100/hr), postage, newspaper ads, Facebook posts, reimbursement for queens travels to additional events, advertising and marketing, and decorations, rental, programs, promotional posters and banners and signs for the cars. With the increase in costs in the current market, additional funding will be needed to keep the additional expenditures to the volunteers to a minimum.

SCOPE OF CAPITAL PROJECT.

N/A

2024 PIONEER DAYS QUEEN CORONATION, MEET/GREET & PARADE

ITEM/SERVICE	ESTIMATE	ACTUAL	DIFFERENCE	NOTES
Facility Rental	\$ 550.00	\$ 520.78	\$ (29.22)	Upper Kittitas County Senior Center
Facility Rental Deposit	\$ 100.00	\$ 223.36	\$ 123.36	Deposit for 2025 Senior Center Rental
Linens, Plasticware, Plates, Napkins, etc.	\$ 150.00	\$ 72.38	\$ (77.62)	
Print Materials	\$ 350.00	\$ 171.57	\$ (178.43)	Paper, Printing, Postage, Signage - inc. programs, signs and letters to Queens
Cake, Appetizers and Refreshments	\$ 500.00	\$ 160.98	\$ (339.02)	Coronation Ceremony
Entertainment	\$ 300.00	\$ 250.00	\$ (50.00)	Coronation Ceremony
Flower Bouquets/Corsages	\$ 260.00	\$ 215.00	\$ (45.00)	
Crown for Queen	\$ 50.00	\$ 34.11	\$ (15.89)	
Advertising	\$ 450.00	\$ 670.52	\$ 220.52	
Travel Reimbursement	\$ 200.00	\$ -	\$ (200.00)	Intented for Queen to fulfill duties in other areas
Decorations	\$ 600.00	\$ 397.82	\$ (202.18)	Coronation event, Meet & Greet and Parade
Meet & Greet Costs	\$ 150.00	\$ -	\$ (150.00)	Refreshments, etc.
Queen Dress	\$ 100.00	\$ 100.00	\$ -	Reimbursement
Insurance	\$ -	\$ 306.16	\$ 306.16	
TOTAL	\$ 3,760.00	\$ 3,122.68	\$ (637.32)	

	APPROVED	REQUESTED
City of Cle Elum JLARC Request	\$ 2,500.00	\$ 2,500.00
		\$ 622.68

50+ VISITORS	VALUE	DIFFERENCE
19	\$ 5,795.00	\$ 7,870.00
15	\$ 4,575.00	Coronation
		Meet & Greet/Parade
	\$ 10,370.00	

AMOUNT VISITORS SPEND DAILY	\$ 205.00
AMOUNT VISITORS SPEND ON O/N STAY	\$ 100.00

The amount that a visitor spends on travel, food and various costs on travel in 2024*
Amount per visitor for overnight stays, averaging resort, hotel, motel and camping fees

*Per KCCC 2024 Kittitas County Lodging Tax Informational Video

2025 PIONEER DAYS QUEEN CORONATION, MEET/GREET & PARADE

ITEM/SERVICE	ESTIMATE	ACTUAL	DIFFERENCE	NOTES
MARKETING				
Print Materials	\$ 350.00		\$ (350.00)	Paper, Printing, Postage, Signage - inc. programs, signs and letters to Queens
Digital Promotion	\$ 450.00		\$ (450.00)	
CONTRACTURAL SERVICES				
Facility Rental	\$ 550.00		\$ (550.00)	Upper Kittitas County Senior Center
Facility Rental Deposit	\$ 100.00		\$ (100.00)	Deposit for 2025 Senior Center Rental
Entertainment	\$ 500.00		\$ (500.00)	Coronation Ceremony
Insurance	\$ -		\$ -	
OPERATIONS				
Linens, Plasticware, Plates, Napkins, etc.	\$ 150.00		\$ (150.00)	
Cake, Appetizers and Refreshments	\$ 500.00		\$ (500.00)	Coronation Ceremony
Flower Bouquets/Corsages	\$ 260.00		\$ (260.00)	
Crown for Queen	\$ 100.00		\$ (100.00)	
Travel Reimbursement	\$ 200.00		\$ (200.00)	Intented for Queen to fulfill duties in other areas
Decorations	\$ 600.00		\$ (600.00)	Coronation event, Meet & Greet and Parade
Meet & Greet Costs	\$ 150.00		\$ (150.00)	Refreshments, etc.
Queen Dress	\$ 100.00		\$ (100.00)	Reimbursement

TOTAL \$ 4,010.00 \$ - \$ (4,010.00)

	APPROVED	REQUESTED
City of Cle Elum JLARC Request	\$ 2,750.00	\$ (2,750.00)

50+ VISITORS	VALUE	DIFFERENCE
VALUE OF 50+ MILE VISITATION		\$ (2,750.00)
		Coronation
		Meet & Greet/Parade
	\$	

AMOUNT VISITORS SPEND DAILY	\$ 205.00	
AMOUNT VISITORS SPEND ON O/N STAY	\$ 100.00	

The amount that a visitor spends on travel, food and various costs on travel in 2024*
Amount per visitor for overnight stays, averaging resort, hotel, motel and camping fees
*Per KCCC 2024 Kittitas County Lodging Tax Informational Video

APPLICATION FOR LODGING TAX GRANT FUNDING

Application Year: 2025
Name of Organization: POUNCEBURY CHURCH
Organization mailing address: 2381 TRINITY WAY
MIDDLEBURY CLE ELUM OH
Organization contact person & title: WILLIAM J. JONES
COMMUNITY CHAIR
Organization/contact phone: WILLIAM J. JONES
202 795-7007
Email: WILLIAM.J.JONES@CLEELUM.ORG
Organization Website: WILLIAM.J.JONES@CLEELUM.ORG

Federal Tax ID Number: _____ UBI Number: _____

Organization is a (select one):

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

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

Project/Event Name: POUNCEBURY CHURCH
Project/Event Date: JUNE 26 2025
Project/Event Location: WVC SENIORS CENTER
Amount of Funding Requested: \$ 12,780.00

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

☐ New Project/Event ☒ Ongoing Project/Event Support
Estimated # of overnight stays: 25

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

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.

2023 2500
2024 2500

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

- A. How many participants and spectators attended last year's activity and/or will attend this year?

Prior Year

Projected

200

200

B. How many days did/will your event occur? _____

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.)

1 1
21 25

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)

(print name)

Title:

Date:

Or sign here:

[Handwritten signature]
[Handwritten name: MICHAEL CALHOUN]
[Handwritten title: CHAIRMAN]
[Handwritten date: 1/20/25]

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**

Submission Checklist

For office use only

Please mark "yes" or "no" to each criteria below:

☐

Applicant filled out the proper application version for this grant cycle.

☐

Applicant answered each question.

☐

A budget is attached which includes revenues, expenses and anticipated profit or loss (plus previous 3 years actuals for ongoing projects/events).

☐

The applicant has signed and dated the certification statement required in item 10 of the application.

☐

The application was submitted on time.

☐

Proof of non-profit status is included (if applicable).

Please date stamp the application and initial.



2025 Lodging Tax Fund Application

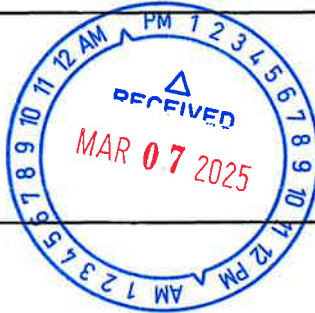
Cle Elum Downtown Association

Name of Applicant: _____

Cle Elum Visitor Center

Name of Event: _____

Date Received: _____



Received By: 

City of Cle Elum
119 West First Street
Cle Elum, WA 98922
509-674-2262

Lodging Tax Funds – General Information

The City of Cle Elum imposes a lodging tax assessed on the sale or charge made for furnishings of lodging according to RCW 67.28.180 and RCW 67.28.181. The committees' purpose is to advise and recommend to the legislative authority of the city how excise taxes on lodging should be allocated to support tourism which in turn generates revenue.

Uses According to Law:

According to State Statute funds awarded under this process may be used for the following:

1. Tourism marketing;
2. The marketing and operations of special events and festivals designed to attract tourists;
3. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501 (c) (3) and 26 U.S.C. Sec. 501 (c) (6) of the internal revenue code of 1986, as amended.

Definitions included in state law which should be considered in any application requesting funding include:

- (1) **Tourism** means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
- (2) **Tourism promotion** means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing or the operation of special events and festivals designated to attract tourists.
- (3) **Tourism-related facility** means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a) (i) Owned by a public entity; (ii) owned by a nonprofit organization described under section 501 (c) (3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501 (c) (6) of the federal internal revenue code of 1986, as amended, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities.

Review Process:

The Committee will review grant applications and award lodging tax funds for special events and festivals.

The Committee will compile the score sheets, rankings, and funding recommendations for further consideration.

Scoring sheets which determine the overall ranking of applications are included in this packet for your reference and information.

Local Policy on Disallowed Uses:

The Committee has determined that certain types of activities are not eligible for funding awards even if they may be tourism related. These include anything affiliated with the following: prizes for contestants, resale items, food and drink, beautification, fundraising, and membership drives. This list should not be considered comprehensive and all funding recommendation decisions are at the discretion of the committees and subject to change by majority opinion.

Application Definitions:

Below is a list of terms and phrases which have specific meaning within this application. It may be helpful for you to review these as you prepare responses so that you have a better understanding of the reviewers' expectations.

Date-specific is an event or project which occurs over less than one month.

Matching Funds is the amount of funding your organization is contributing to the project or event. This includes both direct and indirect fund support. Direct funds can be in the form of cash funding from your organization or funding secured from elsewhere but dedicated to the project or event such as other grants, loans, donations, etc. Indirect funding support includes in-kind support like labor, volunteer support, supplies, and services which directly relate to the project or event, including those provided by your organization and others.

New Projects/Events are projects/events which are in the first four years of existence. For example, a proposal for a barbeque competition which is in its third year would be defined as a new project/event. Likewise, a project by an existing museum which expands its current offerings, or a specific new strategy for appealing to a different target market that is in its first year, would be considered a new project. Ongoing general marketing and advertising campaigns or general operational support requests for organizations/event which have existed for longer than four years are not defined as a new project/event.

Ongoing Projects/Events are defined as projects/events that have been established for more than four years. Applications that qualify under this definition may be awarded up to 10% of the project's/event's expense budget.

Partnerships are agreements between events/organizations/groups which enhance the overall project/event by providing additional value-added benefits or opportunities for attendees as well as the participating partners. For instance, as part of your event, you may have partnered with a local hotel or campground for a special group rate for overnight attendees. You may have also partnered with a local restaurant to provide a special meal discount or drink offer. You may have also agreed to refer your attendees to another event simultaneously occurring in another part of the county.

Project Budget is a written description of the complete budget for your project or event. It must include anticipated revenues, expenses, and any potential profit or loss.

Seasonal means a project or event which operates at least 1 month and up to 6 months, and during at least 2 seasons (Spring, Summer, Fall, Winter).

Self-Sustaining is being able to provide for your own needs without the assistance of grant funds.

Supports County as a Tourism Destination means including strategies within your proposal which will assist in attracting tourists to our County during times of the year other than for your project/event alone. This may include cross-promotion agreements with other projects/events, it may include active marketing of other projects/events at your project/event, it may include referring attendees directly to other tourist opportunities in Kittitas County, etc.

Year-round means a project or event is ongoing and actively working to attract tourists for at least 6 months, and at least 3 seasons (Spring, Summer, Fall, Winter).

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: Cle Elum Downtown Association
Organization mailing address: PO Box 106
Cle Elum, WA 98922
Organization contact person & title: Jordan Peterson
Executive Director
Organization/contact phone: 509-433-7330
Email: jordan@cleelumdowntown.org
Organization Website: www.cleelumdowntown.com
Federal Tax ID Number: 20-3716010 UBI Number: 602-525-709

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: Cle Elum Visitor Center
Project/Event Date: ~~March~~ April 1, 2025 - December 31, 2025
Project/Event Location: 117 W 1st Street, Cle Elum, WA 98922

Amount of Funding Requested: \$ \$29,973.23

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

☒ New Project/Event ☐ Ongoing Project/Event Support

Estimated # of overnight stays: 100+

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.	How many participants and spectators attended last year's activity and/or will attend this year?	Prior Year NEW	Projected 100,000
----	--	-------------------	----------------------

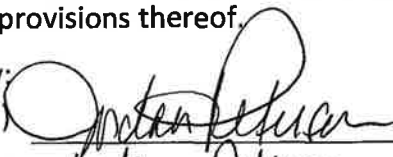
B.	How many days did/will your event occur?	<u>NEW</u>	<u>275</u>
C.	How many room nights were and /or will be booked as a result of your project/event? (You must provide a verifiable source of information as evidence for your response to item C. Failure to do so will disqualify your application.)	<u>NEW</u>	<u>100+</u>

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)

Jordan Peterson

Title:

Executive Director

Date:

2-12-2025

March 7, 2025

Lodging Tax Committee
City of Cle Elum
119 W First Street
Cle Elum, WA 98922



SUBJECT: Cle Elum Visitor Center 2025

Event Description

The Cle Elum Visitor Center presents a valuable opportunity to foster tourism and engagement within Cle Elum. In recent years, both the City of Cle Elum and CEDA have experienced a surge in questions and visitation from tourists seeking information about the area—especially following the closure of the previous Visitor Center operated by the Kittitas County Chamber of Commerce.

Results/Measurements

Currently, CEDA receives around 20 visitors per week during the peak season, with an additional 10-15 visitors during the shoulder season and 2-3 visitors weekly during the off-season. This does not account for the visits to other organizations and entities across the city. Furthermore, these numbers do not include event-specific guests and tourists, which can increase our headcount to nearly three times the typical visitation, not to mention the additional phone calls and emails we receive. Our goal is to establish a single location that serves as a central hub for tourism and visitor engagement.

In the first year, we plan to implement flexible operating hours, initially focusing on Thursdays, Fridays, and Saturdays, with a potential shift to Friday through Sunday. The Cle Elum Downtown Association will sublet part of the space to house the Visitor Center, which will include a kiosk for brochures related to tourism, local events, parks, trails, restroom locations, and more. To reduce costs in Year 1, CEDA will produce a tour guide, while all other materials will be supplied by local organizations and partners.

Additional Funding

For Year 1, we will rely heavily on funding from the City of Cle Elum's Lodging Tax Fund. CEDA will oversee the program at no cost, covering insurance, bookkeeping, and professional development opportunities. At the end of Year 1, we will evaluate the program's effectiveness and viability against measurable statistics and data collected.

We are exploring sponsorship opportunities and plan to assess the measurable results in the first quarter of Year 1 before approaching potential donors and sponsors.

Partnerships

We are committed to fostering both new and ongoing partnerships with various local entities to promote tourism in Cle Elum. Our focus will be on collaborating with organizations, businesses, and events that contribute to the tourism and economic vitality of the area.

Project Budget

The total amount requested for the Cle Elum Visitor Center's first year is \$39,973.23. This budget includes:

- One-third of the rent
- Wages for one part-time employee (20 hours per week at \$20/hour)
- Website development, maintenance, and hosting fees

We plan to create a website similar to *DiscoverCleElum.com*, which will offer resources for both visitors and residents. In the past, the City of Cle Elum paid the Kittitas County Chamber of Commerce over \$100,000 annually to operate a visitor center. After careful planning, the Cle Elum Downtown Association has developed a budget that will revive this program at a fraction of the cost.

Looking ahead to Year 2 and beyond, we anticipate the need to account for cost-of-living adjustments, rental increases, and printing expenses. These factors will be assessed at the end of Year 1, based on the data collected.

Notes

Although the Visitor Center will be housed under CEDA's umbrella, its primary focus will be on Cle Elum as a whole, not on a specific location. The goal is to promote tourism and activity throughout the area. The Executive Director of CEDA will oversee the Visitor Center, while the rest of the CEDA staff will remain focused on their regular duties, unless there are cross-promotional activities that involve both CEDA and the Visitor Center.

The main role of the Visitor Center staff in Year 1 will be to maintain an active presence, hold regular hours, collect data, and interact with tourists. When the Visitor Center employee is not on-site, visitors will be directed to a self-help kiosk and the website and informed of the regular operating hours. Additionally, the Visitor Center employee will inform visitors to CEDA about our office hours. In case of emergency, all staff members can reach me directly at any time.

As noted earlier, at the end of Year 1, we will assess the progress of the Visitor Center and, using the new data, evaluate the program's long-term viability.

TOTAL JLARC REQUEST: \$39,973.23

Thank you for your time and consideration. Please feel free to contact me with any questions or if you need further details.

Warmly,



Jordan Peterson
Executive Director
Cle Elum Downtown Association

2025 Cle Elum Visitor Center

ITEM/SERVICE	ESTIMATE	NOTES
REVENUE		
SPONSORSHIP		
ANNUAL VISITOR GUIDE	\$ 1,000.00	\$100.00 (1"x1" Logo)
	\$ 1,000.00	
EXPENSES		
VISITOR CENTER STAFF -PAYROLL	\$ 20,800.00	ANNUAL PAYROLL - 1 STAFF MEMBER; \$20/20HR/WK (YR 1)
INSURANCE	\$ -	COVERED UNDER CEDA INSURANCE POLICY
ADMINISTRATIVE SUPPORT	\$ -	PAYROLL, OVERSITE AND BOOKKEEPING - INCLUDED IN 1/3 RENT
	\$ 20,800.00	
CONTRACTURAL SERVICES		
RENT - 117 E 1ST STREET	\$ 303.85	1/3 MONTHLY RENT FOR CEDA OFFICE SPACE (APRIL -DECEMBER)
TOTAL RENT	\$ 2,734.69	APRIL - DECEMBER 2025
MARKETING		
WEBSITE DEVELOPMENT	\$ 12,000.00	ONE-TIME FEE
WEBSITE MAINTENANCE & HOSTING	\$ 1,000.00	REOCCURRING FEE
ACRYLIC HOLDERS	\$ 400.00	PAMPHLETS, MAPS, GUIDES, ETC. ONE-TIME FEE
VISITOR GUIDE	\$ 1,000.00	REOCCURRING FEE
	\$ 17,438.54	

TOTAL \$ 40,973.23

City of Cle Elum JLARC Request \$ 39,973.23

Lodging Tax

Grant Application Rating Form

Criteria	Points Possible	Application Questions	Points Awarded
Partnerships	5 Yes = 5 No = 0	Question 5	
Length of Impact	15 Date specific = 5 Seasonal = 10 Year Round = 15	Question 3	
Attracts Tourists from at least 50 miles away	15 yes = up to 15 No = 0	Question 3	
Supports County as Tourism Destination	15 yes = up to 15 No = 0	Question 2, 3, 5, 7	
Attributable Lodging Stays	20 0 = 0 1-30 = 5 31-100 = 10 101-250 = 15 More than 250 = 20	Question 9	
Applicant's Matching Funds	20 Less than 5% = 0 5% - 25% = 5 25% - 49% = 10 50% - 99% = 15 100% or more = 20	Question 4, 8	
Sustainable Future Funding Identified	10 yes = 10 No = 0	Question 6	

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**

Submission Checklist

For office use only

Please mark "yes" or "no" to each criteria below:

☐

Applicant filled out the proper application version for this grant cycle.

☐

Applicant answered each question.

☐

A budget is attached which includes revenues, expenses and anticipated profit or loss (plus previous 3 years actuals for ongoing projects/events).

☐

The applicant has signed and dated the certification statement required in item 10 of the application.

☐

The application was submitted on time.

☐

Proof of non-profit status is included (if applicable).

Please date stamp the application and initial.

LODGING TAX EXPENDITURE REPORT CITY OF CLE ELUM (JLARC)

ACTIVITY INFORMATION:

Year: _____

Organization: _____

Activity Name: _____

Activity Type: Event/Festival ☐ Marketing ☐ Facility ☐

Event/Festival- encompasses specific activities such as fairs, festivals, celebrations, etc.

Marketing- encompasses activities which advertise the municipality or town (if lodging tax funds were used to advertise for a specific event/festival, this expenditure falls under the "Event/Festival" category).

Facility- encompasses activities related to facility acquisition, upkeep, renovation, etc.

Start Date: _____

End Date: _____

Funds Requested: _____

Funds Awarded: _____

Total Activity Cost: _____

Notes:

OVERALL ATTENDANCE: *Organizations should provide an estimate of the predicted attendance and a *method for determining the actual attendance. If lodging tax funds were used for an activity not expected to generate measurable attendance (such as a general marketing campaign or an expenditure related to facility upkeep), leave the field blank and use the Notes section to explain.*

Predicted: _____

Actual: _____

***Method:** _____

(See explanation of Method on last page)

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, etc.).*

ATTENDANCE 50+ MILES: *Determine the number of people who traveled more than 50 miles to attend the activity and select the method to tell us how the attendance was quantified.*

Predicted: _____

Actual: _____

***Method:** _____

LODGING TAX EXPENDITURE REPORT CITY OF CLE ELUM (JLARC) Continued

Please Explain: *Enter notes about the specific type of method used to determine the attendance 50+ miles count (such as surveys or hotel room reservations, etc.).*

ATTENDANCE OUT OF STATE, OUT OF COUNTRY: *(number of people)*

Predicted: _____ **Actual:** _____

***Method:** _____

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, hotel room reservations, etc.).*

ATTENDANCE PAID FOR OVERNIGHT LODGING:

Enter the total number of people who paid for overnight lodging while attending the activity. Organizations using lodging tax funds should quantify this figure and a method for determining it. If lodging tax funds were used for an activity not expected to generate measurable attendance (such as a general marketing campaign or an expenditure related to facility upkeep), leave the field blank and use the Notes section to explain.

Predicted: _____ **Actual:** _____

***Method:** _____

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, hotel room reservations, etc.).*

PAID LODGING NIGHTS:

Enter the total number of lodging nights associated with this activity. A lodging night is one or more persons occupying a room for a single night. Organizations using lodging tax funds should quantify this figure and select the method used to determine it.

Predicted: _____ **Actual:** _____

***Method:** _____

Please Explain: *Enter notes about the specific type of method used to determine the number of lodging nights (hotel room reservations, interviews, raffle, etc.).*

***Method:** Select the method used to determine the overall attendance from these categories to tell us how the overall attendance was quantified.

- **Direct Count:** Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.
- **Indirect Count:** Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey:** Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey:** Information collected directly from individual visitors or participants in a nonrandom manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate:** Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet)
- **Please Explain:** Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, raffle tickets sold, etc.). You may also enter N/A or Other.

Event Tracker

2025					Outstanding items				
					item 1	item 2	item 3	item 4	Day of the Event
Status					Contact Info				
Saturday, April 19, 2025	9:00am-12:30pm	Terry Bland Easter Hunt	CEFD Volunteer Assoc	Pending	Meeting March 12	F&L, Special Event permits	Council/Admin signature		Maggie Bator 509-304-4433
Saturday, April 19, 2025	10:00am-12:00pm	Easter at the Park	Calvary Chapel Cle Elum	Pending	Meeting March 12	F&L, Special Event, Cooking Permits	Council/Admin signature		Emily Helgeson 425-283-3929
Saturday, May 3, 2025	9:00am-3:00pm	UKC Bicycle Rodeo	CEFD Volunteer Assoc	Pending	Meeting March 12	Fire & Life Safety Plan	Council/Admin signature		Maggie Bator 509-304-4433
Saturday, June 7, 2025	8:00am-5:00pm	HI90 Grindy Bicycle Ride	Vicious Cycle Events	Pending	Fire & Life Safety Plan	City Admin signature		Fire & Safety check	Jake Maedke 509-750-0977
Sunday, July 6, 2025	7:00am-12:00pm	Pioneer Breakfast	CEFD Volunteer Assoc	Pending	Meeting March 12	F&L, Special Event, Cooking permits	Council/Admin signature		Maggie Bator 509-304-4433
Friday, July 4, 2025 - Sunday, July 6, 2025	8:00am-4:00pm	Pioneer Days	CEDA	Pending			Fireworks permit	COI	Fire & Safety check Jordan Peterson 425-765-5719
Saturday, July 26, 2025	10:00am-5:00pm	Newberry Reunion - Fireman's Park	Pam Newberry	Pending	Meeting April 9	F&L, Special Event, Cooking permits		Fire & Safety check	Pam Newberry 509-304-4189
Friday, October 31, 2025	4:00pm-6:00pm	Boo Elum	CEDA	Approved				COI	Fire & Safety check Jordan Peterson 425-765-5719
Saturday, November 29, 2025	6:00pm-6:30pm	Christmas Cle Elum Lighting	CEDA	Approved				COI	Fire & Safety check Jordan Peterson 425-765-5719
Saturday, December 6, 2025	4:30pm-7:00pm	Christmas Cle Elum Parade	CEDA	Pending			Fireworks permit	COI	Fire & Safety check Jordan Peterson 425-765-5719