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
May 14, 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 - CHAIR
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.

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1. **Call to Order/Pledge of Allegiance**
2. **Unfinished Business**
   a. Park Reservations
   b. Special Events Code
3. **New Business**
   a. Meeting Minutes Dated April 16, 2025
   b. Parish Picnic 2025 Event Application
   c. Ride to Defeat ALS 2025 Event Application
   d. Pioneer Queen Coronation 2025 Event Application
   e. Skate Park Grand Opening 2025 Event Application
   f. Update Lodging Tax Application
   g. Lodging Tax Fund Balance - Update
4. **Other Committee Comments**
   a. Event Tracker
5. **Adjourn**

Upcoming Meetings:
Historic Preservation Commission Meeting: May 20, 2025 @ 3:00 p.m.
Planning Commission Meeting: May 20, 2025 @ 6:00 p.m.

Lodging Tax & Events Committee Agenda
May 14, 2025

119 W FIRST STREET
CLE ELUM, WA 98922

Public Safety & Health Committee Meeting: May 21, 2025 @ 2:00 p.m.
Regular Council Meeting: May 27, 2025 @ 6:00 p.m.
General Government Committee Meeting: May 28, 2025 @ 8:30 a.m.
Coal Mines Trail Commission Meeting: June 2, 2025 @ 6:00 p.m.
Public Works & Community Development Committee Meeting: June 4, 2025 @ 12:00 p.m.
Lodging Tax & Events Committee Meeting: June 11, 2025 @ 8:30 a.m.

Park Reservations

Questions to Answer

- Year-round reservations or only between specific dates (high season)?
    - Ellensburg: Months of June through September (inclusive)
    - Puyallup: At least May-September (inclusive)
        - Resets each January?
    - Yakima: January through December

- Scope?
    - Whole park reserved?
    - Portion of park reserved?
    - Specific amenities reserved (e.g., gazebo, picnic table)?
    - Location-specific?
    - Time frames for rental
        - Full day?
            - Yakima: 09:00-Dusk
        - Half day?
            - Yakima: 09:00-14:30 or 14:30-Dusk

- Fees?
    - Different for residents vs. non-residents?
        - Puyallup distinguishes
        - Yakima distinguishes for amenities, e.g. picnic tables.
        - Ellensburg does not appear to do so
        - If yes, do we count Roslyn or other Upper County residents as Cle Elum residents?
    - Ellensburg:
        - 1-50 people: $31.50
        - 51-100 people: $42.00
        - 101-200(+): $63.00
    - Yakima (fee sheet attached):
        - Shelters
            - $10 non-refundable app fee included in fees below
            - Resident:
                - Half day: $70
                - Full day: $95
            - Non-Resident:
                - Half day: $100
                - Full day: $130
        - Special Event Fees for Parks
            - 1-50 participants: No extra special event fee

            - 51-100 participants: add $85.00
            - 101-200 participants: add $110.00
            - 201-300 participants: add $210.00 + deposit + site supervisor
            - 301-400 participants: add $310.00 + deposit + site supervisor
        - Use of Inflatables
            - Additional $50 fee

- Enforcement?
    - Should CERPD be responsible?
        - Yakima: YPD enforces in the event someone squats on reserved space and refuses to vacate upon being shown receipt
    - Signage?
        - QR code to site showing active reservations?
        - Reservation-specific signs?
        - None?

- Additional Documentation
    - Liability waiver?
        - Yakima requires, particularly when inflatables are used
            - Different than current Hold Harmless Agreement?
    - Park usage agreement?
        - Puyallup requires based on number of participants
            - Unsure of threshold
            - Puyallup sample attached
            - Should it matter?

- Additional Policies
    - Cancellation/Refund
        - See Yakima example
    - Inclement Weather
        - Yakima does not give refunds in cases of inclement weather

- Management Systems:
    - Puyallup: CivicPlus
        - I've already asked Rob to look into this module
    - Ellensburg: ActivityReg
    - Yakima: SportSites
    - Pierce County: ActiveCommunities

Park Reservations

Park reservations and Picnic Shelter reservations can be made online at www.yakimaparks.com or by filling out an application at the Public Works building located at 2301 Fruitvale Blvd. The application and fee must be collected in order to confirm your reservation. Picnic Shelters are available year round.

Picnic Shelter Fees (includes $10 non-refundable application fee):	Resident	Non-Resident
Half Day Rental (9:00am – 2:00pm or 2:30pm-dusk)	$70/half day	$100/ half day
Full Day Rental (9:00am – dusk)	$95/all day	$130/all day

Special Event Fee:

Citizens wishing to schedule an event in one of the City of Yakima Parks will be required to pay a special events fee to cover additional maintenance such as refuse, portable toilets, etc. Fees will be based on anticipated attendance.

1-50 participants	No extra special event fee
51-100 participants	add $85.00
101-200 participants	add $110.00
201-300 participants	add $210.00 + deposit + site supervisor
301-400 participants	add $310.00 + deposit + site supervisor

Please leave motorized vehicles in designated parking areas. In other words, **Don't Drive or Park in the Grass.** Please leave alcoholic beverages and unleashed pets at home. Confine your fires to the barbeque grills and your litter to the proper containers. If there are people in the area you have reserved and they won't move after you show your receipt, please call the Police at (509) 454-2350.

Inflatables – Inflatables (inflatable jumpers, bounce house, inflatable slides) are allowed in our parks as part of the park reservation, however, you are required to complete a liability waiver and have a certificate of insurance and use a generator (No jumpers with water slide). An additional $50 fee is also required.

Cancellation/Refund Policy – Picnic shelter cancellations must be made at least 30 days in advance of the reservation date to be eligible for a refund. The amount refunded will be 50% of the reservation fee, excluding $10 non-refundable application fee. Requests must be made in writing or in person by the contracted renter at the parks and recreation office. Refunds for online reservations will be charged a 3.5% transaction fee. (Restrooms are closed for the winter: October 1st – April 15th. Porta Potties are available at some of the parks.)

Inclement Weather Policy – Sorry, no refunds will be made due to inclement weather. For more information call (509) 575-6020.

Park Usage Agreement

Puyallup Parks & Recreation ● 808 Valley Ave NW ● Puyallup, WA 98371
Office: 253-841-5457 ● Fax: 253-770-3369
http://www.cityofpuyallup.org/services/parks-recreation/city-puyallup-parks/

Name of Applicant	Date

Address/City/State/Zip

Phone Number Email Address

Type of Rental (what kind of event)	Date(s) Requested (mo/day/yr)	Time (include setup, take down & cleaning) From: To:

Park Rental Information

Name of Park		Do you also need to rent the park shelter? Yes ☐ No ☐
Estimated Attendance	Is the event open to the public? Yes ☐ No ☐	Will you be selling merchandise? Yes ☐ No ☐
Name of Organization		Non-Profit? Yes ☐ No ☐
Is there a participation fee? Yes ☐ No ☐	Is the event a fundraiser? Yes ☐ No ☐	Is food being served? Yes ☐ No ☐
Will there be amplified music/sound? Yes ☐ No ☐	Do you plan to have music at your event? Yes ☐ No ☐	Do you need the use of electrical outlets? Yes ☐ No ☐

Are you planning to setup tents, canopies, or other structures? If yes, please explain in detail below. Please attach a site plan with this agreement.

Insurance Information

An insurance certificate with at least $1,000,000 per occurrence with the City of Puyallup named as an additional insured, is required by organizations for any special event held in a City park.

Amount $ Insurance Co. Name Policy #

The undersigned hereby applies to the City of Puyallup for use of the above park and certifies the information is correct and furthermore agrees to abide by all ordinances, policies, and rules and regulations, which may apply. The applicant shall indemnify and hold harmless the City of Puyallup, its elected and appointed officials, its employees and agents from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury or death of any person or property damage to any property sustained by applicant or any other persons which arise from or in any manner grow out of any act or omission on or about said park by applicant, its agents, guests, or employees, in the execution of this park usage agreement including any and all expenses, legal or otherwise, incurred by the city or its representatives in the defense of any suit or claim. Such indemnity shall not include claims arising as a result of the sole negligence of the City of Puyallup, its elected and appointed officials, its employees and agents.

Application Agreement

I certify the information that I have provided on this form is true and accurate to the best of my knowledge. If the event plans change, I will submit a revised form or additional information accordingly. All information contained in this form is subject to public disclosure.

Applicant Signature	Applicant Printed Name	Date

☐ *By checking this box as an electronic signature, I agree to all the terms and conditions that may apply to the Park Usage permitting process and agree that all information contained in this application is true and correct to my knowledge.*

*** FOR OFFICE USE ONLY ***

Date Application Received:	Park Usage Fee: $	Other Fees: $
Date Park Usage Fees Paid:	Total Amount Paid: $	Receipt #:
Approved by and Date Approved:	Distribution to Parks	Distribution to Police

Park Usage Agreement Information

Park Usage Fees

Special Event Permit Fees

- Rentals must be a minimum of 3 hours. $50/hr

**Additional fees may apply for park clean up and security.*

***Runs with large number of participants may be restricted to the Riverwalk Trail.*

- Have your Park Usage Agreement with you during event to show proof of rental.

Park Usage Categories

- **Special or Community Event** - Activities, events, programs, ceremonies, meetings, services, or other gatherings that are open to the general public. (Activities that are in direct competition to City recreation programming may be denied.)
- **Concerts in City Parks** are not permitted unless they are part of a City sponsored event or festival. City sponsored events may either be in the form of in-kind donations for longstanding events which have become a community tradition, or in the form of grant funding awarded by the City for the event

  A concert is defined as a live music performance in front of an audience. Special Events that include a live musical performance as part of an overall event and have no more than two performers with a portable PA system will be considered for approval. No live performance of any type will be allowed if the City determines that such live performance is likely to create a public nuisance or public disturbance noise. No bands or amplification of performers utilizing sound boards or large speaker systems are allowed. Amplification should not be audible beyond 100 ft. of the stage area by a person of normal hearing. See also, PMC 6.16.050 Public nuisances and disturbance noises.

  • Example event: Gathering in the Park that includes a presenter/speaker with musical performance of 1-2 musicians intermixed throughout the event. If the event consists substantially of musical performances then it would be considered a concert and would not be approved.
  • Example of Portable PA System – Rockville RPG2X10 Powered Bluetooth and 2 10" speakers or similar system. Limit of two speakers. https://www.rockvilleaudio.com/rpg2x10-v2/
  • Use of the Rotary Stage for events will not be allowed if there is an event scheduled at the Pioneer Park Pavilion
  • Events that impact overall park use, parking or surrounding traffic may be required to submit a Special Events Permit to the City Special Event Team for approval. Events that anticipate an attendance of 300 or more shall be required to submit a Special Event Application.

Guidelines

- No driving of vehicles in parks. All items brought into park must be hand-carried in.
- The display or consumption of alcoholic beverages is prohibited in parks or picnic facilities.
- Do not subcontract park rental without prior Parks and Recreation Department approval.
- Smoking is prohibited in City parks.
- All dogs must be on a leash and owners shall be liable for any injury or damage caused by their dog.
- No park use of any kind after dark without written permission of the Parks and Recreation Director.
- All parks are open to the public no matter what activity/event is scheduled.
- Use of any loudspeaker or mechanical means of amplification is prohibited unless written permission has been received. Sound from the amplification may not be heard over 20 feet from the source.
- Fireworks or weapons are not permitted in any park without written permission.
- Open fires are not permitted in any park, except at areas designated by the Parks and Recreation Department.
- Inflatables (including slides and bounce houses) are not allowed in City of Puyallup Parks. Only City sponsored events may use state certified inflatables with certified operators.
- When your event is over, place all garbage in trash cans and clean up the area. A recycle plan for larger events will be required.
- Submittal of site plan must accompany Park Usage Agreement. A Stormwater Pollution Prevention Plan (SWPPP) may be required.
- An insurance certificate with at least $1,000,000 per occurrence with the City of Puyallup named as an additional insured, is required by organizations for any special event held in a City park. (Form "20 26" or "20 12")

Payments

Cash, credit card, and checks (payable to City of Puyallup) are acceptable forms of payment.

Questions

For any questions, please contact the Puyallup Recreation Center by phone at 253-841-5417 or email bcarter@puyallupwa.gov.

***Updated 12.13.2023**

City of Puyallup
Pioneer Park Pavilion
330 S Meridian
Puyallup, WA 98371
Office: (253) 841-5518

PIONEER PARK PAVILION RENTAL AGREEMENT

Name or Group_____ Person in Charge_____

Address _____ City_____ Zip_____

Work/Home Phone_____ Cell Phone_____

E-mail Address_____

Alternate Contact_____ Phone_____

Check if: ☐ One Time Only ☐ Weekly Circle: Sun Mon Tue Wed Thu Fri Sat

Starting Date_____ Ending Date_____

Set-up_____am/pm Event From_____am/pm To_____am/pm Clean up Until_____am/pm

Total Number of Hours Per Use_____

Tables Required # (49 max)_____ Chairs Required # (400 max)_____

Purpose of Use_____

Number of People Expected:_____Adult_____Youth

Admission Fee to be Charged ☐ Yes ☐ No $_____per (Person/Couple)

Will Items be Available for Sale? ☐ Yes ☐ No Describe_____

_____

Will Alcoholic Beverages be Available for Consumption (whether sold or not)? ☐ Yes ☐ No

Applicant/Organization Comprehensive Liability Insurance

Amount $_____Insurance Co. Name_____Policy_____

The Pioneer Park Pavilion is a Non-Smoking Facility.

The undersigned hereby applies to the City of Puyallup for use of the above facility and certifies the information is correct and furthermore agrees to abide by all ordinances, policies, and rules and regulations, which may apply. The applicant shall indemnify and hold harmless the City of Puyallup, its elected and appointed officials, its employees and agents from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury or death of any person or property damage to any property sustained by applicant or any other persons which arise from or in any manner grow out of any act or omission on or about said facility by applicant, its agents, guests, or employees, in the execution of this rental agreement including any and all expenses, legal or otherwise, incurred by the City or its representatives in the defense of any suit or claim. Such indemnity shall not include claims arising as a result of the sole negligence of the City of Puyallup, its elected and appointed officials, its employees and agents. The document entitled Pioneer Park Pavilion Rules and Fees is incorporated herein by this reference.

Signed_____Date_____

****

OFFICE USE ONLY

Date Application Received_____By_____Deposit Amount $_____Receipt #_____

Date Balance Received_____By_____Balance Amount $_____Receipt #_____

Date Damage Deposit Rec'd_____By_____Deposit Amount $_____Receipt #_____

Date Linen Rental Rec'd_____By_____Linen Rental $_____Receipt #_____

Equipment Setup Fee _____ By_____ Setup Fee $_____ Receipt #_____

Approved By _____Date_____

PIONEER PARK PAVILION RULES AND FEES

Availability: 8:00 am to 1:00 am Friday and ***Saturday**
8:00 am to 11:00 pm Sunday through Thursday

1. This approved reservation form authorizes the designated group use of the facility. The person in charge must have this form in their possession during the event.

2. "Force Majeure - Neither Party shall be liable for any excess costs if the failure to perform the contract arises from causes beyond the control and without the fault or negligence of the Contractor. Examples of such causes include (1) acts of God or of the public enemy, (2) acts of the Government in either its sovereign or contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions (7) strikes, (8) freight embargoes, and (9) unusually severe weather. In each instance the failure to perform must be beyond the control and without the fault or negligence of the Contractor due to any likely or unforeseeable conditions stated above."

3. Facility deposit: 50% of total fee payable upon reservation. Balance due 60 days prior to the rental date. Not refundable unless time period is re-rented.

4. Noise Restrictions - live bands, DJ music, or amplified voice from inside of the Pavilion shall not violate the levels set forth in WAC 173-60-040 between 10:00pm and 7:00am. Noise levels must be under 70 dBA outside of the building. Violation of Puyallup's noise ordinance can result in event cancellation.

5. Do not tamper with AV equipment, circuit breakers, light plugs or rest room fixtures.

6. Satisfactory Commercial General Liability insurance in the minimum amount of $1,000,000 per occurrence shall be required for all events scheduled at the Pioneer Park Pavilion. The Commercial General Liability Insurance must name the City of Puyallup as an "ADDITIONAL INSURED". If alcohol is being served the liability insurance shall include coverage for "liquor liability" with limits of not less than $1,000,000 per occurrence. The insurance policy shall contain, or be endorsed to reflect that the Applicant's insurance coverage shall be primary insurance as respect the City of Puyallup. Any insurance, self-insurance, or self-insured pool coverage maintained by the City of Puyallup shall be excess of the applicant's insurance and shall not contribute with it. The Certificate of Insurance and acceptable endorsement, shall be furnished to the City of Puyallup before use of the facility.

7. Vehicle access to the building from the south side only. No vehicles on the north patio or the floor of the building.

8. No outside banners advertising events except where specifically designated or provided for such purpose. Inside decorations allowed as approved by the Parks and Recreation Department.

9. Rentals allowed up to 200 calendar days per year by any single party.

10. Prioritization is first come, first served. Reservations may be taken 18-months in advance on a rolling 18-month period.

11. At the discretion of the Parks and Recreation Director, renters may be required to provide security personnel for their event.

12. The Pioneer Park Pavilion is a non-smoking facility.

13. The use of the Pioneer Park Pavilion extends to the use of the Building and North Patio area. Use of Pioneer Park will be limited to current park hours.

14. The City of Puyallup may refuse rental or terminate this agreement at any time if in the opinion of city staff the rental may create a nuisance, pose a health or safety risk, or if applicant or event attendees violate any law, rule, or regulation.

15. Applicant waives any action or claim for damages relating to the subject matter of this agreement, or arising from an alleged breach of this agreement, or a revocation of the agreement hereunder. Such claims shall include, but are not limited to, lost opportunities and consequential or incidental damages. THE CITY SHALL NOT BE LIABLE TO APPLICANT OR OTHERS, WHETHER IN CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE, PRODUCT LIABILITY OR STRICT LIABILITY), OR OTHERWISE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, PUNITIVE OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT NECESSARILY LIMITED TO, LOSS OF PROFIT, REVENUE OR USE) ARISING OUT OF THE CITY'S PERFORMANCE OR NONPERFORMANCE OF THIS AGREEMENT, BREACH OR DEFAULT UNDER THIS AGREEMENT, OR THE USE OF, INABILITY TO USE OR RESULTS OF USE OF THE LICENSE UNDER THIS AGREEMENT, EVEN IF THE CITY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

The Pioneer Park Pavilion will not be available to any group or organization that promotes discrimination, or has a record of discrimination on the basis of race, creed, color, national origin, families with children, gender, marital status, age, sexual orientation, or the presence of any sensory, mental or physical disability. Permission to use the facility does not constitute an endorsement of a group's philosophies, policies, or beliefs.

*** The Pioneer Park Pavilion is not available for full-day rentals on Saturdays mid-April through mid-October.**

Pioneer Park
PAVILION

2025
Rental
Information

PIONEER PARK PAVILION

330 S. Meridian
Puyallup, WA 98371
(253)841-5518

Contact: Puyallup Parks & Recreation
(253)841-5518 - Office
E-mail: ellen@puyallupwa.gov

Shown by appointment only

Capacity
The facility accommodates up to 350 guests in banquet style seating with a maximum occupancy for assembly at 558.

Price Range
Varies according to event, date, number of hours.

Catering
Licensed catering is required for most events. Renters are welcome to select the licensed caterer of their choice.

Types of Events
Meetings, seminars, company or holiday parties, retreats, reunions, proms, trade shows, banquets, birthdays, anniversaries, weddings, receptions and more…

Availability and terms
Reservations are accepted up to 18 months in advance. A 50% deposit and completed rental agreement is required to secure a date. A refundable damage deposit is required. Event insurance is required for all rentals.

Description of Services and Facility
ADA: complies with all ADA regulations
Banquet Services:

- **Seating:** chairs and round tables provided
- **Servers:** service staff provided by caterer
- **Bar Facilities:** caterer or renter arrange for all beverage service and the requisite banquet permit
- **Dance Floor:** area available for dance floor
- **Linens:** available for fee or can be provided by renter/caterer
- **China and Serviceware:** provided by caterer
- **Decorations:** we are flexible and happy to review renter's plan
- **Clean Up:** renter is responsible for clean up

Special Services:
Pavilion staff remain on site during your event. Audio/Visual Equipment and a Portable Stage are available.

PUYALLUP'S MOST VERSATILE EVENT FACILITY
The Pioneer Park Pavilion opened in 2004 and is conveniently located in lovely Pioneer Park in Downtown Puyallup. With a large 8600 sq. ft. multi-purpose room, Pioneer Park Pavilion is the perfect facility for your special event. Our staff will work with you to ensure that all of your needs are met and that your event is a great success.

PIONEER PARK PAVILION
RENTAL INFORMATION

Rental Procedures

1. Reservations must be made through the Pioneer Park Pavilion Supervisor.
2. A completed rental agreement must be submitted with the appropriate deposit to secure your date.
3. Prioritization is first come, first served. Reservations may be taken 18 months in advance on a rolling 18-month period.
4. **Noise Restrictions** - live bands, DJ music, or amplified voice from inside of the Pavilion shall not violate the levels set forth in WAC 173-60-040 between 10:00pm and 7:00am. Noise levels must be under 70 dBA outside of the building. Violation of Puyallup's noise ordinance can result in event cancellation.
5. The person requesting the reservation must be at least 21 years of age and plan to be present at the event. The applicant will be responsible for all aspects of the use, including payment of fees and deposits, as well as for any damage to equipment or property above and beyond the deposit.
6. Allow time for set up/decorating and at least one hour for clean up within your reservation time.
7. Appropriate certificates of insurance with minimum coverage limits will be required from user organizations, sponsors, hosts, and/or caterers, depending on the type of event proposed.
8. **If alcohol will be present at a function, the renter must meet all obligations of the Washington State Liquor Control Board. Renter must obtain a Banquet Permit two weeks prior to the event. A copy of the permit must be provided to the Pavilion Supervisor and a copy must be posted in the building during the event**.

Payment Procedures

1. A facility deposit of 50% of the total fee is payable upon reservation. The balance is due 60 days prior to the event. The damage deposit is due 14 days prior to the event. In the event of a cancellation, ***the deposit is not refundable unless the time period is re-rented***.
2. The damage deposit will be refunded following your event provided there are no damages to the equipment or building as a result of your use, and renter exits the building at the agreed upon time. If the Pavilion Supervisor determines there has been any damage or clean up issues, the renter will be contacted within two working days to discuss damage/clean up issues. Any damages above and beyond the deposit will be the renter's responsibility, with the renter being invoiced by the City of Puyallup.
3. If your deposit is made by check or cash, a refund check will be sent to the renter. It normally takes 2-3 weeks to process the refund and for the check to be sent. If your deposit is made on a credit or debit card, your refund will be credited back to your card.

Set Up & Clean Up

1. Set up and clean up are included in the rental time. At least one hour of cleanup is required for all events.
2. Pavilion staff will be on site to setup tables and chairs as per agreed upon arrangement.
3. Pavilion staff will also be responsible for setup of all City owned audio/visual equipment.
4. Renter will be responsible for clean up at the end of the event to include: Removal of all decorations, garbage in trash bags and placed in dumpster, general pick up of facility. A clean up list is provided and discussed at the final renter meeting.
5. Pavilion staff will be responsible for take down & removal of tables, chairs, staging, and all city owned audio/visual equipment.

PIONEER PARK PAVILION
FEE SCHEDULE - **2025**

Saturday and Holidays (6 hours) (6-hour minimum) includes set up and attendants -Additional set up, clean up, event hours	$2500.00 – 6 hours $ 125.00/hr
Friday (6 hours) (6 hours minimum) include set up and attendants -Additional set up, clean up, event hours	$2200.00 – 6 hours $ 125.00/hr
Sunday (5 hours) (5-hour minimum) includes set up and attendants -Additional set up, clean up, event hours	$1700.00 – 5 hours $ 125.00/hr
Monday-Thursday: (any 4 hours between 4 -11 pm) (4-hour minimum) includes set up and attendant -Additional set up, clean up, event hours	$ 850.00 – 4 hours $ 100.00/hr
Monday-Thursday: (any 4 hours between 8 am – 4 pm) (4-hour minimum) includes set up and attendant -Additional set up, clean up, event hours	$ 500.00 – 4 hours $ 100.00/hr

Full Day Rental:

Monday – Thursday (8:00 am – 11:00 pm)	$2000.00
Friday (8:00 am – 1:00 am)	$3200.00
Saturday (8:00 am – 1:00 am)	*$4000.00
Sunday (8:00 am – 11:00 pm)	$3000.00

***Saturdays are not available for full-day rentals mid-April through mid-October. Rental time starts at 4pm.**

Rehearsal hours (subject to availability-2-hour minimum)	$ 40.00/hr
Damage Deposit – per use (refundable) no alcohol	$ 300.00
w/ alcohol	$ 800.00

Consecutive Day Rentals: If a user group rents the Pavilion for 4 consecutive days or more they will receive a 20% discount on rental fees.

In the event that extra staffing is required to adequately supervise the facility and event, the renter will be charged $25.00 per hour per additional staff member. This decision will be at the discretion of the Parks and Recreation Director or Pioneer Park Pavilion Supervisor.

AVAILABILITY: - **Fees and Availability are subject to change**
8:00 am to 1:00 am on Friday and *Saturday (full-day Saturdays available mid-October thru mid-April).
8:00 am to 11:00 pm on Sunday through Thursday
(Earlier hours may be requested to accommodate an early morning event)

The Pavilion is not available for rental on Thanksgiving Day, Christmas Day, New Years' Eve, New Years' Day, and Easter.

** - If the event requires security, all cost for the security will be paid by the renter. The renter must arrange security for their event with the Pavilion Supervisor 30 days prior to rental date. **Cost for security varies depending on the number of security personnel required.**

Rental Rates for Table Linens

Table Cloth (85x85) for Round Tables $10.00 each

- Available in White, Ivory, Burgundy, Green, Black, Sandalwood, Red, Purple, Burgundy/Rose*, Ivory/Rose*

Table Cloth (54x120) for Rectangular Tables $10.00 each

- Available in White, Ivory, Burgundy, Black, Sandalwood, Red, Burgundy Rose*

Table Cloth (54x54) Overlay $3.00 each

- Available in White, Ivory, Burgundy, Dusty Rose, Green, Black, Sandalwood, Red, Navy, Seafoam Green, Cadet Blue, Purple, Violet*, Red Check*, Blue Check*, Pink*, Yellow*

Napkins $ .25 each

- Available in White, Ivory, Burgundy, Dusty Rose, Green, Black, Sandalwood*, Red, Navy, Seafoam Green*, Cadet Blue, Purple*, Violet*, Red Check*, Pink, Yellow*, Lt. Blue, Gray, Rust, Gold*, Teal, Brown, Tangerine*

***Limited Quantities Available – availability must be verified with the linen service.**

Linens are delivered and picked up at the Pavilion. Renters are responsible for placing linens on the tables. At the end of the event, renter is responsible for placing used linens in linen bags for pick up.

Pavilion Equipment Fees

Staging

9 – 4' x 8' sections available in the building	$ 25.00 – 4 sections or less
	$ 50.00 – full stage

Pipe & Drape

Approximately 100' black drape available for setup	$ 50.00 – setup fee

Pioneer Park
PAVILION

"THE PLACE TO BE"

General Facility Rules

- **Smoking is prohibited in the Pavilion and in Pioneer Park by City Ordinance. Violators may be cited.**
- **Service animals only permitted in the Pavilion**.
- Appropriate certificates of insurance with minimum coverage limits will be required from user organizations, sponsors, hosts, and/or caterers, depending on type of event proposed.
- If renter has alcohol at an event, it is renter's responsibility to provide a Banquet permit for the event. Permits are available online at: https://lcb.wa.gov/licensing/banquet-permits. The permit must be posted at the Pavilion during the event. **If you will be selling alcohol at your event, please contact the Pavilion Supervisor immediately as there are different permit requirements (which must be submitted 30 days prior to the event).**
    - **Last Call for alcohol shall be 30 minutes prior to the scheduled event end time.**
    - **A Licensed bartender or Licensed Bar Service is required for events with over 100 guests at which alcohol is served.**
    - **Licensed Bar Service is required for ALL youth events at which alcohol is served.**
- Exits may not be blocked by tables, chairs, staging, decorations, etc.
- City noise ordinances apply for Pavilion events. Staff will monitor noise levels and renters are responsible for keeping music at reasonable levels, per Puyallup Municipal Code 6.16.050.
- **Decorations must be approved by Pavilion Supervisor prior to the event**.
    - *No rice, birdseed, sparklers, confetti, confetti balloons, or glitter allowed inside or outside the facility. No artificial flower petals are allowed for outside ceremonies.
    - If you are planning to have lit candles at your event you will need to request an open flame permit from the Puyallup Fire Department. Requests for an open flame permit should be done a minimum of 30 days prior to your event. **(*Renters must follow all restrictions of Central Pierce Fire & Rescue).* No candelabra, tapered or pillar candles are allowed unless enclosed in an approved candle holder.
    - All decorations should be floor mounted, on tables, stage area, etc.
    - **Do not use tape, tacks, nails, staples, wire or putty on walls, floors, chairs or tables.**
    - All decorations must be removed before departure.
    - Helium balloons are discouraged as they can set off the fire alarm. If balloons are used they must be tightly secured and removed at the end of the event.
- All equipment must remain inside the facility. If you plan to have outdoor seating/dining, it must be approved by the Pavilion Supervisor. Tables & chairs may be available for outside patio use, weather permitting.
- Do not tamper with circuit breakers, Audio/Visual equipment, HVAC, light plugs or restroom fixtures.
- Vehicle access to the building from the south side only. **(There will be no vehicles allowed on the north or east patios or the floor of the building.)**
- No outside banners advertising events except where specifically designated or provided for such purpose.
- Monitor the actions of your guests. Make sure that the facility and equipment are treated respectfully.
- Work with the staff to ensure that facility and all equipment, etc. are left as they were found upon arrival.
- Please monitor children. Children under the age of 12 must be supervised by an adult at all times.

Requirements for **Security, Licensed Catering & Bar Service, or Additional Staffing

- At the discretion of the Parks and Recreation Director, renters may be required to provide security personnel for their event.
- Events with over 300 people may require an additional staff person at the rate of $25.00 per hour (at the discretion of the Pavilion Supervisor – based on set up requirements).
- Events serving alcohol with over 100 people will be required to have licensed bar service for their event and licensed catering. Proof of business licenses will be required 14 days prior to the event.
- Events serving alcohol with over 300 people will be required to have licensed bar service for their event and licensed catering. Proof of business licenses will be required 14 days prior to the event. In addition, security will be required for the event. Security must be arranged with the Pavilion Supervisor and the cost will be paid by the renter.
- Any youth event serving alcohol will require licensed bar service and licensed catering. Proof of licenses will be required 14 days prior to the event. For events in excess of 200 in attendance, security will be required for the event.
- The Pavilion Supervisor shall determine the required number of security personnel and additional staff. The renting host is obligated to pay the City 30 days in advance for the cost of providing the security and additional staff. Please consult with the Pavilion Supervisor to determine the required number of security personnel, additional staff, and related costs.
- **All groups may be required to provide a Point of Contact at the Pavilion entry to work with Pavilion Staff and Security to ensure that invited guests only are allowed into the event.**

** - If the event requires security, all cost for the security will be paid by the renter. The renter must arrange security for their event with the Pavilion Supervisor at least 30 days prior to rental date. **Cost for security varies depending on the number of security personnel required.**

Events that exceed limits of guests without appropriate bar service, licensed catering, or security will be cancelled by Pavilion staff. No refunds will be given for cancellation of events due to renter not meeting above listed requirements.

Insurance Requirements

- Satisfactory Commercial General Liability insurance in the minimum amount of $1,000,000 per occurrence shall be required for all events scheduled at the Pioneer Park Pavilion. The Commercial General Liability Insurance must name the City of Puyallup as an "ADDITIONAL INSURED". If alcohol is being served the liability insurance shall include coverage for "liquor liability" with limits of not less than $1,000,000 per occurrence. The insurance policy shall contain, or be endorsed to reflect, that the Applicant's insurance coverage shall be primary insurance as respect the City of Puyallup. Any insurance, self-insurance, or self-insured pool coverage maintained by the City of Puyallup shall be excess of the applicant's insurance and shall not contribute with it. The Certificate of Insurance and acceptable endorsement language shall be furnished to the City of Puyallup before use of the facility.
- Self-Provided Insurance For Corporations and Nonprofits:
  Corporations and registered organizations (profit and nonprofit) can supply a copy of their group's existing policy, which must include:
  - Commercial Liability Insurance Certificate with:
    - City of Puyallup listed as additional insured
    - Coverage in the amount of $1 million per occurrence
    - Liquor liability included and indicated on the policy (if served)
- Purchased Insurance For All Events

For all private events (and corporations or organizations that cannot supply an adequate existing policy), special event insurance can easily be obtained by purchasing a single event policy through the City's approved insurance provider – Washington Cities Insurance Authority at:

https://app.gatherguard.com/ - **Pioneer Park Pavilion** venue code: **0465-390**

The cost varies based on the event size and type, length of event and alcohol service.

Pioneer Park
PAVILION

Rules for Pavilion Events

- Only the renting host or a licensed caterer may bring alcohol to, and furnish alcohol at, any event. Guests are prohibited from bringing alcohol to, or furnishing alcohol at, the event. Alcohol service must follow Washington State Liquor and Cannabis Board guidelines.
- All alcohol for consumption must be served from a designated bar area that is approved by the Pavilion Supervisor. Licensed bartenders are required for most events.
- If alcohol is served (and when required by the Pavilion Supervisor), the renting host must station a person or persons at the Pavilion entrance throughout the event to screen for uninvited individuals. Uninvited individuals are not authorized to enter the Pavilion.
- Alcohol consumption is prohibited outside of the Pavilion. If requested, the Pavilion Supervisor may authorize consumption on the north Pavilion patio within an enclosed area.
- Smoking of any kind is prohibited in the Pavilion, Pioneer Park, or adjacent parking lot.
- In order to ensure safety, adequate lighting must be maintained in the Pavilion during all events. Pavilion staff will control lighting if necessary.
- As a condition of renting the Pavilion, the Pavilion Supervisor **MAY** require security and additional event staff. The Pavilion Supervisor shall determine the required number of security personnel and additional staff. The renting host is obligated to pay the City, in advance, for the cost of providing the security officers and additional staff. Please consult with the Pavilion Supervisor to determine the required number of security officers, additional staff, and related costs.
- In order to ensure compliance with Pavilion rules or enhance security, the Pavilion Supervisor may station additional Pavilion staff at Pavilion entrances and exits. The cost of the additional staff shall be borne by the renting host.
- Please be aware that guests who enter or remain in Pioneer Park after closing may be cited for violating park rules.
- Glass roll-up doors must remain closed anytime music is playing. Staff will monitor noise levels and renters are responsible for keeping music at reasonable levels, per Puyallup Municipal Code 6.16.050. Only City sponsored events may have live music/DJ's on the Pavilion's patio.
- The City of Puyallup may refuse rental or terminate this agreement at any time if in the opinion of city staff the rental may create a nuisance, pose a health or safety risk, or if applicant or event attendees violate any law, rule or regulation or significantly exceed attendance stated on the rental agreement.
- Per Puyallup Municipal Code 5.40 https://www.codepublishing.com/WA/Puyallup/5.40, events held at the Pioneer Park Pavilion charging admission will be responsible for paying admission tax of one cent on every 20 cents or fraction thereof for any activities, excluding non-profits and school events.
- The maximum capacity of the Pavilion is 558 people at assembly seating and 350 at round tables (per fire code). The maximum capacity shall not be exceeded.

Pioneer Park
PAVILION

PAVILION CLEAN UP CHECKLIST

Event Date_____ Person in charge of cleanup _____

Kitchen

_____ All counters and sinks must be cleaned and dry
_____ All appliances must be emptied and cleaned.
_____ Warming drawers must be left clean, if used.
_____ Kitchen floor must be swept and mopped.
_____ Traps (drains) under sink must be cleared of all debris.

Bathroom

_____ Remove any decorations or items
_____ Pick up trash from floor

Floors

_____ All spills of any kind must be mopped up.
_____ All trash must be picked up.

Garbage

_____ All garbage cans in the Pavilion must be emptied and garbage must be placed in the dumpster outside the building.
_____ Trash Can liners must be replaced and tops placed back on can.

Other

_____ All decorations and items you may have brought into the Pavilion are removed.
_____ Drinking fountains must be clean and free of food items.
_____ Tables and Chairs wiped down
_____ Linens rented from the Pavilion must be removed from tables and placed in linen bags which will be provided by Pavilion staff.

Additional Information

- Cleaning products can be obtained from Pavilion staff.
- Walk through the facility with the Pavilion Assistant prior to leaving to ensure that clean up is complete.
- ***The goal is to leave the Pavilion in the same condition as it was prior to your use. This checklist outlines the minimum requirements for which you are responsible.***

Smoking is prohibited in the Pavilion and in Pioneer Park by City Ordinance. Violators may be cited.

Clean up Completed by:_____Date_____

Staff Signature:_____Date_____

*Failure to adhere to these guidelines may result in partial or full loss of security deposit.

Pioneer Park
PAVILION

"THE PLACE TO BE"

Pavilion Equipment List:

- **60" Round Tables – 49 available**
- **30" X 72" Rectangular Tables – 16 available**
- **Black Stacking Chairs - 400**
- ***Portable Stage (9 – 4'X8' Sections)**
- ***Pipe & Black Drape – approximately 100'**
- **Podium (small wooden)**
- **Wired Podium**
- **Wireless Microphones - 2**
- **Lapel Microphones - 2**
- **Wired Microphones - 2**
- **Microphone Stands - 2**
- **Projector w/Screen**

***Equipment available for an additional setup fee**

Payment Worksheet

Saturday Rental Rates

Set up/clean up Hours _____ X $125 per hour =_____
Event Hours _____ - $2500 for 6 hour minimum =_____
Add'l Event Hours ____ X $125 per hour =_____
Total Rental Fees =_____
Deposit (50% of total rental to reserve date) =_____
Balance (Due 60 days prior to event) =_____

Friday Rental Rates

Set up/clean up Hours_____ X $125 per hour =_____
Event Hours_____- $2200 for 6 hours minimum =_____
Add'l Event Hours____ X $125 per hour =_____
Total Rental Fees =_____
Deposit (50% of total rental to reserve date) =_____
Balance (Due 60 days prior to event) =_____

Sunday Rental Rates

Set up/clean up Hours _____ X $125 per hour =_____
Event Hours _____ - $1700 for 5 hour minimum =_____
Add'l Event Hours ____ X $125 per hour =_____
Total Rental Fees =_____
Deposit (50% of total rental to reserve date) =_____
Balance (Due 60 days prior to event) =_____

Weeknight Rental Rates - Monday-Thursday (4:00 pm – 11:00 pm)

Set up/clean up Hours _____ X $100 per hour =_____
Event Hours _____ - $850 for 4 hour minimum =_____
Add'l Event Hours ____ X $100 per hour =_____
Total Rental Fees =_____
Deposit (50% of total rental to reserve date) =_____
Balance (Due 60 days prior to event) =_____

Weekday Rental Rates – (Monday-Thursday (8:00 am – 4:00 pm)

Set up/clean up Hours _____ X $100 per hour =_____
Event Hours _____- $500 for 4 hour minimum =_____
Add'l Event Hours ____ X $100 per hour =_____
Total Rental Fees =_____
Deposit (50% of total rental to reserve date) =_____
Balance (Due 60 days prior to event) =_____

Full Day Rental Rates

Monday–Thursday (8:00 am - 11:00 pm) $2000.00 =_____
Friday (8:00 am – 1:00 am) $3200.00 =_____
Saturday (8:00 am – 1:00 am) $4000.00 =_____
Sunday (8:00 am – 11:00 pm) $3000.00 =_____

Damage Deposit

Due 14 days prior to event @ $300 (no alcohol) =_____
Due 14 days prior to event @ $800.00 (with alcohol) =_____

Security – (see requirements)

Due 30 days prior to event – 2 security personnel min. Hourly fees determined by security firm.

Pioneer Park
PAVILION

"THE PLACE TO BE"

CATERER REFERRAL LIST

Listed below are Caterers who have been recommended to us by other renters or who have previously worked in our facility with positive feedback from staff and customers.

1. **Mama Stortini's**
   (253) 604-0600 – www.mamastortinis.com/catering
   3207 East Main Avenue, Puyallup, WA

2. **Jonz Catering**
   (253) 274-0443 – www.jonzcatering.com
   1905 Bridgeport Way West, University Place, WA 98466

3. **Gallucci's Catering Inc.**
   (253) 572-6828 – www.galluccis.com
   P.O. Box 1333, Tacoma, WA 98401

4. **Snuffin's Catering**
   (253) 851-2900 - www.snuffins.com
   6745-A Kimball Dr, Gig Harbor, WA 98335

5. **The Vault Catering**
   (253) *572-2933* – www.vaultcatering.com
   1025 Pacific Avenue, Tacoma, WA 98402

6. **Act 3 Catering**
   (425) 251-9102 – www.act3catering.com
   279 SW 41st, Renton, WA 98055

7. **The Savory and Sweet Café and Catering Company**
   (253) 253-380-7649 – www.savorynsweetcatering.com
   201 S Meridian, Puyallup, WA 98371

8. **HG Bistro**
   (253)845-5747 – www.hgbistro.com
   1618 E. Main, Puyallup, WA 98372

9. **Georgio's Catering Company**
   (253) 576-3094 – www.georgioscatering.com

Bartending Services

Listed below are bartending services who have been recommended to us by other renters or who have previously worked in our facility with positive feedback from staff and customers.

Elevated Spirits Bar Service – (253) 569-9530 – elevatedspirits253@gmail.com

My Perfect Bartender – (253) 951-4771 – www.myperfectbartender.com

Party On The Rocks – (206) 487-4224 - https://partyonthe.rocks/

Emerald City Cocktails – (208) 708-4937 – www.EmeraldCityCocktails.com

Pour Girls and Some Guys – (206) 248-2290 – www.pourgirls.com

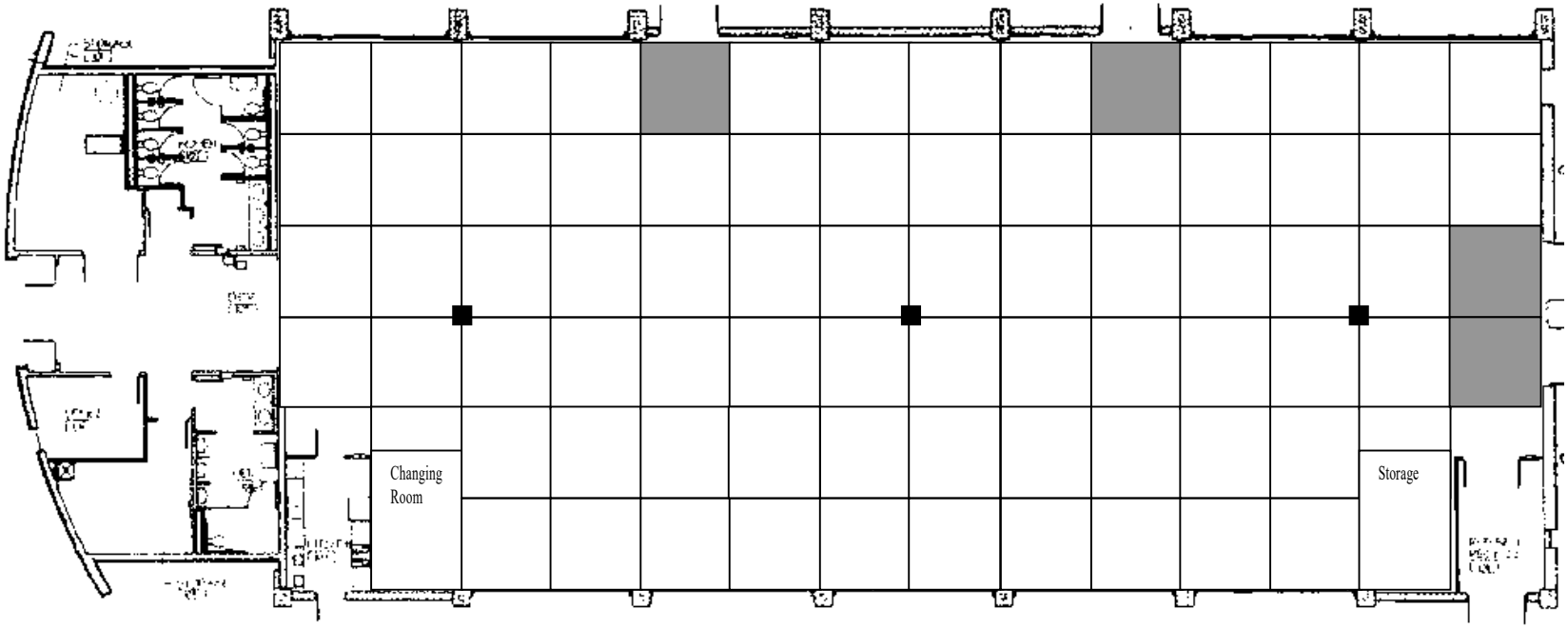
Mama Stortini's - (253) 604-0600 – www.mamastortinis.com

The Vault Catering - (253) 572-2933 – www.vaultcatering.com

Gallucci's Catering Inc. - (253) 572-6828 – www.galluccis.com

Contact vendors to get current pricing.

EVENT _____DATE_____PERSON IN CHARGE _____



One round table per square (60"/49 available)

Rectangular table (30" x 72"/16 available)

Stage section (4' x 8'/9 available)

Round tables		Set up time	
Chairs per table		Event time	
Rectangular tables		Clean up time	
Stage sections		Catering	
		Kitchen Y ❑ N ❑ Alcohol Y ❑ N ❑	Banquet Permit Y ❑ N ❑ Open Flame Per. Y ❑ N ❑

Linens	
AV needs	

Chapter X.XX
SPECIAL EVENTS

X.XX.XXX Purpose.
X.XX.XXX Definitions.
X.XX.XXX Special event permit required; authority of responsible official.
X.XX.XXX Fees, cost recovery for special events; security deposit.
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 Events requesting street closure.
X.XX.XXX Parades, races and processions.
X.XX.XXX Insurance required to conduct special event.
X.XX.XXX Committee 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 Other permits, licenses, fees and taxes.
X.XX.XXX Unlawful to conduct special event without permit.
X.XX.XXX Unlawful to sell goods in special event venue without authorization.
X.XX.XXX Penalties for violation.
X.XX.XXX Cost recovery for unlawful special event.~~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.~~

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~~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 Unlawful to conduct special event without permit.~~
~~X.XX.XXX Unlawful to sell goods in special event venue without authorization.~~
~~X.XX.XXX Penalties for violation.~~X.XX.XXX Cost recovery for unlawful special event.

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

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2. Substantially impact public streets or right-of-way near the event; or

~~2.~~3. ~~Significantly~~ impact the need for emergency services, such as police, fire or medical aid; or

4. 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~~ 50 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~~ 50 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 appropriate council committee must be obtained from the city to conduct, promote, or manage a special event.

~~A~~B. All events planned to take place on public property must submit an event application and obtain a special events permit.

C. 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

Commented [SC1]: I think this is Yakima-specific terminology. What language is Cle Elum using for the downtown?

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pedestrian traffic flow, parking availability, vehicle traffic flow, street access (such as the need for street closures), or any potential risk to public safety.

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.

~~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.~~

~~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.**

Application Fee

A.

~~Establish a~~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 four 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 pem1it 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 a special event permit application, the Finance Director or other designated official 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 events, and permit fees.

The City Services Permit Fee shall be calculated and assessed as follows:

1. Upon receipt of a special event application for comment and approval, the head of each city department shall provide an estimate of costs expected to be incurred by the respective department. By way of illustration, and without limitation, personnel services provided by

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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.

2. Nonprofit applicants shall pay fifty percent (50%) of the costs of the personnel services provided by the city. For-profit applicants will pay one hundred percent (100%) of the total event management personnel costs.
3. The Finance Director 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 City Services Permit Fee is paid in full.

Commented [SC2]: Do we want to keep this split?

Commented [SC3]: Do we need to create actual permit documents?

C. Security Deposit.

Except for an application for a permit for a special event protected under the First and Fourteenth Amendments of the US Constitution or other events exempted from fees as described in this section, each application for a special event permit shall be accompanied by a security deposit. The security deposit shall be in an amount the Finance Director and heads of relevant City departments determine is necessary and appropriate to defray costs of cleanup, repair and/or restoration based upon:

1. The number of persons expected to attend or participate in the event;
2. The type or nature of the event;
3. The number and type of vendors participating in the event;
4. Whether alcohol will be provided, served or consumed at the event venue; and
5. 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

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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.

D. 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.

E. Exemption from Fees

Exempt from the fees outlined in this section are the community events listed as follows:

1. All events officially sponsored and managed by the City of Cle Elum or any of its sub-units, including but not necessarily limited to:
    a) City of Cle Elum Public Works;
    b) Cle Elum Fire Department;
    c) Cle Elum-Rosly Police Department; and
    d) Carpenter Memorial Library;
2. All events sponsored by the Cle Elum Downtown Association, including but not necessarily limited to:
    a) Pioneer Days;
    b) Boo-Elum; and
    c) Christmas in Cle Elum

    Privately sponsored events included on the itineraries for any of these celebrations remain subject to all fees.
3. All events sponsored by the Northern Kittitas County Historical Society.

Commented [SC4]: Suggestion only. Open to debate.

(7) Amendment of Fees.

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Amendment of fees shall be made by action of the full City Council.

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

A. ~~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. ~~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. ~~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.~~1. 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.~~2. 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.~~3. Garage sales, rummage sales, lemonade stands and car washes.

~~9.~~4. The indoor exhibition of films or motion pictures.

~~10.~~5. 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.

6. Activities conducted by a governmental agency acting within the scope of its authority.

~~11.~~

D. ~~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. ~~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, and nor more than one year, before the date and time when it is proposed to conduct the special event.

B. ~~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

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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.

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C. ~~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. ~~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. ~~A.~~ An application for a special event permit is deemed complete when the applicant has submitted all of the ~~infom1ation~~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. ~~B.~~ A completed application will be routed by the responsible official for review to other city departments ~~, the city manager, mayor~~ and, ultimately, ~~/or~~ the 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. ~~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~~Details 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.

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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.
    ~~10.~~a. Should evidence of purchase or renewal not be available at the time of submission, the event organizer may submit either such evidence from the previous year or a quote or other proof of communication with a vendor regarding acquisition. Notwithstanding other conditions placed on it, any approval of the event in the circumstances shall be contingent pending submission of valid coverage.
11. A list of participating vendors.
12. Any other information required by the ~~responsible official~~City.
~~12.~~

B. ~~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.

A. 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. ~~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.

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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.
~~7.~~

B. ~~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. ~~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~~
4. ~~No outside alcohol may be brought into an alcohol service area and no alcohol may be removed~~Measures taken to comply with applicable State regulation must be specifically and clearly identified within the submitted event application materials.

~~7.~~

X.XX.XXX Events requesting street closure.

A. ~~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~~consideration:

1. Detailed site plan clearly identifying points and means of closure;
    a. Private vehicles shall not be considered an acceptable means of street closure.
2. Detailed plan and proof of contract for traffic and crowd control;
~~1.~~3. Concurrence with the request(s) by both the ~~city manager and~~ police chief and public works director;
4. ~~For street or alley closures,~~ The event sponsor must notify all adjacent residents and/or businesses of the proposed closure a minimum of three (3) weeks before the regular committee meeting at which the application will be reviewed. Notification must also inform recipients have the opportunity to comment on the proposed closure by attending the

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meeting or in writing~~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.~~;

~~2.~~

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

C. In compliance with applicable law, closure of State roads or highways, notably WA 903, requires approval of the Washington State Department of Transportation. It shall be the responsibility of the event organizer to obtain such approval and provide documentation to the City.

a. For reference, WA 903 consists of

i. First Street from Oakes Avenue east to the junction with WA 970;

ii. Oakes Avenue between First Street and Second Street;

iii. Second Street from Oakes Avenue west to Bullfrog Road before turning northwest through the City of Roslyn and beyond.

X.XX.XXX Parades, races and processions.

A. Parades, races (including but not necessarily limited to cycling, speed walking, marathons and fun runs) and large processions of ten (10) vehicles or more (including but not necessarily limited to wedding, funeral and memorial processions) shall be encouraged to use a route pre-determined and approved by the Chief of the Cle Elum-Roslyn Police Department.

B. Alternative routes may be proposed and are subject to the collective approval of the Chief of the Cle Elum-Roslyn Police Department, the Chief of the Cle Elum Fire Department and the Director of Public Works.

C. For reasons of safety, participants may distribute giveaways, including but not necessarily limited to candy, treats, promotional items, etc., to onlookers during the parade, race or procession only by handing the item directly at the route barrier.

a. Throwing, tossing, firing from an air gun or any other means of distribution that renders the item a projectile shall be prohibited.

b. The event organizer shall notify all participants individually in writing of this restriction and obtain signed acknowledgement thereof.

c. In the case of group entries, it shall be the responsibility of the individual(s) coordinating that entry's participants to ensure compliance.

d. Any person or organization violating this restriction shall be subject to a fine of five hundred (500) dollars.

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

D. ~~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.

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E. The policy acquired for the purpose of complying with this section must explicitly identify The City of Cle Elum as a covered party.

F. ~~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.

G. As applicable to the content and nature of the ~~C. S~~special event~~s that are primarily athletic in nature (marathons, running events, triathlons, regattas and similar events), the organizer(s) shall obtain endorsements to require a~~the GL policy ~~which includes~~for such things as:

a. ~~-~~Athletic Participant coverage, providing protection for claims made by ~~athletic~~ participants in events primarily athletic in nature, including but not necessarily limited to fun-runs, marathons, etc.;

b. Service of alcohol; and/or

c. Injury and/or death by animals.

~~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~~Committee~~'s~~ action on special event permit application.

A. ~~A.~~ Except as provided in this section, the ~~responsible official~~appropriate committee of the City Council 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. ~~B.~~ The committee ~~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.

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C. ~~C.~~ The committee ~~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. 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:~~

~~3.E. Concurrence with the request(s) by both the city manager and police chief;~~

~~4.F. 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.~~

~~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.).~~

G. ~~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 committee ~~responsible official~~ and the applicant; or
3. Denial of the special event permit application by the committee ~~responsible official~~ pursuant to CEMC X.XX.XXX.

~~3.~~

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

A. ~~A.~~ The committee ~~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

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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.
6.

B. B. The committee 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 1mwillingness 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.
7.

C. C. The committee 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. A. If the responsible officialcommittee 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. B. An event sponsor may appeal Tthe denial of a special event permit may be appealed to the same committee of the City Councilcity manager or their designee.

C. 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 committeeresponsible official, addressing the committee's stated reason(s) for denial and/or setting forth the alternate grounds for appeal. and including any rRelevant supporting documents must be included.

D. D. The city managercommittee shall consider the appeal and issue a written decision within five (5) business days of its receiptat its next scheduled meeting. At its discretion it may elect to convene an earlier special meeting to consider the appeal.

E. Should the committee sustain its decision upon appeal, the event organizer may then appeal to the full city council at its next regularly scheduled meeting, subject to the same conditions outlined in Item C of this section. The decision of the full council shall be considered final.

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~~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.

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

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

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

E. Revocation of approval may occur at any time up to and including the day of the event.

F. The respective Chiefs of the Cle Elum-Roslyn Police Department and the Cle Elum Fire Department and the Director of Public Works shall be empowered to revoke approval and cancel/close an event unilaterally should they deem conditions justify such decision.

G. ~~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. 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

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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. ~~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. ~~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.

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.

~~3.~~

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

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Commented [SC13]: Do we want to put responsibility on the promoter? Is any other option more effective/efficient?

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~~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.

A. 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 Unlawful to conduct special event without permit.

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

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

A. 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:

1. ~~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,
2. ~~B.~~ From any tent, booth, or temporary structure expressly authorized pursuant to a special event permit.

X.XX.XXX Penalties for violation.

A. ~~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

DRAFT

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~~the permit must be submitted for review by the ~~responsible official~~committee.

B. ~~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, doubling with each successive violation in perpetuity ~~or by imprisonment of not more than ninety (90) days, or both such fine and imprisonment~~.

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

A. 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.

DRAFT

CLE ELUM LODGING TAX & EVENTS COMMITTEE
MINUTES
APRIL 16, 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 via zoom
Audrey Malek - present

Matthew Lundh - Mayor
Debbie Lee - Clerk
Mathew Bailey - Public Works Director
Ed Mills - Fire Chief

2. Unfinished Business

a. Boulet Theatre Productions - Spring Production - 2025 Lodging Tax Application

Discussion was had regarding asking the Boulet Theater Group to fill out the portion of the application that was missed at the last meeting. The information that was missing addressed the 50-mile radius requirement for lodging tax funds.

The theater group is trying to build a partnership with the Senior Center, creating more events and activities. But renting the facility is costly. This is why they are asking for the $2,500 from the Lodging Tax Committee. This will help cover the rental fees, rehearsal days and production days.

MOTION: Committee Member Harper made a recommendation to present the Boulet Theater's $2,500, 2025 Lodging Tax Application at the next Council Meeting for their consideration; seconded by Committee Member Malek.
MOTION CARRIED: 3 yes 0 no.

b. Events Application - Updated Draft

This application was presented to the Committee, and they wanted to thank Committee Member Cook and Whitney for all of their hard work. The Committee would like to tackle the Lodging Tax Application next.

MOTION: Committee Member Cook made a motion to start utilizing the updated Event Application immediately; seconded by Committee Member Harper.
MOTION CARRIED: 3 yes 0 no.

3. New Business

a. Meeting Minutes Dated March 12, 2025

MOTION: Committee Member Harper made a motion to approve the Lodging Tax & Events Committee Meeting Minutes; seconded by Committee Member Malek.
MOTION CARRIED: 3 yes 0 no.

b. Newberry Reunion - Firemans Park 2025 Event Application

The Committee felt that everything was complete with the application and the City Staff had no reservations regarding this event.

MOTION: Committee member Harper made a motion to approve the Newberry/Henry Reunion in Firemans Park; seconded by Committee Member Malek.
MOTION CARRIED: 3 yes 0 no.

c. 3 on 3 Basketball Discussion

Chair Member Cook stated that the Committee met with the 3 on 3 basketball group as well as the Downtown Association and had a productive meeting. Discussion was had about possibly changing the location to a different stretch of road and maybe changing the date. The Downtown will not be covering this event as they have in the years past. The 3 on 3 basketball group has an upcoming meeting, and then they will get back in touch with the City.

d. Park Reservations - Mayor Lundh

Mayor Lundh informed the Committee that approximately back in 2019 the City stopped reserving the city parks. The Committee is not sure why this happened, but they would like to start reserving the parks again. Discussion was had about placing a notice that the park (mainly the parks with structures) are reserved and maybe using a QR code to let people know that it is reserved. Reserving the parks would be a benefit to the community. There would be fees and insurance involved. Other cities have park reservations available. This way, the city could track what the park is being used for and be a safer and insured event.

The committee will look at different park reservation procedures from other cities and report back at the next meeting. Clerk Debbie Lee will contact the city's insurance company and see what the requirements will be.

MOTION: Committee Member Harper made a motion to approve the committee to move forward and bring back information to the next meeting; seconded by Committee Member Cook.
MOTION CARRIED: 3 yes 0 no.

e. Lodging Tax Fund Balance - Update

The Committee discussed the fund balance and expenses earmarked to date. They would

like this report on all meeting agendas in the future.

f. Special Events Code - Steven Cook

Committee Chair Cook stated that the draft Municipal Code for Events would help codify the rules and put everything in writing, so everyone is on the same page. This was also sent to Jordan from the Downtown Association for her input. Steven Cook would like to discuss everyone's thoughts at the next Lodging Tax Committee meeting. Staff are in favor of this code proposal and one that will work.

g. A- Event Tracker 2025

This is for informational purposes only.

4. Other Committee Comments

5. Adjourn

The meeting was adjourned at 9:03 a.m.

_____ _____

Steven Cook, Chair Debbie Lee, Clerk

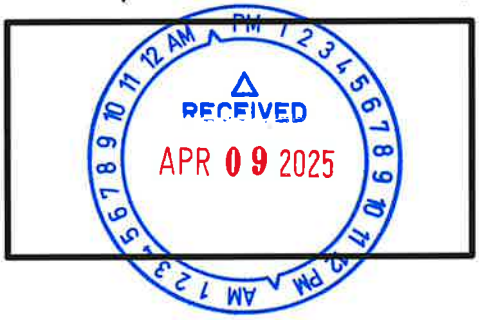
City of Cle Elum
119 West First Street
Cle Elum, WA 98922

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

EVENT PERMIT APPLICATION

NAME OF EVENT: PARISHES PICNIC

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 Ordnance? 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 Ordnance? 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 — Office (509) 674-2262
Cle Elum, WA 98922 — 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 St. John the Baptist / Immaculate Conception Church Picnic

* Event date(s): 8-24-25 Day(s) of the Week Sunday

Time: 10Am — 3 to 4 PM

Event location: Fireman's Park - So. Cle Elum

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

Set-up: Date 8-24-25 Time 10 AM ~~am~~ / ~~pm~~

Take-Down: Date 8-24-25 Time 4 PM ~~am~~ / pm

Purpose of Event: Church - Family Picnic

Event Crowd Size:
Participants 75-100 Spectators _____ Volunteers/Personnel Approx 10-12

Has Event been produced previously? No ☐ Yes ☒
If yes, what were the dates? 8-18-25
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: Catholic Churches Picnic

Mailing Address: Street 303 2nd AVE

City Cle Elum State WA Zip: 98922

Applicant's Name: Bill Barschaw Title: Picnic Chairman

Contact Information: Daytime Phone 509-857-2027

Cell Phone 509-~~857~~ 312-9912

Fax 509-857-2022

E-mail bbarschaw@fairpoint.net

Contact Person *During Event*: Name _____

Daytime Phone As Above

Cell Phone Same

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 venders? No ☒ Yes ☐ If yes, each vender must fill out the Vender 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 Church Bulletin

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: N/A

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.

Bill Bakshaw — Applicant's Signature
4-9-2025 — Date
Bill Bakshaw — Applicant's Printed Name
Chairmain for picnic — Title

HOLD HARMLESS AGREEMENT

This Agreement made this 9 (Day) day of April (Month) 25 (Year), between the City of Cle Elum, referred to as "CITY" herein, and Fr. Francisco Higuera (Name) at, P.O. Box 630 (Mailing Address), Cle Elum (City), WA (State), 98922 (Zip) referred to as "USER" herein.

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

SECTION I

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

SECTION II

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

SECTION III

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

SECTION IV

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

SECTION V

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

SECTION VI

USER convents that it shall not institute any action or suit at law or in equity against CITY, nor institute, prosecute or in any way aid in the institution or prosecution of any claim, demand action, or cause of action for damages, costs, loss of services, expenses, or compensation for any damage 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	Print Name	Title
	Fr. Francisco Higuera	Pastor.

Certificate of Coverage

Date: 3/31/2025

Certificate Holder
Corporation of the Roman Catholic Bishop of Yakima
Chancery Office
P.O. Box 2189
101 South 12th Avenue
Yakima, WA 98902

This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.

Company Affording Coverage
THE CATHOLIC MUTUAL RELIEF SOCIETY OF AMERICA
10843 OLD MILL RD
OMAHA, NE 68154

Covered Location
ST. JOHN THE BAPTIST CHURCH
303 WEST 2ND STREET

CLE ELUM, WA 98922-0000

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate 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 coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

	Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
	Property				Real & Personal Property	
	D. General Liability [x] Occurrence [ ] Claims Made	8509	7/1/2025	7/1/2026	Each Occurrence	1,000,000
					General Aggregate	
					Products-Comp/OP Agg	
					Personal & Adv Injury	
					Fire Damage (Any one fire)	
					Med Exp (Any one person)	
	Excess Liability				Each Occurrence	
					Annual Aggregrate	
	Other				Each Occurrence	
					Claims Made	
					Annual Aggregrate	
					Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items **(the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)**
Immaculate Conception-St. John the Baptist Church's picnic at Fireman Park on August 24, 2025 from 10:00am - 4:00pm.

Holder of Certificate

Additional Protected Person(s)

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

0166003766

Cancellation

Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 **days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.**

Authorized Representative Paul A. Peterson

ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement 8/24/2025 Charge Credit

Cancellation Date of Endorsement 8/25/2025

Certificate Holder Corporation of the Roman Catholic Bishop of Yakima Chancery Office P.O. Box 2189 101 South 12th Avenue Yakima, WA 98902

Location ST. JOHN THE BAPTIST CHURCH 303 WEST 2ND STREET CLE ELUM, WA 98922-0000

Certificate No. 8509 of The Catholic Mutual Relief Society of America is amended as follows:

SECTION II - ADDITIONAL PROTECTED PERSON(S)

It is understood and agreed that Section II - Liability (only with respect to Coverage D - General Liability), is amended to include as an ***Additional Protected Person(s)*** the organization(s) shown in the schedule below.

Schedule - ADDITIONAL PROTECTED PERSON(S)

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

Remarks:
Immaculate Conception-St. John the Baptist Church's picnic at Fireman Park on August 24, 2025 from 10:00am - 4:00pm.

However, the following limitations apply to coverage:

1. The maximum limits of coverage provided by Catholic Mutual Relief Society of America to the ***Additional Protected Person(s)*** named in this endorsement shall not exceed the coverage dollar amount specifically required by contract or agreement and agreed to by the ***Protected Person(s)***. In the absence of specific coverage limits within a referenced contract or agreement, the limits of liability afforded to the ***Additional Protected Person(s)*** must be listed on a separate Certificate of Coverage form attached to this endorsement. All limits of liability extended by this endorsement are inclusive of both Section II Coverage D and Section VII coverages (if applicable).
2. Unless specifically agreed to by contract or agreement, the coverage extended to the ***Additional Protected Person(s)*** by this endorsement is excess and non-contributory over any other available coverage or insurance.
3. This endorsement does not apply to any ***Occurrence*** outside the specific date(s) of a facility use agreement or terms of a lease.
4. This endorsement does not extend coverage to the ***Additional Protected Person(s)*** for ***Occurrences*** which cannot be attributed to primary acts or omissions of the ***Protected Person(s)***.
5. Provided that a premises is utilized by the ***Protected Person(s)*** in a manner consistent with its intended purpose and in accordance with the applicable contract, agreement, or lease, this endorsement does not extend coverage to the ***Additional Protected Person(s)*** for premises defects or other ***Occurrences*** which could not be discovered by the ***Protected Person(s)*** with reasonable diligence.
6. The limited coverage afforded to the ***Additional Protected Person(s)*** by this endorsement only applies to the extent permissible by law and shall not apply to non-delegable duties unless specifically agreed to by contract or agreement.

This extension of coverage shall not enlarge the scope of coverage provided to the ***Certificate Holder*** under this Certificate nor increase the limit of liability thereunder. Unless otherwise agreed by contract or agreement, coverage extended under this endorsement to the ***Additional Protected Person(s)*** will not precede the effective date of this endorsement or extend beyond the cancellation date.

City of Cle Elum Fire Department

Special Events Permit

LOCATION INFORMATION

FD USE ONLY

Address:	Date of Use:	Date Granted	PERMIT #
219 Grant St. Cle Elum, 98922	8/24/25	Date Expires	

Name St. John the Baptist Church **Phone#:** 509-674-2531

City: Cle Elum **State:** WA **Zip:** 98922

EVENT COORDINATER

Name Bill Barschaw **Phone#:** 509-857-2027

Address: 1087 Hidden Valley Rd

City: Cle Elum **State:** WA **Zip:** 98922

Print Name	Signature	Title
Bill Barschaw	Bill Barschaw	Event Organizer

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. None

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. However, if canopy is metal (noncombustible), cooking is permitted. A 10-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. Every booth where there will be cooking shall have a 2A-10BC extinguisher throughout.

9. Barbeques must be kept in a remote area where there is no public access.

10. CARNIVAL AREA: Provide an additional extinguisher throughout. (within 75' of travel)

11. All rides shall have a 2A-10BC fire extinguisher. NO rides may be within 20 feet of a building.

12. ALL exits and aisles must be maintained free and clear of any items.

13. Tents and canopies shall have a State Fire Marshal Flame Resistance Rating, and weighted property for safety for all weather events and hazards

14. ALL decorations, etc. shall be flame retardant.

15. A 7-foot overhead clearance must be maintained in all public access areas.

16. A 20-foot Fire Lane with a minimum 14-foot overhead clearance must be maintained

17. All Booths shall be a minimum of 10 feet away from structures.

18. Tables shall be arranged so that the seating edges of adjacent tables are not less than 54 inches apart.

19. Rectangular tables arranged to accommodate seating on one side only shall have not less than 36 inches between adjacent table edges.

20 Every chair shall be within 20 feet of an aisle.

21. 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.

Bill Barnhart
SIGNATURE/TITLE

3-19-25
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: Bill Barcham TITLE: Organizer

DATE 3-19-25

ADDENDUM #001

COOKING AT SPECIAL EVENTS-REQUIREMENTS

ADDENDUM TO SPECIAL PERMIT (NO): _____

EVENT: Church Parish Picnic

DATES-FROM 8-24-25 TO: 8-24-25

DBA/BOOTH: _____

1. ✓ NO cooking under canopies or in unapproved indoor structures.

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. ✓ A fire extinguisher with a minimum of 20BC classification is to be provided at each booth.

9. ✓ A minimum of three (3) feet clearance must be provided between the public and the cooking device by a barricade.

10. ✓ All cooking devices shall be secure, stable, and level.

11. ✓ The Kittitas County Health Department approval must be obtained for cooking on site.

12. ✓ No Smoking within 25 feet of propane cylinder and No Smoking inside a tent of canopy.

13. ✓ Coals shall be fully extinguished and cold, then placed into a clean noncombustible container for disposal.

14. All propane connections shall be tested for leakage by performing the manufacturers recommended testing procedures.

RECEIVED BY: Bill Barnhart DATE: 3-19-25

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

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: Bill Barnhart DATE: 3-19-25

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

approved

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

Public Works Signature: Mathew Bailey

CLE ELUM FIRE DEPARTMENT (509) 674-1748

Permit will be authorized at time of completing all requirements. They are working with me currently and have a fire and life safety plan started.

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:_____

Doc ID: 9d62e9c45a68f9288b63bf55bbcf9c37c61f70f

Title	Department Heads - Event Review - Parish Picnic Fireman's...
File name	Parish_Picnic_-_Fireman_s_Park_2025.pdf and 1 other
Document ID	9d62e9c45a68f9288b63bf55bbcff5c37c61f70f
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History

SENT	**04 / 09 / 2025** 13:34:29 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 Clerk (wprosek@cleelum.gov) from romans@cleelum.gov IP: 69.55.222.58
VIEWED	**04 / 10 / 2025** 06:23:02 UTC-7	Viewed by Rich Albo (ralbo@cleelum.gov) IP: 69.55.222.58
SIGNED	**04 / 10 / 2025** 06:24:13 UTC-7	Signed by Rich Albo (ralbo@cleelum.gov) IP: 69.55.222.58
VIEWED	**04 / 16 / 2025** 10:18:05 UTC-7	Viewed by Ed Mills (emills@cleelum.gov) IP: 69.55.222.58
SIGNED	**04 / 16 / 2025** 10:21:27 UTC-7	Signed by Ed Mills (emills@cleelum.gov) IP: 69.55.222.58

Title	Department Heads - Event Review - Parish Picnic Fireman's...
File name	Parish_Picnic_-_Fireman_s_Park_2025.pdf and 1 other
Document ID	9d62e9c45a68f9288b63bf55bbcff5c37c61f70f
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History

VIEWED	**04 / 16 / 2025** 11:13:14 UTC-7	Viewed by Mathew Bailey (mbailey@cleelum.gov) IP: 69.55.222.58
SIGNED	**04 / 16 / 2025** 11:15:56 UTC-7	Signed by Mathew Bailey (mbailey@cleelum.gov) IP: 69.55.222.58
INCOMPLETE	**04 / 16 / 2025** 11:15:56 UTC-7	This document has not been fully executed by all signers.

119 West First Street
Cle Elum, WA 98922

Telephone · (509) 674-2262
Fax · (509) 674-4097
www.cleelum.gov

Stamp & initial

RECEIVED
By Rob Omans at 10:26 am, Apr 21, 2025

WP 4/21/25

EVENT PERMIT APPLICATION

APPLICATION DEADLINES:

All applications must be received a minimum of 30 days prior to the date of the event.

The purpose of this permit is to help the event organizer, 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.

OFFICAL USE ONLY	
Event Name:	Ride to Defeat ALS
Permit #:	EVT- 2025-08-16-1
Fee Total:	$75.00
Related Permits:	

FEES[1]

- **$75** if application is submitted at least 60 days prior to event.
- **$150** if application is submitted 30 days prior to event.

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

Cle Elum Fire Department – Chief Ed Mills .....emills@cleelum.gov.....(509) 656-4062

WSDOT – Traffic Control / Right of Way use ..... (509) 577-1788

[1] City entities, including—but not necessarily limited to—CEFD, CERPD and CE Public Works, as well the Cle Elum Downtown Association and the Carpenter Museum, are exempt from application fees.

Applicant ("Event Organizer")	
Name: Angie Rosen	Business License #
Title: Director, Event Operations	
Sponsoring Organization: The ALS Association	
Mailing Address: 1300 Wilson Blvd, Suite 600, Arlington, VA 22209	
Phone Number: 205-443-7883	Email: eventexperience@als.org
Primary Contact Person *During Event*	Same as Applicant ☐
Name: Viktoria Meyer	
Title: Development Manager	
Local Address: 10533 13th Avenue NW, Kent WA	
Email: viktoria.meyer@als.org	
Daytime Phone Number: 206-208-4535	Mobile Phone: 425-941-6300
Secondary/Emergency Contact Person *During Event* (*available to respond in the absence of Event Organizer)*	
Name: Cliff Whitlock	
Title: Director, Team Challenge & Ride to Defeat ALS	
Local Address:	
Daytime Phone Number: 202-464-8858	Mobile Phone: 209-598-2254

REQUIRED – Applicant Checklist
Event Permit Application received a minimum of 30 days prior to event, and the total fee paid to City Hall.
Signed and dated Hold Harmless Agreement • For parades: each parade entrant must sign and submit the Parade Entrant Hold Harmless Agreement to the event organizer. The event organizer is responsible for retaining these agreements.
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
Supplemental pages below with a complete and detailed description of the event, including a schedule and location of event(s). • If serving alcohol, WA Liquor and Cannabis Control Board Banquet Permit or other applicable alcohol service license measures taken to comply with State regulations must be addressed in detail: https://lcb.wa.gov/licensing/outdoor_alcohol_service

• Cle Elum Fire Department-approved Special Events Permit including Addendum #001 Fire and Life Safety Plan and additional Addendums as needed. Contact the Chief of CEFD for guidance.
Site Plan including items such as the location of garbage receptacles, portable bathrooms, stage, seating, venders, street closures, barricades, alcohol measures taken etc.
As applicable, list of vender names and contact details • All venders must have or obtain a business license endorsement for the City of Cle Elum: https://dor.wa.gov/open-business/apply-business-license
If requesting street closures, event organizer 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. Include a copy of the notification. o Road closures on First Street must contact WSDOT
Other Information
After approval from the Lodging Tax and Event Committee, and any Special Events Permits issued with CEFD, this Event will be subject to a Fire Safety Check on the day of the Event by Cle Elum Fire Department.

EVENT DESCRIPTION:

Event Name:	Ride to Defeat ALS - Iron Horse		
Event Type:	☐ Minor (≤ 50 Attendees)	☒ Major (> 50 Attendees)	
Brief Description of Event:	Charity cycling event with two start locations. First start in Snoqualmie and second start in Cle Elum going to Snoqualmie Pass; both ending back at Dru Bru in Cle Elum with most route along Palouse to Cascade State Park Trail.		
Parade Map:	X 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 CERPD approval. I further understand that approval is not guaranteed and may be rescinded at any time.		
Event Start Date:	8/16/2025	**Event End Date:**	8/16/2025
Day(s) of the Week:	☐ SUN ☐ MON ☐ TUE ☐ WED ☐ THU ☐ FRI ☒ SAT		
Event Start Time:	7:00 AM	**Event End Time:**	2:00 PM
Date of Set Up:	8/15/2025	**Time of Set Up:**	12:00 PM
Date of Take Down:	By 8/18/2025	**Time of Take Down:**	12:00pm
Facilities to be Used: (Check all that Apply)	☒ Park ☒ Street ☐ Sidewalk ☒ Private Property		
Location:	Event will be primarily at Dru Bru in Cle Elum, with cyclist riding a designated route.		

Expected Crowd Size:					
Participants:	100	**Spectators:**	25	**Event Personnel & Volunteers:**	25

Previous Occurrences:			
Has the event occurred previously?	☐ No ☒ Yes	**If yes, on which date(s)?**	8/3/2024
Change(s) from previous year?	☒ None	☐ See Explanation Attached	
Will you charge an admission fee?	☐ No ☒ Yes	**If yes, how much?**	Cyclist have a reg. fee that is currently $75

STREET CLOSURES:

Will your event require any street closures?	☒ No Skip to next section.		☐ Yes Continue below.
Street(s):		**Section(s):**	
Proposed Method(s) of Closure:			
	☐ Both my attached site plan and event description include full details of the location(s) and methods of my proposed closures.		
Neighborhood Notification:	☐ I have attached an example of the written notice provided to the adjacent residents and/or business owners regarding the proposed street closures.		
Traffic Control:	☐ I acknowledge that event organizers must contract with CEFD or another organization with Washington State Flagger or Traffic Control Supervisor certification for traffic control services.		
Impact on SR 903:	☐ 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:		
Use Permit Required:	☐ I 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 Include Fire Addendum #002
Description of Planned Cooking:		**Purpose:**	
Acceptable Fuels:	☐ I acknowledge that only propane, pellets or electrical fuels are acceptable during a burn ban.		
CEFD Requirements:	☐ Completed Cle Elum Fire Department Special Events Permit application is attached below (incl Addendum #002).		

TENTS/ CANOPIES:

Will tents be erected?	☐ No Skip to next section.	☒ Yes Include Fire Addendum #003
Number of Tents Anticipated:	Aprx 5 10x10 pop up tents will be at Dru Bru in Cle Elum, for event check in, association mission and sponsor recognition.	
CEFD Requirements:	☐ Completed Cle Elum Fire Department Special Events Permit application is attached below (incl Addendum #003).	

ALCOHOL SERVICE:

Will alcohol be served?	☐ No Skip to next section.	☒ Yes available at Dru Bru Continue below.
Will alcohol be sold?	☒ No Participant will get 1 drink ticket to use at Dru Bru post event	☐ Yes
Regulatory Compliance:	☐ I acknowledge alcohol service must comply with requirements described in WAC 314-03-200, including (but not necessarily limited to): o Barriers around service area of minimum 42 inches (3.5 feet) in height; o Entry/exit points to service area may not exceed 10 feet in combined total; o Controlled and monitored entry to service area and dedicated attendant, wait staff or server when patrons present; o 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 WA State Liquor and Cannabis Control Board Banquet Permit attached.	

ENTERTAINMENT:

Describe Planned Entertainment:	☐ None			
Sound system?	☒ Acoustic		☒ Amplified	
Music/Sound Start Time:	7:00 AM announcements	**Music/Sound End Time:**	2:00 pm acoustic performer at Dru Bru	
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 venders?	☐ No	☐ I understand that each vender must have a valid business license endorsement for the City of Cle Elum.		

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 site plan 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 (OPTIONAL):

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:

☒ The page for comment and signature from City departments will be circulated electronically on behalf of the event of organizer. However, the event organizer is strongly encouraged to reach out prior to submission to discuss plans in order to proactively address concerns and incorporate advice in the final proposal.

Authorization	
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 *I certify under penalty of perjury that the information above is correct to my best knowledge.*	
Applicant Signature: Angela Rosen	**Date:** April 22, 2025

This application will not be processed and will be deemed incomplete if all required components are not attached to application on the day of submission.

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

wprosek@cleelum.gov
Office (509) 674-2262
Fax (509) 674-4097

HOLD HARMLESS AGREEMENT

This Agreement made this 18th (Day) day of April (Month), 2025, (Year) between the City of Cle Elum, referred to as "CITY" herein, and The ALS Association (Name) at, 1300 Wilson Blvd, #600 (Mailing Address), Arlington (City), VA (State), 22209 (Zip) referred to as "USER" herein.

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 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 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 retain 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 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, arising out of activities that USER conducts under a license/permit issued to USER by CITY.

Angela Rosen
'USER' Signature

Angie Rosen
Print Name

Director, Event Operations
Title

3/2025

N/A

PARADE ENTRANT HOLD HARMLESS AGREEMENT

PARADE NAME: _____

I and those involved with my entry hereby release City of Cle Elum from any and all claims for damages on account of injury to either my person, property or livestock in conjunction with the above event. I hereby agree to abide by the rules and regulations of the Parade and to conduct myself accordingly.

I acknowledge that I am participating in a parade that requires that I have safe equipment, floats or livestock. I will not do anything that would pose a substantial risk to any participant or spectator at said event and take full responsibility for those in my entry. I also agree to indemnify, defend and hold harmless and release said City of Cle Elum therewith from any and all claims or responsibility, whatsoever, in case I should be injured while participating in said event including any injury whatsoever that I may cause to any spectator.

I agree that the City of Cle Elum are not liable in any way or manner for any injury to me or any injury I should cause or that should occur if I choose to distribute any type of material from the parade route.

I AGREE THAT I OR THOSE INVOLVED WITH MY ENTRY WILL NOT THROW ANY TYPE OF TREATS OR MATERIAL TO THE CROWD ALONG THE PARADE ROUTE.

I have read the release and hold harmless agreement and agree to its terms and have executed the same voluntarily.

Parade Entrant Signature: _____ Date_____

Parade Entrant Print Name: _____

Address: Street _____

City _____ State _____ Zip: _____

Phone: _____

E-mail: _____

City of Cle Elum Fire Department
SETUP REQUIREMENTS FOR SPECIAL EVENT PERMITS
If event is held in the city limits of Cle Elum and has an occupancy count of over 100 persons

_X_ Fire and Life Safety Plan ADD #001

____ Cooking ADD #002

____ Cooking during burn ban ADD #002

____ Tents/Canopy over 400sq ft

____ Large Tent with ADD #003

____ Generator

____ Carnival

_✓ Only Acknowledgement of Requirements

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

- COOKING: Special Event Permit is required for any open flame or cooking on premises. (Including food trucks)
  - Event organizers shall be responsible for compliance with conditions listed in **ADDENDUM #002** by all cooking vendors.
  - Event organizer(s) shall be responsible for submitting to the Fire Department a list of all cooking vendors and the signed copies of **ADDENDUM #002** (Requirement for cooking), by each cooking vendor.

- COOKING DURING A BURN BAN: additional requirements including **ADDENDUM #002**
  - Portable barbeques may only use propane, pellets, or electricity as fuel.
  - Any other fuels would require additional authorization and permitting.

- TENTS: For larger tents please submit **ADDENDUM #003**
  - Tents and canopies shall have a State Fire Marshal Flame Resistance Rating, and weighted properly for safety for all weather events and hazards.

- GENERATORS:
  - Must be placed 10 feet from the building. **Also, must have a minimum 20BC Fire Extinguisher placed nearby**.

- CARNIVAL AREA: Provide an additional extinguisher throughout. (within 75' of travel)
  - All rides shall have a 2A-10BC fire extinguisher. NO rides may be within 20 feet of a building.

3/2025

GENERAL SETUP: **All set ups will generally require ADDENDUM #001**

- Electrical wires or cables, and any gas/water piping on ground located in public areas must be matted, taped or flown.
- If a propane tank is used, a minimum of 10 feet clearance must be kept between a tank and appliance(s).
- Compressed gas cylinders shall always be secured and capped if not being used.
- Other permits may be required for electrical lines or gas lines outside of a building, contact the Building Department.
- 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.
- ALL exits and aisles must be maintained free and clear of any items.
- All venue occupant loads shall be maintained.
- All fire protection systems shall be visible and unobstructed.
- No motor vehicles shall be operated in the event area.
- Event signs, fire lanes signs and occupant load signs shall be displayed and visible before the event is opened to the public.
- ALL decorations, etc. shall be flame retardant.
- A 7-foot overhead clearance must be maintained in all public access areas.
- A 20-foot Fire Lane with a minimum 14-foot overhead clearance must be maintained unobstructed.
- All Booths shall be a minimum of 10 feet away from structures.
- Tables shall be arranged so that the seating edges of adjacent tables are not less than 54 inches apart.
- Rectangular tables arranged to accommodate seating on one side only shall have not less than 36 inches between adjacent table edges.
- Every chair shall be within 20 feet of an aisle.
- 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.
- AT THE END OF EVENT: 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.

Angela Rosen _____ April 18, 2025

SIGNATURE/TITLE DATE

After receiving this completed application, the Fire Department will review and issue a special events permit. It must be active and on site during the event.

3/2025

ADDENDUM #001
City of Cle Elum Fire Department

Fire & Life Safety Plan - 2025

Ride to Defeat ALS - Iron Horse

Dru Bru, 1015 E 2nd St, Cle Elum, WA 98922

August 16, 2025

Point of Contact/Responsible for emergency plans:
YOUR NAME AND PHONE: Viktoria Meyers and/or Cliff Whitlock
BUSINESS/SPONSOR NAME: The ALS Association
EMAIL ADDRESS: viktoria.meyer@als.org and/or cliff.whitlock@als.org
Additional Emergency Contact:
NAME AND NUMBER

- **In the event of an emergency call 911** report all issues to Kittcom they will page out appropriate resources.
- **Medical emergencies** call 911 stay online until the first responders arrive on scene. This will give incoming help updates on patient and scene.
- **Fire events:** stay calm, work through the safety plans.

- **6 Fire Extinguishers**: LOCATIONS: will be mapped through building. One class k extinguisher at cooking area. 1 will be at event staging location: Dru Bru 1015 E 2nd St Cle Elum.

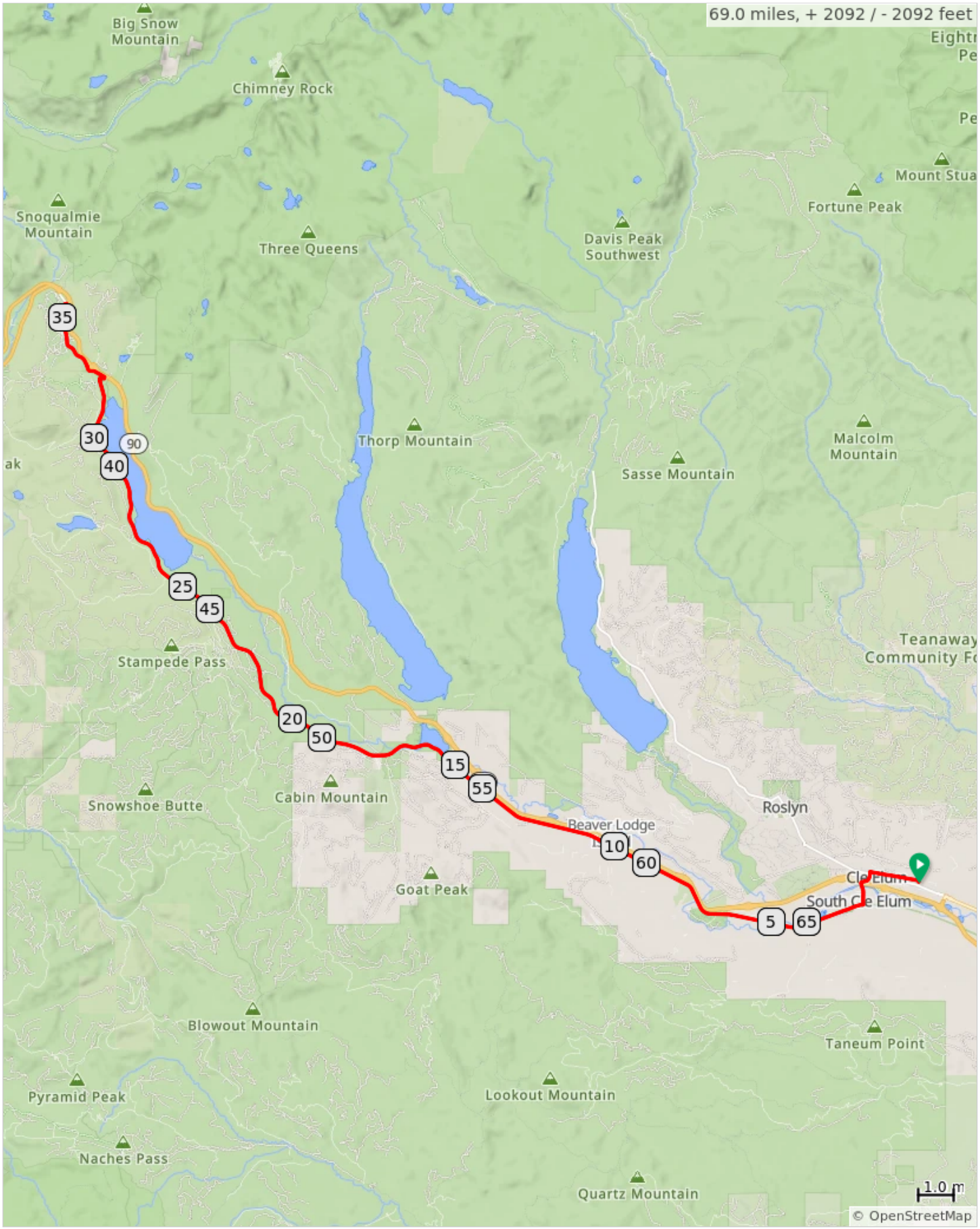
- **Other Fire equipment**: At Building Site
  - Hydrants or water source – LOCATIONS are at north back side of building and South side toward street. One across Floral Ave at 3rd Street.
  - Smoke Alarms – LOCATIONS throughout building at Dru Bru Alarm will sound with smoke or pull station.
  - Carbon Monoxide Alarm- LOCATION in Kitchen area.
  - Nitrogen/CO2 Alarm System - LOCATION in brewing area.
  - Building is Sprinklered FDC on
- **Site Plan: Site plan included in this application** route plan included in event application packet.

- **Entrances/Exits** 2 sets of Double doors to the west of building.
- **Fire Suppression System** Sprinkler heads activate on heat and will charge in the event of a fire. *Extinguishers with cooking grease fires. The pull station will activate alarm and dispatch fire: Extinguishers. Be familiar with **PASS** Pull, Aim Squeeze and Sweep.*
- **The Evacuation Assembly Point (EAP)** *1: EAP is in front of the building toward 3rd and floral. It is furthest away from structures and is the most viewable point to responders/ firefighters. This is furthest away from structures and is the most viewable point to responders/ firefighters. People will be out of the way of incoming responders and fire hydrants if needed.*

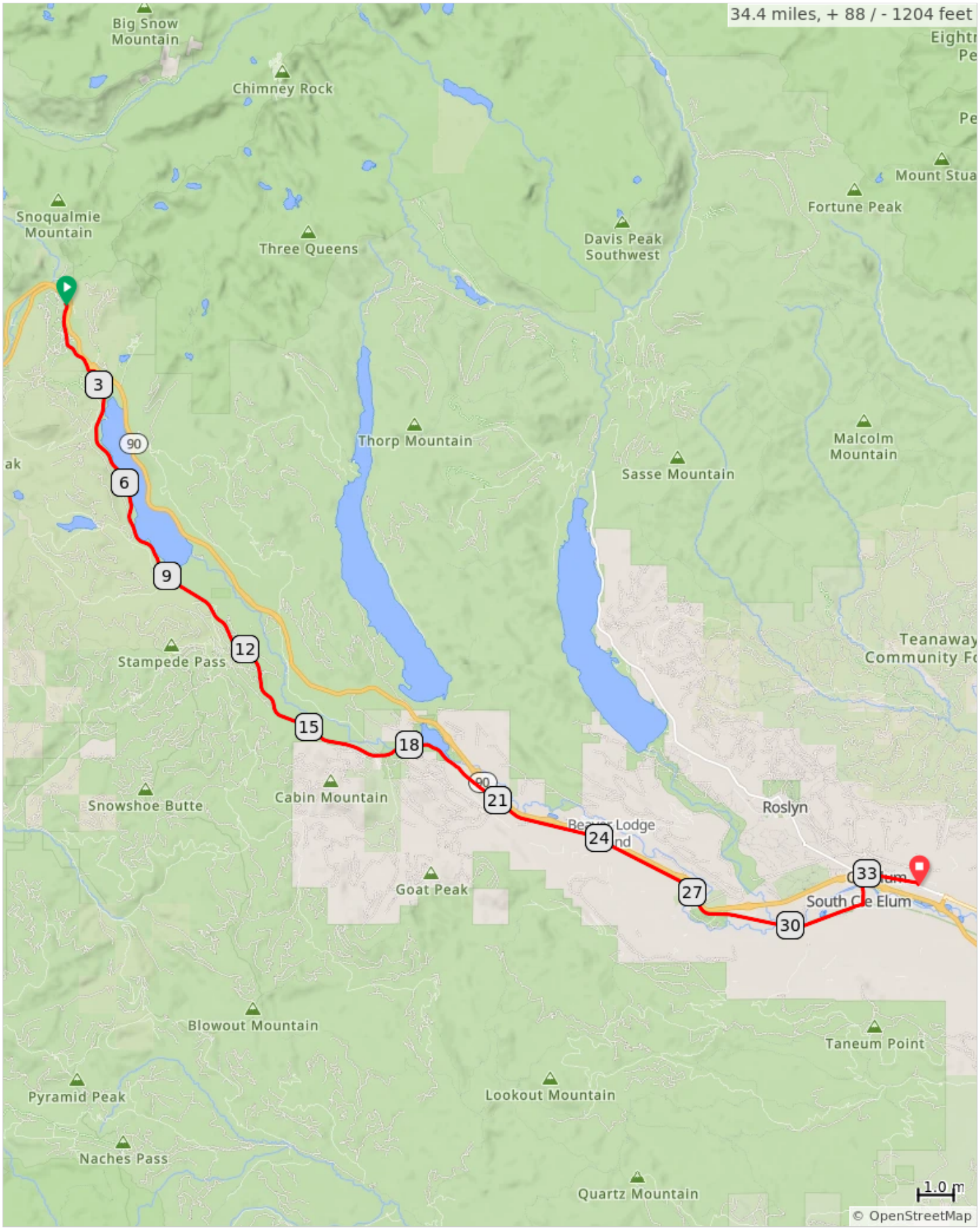
For help contact: Fire Chief Mills Contact – 509-656-4062, emills@cleelum.gov
After receiving this completed application, the Fire Department will review and issue a special events permit. It must be active and on site during the event.

5/2025

70 mile Route - Ride to Defeat ALS: Iron Horse



RTD: Iron Horse Trail - 35 mile route



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/18/2025

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 Wharton/Lyon & Lyon PO Box 1660 Livingston NJ 07039 License#: BR-787709	**CONTACT NAME:** Sophia Nikolaidis **PHONE (A/C, No, Ext):** 973-863-2805 **FAX (A/C, No):** **E-MAIL ADDRESS:** snikolaidis@whartoninsurance.com
INSURED Amyotrophic Lateral Sclerosis Association and Chapters 1300 Wilson Blvd., Ste 600 Arlington VA 22209	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A :** Philadelphia Indemnity Ins Co / 18058 **INSURER B :** **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 864716067 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [X] LOC [ ] OTHER:			PHPK2595465-002	9/1/2024	9/1/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG 	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
A	**AUTOMOBILE LIABILITY** X ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY [ ]			PHPK2595465-002	9/1/2024	9/1/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) 	$ 1,000,000 $ $ $ $
A	[ ] **UMBRELLA LIAB** X OCCUR X **EXCESS LIAB** [ ] CLAIMS-MADE [ ] DED X RETENTION $ 10,000			PHUB879092-002	9/1/2024	9/1/2025	EACH OCCURRENCE AGGREGATE Retention	$ 7,000,000 $ 7,000,000 $ 10,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] **(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)

Coverage is subject to policy terms, conditions, and exclusions.

Walk to Defeat ALS on 8/16/2025 at the Iron Horse Trail - Cle Elum WA. City of Cle Elum is included as Additional Insured when required by written contract as per policy form PIGL005 7/12

CERTIFICATE HOLDER

City of Cle Elum
119 W First Street
Cle Elum WA 98922

CANCELLATION

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

Robert L Silvio

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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

Approved

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

Public Works Signature: Mathew Bailey

CLE ELUM FIRE DEPARTMENT (509) 674-1748

Will update fire and life safety plan with fire chief. Event staff should have a copy to use during event. An authorized and current permit for event will be on site during the time of event.

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

Fire Department Signature: Edwin L Mills

CITY COUNCIL REPRESENTATIVE (509) 674-2473

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

City Council Signature: _____

CITY ADMINISTRATION (509) 674-2262

Administrator Approval: _____ Date:_____

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Doc ID: 3d7f5900ad9a370f02c0eb1d669938cc7ffa6def

Title	Department Heads - Event Review - Ride to Defeat ALS 2025
File name	Ride_to_Defeat_ALS_2025.pdf and 1 other
Document ID	3d7f5900ad9a370f02c0eb1d669938cc7ffa6def
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History

SENT	**04 / 21 / 2025** 11:00:42 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 Clerk (wprosek@cleelum.gov) from romans@cleelum.gov IP: 69.55.222.58
VIEWED	**04 / 21 / 2025** 11:24:25 UTC-7	Viewed by Mathew Bailey (mbailey@cleelum.gov) IP: 69.55.222.58
VIEWED	**04 / 21 / 2025** 11:31:29 UTC-7	Viewed by Ed Mills (emills@cleelum.gov) IP: 69.55.222.58
SIGNED	**04 / 21 / 2025** 12:40:07 UTC-7	Signed by Ed Mills (emills@cleelum.gov) IP: 69.55.222.58
VIEWED	**05 / 06 / 2025** 06:12:04 UTC-7	Viewed by Rich Albo (ralbo@cleelum.gov) IP: 69.55.222.58

Title	Department Heads - Event Review - Ride to Defeat ALS 2025
File name	Ride_to_Defeat_ALS_2025.pdf and 1 other
Document ID	3d7f5900ad9a370f02c0eb1d669938cc7ffa6def
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History

SIGNED	**05 / 06 / 2025** 06:13:09 UTC-7	Signed by Rich Albo (ralbo@cleelum.gov) IP: 69.55.222.58
SIGNED	**05 / 07 / 2025** 08:18:32 UTC-7	Signed by Mathew Bailey (mbailey@cleelum.gov) IP: 69.55.222.58
INCOMPLETE	**05 / 07 / 2025** 08:18:32 UTC-7	This document has not been fully executed by all signers.

119 West First Street
Cle Elum, WA 98922

Telephone · (509) 674-2262
Fax · (509) 674-4097
www.cleelum.gov

Stamp & initial
RECEIVED
APR 18 2025

EVENT PERMIT APPLICATION

APPLICATION DEADLINES:

All applications must be received a minimum of 30 days prior to the date of the event.

The purpose of this permit is to help the event organizer, 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.

OFFICAL USE ONLY	
Event Name:	PIONEER QUEEN GRADUATION
Permit #:	EVT- 2025-0705-3
Fee Total:	$ 75.00
Related Permits:	

FEES[1]

- **$75** if application is submitted at least 60 days prior to event.
- **$150** if application is submitted 30 days prior to event.

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

Cle Elum Fire Department – Chief Ed Mills .....emills@cleelum.gov.....(509) 656-4062

WSDOT – Traffic Control / Right of Way use ..... (509) 577-1788

[1] City entities, including—but not necessarily limited to—CEFD, CERPD and CE Public Works, as well the Cle Elum Downtown Association and the Carpenter Museum, are exempt from application fees.

3/2025

Applicant ("Event Organizer")	
Name: Michael Richard	Business License #
Title: Chair of Pioneer Queen Coronation Committee	
Sponsoring Organization:	
Mailing Address: 2881 Teanaway, Middle Fork, Cle Elum, WA. 98922	
Phone Number: 206 795 7007	Email: Imichaelrichard@gmail.com
Primary Contact Person *During Event*	Same as Applicant ☒
Name:	
Title:	
Local Address:	
Email:	
Daytime Phone Number:	Mobile Phone:
Secondary/Emergency Contact Person *During Event* *(available to respond in the absence of Event Organizer)*	
Name: TESSA Nenrichsen	
Title: Co-Chair	
Local Address: 620 Lincoln Ave, S. Cle Elum, WA 98943	
Daytime Phone Number: 509 260 1314	Mobile Phone: Same

REQUIRED – Applicant Checklist
Event Permit Application received a minimum of 30 days prior to event, and the total fee paid to City Hall.
Signed and dated Hold Harmless Agreement • For parades: each parade entrant must sign and submit the Parade Entrant Hold Harmless Agreement to the event organizer. The event organizer is responsible for retaining these agreements.
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
Supplemental pages below with a complete and detailed description of the event, including a schedule and location of event(s). • If serving alcohol, WA Liquor and Cannabis Control Board Banquet Permit or other applicable alcohol service license measures taken to comply with State regulations must be addressed in detail: https://lcb.wa.gov/licensing/outdoor_alcohol_service

• Cle Elum Fire Department-approved Special Events Permit including Addendum #001 Fire and Life Safety Plan and additional Addendums as needed. Contact the Chief of CEFD for guidance.
Site Plan including items such as the location of garbage receptacles, portable bathrooms, stage, seating, venders, street closures, barricades, alcohol measures taken etc.
As applicable, list of vender names and contact details • All venders must have or obtain a business license endorsement for the City of Cle Elum: https://dor.wa.gov/open-business/apply-business-license
If requesting street closures, event organizer 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. Include a copy of the notification. o Road closures on First Street must contact WSDOT
Other Information
After approval from the Lodging Tax and Event Committee, and any Special Events Permits issued with CEFD, this Event will be subject to a Fire Safety Check on the day of the Event by Cle Elum Fire Department.

EVENT DESCRIPTION:

Event Name:	Pioneer Queen Meet & Greet		
Event Type:	☑ Minor (≤ 50 Attendees)	☐ Major (> 50 Attendees)	
Brief Description of Event:	Meet & greet with This years Queen & Some past Queens		
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 CERPD approval. I further understand that approval is not guaranteed and may be rescinded at any time.		
Event Start Date:	7/5/25	**Event End Date:**	7/5/25
Day(s) of the Week:	☐ SUN ☐ MON ☐ TUE ☐ WED ☐ THU ☐ FRI ☑ SAT		
Event Start Time:	after parade	**Event End Time:**	
Date of Set Up:	7/5/25	**Time of Set Up:**	7:00 am
Date of Take Down:	7/5/25	**Time of Take Down:**	
Facilities to be Used: (Check all that Apply)	☐ Park ☐ Street ☐ Sidewalk ☑ Private Property		
Location:	Glondos Pocket Park		
Expected Crowd Size:			
Participants:	5-7	**Spectators:**	**Event Personnel & Volunteers:** 2-3
Previous Occurrences:			
Has the event occurred previously?	☐ No ☑ Yes	**If yes, on which date(s)?**	each year after the Pioneer Day Parade
Change(s) from previous year?	☑ None	☐ See Explanation Attached	
Will you charge an admission fee?	☑ No ☐ Yes	**If yes, how much?**	

STREET CLOSURES:

Will your event require any street closures?	☒ No Skip to next section.		☐ Yes Continue below.
Street(s):		**Section(s):**	
Proposed Method(s) of Closure:			
	☐ Both my attached site plan and event description include full details of the location(s) and methods of my proposed closures.		
Neighborhood Notification:	☐ I have attached an example of the written notice provided to the adjacent residents and/or business owners regarding the proposed street closures.		
Traffic Control:	☐ I acknowledge that event organizers must contract with CEFD or another organization with Washington State Flagger or Traffic Control Supervisor certification for traffic control services.		
Impact on SR 903:	☐ 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:		
Use Permit Required:	☒ I 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 Include Fire Addendum #002
Description of Planned Cooking:		**Purpose:**	
Acceptable Fuels:	☐ I acknowledge that only propane, pellets or electrical fuels are acceptable during a burn ban.		
CEFD Requirements:	☐ Completed Cle Elum Fire Department Special Events Permit application is attached below (incl Addendum #002).		

TENTS/ CANOPIES:

Will tents be erected?	☐ No Skip to next section.	☒ Yes Include Fire Addendum #003
Number of Tents Anticipated:	1 canopy not exceeding 400 sq. ft.	
CEFD Requirements:	☒ Completed Cle Elum Fire Department Special Events Permit application is attached below (incl Addendum #003).	

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 WAC 314-03-200, including (but not necessarily limited to): o Barriers around service area of minimum 42 inches (3.5 feet) in height; o Entry/exit points to service area may not exceed 10 feet in combined total; o Controlled and monitored entry to service area and dedicated attendant, wait staff or server when patrons present; o 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 WA State Liquor and Cannabis Control Board Banquet Permit 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 venders?	☐ No	☐ I understand that each vender must have a valid business license endorsement for the City of Cle Elum.		

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 site plan 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 (OPTIONAL):

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:

☑ The page for comment and signature from City departments will be circulated electronically on behalf of the event of organizer. However, the event organizer is strongly encouraged to reach out prior to submission to discuss plans in order to proactively address concerns and incorporate advice in the final proposal.

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

Applicant Signature:	**Date:** 4/7/25

This application will not be processed and will be deemed incomplete if all required components are not attached to application on the day of submission.

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

wprosek@cleelum.gov
Office (509) 674-2262
Fax (509) 674-4097

HOLD HARMLESS AGREEMENT

This Agreement made this 17 (Day) day of April (Month), 2025 (Year), between the City of Cle Elum, referred to as "CITY" herein, and Michael Richard (Name) at, 2881 Teanaway Middlefork (Mailing Address), Cle Elum (City), Wa (State), 98922 (Zip) referred to as "USER" herein.

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 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 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 retain 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 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, arising out of activities that USER conducts under a license/permit issued to USER by CITY.

[signature] 'USER' Signature

Michael Richard Print Name

Chair Title

3/2025

N/A

PARADE ENTRANT HOLD HARMLESS AGREEMENT

PARADE NAME: _____

I and those involved with my entry hereby release City of Cle Elum from any and all claims for damages on account of injury to either my person, property or livestock in conjunction with the above event. I hereby agree to abide by the rules and regulations of the Parade and to conduct myself accordingly.

I acknowledge that I am participating in a parade that requires that I have safe equipment, floats or livestock. I will not do anything that would pose a substantial risk to any participant or spectator at said event and take full responsibility for those in my entry. I also agree to indemnify, defend and hold harmless and release said City of Cle Elum therewith from any and all claims or responsibility, whatsoever, in case I should be injured while participating in said event including any injury whatsoever that I may cause to any spectator.

I agree that the City of Cle Elum are not liable in any way or manner for any injury to me or any injury I should cause or that should occur if I choose to distribute any type of material from the parade route.

I AGREE THAT I OR THOSE INVOLVED WITH MY ENTRY WILL NOT THROW ANY TYPE OF TREATS OR MATERIAL TO THE CROWD ALONG THE PARADE ROUTE.

I have read the release and hold harmless agreement and agree to its terms and have executed the same voluntarily.

Parade Entrant Signature: _____ Date_____

Parade Entrant Print Name: _____

Address: Street _____

City _____ State _____ Zip: _____

Phone: _____

E-mail: _____

City of Cle Elum Fire Department
SETUP REQUIREMENTS FOR SPECIAL EVENT PERMITS
If event is held in the city limits of Cle Elum and has an occupancy count of over 100 persons

_X_ **Fire and Life Safety Plan ADD #001**

____ **Cooking ADD #002**

____ **Cooking during burn ban ADD #002**

____ **Tents/Canopy over 400sq ft**

____ **Large Tent with ADD #003**

____ **Generator**

____ **Carnival**

___ **Only Acknowledgement of Requirements**

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

- COOKING: Special Event Permit is required for any open flame or cooking on premises. (Including food trucks)
  - Event organizers shall be responsible for compliance with conditions listed in **ADDENDUM #002** by all cooking vendors.
  - Event organizer(s) shall be responsible for submitting to the Fire Department a list of all cooking vendors and the signed copies of **ADDENDUM #002** (Requirement for cooking), by each cooking vendor.

- COOKING DURING A BURN BAN: additional requirements including **ADDENDUM #002**
  - Portable barbeques may only use propane, pellets, or electricity as fuel.
  - Any other fuels would require additional authorization and permitting.

- TENTS: For larger tents please submit **ADDENDUM #003**
  - Tents and canopies shall have a State Fire Marshal Flame Resistance Rating, and weighted properly for safety for all weather events and hazards.

- GENERATORS:
  - Must be placed 10 feet from the building. **Also, must have a minimum 20BC Fire Extinguisher placed nearby.**

- CARNIVAL AREA: Provide an additional extinguisher throughout. (within 75' of travel)
  - All rides shall have a 2A-10BC fire extinguisher. NO rides may be within 20 feet of a building.

3/2025

GENERAL SETUP: **All set ups will generally require ADDENDUM #001**

- Electrical wires or cables, and any gas/water piping on ground located in public areas must be matted, taped or flown.
- If a propane tank is used, a minimum of 10 feet clearance must be kept between a tank and appliance(s).
- Compressed gas cylinders shall always be secured and capped if not being used.
- Other permits may be required for electrical lines or gas lines outside of a building, contact the Building Department.
- 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.
- ALL exits and aisles must be maintained free and clear of any items.
- All venue occupant loads shall be maintained.
- All fire protection systems shall be visible and unobstructed.
- No motor vehicles shall be operated in the event area.
- Event signs, fire lanes signs and occupant load signs shall be displayed and visible before the event is opened to the public.
- ALL decorations, etc. shall be flame retardant.
- A 7-foot overhead clearance must be maintained in all public access areas.
- A 20-foot Fire Lane with a minimum 14-foot overhead clearance must be maintained unobstructed.
- All Booths shall be a minimum of 10 feet away from structures.
- Tables shall be arranged so that the seating edges of adjacent tables are not less than 54 inches apart.
- Rectangular tables arranged to accommodate seating on one side only shall have not less than 36 inches between adjacent table edges.
- Every chair shall be within 20 feet of an aisle.
- 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.
- AT THE END OF EVENT: 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.

SIGNATURE/TITLE Chair DATE 4/17/25

After receiving this completed application, the Fire Department will review and issue a special events permit. It must be active and on site during the event.

3/2025

ADDENDUM #001
City of Cle Elum Fire Department

Fire & Life Safety Plan - Example

Pioneer Queen Meet & Greet

Glondos Pocket Park

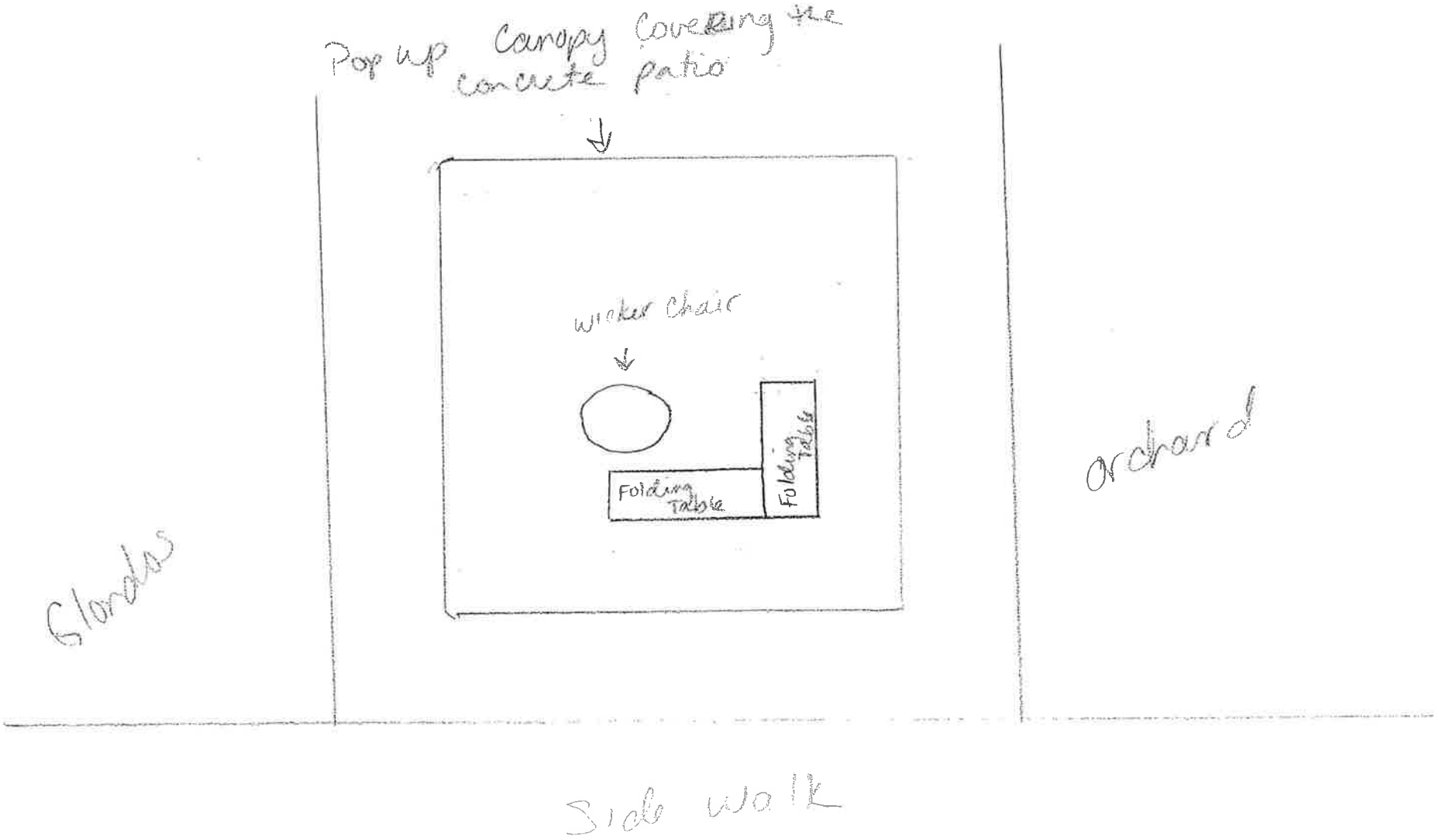
DATE OF EVENT

Point of Contact/Responsible for emergency plans:
NAME: MICHAEL RICHARD
PHONE: 206-795-7007
EMAIL ADDRESS: 1MICHAELRICHARD@GMAIL.COM
Additional Emergency Contact: TESSA HENRICHSEN 509-260-1314
Business License UBI number:

- **In the event of an emergency call 911** report all issues to Kittcom they will page out appropriate resources.
- **Medical emergencies** call 911 stay online until first responders arrive on scene. This will give incoming help updates on patient and scene.
- **Fire events:** stay calm, work through the safety plans.
- **Fire Extinguishers**: LOCATIONS
- **Other Fire equipment**: List if available
  - Hydrants
- **Site Plan: Site plan included in this application**
- **Entrances/Exits** Only one main entrance off of 1st Street
- **Fire Suppression System** *Only Extinguishers. Be familiar with* ***PASS*** *Pull, Aim Squeeze and Sweep.*
- **The Evacuation Assembly Point (EAP):** *EAP is at the corner of Wright and 1st St. It is furthest away from structures and is the most viewable point to responders/ firefighters.*
- **Flammables on-site**: N/A

For help contact: Fire Chief Mills Contact – 509-656-4062, emills@cleelum.gov
After receiving this completed application, the Fire Department will review and issue a special events permit. It must be active and on site during the event.

3/2025


Pop up Canopy Covering the concrete patio
wicker Chair
Folding Table
Folding Table
Glendale
orchard
Side walk

City of Cle Elum Fire Department
SETUP REQUIREMENTS FOR SPECIAL EVENT PERMITS
If event is held in the city limits of Cle Elum and has an occupancy count of over 100 persons

_X_ **Fire and Life Safety Plan ADD #001**

____ **Cooking ADD #002**

____ **Cooking during burn ban ADD #002**

____ **Tents/Canopy over 400sq ft**

____ **Large Tent with ADD #003**

____ **Generator**

____ **Carnival**

___ **Only Acknowledgement of Requirements**

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

- COOKING: Special Event Permit is required for any open flame or cooking on premises. (Including food trucks)
  - Event organizers shall be responsible for compliance with conditions listed in **ADDENDUM #002** by all cooking vendors.
  - Event organizer(s) shall be responsible for submitting to the Fire Department a list of all cooking vendors and the signed copies of **ADDENDUM #002** (Requirement for cooking), by each cooking vendor.

- COOKING DURING A BURN BAN: additional requirements including **ADDENDUM #002**
  - Portable barbeques may only use propane, pellets, or electricity as fuel.
  - Any other fuels would require additional authorization and permitting.

- TENTS: For larger tents please submit **ADDENDUM #003**
  - Tents and canopies shall have a State Fire Marshal Flame Resistance Rating, and weighted properly for safety for all weather events and hazards.

- GENERATORS:
  - Must be placed 10 feet from the building. **Also, must have a minimum 20BC Fire Extinguisher placed nearby.**

- CARNIVAL AREA: Provide an additional extinguisher throughout. (within 75' of travel)
  - All rides shall have a 2A-10BC fire extinguisher. NO rides may be within 20 feet of a building.

3/2025

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GENERAL SETUP: **All set ups will generally require ADDENDUM #001**

- Electrical wires or cables, and any gas/water piping on ground located in public areas must be matted, taped or flown.
- If a propane tank is used, a minimum of 10 feet clearance must be kept between a tank and appliance(s).
- Compressed gas cylinders shall always be secured and capped if not being used.
- Other permits may be required for electrical lines or gas lines outside of a building, contact the Building Department.
- 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.
- ALL exits and aisles must be maintained free and clear of any items.
- All venue occupant loads shall be maintained.
- All fire protection systems shall be visible and unobstructed.
- No motor vehicles shall be operated in the event area.
- Event signs, fire lanes signs and occupant load signs shall be displayed and visible before the event is opened to the public.
- ALL decorations, etc. shall be flame retardant.
- A 7-foot overhead clearance must be maintained in all public access areas.
- A 20-foot Fire Lane with a minimum 14-foot overhead clearance must be maintained unobstructed.
- All Booths shall be a minimum of 10 feet away from structures.
- Tables shall be arranged so that the seating edges of adjacent tables are not less than 54 inches apart.
- Rectangular tables arranged to accommodate seating on one side only shall have not less than 36 inches between adjacent table edges.
- Every chair shall be within 20 feet of an aisle.
- 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.
- AT THE END OF EVENT: 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.

SIGNATURE/TITLE Chair DATE 4/17/25

After receiving this completed application, the Fire Department will review and issue a special events permit. It must be active and on site during the event.

3/2025

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/07/2025

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must 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
Foresite Sports, Inc.
DBA: Eventsured
3553 West Chester Pike #418
Newtown Square, PA 19073

CONTACT NAME: Eventsured Customer Service
PHONE (A/C, No, Ext): 888-882-5902 FAX (A/C, No):
E-MAIL ADDRESS: info@eventsured.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Houston Casualty Company	42374
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Michael Richard
2881 MiddleFork Teanaway
Cle ELum, WA 98922

COVERAGES **CERTIFICATE NUMBER:** TM432426 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC			H24SE00172/TM432426	07/05/2025 12:01AM	07/06/2025 2:01AM	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 1,000,000
							DEDUCTIBLE	$ 0
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS						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? (Mandatory in NH) Y / N [ ] N / A If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATU-TORY LIMITS [ ] OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

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

Additional Insureds must be venue managers or municipalities and are added with respect to our insured's operations only. Waiver of Subrogation (WOS) and Primary & Non-Contributory (PNC) wording applies only when coverage is purchased by the insured, required by written contract and as indicated below. This coverage is with respect to the Exhibitor at Event to be held on 07/05/2025 - 07/05/2025 with 5 attendees at Pioneer Day Queen Committee 216 E 1st St Cle ELum, WA 98922.

CERTIFICATE HOLDER
City of Cle Elum
216 E 1st St
Cle ELum WA, 98922

CANCELLATION
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

ACORD 25 (2010/05)
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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: Rick Albo

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

Approved

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

Public Works Signature: Mathew Bailey

CLE ELUM FIRE DEPARTMENT (509) 674-1748

Event staff should have a copy to use during event. An authorized and current permit for event will be on site during the time of event.

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

Fire Department Signature: Edwin L Mills

CITY COUNCIL REPRESENTATIVE (509) 674-2473

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

City Council Signature: _____

CITY ADMINISTRATION (509) 674-2262

Administrator Approval: _____ Date:_____

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Doc ID: d0c45ba28fe36f96bb67789c80028d0176fde49f

Title	Department Heads - Event Review - Pioneer Queen Coronation...
File name	Pioneer_Queen_Coronation_2025.pdf and 1 other
Document ID	d0c45ba28fe36f96bb67789c80026d0176fde49f
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History

SENT	**04 / 21 / 2025** 11:21:30 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 Clerk (wprosek@cleelum.gov) from romans@cleelum.gov IP: 69.55.222.58
VIEWED	**04 / 21 / 2025** 11:28:37 UTC-7	Viewed by Mathew Bailey (mbailey@cleelum.gov) IP: 69.55.222.58
SIGNED	**04 / 21 / 2025** 11:48:11 UTC-7	Signed by Mathew Bailey (mbailey@cleelum.gov) IP: 69.55.222.58
VIEWED	**04 / 21 / 2025** 12:40:28 UTC-7	Viewed by Ed Mills (emills@cleelum.gov) IP: 69.55.222.58
SIGNED	**04 / 21 / 2025** 12:43:42 UTC-7	Signed by Ed Mills (emills@cleelum.gov) IP: 69.55.222.58

Title	Department Heads - Event Review - Pioneer Queen Coronation...
File name	Pioneer_Queen_Coronation_2025.pdf and 1 other
Document ID	d0c45ba28fe36f96bb67789c80026d0176fde49f
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History

VIEWED	**04 / 22 / 2025** 17:25:03 UTC-7	Viewed by Rich Albo (ralbo@cleelum.gov) IP: 166.137.171.49
SIGNED	**04 / 22 / 2025** 17:26:00 UTC-7	Signed by Rich Albo (ralbo@cleelum.gov) IP: 166.137.171.49
INCOMPLETE	**04 / 22 / 2025** 17:26:00 UTC-7	This document has not been fully executed by all signers.

119 West First Street
Cle Elum, WA 98922

Telephone · (509) 674-2262
Fax · (509) 674-4097
www.cleelum.gov

Stamp & initial

RECEIVED
By Rob Omans at 10:46 am, May 08, 2025

WP 5/8/25

EVENT PERMIT APPLICATION

APPLICATION DEADLINES:

All applications must be received a minimum of 30 days prior to the date of the event.

The purpose of this permit is to help the event organizer, 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.

OFFICAL USE ONLY	
Event Name:	**Skatepark Grand Opening**
Permit #:	EVT- 2025-05-17
Fee Total:	
Related Permits:	

FEES[1]

- **$75** if application is submitted at least 60 days prior to event.
- **$150** if application is submitted 30 days prior to event.

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

Cle Elum Fire Department – Chief Ed Mills .....emills@cleelum.gov.....(509) 656-4062

WSDOT – Traffic Control / Right of Way use ..... (509) 577-1788

[1] City entities, including—but not necessarily limited to—CEFD, CERPD and CE Public Works, as well the Cle Elum Downtown Association and the Carpenter Museum, are exempt from application fees.

Applicant ("Event Organizer")	
Name: Cle Elum Skate Park Committee	Business License #
Title:	
Sponsoring Organization: Rotary	
Mailing Address:	
Phone Number:	Email:
Primary Contact Person *During Event*	Same as Applicant ☐
Name: Andrea Baker	
Title: Secretary	
Local Address: PO Box 756 Cle Elum, WA	
Email: snoskaterize@gmail.com	
Daytime Phone Number:	Mobile Phone: 253 225 2490
Secondary/Emergency Contact Person *During Event* *(available to respond in the absence of Event Organizer)*	
Name: Adam Baker	
Title:	
Local Address:	
Daytime Phone Number:	Mobile Phone: 509 741 7582

REQUIRED – Applicant Checklist
Event Permit Application received a minimum of 30 days prior to event, and the total fee paid to City Hall.
Signed and dated Hold Harmless Agreement • For parades: each parade entrant must sign and submit the Parade Entrant Hold Harmless Agreement to the event organizer. The event organizer is responsible for retaining these agreements.
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
Supplemental pages below with a complete and detailed description of the event, including a schedule and location of event(s). • If serving alcohol, WA Liquor and Cannabis Control Board Banquet Permit or other applicable alcohol service license measures taken to comply with State regulations must be addressed in detail: https://lcb.wa.gov/licensing/outdoor_alcohol_service

• Cle Elum Fire Department-approved Special Events Permit including Addendum #001 Fire and Life Safety Plan and additional Addendums as needed. Contact the Chief of CEFD for guidance.
Site Plan including items such as the location of garbage receptacles, portable bathrooms, stage, seating, venders, street closures, barricades, alcohol measures taken etc.
As applicable, list of vender names and contact details • All venders must have or obtain a business license endorsement for the City of Cle Elum: https://dor.wa.gov/open-business/apply-business-license
If requesting street closures, event organizer 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. Include a copy of the notification. o Road closures on First Street must contact WSDOT
Other Information
After approval from the Lodging Tax and Event Committee, and any Special Events Permits issued with CEFD, this Event will be subject to a Fire Safety Check on the day of the Event by Cle Elum Fire Department.

EVENT DESCRIPTION:

Event Name:	Cle Elum Skate Park Grand Opening		
Event Type:	☐ Minor (≤ 50 Attendees)	☑ Major (> 50 Attendees)	
Brief Description of Event:	grand opening ceremony, ribbon cutting, skating, bands, hot dogs in a family friendly environment		
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 CERPD approval. I further understand that approval is not guaranteed and may be rescinded at any time.		
Event Start Date:	5.17.25	**Event End Date:**	5.17.25
Day(s) of the Week:	☐ SUN ☐ MON ☐ TUE ☐ WED ☐ THU ☐ FRI ☑ SAT		
Event Start Time:	1 pm	**Event End Time:**	6 pm
Date of Set Up:	5.17.25	**Time of Set Up:**	11:30 am
Date of Take Down:	5.17.25	**Time of Take Down:**	6 pm
Facilities to be Used: (Check all that Apply)	☑ Park ☐ Street ☐ Sidewalk ☐ Private Property		
Location:	Cle Elum Skate Park		
Expected Crowd Size:			
Participants:		**Spectators:**	**Event Personnel & Volunteers:** 10
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?**	

STREET CLOSURES:

Will your event require any street closures?	☑ No Skip to next section.		☐ Yes Continue below.
Street(s):		**Section(s):**	
Proposed Method(s) of Closure:			
	☐ Both my attached site plan and event description include full details of the location(s) and methods of my proposed closures.		
Neighborhood Notification:	☐ I have attached an example of the written notice provided to the adjacent residents and/or business owners regarding the proposed street closures.		
Traffic Control:	☐ I acknowledge that event organizers must contract with CEFD or another organization with Washington State Flagger or Traffic Control Supervisor certification for traffic control services.		
Impact on SR 903:	☐ 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:		
Use Permit Required:	☐ I 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 Include Fire Addendum #002
Description of Planned Cooking:	hot dogs on flat top	**Purpose:**	feed the people
Acceptable Fuels:	☑ I acknowledge that only propane, pellets or electrical fuels are acceptable during a burn ban.		
CEFD Requirements:	☑ Completed Cle Elum Fire Department Special Events Permit application is attached below (incl Addendum #002).		

TENTS/ CANOPIES:

Will tents be erected?	☐ No Skip to next section.	☑ Yes Include Fire Addendum #003
Number of Tents Anticipated:	1	
CEFD Requirements:	☐ Completed Cle Elum Fire Department Special Events Permit application is attached below (incl Addendum #003).	

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 WAC 314-03-200, including (but not necessarily limited to): o Barriers around service area of minimum 42 inches (3.5 feet) in height; o Entry/exit points to service area may not exceed 10 feet in combined total; o Controlled and monitored entry to service area and dedicated attendant, wait staff or server when patrons present; o 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 WA State Liquor and Cannabis Control Board Banquet Permit attached.	

ENTERTAINMENT:

Describe Planned Entertainment:	☐ None		
Sound system?	☐ Acoustic		☑ Amplified
Music/Sound Start Time:	2 pm	**Music/Sound End Time:**	6 pm
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 venders?	☑ No	☐ I understand that each vender must have a valid business license endorsement for the City of Cle Elum.	

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 site plan 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 (OPTIONAL):

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:

☑ The page for comment and signature from City departments will be circulated electronically on behalf of the event of organizer. However, the event organizer is strongly encouraged to reach out prior to submission to discuss plans in order to proactively address concerns and incorporate advice in the final proposal.

Authorization	
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 *I certify under penalty of perjury that the information above is correct to my best knowledge.*	
Applicant Signature: Andrea Baker	**Date:** 5.8.25

This application will not be processed and will be deemed incomplete if all required components are not attached to application on the day of submission.

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

wprosek@cleelum.gov
Office (509) 674-2262
Fax (509) 674-4097

HOLD HARMLESS AGREEMENT

This Agreement made this _____ day of May, 25, between the City of Cle Elum, referred to as "CITY" herein, and Cle Elum Skate Park Committee at, PO BOX 756, Cle Elum, WA, 98922 referred to as "USER" herein.

(Day) (Month) (Year) (Name) (Mailing Address) (City) (State) (Zip)

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 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 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 retain 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 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, arising out of activities that USER conducts under a license/permit issued to USER by CITY.

'USER' Signature	Andrea Baker	Secretary
	Print Name	Title

3/2025

N/A

PARADE ENTRANT HOLD HARMLESS AGREEMENT

PARADE NAME: _____

I and those involved with my entry hereby release City of Cle Elum from any and all claims for damages on account of injury to either my person, property or livestock in conjunction with the above event. I hereby agree to abide by the rules and regulations of the Parade and to conduct myself accordingly.

I acknowledge that I am participating in a parade that requires that I have safe equipment, floats or livestock. I will not do anything that would pose a substantial risk to any participant or spectator at said event and take full responsibility for those in my entry. I also agree to indemnify, defend and hold harmless and release said City of Cle Elum therewith from any and all claims or responsibility, whatsoever, in case I should be injured while participating in said event including any injury whatsoever that I may cause to any spectator.

I agree that the City of Cle Elum are not liable in any way or manner for any injury to me or any injury I should cause or that should occur if I choose to distribute any type of material from the parade route.

I AGREE THAT I OR THOSE INVOLVED WITH MY ENTRY WILL NOT THROW ANY TYPE OF TREATS OR MATERIAL TO THE CROWD ALONG THE PARADE ROUTE.

I have read the release and hold harmless agreement and agree to its terms and have executed the same voluntarily.

Parade Entrant Signature: _____ Date_____

Parade Entrant Print Name: _____

Address: Street _____

City _____ State _____ Zip: _____

Phone: _____

E-mail: _____

City of Cle Elum Fire Department
SETUP REQUIREMENTS FOR SPECIAL EVENT PERMITS
If event is held in the city limits of Cle Elum and has an occupancy count of over 100 persons

_X_ **Fire and Life Safety Plan ADD #001**

_✓_ **Cooking ADD #002**

____ **Cooking during burn ban ADD #002 – *Must contact Fire Dept directly for burn ban cooking requirements***

_✓_ **Tents/Canopy under 400 sq ft**

____ **Large Tent over 400 sq ft ADD #003**

____ **Generator**

____ **Carnival**

___ **Only Acknowledgement of Requirements**

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

- COOKING: Special Event Permit is required for any open flame or cooking on premises. (Including food trucks)
  - Event organizers shall be responsible for compliance with conditions listed in **ADDENDUM #002** by all cooking vendors.
  - Event organizer(s) shall be responsible for submitting to the Fire Department a list of all cooking vendors and the signed copies of **ADDENDUM #002** (Requirement for cooking), by each cooking vendor.

- COOKING DURING A BURN BAN: additional requirements including **ADDENDUM #002**
  - Portable barbeques may only use propane, pellets, or electricity as fuel.
  - Any other fuels would require additional authorization and permitting.
  - Must contact Fire Dept directly for burn ban cooking requirements

- TENTS: For larger tents please submit **ADDENDUM #003**
  - Tents and canopies shall have a State Fire Marshal Flame Resistance Rating, and weighted properly for safety for all weather events and hazards.

- GENERATORS:
  - Must be placed 10 feet from the building. **Also, must have a minimum 20BC Fire Extinguisher placed nearby**.

- CARNIVAL AREA: Provide an additional extinguisher throughout. (within 75' of travel)
  - All rides shall have a 2A-10BC fire extinguisher. NO rides may be within 20 feet of a building.

GENERAL SETUP: **All set ups will generally require ADDENDUM #001**

- Electrical wires or cables, and any gas/water piping on ground located in public areas must be matted, taped or flown.
- If a propane tank is used, a minimum of 10 feet clearance must be kept between a tank and appliance(s).
- Compressed gas cylinders shall always be secured and capped if not being used.
- Other permits may be required for electrical lines or gas lines outside of a building, contact the Building Department.
- 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.
- ALL exits and aisles must be maintained free and clear of any items.
- All venue occupant loads shall be maintained.
- All fire protection systems shall be visible and unobstructed.
- No motor vehicles shall be operated in the event area.
- Event signs, fire lanes signs and occupant load signs shall be displayed and visible before the event is opened to the public.
- ALL decorations, etc. shall be flame retardant.
- A 7-foot overhead clearance must be maintained in all public access areas.
- A 20-foot Fire Lane with a minimum 14-foot overhead clearance must be maintained unobstructed.
- All Booths shall be a minimum of 10 feet away from structures.
- Tables shall be arranged so that the seating edges of adjacent tables are not less than 54 inches apart.
- Rectangular tables arranged to accommodate seating on one side only shall have not less than 36 inches between adjacent table edges.
- Every chair shall be within 20 feet of an aisle.
- 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.
- AT THE END OF EVENT: 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.

Jackie Baker/Secretary — SIGNATURE/TITLE

5.8.25 — DATE

After receiving this completed application, the Fire Department will review and issue a special events permit. It must be active and on site during the event.

3/2025

Skate Park Grand Opening Fire Safety Plan - 2025

Cle Elum City Park 519 W Second St Cle Elum, WA 98922

Point of Contact/Responsible for emergency plans

Andrea Baker snoskater12@gmail.com

Cell Phone # 1-253-225-2490

Special use Permit will be authorized and displayed

Additional Contacts – Adam Baker 1-509-741-7582

Spadetechn83@hotmail.com

- **In the event of an emergency call 911** report all issues to Kittcom they will page out appropriate resources.
- **Medical emergencies** call 911 stay online until the first responders arrive on scene. This will give incoming help updates on patient and scene.
- **Fire events** stay calm, remember your training and work through the safety plans.
- **1 Extinguishers** On-Site: will be located by BBQ
- **Fire equipment**: Hydrants are located on Pine and Alpha way. Frost free hydrant with garden hose located by picnic area.
- **Floor Plan:** Small covered shed cooking area on open outside property
- **2 Entrances/Exits**. Alpha way to first or Second street.
- **Fire Suppression System only extinguishers. Be familiar with PASS** Pull, Aim Squeeze and Sweep.
- The Evacuation Assembly Point **(EAP)** is away from the buildings in the grass by the back stop on Second Street. This is furthest away from structures and is the most viewable point to responders/ firefighters. People will be out of the way of incoming responders and fire hydrants if needed.
- Flammables on-site are cooking with BBQ during extreme fire weather.

Fire Chief Mills Contact – 509-656-4062, emills@cleelum.gov

ADDENDUM #002

City of Cle Elum Fire Department

COOKING AT SPECIAL EVENTS REQUIREMENTS

DATES-FROM 5.17.25 TO: 5.17.25

COOKING TYPE (FUEL): propane

1. Food vendors or food trucks must be state certified or certified through the Cle Elum Fire Department.
2. The Kittitas County Health Department approval must be obtained for cooking on site.

Requirements:
NO cooking under unapproved canopies or in indoor structures. Must be permitted and have permanently affixed labeling of Flame propagation performance testing and certification. A 20-foot clearance must be maintained between the structure or booth. NFPA 701

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.**

All fittings and hoses used with propane shall be approved for such use by an approved testing laboratory.

Propane shall be limited to the supply on site. **There shall be no remote storage area.**

Propane cylinder size is limited to a 5.76-gallon capacity.

Limit of one propane cylinder per appliance.

Refueling of propane cylinders on site or at other non-approved locations is prohibited.

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.

Solid fuel cooking appliances, whether or not under a hood, with fireboxes 5 cubic feet (0.14 m^3) 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.

A minimum of three (3) feet clearance must be provided between the public and the cooking device by a barricade.

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.

No Smoking within 25 feet of propane cylinder and No Smoking inside a tent of canopy.

Coals shall be fully extinguished and cold, then placed into a clean noncombustible container for disposal.

All propane connections shall be tested for leakage by performing the manufacturers recommended testing procedures.

Barbeques must be kept in a remote area where there is no public access. The barbeque device must be so isolated that any persons other than the operators may not approach nearer than five (5) feet of the device.

The location of the barbeque device should be in a non-enclosed area, and also be 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. There shall be a rigid restricting barrier.

Only adults should be allowed inside the barrier. Absolutely no children under twelve (12) years of age shall be within the barrier.

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.

One water type extinguisher of at least 2-1/2-gallon capacity shall be available inside the barrier.

Flammable liquids shall not be used to start charcoal.

At the termination of use, the embers and ashes shall be thoroughly soaked with water.

RECEIVED BY: Andrea Becker DATE. 5.8.25

PLEASE SIGN TWO COPIES. ONE COPY SHALL REMAIN ON SITE AND THE OTHER FOR THE FIRE DEPARTMENT. After receiving this completed application, the Fire Department will review and issue a special events permit. It must be active and on site during the event.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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 Hylant Group Inc 811 Madison Ave Toledo OH 43604	**CONTACT NAME:** Macy Gorrell / Sara Humphries **PHONE (A/C, No, Ext):** 419-259-2710 **FAX (A/C, No):** 419-255-7557 **E-MAIL ADDRESS:** Rotary@hylant.com
	INSURER(S) AFFORDING COVERAGE / **NAIC #** **INSURER A :** Westchester Surplus Lines Insurance Company / 10172
Insured All Active US Rotary Clubs & Districts Attn: Risk Management Dept. 1560 Sherman Avenue Evanston, IL 60201-3698	**INSURER B :** **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** ☐ CLAIMS-MADE ☒ OCCUR X Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:	Y		G73578917003	7/1/2024	7/1/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 500,000 $ $ 2,000,000 $ 4,000,000 $ 4,000,000
A	**AUTOMOBILE LIABILITY** ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY	Y		G73578917003	7/1/2024	7/1/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 2,000,000 $ $ $
	☐ **UMBRELLA LIAB** ☐ OCCUR ☐ **EXCESS LIAB** ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ **(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)

The Certificate Holder is included as an additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is cause in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER

City of Cle Elum
119 W First St
Cle Elum, WA 98922

CANCELLATION

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

Judy K. Wilson

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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: Rick Albo

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

Approved

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

Public Works Signature: Mathew Bailey

CLE ELUM FIRE DEPARTMENT (509) 674-1748

Will need to see the certified extinguisher being used for propane cooking. Fire and life safety plan will be in place and event staff will be aware of the plan.

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:_____

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Doc ID: c8145ccd426ae4b1d8c32c1a119c74094ee4f462

Title	Department Heads - Event Review - Skatepark Grand Opening
File name	Skatepark_Grand_Opening_2025.pdf and 1 other
Document ID	c8145ccd426ae4b1d8c32c1a11bc74094ee4f462
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History

SENT	**05 / 08 / 2025** 10:53:36 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 Clerk (wprosek@cleelum.gov) from romans@cleelum.gov IP: 69.55.222.58
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Title	Department Heads - Event Review - Skatepark Grand Opening
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INCOMPLETE	**05 / 09 / 2025** 04:29:26 UTC-7	This document has not been fully executed by all signers.

2024 Lodging Tax
Fund Application

Name of Applicant: _____

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: _____

Name of Organization: _____

Organization mailing address: _____

_____

Organization contact person & title: _____

_____

Organization/contact phone: _____

Email: _____

Organization Website: _____

Federal Tax ID Number: _____ UBI Number:_____

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: _____

Project/Event Date: _____

Project/Event Location: _____

Amount of Funding Requested: $_____

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

☐ New Project/Event ☐ Ongoing Project/Event Support

Estimated # of overnight stays: _____

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

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

APPLICATION QUESTIONS

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

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

2. Please provide the following estimates of how any money received will result in increases in the number of people traveling for business or pleasure on a trip:
    I. Away from their place of residence or business and staying overnight in paid accommodations;
    II. To a place fifty miles or more away from their place of residence or business for the day or staying overnight; or
    III. From another country or state outside of their place of residence or business.

    You must provide the evidence utilized in determining your projections.

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

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

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

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

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

8. **Project Budget:** Please attach a copy of the complete budget for this project/proposal. If your agency operates independently of this project application it may not be

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

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

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

Revenues:
- Cash
- Donations/Sponsorships
- Sales
- Vendor Fees
- Grants
- Etc.
  - Total Revenues

In-Kind Contributions:
- Volunteer Labor
- Donated Services
- Donated Materials
- Etc.
  - Total In-kind

Expenses:
- Venue
- Insurance
- Services
- Advertising
- Security
- Etc.
  - Total Expenses

Profit/Loss (Revenue less Expenses)

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

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

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

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

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.)

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) _____

Title: _____

Date: _____

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	

Total Points: _____ / 100

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.

2025 BUDGET POSITION

City Of Cle Elum | Time: 11:25:48 Date: 05/08/2025 | Page: 1

106 Tourist/Lodging Tax Fund | Months: 01 To: 04

Revenues		Amt Budgeted	Revenues	Remaining	
308 Beginning Balances					
308 31 00 106	Beginning Balance Tourist Fund	500,000.00	272,458.86	227,541.14	54.5%
308 Beginning Balances		**500,000.00**	**272,458.86**	**227,541.14**	**54.5%**
310 Taxes					
313 31 00 001	Hotel/Motel Tax	160,000.00	43,605.00	116,395.00	27.3%
310 Taxes		**160,000.00**	**43,605.00**	**116,395.00**	**27.3%**
330 Intergovernmental Revenues					
337 00 00 106	Horse Park County Lodging Tax Grant $50,000	0.00	0.00	0.00	0.0%
337 00 00 107	Restroom Park County Lodging Tax Grant $19,300	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues		**0.00**	**0.00**	**0.00**	**0.0%**
360 Interest & Other Earnings					
361 11 00 106	Interest	2,000.00	0.00	2,000.00	0.0%
361 30 00 106	Accrued Interest Due	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings		**2,000.00**	**0.00**	**2,000.00**	**0.0%**
Fund Revenues:		**662,000.00**	**316,063.86**	**345,936.14**	**47.7%**

Expenditures		Amt Budgeted	Expenditures	Remaining	
557 Community Services					
557 30 41 001	Tourism	0.00	0.00	0.00	0.0%
557 30 41 002	Promotion -- Marketing and Advertising	5,000.00	0.00	5,000.00	0.0%
557 30 41 008	County -- Consolidated CLAT 13%	28,000.00	0.00	28,000.00	0.0%
557 30 41 009	Cle Elum Hotel-Motel	20,000.00	0.00	20,000.00	0.0%
557 30 41 010	Cle Elum Hotel/Motel -- Dog Park Project	0.00	0.00	0.00	0.0%
557 30 41 011	Cle Elum Hotel/Motel -- Kiwanis Gazebo	0.00	0.00	0.00	0.0%
557 30 41 012	Cle Elum Hotel/Motel -- CE Downtown Assoc.	10,000.00	0.00	10,000.00	0.0%
557 30 41 013	Horse Park County Lodging Tax Small Scale Grant/Arena	0.00	0.00	0.00	0.0%
557 30 41 014	Cle Elum Hotel/Motel - UKCSC Boulet Theater	0.00	0.00	0.00	0.0%
557 30 41 015	Cle Elum Hotel/Motel -- Xmas Lights	0.00	0.00	0.00	0.0%
557 30 41 016	Cle Elum Hotel/Motel -- CEDA Xmas In Cle Elum	50,000.00	0.00	50,000.00	0.0%
557 30 41 017	Cle Elum Hotel/Motel -- Rotary Playground Equipment/Skateboard Park	0.00	0.00	0.00	0.0%
557 30 41 018	Cle Elum Hotel/Motel -- Pioneer Days Queen	3,000.00	0.00	3,000.00	0.0%

2025 BUDGET POSITION

City Of Cle Elum — Time: 11:25:48 Date: 05/08/2025 Page: 2

106 Tourist/Lodging Tax Fund — Months: 01 To: 04

Expenditures		Amt Budgeted	Expenditures	Remaining	
557 Community Services					
557 30 41 021	Cle Elum Hotel/Motel -- Fireworks/Chamber/Christmas and 4th of July	15,000.00	0.00	15,000.00	0.0%
557 30 41 022	Cle Elum Hotel/Motel -- CEDA add'l 2021 Holiday Lighting	0.00	0.00	0.00	0.0%
557 30 41 023	Cle Elum Hotel/Motel -- Hopesource KCC Bus	24,000.00	0.00	24,000.00	0.0%
557 30 41 025	County Lodging Tax -- CE Roundup	0.00	0.00	0.00	0.0%
557 30 41 026	Cle Elum Hotel/Motel -- Sassy Trash Market	4,000.00	0.00	4,000.00	0.0%
557 30 41 030	Cle Elum Hotel/Motel -- CEDA Hanging Baskets and Planters	0.00	0.00	0.00	0.0%
557 30 41 031	Cle Elum Hotel/Motel -- UKC Basketball Club Mountain Madness	8,000.00	0.00	8,000.00	0.0%
557 30 41 032	Cle Elum Hotel/Motel -- CEDA Pioneer Days	20,000.00	0.00	20,000.00	0.0%
557 30 41 033	County Lodging Tax Reimb. -- CEDA 2023	15,000.00	0.00	15,000.00	0.0%
	557 Community Services	**202,000.00**	**0.00**	**202,000.00**	**0.0%**
594 Capital Expenditures					
594 36 63 106	Cemetery Water Repair Project	100,000.00	121.00	99,879.00	0.1%
594 36 63 107	Community Rec Center for UKC 35% Revenues	0.00	73,609.61 *	(73,609.61)	0.0%
594 36 63 108	City Hall Remodel for CEDA	0.00	62,257.86 *	(62,257.86)	0.0%
	594 Capital Expenditures	**100,000.00**	**135,988.47**	**(35,988.47)**	**136.0%**
999 Ending Balance					
508 31 00 106	Ending Balance Tourist Fund	360,000.00	0.00	360,000.00	0.0%
	999 Ending Balance	**360,000.00**	**0.00**	**360,000.00**	**0.0%**
Fund Expenditures:		**662,000.00**	**135,988.47**	**526,011.53**	**20.5%**
Fund Excess/(Deficit):		**0.00**	**180,075.39**		

2025 Lodging Tax Obligations to Date 4/2025
Visitor Center $28,000
Holiday Lighting $68,000
Pioneer Days $30,879
Fireworks $7,750
Boulet Theater $2,500
Pioneer Days $2,400
Cemetery Irrigation $100,000
CLTAC $28,000
Visitory Center/Downtown Assoc. $62,000 *already deducted
Mtn. to Sound Greenway $6,700
TOTAL REQUESTS TO DATE $336,229

Beginning Fund Balance $272,458.86
2025 Projected Revenues $161,452.70
35% proposed to Rec Center $73,609 *already deducted
2025 Request YTD $336,229
Beginning Balance 2026 $159,682.56

Event Tracker

Approved = by committee

Permitted = able to start

Outstanding items

Permit #	2025				Status	item 1	item 2	item 3	COI if needed	Day of the Event	Contact Info	Paid
2025-05-17-1	Saturday, May 17, 2025	11:30am-6:00pm	Skatepark Grand Opening	Rotary Club - Skatepark Committee	**Pending**	Meeting May 14		Council/Admin signature		Fire & Safety check	Andrea Baker 253-225-2490	
2025-06-07-1	Saturday, June 7, 2025	8:00am-5:00pm	HI90 Grindy Bicycle Ride	Vicious Cycle Events	**Permitted**					Fire & Safety check	Jake Maedke 509-750-0977	N/A
2025-07-05-1	Friday, July 4, 2025 - Sunday, July 6, 2025	8:00am-4:00pm	Pioneer Days	CEDA	**Approved**			Fireworks permit	COI	Fire & Safety check	Jordan Peterson 425-765-5719	N/A
2025-07-05-2	Saturday, July 5, 2025	11:00am-7:00pm	Triple Shot 3 on 3	UKC Basketball Club	**On hold**	Meeting pending	Fire SEP - Add 001	Council/Admin signature	COI	Fire & Safety check	Beau Nicholls 509-260-1243	N/A
2025-07-05-3	Saturday, July 5, 2025	7:00am-12:00pm	Pioneer Queen Coronation	Pioneer Queen Coronation Committee	**Pending**	Meeting May 14		Council/Admin signature		Fire & Safety check	Michael Richard 206-795-7007	
2025-07-06-1	Sunday, July 6, 2025	7:00am-12:00pm	Pioneer Breakfast	CEFD Volunteer Assoc	**Permitted**					Fire & Safety check	Maggie Bator 509-304-4433	N/A
2025-07-26-1	Saturday, July 26, 2025	10:00am-5:00pm	Newberry Reunion - Fireman's Park	Pam Newberry	**Permitted**					Fire & Safety check	Pam Newberry 509-304-4189	N/A
2025-08-16-1	Saturday, August 16, 2025	7:00am-2:00pm	Ride to Defeat ALS	The ALS Association	**Pending**	Meeting May 14		Council/Admin signature		Fire & Safety check	Viktoria Meyer 206-208-4535	
2025-08-24-1	Sunday, August 24, 2025	10:00am-4:00pm	Parish Picnic St John the Baptist - Fireman's Park	St John the Baptist/ Immaculate Conception	**Pending**	Meeting May 14		Council/Admin signature		Fire & Safety check	Bill Barschaw 509-312-9912	N/A
2025-10-31-1	Friday, October 31, 2025	4:00pm-6:00pm	Boo Elum	CEDA	**Approved**				COI	Fire & Safety check	Jordan Peterson 425-765-5719	N/A
2025-11-29-1	Saturday, November 29, 2025	6:00pm-6:30pm	Christmas Cle Elum Lighting	CEDA	**Approved**				COI	Fire & Safety check	Jordan Peterson 425-765-5719	N/A
2025-12-06-1	Saturday, December 6, 2025	4:30pm-7:00pm	Christmas Cle Elum Parade	CEDA	**Approved**			Fireworks permit	COI	Fire & Safety check	Jordan Peterson 425-765-5719	N/A