

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
June 11, 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.

1. **Call to Order/Pledge of Allegiance**
2. **Unfinished Business**
 - a. Park Reservations
 - b. Special Events Code
 - c. Update Lodging Tax Application
3. **New Business**
 - a. May 14, 2025, Cle Elum Lodging Tax & Events Committee Meeting Minutes
 - b. May 19, 2025, Cle Elum Lodging Tax & Events Committee Study Session Meeting Minutes
 - c. Nonprofit Community Connect Day 2025 Event Application
 - d. UKC Basketball 3 on 3 2025 Event Application
 - e. Catholic Outdoor Mass 2025 Event Application
 - f. MouseAbout Softball Tournament 2025 Event Application
 - g. UKC Senior Center Spaghetti Western - 2025 Lodging Tax Application
 - h. Civic Plus Recreation Management Program
[Recreation Management](#)
 - i. Lodging Tax Fund Balance - Update
4. **Other Committee Comments**
 - a. Event Tracker

Lodging Tax & Events Committee Agenda

June 11, 2025

119 W FIRST STREET
CLE ELUM, WA 98922

5. Adjourn

Upcoming Meetings:

Historic Preservation Commission Meeting: June 17, 2025 @ 3:00 p.m.

Planning Commission Meeting: June 17, 2025 @ 6:00 p.m.

Public Safety & Health Committee Meeting: June 18, 2025 @ 2:00 p.m.

Regular Council Meeting: June 23, 2025 @ 6:00 p.m.

General Government Committee Meeting: June 25, 2025 @ 8:30 a.m.

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

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

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

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.

~~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

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.

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

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.

AB. 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

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

Application Fee

A.

~~Establish a nonrefundable application fee set forth in the City of Cle Elum master fee schedule adopted by city council via resolution must be submitted with any special event permit application. Any event application submitted less than 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 permit application is first submitted to the responsible official. The application fee shall not be charged for an application to conduct an expressive activity.~~

B. City Services Permit Fee.

~~Upon approval of 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~~

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

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.

(7) Amendment of Fees.

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

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

Commented [SC5]: Should we adjust this, considering the section on parades, etc. below?

Commented [SC6]: Need to define.

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.

Commented [SC7]: Review.

~~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 ~~information~~ information required in Section X.XX.XXX on the city's application form, including any additional information required by the responsible person, and paid the special event application fee;

~~B. 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.

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.

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.

Commented [SC8]: I don't think we want to keep the current actual content of this section. However, do we want to keep a section so named and add new content pertaining to CE?

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~~

~~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.

Commented [SC9]: Do we have minimum coverage amounts? Should we include them in here?

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 events that are primarily athletic in nature (marathons, running events, triathlons, regattas and similar events), the organizer(s) shall obtain endorsements to require at 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 officialappropriate 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.

~~C. G.~~ 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~~

Commented [SC10]: Separate into designated section

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.~~ ~~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 official~~ ~~committee~~ 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 ~~The~~ denial of a special event permit ~~may be appealed~~ to the ~~same committee of the City Council~~ ~~city 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 ~~committee responsible official~~, ~~addressing the committee's stated reason(s) for denial and/or~~ setting forth ~~the alternate~~ grounds for appeal ~~and including any r~~ Relevant supporting documents ~~must be included~~.

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

~~E.~~ ~~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.

~~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

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.~~

Commented [SC11]: Should we allow after-the-fact? Is anything else feasible?

Commented [SC12]: Amount?

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

~~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

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.~~



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	

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.

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

MAY 14, 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 (8:40 a.m.)
Audrey Malek - present

Matthew Lundh - Mayor
Debbie Lee - Clerk
Whitney Prosek - Office Assistant
Ed Mills - Fire Chief
Rich Albo - Police Chief
Bathew Bailey - Public Works Director

2. Unfinished Business

a. Park Reservations

Steven Cook gave some examples of different cities and their application process for reserving parks. He thought this would be a good start. Also, staff and committee members will be looking at a demo of the Civic Clerk's park module for ease of reservations and application submission online. Mayor Lundh would like the committee to look into all the information soon since the City is approaching the busy season for parks. Police will need to consider the enforcement aspect of park reservations.

The committee decided to have a work study meeting on Monday, May 19, 2025, at 8:00 a.m.

b. Special Events Code

The committee felt that a study session for the events code would be more productive. They will have this study session on June 30th, 2025 at 10:00 a.m.

3. New Business

a. Meeting Minutes Dated April 16, 2025

MOTION: Committee Member Harper made a motion to approve the Lodging Tax & Events Committee Meeting Minutes dated April 16, 2025; seconded by Committee Member Cook.

Lodging Tax & Events Committee Agenda

May 14, 2025

119 W FIRST STREET
CLE ELUM, WA 98922

MOTION CARRIED: 2 yes 0 no.

b. Parish Picnic 2025 Event Application

MOTION: Committee Member Malek made a motion to approve the Parish Picnic 2025 Event Application; seconded by Committee Member Cook.

MOTION CARRIED: 2 yes 0 no.

Fire Chief Mills stated they had submitted all the required information but would need to have a fire extinguisher on site.

c. Ride to Defeat ALS 2025 Event Application

MOTION: Committee Member Cook made a motion to approve the 2025 Ride to Defeat ALS Event Application; seconded by Committee Member Malek.

MOTION CARRIED: 2 yes 0 no.

Fire Chief Mills asked that they follow up with him regarding the fire, life and safety plan to make sure everything was in order.

d. Pioneer Queen Coronation 2025 Event Application

MOTION: Committee Member Malek made a motion to approve the Pioneer Queen Coronation 2025 Event Application; seconded by Committee Member Cook.

MOTION CARRIED: 2 yes 0 no.

Bev Ballard is the 2025 Pioneer Queen, and it will be a western-themed coronation.

e. Skate Park Grand Opening 2025 Event Application

MOTION: Committee Member Cook made a motion to approve the Skate Park Grand Opening 2025 Event Application; seconded by Committee Member Malek.

MOTION CARRIED: 2 yes 0 no.

Fire Chief Mills informed the committee that they would need a fire extinguisher on site.

f. Update Lodging Tax Application

The committee discussed that they would work on updating the Lodging Tax Application after Kittitas County has finalized their form.

g. Lodging Tax Fund Balance - Update

This report helps with planning purposes.

4. Other Committee Comments

Fire Chief Mills stated that he and Whitney tweaked the application a little to help with flow when people are filling it out.

Lodging Tax & Events Committee Agenda May 14, 2025

119 W FIRST STREET
CLE ELUM, WA 98922

Discussion was had regarding alcohol being either served by the establishment or the event applicant as different rules would apply to each. They discussed having a form, so applicants acknowledge the rules of alcohol when served.

a. Event Tracker

The next few months are busy with events.

5. Adjourn

The meeting was adjourned at 9:08 a.m.

Steven Cook, Chair

Debbie Lee, Clerk

CLE ELUM LODGING TAX & EVENTS COMMITTEE

MINUTES

MAY 19, 2025

8:00 AM

119 W FIRST STREET
CLE ELUM, WA 98922

1. Call to Order/Pledge of Allegiance

Steven Cook - present via zoom
Steven Harper - present via zoom
Audrey Malek - present

Matthew Lundh - Mayor
Debbie Lee - Clerk
Whitney Prosek - Assistant Clerk
Ed Mills - Fire Chief
Mathew Bailey - Public Works Director
Rich Albo - Police Chief

2. Unfinished Business

a. Park Reservations

Points of Discussion:

- 12-month reservations or reservations from May–September.
- There are some Event Applications that use the parks off-season and in the snow.
- Public Works needs to keep in mind any preparations that will need to be made prior to the reservation and after.
- Restrooms are shut down in the winter.
- Disclaimer during the winter regarding plowing areas of the park.
- How would the Events Committee handle cancellations due to weather?
- Define the word reserve, and what areas of the park are actually reserved. This would be on a park-by-park basis.
- Timeframe of reservations: 1/2 day or hour by hour. And what fee to charge.
- Have maps of the current parks and what spaces are available for renting.
- Are inflatables allowed?
- Enforcement on reservations and would there be a penalty or fine involved?
- Discussion regarding enforcement and signs stating the park is reserved.
- Possibly using QR codes.
- People who reserve the park can post their own notice stating that the park is reserved.
- Liability waiver, hold harmless agreement, use agreement etc. what type of forms are needed.
- Garbage and cleanup were discussed and if deposits should be taken.

Lodging Tax & Events Committee Agenda

May 19, 2025

119 W FIRST STREET
CLE ELUM, WA 98922

- 30-day advance cancellation notice and how refunds or weather-related refunds would come into play.

3. Other Committee Comments

4. Adjourn

The study session was adjourned at 8:55 a.m.

Steven Cook, Chair

Debbie Lee, Clerk

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 9:51 am, May 09, 2025
WP 5/9/25

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.

OFFICIAL USE ONLY	
Event Name:	Non-profit Community Connect Day
Permit #:	EVT- 2025- 08-17-1
Fee Total:	
Related Permits:	

FEES¹

- \$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 Millsemills@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: Courtney Garzone	Business License # 501c3 EIN: 82-4102205
Title: Behavioral Health Project Specialist	
Sponsoring Organization: Kittitas County Health Network	
Mailing Address: 110 W 6th Ave PMB 393, Ellensburg, WA 98926	
Phone Number: 509.925.5246	Email: courtney@healthierkittitas.org
Primary Contact Person <u>During Event</u> Same as Applicant ☒	
Name:	
Title:	
Local Address:	
Email:	
Daytime Phone Number:	Mobile Phone:
Secondary/Emergency Contact Person <u>During Event</u> (available to respond in the absence of Event Organizer)	
Name: Lori Nevins	
Title: Executive Director, Upper Kittitas County Senior Center	
Local Address: 719 E 3rd St, Cle Elum	
Daytime Phone Number: 509.674.7530	Mobile Phone: 206.919.5328

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

3/2025

• 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, vendors, street closures, barricades, alcohol measures taken etc.	
As applicable, list of vendor names and contact details • All vendors 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. ○ Road closures on First Street must contact WSDOT	
Other Information	
	<i>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 <u>the day of the Event</u> by Cle Elum Fire Department.</i>

EVENT DESCRIPTION:

Event Name:	Non-Profit Community Connect Day		
Event Type:	☐ Minor (≤ 50 Attendees)	☒ Major (> 50 Attendees)	
Brief Description of Event:	Celebration of local non-profits (games, activities), access to local resources (tabling)		
	Some free health/social services (i.e. haircuts, blood pressure checks, foot care clinic, etc.)		
	Food from a licensed vendor, music performed by a local band		
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:	August 17th	Event End Date:	August 17th
Day(s) of the Week:	☒ SUN ☐ MON ☐ TUE ☐ WED ☐ THU ☐ FRI ☐ SAT		
Event Start Time:	10am	Event End Time:	2pm
Date of Set Up:	August 17th	Time of Set Up:	9am
Date of Take Down:	August 17th	Time of Take Down:	3pm
Facilities to be Used: (Check all that Apply)	☒ Park ☐ Street ☐ Sidewalk ☐ Private Property		
Location:	Cle Elum City Park		
Expected Crowd Size:			
Participants:	150	Spectators:	0
		Event Personnel & Volunteers:	15
Previous Occurrences: August 17, 2024			
Has the event occurred previously?	☐ No ☒ Yes	If yes, on which date(s)?	August 17th, 2024
Change(s) from previous year?	☐ None ☒ See Explanation Attached *		
Will you charge an admission fee?	☒ No ☐ Yes	If yes, how much?	

*Explanation: last year, Lori Nevins hosted a celebration of local nonprofits for National 3/2025 Nonprofit day. This year, we're combining the Upper County Community Connect Day

- 4 with the National Nonprofit Day celebration so we will provide catered food and offer health-related services (i.e. haircuts, back-to-school vaccines, foot care clinic) during this celebration event.

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://cleclum.gov/forms-and-applications/ .	

3/2025

COOKING:

Will there be on-site cooking?	☒ No Skip to next section.	☐ Yes Include Fire Addendum #002
Description of Planned Cooking:	Licensed food vendor (Senior Bones) to provide pre-cooked food	Purpose: To provide a free meal to community members
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:	Maximum 30 (likely 15) 10'x10' tailgate-style sideless canopies; Fire District 6 to bring a medic tent & possibly a cooling tent	
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 <u>WA State Liquor and Cannabis Control Board Banquet Permit</u> attached.	

3/2025

ENTERTAINMENT:

Describe Planned Entertainment:	☐ None		
Sound system?	☐ Acoustic		☒ Amplified
Music/Sound Start Time:	10am	Music/Sound End Time:	2pm
Statutory Limitations:	☒ I acknowledge I have read and understood <u>CEMC 5.24</u> and the limitations it imposes on certain types of entertainment. ☒ I acknowledge I have read and understood <u>CEMC 8.05</u> and the limitations it imposes on noise. Generally, noise occurring between the hours of 10:00 PM to 7:00 AM and emanating more than 50 feet beyond the property line, or more than 100 feet from the property line at any other time of day, is prohibited unless granted an exception by the City.		
Will you require an exception to the noise ordinance?	☒ No Skip to next section.		☐ Yes Continue below.
Request Submission:	☒ I acknowledge that, per CEMC 8.05, a formal request must be submitted to the City Administrator no later than 30 days prior to my event.		
Will there be vendors?	☒ No	☐ I understand that each vender must 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.

3/2025

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/ .	

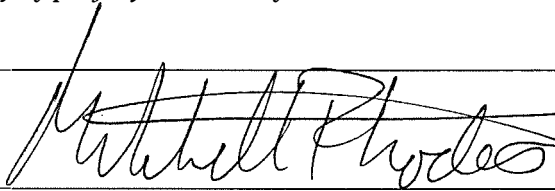
CITY DEPARTMENT COMMENT PAGE:

☐ 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:**

5/8/2025

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

3/2025



HOLD HARMLESS AGREEMENT

This Agreement made this 6th day of May, 2025, between the City of
Cle Elum, referred to as "CITY" herein, and Kittitas County Health Network at,
110 W 6th Ave PMB 393, Ellensburg, WA, 98926 referred to as "USER" herein.
Mailing Address City State Zip Name

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

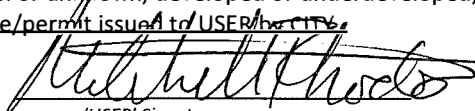
USER agrees to defend against and indemnify CITY any claims brought or actions filed against CITY with respect to the subject of the indemnity contained herein, whether such claims or actions are rightfully or wrongfully brought or filed. In case a claim should be brought or an action filed with respect 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 compromise or settlement of any claims or actions against CITY.

SECTION V

Vouchers or other similar, property evidence showing payment by CITY of any loss, damage, or in expense covered under this Agreement shall be conclusive evidence, (except 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 the CITY.



'USER' Signature Print Name

Executive Director
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

☒ **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**

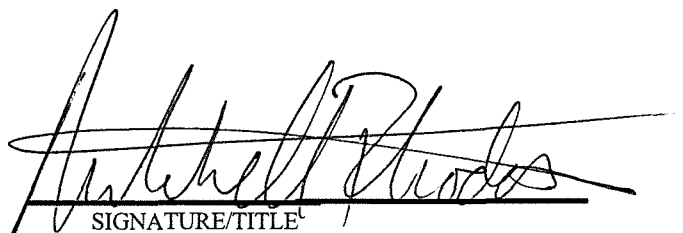
All setups and operations are subject to field inspection by an inspector.

- **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

5/8/2025
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

Fire & Life Safety Plan 2025

Upper County Non-Profit & Community Resource Fair

Cle Elum City Park, 519 W 2nd St

Sunday, August 17th, 2025

Point of Contact/Responsible for emergency plans:

Courtney Garzone, 203.496.1461

Kittitas County Health Network & Upper County Senior Center

courtney@healthierkittitas.org

Additional Emergency Contact:

Lori Nevins, 206-919-5328

EIN: 82-4102205 (501c3)

- **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.
- **Fire Extinguishers:** **Location at the food serving area.**
- **Other Fire equipment:** List if available
 - Hydrants or water source – **LOCATION** located on Pine and Alpha way. Frost free hydrant with garden hose located by picnic area.
- **Site Plan:** Site plan included in this application
- **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):** 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:** Chafing trays & sternos used for keeping food warm.

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



KITTCOU-01

SGUTTURTI

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/8/2025

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 Yakima Office Marsh McLennan Agency LLC 1202 North 16th Avenue, #200 Yakima, WA 98902	CONTACT NAME: Deborah McMillion PHONE (A/C, No, Ext): 509 436 9332 FAX (A/C, No): E-MAIL ADDRESS: Deborah.McMillion@MarshMMA.com
	INSURER(S) AFFORDING COVERAGE INSURER A : Philadelphia Indemnity Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
INSURED Kittitas County Health Network 110 W 6th Avenue PMB #393 Ellensburg, WA 98926-3106	NAIC # 18058

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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:			PHPK2626916	1/8/2025	1/8/2026	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 \$ 2,000,000
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			PHPK2626916	1/8/2025	1/8/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N / A					PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liabili			PHPK2626916	1/8/2025	1/8/2026	Aggregate 2,000,000
A	Professional Liabili			PHPK2626916	1/8/2025	1/8/2026	Incident Limit 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re: Event at 119 W 1st St, Cle Elum, WA 98922 on August 17th, 2025.

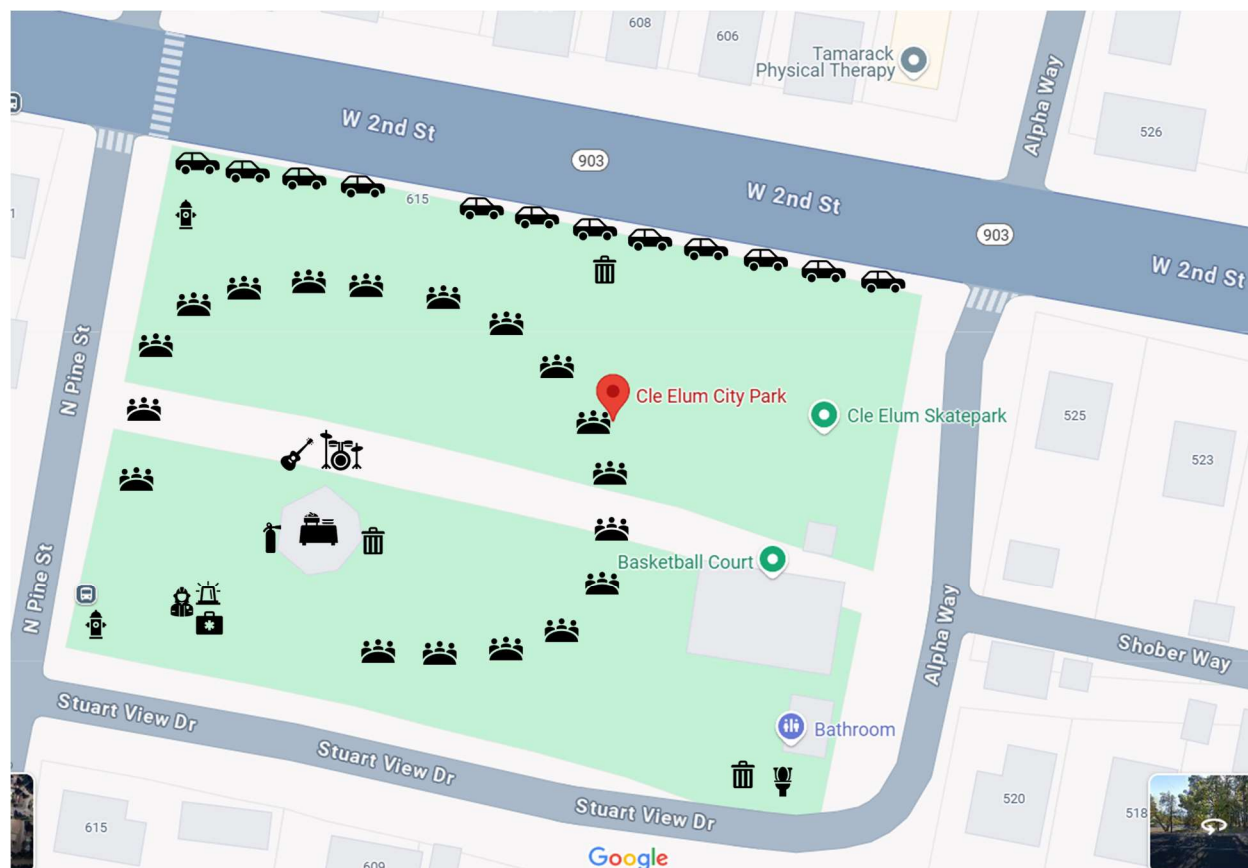
CERTIFICATE HOLDER

CANCELLATION

CITY OF CLE ELUM 119 W 1st St Cle Elum, WA 98922	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

Upper County Nonprofit & Community Resource Fair

8.17.25



Key	
	Porta potty
	Food vendor, no cooking on-site
	Non-profit tablers
	Parking
	Medic tent (Fire District 6)
	Band
	Trash receptacles
	Fire extinguisher
	Fire hydrant or water source

Vendor:

Señor Bones – 509.674.2996 | 108 N Oakes Ave, Cle Elum

**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 have canopies properly secured for all weather events. Staff will be educated on fire and life safety plans. Special Events permit will be authorized and at location during 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:** _____

Title	Department Heads - Event Review - Nonprofit Community...
File name	Nonprofit_Community_Connect_Day_2025.pdf and 1 other
Document ID	a5e005f073b445d7be46f3a225395a27b6463e0c
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History



05 / 09 / 2025
13:18:05 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



05 / 09 / 2025
14:16:06 UTC-7

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



05 / 09 / 2025
14:18:33 UTC-7

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



05 / 09 / 2025
16:07:24 UTC-7

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



05 / 09 / 2025
16:08:22 UTC-7

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

Title	Department Heads - Event Review - Nonprofit Community...
File name	Nonprofit_Community_Connect_Day_2025.pdf and 1 other
Document ID	a5e005f073b445d7be46f3a225395a27b6463e0c
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History



05 / 16 / 2025
12:16:44 UTC-7

Viewed by Ed Mills (emills@cleelum.gov)
IP: 174.215.116.222



05 / 16 / 2025
12:21:24 UTC-7

Signed by Ed Mills (emills@cleelum.gov)
IP: 174.215.116.222



05 / 16 / 2025
12:21:24 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



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.

OFFICIAL USE ONLY	
Event Name:	3 on 3
Permit #:	EVT- 2025-07-06-2
Fee Total:	N/A
Related Permits:	

FEES¹

- \$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 Millsemills@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: Beau Nicholls	Business License #
Title:	
Sponsoring Organization: UKC basketball club	
Mailing Address: 3493 Airport Rd Cle Elum	
Phone Number: 509 260 1243	Email: ueelum3003@gmail.com
Primary Contact Person <u>During Event</u> Same as Applicant ☐	
Name: John Hein	
Title: club president	
Local Address: 3491 Airport Rd	
Email: Johnhein1979@gmail.com	
Daytime Phone Number: 509-260-1640	Mobile Phone:
Secondary/Emergency Contact Person <u>During Event</u> (available to respond in the absence of Event Organizer)	
Name: Claire Nicholls	
Title: Board Member	
Local Address: 3493 Airport Rd	
Daytime Phone Number:	Mobile Phone: 509 260 1243

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

3/2025

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, vendors, street closures, barricades, alcohol measures taken etc.	
As applicable, list of vendor names and contact details All vendors 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. Road closures on First Street must contact WSDOT	
Other Information	
	<i>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 <u>the day of the Event</u> by Cle Elum Fire Department.</i>

EVENT DESCRIPTION:

Event Name:	Triple Shot 3 on 3		
Event Type:	☐ Minor (≤ 50 Attendees)	☒ Major (> 50 Attendees)	
Brief Description of Event:	3 on 3 Outdoor basketball tournament kids - Adult.		
Parade Map:	☒ My event does not include a parade. ☐ I acknowledge the Cle Elum-Roslyn Police Department has a pre-approved parade map, which has been provided. Should I wish to suggest an alternate route, I confirm that I have attached a map of this route and included a detailed explanation for it the attached event description. I understand this route is subject to CERPDP approval. I further understand that approval is not guaranteed and may be rescinded at any time.		
Event Start Date:	7/6	Event End Date:	7/6
Day(s) of the Week:	☒ SUN ☐ MON ☐ TUE ☐ WED ☐ THU ☐ FRI ☐ SAT		
Event Start Time:	9 AM	Event End Time:	5 PM
Date of Set Up:	7/5	Time of Set Up:	7 PM
Date of Take Down:	7/6	Time of Take Down:	6 PM
Facilities to be Used: (Check all that Apply)	☐ Park ☐ Street ☐ Sidewalk ☒ Private Property		
Location:	Dra Gra		
Expected Crowd Size:			
Participants:	300	Spectators:	300
		Event Personnel & Volunteers:	35
Previous Occurrences:			
Has the event occurred previously?	☐ No ☒ Yes	If yes, on which date(s)?	2004-2024
Change(s) from previous year?	☐ None ☒ Location		☐ See Explanation Attached
Will you charge an admission fee?	☐ No ☒ Yes	If yes, how much?	\$100 Per Team

3/2025

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 official event tent 10x10	
CEFD Requirements:	☒ Completed Cle Elum Fire Department Special Events Permit application is attached below (incl Addendum #003). Tent is small and permit not needed per Ed Mills	

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): - Barriers around service area of minimum 42 inches (3.5 feet) in height; - Entry/exit points to service area may not exceed 10 feet in combined total; - Controlled and monitored entry to service area and dedicated attendant, wait staff or server when patrons present; - No open containers permitted to leave service area. ☐ I acknowledge that these requirements are subject to change based on legislative or agency action. Should there be any discrepancy between State regulation and this document, I understand that State regulation takes precedence.	
Security Plan:	☐ I have included a detailed security plan specific to alcohol service in my event description.	
Banquet Permit:	☐ Approved WA State Liquor and Cannabis Control Board Banquet Permit attached.	

3/2025

ENTERTAINMENT:

Describe Planned Entertainment:	☐ None	DJ to keep Games on time	
Sound system?	☐ Acoustic		☒ Amplified
Music/Sound Start Time:	9 AM	Music/Sound End Time:	5 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 vendors?	☐ 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. N/A
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.

Event insurance from Farmers in E-burg
 We have not received a copy yet I will bring it to the office once it arrives.

3/2025

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>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> <i>I certify under penalty of perjury that the information above is correct to my best knowledge.</i>	
Applicant Signature: 	Date: 5/13

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 13 day of May, 2025 between the City of
Cle Elum, referred to as "CITY" herein, and UKCBasketball Club at,
3493 Airport Rd, Cle Elum, WA 98922 referred to as "USER" herein.
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.

Ben Nichols

'USER' Signature

Ben Nichols

Print Name

Board member

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

☒ **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.

Bart McCallis
SIGNATURE/TITLE

7/6/25
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

ADDENDUM #002
City of Cle Elum Fire Department
COOKING AT SPECIAL EVENTS REQUIREMENTS

N/A

ADDENDUM TO SPECIAL PERMIT (NO): _____

EVENT: _____

DATES-FROM _____ TO: _____

BOOTH: _____

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 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.

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 or canopy.

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

3/2025

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: _____ DATE: _____

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.

3/2025

N/A

ADDENDUM #003
City of Cle Elum Fire Department
TENT AND CANOPY REQUIREMENTS

FOR FIRE DEPARTMENT USE AND APPROVAL

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

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

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

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

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

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

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

_____ * No. of "No Smoking" signs required

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

_____ * No. of extinguishers required

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

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

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

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

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

SAFETY OFFICER(s) required if -

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

CATERER:

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

TENT COMPANY

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

_____ Notify Inspector Rob Omans of the Department of Building and Safety Of the location, phone number, and dates

_____ A set of approved plans shall be on site and made accessible to the Fire marshal.

THE ABOVE IS CORRECT AND TRUE TO FORM:

DATE:

(Signature)

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

Fire & Life Safety Plan - 2025

Triple Shot 3 on 3

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

Sunday July 6, 2025

Point of Contact/Responsible for emergency plans:

YOUR NAME AND PHONE: Beau Nicholls 1-509-260-1243

BUSINESS/SPONSOR NAME: Upper County Basketball Club

EMAIL ADDRESS: UKCbasketballclub@gmail.com

Additional Emergency Contact:

John Hein 1-509-260-1240

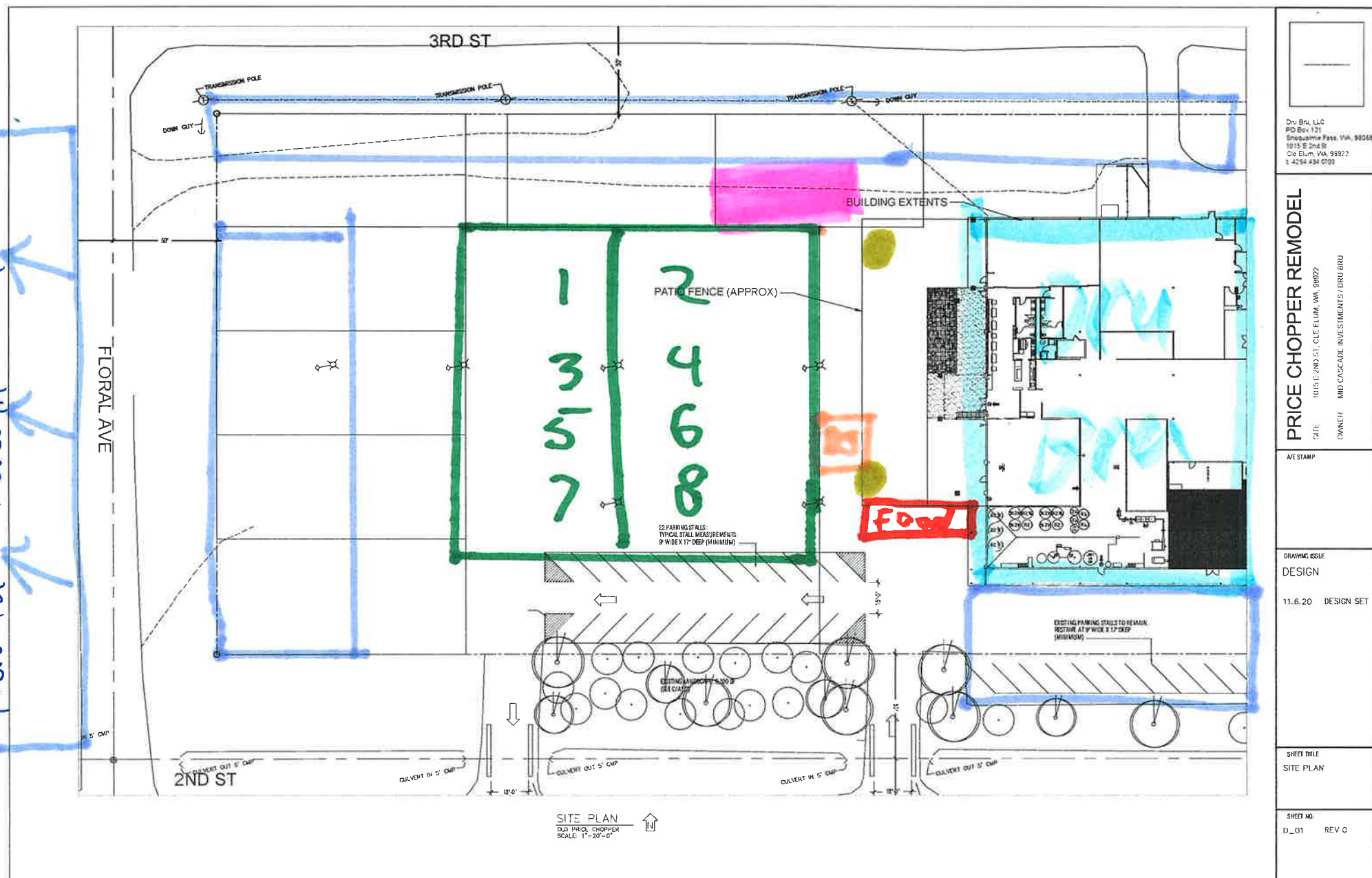
- **In the event of an emergency call 911** report all issues to KITTCOM they will page out appropriate resources.
- **Medical emergencies** call 911 stay online until the first responders arrive on scene. This will give incoming help updates on patient and scene.
- **Fire events:** stay calm, work through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

Habitat Vacant lot



DRU BRU, LLC
 810 Bldg 131
 Sinovaline Pass, VA, 98058
 1015 E 2nd St
 Clie Elum, VA, 98922
 2-4254-434 0702

PRICE CHOPPER REMODEL

SITE 1015 E 2ND ST, CLIE ELUM, VA, 98922
 OWNER MID CASCADE INVESTMENTS / DRU BRU

AVE STAMP

DRAWING ISSUE
 DESIGN

11.6.20 DESIGN SET

SHEET TITLE
 SITE PLAN

SHEET NO.
 D_01 REV 0

- Secure Playing Area
- Parking
- Portable Rest Rooms
- Trash
- DJ
- Food Truck
- Dra Bra

**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

Has Habitat for Humanity given permission to use their property for parking.

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

Public Works Signature: Mathew Bailey

CLE ELUM FIRE DEPARTMENT (509) 674-1748

Need to educate all staff on fire and life safety 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:** _____

Title	Department Heads - Event Review - UKC Basketball 3 on 3
File name	UKC_Basketball_3_on_3_2025.pdf and 1 other
Document ID	a33cd5e80aeb8bd80a4be4ebac19cc5f012aaeb9
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History



05 / 22 / 2025
15:07:23 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



05 / 22 / 2025
16:18:58 UTC-7

Viewed by Ed Mills (emills@cleelum.gov)
IP: 166.182.165.175



05 / 22 / 2025
16:22:06 UTC-7

Signed by Ed Mills (emills@cleelum.gov)
IP: 166.182.165.175



05 / 23 / 2025
11:07:25 UTC-7

Viewed by Mathew Bailey (mbailey@cleelum.gov)
IP: 68.107.179.162



05 / 23 / 2025
11:23:18 UTC-7

Signed by Mathew Bailey (mbailey@cleelum.gov)
IP: 68.107.179.162

Title	Department Heads - Event Review - UKC Basketball 3 on 3
File name	UKC_Basketball_3_on_3_2025.pdf and 1 other
Document ID	a33cd5e80aeb8bd80a4be4ebac19cc5f012aaeb9
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History



05 / 27 / 2025
10:53:52 UTC-7

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



05 / 27 / 2025
10:56:34 UTC-7

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



05 / 27 / 2025
10:56:34 UTC-7

This document has not been fully executed by all signers.

Receipt: 1862106/03/2025
Acct #: 15470COPY
City Of Cle Elum
119 W First Street
Cle Elum, WA 98922
5096742262

Catholic Church
301 West Second St
Cle Elum, WA 98922-1013

Invoice Payment
Memo: EVT-2025-06-22-1 Outdoor
Mass
Inv#: 8634 Amt Paid: 150.00
EVT-2025-06-22-1 Outdoor Mass within
30 days

Non Taxed Amt:	150.00
Total:	150.00
Chk: 10868	150.00
Ttl Tendered:	150.00
Change:	0.00

Issued By: Whitney Prosek
06/03/2025 08:50:21

119 West First Street
 Cle Elum, WA 98922
 Telephone · (509) 674-2262
 Fax · (509) 674-4097
 www.cleelum.gov



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.

OFFICIAL USE ONLY	
Event Name:	Catholic Outdoor Mass
Permit #:	EVT- 2025-06-22-1
Fee Total:	
Related Permits:	

FEES¹

- \$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 Millsemills@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: JOHN STORCH	Business License #
Title: PARISHONER	
Sponsoring Organization: ST JOHN THE BAPTIST CATHOLIC CHURCH	
Mailing Address: 303 W SECOND ST CLE ELUM 98962	
Phone Number: 509 260 0604	Email: JOHAN.STORCH@GMAIL.COM
Primary Contact Person <u>During Event</u> Same as Applicant ☒	
Name: JOHN STORCH	
Title: PARISHONER	
Local Address:	
Email:	
Daytime Phone Number: 509 674 3820	Mobile Phone: 509 260 0604
Secondary/Emergency Contact Person <u>During Event</u> (available to respond in the absence of Event Organizer)	
Name: Fr. Francisco Higuera	
Title: Pastor	
Local Address: 303 W 2nd St. Cle Elum, WA. 98922.	
Daytime Phone Number: 509-674-2531x5	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

3/2025

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. Road closures on First Street must contact WSDOT	
Other Information	
	<i>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 <u>the day of the Event</u> by Cle Elum Fire Department.</i>

EVENT DESCRIPTION:

Event Name:	Catholic Outdoor Mass (Corpus Christi)		
Event Type:	☐ Minor (≤ 50 Attendees)	☒ Major (> 50 Attendees)	
Brief Description of Event:	Celebration of Mass outdoors at the Park to celebrate with the Community the Solemnity of "Corpus Christi" (The Body of Christ.)		
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:	June 22nd-2025	Event End Date:	June 22nd 2025.
Day(s) of the Week:	☒ SUN ☐ MON ☐ TUE ☐ WED ☐ THU ☐ FRI ☐ SAT		
Event Start Time:	9:00 a.m.	Event End Time:	12:00 noon.
Date of Set Up:	Same.	Time of Set Up:	8:00 a.m.
Date of Take Down:	Same	Time of Take Down:	Noon.
Facilities to be Used: (Check all that Apply)	☒ Park ☐ Street ☐ Sidewalk ☐ Private Property		
Location:	WYE Park - Cle Elum.		
Expected Crowd Size:			
Participants:	-100-	Spectators:	
		Event Personnel & Volunteers:	-10-
Previous Occurrences:			
Has the event occurred previously?	☐ No ☒ Yes	If yes, on which date(s)?	June 2nd-2024
Change(s) from previous year?	☒ None ☐ See Explanation Attached		
Will you charge an admission fee?	☒ No ☐ Yes	If yes, how much?	N/A.

3/2025

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:	6	
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:	10:00 AM	Music/Sound End Time: 11:30 AM
Statutory Limitations:	☒ I acknowledge I have read and understood CEMC 5.24 and the limitations it imposes on certain types of entertainment. ☒ I acknowledge I have read and understood CEMC 8.05 and the limitations it imposes on noise. Generally, noise occurring between the hours of 10:00 PM to 7:00 AM and emanating more than 50 feet beyond the property line, or more than 100 feet from the property line at any other time of day, is prohibited unless granted an exception by the City.	
Will you require an exception to the noise ordinance?	☒ No Skip to next section.	☐ Yes Continue below.
Request Submission:	☐ I acknowledge that, per CEMC 8.05, a formal request must be submitted to the City Administrator no later than 30 days prior to my event.	
Will there be vendors?	☐ No	☐ I understand that each vender must 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: N/A	☐ 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.

3/2025

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:**

Fr. Francisco Higuera May 23, 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 23 day of May, 2025, between the City of
Cle Elum, referred to as "CITY" herein, and St. John The Baptist Church. at,
303 W. 2nd St., Cle Elum, WA, 98922 referred to as "USER" herein.
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 compromise or settlement of any claims or actions against CITY.

SECTION V

Vouchers or other similar, property evidence showing payment by CITY of any loss, damage, or in expense covered under this Agreement shall be conclusive evidence, (except 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

Francisco Figueroa
Print Name

Pastor.
Title

3/2025

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

- ☒ **Fire and Life Safety Plan ADD #001**
- N/A ☐ **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**
- N/A ☐ **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.


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

Fire & Life Safety Plan

St John the Baptist Outdoor Mass – June 22, 2025 Wye Park

Point of Contact/Responsible for emergency plans:

NAME AND PHONE John Storch 509 260 0604

BUSINESS/SPONSOR NAME St John the Baptist Catholic Church

EMAIL ADDRESS jstorch@uw.edu

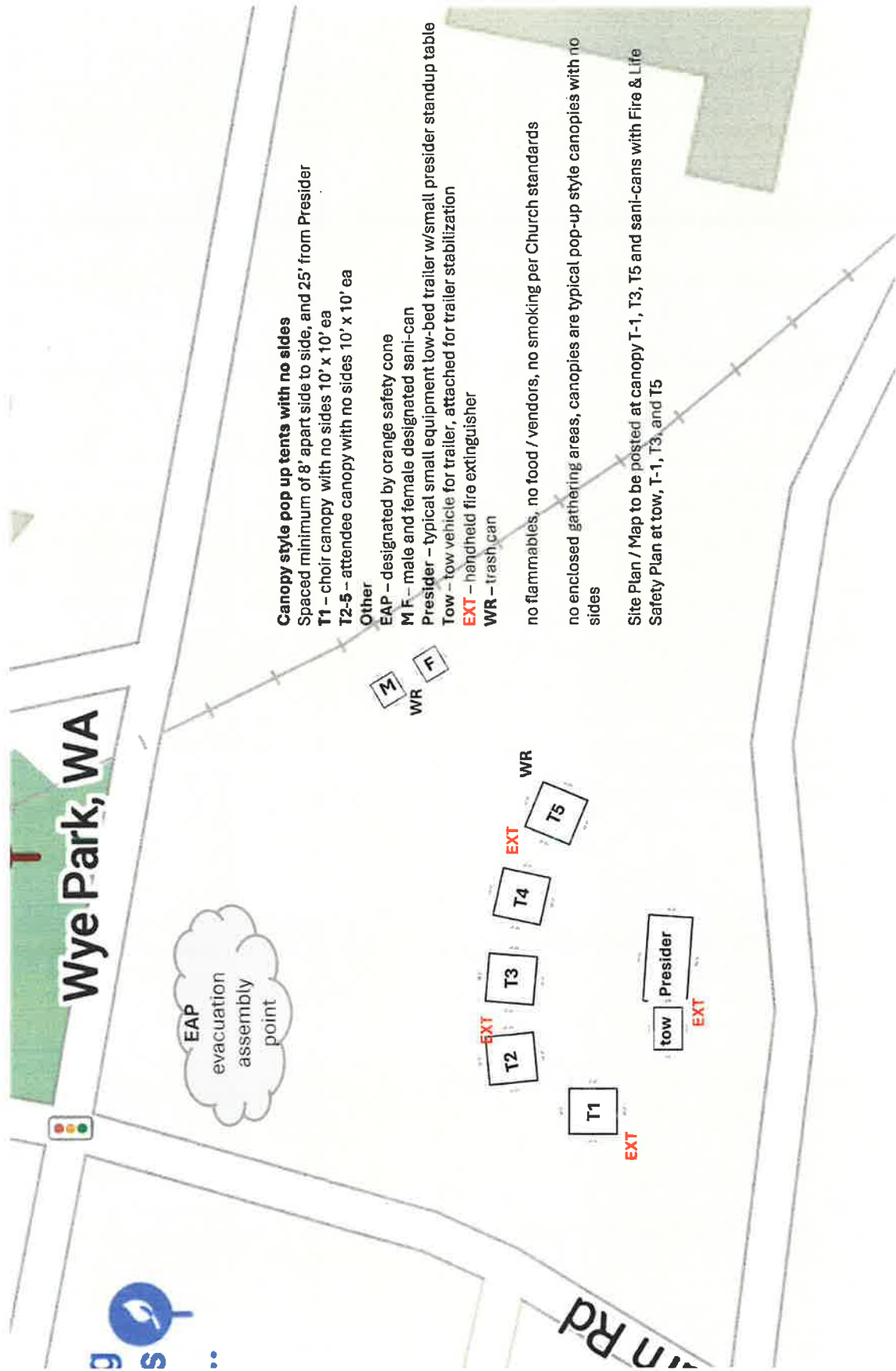
Additional Emergency Contact:

Fr Francisco (509) 674.2531

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:** see site plans, located near likely paths of egress
- **Other Fire equipment:** Hydrant located at sidewalk south of Presider.
 - **Site Plan:** see attached
- **Entrances/Exits** N/A.
- **Fire Suppression System** N/A.
- **The Evacuation Assembly Point (EAP)** Northwesterly corner of park grass area
- **Flammables on-site:** none.

St John the Baptist Outdoor Mass – June 22, 2025 Site Plan



ADDENDUM #002
City of Cle Elum Fire Department
COOKING AT SPECIAL EVENTS REQUIREMENTS

N/A

DATES-FROM _____ TO: _____

COOKING TYPE (FUEL): _____

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 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](#).

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 or 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.

N/A

RECEIVED BY: _____

DATE. _____

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.

ADDENDUM #003

**City of Cle Elum Fire Department
TENT AND CANOPY REQUIREMENTS**

FOR FIRE DEPARTMENT USE AND APPROVAL

N/A

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

____ Show distance from tent to any structures or property lines on layout,
10' away if under 1,500 sq. ft.
30' away if between 1,501 and 15,000 sq. ft.
50' away if over 15,000 sq. ft.

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

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

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

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

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

____ * No. of "No Smoking" signs required

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

____ * No. of extinguishers required

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

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

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

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

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

SAFETY OFFICER(s) required if -

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

CATERER:

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

TENT COMPANY

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

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

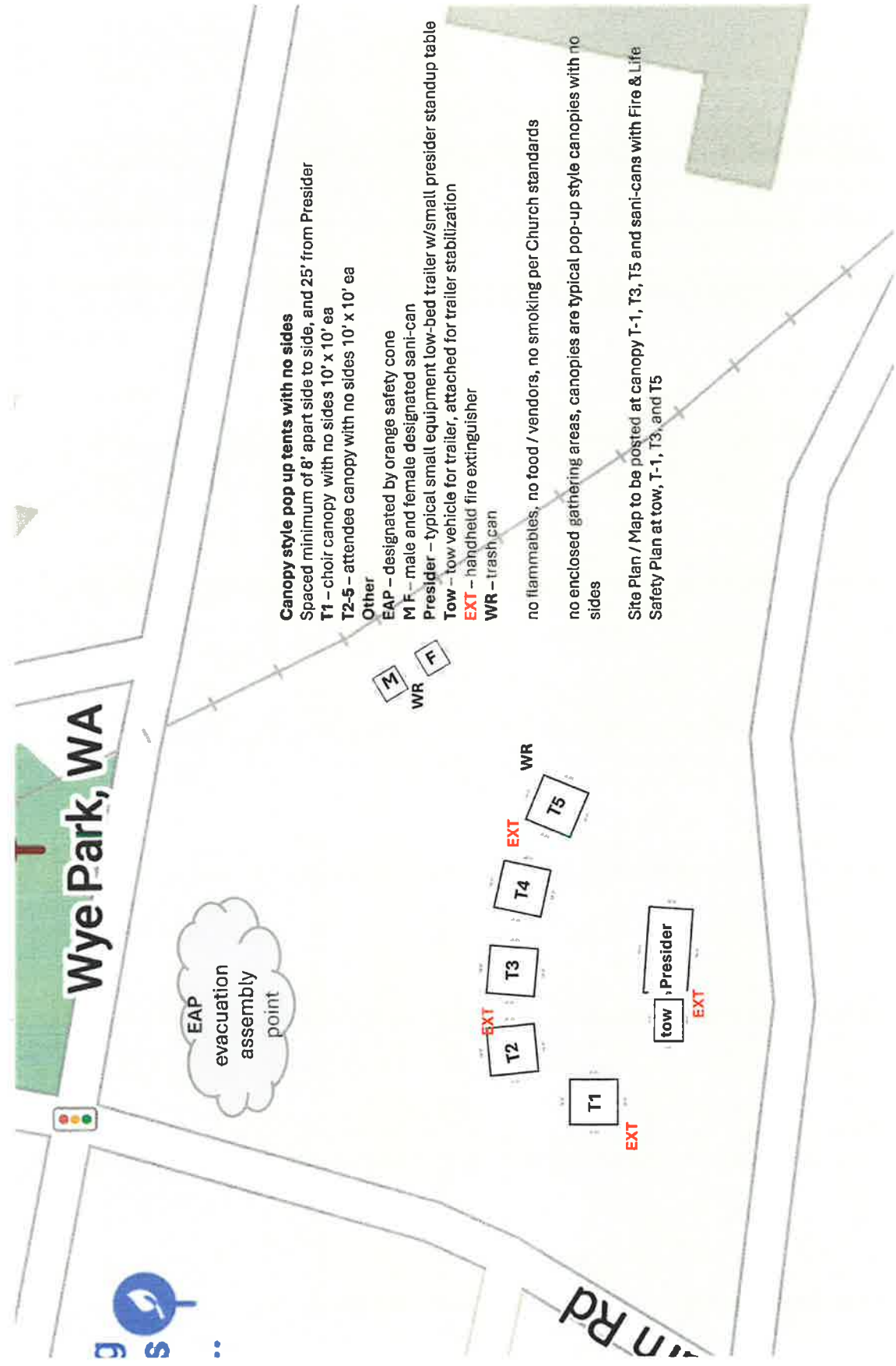
THE ABOVE IS CORRECT AND TRUE TO FORM:

(Signature) **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

St John the Baptist Outdoor Mass – June 22, 2025 Site Plan



Certificate of Coverage

Date: 5/22/2025

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	8509	7/1/2024	7/1/2025	Each Occurrence	1,000,000
☒ Occurrence				General Aggregate	
☐ Claims Made				Products-Comp/OP Agg	
				Personal & Adv Injury	
				Fire Damage (Any one fire)	
				Med Exp (Any one person)	
Excess Liability				Each Occurrence	
				Annual Aggregate	
Other				Each Occurrence	
				Claims Made	
				Annual Aggregate	
				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)

St. John the Baptist Church's Outdoor Mass Celebration at "Y" Park on June 22, 2025 from 9:00am - 12:00pm.

Holder of Certificate

Cancellation

Additional Protected Person(s)

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

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

0166003777

ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement	6/22/2025	Charge	Credit
Cancellation Date of Endorsement	6/23/2025		
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:

St. John the Baptist Church's Outdoor Mass Celebration at "Y" Park on June 22, 2025 from 9:00am - 12:00pm.

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.

**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

Approved

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

Fire Department Signature: Edwin L Mills

CITY COUNCIL REPRESENTATIVE (509) 674-2473

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

City Council Signature: _____

CITY ADMINISTRATION (509) 674-2262

Administrator Approval: _____ **Date:** _____

Title	Department Heads - Event Review - Catholic Outdoor Mass 2025
File name	Catholic_Outdoor_Mass_2025.pdf and 1 other
Document ID	06d05c6cdfbc7528a42bc52f57289c43cc47b2e5
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History



06 / 03 / 2025
09:43:10 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



06 / 03 / 2025
09:44:39 UTC-7

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



06 / 03 / 2025
09:45:59 UTC-7

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



06 / 05 / 2025
14:04:48 UTC-7

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



06 / 05 / 2025
14:11:10 UTC-7

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

Title	Department Heads - Event Review - Catholic Outdoor Mass 2025
File name	Catholic_Outdoor_Mass_2025.pdf and 1 other
Document ID	06d05c6cdfbc7528a42bc52f57289c43cc47b2e5
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History



06 / 06 / 2025
14:36:20 UTC-7

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



06 / 06 / 2025
14:36:44 UTC-7

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



06 / 06 / 2025
14:36:44 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 12:54 pm, May 28, 2025
WP 5/28/25

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.

OFFICIAL USE ONLY	
Event Name:	Mouse About Foundation
Permit #:	EVT-2025-08-16-2
Fee Total:	
Related Permits:	

FEES¹

- \$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 Millsemills@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: <u>Paul Costello / Donna Costello</u>	Business License #
Title: <u>President / Secretary</u>	
Sponsoring Organization: <u>Mouse About Foundation</u>	
Mailing Address: <u>11809 North Atlantic Spokane, WA 98218</u>	
Phone Number: <u>425.530.0693</u>	Email: <u>Costello.d@portseattle.org</u>
Primary Contact Person <u>During Event</u> Same as Applicant ☐	
Name: <u>Paul Costello</u>	
Title: <u>President</u>	
Local Address: <u>11809 North Atlantic Spokane, WA 98218</u>	
Email: <u>PaulCostello@gmail.com</u>	
Daytime Phone Number: <u>503.750.1753</u>	Mobile Phone: <u>503.750.1753</u>
Secondary/Emergency Contact Person <u>During Event</u> (available to respond in the absence of Event Organizer)	
Name: <u>Donna Costello</u>	
Title: <u>Secretary</u>	
Local Address: <u>11809 North Atlantic Spokane WA 98218</u>	
Daytime Phone Number: <u>425.530.0693</u>	Mobile Phone: <u>425.530.0693</u>

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

3/2025

• 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, vendors, street closures, barricades, alcohol measures taken etc.	
As applicable, list of vendor names and contact details • All vendors 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. ○ Road closures on First Street must contact WSDOT	
Other Information	
	<i>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 <u>the day of the Event</u> by Cle Elum Fire Department.</i>

EVENT DESCRIPTION:

Event Name:	MOUSE ABOUT		
Event Type:	☐ Minor (≤ 50 Attendees)	☒ Major (> 50 Attendees)	
Brief Description of Event:	Fundraiser for Cancer		
	Softball tournament		
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 CERP D approval. I further understand that approval is not guaranteed and may be rescinded at any time.		
Event Start Date:	8/16	Event End Date:	8/17
Day(s) of the Week:	☒ SUN ☐ MON ☐ TUE ☐ WED ☐ THU ☐ FRI ☒ SAT		
Event Start Time:	8:00 AM	Event End Time:	6:00 pm
Date of Set Up:	8/15	Time of Set Up:	12:00 pm
Date of Take Down:	8/17	Time of Take Down:	3:00 pm
Facilities to be Used: (Check all that Apply)	☒ Park ☐ Street ☐ Sidewalk ☐ Private Property		
Location:	Memorial Park / Base Ball Fields		
Expected Crowd Size:			
Participants:	216	Spectators:	175
		Event Personnel & Volunteers:	15
Previous Occurrences:			
Has the event occurred previously?	☐ No ☒ Yes	If yes, on which date(s)?	8/10 - 8/11 2024
Change(s) from previous year?	☒ None ☐ See Explanation Attached		
Will you charge an admission fee?	☒ No ☐ Yes	If yes, how much?	

3/2025

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://eclatum.gov/forms-and-applications/ .	

3/2025

COOKING:

Will there be on-site cooking?	☐ No Skip to next section.	☒ Yes Include Fire Addendum #002
Description of Planned Cooking:	BBA BURGERS/HOTDOGS	Purpose: To Feed the People at the Event
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:	10	
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 <u>WA State Liquor and Cannabis Control Board Banquet Permit</u> attached.	

3/2025

ENTERTAINMENT:

Describe Planned Entertainment:	☒ None		
Sound system?	☐ Acoustic		☒ Amplified
Music/Sound Start Time:	8:00 AM	Music/Sound End Time:	6:00 PM
Statutory Limitations:	☒ I acknowledge I have read and understood <u>CEMC 5.24</u> and the limitations it imposes on certain types of entertainment. ☒ I acknowledge I have read and understood <u>CEMC 8.05</u> and the limitations it imposes on noise. Generally, noise occurring between the hours of 10:00 PM to 7:00 AM and emanating more than 50 feet beyond the property line, or more than 100 feet from the property line at any other time of day, is prohibited unless granted an exception by the City.		
Will you require an exception to the noise ordinance?	☒ No Skip to next section.		☐ Yes Continue below.
Request Submission:	☐ I acknowledge that, per CEMC 8.05, a formal request must be submitted to the City Administrator no later than 30 days prior to my event.		
Will there be vendors?	☐ No	☒ I understand that each vender must 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.

3/2025

SANITATION:

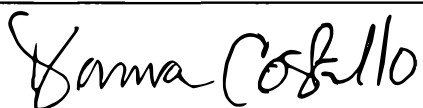
Portable Toilet Facilities:	☒ I understand that it is my or my organization's responsibility to provide and maintain portable toilet facilities for my event. These are identified in the attached site map and program description. ☐ Required ratio: 1 toilet per 50 people per 4 hours.
Trash Collection and 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://eclalum.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>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> <i>I certify under penalty of perjury that the information above is correct to my best knowledge.</i>	
Applicant Signature: 	Date: 5/13/2025

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

3/2025



HOLD HARMLESS AGREEMENT

This Agreement made this 13 day of May, 2025, between the City of
Cle Elum, referred to as "CITY" herein, and MOUSE ABOUT FOUNDATION at,
11809 North Atlantic St. Spokane, WA 99218 referred to as "USER" herein.
Mailing Address City State Zip Name

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.

Donna Costello
'USER' Signature

Donna Costello
Print Name

Board Member
Title Secretary
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

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

☐ **Cooking ADD #002**

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

☒ **Tents/Canopy under 400sq ft**

☐ **Large Tent with ADD #003**

☐ **Generator**

☐ **Carnival**

☐ **Only Acknowledgement of Requirements**

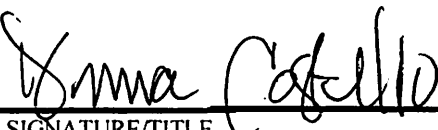
All setups and operations are subject to field inspection by an inspector.

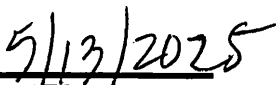
- **COOKING:** Special Event Permit is required for any open flame or cooking on premises. (Including food trucks)
 - Event organizers shall be responsible for compliance with conditions listed in **ADDENDUM #002** by all cooking vendors.
 - Event organizer(s) shall be responsible for submitting to the 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


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

Mouse About Fire Safety Plan - 2025

321 South Cle Elum Way Cle Elum, WA, 98922

Point of Contact/Responsible for emergency plans

Donna Costello 425-530-0693 –contact email Costello.d@portseattle.org

Additional Contacts – Paul Costello 503.750.1753

- **In the event of an emergency call 911** reporting 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.
- **Extinguishers** On-Site: will be located at vender locations
- **Floor Plan:** Ball fields with three available exits.
- **2 Entrances/Exits.** 1 main entrance/exit at front location. Another entrance/exit is on side of grant street toward the back. These should be unlocked during the event.
- **Fire Suppression Use of extinguisher please be trained on use and remember PASS**
- The Evacuation Assembly Point (**EAP**) Side parking lot on Grant Street. It is furthest away from structures and incoming units and is the most viewable point to responders/ firefighters. It is the furthest away from water supply and incoming fire vehicles. In the event of a fire please clear the entry gates and make room for entering engines.
- Flammables on-site are cooking oil. Stored and away from igniting sources. Alcohol is served and stored away from flammables.

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

ADDENDUM #002
City of Cle Elum Fire Department
COOKING AT SPECIAL EVENTS REQUIREMENTS

ADDENDUM TO SPECIAL PERMIT (NO): **Blackstone cooking - Propane**

EVENT: Mouse About Softball Fund Raiser

DATES-FROM 8/16 TO: 8/17

BOOTH: Memorial Park Baseball fields

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 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.

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 or canopy.

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

3/2025

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: Danna Costello DATE: 5/13/2025

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)

05/28/2025

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 Christopher Arnberg 821 E Broadway Ste 18 Moses Lake, WA 98837	CONTACT NAME: Christopher Arnberg PHONE (A/C, No, Ext): 509-764-5144 E-MAIL ADDRESS: carnberg@amfam.com FAX (A/C, No): 855-339-2562																					
INSURED MouseAbout Foundation PO Box 391 Ronald, WA 98940	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>LIO Insurance Company</td><td>40050</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	LIO Insurance Company	40050	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
INSURER A:	LIO Insurance Company	40050																				
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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC	Y		LIO1100049431	08/16/2025	08/18/2025	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 3000000 PRODUCTS - COMP/OP AGG \$ 3000000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS 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)

Charity Softball Tournament, August 16-18, 2025, at Cle Elum Memorial Fields
City of Cle Elum is additional insured on this policy.

CERTIFICATE HOLDER**CANCELLATION**

City of Cle Elum
119 W 1st St
Cle Elum, WA 98922

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

City of Cle Elum, WA
119, W 1st St
Cle Elum, WA 98922

MouseAbout Foundation Softball Tournament,
August 16-18, 2025, at Cle Elum Memorial
Fields.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

5.02.170 Charitable organizations – Exemption.

The ordinance codified in this chapter shall not be construed to apply to churches or purely charitable organizations, nor to those engaged in the ministerial or teaching professions.

As used in this section, “purely charitable organization” means any organization organized and operated for charitable, education or other purposes, which is exempt from taxation pursuant to Section 501(c)(3) of the Internal Revenue Code of 1954, as amended.

(Ord. 1449 § 1, 2016; Ord. 1249 (Exh. A))

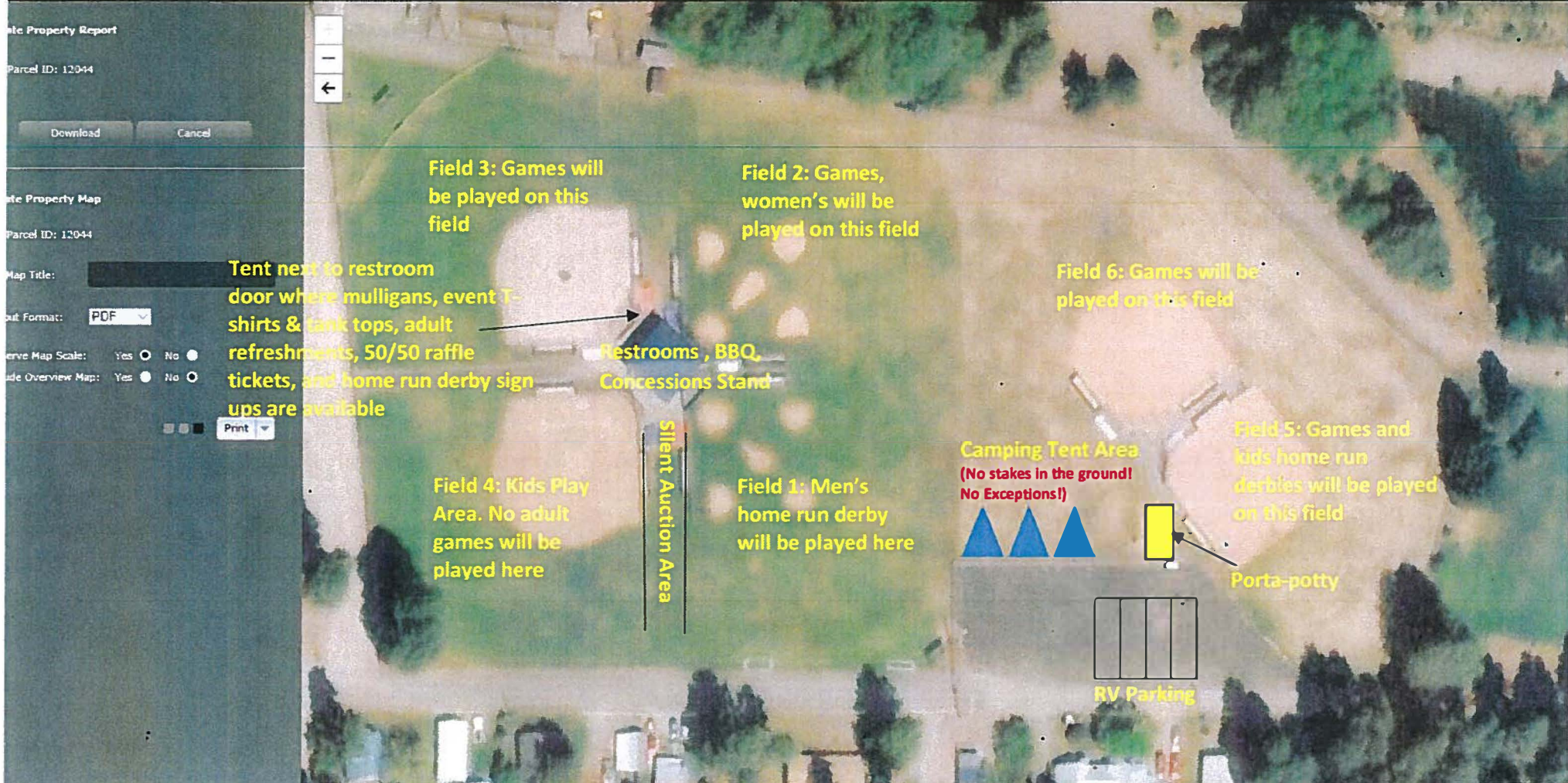
The Cle Elum Municipal Code is current through Ordinance 1673, passed July 9, 2024.

Disclaimer: The city clerk’s office has the official version of the Cle Elum Municipal Code. Users should contact the city clerk’s office for ordinances passed subsequent to the ordinance cited here.

City Website: cityofcleelum.com

City Telephone: (509) 674-2262

Hosted by General Code.



**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 have approved fire extinguishers on hand. BBQ or any other cooking venders will be permitted before operating during event. All event staff will be educated on fire and life safety plans. Copy of authorized permit will be at location during 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:** _____

Title	Department Heads - Event Review - Mouse About Softball...
File name	MouseAbout_2025.pdf and 1 other
Document ID	c8f9b83854572419c6de7dbdef3475320aea61a3
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History



05 / 28 / 2025
14:17:36 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



05 / 30 / 2025
07:05:43 UTC-7

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



05 / 30 / 2025
07:15:59 UTC-7

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



06 / 03 / 2025
07:12:58 UTC-7

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



06 / 03 / 2025
07:14:16 UTC-7

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

Title	Department Heads - Event Review - Mouse About Softball...
File name	MouseAbout_2025.pdf and 1 other
Document ID	c8f9b83854572419c6de7dbdef3475320aea61a3
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History



06 / 06 / 2025
14:36:57 UTC-7

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



06 / 06 / 2025
14:37:18 UTC-7

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



06 / 06 / 2025
14:37:18 UTC-7

This document has not been fully executed by all signers.



2025 Lodging Tax Fund Application

Name of Applicant: Upper Kittitas County Senior Center

Name of Event: Spaghetti Western

Date Received: _____



Received By: Debbie O

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

Lodging Tax Funds – General Information

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

Uses According to Law:

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

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

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

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

Review Process:

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

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

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

Local Policy on Disallowed Uses:

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

Application Definitions:

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

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

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

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

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

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

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

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

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

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

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

SUBMITTAL INSTRUCTIONS

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

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

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

Project Management:

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

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

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

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

Project Reporting Requirements:

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

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

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

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

Applicant Categories and Eligibility:

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

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

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

Other Information:

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

Application Form: This packet is available at:

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

Grant Preferences:

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

Guidelines and Requirements for Advertising Expenditures of Lodging Tax:

Branding

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

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

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

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

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

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

Advertising Reimbursements

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

A. Print Advertising:

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

B. Television Advertising:

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

C. Online Advertising:

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

D. Direct Mail:

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

E. Flyers/Posters:

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

F. Radio Advertising:

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

APPLICATION FOR LODGING TAX GRANT FUNDING

Application Year: 2025
Name of Organization: Upper Kittitas County Senior Center
Organization mailing address: PO Box 877
Cle Elum, WA 98922
Organization contact person & title: Lori Newin
Executive Director
Organization/contact phone: 509-674-7530
Email: director@ukcseniorcenter.org
Organization Website: ukcseniorcenter.org
Federal Tax ID Number: 91-1527674 UBI Number: 601 342 459

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: Spaghetti Western
Project/Event Date: July 11-14, 2025
Project/Event Location: UKC Senior Center, 719 E. Third St., Cle Elum, WA 98922
Amount of Funding Requested: \$ 2,500

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

☒ New Project/Event ☐ Ongoing Project/Event Support

Estimated # of overnight stays: _____

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

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

APPLICATION QUESTIONS

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

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

You must provide the evidence utilized in determining your projections.

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

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

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

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

Revenues:

Cash
Donations/Sponsorships
Sales
Vendor Fees
Grants
Etc.

Total Revenues

In-Kind Contributions:

Volunteer Labor
Donated Services
Donated Materials
Etc.

Total In-kind

Expenses:

Venue
Insurance
Services
Advertising
Security
Etc.

Total Expenses

Profit/Loss (Revenue less Expenses)

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

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

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

A.	How many participants and spectators attended last year's activity and/or will attend this year?	Prior Year	Projected
		400	580 480

- B. How many days did/will your event occur? 4 4
- 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.)

20% of attendees come from more than 50 miles away

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)

Lori Nevin

Or sign here:

(print name)

Lori Nevin

Title:

Executive Director

Date:

6/6/2025

Lodging Tax Grant Application Rating Form

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

Applicant Checklist

For applicant use prior to submission

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

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

Submission Checklist

For office use only

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

- ☐ Applicant filled out the proper application version for this grant cycle.
- ☐ Applicant answered each question.
- ☐ A budget is attached which includes revenues, expenses and anticipated profit or loss (plus previous 3 years actuals for ongoing projects/events).
- ☐ The applicant has signed and dated the certification statement required in item 10 of the application.
- ☐ The application was submitted on time.
- ☐ Proof of non-profit status is included (if applicable).

Please date stamp the application and initial.

LODGING TAX EXPENDITURE REPORT CITY OF CLE ELUM (JLARC)

ACTIVITY INFORMATION:

Year: _____

Organization: _____

Activity Name: _____

Activity Type: Event/Festival ☐ Marketing ☐ Facility ☐

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

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

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

Start Date: _____

End Date: _____

Funds Requested: _____

Funds Awarded: _____

Total Activity Cost: _____

Notes:

OVERALL ATTENDANCE:

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

Predicted: _____

Actual: _____

*Method: _____

(See explanation of Method on last page)

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

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

Predicted: _____

Actual: _____

*Method: _____

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

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

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

Predicted: _____ **Actual:** _____

***Method:** _____

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

ATTENDANCE PAID FOR OVERNIGHT LODGING:

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

Predicted: _____ **Actual:** _____

***Method:** _____

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

PAID LODGING NIGHTS:

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

Predicted: _____ **Actual:** _____

***Method:** _____

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

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

- **Direct Count:** Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.

- **Indirect Count:** Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.

- **Representative Survey:** Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.

- **Informal Survey:** Information collected directly from individual visitors or participants in a nonrandom manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.

- **Structured Estimate:** Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet)

- **Please Explain:** Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, raffle tickets sold, etc.). You may also enter N/A or Other.



Upper Kittitas County Senior Center
Mail: P. O. Box 877 (Physical: 719 E. Third St.), Cle Elum, WA 98922
Phone: 509-674-5730 Email: director@ukcseiorcenter.org

Request for Proposals

Lodging Tax Fund 2025

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

The Event/Project Name:

Spaghetti Western... or Mission Im-pasta-ble: Dinner/Afternoon Tea
Live Community Theatre

This Theater project in our rural community presents an opportunity to enrich ourselves with live community theatre. Boulet Theatre Productions in partnership with the Upper Kittitas County Senior Center, are preparing six performances which include dinner for evening performances, or afternoon tea for matinee performances.

This project is a continued partnership to continue to expand the capacity of the existing community theater group with an affordable, fun, interactive experience. This second annual event will aim to expand the economic growth for the City of Cle Elum and Upper Kittitas County businesses by allowing tourists and the community to participate in a family friendly activity beyond the Pioneer Day.

These performances will last about 100 minutes and draw around 300-400 attendees, of which 20% come from distances greater than 50 miles. This is based on information gathered at prior productions. The productions provide an opportunity to use locally based talent and provide live theatre experience for our actors, production crew, and to our patrons both within the region and from surrounding areas.

This specific production fits into Boulet's traditional melodrama experience which over the past decade is associated with the Pioneer Days of Cle Elum. Because Pioneer Days packs the weekend with so many activities, Boulet and the Senior Center are hopeful that the popular melodrama will continue to draw locals as well as visitors to our community including those visiting Suncadia. We are also expecting to continue this tradition with a Dinner Theatre, which 2024 was our first venture together combining dinner and theatre. Our goal is to build this into an annual Cle Elum Must Attend Event.

The grant will provide funding this year to bring the community entertainment value with a more affordable dinner/tea, while maintaining the quality venue and production experience. In addition, this year Facebook advertising will reach a wider audience outside of Kittitas County. We expect advertising through Facebook outside Kittitas County will show tourists that our community is offering a fun interactive live theatre experience.

Grant funds will flow to our partners at another community business, the Northern Kittitas County Tribune for graphic design services. The advertising, posters, tickets, and online promotions will be professional, fun and attractive.



Upper Kittitas County Senior Center
 Mail: P. O. Box 877 (Physical: 719 E. Third St.), Cle Elum, WA 98922
 Phone: 509-674-5730 Email: director@ukcseniorcenter.org

Grant funds will be utilized for these budgeted expenses:

ITEM	DETAIL	AMOUNT	NOTE
Advertising	Advertisements	\$ 25.00	Facebook (out of county)
Advertising	Posters, programs, tickets	\$ 1,000.00	Tribune Design Services
Cash - Props	Miscellaneous	\$ 250.00	TBD
Cash - Set	Paint and materials	\$ 350.00	TBD
Cash - Sound Equipment	Batteries	\$ 65.00	Mikhail Munden
Cash - Sound Equipment	Audio Cable	\$ 80.00	Mikhail Munden
Cash - Sound Technician	Fuel Surcharge	\$ 100.00	Mikhail Munden
Services - Accompaniment	Pianist	\$ 500.00	TBD
Services - Costuming	Various	\$ 225.00	TBD
Services - Dinner	Labor	\$ 720.00	Chef (3-4hr x 6 shows)

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;**
 Tracking recent production attendance, we have consistently seen 20% of all attendees come from outside of Upper Kittitas County to the productions. We capture the zip codes for every ticket sold to report on the actual economic impact of this project.
- ii. **To a place fifty miles or more away from their place of residence or business for the day or staying overnight; or**
 Our records indicate that the most attendees from further than 50 miles away are cast and crew members family and friends from all over Washington State.
- iii. **From another country or state outside of their place of residence or business.**
 Our records indicate that 1% of attendees come from neighboring states. We have had attendees come from Oregon, California, Georgia, and Virginia!

You must provide the evidence utilized in determining your projections. Evidence from the 2024 Dinner Theatre and Summer shows is on file.

3. What tools will you use to measure your event's impact on tourism? Please be specific and provide examples. Include the following information:

- i. **Is your project/event year-round or is it seasonal or date-specific?**
 Seasonal and date specific.
- ii. **What strategies will you employ to assure you are attracting tourists from at least 50 miles away?**
 Online marketing and promotion will be done in Grant, Yakima, Douglas, King, and Chelan Counties through Facebook and in online calendars of events hosted by chambers of commerce, and regional newspaper calendars. These include State of Washington Tourism (SWT), NW Public Broadcasting, Yakima Herald, Cascadia Daily, and Wenatchee World.



Upper Kittitas County Senior Center
Mail: P. O. Box 877 (Physical: 719 E. Third St.), Cle Elum, WA 98922
Phone: 509-674-5730 Email: director@ukcseniorcenter.org

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

We are building the dinner theater and afternoon tea as a showcase for what makes Cle Elum special - the rural character, community spirit, and a fun engaging "Spaghetti Western." The social media post can highlight "Experience authentic small-town America in beautiful Kittitas County."

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?

Yes.

We have applied for a grant for a micro-grant from the Kittitas County and the Chamber of Commerce for Tax & Lodging funds. The grant was approved for \$2,500.

If the project cannot be funded through grants, the project will go forward anyway. The partners are aware that there is a risk of not receiving this grant and will proceed using funds on hand. The objective of garnering seed money for future productions will change and be reduced to the objective of at least break even through ticket and bar sales.

The first partnership for the Summer 2024 production included one show as a dinner theatre with Prime Rib. We did not hit our projected number of ticket sales for the regular shows or for the dinner show. We are adjusting this Summer's production to be more affordable and to offer the dinner/tea at each show. We believe the audience participation and value of entertainment will help us meet our income goals.

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

The Boulet Theatre Productions and Upper Kittitas County Senior Center have partnered for this project. Each organization brings their prior experience with events to collaborate on planning, initiating, executing this project. Each organization is well-known for their endeavors and each have a good reputation county-wide to carry out this type of project. In addition, we have last Summer's production lessons to help us improve our offering.

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

The budget details the plans for ticket sales, dinner/tea and bar sales that will result in recovering project costs. The objective is to get enough revenue and experience in this collaborative effort, to have a baseline for future projects. The vision is that this project becomes an annual enterprise with sufficient financial and shared successes to elaborate further. Last year we anticipated that this Summer's production would be a dinner theatre and afternoon tea with audience interaction. We are excited to try this!

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.



Upper Kittitas County Senior Center
Mail: P. O. Box 877 (Physical: 719 E. Third St.), Cle Elum, WA 98922
Phone: 509-674-5730 Email: director@ukcseniorcenter.org

Project Objectives:

1. **Economy:** Stimulate economic growth by attracting visitors and providing another activity in the community during the high season.
2. **Growth:** Continue growth of the community theater experience with the expectation that the space is adequately equipped for rehearsals and performances, and to build a following.
3. **Dinner Theater and Tea Matinee:** Provide a low cost, family friendly, interactive, fun entertainment value with dinner theater/afternoon tea with audience participation to enhance the experience and generate revenue to sustain Boulet Theatre Productions.
4. **Community Engagement:** We have seen the participation of local performers grow. We want to continue to showcase local talent, and for the Senior Center patrons to have this experience.

Venue: UKC Senior Center venue includes accessibility, capacity, and infrastructure with a stage, comfortable seating, backstage, and commercial kitchen. Rehearsals, set construction and sound equipment, and setup/cleanup will take approximately 40-60 hours in the facility schedule. The new acoustic treatment will enhance the experience for the cast and audience.

Programming: This production is going to be a fun performance with audience participation and the cast serving the meal. The spaghetti western will feature a spaghetti dinner to go with the theme. The afternoon tea will be part of the comedy - a contrast between rough frontier life and elegant tea service.

Outreach: Auditions for the production have been aimed at nurturing emerging talents young and old, fostering creativity and promoting theater arts within the community. Outreach extends to the schools, community groups, and youth organizations.

Marketing: The promotional materials, including posters, flyers, and press releases, will highlight this unique offering of community theater and the dinner theater/afternoon tea experience. Posters through the community will be especially in high traffic well known business that attract tourists as they pass through, recreate in the area, or where locals frequent.

Sustainability: We believe we are developing a sustainable project that balances the arts with financial viability. We will do more to push ticket sales and build the expectation of fun. We are working to ensure longer-term sustainability of these Boulet and Senior Center collaborative events.

Our destination community is rich in culture and talent yet lacks a dedicated space for performing arts. Currently, residents seeking live performances must travel outside the community, resulting in a loss of revenue and cultural vitality. Moreover, tourists visiting our destination often overlook cultural attractions due to the lack of centralized offerings and immersive experiences. This project addresses these pressing needs by providing the best local venue for theatrical productions.

Furthermore, the integration of a dinner/tea theater concept adds a fun and unique dimension, appealing to both locals and tourists by enhancing the entertainment value and stimulating economic activity for local businesses.

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

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

BOULET THEATRE 2025 SUMMER PRODUCTION IN PARTNERSHIP WITH UKC SENIOR CENTER

REVENUES		DETAIL	PROJECTED AMT	NOTE
ITEM				
Cash		Cle Elum Lodging (JLARC)	\$ 2,500.00	UKC Senior Center
Cash		Kittitas Lodging & Tax	\$ 2,500.00	Boulet
Marketing Sponsor		Advertisements	\$ 400.00	NKC Tribune
Marketing Sponsor		Design Services	\$ 500.00	NKC Tribune
Program Ads (3)		\$25 ea	\$ 75.00	Red Arrow, NW Physical Therapy, RDA
Sales - Bar		Beverages	\$ 75.00	UKC Senior Center
Sales - Tickets Evening (4)		Gate w/Dinner Presale 40 ea @ \$20 x 4	\$ 3,200.00	Attendees, July 11, 12, 13, 14
Sales - Tickets Evening (4)		Gate w/Dinner Door 20 ea @ \$20 x 4	\$ 1,600.00	Attendees, July 11, 12, 13, 14
Sales - Tickets Matinee (2)		Gate w/Tea Presale 40 ea @ \$20 x 2	\$ 1,600.00	Attendees, July 12 & 13
Sales - Tickets Matinee (2)		Gate w/Tea Door 20 ea @ \$20 x 2	\$ 800.00	Attendees, July 12 & 13
Sponsors (4)		\$25 ea	\$ 100.00	Senor Bones, Suncadia, Elk Haven, K&S Storage
TOTAL REVENUES			\$ 13,350.00	
IN-KIND CONTRIBUTIONS				
Donated Materials		Cookies	\$ 250.00	Cle Elum Bakery
Donated Services		Volunteer Labor	\$ 700.00	UKC Senior Center
Donated Services		Cake, Venue	\$ 850.00	UKC Senior Center
Donated Materials		Spaghetti & Meatballs	\$ 585.00	Mike's Tavern
TOTAL IN-KIND			\$ 2,385.00	
EXPENSES				
ITEM	DETAIL	AMOUNT	NOTE	
Advertising	Foamboard for A-board signs	\$ 300.00	Tribune (in county)	
Advertising	Advertisements	\$ 25.00	Facebook (out of county)	JLARC
Advertising	Advertisements	\$ 800.00	Tribune	
Advertising	Posters, programs, tickets	\$ 1,000.00	Tribune Design Services	JLARC
Cash - Bar	Inventory	\$ 75.00	BiMart	
Cash - Cast & Crew Party	Pizza and Salad	\$ 200.00	Sahara Pizza	
Cash - Food Costs	2 Courses Dinner & Tea Treats	\$ 1,104.51	UKCSC (Harbor Foodservice, 509 Bake House)	
Cash - Props	Miscellaneous	\$ 250.00	TBD	JLARC
Cash - Royalties	Royalties	\$ 400.00	Pioneer, Boulet	
Cash - Scripts	Scripts	\$ 300.00	Pioneer, Boulet	
Cash - Set	Paint and materials	\$ 350.00	TBD	JLARC
Cash - Sound Equipment	Batteries	\$ 65.00	Mikhail Munden	JLARC
Cash - Sound Equipment	Audio Cable	\$ 80.00	Mikhail Munden	JLARC
Cash - Sound Technician	Fuel Surcharge	\$ 100.00	Mikhail Munden	JLARC
Services - Accompaniment	Pianist	\$ 500.00	TBD	JLARC
Services - Costuming	Various	\$ 225.00	TBD	JLARC
Services - Dinner	Labor	\$ 720.00	Chef Ross & Chef Teri (3-4hr x 6 shows)	JLARC
Venue	Refreshments, Facility	\$ 2,490.00	UKCSC (Rehearsals, set, shows, cleaning, garbage)	KCL&T
TOTAL EXPENSES		\$ 8,984.51		
PROFIT/LOSS		\$ 4,365.49		

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-101069-1

5/22/2025 3:17 PM

7/18/2025

Client:

City of Cle Elum, WA

Bill To:

CLE ELUM CITY, WASHINGTON

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Dustin Care		dustin.care@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Recreation Management Economy	Economy Package - Training Library Access- Project Coordination -Branded Public Portal -Help Center Access	USD 1,100.00
1.00	Recreation Management Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	USD 750.00
1.00	Recreation Management Virtual Consulting (Half Day Block)	Consulting (Virtual) - half day, up to 4 hours	USD 750.00
1.00	CivicPlus Payments	CivicPlus Payments to be applied to product	USD 0.00
1.00	Terminal Ingenico Lane 3000	Terminal Ingenico Lane 3000	USD 490.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Recreation Management Annual Fee	Recreation Management Annual Fee	USD 3,500.00
1.00	CivicPlus Payments - Merchant Fees (MFTCPA)	Per Tran .30 ACH 1% ACH Max \$5 ACH Reject \$15 CC 3% AMEX 3.5% Dispute \$15	USD 0.00
1.00	Terminal Support Annual Fee	Terminal Service Annual Fee -Per Terminal	USD 120.00

List Price - Initial Term Total	USD 7,710.00
Total Investment - Initial Term	USD 6,710.00
Annual Recurring Services (Subject to Uplift)	USD 3,620.00

Initial Term	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Acceptance of Quote # Q-101069-1

The undersigned has read and agrees to the Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-101070-1

5/22/2025 3:22 PM

6/20/2025

Client:

City of Cle Elum, WA

Bill To:

CLE ELUM CITY, WASHINGTON

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Dustin Care		dustin.care@civicplus.com		Net 30

Discount(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Recreation Management Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -3,500.00

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Recreation Management Standard	Standard package -Project Coordination -Branded Public Portal -Help Center Access	USD 1,838.00
2.00	Recreation Management Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	USD 1,500.00
1.00	Recreation Management Virtual Consulting (Half Day Block)	Consulting (Virtual) - half day, up to 4 hours	USD 750.00
1.00	CivicPlus Payments	CivicPlus Payments to be applied to product	USD 0.00
1.00	Terminal Ingenico Lane 3000	Terminal Ingenico Lane 3000	USD 490.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Recreation Management Annual Fee	Recreation Management Annual Fee	USD 3,500.00
1.00	CivicPlus Payments - Merchant Fees (MFTCPA)	Per Tran .30 ACH 1% ACH Max \$5 ACH Reject \$15 CC 3% AMEX 3.5% Dispute \$15	USD 0.00
1.00	Terminal Support Annual Fee	Terminal Service Annual Fee -Per Terminal	USD 120.00
1.00	Document Management	Document Management Module: Enabled to allow customers to upload documents and staff to manage records.	USD 3,500.00

List Price - Initial Term Total	USD 12,698.00
Total Investment - Initial Term	USD 8,198.00
Annual Recurring Services (Subject to Uplift)	USD 7,120.00

Initial Term	24 Months, beginning at signature date. Total Investment - Initial Term refers to the first 12 months of the agreement. Annual Recurring Services (subject to Uplift) refers to the second 12 months of the agreement.
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Acceptance of Quote # Q-101070-1

The undersigned has read and agrees to the Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

2025 BUDGET POSITION

City Of Cle Elum

Time: 10:19:36 Date: 06/09/2025

Page: 1

106 Tourist/Lodging Tax Fund

Revenues	Amt Budgeted	May	YTD	Remaining	
----------	--------------	-----	-----	-----------	--

308 Beginning Balances

308 31 00 106	Beginning Balance Tourist Fund	500,000.00	0.00	272,458.86	227,541.14	54.5%
308 Beginning Balances		500,000.00	0.00	272,458.86	227,541.14	54.5%

310 Taxes

313 31 00 001	Hotel/Motel Tax	160,000.00	9,373.40	52,978.40	107,021.60	33.1%
310 Taxes		160,000.00	9,373.40	52,978.40	107,021.60	33.1%

330 Intergovernmental Revenues

337 00 00 106	Horse Park County Lodging Tax Grant \$50,000	0.00	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	0.00	0.0%
330 Intergovernmental Revenues		0.00	0.00	0.00	0.00	0.0%

360 Interest & Other Earnings

361 11 00 106	Interest	2,000.00	0.00	0.00	2,000.00	0.0%
361 30 00 106	Accrued Interest Due	0.00	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings		2,000.00	0.00	0.00	2,000.00	0.0%

Fund Revenues:	662,000.00	9,373.40	325,437.26	336,562.74	49.2%
-----------------------	-------------------	-----------------	-------------------	-------------------	--------------

Expenditures	Amt Budgeted	May	YTD	Remaining	
--------------	--------------	-----	-----	-----------	--

557 Community Services

557 30 41 001	Tourism	0.00	0.00	0.00	0.00	0.0%
557 30 41 002	Promotion -- Marketing and Advertising	5,000.00	0.00	0.00	5,000.00	0.0%
557 30 41 008	County -- Consolidated CLAT 13%	28,000.00	0.00	0.00	28,000.00	0.0%
557 30 41 009	Cle Elum Hotel-Motel	20,000.00	0.00	0.00	20,000.00	0.0%
557 30 41 010	Cle Elum Hotel/Motel -- Dog Park Project	0.00	0.00	0.00	0.00	0.0%
557 30 41 011	Cle Elum Hotel/Motel -- Kiwanis Gazebo	0.00	0.00	0.00	0.00	0.0%
557 30 41 012	Cle Elum Hotel/Motel -- CE Downtown Assoc.	10,000.00	0.00	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	0.00	0.0%
557 30 41 014	Cle Elum Hotel/Motel - UKCSC Boulet Theater	0.00	2,491.54	2,491.54	(2,491.54)	0.0%
557 30 41 015	Cle Elum Hotel/Motel -- Xmas Lights	0.00	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	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	0.00	0.0%

2025 BUDGET POSITION

City Of Cle Elum

Time: 10:19:36 Date: 06/09/2025

Page: 2

106 Tourist/Lodging Tax Fund						
Expenditures		Amt Budgeted	May	YTD	Remaining	
557 Community Services						
557 30 41 018	Cle Elum Hotel/Motel -- Pioneer Days Queen	3,000.00	0.00	0.00	3,000.00	0.0%
557 30 41 021	Cle Elum Hotel/Motel -- Fireworks/Chamber/Christmas and 4th of July	15,000.00	0.00	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	0.00	0.0%
557 30 41 023	Cle Elum Hotel/Motel -- Hopesource KCC Bus	24,000.00	0.00	0.00	24,000.00	0.0%
557 30 41 025	County Lodging Tax -- CE Roundup	0.00	0.00	0.00	0.00	0.0%
557 30 41 026	Cle Elum Hotel/Motel -- Sassy Trash Market	4,000.00	0.00	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	0.00	0.0%
557 30 41 031	Cle Elum Hotel/Motel -- UKC Basketball Club Mountain Madness	8,000.00	0.00	0.00	8,000.00	0.0%
557 30 41 032	Cle Elum Hotel/Motel -- CEDA Pioneer Days	20,000.00	0.00	0.00	20,000.00	0.0%
557 30 41 033	County Lodging Tax Reimb. -- CEDA 2023	15,000.00	0.00	0.00	15,000.00	0.0%
557 Community Services		202,000.00	2,491.54	2,491.54	199,508.46	1.2%
594 Capital Expenditures						
594 36 63 106	Cemetery Water Repair Project	100,000.00	0.00	121.00	99,879.00	0.1%
594 36 63 107	Community Rec Center for UKC 35% Revenues	0.00	0.00	73,609.61	(73,609.61)	0.0%
594 36 63 108	City Hall Remodel for CEDA	0.00	0.00	62,257.86	(62,257.86)	0.0%
594 Capital Expenditures		100,000.00	0.00	135,988.47	(35,988.47)	136.0%
999 Ending Balance						
508 31 00 106	Ending Balance Tourist Fund	360,000.00	0.00	0.00	360,000.00	0.0%
999 Ending Balance		360,000.00	0.00	0.00	360,000.00	0.0%
Fund Expenditures:		662,000.00	2,491.54	138,480.01	523,519.99	20.9%
Fund Excess/(Deficit):		0.00	6,881.86	186,957.25		
2025 Lodging Tax Obligations to date 5/2025						
Visitor Center \$28,000			Beginning Fund Balance \$272,458.86			
Holiday Lighting \$68,000			2025 Projected Revenues\$161,452.70			
Pioneer Days \$30,879			35% proposed to Rec Center \$73,609			
Fireworks \$7,750			*already deducted			
Boulet Theater \$2,500			2025 Requests YTD \$336,229			
Pioneer Days \$2,400			Beginning Balance 2026 \$159,682.56			
Cemetery Irrigation \$100,000						
CLATC \$28,000						
Visitor Center/Downtown Assoc. \$62,000 *already deducted						
Mtn. to Sound Greenway \$6,700						
Total Requests to Date \$336,229						

Event Tracker

			Approved = by committee									
Permit #	2025		Permitted = able to start		Status	item 1	item 2	item 3	COI if needed	Day of the Event	Contact Info	Paid
2025-06-07-1	Saturday, June 7, 2025	8:00am-5:00pm	H190 Grindy Bicycle Ride	Vicious Cycle Events	Permitted					Fire & Safety check	Jake Maedke 509-750-0977	N/A
2025-06-22-1	Sunday, June 22, 2025	9:00am-12:00pm	Outdoor Mass	St John the Baptist Catholic Church	Pending	Meeting June 11				Fire & Safety check	John Storch 509-260-0604	
2025-07-05-1	Friday, July 4, 2025 - Sunday, July 6, 2025	8:00am-4:00pm	Pioneer Days	CEDA	Approved		vendor list	Fireworks permit	COI	Fire & Safety check	Jordan Peterson 425-765-5719	N/A
2025-07-06-2	Sunday July 6, 2025	11:00am-7:00pm	Triple Shot 3 on 3	UKC Basketball Club	Pending	Meeting June 11	Fire SEP - Add 001	Council/Admin signature		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	Permitted					Fire & Safety check	Michael Richard 206-795-7007	Paid 5/15/25
2025-07-06-1	Sunday, July 6, 2025	7:00am-12:00pm	Pioneer Breakfast - Fireman's Park	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	Permitted					Fire & Safety check	Viktoria Meyer 206-208-4535	Paid 6/2/25
2025-08-16-2	Saturday, August 16, 2025 - Sunday, August 17, 2025	8:00am-6:00pm	Mouse About Softball Tournament	Mouse About Foundation	Pending	Meeting June 11	Fire SEP - Add 001	Council/Admin signature		Fire & Safety check	Paul Costello 503-750-1753	
2025-08-17-1	Sunday, August 17, 2025	9:00am-3:00pm	Non-profit Community Connect Day - City Park	Kittitas County Health Network & Upper County	Pending	Meeting June 11		Council/Admin signature		Fire & Safety check	Courtney Garzone 203-496-1461	
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	Permitted					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		vendor list		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 - Flagpole Park	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