

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

December 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 via 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

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

1. **Call to Order, Pledge of Allegiance**
2. **Unfinished Business**
 - a. Update Lodging Tax Application
 - b. Event Code
 - c. Event Application — Redline Version
3. **New Business**
 - a. Cle Elum Lodging Tax & Events Committee — Meeting Minutes — November 12, 2025
4. **Other Committee Comments**
 - a. Lodging Tax 2025 Budget Position
5. **Adjournment**

Upcoming Meetings:

Historic Preservation Commission Meeting — December 16, 2025, at 3:00 p.m.

Planning Commission Meeting — December 16, 2025, at 6:00 p.m.

Public Safety & Health Committee Meeting — December 17, 2025, at 1:00 p.m.

Regular Council Meeting — December 23, 2025, at 6:00 p.m.

General Government Committee Meeting — December 24, 2025, at 8:30 a.m.

Coal Mines Trail Commission Meeting — January 5, 2025, at 4:00 p.m.

Public Works & Community Development Committee Meeting — January 7, 2025, at 8:30 a.m.

Lodging Tax & Events Committee Meeting — January 14, 2025, at 8:30 a.m.

**Lodging Tax & Events Committee Agenda
December 10, 2025**

119 W FIRST STREET
CLE ELUM, WA 98922

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

1. 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~~30 Days 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. or any other exemptions outlined in this chapter.

~~1-2. Permit applications for special events protected under the First and Fourteenth Amendments of the US Constitution shall be exempted from this fee.~~

~~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 or other designated official 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 or other designated official 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, or the event coordinator, 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 and any materials or supplies. 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 City Costs—Responsibility of Applicant.~~

~~B.~~

- ~~1. The applicant shall be responsible for all City personnel, equipment, materials, services and contracts costs in the City may incur in association with the management of the applicant's event, inclusive of those incurred for cleanup, repair and restoration following the event as a result of the applicant's failure to comply with the requirements of this code 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.~~
- ~~2. As part of their review of an event application, the head of each city department shall submit to the Finance Director or other designated official an estimate of costs expected to be incurred by the respective department based on information known at the time and an assumption of the applicant's good-faith compliance with code.~~
- ~~3. The Finance Director or other designated official then shall submit this estimate to the applicant for planning purposes only; no payment shall be due immediately.~~
- ~~4. Throughout implementation of the event, the head of each city department shall track and document any costs incurred.~~
- ~~5. Within fourteen days of completion of work associated with the event, the head of each city department shall submit to the Finance Director or other designated official an accounting of.~~

~~6. The Finance Director or other designated official shall submit a final statement of total combined costs to the applicant, who shall then have fourteen days to submit payment.~~

~~7. 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, aTpplicant 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:~~

~~2. 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~~
- ~~___ Carpenter Memorial Library;~~
- ~~d) Expressive activities~~

~~3. 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.~~

~~4. All events sponsored by the Northern Kittitas County Historical Society.~~

~~F.C. 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 of fewer than fifty participants.
 - 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.

Commented [WP2]: Should we add Kittitas Co in general? Or Kittitas Co Health Network at least since they do the Community Connect Day at the park.

Commented [SC3R2]: We can discuss this with the Committee at the next meeting. I would not want to exempt the County generally, but perhaps specific entities could be considered. The list here are Cle Elum-specific entities.

~~4. Barbeque's, Reunions, birthdays, gatherings, training, sports practices, kids children's camps under 50 people in attendance, closed to the general public and not directly affecting or use City services or right of way property under 50 people in attendance.~~

~~4-5. The indoor exhibition of films or motion pictures.~~

~~5-6. Other similar events and activities which do not directly affect or ~~should we say "over use"?~~ use City services or right-of-way property, as determined by the responsible official.~~

~~7. Activities conducted by a governmental agency acting within the scope of its authority.~~

~~6-8. Barbeque's, Reunions, birthdays, gatherings, training, sports practices, kids camps under 50 people in attendance.~~

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

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

A. Application for a special event permit, on a form provided by the city, shall be filed with the [City Hall 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. [Applications received less than 360 days ahead of the event date are subject to an additional late fee.](#)

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 [or their designee](#) 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 official](#), 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.

B.C. Special Events are permitted by CEFD upon approval of the committee and other department heads and the approval of a Fire & Life Safety Plan and/or Inspection.

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. The Event Permit Application Form including:

1-2. Contact information such as the name, address, telephone number, cell phone number, website address and e-mail address of the applicant and any applicable business license numbers.-

2-3. A statement of the purpose/description of the special event, including the dates, times and location(s) (or routes, with map, if applicable), a schedule of events, along with estimated attendance.

3-4. Details of emergency contacts that will be in effect during the event.

4-5. A statement of fees to be charged for the special event.

5-6. The proposed plan for clean-up, sanitation facilities, garbage and recycling collection, for the period during and after the event is completed.

6-7. Information documenting compliance, if needed, with the Americans with Disabilities Act (ADA) requirements for accessibility, parking and restrooms.

7-8. 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.

8-9. 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.

10. 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.

9-11. A detailed description of planned measures for compliance with applicable WSLCB permit conditions and requirements.

10-12. Liability insurance documentation, including the certificate(s) of insurance, along with a Hold Harmless Agreement in such form(s) as may be issued by, or acceptable to, the city.

- a. Should evidence of purchase of insurance 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 before event date.

11-13. A list of participating vendors and proof of each vendor's possession of a business license endorsement for the City of Cle Elum or proof of exemption from said requirement, all CEFD permitting and Kittitas County Environmental Health food service permit as needed.

- 14. Any other information required by the City.
- 15. [All CEFD Fire required forms, addendums, including completed and approved Fire & Life Safety plan.](#)
- 16. [Admission tax registration form as needed.](#)
- 17. [Drawn and Measured site plan indicating locations of all required information.](#)
- 18. [Copy of notification for street closures to adjacent residents and WSDOT permission.](#)
- 19. [Sidewalk use permits as needed from planning department.](#)

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 [approved by committee. the responsible official issues a written notice of confirmation.](#)~~

~~A.~~

~~**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 [SC4]: 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 or their designee.

Commented [SC5]: 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.
 - 7. [Applicant did not finish CEFD Fire Permitting with CEFD or pass inspection.](#)
 - 6-8. [Vendors list was not submitted including each vendor having a business license endorsement and fire inspection.](#)
- 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.
- 8. ~~Failed event day fire inspection or failed to get denial of fire permit from by CEFD.~~
- 7-9. ~~Failed to provide COI proof of insurance coverage ahead of the event.~~
- 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 Fire Department of any other Department official responsible may notify the permit holder verbally of the revocation.~~
- ~~E.D. Revocation of approval may occur at any time up to and including the day of the event.~~
- ~~F.E. The Mayor, the respective Chiefs of the Cle Elum-Roslyn Police Department and the Cle Elum Fire Department and the Director of Public Works or their designees, as well as members of the Council committee charged with overseeing events within the City, 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.~~
- ~~F. If there is an emergency requiring immediate revocation of a special event permit, the responsible official—as defined in Item E of this section—may notify the permit holder verbally of the revocation.~~
- 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 Business license UBI~~ number, together with a general description of the goods, food, beverages and/or services offered by each vendor-.

1-2. _____ 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~~ Fire Chief within five (5) business days preceding the beginning of the special event.

2-3. _____ Food and beverage vendors shall maintain and display their food handling licenses and permits as required by state and local law.

3-4. _____ 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 endorsement 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

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 less than 60 days prior to event.

WHEN IS AN EVENT PERMIT REQUIRED?

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

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

ADDITIONAL CONTACT INFORMATION:

- Kittitas County Public Health Department (509) 962-7515
- Kittitas County Chamber of Commerce (promotion) (509) 925-2002
- Northern Kittitas County Tribune (newspaper) (509) 674-2511
- Washington State Liquor Control Board (206) 764-4020
- Cle Elum Fire Department – Chief Ed Millsemills@cleelum.gov.....(509) 656-4062

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

Applicant (“Event Organizer”)	
Name:	Business License #
Title:	
Sponsoring Organization:	
Mailing Address:	
Phone Number:	Email:
Primary Contact Person <i>During Event</i>	
Same as Applicant <input type="checkbox"/>	
Name:	
Title:	
Local Address:	
Email:	
Daytime Phone Number:	Mobile Phone:
Secondary/Emergency Contact Person <i>During Event</i> <i>(available to respond in the absence of Event Organizer)</i>	
Name:	
Title:	
Local Address:	
Daytime Phone Number:	Mobile Phone:

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

REQUIRED – Applicant Checklist
Event Permit Application received a minimum of 60 days prior to event, and the total fee paid to City Hall.
Signed and dated Hold Harmless Agreement <ul style="list-style-type: none"> For parades: each parade entrant must sign and submit the Parade Entrant Hold Harmless Agreement to the event organizer. The event organizer is responsible for retaining these agreements.
Certificate of Liability Insurance <ul style="list-style-type: none"> “City of Cle Elum” at 119 W First St., Cle Elum, WA 98922 must be named as “Additional Insured” to all coverage As applicable, coverage for alcohol service must be specified As applicable, coverage for injury by animals must be specified
Supplemental pages below with a complete and detailed description of the event, including a schedule and location of event(s). <ul style="list-style-type: none"> If serving alcohol, WA Liquor and Cannabis Control Board Banquet Permit or other applicable alcohol service license measures taken to comply with State regulations must be

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<p>addressed in detail: https://lcb.wa.gov/licensing/outdoor_alcohol_service</p> <ul style="list-style-type: none"> • Cle Elum Fire Department-approved Special Events Permit including Addendum #001 Fire and Life Safety Plan and additional Addendums as needed. Contact the Chief of CEFD for guidance.
<p>Site Plan including items such as the location of garbage receptacles, portable bathrooms, stage, seating, vendors, street closures, barricades, alcohol measures taken etc.</p>
<p>As applicable, list of vendor names and contact details listed on vendor form</p> <ul style="list-style-type: none"> • All vendors must have or obtain a business license endorsement for the City of Cle Elum: https://dor.wa.gov/open-business/apply-business-license
<p>If requesting street closures, event organizer must notify all adjacent residents and/or businesses of the proposed closure a minimum of three (3) weeks before the regular Lodging Tax & Event Committee meeting at which the application will be reviewed. Notification must also inform recipients they have the opportunity to comment on the proposed closure by attending the meeting (either in-person or virtually) or via email: wprosek@cleelum.gov. Include a copy of the notification.</p> <ul style="list-style-type: none"> ○ Road closures on First Street must contact WSDOT
<p>Other Information</p>
<p><i>After approval from the Lodging Tax and Event Committee, and any Special Events permits issued by CEFD, this Event will be subject to a Fire Safety Check on <u>the day of the Event</u> by Cle Elum Fire Department.</i></p>

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	<input type="checkbox"/> No <input type="checkbox"/> Yes	Include if applicable	

Commented [SC1]: I had envisioned this as a drop-down pre-populated with names of parks and "other", but the document needs to be made into a fillable PDF first, I believe.

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STREET CLOSURES:

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

RIGHT OF WAY (SIDEWALK) USE:

Will you require use of a city sidewalk during your event?	<input type="checkbox"/> No Skip to next section.	<input type="checkbox"/> Yes Continue below.
Description of Proposed Use:		
Use Permit Required:	<input type="checkbox"/> I acknowledge that I separately must request and receive approval of a Sidewalk Use Permit, the application for which is available at https://cleelum.gov/forms-and-applications/ .	

COOKING:

Will there be on-site cooking?	<input type="checkbox"/> No Skip to next section.	<input type="checkbox"/> Yes Include Fire Addendum #002
Description of Planned Cooking:		Purpose:
Acceptable Fuels:	<input type="checkbox"/> I acknowledge that only propane, pellets or electrical fuels are acceptable during a burn ban.	
CEFD Requirements:	<input type="checkbox"/> Completed Cle Elum Fire Department Special Events Permit application is attached below (incl Addendum #002).	
Will there be food vendors?	<input type="checkbox"/> No	<input type="checkbox"/> I understand that each vendor must have a valid business license endorsement for the City of Cle Elum and applicable CEFD permits.

TENTS/ CANOPIES:

Will tents be erected?	<input type="checkbox"/> No Skip to next section.	<input type="checkbox"/> Yes Include Fire Addendum #003
Number of Tents Anticipated:		
CEFD Requirements:	<input type="checkbox"/> Completed Cle Elum Fire Department Special Events Permit application is attached below (incl Addendum #003).	

ALCOHOL SERVICE:

Will alcohol be served?	<input type="checkbox"/> No Skip to next section.	<input type="checkbox"/> Yes Continue below.
Will alcohol be sold?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Regulatory Compliance:	<input type="checkbox"/> I acknowledge alcohol service must comply with requirements described in WAC 314-03-200, including (but not necessarily limited to): <ul style="list-style-type: none"> o Barriers around service area of minimum 42 inches (3.5 feet) in height; o Entry/exit points to service area may not exceed 10 feet in combined total; o Controlled and monitored entry to service area and dedicated attendant, wait staff or server when patrons present; o No open containers permitted to leave service area. <input type="checkbox"/> I acknowledge that these requirements are subject to change based on legislative or agency action. Should there be any discrepancy between State regulation and this document, I understand that State regulation takes precedence.	
Security Plan:	<input type="checkbox"/> I have included a detailed security plan specific to alcohol service in my event description.	

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Banquet Permit:	<input type="checkbox"/> Approved WA State Liquor and Cannabis Control Board Banquet Permit attached.
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ENTERTAINMENT:

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

RISK AND LIABILITY MANAGEMENT:

Liability Insurance:	<input type="checkbox"/> I have attached a current, valid Certificate of Liability Insurance naming “City of Cle Elum”, at 119 W First St., Cle Elum, WA 98922, “Additional Insured” to all coverages.
Additional Animal Liability Coverage:	<input type="checkbox"/> I have attached proof of specific additional coverage for animal liability. <input type="checkbox"/> My event does not involve animals.
Additional Coverage for Alcohol Service:	<input type="checkbox"/> I have attached proof of specific additional coverage for alcohol service. <input type="checkbox"/> My event does not involve alcohol service.
Hold Harmless Agreement:	<input type="checkbox"/> I have attached a complete, signed Hold Harmless Agreement.
Hold Harmless Agreement – Parade Entrants:	<input type="checkbox"/> I understand that it is my responsibility to obtain and retain signed Hold Harmless Agreements from each parade entrant. <input type="checkbox"/> I have read and understand parade rules listed in CEMC Events code <input type="checkbox"/> My event does not include a parade.

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Traffic Control and Security	<input type="checkbox"/> I understand that it is my or my organization’s responsibility to arrange for necessary traffic control and security; my attached site plan includes detailed information on these measures.
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SANITATION:

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

PROMOTION (OPTIONAL):

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

CITY DEPARTMENT COMMENTS PAGE:

Comments and signatures from City departments will be requested electronically on behalf of the event organizer. However, organizers are strongly encouraged to contact relevant departments before submitting the application to discuss their plans, address potential concerns, and incorporate any feedback into the final proposal.

Authorization	
<p><i>I acknowledge this permit application must be completed, signed, and returned to Cle Elum City Hall along with all required supplemental materials no later than 60 days prior to my event. I understand that any misrepresentation in this permit application or deviation from the final agreed upon route and/or method of operation described herein, may result in the immediate revocation of the permit. I further understand that the City retains the right to deny, revoke or cancel this permit at any time due to changes in conditions and risk potential.</i></p> <p><i>I certify under penalty of perjury that the information above is correct to my best knowledge.</i></p>	
Applicant Signature:	Date:

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

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



HOLD HARMLESS AGREEMENT

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

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

SECTION I

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

SECTION II

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

SECTION III

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

SECTION IV

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

SECTION V

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

SECTION VI

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

'USER' Signature

Print Name

Title



PARADE ENTRANT HOLD HARMLESS AGREEMENT

PARADE NAME: _____

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

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

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

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

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

Parade Entrant Signature: _____ Date _____

Parade Entrant Print Name: _____

Address: Street _____

City _____ State _____ Zip: _____

Phone: _____

E-mail: _____

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

- Fire and Life Safety Plan ADD #001**
- Cooking ADD #002 (Each vender must have approved permit)**
- Cooking during burn ban ADD #002 – *Must contact Fire Dept directly for burn ban cooking requirements***
- Tents/Canopy under 400 sq ft**
- Large Tent over 400 sq ft ADD #003**
- Generator**
- Carnival**
- Only Acknowledgement of Requirements**

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

- **COOKING:** Special Event Permit is required for any open flame or cooking on premises. (Including food trucks)
 - Event organizers shall be responsible for compliance with conditions listed in **ADDENDUM #002** by themselves and/or all cooking vendors.
 - Event organizer(s) shall be responsible for submitting to the Fire Department a list of all cooking vendors and the signed copies of **ADDENDUM #002 (Requirement for cooking)**, for each cooking vendor.
 - **Event organizer and/or each vendor shall have an active cooking permit on site.**
- **COOKING DURING A BURN BAN:** additional requirements including **ADDENDUM #002**
 - Portable barbeques may only use propane, pellets, or electricity as fuel.
 - Any other fuels would require additional authorization and permitting.
 - Must contact Fire Dept directly for burn ban cooking requirements.
 - **Event organizer and/or each vendor shall have an active cooking permit on site.**
- **TENTS:** For larger tents please submit **ADDENDUM #003**
 - Tents and canopies shall have a State Fire Marshal Flame Resistance Rating, and weighted properly for safety for all weather events and hazards.
- **GENERATORS:**
 - Must be placed 10 feet from the building. **Also, must have a minimum 20BC Fire Extinguisher placed nearby.**
- **CARNIVAL AREA:** Provide an additional extinguisher throughout. (within 75' of travel)
 - All rides shall have a 2A-10BC fire extinguisher. NO rides may be within 20 feet of a building.

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

- Electrical wires or cables, and any gas/water piping on ground located in public areas must be matted, taped or flown.
- If a propane tank is used, a minimum of 10 feet clearance must be kept between a tank and appliance(s).
- Compressed gas cylinders shall always be secured and capped if not being used.
- Other permits may be required for electrical lines or gas lines outside of a building, contact the Building Department.
- Portable extinguisher for combustibles shall be provided along egress path. Minimum 2A:10B:C in addition to Class K (if required), 20B:C for generator use, and 2A:40B:C for LP-gas/propane. Must be certified or bought within one year.
- ALL exits and aisles must be maintained free and clear of any items.
- All venue occupant loads shall be maintained.
- All fire protection systems shall be visible and unobstructed.
- No motor vehicles shall be operated in the event area.
- Event signs, fire lanes signs and occupant load signs shall be displayed and visible before the event is opened to the public.
- ALL decorations, etc. shall be flame retardant.
- A 7-foot overhead clearance must be maintained in all public access areas.
- A 20-foot Fire Lane with a minimum 14-foot overhead clearance must be maintained unobstructed.
- All Booths shall be a minimum of 10 feet away from structures.
- Tables shall be arranged so that the seating edges of adjacent tables are not less than 54 inches apart.
- Rectangular tables arranged to accommodate seating on one side only shall have not less than 36 inches between adjacent table edges.
- Every chair shall be within 20 feet of an aisle.
- Loose Chair seating the space between rows of chairs shall be not less than 33 inches. The space between the back of each seat and front of the seat immediately behind will not be less than 12 inches, Seats shall be arranged so that there shall be not more than six intervening seats between any seat and the nearest aisle.
- AT THE END OF EVENT: At the closing of the event, event organizers shall maintain the perimeter and not allow motor vehicles into the event area until the public is cleared.

SIGNATURE/TITLE

DATE

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

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

DATES-FROM _____ TO: _____

COOKING TYPE (FUEL): _____

1. Food vendors or food trucks must be state certified or certified through the Cle Elum Fire Department **and have an active cooking permit onsite.**
2. The Kittitas County **Environmental** Health Department **Food Service Permit** must be obtained for cooking on site.
3. **Business license endorsement for City of Cle Elum obtained from dor.wa.gov**
4. **May require Site Design and Review, Special Use, or Sidewalk Use permit approved by City of Cle Elum planning department.**

Requirements:

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

Cooking devices using propane must have the propane bottle outside the booth and properly secured in an upright position. **Use of propane indoors is PROHIBITED.**

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

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

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

Limit of one propane cylinder per appliance.

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

Portable extinguisher for combustibles shall be provided along egress path. Minimum 2A:10B:C in addition to Class K (if required), 20B:C for generator use, and 2A:40B:C for LP-gas/propane. Must be certified or bought within one year.

Solid fuel cooking appliances, whether or not under a hood, with fireboxes 5 cubic feet (0.14 m³) or less in volume shall have a minimum 2.5-gallon (9 L) or two 1.5-gallon (6 L) Class K wet-chemical portable fire extinguishers located in accordance with [Section 906.1](#).

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

All cooking devices shall be secure, stable, and level and on a nonflammable surface. Cooking equipment using combustible oils or solids shall have a noncombustible lid immediately available. The lid shall be of sufficient size to cover the cooking well completely.

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

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

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

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

The location of the barbeque device should be in a non-enclosed area, and also be located at least Five (5) feet away from any combustible Material and shall have at least five (5) feet of clear working space completely around the device. There shall be a rigid restricting barrier.

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

Solid fuel cooking appliances, whether or not under a hood, with fireboxes 5 cubic feet (0.14 m3) or less in volume shall have a minimum 2.5-gallon (9 L) or two 1.5-gallon (6 L) Class K wet-chemical portable fire extinguishers located in accordance with Section 906.1.

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

Flammable liquids shall not be used to start charcoal.

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

RECEIVED BY: _____ DATE: _____

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

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

FOR FIRE DEPARTMENT USE AND APPROVAL

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

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

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

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

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

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

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

_____ * No. of "No Smoking" signs required

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

_____ * No. of extinguishers required

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

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

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

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

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

SAFETY OFFICER(s) required if -

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

CATERER:

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

TENT COMPANY

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

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

THE ABOVE IS CORRECT AND TRUE TO FORM: _____ **DATE:** _____
(Signature)

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

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ADDENDUM #001
City of Cle Elum Fire Department
Fire & Life Safety Plan - Example

EVENT NAME

Address of Event

DATE OF EVENT

Point of Contact/Responsible for emergency plans:

YOUR NAME AND PHONE

BUSINESS/SPONSOR NAME

EMAIL ADDRESS

Additional Emergency Contact:

NAME AND NUMBER

Business License UBI number:

- **In the event of an emergency call 911** report all issues to Kittcom they will page out appropriate resources.
- **Medical emergencies** call 911 stay online until first responders arrive on scene. This will give incoming help updates on patient and scene.
- **Fire events:** stay calm, work through the safety plans.
- **Fire Extinguishers:** **LOCATIONS**
- **Other Fire equipment:** List if available
 - Hydrants or water source – **LOCATION** *Example: are located on Pine and Alpha way. Frost free hydrant with garden hose located by picnic area.*
 - Smoke Alarms – **LOCATIONS**
 - Carbon Monoxide Alarm- **LOCATIONS**
 - Nitrogen/CO2 Alarm System - **LOCATION**
 - Type 1 Hood w/Fire Suppression - **LOCATION**
- **Site Plan: Site plan included in this application**
- **Entrances/Exits** **<insert>** *Example 1: Only 1 main entrance/exit for customers. Another entrance/exit is used by employees and is in the kitchen. Example 2: Alpha way to First or Second street.*
- **Fire Suppression System** **<insert>** *Example 1: when it is activated, it will shut off gas to all appliances as well as the Hood & Intake Fans. It will then release the chemical to put out the fire. Use only class k Extinguishers with cooking grease fires. Pull station **<insert Location>** is in the event of a hood fire. Example 2: Only Extinguishers. Be familiar with **PASS** Pull, Aim Squeeze and Sweep.*
- **The Evacuation Assembly Point (EAP)** **<insert>** *Example 1: EAP is in front of the building on 1st St. It is furthest away from structures and is the most viewable point to responders/ firefighters. Example 2: away from the buildings in the grass by the back stop on Second Street. This is furthest away from structures and is the most viewable point to responders/ firefighters. People will be out of the way of incoming responders and fire hydrants if needed.*
- **Flammables on-site:** **<insert>** *Example 1: flammables are cooking oil and propane. **<Insert location>** Stored in basement in cool/dark environment and away from igniting sources. Example 2: cooking with BBQ during extreme fire weather.*

For help contact: Fire Chief Mills Contact – 509-656-4062, emills@cleelum.gov

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

9/2025

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.

*Annoying ~~of~~
Suggestion..... Should we
Just call it
Events"
NOT "special events"*

"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 this 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 30 days~~ ^{the 30 days} 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.

OR any outlined exceptions in this chapter section.

B. City Services Permit Fee.

- Did I miss this?

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:

*As applicable?
We do not collect a city services permit fee normally.*

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.

We don't do this

We don't do this Park Reservations? Murches. official

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:

or other des. official

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.

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(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.

? Not necessary (per if required by city personnel)

(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 ~~application~~ *application*
- (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.

if the following conditions are not met the city will calculate costs by each dept. head and bill for all personnel services.

(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

Make security deposit flat fee. or just use flat fee generally.

!}

or the event coordinator

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.

and any materials or supplies.

other

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.

~~What about like a noise breach or parking disaster or a different cost? Opening bathrooms, Fire inspections?~~

E. Exemption from Fees

(This must include application/deposit/permit fee?)

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

+ Expressive activities

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.

NON profits? Events like Kittitas Co. Health Network Community connect day?

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.

reverse?

*Family BBQ's, Reunions
or birthdays and/or 50 ppl
gatherings, training,
sports practices,
camps*

Commented [S2]: Need to define.

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

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

City Hall?

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.

*preferably?
Applications received less than 30 days is ahead
subject to
late fee.*

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. - Committee approval

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~~ ^{official}, 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.

+ Special Event permits are permitted by CEFD upon approval of Committee + other Dept heads?
No Special Event will be conducted w/o Fire Dept permit.

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:

Event ^{permit} application form including:

1. Contact information such as the name, address, telephone number, cell phone number, website address and e-mail address of the applicant. *Any applicable business lic#s*
2. A ~~statement of the purpose~~ ^{description} of the special event, including the dates, times and location(s) (or routes, with map, if applicable), along with estimated attendance. *Schedule of music.*
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.

→ all CEFD Fire required forms + ^{addendums} completed + approved FFL safety plan.

→ Admission tax Registration for as needed

→ drawn ^{measured} site plan, indicating locations of...

→ Copy of notification for street closures to adjacent residents and WSDOT permission.

→ sidewalk use permits as needed from planning dept.

endorsement

of insurance

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.

before event date.

Kitt Co Environ + Health Food Service permits as needed.

- 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, all COVID permitting and
- 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.

approved by committee. (still needs permitting, but date is held)

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.

when + park reservations are made

Fire Safety Check on date of event.

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.

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?

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

A. If alcohol is to be provided, sold or served ~~on public property or public right-of-way, or if served on private property but within a 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.~~ 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.~~ 4. Liquor Liability must be included on insurance coverage;
- ~~4-5.~~ 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.

Doesn't state amt any where.

any exceptions to COT? expressive activities?

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.

Does this need to be?

- 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.

*Not completed
Fire + life safety plan
or do not pass inspection.*

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.

who?

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.

Is it really the copy of the application that we want displayed or is it Cle Elum Fire dept for Event day Safety inspection.

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.

Failed Event Day Fire Inspection or failed to get Fire ~~Safety~~ permit from CETD.
 Failed to provide COI ahead of event.

- 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.

Fire Dept or another Dept.

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.

Bus lic. UBI#

it doesn't say what happens if less than 5 days. Is this necessary? Should it be changed to submit list to Fire chief?

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;~~

endorsement

we do not do this or have this in the fee schedule.

provided, however, any bona fide charitable, educational, religious or nonprofit organization or club is exempt from the licensing fee requirements of this subsection.

~~4.~~ 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.

~~5.~~ 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.

*What does this mean?
No walking around
selling flowers or
something?*

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.

*plus the cost incurred by the city, to
clean up or break up if
any are incurred.*

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
NOVEMBER 12, 2025
8:30 AM
119 W FIRST STREET
CLE ELUM, WA 98922

1. Call to Order, Pledge of Allegiance

Committee Member's Present:

Steven Cook
Audrey Malek
Steven Harper

Absent:

Staff Present:

Matthew Lundh - Mayor
Rob Omans - City Administrator
Debbie Lee - Clerk
Whitney Prosek - Office Assistant
Mathew Bailey - Public Works Director
Ed Mills - Fire Chief

2. Unfinished Business

a. [Park Reservations Online Form Review — Online Form](#)

Whitney Prosek, Office Assistant, noted that the current form is a good starting point and can be adjusted or expanded as needed moving forward.

Committee Member Steven Cook expressed satisfaction with the form, provided staff are in agreement.

This can be implemented as soon as possible, as no charges will be applied, the reservation will simply be documented.

MOTION: Committee Member Cook made a motion to approve the online park reservation form and implement it; seconded by Committee Member Malek.

MOTION CARRIED: 2 yes 0 no.

b. [Update Lodging Tax Application](#)

The committee will update the Lodging Tax Application once the county updates theirs. This should be sometime next month.

c. [Event Code](#)

Lodging Tax & Events Committee Agenda

November 12, 2025

119 W FIRST STREET
CLE ELUM, WA 98922

Committee Member Cook led a discussion regarding the absence of a specific city code governing special events. Cook noted that the draft was adapted from Yakima and edited for local use. Committee members agreed that simpler language would be preferable, suggesting the terms “special events” or simply “events.”

Several points were discussed regarding fees and cost recovery:

- Page 3 contains multiple suggestions regarding fees, some of which are intended to offset employee time and protect the city through a cost recovery system.
- The application fee is straightforward, with a possibility to add exemptions.
- Security deposits may include conditional “if/then” language.
- Fees for personnel services could be charged after the fact.
- Expressive activities' language will be reviewed by the City Attorney. Another option discussed was including fees within the lodging tax application.
- Care must be taken regarding nonprofit exemptions.

Other exemptions considered included funerals and wedding processions. Questions arose regarding whether events under 50 attendees should require approval, or if any event impacting the city should be subject to review. Funeral plans were noted as typically occurring without planning time. Additional event types were considered, including birthday parties, sports practices, and yard sales (already listed). Discussion focused on language clarity and defining what constitutes an allowed event. The approval process was clarified: committee approval may still require permitting by the Fire Department or City Council.

This item was held over until the next meeting.

3. New Business

a. [Cle Elum Lodging Tax & Events Committee — Meeting Minutes — October 8, 2025](#)

MOTION: Committee Member Malek made a motion to approve the October 8, 2025, Lodging Tax & Events Committee Meeting Minutes; seconded by Committee Member Cook.

MOTION CARRIED: 2 yes 0 no.

b. [Upper Kittitas County Basketball Club Mountain Madness — 2025 Lodging Tax Application](#)

John Hein thanked the City for its past support, noting that the program provides a valuable opportunity for children to play basketball. He added that funds raised are used to pay referees for the games.

MOTION: Committee Member Malek made a motion to recommend the Upper Kittitas County Basketball Club Mountain Madness 2025 Lodging Tax Application for

Lodging Tax & Events Committee Agenda

November 12, 2025

119 W FIRST STREET
CLE ELUM, WA 98922

council's consideration; seconded by Committee Member Cook.
MOTION CARRIED: 2 yes 0 no.

c. Cle Elum Ladies Night Out — 2025 Event Application

The Chamber reported excitement for hosting the “Ladies Night Out” event tomorrow, with participation from over 25 businesses and 16 venues. Several locations will be offering beverages, and prizes will be provided for attendees.

Chief Mills reviewed the event plan and noted it appears well-organized with safety considerations in mind.

Mathew Bailey, Public Works Director, emphasized pedestrian safety, noting that with approximately 300 participants crossing streets, extra precautions should be taken. The Chamber stated policies are in place to manage alcohol use and crowd safety.

Councilmember Malek suggested that pedestrians wear visible clothing or use glow sticks and flashlights to enhance safety.

MOTION: Committee Member Cook made a motion to approve the Cle Elum Ladies Night Out 2025 event application; seconded by Committee Member Malek.
MOTION CARRIED: 2 yes 0 no.

d. Event Application — Redline Version

Whitney Prosek, Office Assistant, reported that language regarding the number of days prior to event submission was corrected. On Page 3, vendor names and contact details will be updated as applicable on the vendor form.

Committee Member Cook noted that questions regarding food vendors were addressed, confirming that each vendor must have a food service permit and a Fire Life Safety permit.

Risk and liability considerations were discussed, including a hold harmless agreement and reference to parade rules listed under the Cle Elum code.

Supplemental Cle Elum fire requirements include:

- Each vendor must have their own cooking permit on site.
- Addendum two adds bullet points requiring an active Cle Elum Fire Department cooking permit, food service permit, business license, and any applicable planning permits.

Staff discussed triggers for the planning permits, like a site and design review. For example, a food truck set up in a lot without prior review would require planning to evaluate things like parking, exits, entrances, and extension cord placement to ensure the location is approved. Ed noted that anyone cooking in Cle Elum must have a Cle Elum Fire Department cooking permit and a current business license.

Lodging Tax & Events Committee Agenda

November 12, 2025

119 W FIRST STREET
CLE ELUM, WA 98922

Committee Member Cook expressed concern that additional planning requirements for one-off events may be excessive and requested clearer language regarding what triggers a site design review. It was suggested that language from the event packet be removed and maintained in a separate form for Fire Department use.

Staff discussed the requirement for submission of a certificate of liability insurance and recommended specifying coverage standards upfront, possibly via a hyperlink that lists all requirements.

Committee member Cook noted that as part of the current event process, crowd managers are being established, and a site plan indicates vendor placement. The department heads and committee manage these things for events rather than the planning department.

Discussion will continue at the next committee meeting.

4. **Other Committee Comments**

Michael Richard from the Pioneer Queen Historical Society reported that they were able to hold five presentations, expressing appreciation for the City's Lodging Tax funding support. He highlighted the coronation and obituary of the last Pioneer Queen and noted that 2025 was an extremely humbling honor for Ballard.

The committee thanked Whitney Prosek, Office Assistant, for her hard work, noting that her efforts helped the committee consider different initiatives.

5. **Adjournment**

The meeting was adjourned at 9:33 a.m.

Steven Cook, Chair

Debbie Lee, Clerk

2025 BUDGET POSITION

City Of Cle Elum

Time: 11:46:43 Date: 11/25/2025

Page: 1

106 Tourist/Lodging Tax Fund Months: 01 To: 11

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

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

310 Taxes

313 31 00 001	Hotel/Motel Tax	160,000.00	190,703.48	(30,703.48)	119.2%
310 Taxes		160,000.00	190,703.48	(30,703.48)	119.2%

330 Intergovernmental Revenues

337 00 00 106	Horse Park County Lodging Tax Grant \$50,000	0.00	0.00	0.00	0.0%
337 00 00 107	Restroom Park County Lodging Tax Grant \$19,300	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues		0.00	0.00	0.00	0.0%

360 Interest & Other Earnings

361 11 00 106	Interest	2,000.00	2,689.62	(689.62)	134.5%
361 30 00 106	Accrued Interest Due	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings		2,000.00	2,689.62	(689.62)	134.5%

Fund Revenues:	662,000.00	465,851.96	196,148.04	70.4%
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	Amt Budgeted	Expenditures	Remaining	
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557 Community Services

557 30 41 001	Tourism	0.00	0.00	0.00	0.0%
557 30 41 002	Promotion -- Marketing and Advertising	5,000.00	0.00	5,000.00	0.0%
557 30 41 008	County -- Consolidated CLAT 13%	28,000.00	0.00	28,000.00	0.0%
557 30 41 009	Cle Elum Hotel-Motel	20,000.00	0.00	20,000.00	0.0%
557 30 41 010	Cle Elum Hotel/Motel -- Dog Park Project	0.00	0.00	0.00	0.0%
557 30 41 011	Cle Elum Hotel/Motel -- Kiwanis Gazebo	0.00	0.00	0.00	0.0%
557 30 41 012	Cle Elum Hotel/Motel -- CE Downtown Assoc.	10,000.00	0.00	10,000.00	0.0%
557 30 41 013	Horse Park County Lodging Tax Small Scale Grant/Arena	0.00	0.00	0.00	0.0%
557 30 41 014	Cle Elum Hotel/Motel - UKCSC Boulet Theater	0.00	4,991.54	(4,991.54)	0.0%
557 30 41 015	Cle Elum Hotel/Motel -- Xmas Lights	0.00	0.00	0.00	0.0%
557 30 41 016	Cle Elum Hotel/Motel -- CEDA Xmas In Cle Elum Lighting	50,000.00	69,179.71	(19,179.71)	138.4%
557 30 41 017	Cle Elum Hotel/Motel -- Rotary Playground Equipment/Skateboard Park	0.00	0.00	0.00	0.0%
557 30 41 018	Cle Elum Hotel/Motel -- Pioneer Days Queen	3,000.00	2,159.85	840.15	72.0%

2025 BUDGET POSITION

City Of Cle Elum

Time: 11:46:43 Date: 11/25/2025

Page: 2

106 Tourist/Lodging Tax Fund

Months: 01 To: 11

Expenditures	Amt Budgeted	Expenditures	Remaining	
557 Community Services				
557 30 41 021 Cle Elum Hotel/Motel -- Fireworks/Chamber/Christmas and 4th of July	15,000.00	0.00	15,000.00	0.0%
557 30 41 022 Cle Elum Hotel/Motel -- CEDA add'l 2021 Holiday Lighting	0.00	0.00	0.00	0.0%
557 30 41 023 Cle Elum Hotel/Motel -- Hopesource KCC Bus	24,000.00	0.00	24,000.00	0.0%
557 30 41 025 County Lodging Tax -- CE Roundup	0.00	0.00	0.00	0.0%
557 30 41 026 Cle Elum Hotel/Motel -- Sassy Trash Market	4,000.00	0.00	4,000.00	0.0%
557 30 41 030 Cle Elum Hotel/Motel -- CEDA Hanging Baskets and Planters	0.00	0.00	0.00	0.0%
557 30 41 031 Cle Elum Hotel/Motel -- UKC Basketball Club Mountain Madness	8,000.00	0.00	8,000.00	0.0%
557 30 41 032 Cle Elum Hotel/Motel -- CEDA Pioneer Days	20,000.00	17,221.03	2,778.97	86.1%
557 30 41 033 County Lodging Tax Reimb. -- CEDA 2023	15,000.00	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)	0.0%
557 30 41 035 Cle Elum/Hotel/Motel Tax Northern Kittitas County Historical Society	0.00	5,840.44	(5,840.44)	0.0%
557 30 41 036 Cle Elum/Hotel/Motel/ CEDA Placer Labs	0.00	11,479.80	(11,479.80)	0.0%
557 Community Services	202,000.00	118,374.80	83,625.20	58.6%
594 Capital Expenditures				
594 36 63 106 Cemetery Water Repair Project	100,000.00	121.00	99,879.00	0.1%
594 36 63 107 Community Rec Center for UKC 35% Revenues	0.00	73,609.61	(73,609.61)	0.0%
594 36 63 108 City Hall Remodel for CEDA	0.00	62,257.86	(62,257.86)	0.0%
594 Capital Expenditures	100,000.00	135,988.47	(35,988.47)	136.0%
999 Ending Balance				
508 31 00 106 Ending Balance Tourist Fund	360,000.00	0.00	360,000.00	0.0%
999 Ending Balance	360,000.00	0.00	360,000.00	0.0%
Fund Expenditures:	662,000.00	254,363.27	407,636.73	38.4%
Fund Excess/(Deficit):	0.00	211,488.69		

Available budget balance \$47,636.73

2025 BUDGET POSITION TOTALS

City Of Cle Elum

Months: 01 To: 11

Time: 11:46:43

Date: 11/25/2025

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
106 Tourist/Lodging Tax Fund	662,000.00	465,851.96	70.4%	662,000.00	254,363.27	38%
	662,000.00	465,851.96	70.4%	662,000.00	254,363.27	38.4%

Lodging Tax Awards 2025	awarded	paid out	requested not paid yet
Mountain To Sounds Greenway	\$6,700		\$6,700
Boulet Theater Spring Production	\$2,500	\$2,491.54	
CEDA Christmas In Cle Elum Fireworks	\$7,750		\$7,750
CEDA Pioneer Days/fireworks	\$30,879	\$17,221.03	
Christmas Holiday Lighting	\$67,720	\$69,180	\$1,430.00
Pioneer Days Queen Meet & Greet	\$2,400	\$2,159.85	
CEDA Visitor Center	\$27,974	\$7,502	20,470.80
Visitor Center/Downtown Association	\$62,300	\$62,257.86	
UKC Rec Center	\$73,610	\$69,179.71	
UKC Senior Center Spaghetti Western Cemetery Irrigation	\$2,500	\$2,500	
CLATC	\$28,000		\$28,000
CEDA Placer Labs	\$11,480	\$11,479.80	
Mtn. to Madness Bball	\$6,000		\$6,000
Northern Kittitas County Historical Community Rec Center	\$5,840	\$5,840.44	
	\$75,000	\$73,609.61	
	\$410,653	\$323,421.55	\$70,350.80

Lodging Tax Awards 2024

UKC Boulet Theater	\$2,500
CEDA Christmas in Cle Elum	\$10,522
Pioneer Day Queen	\$2,300
Chamber fireworks 4th July	\$10,000
UKC Basketball	\$10,000
CEDA Pioneer Days	\$11,168
CEDA 2023 & 2024	\$29,815.90
City signage equip for parks	\$5,782
UKC Community Rec Center	\$75,000
Skate Park	\$170,000
	\$327,088