

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

September 10, 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
CURTIS CHAMBERS

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. Update Lodging Tax Application
 - c. CEDA Placer Labs, Location Intelligence Software 2025 Lodging Tax Fund Application
 - d. Event Code
3. **New Business**
 - a. August 12, 2025, Cle Elum Lodging Tax & Events Committee Study Session Meeting Minutes
 - b. August 13, 2025, Cle Elum Lodging Tax & Events Committee Meeting Minutes
 - c. Fee Schedule Suggested Updates
 - d. Horse Park/Baseball Park Event Packet Required - Discussion
 - e. Lodging Tax Fund Balance - Update
 - f. Event Tracker
4. **Other Committee Comments**
5. **Adjourn**

Upcoming Meetings:

Historic Preservation Commission Meeting: September 16, 2025 @ 3:00 p.m.

Lodging Tax & Events Committee Agenda September 10, 2025

119 W FIRST STREET
CLE ELUM, WA 98922

Planning Commission Meeting: September 16, 2025 @ 6:00 p.m.
Public Safety & Health Committee Meeting: September 17, 2025 @ 2:00 p.m.
Regular Council Meeting: September 23, 2025 @ 6:00 p.m.
General Government Committee Meeting: September 24, 2025 @ 8:30 a.m.
Public Works & Community Development Committee Meeting: October 1, 2025 @ 8:30 a.m.
Coal Mines Trail Commission Meeting: October 6, 2025 @ 4:00 p.m.
Lodging Tax & Events Committee Meeting: October 8, 2025 @ 8:30 a.m.



2024 Lodging Tax Fund Application

Name of Applicant: _____

Name of Event: _____

Date Received: _____

Received By: _____

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:
<input type="checkbox"/>	Year-round	January – December
<input type="checkbox"/>	Off season	November – February
<input type="checkbox"/>	Shoulder season	October or March - May
<input type="checkbox"/>	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.



2025 Lodging Tax Fund Application

Name of Applicant: Cle Elum Downtown Association

Name of Event: Placer Labs, Location Intelligence Software

Date Received: _____

Received By: _____

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

Lodging Tax Funds - General Information

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

Uses According to Law:

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

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

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

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

Review Process:

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

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

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

Local Policy on Disallowed Uses:

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

Application Definitions:

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

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

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

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

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

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

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

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

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

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

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

SUBMITTAL INSTRUCTIONS

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

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

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

Project Management:

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

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

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

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

Project Reporting Requirements:

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

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

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

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

Applicant Categories and Eligibility:

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

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

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

Other Information:

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

Application Form: This packet is available at:

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

Grant Preferences:

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

Guidelines and Requirements for Advertising Expenditures of Lodging Tax:

Branding

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

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

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

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

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

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

Advertising Reimbursements

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

A. Print Advertising:

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

B. Television Advertising:

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

C. Online Advertising:

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

D. Direct Mail:

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

E. Flyers/Posters:

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

F. Radio Advertising:

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

APPLICATION FOR LODGING TAX GRANT FUNDING

Application Year: 2025
Name of Organization: Cle Elum Downtown Association
Organization mailing address: PO Box 106
Cle Elum, WA 98922
Organization contact person & title: Jordan Peterson, Executive Director
Organization/contact phone: 509-433-7330
Email: jordan@cleelumdowntown.org
Organization Website: cleelumdowntown.com
Federal Tax ID Number: 20-3716010 UBI Number: 602-525-709

Organization is a (select one):
 Government Entity
 501(c)3
 501(c)6
 Other _____
(note: you must submit 501(c)3 or 501(c)6 approval documentation – see sample document)

Project/Event Name: Placer Labs
Project/Event Date: May 22, 2025 - December 31, 2025 (Year 1)
Project/Event Location: Cle Elum, WA
Amount of Funding Requested: \$ 11,479.80

For which funding category do you qualify (check one) (see instructions for definitions):
 New Project/Event Ongoing Project/Event Support
Estimated # of overnight stays: 13.1k

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

Season:	Months:
<input checked="" type="checkbox"/> Year-round	January – December
<input type="checkbox"/> Off season	November – February
<input type="checkbox"/> Shoulder season	October or March - May
<input type="checkbox"/> 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
	1.1M	1.1M

B. How many days did/will your event occur? 365 365

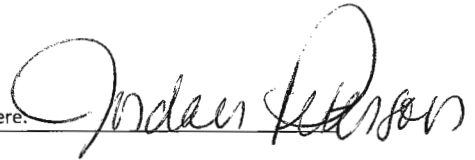
C. How many room nights were and /or will be booked as a result of your project/event?
(You must provide a verifiable source of information as evidence for your response to item C. Failure to do so will disqualify your application.) 63.1k 63.1k

Based on Placer Labs data, see attached

10. **Application Certification:**

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

Certified by:
(signature)

Or sign here. 

(print name) Jordan Peterson

Title: Executive Director

Date: 8/6/2025

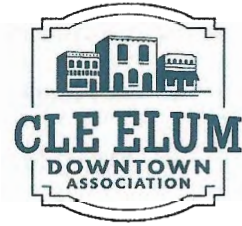
City of Cle Elum – LTAC Grant Request

Submitted by: Cle Elum Downtown Association

Project Title: Placer.ai Visitor Intelligence Subscription

Amount Requested: \$11,479.80

Date: July 28, 2025



We respectfully request \$11,479.80 in funding from the City of Cle Elum Lodging Tax Advisory Committee (LTAC) to cover the first year of a two-year subscription to Placer.ai, a location intelligence platform that will provide Cle Elum with critical insights into visitor behavior, origin markets, seasonal traffic, dwell time, and downtown foot traffic trends. These insights will guide tourism marketing strategies, help evaluate the impact of local events, and support long-term economic development through data-driven decision-making.

This discounted rate is part of a two-year locked-in contract, with Year Two billed at \$12,627.78. At this time, we are seeking funding for Year One only.

Project Purpose and Alignment with LTAC Goals

As a gateway to the Cascades and a destination for outdoor enthusiasts, Cle Elum relies heavily on tourism for economic activity. However, we currently lack precise, real-time data on where our visitors come from, how long they stay, and how they interact with our community.

Placer.ai provides anonymized mobile device data to reveal these patterns—empowering the City of Cle Elum and its tourism stakeholders to:

- Better understand visitor demographics
- Tailor marketing to high-potential overnight markets
- Quantify the economic impact of tourism events
- Support tourism-dependent businesses with actionable data
- Strategically grow lodging tax revenues

These goals directly support the City’s use of lodging tax funds, which are intended to promote overnight tourism and strengthen the visitor economy.

Project Scope & Deliverables

- Access to the Placer.ai platform for the Cle Elum city area and surrounding region
- Monthly reports showing:
 - Visitor volume, origin markets, and length of stay
 - Downtown Cle Elum foot traffic trends
 - Pre- and post-event visitor comparison
- Dashboards to share data with stakeholders and business partners
- Training and support included in the subscription

Budget

- Placer.ai Subscription – Year One (discounted rate): \$11,479.80
- Placer.ai Subscription – Year Two: \$12,627.78
- Total Two-Year Contract Value: \$24,107.58

We are requesting LTAC funding for Year One only at this time. Continued access to the platform beyond Year One will be contingent on funding availability and demonstrated success.

Evaluation & Reporting

We will provide LTAC with a mid-year and year-end report outlining:

- Changes in visitor volume and demographics
- Event impact analysis (e.g., Pioneer Days, Christmas in Cle Elum, etc.)
- Marketing strategy adjustments based on data
- Recommendations for Year Two and future planning


Conclusion

Tourism is a vital pillar of Cle Elum's economy. With the support of the LTAC, we can bring advanced analytics to our tourism efforts, ensuring that lodging tax dollars are invested

strategically and transparently. The \$11,479.80 requested for Year One will lay the foundation for data-driven growth, improved visitor engagement, and long-term economic benefits for the Cle Elum community.

We appreciate your consideration and welcome the opportunity to present this proposal in more detail.

Sincerely,

A handwritten signature in black ink that reads "Jordan Peterson". The signature is written in a cursive style with a large, looping initial "J".

Jordan Peterson
Executive Director
Cle Elum Downtown Association

Your Placer Labs, Inc. receipt [#1017-9255]

From Placer Labs, Inc. <receipts+acct_1F87LnJf52PKZGRK@stripe.com>

Date Thu 5/29/2025 6:09 AM

To jordan@cleelumdowntown.com <jordan@cleelumdowntown.com>

Bill Approval
\$ 11,479.80
GL Admin 5255
Init *OP*

Receipt from Placer Labs, Inc.

Receipt #1017-9255

AMOUNT PAID
\$11,479.80

DATE PAID
May 22, 2025, 10:00:25 AM

SUMMARY

Payment to Placer Labs, Inc. \$11,479.80

Amount paid \$11,479.80

If you have any questions, contact us at accounting@placer.ai or call us at **+1 415-228-2444**.

Something wrong with the email? [View it in your browser.](#)

You're receiving this email because you made a purchase at Placer Labs, Inc., which partners with [Stripe](#) to provide invoicing and payment processing.

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	

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.

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.

"Responsible official", except where otherwise specified within this chapter, shall mean the city administrator or their designee.

"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
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 **Downtown Commercial Zone** and/or involves the sale of tickets for attendance or is open to the general public with attendance expected to exceed more than 50 people.

Any event on private property which involves an open invitation to the public to attend, or an event where the attendance is by private invitation of 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.

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

"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.

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.

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

C. An event application is also required for events on private property if they have the potential to substantially impact the normal operations of the city. This includes, but is not limited to, effects on 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.

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

A. Application Fee

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. 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.

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 Public Works Director or designee.
 - (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 Public Works Director, or designee, 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.

F. Amendment of Fees.

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

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

- A. Although not required to be issued a special event permit, an event organizer of an activity exempted from this chapter is required to comply with all local, state and federal laws and regulations governing public safety or health.
- B. Nothing in this chapter shall be construed to abrogate or limit the authority and jurisdiction of the city to enforce any other provisions of the Cle Elum Municipal Code.
- C. The following activities are exempt from having to obtain a special event permit under this chapter:
1. Funeral and wedding processions.
 2. Temporary sales conducted by permanent businesses or businesses maintaining a conventional storefront or physical location, such as holiday sales, grand opening sales, sidewalk sales, or anniversary sales.
 3. Garage sales, rummage sales, lemonade stands and car washes.
 4. The indoor exhibition of films or motion pictures.
 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.
- 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.

Commented [SC2]: Need to define.

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

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

- C. An application for an expressive activity special event permit shall be filed before the time when it is proposed to conduct the expressive activity special event. Upon good cause shown, the Mayor may, in their discretion, allow a later filing.

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

- A. An application for a special event permit is deemed complete when the applicant has submitted all of the information required in Section X.XX.XXX on the city's application form, including any additional information required by the responsible person, and paid the special event application fee;
- B. A completed application will be routed by the responsible official for review to other city departments and, ultimately, the city council. Each of the departments and/or officials shall provide the responsible official a written recommendation of approval (conditional or otherwise) or denial of the application based on the considerations referenced in CEMC X.XX.XXX.

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

- A. Except as provided elsewhere in this chapter, the application for a special event permit shall include the following:
1. Contact information such as the name, address, telephone number, cell phone number, website address and e-mail address of the applicant.
 2. A statement of the purpose of the special event, including the dates, times and location(s) (or routes, with map, if applicable), along with estimated attendance.
 3. 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 ([WSLCB](#)) permit is required.
- [9-10. A detailed description of planned measures for compliance with applicable WSLCB permit conditions and requirements.](#)
- [10-11. Liability insurance documentation, including the certificate\(s\) of insurance, along with a Hold Harmless Agreement in such form as may be issued by, or acceptable to, the city.](#)

- 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.

~~11.12.~~ A list of participating vendors and proof of each vendor's possession of a business license for the City of Cle Elum or proof of exemption from said requirement-

~~12.13.~~ Any other information required by the City.

- 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. Where the event organizer has not requested, and the special event does not require city services, equipment or personnel, the responsible official will issue a special event permit, when based upon the completed application, all of the conditions listed in this section are met as determined by the responsible official.~~

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

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

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

Commented [SC3]: 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?

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 part of~~ 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.;
- ~~2-3.~~ Except as provided under RCW 66.24.380, consumption shall be confined to the premises or designated areas identified in the approved special event application;
- ~~3-4.~~ Liquor Liability must be included on insurance coverage;
- ~~4-5.~~ Measures taken to comply with applicable State regulation must be specifically and clearly identified within the submitted event application materials.

X.XX.XXX Events requesting street closure.

- A. Closure of streets or alleys require the following for 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;
 3. Concurrence with the request(s) by both the police chief and public works director;
 4. 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 they have the opportunity to comment on the proposed closure by attending the meeting or in writing.
- B. Notwithstanding the foregoing, the committee may refer any street or alley closure request to the full council at the next scheduled 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.

Commented [SC4]: Keep or delete?

- 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.—It shall be the responsibility of the event organizer to shall notify all participants individually in writing of this restriction in writing and obtain signed acknowledgement thereof identify in the special event application intended measure for ensuring compliance.~~
 - ~~c.b.—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. 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.
- 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. 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 special event, the organizer(s) shall obtain endorsements to the GL policy for such things as:
 - a. Athletic Participant coverage, providing protection for claims made by 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.

X.XX.XXX Committee action on special event permit application.

- A. Except as provided in this section, the appropriate committee of the City Council shall take final action upon an application for a special event permit within thirty (30) calendar days of when the application is deemed "complete" in compliance with CEMC X.XX.XXX.
- B. The committee is not required to take final action upon any special event permit application prior to one hundred and eighty (180) calendar days before the special event.

- C. The committee is not required to take final action on an untimely special event permit application, nor, after providing notice pursuant to CEMC X.XX.XXX, on an incomplete special event permit application.
- D. 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 and the applicant; or
 - 3. Denial of the special event permit application by the committee pursuant to CEMC X.XX.XXX.

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

- A. The committee shall deny a special event permit to an applicant who has not met one or more of the following requirements:
 - 1. Provided a traffic control plan (if required); or
 - 2. Provided sufficient monitors for crowd control and safety; or
 - 3. Provided sufficient safety, health, or sanitation equipment services, or facilities that are reasonably necessary to ensure that the special event will be conducted with due regard for safety; or
 - 4. Provided sufficient off-site parking or shuttle service, or both, when required, to minimize any substantial adverse impacts on general parking and traffic circulation in the vicinity of the special event; or
 - 5. Submittal of a completed application for a special event permit, including payment of all fees due and owing prior to the event; or
 - 6. Provided a copy of any permit or license required by another local or state agency.
- B. The committee may deny a special event permit if, based on consideration of the permit application and from such other information obtained in reviewing the permit, in their opinion:
 - 1. The special event will create the imminent possibility of violent or disorderly conduct likely to endanger public safety or to result in significant property damage; or
 - 2. The special event will violate public health or safety laws; or
 - 3. The special event fails to conform to the requirements of law or duly established city policy; or
 - 4. The applicant demonstrates an inability or unwillingness to conduct a special event pursuant to the terms and conditions of this chapter; or
 - 5. The applicant has failed to conduct a previously authorized or exempted special event in accordance with law, the terms of a permit or both; or
 - 6. The applicant has not obtained the approval of any other public agency within whose jurisdiction the special event or portion thereof will occur; or
 - 7. The applicant has failed to provide an adequate first aid or emergency medical services plan based on special event risk factors.
- C. The committee shall deny a special event permit to an applicant who has failed to comply with any material term of this chapter or condition of a special event permit previously issued to the applicant.

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

- A. If the 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. An event sponsor may appeal the denial of a special event permit to the same committee of the City Council.
- 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, addressing the committee's stated reason(s) for denial and/or setting forth alternate grounds for appeal. Relevant supporting documents must be included.
- D. The committee shall consider the appeal at its next scheduled meeting. At its discretion it may elect to convene an earlier special meeting to consider the appeal.
- E. Should the committee sustain its decision upon appeal, the event organizer may then appeal to the full city council at its next regularly scheduled meeting, subject to the same conditions outlined in Item C of this section. The decision of the full council shall be considered final.

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. Any special event permit issued pursuant to this chapter is subject to revocation, pursuant to this section.
- B. A special event permit may be revoked if the city determines:
 - 1. That the special event will or is being conducted in violation of the standards or conditions for special event permit issuance; or
 - 2. The special event is being conducted in violation of the law or of any condition of the special event permit; or
 - 3. The special event poses a threat to health or safety; or
 - 4. The applicant or any person associated with the special event has failed to obtain any other permit required pursuant to the provisions of this chapter; or
 - 5. The applicant has not paid all fees when due; or
 - 6. The applicant has failed to provide confirmation or proof that it has obtained the minimum number of required volunteers to perform safety functions; or
 - 7. The special event permit was issued in error or contrary to law.
- C. Except as provided in this section, notices of revocation shall be in writing and specifically set forth the reasons for the revocation.

- D. If there is an emergency requiring immediate revocation of a special event permit, the 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. 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. The issuance of a special event permit confers upon the permit holder or event organizer the right to control and regulate the sale of goods, services, food and beverages within the special event venue in accordance with the terms and conditions of the special event permit.
- B. Only vendors authorized by the permit holder or event organizer shall be allowed to sell goods, services, food or beverages in the special event venue.
 - 1. The special event permit application shall include a preliminary list of the vendors anticipated at the special event for which the license is sought, which shall include the vendor's name, addresses, business telephone numbers and Washington State tax identification number, together with a general description of the goods, food, beverages and/or services offered by each vendor.
 - 2. 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 preceding the beginning of the special event.
 - 3. Food and beverage vendors shall maintain and display their food handling licenses and permits as required by state and local law.
 - 4. 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. 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~~ ~~preceding~~ the ~~end~~ ~~start~~ of the special event.

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

X.XX.XXX Penalties for violation.

- A. The special event permit authorizes the applicant to conduct only such an event as is described in the permit, and in accordance with the terms and conditions of the permit. It is unlawful for the applicant to violate the terms and conditions of the permit or for any event participant to violate the terms and conditions of the permit or to continue with the event if the permit is revoked or expired. All requests for changes to the permit must be submitted for review by the committee.
- B. Any person or organization violating the provisions of this chapter shall be subject to a fine of five hundred (500) dollars, doubling with each successive violation in perpetuity.

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

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

the adverse impacts of the special event or the violation of the special event permit upon public safety.

DRAFT

CLE ELUM LODGING TAX & EVENTS COMMITTEE
MINUTES
AUGUST 12, 2025
5:00 PM
119 W FIRST STREET
CLE ELUM, WA 98922

1. Call to Order/Pledge of Allegiance

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

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

2. Unfinished Business

a. Special Events Code

Discussion Points:

- Security Deposit.
- Mayor or his designee.
- City permit fee the committee would like to keep the split.
- It is not a good idea to waive the fee.
- Exemptions for historically linked events. For example, the Historical Society.
- Fix the amendment of the fees section. It goes from number 4 to number 7.
- Define temporary sales by business.
- What is a conventional storefront?
- Should they be allowed to file the application at a later date, it gives the applicants too much leeway. Strike this entire clause.
- Public Safety trumps all events and gatherings.
- It is the police's duty to protect everyone.
- Chief Albo would like to see the consequences defined.
- Insurance requirements.
- List of vendors prior to the event.
- The promotor will collect the daily fee for vendors.
- In the permits and license fees section, double-check the numbering and lettering.
- Throwing candy is a big safety issue. Discussion about fining the offenders, possibly having the applicants put a deposit down prior to the parade and, if the rules are followed, they will get their deposit back, possibly be banned from future events.

Lodging Tax & Events Committee Agenda

August 12, 2025

119 W FIRST STREET
CLE ELUM, WA 98922

- This could be referenced in the Event Application and the fine amount would be \$500. This would go back into the Downtown Association.

3. **New Business**

4. **Other Committee Comments**

5. **Adjourn**

The meeting was adjourned at 5:45 p.m.

Steven Cook, Chair

Debbie Lee, Clerk

CLE ELUM LODGING TAX & EVENTS COMMITTEE
MINUTES
AUGUST 13, 2025
8:30 AM
119 W FIRST STREET
CLE ELUM, WA 98922

1. Call to Order/Pledge of Allegiance

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

Debbie Lee - Clerk
Mathew Bailey - Public Works Director
Ed Mills - Fire Chief
Whitney Prosek - Office Assistant

2. Unfinished Business

a. Park Reservations

Due to the cost of the park software, the city is not moving forward with the purchase. Committee Member Harper will work with city staff prior to the next meeting on a system to track park reservations.

b. Update Lodging Tax Application

Discussion was had about working on the Lodging Tax Application update when the county had completed their update, so the city would be more inline with other lodging tax applications.

3. New Business

a. July 9, 2025, Cle Elum Lodging Tax & Events Committee Meeting Minutes

**MOTION: Committee Member Harper made a motion to approve July 9, 2025 Lodging Tax & Event Meeting Minutes; seconded by Committee Member Malek.
MOTION CARRIED: 3 yes 0 no.**

b. After Action Review Cle Elum Round-up - Discussion

The Committee discussed how important it is to have the Event Applications submitted 30 days prior to the event and complete. When the city gets a list of vendors after the submission, it is time-consuming to check all the business licenses and to complete the fire inspections. The application fee was also paid late. They discussed that the committee is reviewing the current event code, and they wanted to make sure the code is clear on

Lodging Tax & Events Committee Agenda

August 13, 2025

119 W FIRST STREET
CLE ELUM, WA 98922

timelines and packets needing to be completed at least 30 days prior to an event. The committee talked about making a checklist for the vendors, so there is no confusion as to what they need.

c. CEDA Placer Labs, Location Intelligence Software 2025 Lodging Tax Fund Application

Jordan Peterson of the Downtown Association stated she has been supplying the Council and the public with the data from Placer Labs, which is geo-fencing through cell phones. This data tells how many people visit Cle Elum, where they visit, the distance traveled, how long they stay etc. Jordan is asking for lodging tax to pay for one year of a subscription at approximately \$11,400.00. The city will also be able to pull data if they like. Jordan would be able to add a user.

The committee is in support of the idea and just wants to clarify with Amy McGuffin if this would be an allowed use, as lodging tax is unique funding, and the committee wants to make sure it is covered. They also discussed the second year's subscription to possibly add it to the Visitor Center contract.

The committee will bring this back at the next meeting for consideration.

d. Lodging Tax Fund Balance - Update

Discussion was had about not using the \$100,000 worth of lodging tax funds for the cemetery irrigation and instead using the REET tax as this would be an allowed use as it is listed in the Capital Facilities Plan. This would also help the balance of the lodging tax fund.

e. Event Tracker

4. Other Committee Comments

5. Adjourn

The meeting was adjourned at 8:56 a.m.

Steven Cook, Chair

Debbie Lee, Clerk

See changes on pages

City of Cle Elum 2025 Fee Schedule

abbr.	Permit	App. Type	Permit Fee	Additional Fees ^{1,2,3,4}	Related Permit
COMMUNITY DEVELOPMENT					
ANX	Annexation	IV	\$2,500	Staff/Consultant Time ¹	RZN, RZN-CPA
BSP	Binding Site Plan	II	\$1,600.00	Staff/Consultant Time ¹ plus \$25 per lot Recording Fees ² \$175.00 ^{3,4}	SEPA
BLA	Boundary Line Adjustment (includes combining parcels)	I	\$600.00	Staff/Consultant Time ¹ Recording Fees ²	
PLA-S	Segregation of Platted Lots	I	\$500.00	Staff/Consultant Time ¹	
CPA	Comp Plan Map/Text Amendment	IV	\$1,500.00	Staff/Consultant Time ¹ Recording Fees ² \$175.00 ^{3,4}	SEPA
CUP	Conditional Use Permit	III	\$1,200.00	Staff/Consultant Time ¹ \$175.00 ^{3,4}	
CA	Critical Areas Permit	I	\$300.00	Staff/Consultant Time ¹	SEPA
DA	Development Agreement	IV	\$2,500	Staff/Consultant Time ¹	RZN, RZN-CPA
EVT	Events in Public Right of Way <i>Also < 30 Days before Event</i>		<i>\$75 > 30</i> <i>Add \$50 < 30</i>	Staff/Consultant Time ¹	Fire Permit, Cle Elum General Business License
EIS	EIS Preparation/Review		\$1,000.00	Staff/Consultant Time ¹	
PLAT	Final Plat Approval (Except BSP)	I	\$75 per lot	Staff/Consultant Time ¹ Recording Fees ²	
FP	Floodplain Development Permit	II	\$1,000.00	Staff/Consultant Time ¹ \$175.00 ^{3,4}	
AN-MP	Franchise Master Permit	IV	\$2,500.00	Staff/Consultant Time ¹ Recording Fees ² \$175.00 ^{3,4}	Letter, checklist, ordinance
AN-UP	Franchise Use Permit	III	\$100.00	Staff/Consultant Time ¹ Recording Fees ² \$175.00 ^{3,4}	
GP	Grading, Excavation and Filling Permit	I	\$600.00		
HPC	Historic Preservation - Certificate of Appropriateness	II	\$50.00		Building Permit, or other
HOC	Home Occupation Permit	I	\$220.00	Staff/Consultant Time ¹	Cle Elum Home Occupation Business License
AT-Rev	Plat Revision After Preliminary Approval	I-IV	Staff Time ¹	Staff/Consultant Time ¹ \$175.00 ^{3,4}	F-Plat

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



Stamp & initial

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:	
Permit #:	EVT-
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.

→ 30 days or more
 → Less than 30 days prior

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

EVENT DESCRIPTION:

Event Name:			
Event Type:	<input type="checkbox"/> Minor (≤ 50 Attendees)	<input type="checkbox"/> Major (> 50 Attendees)	
Brief Description of Event:			
Parade Map:	<input type="checkbox"/> My event does not include a parade. <input type="checkbox"/> 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:		Event End Date:	
Day(s) of the Week:	<input type="checkbox"/> SUN <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT		
Event Start Time:		Event End Time:	
Date of Set Up:		Time of Set Up:	
Date of Take Down:		Time of Take Down:	
Facilities to be Used: (Check all that Apply)	<input type="checkbox"/> Park <input type="checkbox"/> Street <input type="checkbox"/> Sidewalk <input type="checkbox"/> Private Property		
Location:			
Expected Crowd Size:			
Participants:		Spectators:	Event Personnel & Volunteers:
Previous Occurrences:			
Has the event occurred previously?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, on which date(s)?	
Change(s) from previous year?	<input type="checkbox"/> None		<input type="checkbox"/> See Explanation Attached
Will you charge an admission fee?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, how much?	

Admission tax form: (if needed)

3/2025

2025 BUDGET POSITION

City Of Cle Elum

Time: 10:06:36 Date: 09/08/2025
Page: 1

106 Tourist/Lodging Tax Fund

Revenues	Amt Budgeted	August	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	27,150.06	112,898.58	47,101.42	70.6%
310 Taxes	160,000.00	27,150.06	112,898.58	47,101.42	70.6%
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	2,689.62	(689.62)	134.5%
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	2,689.62	(689.62)	134.5%
Fund Revenues:	662,000.00	27,150.06	388,047.06	273,952.94	58.6%

Expenditures	Amt Budgeted	August	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	0.00	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: 10:06:36 Date: 09/08/2025
Page: 2

106 Tourist/Lodging Tax Fund

Expenditures	Amt Budgeted	August	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	17,221.03	17,221.03	2,778.97	86.1%
557 30 41 033 County Lodging Tax Reimb. -- CEDA 2023	15,000.00	0.00	0.00	15,000.00	0.0%
557 30 41 034 Cle Elum Hotel/Motel --CEDA Visitor Center	0.00	7,502.43	7,502.43	(7,502.43)	0.0%
557 Community Services	202,000.00	24,723.46	27,215.00	174,785.00	13.5%
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	24,723.46	163,203.47	498,796.53	24.7%
Fund Excess/(Deficit):	0.00	2,426.60	224,843.59		

2025 BUDGET POSITION TOTALS

City Of Cle Elum

Months: 01 To: 08

Time: 10:06:36 Date: 09/08/2025

Page: 3

Fund	Revenue	August	Received		Expenditures	August	Spent	
106 Tourist/Lodging Tax Fund	662,000.00	27,150.06	388,047.06	58.6%	662,000.00	24,723.46	163,203.47	24.7%
	662,000.00	27,150.06	388,047.06	58.6%	662,000.00	24,723.46	163,203.47	24.7%

2025 Lodging Tax Obligations to Date 8/2025

Visitor Center \$28,000
 Holiday Lighting \$68,000
 Pioneer Days \$30,879
 Fireworks \$7,750
 Boulet Theater \$2,500
 Pioneer Days \$2,400
 CLATC \$28,000
 Visitor Center/Downtown Assoc. \$62,000
 already deducted
 Mtn. to Sound Greenway \$6,700
 Sr. Center Spaghetti Western \$2,500
 Total Requests To Date \$238,729

Beginning Fund Balance

\$272,458.86
 2025 Projected
 Revenues
 \$160,000.00
 35% proposed to Rec
 Center
 \$73,609 already
 deducted
 2025 Requests
 \$238,729
 Beginning Balance 2026
 \$267,338

Event Tracker

Outstanding items

Approved = by committee
Permitted = able to start

Permit #	2025				Status	item 1	item 2	item 3	COI if needed	Day of the Event	Contact Info	Paid
2025-07-25-1	Friday, July 25, 2025 – Saturday, July 26, 2025	7:00am – 11:00pm	Cle Elum Roundup	Cle Elum Roundup Association	Permitted					Fire & Safety check	Julie Cloninger 509-607-3665	Paid 7/24/25
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	Permitted					Fire & Safety check	Paul Costello 503-750-1753	Paid 6/20/25
2025-08-16-3	Saturday, August 16, 2025	11:00am- 4:00pm	SNPJ Cornhole Tournament	SNPJ Slovenian Lodge	Permitted					Fire & Safety check	Ken Kladnik 509-929-0896	Paid 6/18/25
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	Permitted					Fire & Safety check	Courtney Garzone 203-496-1461	N/A
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; fire permit		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 – Flaggpole Park	CEDA	Approved			vendor list; fire permit		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		Fire & Safety check	Jordan Peterson 425-765-5719	N/A