

CITY ADMINISTRATOR  
ROBERT OMANS

ASSISTANT CITY  
ADMINISTRATOR  
ERICA KRUM

CITY CLERK  
DEBBIE LEE

FINANCE DIRECTOR  
ROBIN NEWCOMB

PUBLIC WORKS DIRECTOR  
MATHEW BAILEY

POLICE CHIEF  
RICH ALBO

FIRE CHIEF  
ED MILLS

PLANNING DIRECTOR  
SHANNON JOHNSON

## Lodging Tax & Events Committee

### Agenda

March 11, 2026

8:30 AM



119 W FIRST STREET  
CLE ELUM, WA 98922

MAYOR  
MATTHEW LUNDH

DEPUTY MAYOR  
CASSIDY BUECHLE - CURTIS

LODGING TAX & EVENTS  
COMMITTEE  
JON CORNELIUS  
BETH WILLIAMS  
AUDREY MALEK - CHAIR

CITY ATTORNEY  
CURTIS CHAMBERS

Join Virtually via Zoom: <https://zoom.us/j/7573184018?pwd=dERndiBJVC9GdVQ1d2ISRExwZFhXZz09>  
Meeting ID: 757 318 4018 Passcode: 98922

Join by Phone: 1-(253)215-8782, Meeting ID: 757 318 4018, Passcode:98922

TextMyGov

Receive city text alerts: text CLEELUM to 91896

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

1. **Call to Order and Pledge of Allegiance**
2. **Unfinished Business**
  - a. Update Lodging Tax Application
  - b. Event Application
  - c. Lodging Tax Logo — Kittitas County Lodging Tax Application
3. **New Business**
  - a. Summer Reading Program — Amy Pridemore
  - b. Cle Elum Lodging Tax & Event Committee — Meeting Minutes — February 11, 2026
  - c. Pioneer Days Parade — 2026 Event Application
  - d. Pioneer Days Dock Diving Dogs — 2026 Event Application
  - e. Pioneer Days Fire Works — 2026 Event Application  
Pioneer Days Fireworks — Addendum
  - f. Spring Ladies Night Out — 2026 Event Application
  - g. Easter at the Park — 2026 Event Application
  - h. Terry Bland Egg Hunt — 2026 Event Application
4. **Other Committee Comments**

# Lodging Tax & Events Committee Agenda

## March 11, 2026

119 W FIRST STREET  
CLE ELUM, WA 98922

### 5. Adjournment

#### *Upcoming Meetings:*

*Historic Preservation Commission Meeting — March 17, 2026, at 3:00 p.m.*

*Planning Commission Meeting — March 17, 2026, at 6:00 p.m.*

*Public Safety & Health Committee Meeting — March 18, 2026, at 9:00 a.m.*

*Civil Service Commission Meeting — March 18, 2026, at 5:15 p.m.*

*Regular Council Meeting — March 24, 2026, at 6:00 p.m.*

*General Government Committee Meeting — March 25, 2026, at 8:30 a.m.*

*Public Works & Community Development Committee Meeting — April 1, 2026, at 8:30 a.m.*

*Coal Mines Trail Commission Meeting — April 6, 2026, at 4:00 p.m.*

*Lodging Tax & Events Committee Meeting — April 8, 2026, at 8:30 a.m.*



Summer Reading 2026 at the Carpenter Memorial Library

“Unearth a Story”

Tentative Schedule:

Tuesday, July 7<sup>th</sup> at 11 am at the FD : Summer reading kick-off party with Mayor Lundh,

Tuesday July 14<sup>th</sup> at 11 am at the UKC Senior Center: Hillia Hula Hoop program

Tuesday July 21<sup>st</sup> at 10 am at Centennial Park: Northwest Sled Dog Association

Tuesday July 28<sup>th</sup> 11-1pm at Cle Elum Volunteer Fire Dept : 2 hour drop in bug booth

Tuesday August 4<sup>th</sup> 11 am at Cle Elum Volunteer Department: Fire Department program

Tuesday August 11<sup>th</sup> at 11 am at the UKC Senior Center: Louie Foxx Magician

**CLE ELUM LODGING TAX & EVENTS COMMITTEE**  
**MINUTES**  
**FEBRUARY 11, 2026**  
**8:30 AM**  
119 W FIRST STREET  
CLE ELUM, WA 98922

**1. Call to Order, Pledge of Allegiance**

**Committee Members Present:**

Beth Williams via zoom  
Jon Cornelius  
Audrey Malek

**Staff Present:**

Whitney Prosek - Office Assistant  
Rob Omans - City Administrator  
Mathew Bailey - Public Works Director  
Ed Mills - Fire Chief  
Rich Albo - Police Chief

**2. Unfinished Business**

a. [Update Lodging Tax Application](#)

Moved to the next meeting due to the application still with the attorney for review.

b. [Event Application](#)

Moved to the next meeting due to the application still with the attorney for review.

**3. New Business**

a. [Cle Elum Lodging Tax & Event Committee — Meeting Minutes — January 14, 2026](#)

**MOTION: Committee Member Cornelius made a motion to approve the January 14, 2026, Lodging Tax & Event Committee meeting minutes; seconded by Committee Member Williams.**

**MOTION CARRIED: 3 yes 0 no.**

b. [Northern Kittitas County Historical Society — 2026 Night at the Museum — Lodging Tax Application](#)

# Lodging Tax & Events Committee Agenda

## February 11, 2026

119 W FIRST STREET  
CLE ELUM, WA 98922

Micheal Richards provided a description of the Night at the Museum activities and planned local history speakers.

Councilmember Malek inquired about the program coordinator expense, noting that while the lodging tax could be used to reimburse the speakers, it could not be applied to cover the costs of the program coordinator.

**MOTION: Committee Member Cornelius made a motion to approve the Lodging Tax application for the 2026 Night at the Museum without the program coordinator costs for a total of \$7,295.00; seconded by Committee Member Williams.**

**MOTION CARRIED: 3 yes 0 no.**

c. [Pioneer Queen Coronation Committee — 2026 Meet & Greet — Lodging Tax Application](#)

Councilmember Malek stated that reimbursement for food expenses is not permitted.

**MOTION: Committee Member Cornelius made a motion to approve the Lodging Tax Application for Pioneer Queen Meet & Greet in the amount of \$3,260.00; seconded by Committee Member Williams.**

**MOTION CARRIED: 3 yes 0 no.**

d. [Lodging Tax Logo — Kittitas County Lodging Tax Application](#)

The committee reviewed the logo and its intended purpose. The committee preferred the city seal logo.

Chief Albo expressed support for utilizing the city seal logo rather than the logo that was presented due to its familiarity.

Councilmember Malek requested clarification on the legal rights associated with the use of the city seal and proposed revisiting the matter at the next meeting.

4. **Other Committee Comments**

5. **Adjournment**

The meeting was adjourned at 8:50 a.m.

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Audrey Malek, Chair

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Debbie Lee, Clerk

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	
<b>Event Name:</b>	Pioneer Days; Parade
<b>Permit #:</b>	EVT- 2026-002-07-04
<b>Fee Total:</b>	N/A
<b>Related Permits:</b>	

**FEES<sup>1</sup>**

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

### WHEN IS AN EVENT PERMIT REQUIRED?

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

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

### ADDITIONAL CONTACT INFORMATION:

- Kittitas County Public Health Department ..... (509) 962-7515
- Kittitas County Chamber of Commerce (promotion) ..... (509) 925-2002
- Northern Kittitas County Tribune (newspaper) ..... (509) 674-2511
- Washington State Liquor Control Board ..... (206) 764-4020
- Cle Elum Fire Department – Chief Ed Mills .....emills@cleelum.gov.....(509) 656-4062
- WSDOT – Traffic Control / Right of Way use ..... (509) 577-1788

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

<b>Applicant (“Event Organizer”)</b>	
Name: Jordan Peterson	Business License # 602525709
Title: Executive Director	
Sponsoring Organization: Cle Elum Downtown Association	
Mailing Address: PO Box 106, Cle Elum, WA 98922	
Phone Number: 509-433-7330	Email: jordan@cleelumdowntown.org
<b>Primary Contact Person <u>During Event</u></b>	Same as Applicant <input type="checkbox"/>
Name: Kaylee Thompson	
Title: Executive Assistant	
Local Address: 117 W First Street	
Email: Kaylee@cleelumdowntown.org	
Daytime Phone Number: 509-273-0985	Mobile Phone: 509-859-0526
<b>Secondary/Emergency Contact Person <u>During Event</u> (available to respond in the absence of Event Organizer)</b>	
Name: DeAnna Hamm	
Title: CEDA Board Volunteer	
Local Address: 121 N Pennsylvania Ave., Cle Elum, WA 98922	
Daytime Phone Number: 425-614-6957	Mobile Phone: 425-614-6957

<b>REQUIRED – Applicant Checklist</b>
Event Permit Application received a minimum of 30 days prior to event, and the total fee paid to City Hall.
<p>Signed and dated Hold Harmless Agreement</p> <ul style="list-style-type: none"> <li>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.</li> </ul>
<p>Certificate of Liability Insurance</p> <ul style="list-style-type: none"> <li>“City of Cle Elum” at 119 W First St., Cle Elum, WA 98922 must be named as “Additional Insured” to all coverage</li> <li>As applicable, coverage for alcohol service must be specified</li> <li>As applicable, coverage for injury by animals must be specified</li> </ul>
<p>Supplemental pages below with a complete and detailed description of the event, including a schedule and location of event(s).</p> <ul style="list-style-type: none"> <li>If serving alcohol, WA Liquor and Cannabis Control Board Banquet Permit or other applicable alcohol service license measures taken to comply with State regulations must be addressed in detail: <a href="https://lcb.wa.gov/licensing/outdoor_alcohol_service">https://lcb.wa.gov/licensing/outdoor_alcohol_service</a></li> </ul>

<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<p><b>Site Plan</b> 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</p> <ul style="list-style-type: none"> <li>• All vendors must have or obtain a business license endorsement for the City of Cle Elum: <a href="https://dor.wa.gov/open-business/apply-business-license">https://dor.wa.gov/open-business/apply-business-license</a></li> </ul>	
<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 &amp; 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: <a href="mailto:wprosek@cleelum.gov">wprosek@cleelum.gov</a>. Include a copy of the notification.</p> <ul style="list-style-type: none"> <li>○ Road closures on First Street must contact WSDOT</li> </ul>	
<p><b>Other Information</b></p>	
	<p><i>After approval from the Lodging Tax and Event Committee, and any Special Events Permits issued with CEFD, this Event will be subject to a Fire Safety Check on <u>the day of the Event</u> by Cle Elum Fire Department.</i></p>

## EVENT DESCRIPTION:

<b>Event Name:</b>	Pioneer Days Parade		
<b>Event Type:</b>	<input type="checkbox"/> Minor ( $\leq 50$ Attendees)	<input checked="" type="checkbox"/> Major ( $> 50$ Attendees)	
<b>Brief Description of Event:</b>	<p>The Pioneer Days parade is a daytime celebration that invites local businesses, organizations and community members to participate in or spectate a festive parade along the first street corridor. The event is planned and coordinated to promote downtown visitations, to foster community, seasonal visitation, and to promote local shopping in downtown Cle Elum.</p>		
<b>Parade Map:</b>	<input type="checkbox"/> My event does not include a parade. <input checked="" 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.		
<b>Event Start Date:</b>	07/04/2026	<b>Event End Date:</b>	07/04/2026
<b>Day(s) of the Week:</b>	<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 checked="" type="checkbox"/> SAT		
<b>Event Start Time:</b>	10:00 AM	<b>Event End Time:</b>	12:00 PM
<b>Date of Set Up:</b>	07/04/2026	<b>Time of Set Up:</b>	8:00AM
<b>Date of Take Down:</b>	07/04/2026	<b>Time of Take Down:</b>	12:00 PM
<b>Facilities to be Used: (Check all that Apply)</b>	<input type="checkbox"/> Park <input checked="" type="checkbox"/> Street <input checked="" type="checkbox"/> Sidewalk <input type="checkbox"/> Private Property		
<b>Location:</b>	Peoh Ave. to Pennsylvania Ave. First Street		
<b>Expected Crowd Size:</b>			
<b>Participants:</b>	120+	<b>Spectators:</b>	4.9k
		<b>Event Personnel &amp; Volunteers:</b>	10-15
<b>Previous Occurrences:</b>			
<b>Has the event occurred previously?</b>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<b>If yes, on which date(s)?</b>	07/05/2025
<b>Change(s) from previous year?</b>	<input checked="" type="checkbox"/> None		<input type="checkbox"/> See Explanation Attached
<b>Will you charge an admission fee?</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<b>If yes, how much?</b>	

## STREET CLOSURES:

<b>Will your event require any street closures?</b>	<input type="checkbox"/> No Skip to next section.	<input checked="" type="checkbox"/> Yes Continue below.
<b>Street(s):</b>	First Street, Peoh to Pennsylvania	<b>Section(s):</b> First Street to Railroad Ave.
<b>Proposed Method(s) of Closure:</b>	Closures supported by fire department apparatus, off-duty police & Public Works.	
	<input checked="" type="checkbox"/> Both my attached site plan and event description include full details of the location(s) and methods of my proposed closures.	
<b>Neighborhood Notification:</b>	<input checked="" 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.	
<b>Traffic Control:</b>	<input checked="" 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.	
<b>Impact on SR 903:</b>	<input checked="" 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:

<b>Will you require use of a city sidewalk during your event?</b>	<input checked="" type="checkbox"/> No Skip to next section.	<input type="checkbox"/> Yes Continue below.
<b>Description of Proposed Use:</b>	Sidewalk use will be for spectators during the parade.	
<b>Use Permit Required:</b>	<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 <a href="https://cleelum.gov/forms-and-applications/">https://cleelum.gov/forms-and-applications/</a> .	

## COOKING:

<b>Will there be on-site cooking?</b>	<input checked="" type="checkbox"/> No Skip to next section.	<input type="checkbox"/> Yes Include Fire Addendum #002
<b>Description of Planned Cooking:</b>		<b>Purpose:</b>
<b>Acceptable Fuels:</b>	<input type="checkbox"/> I acknowledge that only propane, pellets or electrical fuels are acceptable during a burn ban.	
<b>CEFD Requirements:</b>	<input type="checkbox"/> Completed Cle Elum Fire Department Special Events Permit application is attached below (incl Addendum #002).	

## TENTS/ CANOPIES:

<b>Will tents be erected?</b>	<input type="checkbox"/> No Skip to next section.	<input checked="" type="checkbox"/> Yes Include Fire Addendum #003 as necessary
<b>Number of Tents Anticipated:</b>	2 tents will be necessary along sidewalks for speaker system setups.	
<b>CEFD Requirements:</b>	<input checked="" type="checkbox"/> Completed Cle Elum Fire Department Special Events Permit application is attached below (incl Addendum #003 if needed).	

## ALCOHOL SERVICE:

<b>Will alcohol be served?</b>	<input checked="" type="checkbox"/> No Skip to next section.	<input type="checkbox"/> Yes Continue below.
<b>Will alcohol be sold?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<b>Regulatory Compliance:</b>	<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"> <li>o Barriers around service area of minimum 42 inches (3.5 feet) in height;</li> <li>o Entry/exit points to service area may not exceed 10 feet in combined total;</li> <li>o Controlled and monitored entry to service area and dedicated attendant, wait staff or server when patrons present;</li> <li>o No open containers permitted to leave service area.</li> </ul> <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.	
<b>Security Plan:</b>	<input type="checkbox"/> I have included a detailed security plan specific to alcohol service in my event description.	
<b>Banquet Permit:</b>	<input type="checkbox"/> Approved <a href="#">WA State Liquor and Cannabis Control Board Banquet Permit</a> attached.	

## ENTERTAINMENT:

<b>Describe Planned Entertainment:</b>	<input type="checkbox"/> None	Daytime parade floats, with spectators from the community and announcements/music downtown of each participant's registration script.	
<b>Sound system?</b>	<input type="checkbox"/> Acoustic		<input checked="" type="checkbox"/> Amplified
<b>Music/Sound Start Time:</b>	9:30 AM (before parade start)	<b>Music/Sound End Time:</b>	12:30 PM
<b>Statutory Limitations:</b>	<input checked="" type="checkbox"/> I acknowledge I have read and understood <a href="#">CEMC 5.24</a> and the limitations it imposes on certain types of entertainment. <input checked="" type="checkbox"/> I acknowledge I have read and understood <a href="#">CEMC 8.05</a> 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.		
<b>Will you require an exception to the noise ordinance?</b>	<input type="checkbox"/> No Skip to next section.		<input checked="" type="checkbox"/> Yes Continue below.
<b>Request Submission:</b>	<input checked="" 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.		
<b>Will there be vendors?</b>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> I understand that each vender must have a valid business license endorsement for the City of Cle Elum.	

## RISK AND LIABILITY MANAGEMENT:

<b>Liability Insurance:</b>	<input checked="" 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.		
<b>Additional Animal Liability Coverage:</b>	<input checked="" type="checkbox"/> I have attached proof of specific additional coverage for animal liability. <input type="checkbox"/> My event does not involve animals.		
<b>Additional Coverage for Alcohol Service:</b>	<input type="checkbox"/> I have attached proof of specific additional coverage for alcohol service. <input checked="" type="checkbox"/> My event does not involve alcohol service.		
<b>Hold Harmless Agreement:</b>	<input checked="" type="checkbox"/> I have attached a complete, signed Hold Harmless Agreement.		
<b>Hold Harmless Agreement – Parade Entrants:</b>	<input checked="" type="checkbox"/> I understand that it is my responsibility to obtain and retain signed Hold Harmless Agreements from each parade entrant. <input type="checkbox"/> My event does not include a parade.		
<b>Traffic Control and Security</b>	<input checked="" 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.		

## SANITATION:

<b>Portable Toilet Facilities:</b>	<input checked="" 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 checked="" type="checkbox"/> Required ratio: 1 toilet per 50 people per 4 hours.
<b>Trash Collection and Disposal:</b>	<input checked="" 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.
<b>Post-Event Cleanup:</b>	<input checked="" 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):

<b>Planned Method(s) of Promotion:</b>	<input type="checkbox"/> TV <input checked="" type="checkbox"/> Radio <input checked="" type="checkbox"/> Newspaper <input checked="" type="checkbox"/> Flyers <input checked="" type="checkbox"/> Posters <input type="checkbox"/> Mailers <input checked="" type="checkbox"/> Social Media <input type="checkbox"/> Other (see below)	
<b>Do you plan to promote beyond a 50-mile radius?</b>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes (see below)
<b>Lodging Tax Application:</b>	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: <a href="https://cleelum.gov/forms-and-applications/">https://cleelum.gov/forms-and-applications/</a> .	

## CITY DEPARTMENT COMMENT PAGE:

<input checked="" type="checkbox"/> The page for comment and signature from City departments will be circulated electronically on behalf of the event of organizer. However, the event organizer is strongly encouraged to reach out prior to submission to discuss plans in order to proactively address concerns and incorporate advice in the final proposal.
--

**Authorization**

*I acknowledge this permit application must be completed, signed, and returned to Cle Elum City Hall along with all required supplemental materials no later than 30 days prior to my event. I understand that any misrepresentation in this permit application or deviation from the final agreed upon route and/or method of operation described herein, may result in the immediate revocation of the permit. I further understand that the City retains the right to deny, revoke or cancel this permit at any time due to changes in conditions and risk potential*

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

<b>Applicant Signature:</b> 	<b>Date:</b> 02/03/2026
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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 03 day of February, 2026, between the City of  
Day Month Year  
 Cle Elum, referred to as "CITY" herein, and Cle Elum Downtown Association at,  
Name  
PO Box 106, Cle Elum, WA, 98922 referred to as "USER" herein.  
Mailing Address City State Zip

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

### SECTION I

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

### SECTION II

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

### SECTION III

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

### SECTION IV

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

### SECTION V

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

### SECTION VI

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

  
 \_\_\_\_\_  
 'USER' Signature

Jordan Peterson  
 \_\_\_\_\_  
 Print Name

Executive Director  
 \_\_\_\_\_  
 Title

3/2025



## PARADE ENTRANT HOLD HARMLESS AGREEMENT

PARADE NAME: Pioneer Days; Fireworks

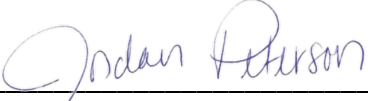
I and those involved with my entry hereby release City of Cle Elum from any and all claims for damages on account of injury to either my person, property or livestock in conjunction with the above event. I hereby agree to abide by the rules and regulations of the Parade and to conduct myself accordingly.

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 02/03/2026

Parade Entrant Print Name: Jordan Peterson

Address: Street 117 W First Street

City Cle Elum State WA Zip: 98922

Phone: (425) 765-5719

E-mail: Jordan@cleelumdowntown.org

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

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

**Cooking ADD #002**

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

**Tents/Canopy under 400 sq ft**

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

**Generator**

**Carnival**

**Only Acknowledgement of Requirements**

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

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

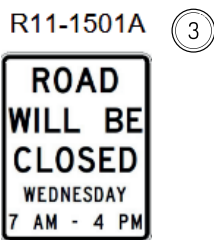
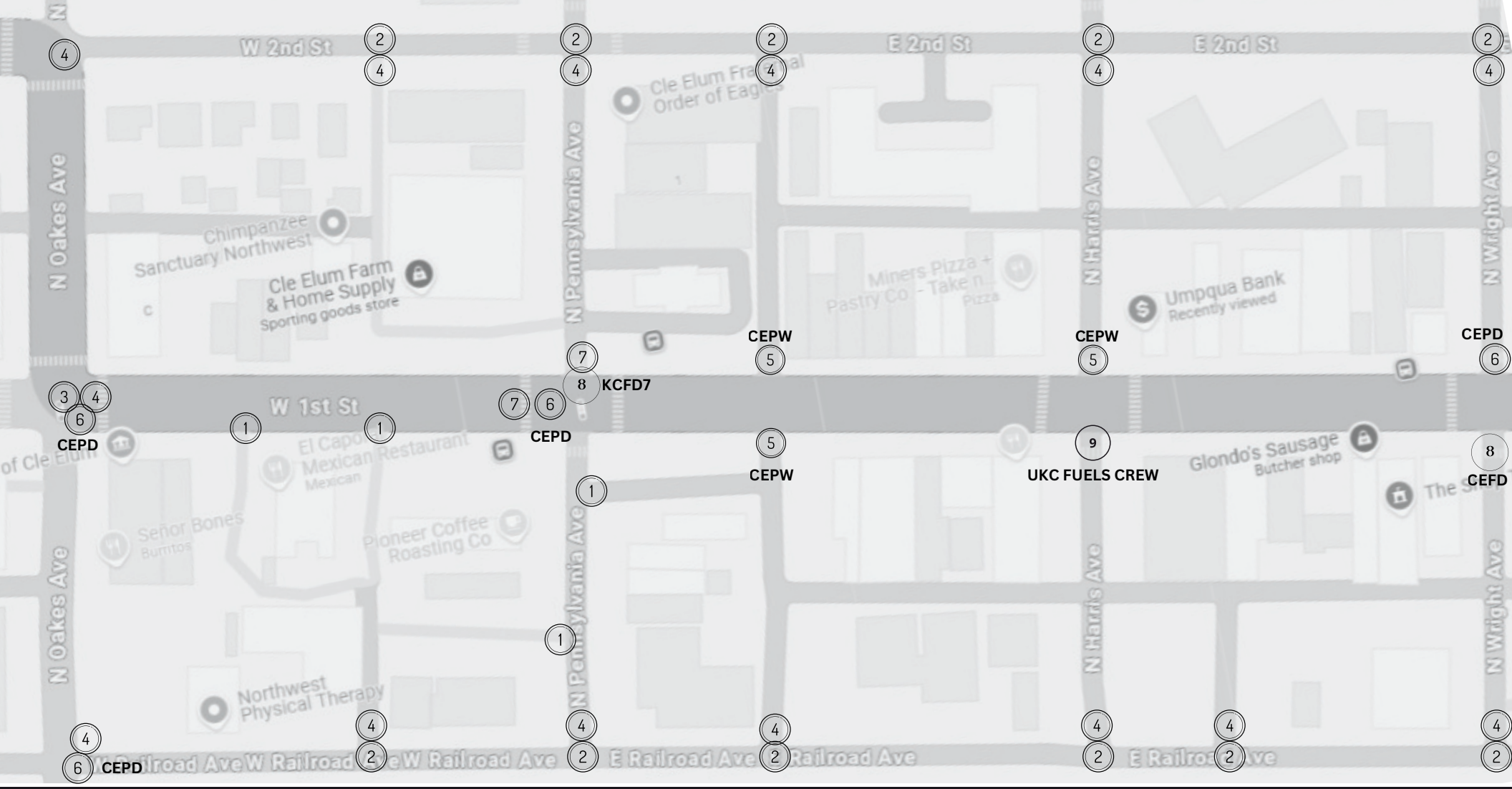
**GENERAL SETUP: All set ups will generally require ADDENDUM #001**

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

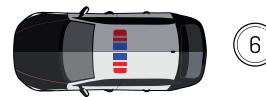
 Jordan Peterson, Executive Director  
SIGNATURE/TITLE

02/03/2026  
DATE

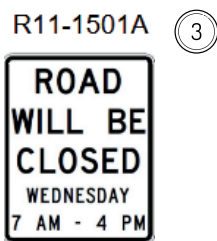
After receiving this completed application, the Fire Department will review and issue a special events permit. It must be active and on site during the event.



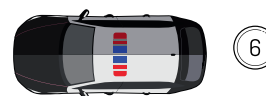
Mounted Sign  
 Assembly  
 R11-2  
 (48" X 30" Sign)



**2026 PIONEER DAYS PARADE**  
**TRAFFIC CONTROL PLAN**  
**OAKES-WRIGHT, RR-2ND**  
**JULY 4, 2026**



Mounted Sign Assembly R11-2 (48" X 30" Sign) ④



## 2026 PIONEER DAYS PARADE TRAFFIC CONTROL PLAN WRIGHT-MONTGOMERY, RR-2ND JULY 4, 2026



# Cle Elum Downtown Association

## Pioneer Days Parade & Fireworks 7/4/2026

### Fire & Life Safety Plan – 2026

Coordinated by CEDA, CEPD, CEFD, CEPW

#### Event Address:

Parade Route: 1<sup>st</sup> Street; Peoh to Pennsylvania, Cle Elum, WA, 98922

Parade Staging Area: Railroad Ave; Peoh to Pennsylvania, Cle Elum, WA 98922

Additional Use: (a) Peoh; Railroad Ave to 1<sup>st</sup> Street; (b) Pennsylvania, Railroad Ave to 1<sup>st</sup> Street

#### Point of Contact/Responsible for Emergency Plans:

Executive Assistant, Kaylee Thompson | 509-273-0985 | [kaylee@cleelumdowntown.org](mailto:kaylee@cleelumdowntown.org)

Business License: 602525709

EIN: 20-3716010

#### Additional On-site Contacts:

*Personnel on any apparatus used for blocking will be part of the crowd safety managers*

- **Cle Elum Downtown Association**  
Executive Assistant, Kaylee Thompson | 509-273-0985 | [kaylee@cleelumdowntown.org](mailto:kaylee@cleelumdowntown.org)
- **Cle Elum Public Works**  
Mathew Bailey | 509-674-5126 | [mbailey@cleelum.gov](mailto:mbailey@cleelum.gov)
- **Cle Elum-Roslyn Police Department**  
Chief Albo | 509-201-6141 | [ralbo@cleelum.gov](mailto:ralbo@cleelum.gov)
- **Cle Elum Volunteer Fire Department**  
Chief Mills | 509-656-4062 | [emills@cleelum.gov](mailto:emills@cleelum.gov)

#### Emergency Procedures:

##### In the Event of an Emergency:

Contact the event coordinator. Contact Emergency Safety Officer, Chief Mills. Relay information to the appropriate personnel, stay calm, and ensure the public is kept away from the emergency.

- **Medical Emergency:**
  1. **Stay Calm:** Assess the situation.
  2. **High Acuity Cases:** If the situation is critical, ensure KITTCOM is notified to dispatch additional resources.
- **Fire Emergency:**
  1. **Stay Calm:** Maintain your composure throughout the situation.
  2. **Crowd Control:** Begin directing the crowd away from the emergency.
    - Keep the crowd calm.
    - Guide them out of the event control zone.

Please prioritize safety and effective communication during any fire emergency.

### **Fire Extinguisher Use:**

- **Location:**  
Fire extinguishers are available on the fire apparatus.
- **If You Can Safely Extinguish a Small Fire:**
  1. **Use the Fire Extinguisher:**
    - Stay Calm.
    - **Follow the PASS Method:**
      - Pull the pin.
      - Aim the nozzle at the base of the fire.
      - Squeeze the handle.
      - Sweep the nozzle side to side.
  2. **Notify EMS Safety Officer:** Have an additional person report the location of the incident.

Your safety and calmness are essential when addressing a fire emergency.

### **Controlled Zone Procedures**

1. **Apparatus Movement:**  
Before any apparatus is moved within the controlled zone, it must be approved by the event coordinator. Ensure other blocking is in place prior to movement.
2. **Use of Spotters:**  
Spotters will always be utilized in or around the event control zone to ensure safety.
3. **Oversight:**  
The CEPD will manage all crowd and traffic control, with support from crowd safety managers.

Please adhere to these procedures to maintain a safe environment during the event.

### **Blocking Vehicles and Apparatus:**

Before any apparatus is moved in the controlled zone it must first be approved by event coordinator and have other blocking in place. Spotters will be always used in or around event control zone. CEPD will oversee all crowd & traffic control with assistance from crowd safety managers.

### **Event Schedule:**

Time: 10:00AM – 12:00PM

### **Key Actions Before the Event**

#### **Day before event 7/3/2026**

- **6:00PM:** Day before the event, Public Works to place NO PARKING signs along parade route:
  - PEOH – PENN on 1<sup>st</sup> Street;
  - PEOH 1<sup>st</sup> to RR;
  - PENN 1<sup>st</sup> to RR;

- PENN to PEOH RR (staging)

### Day of event 7/4/2026

- **8:00 AM:**
  - Shut down Railroad Ave to thru traffic (parade participant access only)
  - Personnel and apparatus must be in position to block designated locations.
  - Parade participants (w/ animals) start checking-in on RR & begin line-up, coordinated by CEDA.
- **8:30 AM:** Parade participants (general, w/o animals) start checking-in on RR & lining up.
- **9:00 AM:** Hard closure, no more vehicles in or out of closure area.
- **9:30 AM:**
  - Hard cut-off for parade check-in
  - Script for parade to announcer(s)
  - Motorcycle pre-show,
- **10:00 AM:** Parade will begin.
  - A spotter will escort vehicles to parade entry at 1<sup>st</sup> Street.
  - Once the event control zone is cleared, CEPD will direct blocking apparatus to reopen the zone.

**Jersey Barriers and Blocking Personnel:** Personnel responsible for road blocking must remain in their designated spots until the road is reopened.

### Site Plan:

Pioneer Days Parade will occur on 1st Street, from Peoh to Pennsylvania. Vehicles will enter at 1st & Peoh, travel down the center-lane at <5MPH, exiting parade route by turning left on Pennsylvania and exiting at Pennsylvania and Railroad.

Pioneer Days Fireworks will occur at Cle Elum Memorial Park (South Cle Elum Way and Grant Street). Due to the larger, high-shot fireworks, (6-7 shell), the entire park needs to be CLOSED and secured. The only people allowed in are the Fireworks contractors. Grant Street and the river dyke will also be closed, along with the river dyke access on the North side of the Yakima river (the RR track access gate also connects to Whispering Pines RV Campground). *\*Keep this in mind for notifications and coordination.\**

### Emergency Evacuation:

**Volunteer Assignments:** Volunteers acting as crowd safety managers will be stationed every half block to coordinate pedestrian evacuation on Railroad (staging area).

**Vehicle Exit Protocol:** Once all pedestrians have exited the control zone, vehicles parked between Wright and Pennsylvania will be directed to the exit, turning left onto Wright Ave toward Second Street.

**Exit Direction Changes:** The direction of vehicle exits may change based on the nature and location of the emergency. The event coordinator will be informed, and vehicle directions will be managed solely by CFPD.

## Incident Response:

- **Minor Incident:**
  - **Communication:**
    - Use LERN for all radio communications unless instructed otherwise.
    - Notify CEPD.
  - **Incident Reporting:** Contact KITTCOM to call a run without paging resources.
    - Inform the event coordinator *Kaylee Thompson*, *Chief Albo* (CEPD), and *Chief Mills* (CEFD).

## Major Incident:

- **Emergency Action Plan (EAP):**
  - Implement the EAP for pedestrian evacuation and vehicle removal from 1<sup>st</sup> Street.
- **Notification:**
  - Notify all appropriate personnel immediately.
- **Blocking Apparatus:**
  - Keep blocking jersey barriers in place to control the scene and protect citizens evacuating on foot.
  - Ensure all vehicles in the event have keys accessible for later movement or emergency relocations.
  - Designate a spotter and coordinate with the event coordinator for approval from CEPD.
- **Evacuation Coordination:**
  - Event coordinator and crowd safety managers will oversee street evacuation.

## Main Safety Route:

- Utilize side streets leading to the large lot on Railroad Street.
- If necessary, notify BNSF to alert trains about the ongoing evacuation and the large crowd in the area.
  - Contact BNSF Resource Operations Call Center at **1-800-832-5452**.

## Evacuation Assembly Point (EAP):

The EAP is located at **Railroad & Harris**, which is the furthest point from structures and offers the best visibility for responders and firefighters throughout the closure area.

## Supplemental Emergency Staging Area(s):

If additional manpower or apparatus is needed, crews will be directed to stage at Cle Elum Volunteer Fire Department - Station 51 OR Shoemaker Manufacturing.

Cle Elum Volunteer Fire Department – Station 51  
301 N Pennsylvania Ave, Cle Elum, WA 98922

Shoemaker Manufacturing  
618 East 1st Street, Cle Elum, WA 98922

## Additional Notes:

- No weapons or flammables are permitted for this event. Report any suspicious activities right away.
- Be extremely careful driving to and from event please being aware of extra foot traffic not visible to drivers.

**Fire Chief Mills Contact:**

509-656-4062 | [emills@cleelum.gov](mailto:emills@cleelum.gov)

OFFICIAL USE ONLY



**[DATE]**

**Cle Elum Downtown Association  
Public Notice: Pioneer Days Parade Street Closures**

The Cle Elum Downtown Association would like to notify downtown business owners, residents, and visitors of temporary street closures and traffic impacts due to the upcoming Pioneer Days Parade, taking place on Saturday, July 4, 2026.

**Street Closures**

**Full Closure:**

- 1st Street & Railroad — from Oakes Avenue to Montgomery Street

**Parade Route (Viewing Area)**

- 1st Street — from Pennsylvania Avenue to Peoh Avenue

**Parade Staging Area**

- Railroad Street — from Oakes Avenue to Peoh Avenue

**Closure Times**

- Street closures will begin at 9:00 AM
- Vehicles may be asked to clear the area as early as 8:30 AM
- Streets are scheduled to reopen no later than 12:00 PM

These closures are necessary to ensure participant and spectator safety. Please plan deliveries, travel routes, and parking accordingly.

We appreciate your cooperation and support in helping make Pioneer Days a safe and enjoyable event for our community.

For questions or concerns, please contact the Cle Elum Downtown Association at 509-433-7330.

Thank you for supporting Pioneer Days and our downtown community!



**RETURN THIS FORM WITH ALL PERTINENT INFORMATION TO CLE ELUM CITY HALL.  
YOU WILL BE REQUIRED TO MEET WITH DEPARTMENT HEADS.**

**CLE ELUM POLICE DEPARTMENT (509) 674-2991**

Approved pending the hiring of traffic control

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

**Police Signature:** Rich Albo

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

Approved

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

**Public Works Signature:** Mathew Bailey

**CLE ELUM FIRE DEPARTMENT (509) 674-1748**

Event will be fully reviewed and permitted. IAP will be in place. Need to find other methods of blocking off streets and controlling traffic without the use of local on call resources.

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

**Fire Department Signature:** Edwin L Mills

**CITY COUNCIL REPRESENTATIVE (509) 674-2473**

Approved

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

**City Council Signature:** Steve Miller

**CITY ADMINISTRATION (509) 674-2262**

**Staff Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Title</b>	Department Heads - Event Review - CEDA Pioneer Days Parade...
<b>File name</b>	Pioneer_Days_-_CEDA_-_Parade.pdf and 1 other
<b>Document ID</b>	be8bfc76de93e686e5bdc25dec0b43593b9b256c
<b>Audit trail date format</b>	MM / DD / YYYY
<b>Status</b>	● Pending signature

### Document History



SENT

**02 / 18 / 2026**  
14:14:28 UTC-8

Sent for signature to Rich Albo (ralbo@cleelum.gov), Mathew Bailey (mbailey@cleelum.gov), Ed Mills (emills@cleelum.gov), City Council Representative (amalek@cleelum.gov) and City Event Coordinator (wprosek@cleelum.gov) by integrations@hellosign.com acting on behalf of romans@cleelum.gov  
IP: 69.55.222.58



VIEWED

**02 / 18 / 2026**  
15:18:48 UTC-8

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



SIGNED

**02 / 19 / 2026**  
07:04:36 UTC-8

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



VIEWED

**02 / 19 / 2026**  
14:52:22 UTC-8

Viewed by Mathew Bailey (mbailey@cleelum.gov)  
IP: 209.209.16.190

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Document ID	be8bfc76de93e686e5bdc25dec0b43593b9b256c
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

### Document History



**02 / 19 / 2026**  
14:57:54 UTC-8

Signed by Mathew Bailey (mbailey@cleelum.gov)  
IP: 209.209.16.190



**02 / 21 / 2026**  
19:28:58 UTC-8

Viewed by City Council Representative (amalek@cleelum.gov)  
IP: 172.56.108.113



**02 / 21 / 2026**  
19:32:33 UTC-8

Signed by City Council Representative (amalek@cleelum.gov)  
IP: 172.56.108.113



**02 / 24 / 2026**  
07:15:56 UTC-8

Viewed by Rich Albo (ralbo@cleelum.gov)  
IP: 192.183.184.178



**02 / 24 / 2026**  
07:16:30 UTC-8

Signed by Rich Albo (ralbo@cleelum.gov)  
IP: 192.183.184.178



**02 / 24 / 2026**  
07:16:30 UTC-8

This document has not been fully executed by all signers.

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



Stamp & initial

## 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	
<b>Event Name:</b>	Pioneer Days; Dock Diving Dogs
<b>Permit #:</b>	EVT- 2026-001-07-03
<b>Fee Total:</b>	N/A
<b>Related Permits:</b>	

**FEES<sup>1</sup>**

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

### WHEN IS AN EVENT PERMIT REQUIRED?

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

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

### ADDITIONAL CONTACT INFORMATION:

- Kittitas County Public Health Department ..... (509) 962-7515
- Kittitas County Chamber of Commerce (promotion) ..... (509) 925-2002
- Northern Kittitas County Tribune (newspaper) ..... (509) 674-2511
- Washington State Liquor Control Board ..... (206) 764-4020
- Cle Elum Fire Department – Chief Ed Mills .....emills@cleelum.gov.....(509) 656-4062
- WSDOT – Traffic Control / Right of Way use ..... (509) 577-1788

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

<b>Applicant (“Event Organizer”)</b>	
Name: Jordan Peterson	Business License # 602525709
Title: Executive Director	
Sponsoring Organization: Cle Elum Downtown Association	
Mailing Address: PO Box 106, Cle Elum, WA 98922	
Phone Number: 509-433-7330	Email: jordan@cleelumdowntown.org
<b>Primary Contact Person <u>During Event</u></b> Same as Applicant <input type="checkbox"/>	
Name: Kaylee Thompson	
Title: Executive Assistant	
Local Address: 117 W First Street	
Email: Kaylee@cleelumdowntown.org	
Daytime Phone Number: 509-273-0985	Mobile Phone: 509-859-0526
<b>Secondary/Emergency Contact Person <u>During Event</u></b> (available to respond in the absence of Event Organizer)	
Name: DeAnna Hamm	
Title: CEDA Board Volunteer	
Local Address: 121 N Pennsylvania Ave., Cle Elum, WA 98922	
Daytime Phone Number: 425-614-6957	Mobile Phone: 425-614-6957

<b>REQUIRED – Applicant Checklist</b>
Event Permit Application received a minimum of 30 days prior to event, and the total fee paid to City Hall.
<p>Signed and dated Hold Harmless Agreement</p> <ul style="list-style-type: none"> <li>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.</li> </ul>
<p>Certificate of Liability Insurance</p> <ul style="list-style-type: none"> <li>“City of Cle Elum” at 119 W First St., Cle Elum, WA 98922 must be named as “Additional Insured” to all coverage</li> <li>As applicable, coverage for alcohol service must be specified</li> <li>As applicable, coverage for injury by animals must be specified</li> </ul>
<p>Supplemental pages below with a complete and detailed description of the event, including a schedule and location of event(s).</p> <ul style="list-style-type: none"> <li>If serving alcohol, WA Liquor and Cannabis Control Board Banquet Permit or other applicable alcohol service license measures taken to comply with State regulations must be addressed in detail: <a href="https://lcb.wa.gov/licensing/outdoor_alcohol_service">https://lcb.wa.gov/licensing/outdoor_alcohol_service</a></li> </ul>

<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<p><b>Site Plan</b> 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</p> <ul style="list-style-type: none"> <li>• All vendors must have or obtain a business license endorsement for the City of Cle Elum: <a href="https://dor.wa.gov/open-business/apply-business-license">https://dor.wa.gov/open-business/apply-business-license</a></li> </ul>	
<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 &amp; 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: <a href="mailto:wprosek@cleelum.gov">wprosek@cleelum.gov</a>. Include a copy of the notification.</p> <ul style="list-style-type: none"> <li>○ Road closures on First Street must contact WSDOT</li> </ul>	
<p><b>Other Information</b></p>	
	<p><i>After approval from the Lodging Tax and Event Committee, and any Special Events Permits issued with CEFD, this Event will be subject to a Fire Safety Check on <u>the day of the Event</u> by Cle Elum Fire Department.</i></p>

# EVENT DESCRIPTION:

<b>Event Name:</b>	Pioneer Days Dock Diving Dogs				
<b>Event Type:</b>	<input type="checkbox"/> Minor (≤ 50 Attendees)		<input checked="" type="checkbox"/> Major (> 50 Attendees)		
<b>Brief Description of Event:</b>	The Dock Diving Dogs are a sub-event of Pioneer Days Weekend that helps promote tourism, tradition,				
	and the activation of Wye Park in Cle Elum. NADD hosts events across North America, including regional competitions, and partners with the American Kennel Club (AKC) to offer titles and recognition for				
	participating dogs.				
<b>Parade Map:</b>	<input type="checkbox"/> My event does not include a parade. <input checked="" 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.				
<b>Event Start Date:</b>	07/03/2026		<b>Event End Date:</b>	07/05/2026	
<b>Day(s) of the Week:</b>	<input checked="" type="checkbox"/> SUN <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input checked="" type="checkbox"/> FRI <input checked="" type="checkbox"/> SAT				
<b>Event Start Time:</b>	9:00 AM - 7:00 PM (FRI-SAT) 9:00 AM -3:00 PM (SUN)		<b>Event End Time:</b>	9:00 AM - 7:00 PM (FRI-SAT) 9:00 AM -3:00 PM (SUN)	
<b>Date of Set Up:</b>	07/02/2026		<b>Time of Set Up:</b>	9:00 AM 7/2	
<b>Date of Take Down:</b>	07/05/2026		<b>Time of Take Down:</b>	6:00 PM (following the end of show)	
<b>Facilities to be Used: (Check all that Apply)</b>	<input checked="" type="checkbox"/> Park <input type="checkbox"/> Street <input type="checkbox"/> Sidewalk <input type="checkbox"/> Private Property				
<b>Location:</b>	Cle Elum WYE park				
<b>Expected Crowd Size:</b>					
<b>Participants:</b>		<b>Spectators:</b>	3.4K (2025 data)	<b>Event Personnel &amp; Volunteers:</b>	Contracted Event
<b>Previous Occurrences:</b>					
<b>Has the event occurred previously?</b>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		<b>If yes, on which date(s)?</b>	07/04/2025 - 07/06/2025	
<b>Change(s) from previous year?</b>	<input checked="" type="checkbox"/> None			<input type="checkbox"/> See Explanation Attached	
<b>Will you charge an admission fee?</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		<b>If yes, how much?</b>		

## STREET CLOSURES:

<b>Will your event require any street closures?</b>	<input type="checkbox"/> No Skip to next section.	<input checked="" type="checkbox"/> Yes Continue below.
<b>Street(s):</b>	W Railroad St; WYE Park	<b>Section(s):</b> S Cle Elum Way to E WYE Park (excluding Timber Lodge parking lot)
<b>Proposed Method(s) of Closure:</b>	Closures supported by fire department apparatus, off-duty police & Public Works.	
	<input checked="" type="checkbox"/> Both my attached site plan and event description include full details of the location(s) and methods of my proposed closures.	
<b>Neighborhood Notification:</b>	<input checked="" 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.	
<b>Traffic Control:</b>	<input checked="" 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.	
<b>Impact on SR 903:</b>	<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:

<b>Will you require use of a city sidewalk during your event?</b>	<input checked="" type="checkbox"/> No Skip to next section.	<input type="checkbox"/> Yes Continue below.
<b>Description of Proposed Use:</b>		
<b>Use Permit Required:</b>	<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 <a href="https://cleelum.gov/forms-and-applications/">https://cleelum.gov/forms-and-applications/</a> .	

## COOKING:

<b>Will there be on-site cooking?</b>	<input checked="" type="checkbox"/> No Skip to next section.	<input type="checkbox"/> Yes Include Fire Addendum #002
<b>Description of Planned Cooking:</b>		<b>Purpose:</b>
<b>Acceptable Fuels:</b>	<input type="checkbox"/> I acknowledge that only propane, pellets or electrical fuels are acceptable during a burn ban.	
<b>CEFD Requirements:</b>	<input type="checkbox"/> Completed Cle Elum Fire Department Special Events Permit application is attached below (incl Addendum #002).	

## TENTS/ CANOPIES:

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

## ALCOHOL SERVICE:

<b>Will alcohol be served?</b>	<input checked="" type="checkbox"/> No Skip to next section.	<input type="checkbox"/> Yes Continue below.
<b>Will alcohol be sold?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<b>Regulatory Compliance:</b>	<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"> <li>o Barriers around service area of minimum 42 inches (3.5 feet) in height;</li> <li>o Entry/exit points to service area may not exceed 10 feet in combined total;</li> <li>o Controlled and monitored entry to service area and dedicated attendant, wait staff or server when patrons present;</li> <li>o No open containers permitted to leave service area.</li> </ul> <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.	
<b>Security Plan:</b>	<input type="checkbox"/> I have included a detailed security plan specific to alcohol service in my event description.	
<b>Banquet Permit:</b>	<input type="checkbox"/> Approved <a href="#">WA State Liquor and Cannabis Control Board Banquet Permit</a> attached.	

## ENTERTAINMENT:

<b>Describe Planned Entertainment:</b>	<input type="checkbox"/> None	<del>Daytime parade floats, with spectators from the community and announcements/music-downtown of each participant's registration script.</del>	
<b>Sound system?</b>	<input type="checkbox"/> Acoustic		<input checked="" type="checkbox"/> Amplified
<b>Music/Sound Start Time:</b>	9:00am	<b>Music/Sound End Time:</b>	7:00pm
<b>Statutory Limitations:</b>	<input checked="" type="checkbox"/> I acknowledge I have read and understood <a href="#">CEMC 5.24</a> and the limitations it imposes on certain types of entertainment. <input checked="" type="checkbox"/> I acknowledge I have read and understood <a href="#">CEMC 8.05</a> 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.		
<b>Will you require an exception to the noise ordinance?</b>	<input checked="" type="checkbox"/> No Skip to next section.		<del><input checked="" type="checkbox"/> Yes</del> Continue below.
<b>Request Submission:</b>	<del><input checked="" type="checkbox"/></del> 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.		
<b>Will there be vendors?</b>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> I understand that each vender must have a valid business license endorsement for the City of Cle Elum.	

## RISK AND LIABILITY MANAGEMENT:

<b>Liability Insurance:</b>	<input checked="" 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.		
<b>Additional Animal Liability Coverage:</b>	<input checked="" type="checkbox"/> I have attached proof of specific additional coverage for animal liability. <input type="checkbox"/> My event does not involve animals. <span style="float: right;">Covered under CEDA Insurance writer.</span>		
<b>Additional Coverage for Alcohol Service:</b>	<input type="checkbox"/> I have attached proof of specific additional coverage for alcohol service. <input checked="" type="checkbox"/> My event does not involve alcohol service.		
<b>Hold Harmless Agreement:</b>	<input checked="" type="checkbox"/> I have attached a complete, signed Hold Harmless Agreement.		
<b>Hold Harmless Agreement – Parade Entrants:</b>	<input type="checkbox"/> I understand that it is my responsibility to obtain and retain signed Hold Harmless Agreements from each parade entrant. <input checked="" type="checkbox"/> My event does not include a parade.		
<b>Traffic Control and Security</b>	<input checked="" 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.		

## SANITATION:

<b>Portable Toilet Facilities:</b>	<input checked="" 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 checked="" type="checkbox"/> Required ratio: 1 toilet per 50 people per 4 hours.
<b>Trash Collection and Disposal:</b>	<input checked="" 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.
<b>Post-Event Cleanup:</b>	<input checked="" 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):

<b>Planned Method(s) of Promotion:</b>	<input type="checkbox"/> TV <input checked="" type="checkbox"/> Radio <input checked="" type="checkbox"/> Newspaper <input checked="" type="checkbox"/> Flyers <input checked="" type="checkbox"/> Posters <input type="checkbox"/> Mailers <input checked="" type="checkbox"/> Social Media <input type="checkbox"/> Other (see below)	
<b>Do you plan to promote beyond a 50-mile radius?</b>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes (see below)
<b>Lodging Tax Application:</b>	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: <a href="https://cleelum.gov/forms-and-applications/">https://cleelum.gov/forms-and-applications/</a> .	

## CITY DEPARTMENT COMMENT PAGE:

<input checked="" type="checkbox"/> The page for comment and signature from City departments will be circulated electronically on behalf of the event of organizer. However, the event organizer is strongly encouraged to reach out prior to submission to discuss plans in order to proactively address concerns and incorporate advice in the final proposal.
--

**Authorization**

*I acknowledge this permit application must be completed, signed, and returned to Cle Elum City Hall along with all required supplemental materials no later than 30 days prior to my event. I understand that any misrepresentation in this permit application or deviation from the final agreed upon route and/or method of operation described herein, may result in the immediate revocation of the permit. I further understand that the City retains the right to deny, revoke or cancel this permit at any time due to changes in conditions and risk potential*

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

<b>Applicant Signature:</b> 	<b>Date:</b> 02/03/2026
---	-------------------------

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 03 day of February, 2026, between the City of  
Cle Elum, referred to as "CITY" herein, and Cle Elum Downtown Association at,  
PO Box 106, Cle Elum, WA, 98922 referred to as "USER" herein.  
Mailing Address City State Zip Name

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

### SECTION I

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

### SECTION II

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

### SECTION III

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

### SECTION IV

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

### SECTION V

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

### SECTION VI

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

  
"USER" Signature

Jordan Peterson  
Print Name

Executive Director  
Title

3/2025

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

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

**Cooking ADD #002**

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

**Tents/Canopy under 400 sq ft**

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

**Generator**

**Carnival**

**Only Acknowledgement of Requirements**

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

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

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

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

 Executive Director  
SIGNATURE/TITLE

02/03/2026  
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.

**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.
2. The Kittitas County Health Department approval must be obtained for cooking on site.

Requirements:

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

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

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

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

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

Limit of one propane cylinder per appliance.

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

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

Solid fuel cooking appliances, whether or not under a hood, with fireboxes 5 cubic feet (0.14 m<sup>3</sup>) or less in volume shall have a minimum 2.5-gallon (9 L) or two 1.5-gallon (6 L) Class K wet-chemical portable fire extinguishers located in accordance with [Section 906.1](#).

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

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

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



**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:**

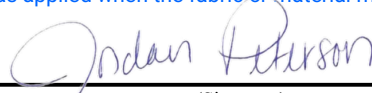
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

**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:

  
\_\_\_\_\_  
(Signature)

DATE: 02/03/2026

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

3/2025

# Cle Elum Downtown Association

## Pioneer Day – Dock Diving Dogs 7/3/2026 – 7/5/2026

### Fire & Life Safety Plan – 2026

Coordinated by CEDA & CEFD

#### Event Address:

Wye Park, Cle Elum

Additional Use: W Railroad, W Railroad to Hartwig Blvd

#### Point of Contact/Responsible for Emergency Plans:

Executive Assistant, Kaylee Thompson | 509-273-0985 | [kaylee@cleelumdowntown.org](mailto:kaylee@cleelumdowntown.org)

Business License: 602525709

EIN: 20-3716010

#### Additional Contacts (off-site):

##### Cle Elum Downtown Association

Executive Assistant, Kaylee Thompson | 509-273-0985 | [kaylee@cleelumdowntown.org](mailto:kaylee@cleelumdowntown.org)

#### Emergency Procedures:

##### In the Event of an Emergency:

Contact the event coordinator. Relay information to the appropriate personnel, stay calm, and ensure the public is kept away from the emergency.

- **Medical Emergency:**

1. **Stay Calm:** Assess the situation.
2. **High Acuity Cases:** If the situation is critical, ensure KITTCOM is notified to dispatch additional resources.

- **Fire Emergency:**

1. **Stay Calm:** Maintain your composure throughout the situation.
2. **Crowd Control:** Begin directing the crowd away from the emergency.
  - Keep the crowd calm.
  - Guide them out of the event control zone.

Please prioritize safety and effective communication during any fire emergency.

#### Fire Extinguisher Use:

- **Location:**

Fire extinguishers are available on the fire apparatus.

- **If You Can Safely Extinguish a Small Fire:**

1. **Use the Fire Extinguisher:**
  - Stay Calm.
  - **Follow the PASS Method:**
    - Pull the pin.
    - Aim the nozzle at the base of the fire.
    - Squeeze the handle.
    - Sweep the nozzle side to side.
2. **Notify EMS Safety Officer:** Have an additional person report the location of the incident.

Your safety and calmness are essential when addressing a fire emergency.

## **Controlled Zone Procedures**

1. **Apparatus Movement:**

Before any apparatus is moved within the controlled zone, it must be approved by the event coordinator. Ensure other blocking is in place prior to movement.
2. **Use of Spotters:**

Spotters will always be utilized in or around the event control zone to ensure safety.
3. **Oversight:**

The CEFD will manage all crowd and traffic control, with support from crowd safety managers.

Please adhere to these procedures to maintain a safe environment during the event.

## **Blocking Vehicles and Apparatus:**

No blocking apparatus at this location. Will be using jersey barriers, cones and traffic control barrels.

## **Event Schedule:**

Time: 9:00 AM – 4:30 PM DAILY

For full event schedule, visit: <https://app.northamericadivingdogs.com/public/event/efba684e-9eaa-41c0-87eb-2b6c02d25339>

## **Key Actions Before the Event**

7/2/2025 Mobile Dock NW – will set-up in Wye Park 1-day before the event begins.

**12:00 PM:** CEFD fill the pool for event

## **Site Plan:**

Mobile Dock NW will set-up the pool in the same place as previous years, with the guidance of CEDA. Pool will be filled by the CEFD, 1 day before the event begins. Mobile Dock NW manages this event as a subcontractor to CEDA. This 3-day event runs daily from approximately 9:00AM – 4:30PM. Once done, CEFD is welcome to draft the water out to use for wildfire mitigation or Mobile Dock NW will draft to the nearest drain.

## **Emergency Evacuation:**

**Volunteer Assignments:** N/A

**Vehicle Exit Protocol:** The Cle Elum Volunteer Fire Department will manage vehicle exit.

**Exit Direction Changes:** The direction of vehicle exits may change based on the nature and location of the emergency. The event coordinator will be informed, and vehicle directions will be managed by first responders.

## **Incident Response:**

- **Minor Incident:**
  - **Communication:**
    - Use fire personnel Tac 3 for all communications unless instructed otherwise.
    - Notify CEPD.
  - **Incident Reporting:** Contact KITTCOM to call a run without paging resources.
    - Inform the event coordinator.

## **Major Incident:**

- **Emergency Action Plan (EAP):**
  - Implement the EAP for pedestrian evacuation and vehicle removal from 1<sup>st</sup> Street.
- **Notification:**
  - Notify all appropriate personnel immediately.
- **Blocking Apparatus:**
  - N/A
- **Evacuation Coordination:**
  - Event coordinator and crowd safety managers will oversee street evacuation in conjunction with the Cle Elum Volunteer Fire Department.

## **Main Safety Route:**

- Utilize side streets leading to Railroad Ave.
- If necessary, notify BNSF to alert trains about the ongoing evacuation and the large crowd in the area.
  - Contact BNSF Resource Operations Call Center at **1-800-832-5452**.

## **Evacuation Assembly Point (EAP):**

The EAP is located at **W Railroad & Wye Park**, which is the furthest point from structures and offers the best visibility for responders and firefighters.

## **Supplemental Emergency Staging Area(s):**

If additional manpower or apparatus is needed, crews will be directed to stage at Cle Elum Volunteer Fire Department - Station 51 OR Shoemaker Manufacturing.

Cle Elum Volunteer Fire Department – Station 51  
301 N Pennsylvania Ave, Cle Elum, WA 98922

Shoemaker Manufacturing  
618 East 1st Street, Cle Elum, WA 98922

**Additional Notes:**

- No weapons or flammables are permitted for this event. Report any suspicious activities right away.
- Be extremely careful driving to and from event please being aware of extra foot traffic not visible to drivers.

**Fire Chief Mills Contact:**

509-656-4062 | [emills@cleelum.gov](mailto:emills@cleelum.gov)

OFFICIAL USE ONLY



**[DATE]**

**Cle Elum Downtown Association  
Public Notice: Pioneer Days Dock Diving Dogs Street Closures**

The Cle Elum Downtown Association would like to notify residents, businesses, and visitors of extended temporary street closures and traffic impacts associated with the **Pioneer Days Dock Diving Dogs Event**.

**Event Location**

- Wye Park Area

**Street Closures**

- **West Railroad Street** — from **Bullitt Avenue to Hartwig Boulevard**

**Access Information**

- Local access will be maintained for parking at the Wye Park North and South parking lots

**Closure Dates & Times**

- Road closure begin Friday, July 3, 2026
- Road closure remains in place through Sunday, July 5, 2026
- Roadways will reopen following event breakdown and site clearance, coordinated by Cle Elum Public Works

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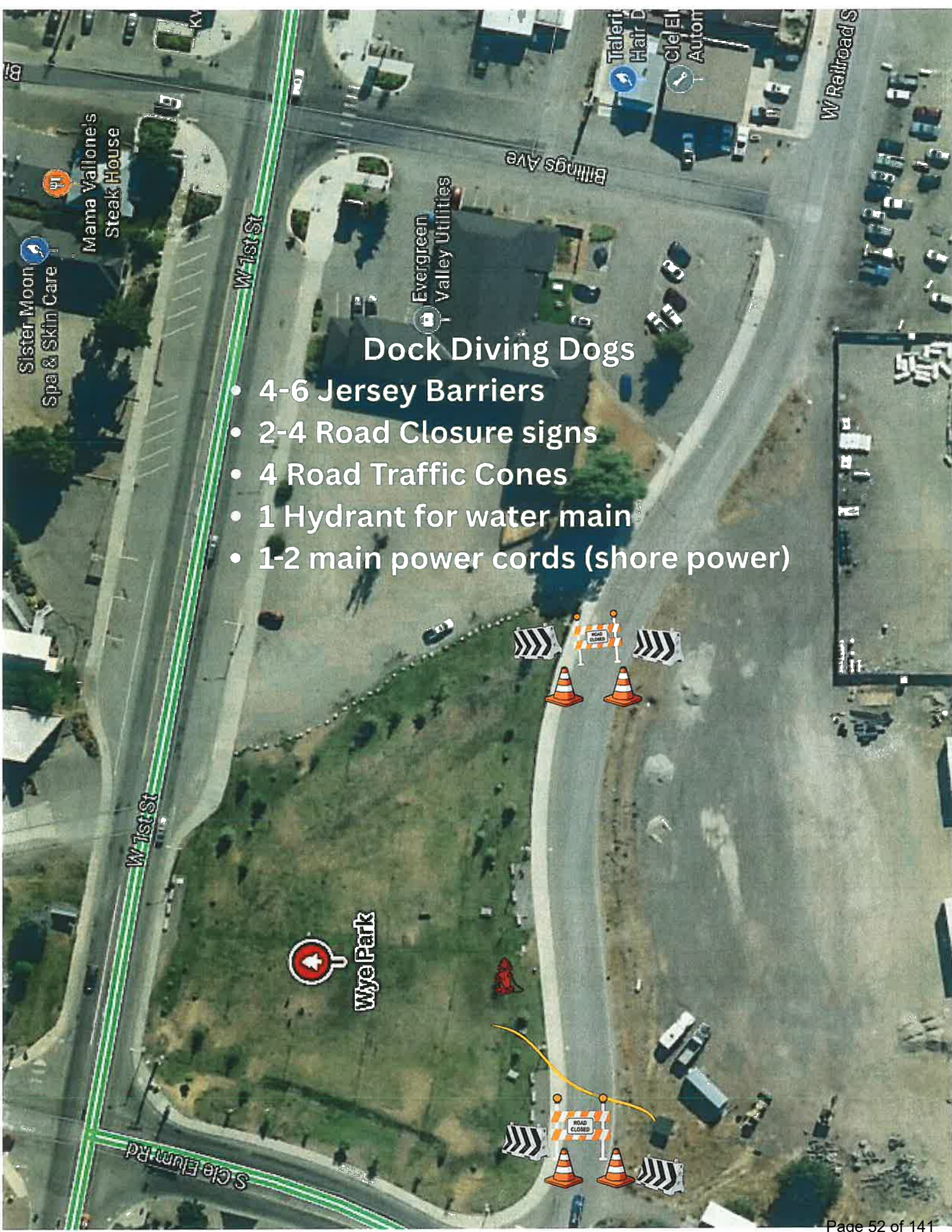
These closures are necessary to support event setup, participant safety, and spectator access. Please plan travel routes and parking accordingly.

These closures are necessary to ensure participant and spectator safety. Please plan deliveries, travel routes, and parking accordingly.

The Cle Elum Downtown Association appreciates your cooperation and support in helping make annual event safe and enjoyable for our community.

For questions or concerns, please contact the Cle Elum Downtown Association at 509-433-7330.

Thank you for supporting Pioneer Days, Dock Diving Dogs and our downtown community!



## Dock Diving Dogs

- 4-6 Jersey Barriers
- 2-4 Road Closure signs
- 4 Road Traffic Cones
- 1 Hydrant for water main
- 1-2 main power cords (shore power)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/7/2025

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

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>Gerald M. Lael</b> <b>Lael Insurance and Financial Services</b> <b>2301 W. Dolarway Rd Ste 5</b> <b>Ellensburg, Wa. 98926</b>	<b>CONTACT NAME:</b> Jerry Lael <b>PHONE (A/C, No, Ext):</b> 509-962-8800 <b>E-MAIL ADDRESS:</b> glael@farmersagent.com	<b>FAX (A/C, No):</b> 509-962-8801
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> <b>Cle Elum Downtown Association</b> <b>117 W 1st St</b> <b>Cle Elum, WA. 98922</b>	<b>INSURER A:</b> Mount Vernon Fire Insurance Company	<b>NAIC #</b> 26522
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

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

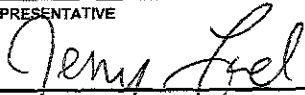
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	NBP2552870G	08/08/2025	08/08/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Certificate holder as additional insured Dock Diving Dogs July 2nd-5th, 2026

Animal Liability is included

<b>CERTIFICATE HOLDER</b> City of Cle Elum 119 W 1st St Cle Elum, WA. 98922	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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**RETURN THIS FORM WITH ALL PERTINENT INFORMATION TO CLE ELUM CITY HALL.  
YOU WILL BE REQUIRED TO MEET WITH DEPARTMENT HEADS.**

**CLE ELUM POLICE DEPARTMENT (509) 674-2991**

Approved

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

**Police Signature:** Rich Albo

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

Water will have to be metered and purchased through a water account with City Hall.

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

**Public Works Signature:** Mathew Bailey

**CLE ELUM FIRE DEPARTMENT (509) 674-1748**

Fire and life safety plan needs a few small things updated. This needs to be reviewed and finalized before event.

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

**Fire Department Signature:** Edwin L Mills

**CITY COUNCIL REPRESENTATIVE (509) 674-2473**

No additional comments

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

**City Council Signature:** Steve [unclear]

**CITY ADMINISTRATION (509) 674-2262**

**Staff Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>Title</b>	Department Heads - Event Review - CEDA Dock Diving Dogs 2026
<b>File name</b>	Pioneer_Day...s_Event.pdf and 1 other
<b>Document ID</b>	d8352b8fdc4aa3dc563f7323c154cf1b8a42412d
<b>Audit trail date format</b>	MM / DD / YYYY
<b>Status</b>	● Pending signature

### Document History



SENT

**02 / 18 / 2026**

14:12:14 UTC-8

Sent for signature to Rich Albo (ralbo@cleelum.gov), Mathew Bailey (mbailey@cleelum.gov), Ed Mills (emills@cleelum.gov), City Council Representative (amalek@cleelum.gov) and City Event Coordinator (wprosek@cleelum.gov) by integrations@hellosign.com acting on behalf of romans@cleelum.gov  
IP: 69.55.222.58



VIEWED

**02 / 18 / 2026**

15:05:38 UTC-8

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



SIGNED

**02 / 18 / 2026**

15:18:32 UTC-8

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



VIEWED

**02 / 19 / 2026**

14:58:09 UTC-8

Viewed by Mathew Bailey (mbailey@cleelum.gov)  
IP: 209.209.16.190

<b>Title</b>	Department Heads - Event Review - CEDA Dock Diving Dogs 2026
<b>File name</b>	Pioneer_Day...s_Event.pdf and 1 other
<b>Document ID</b>	d8352b8fdc4aa3dc563f7323c154cf1b8a42412d
<b>Audit trail date format</b>	MM / DD / YYYY
<b>Status</b>	● Pending signature

### Document History



**02 / 19 / 2026**  
15:07:08 UTC-8

Signed by Mathew Bailey (mbailey@cleelum.gov)  
IP: 209.209.16.190



**02 / 21 / 2026**  
19:26:01 UTC-8

Viewed by City Council Representative (amalek@cleelum.gov)  
IP: 172.56.108.113



**02 / 21 / 2026**  
19:28:43 UTC-8

Signed by City Council Representative (amalek@cleelum.gov)  
IP: 172.56.108.113



**02 / 24 / 2026**  
07:16:42 UTC-8

Viewed by Rich Albo (ralbo@cleelum.gov)  
IP: 192.183.184.178



**02 / 24 / 2026**  
07:17:07 UTC-8

Signed by Rich Albo (ralbo@cleelum.gov)  
IP: 192.183.184.178



**02 / 24 / 2026**  
07:17:07 UTC-8

**This document has not been fully executed by all signers.**

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



Stamp & initial

## 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	
<b>Event Name:</b>	Pioneer Days; Fireworks
<b>Permit #:</b>	EVT- 2026-003-07-04
<b>Fee Total:</b>	N/A
<b>Related Permits:</b>	

**FEES<sup>1</sup>**

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

### WHEN IS AN EVENT PERMIT REQUIRED?

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

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

### ADDITIONAL CONTACT INFORMATION:

- Kittitas County Public Health Department ..... (509) 962-7515
- Kittitas County Chamber of Commerce (promotion) ..... (509) 925-2002
- Northern Kittitas County Tribune (newspaper) ..... (509) 674-2511
- Washington State Liquor Control Board ..... (206) 764-4020
- Cle Elum Fire Department – Chief Ed Mills .....emills@cleelum.gov.....(509) 656-4062
- WSDOT – Traffic Control / Right of Way use ..... (509) 577-1788

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

<b>Applicant (“Event Organizer”)</b>	
Name: Jordan Peterson	Business License # 602525709
Title: Executive Director	
Sponsoring Organization: Cle Elum Downtown Association	
Mailing Address: PO Box 106	
Phone Number: (509) 433-7330	Email: jordan@cleelumdowntown.org
<b>Primary Contact Person <u>During Event</u></b>	
Same as Applicant <input type="checkbox"/>	
Name: Kaylee Thompson	
Title: Executive Assistant	
Local Address: 117 W First Street, Cle Elum, WA 98922	
Email: Kaylee@cleelumdowntown.org	
Daytime Phone Number: (509) 433-7330	Mobile Phone: (509) 273-0985
<b>Secondary/Emergency Contact Person <u>During Event</u> (available to respond in the absence of Event Organizer)</b>	
Name: DeAnna Hamm	
Title: CEDA Board Secretary	
Local Address: 121 N Pennsylvania Ave., Cle Elum, WA 98922	
Daytime Phone Number: (509) 674-4100	Mobile Phone: (425) 614-6957

<b>REQUIRED – Applicant Checklist</b>
Event Permit Application received a minimum of 30 days prior to event, and the total fee paid to City Hall.
<p>Signed and dated Hold Harmless Agreement</p> <ul style="list-style-type: none"> <li>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.</li> </ul>
<p>Certificate of Liability Insurance</p> <ul style="list-style-type: none"> <li>“City of Cle Elum” at 119 W First St., Cle Elum, WA 98922 must be named as “Additional Insured” to all coverage</li> <li>As applicable, coverage for alcohol service must be specified</li> <li>As applicable, coverage for injury by animals must be specified</li> </ul>
<p>Supplemental pages below with a complete and detailed description of the event, including a schedule and location of event(s).</p> <ul style="list-style-type: none"> <li>If serving alcohol, WA Liquor and Cannabis Control Board Banquet Permit or other applicable alcohol service license measures taken to comply with State regulations must be addressed in detail: <a href="https://lcb.wa.gov/licensing/outdoor_alcohol_service">https://lcb.wa.gov/licensing/outdoor_alcohol_service</a></li> </ul>

<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<p><b>Site Plan</b> 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</p> <ul style="list-style-type: none"> <li>• All vendors must have or obtain a business license endorsement for the City of Cle Elum: <a href="https://dor.wa.gov/open-business/apply-business-license">https://dor.wa.gov/open-business/apply-business-license</a></li> </ul>	
<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 &amp; 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: <a href="mailto:wprosek@cleelum.gov">wprosek@cleelum.gov</a>. Include a copy of the notification.</p> <ul style="list-style-type: none"> <li>○ Road closures on First Street must contact WSDOT</li> </ul>	
<p><b>Other Information</b></p>	
	<p><i>After approval from the Lodging Tax and Event Committee, and any Special Events Permits issued with CEFD, this Event will be subject to a Fire Safety Check on <u>the day of the Event</u> by Cle Elum Fire Department.</i></p>

## EVENT DESCRIPTION:

<b>Event Name:</b>	Pioneer Day Fireworks Show		
<b>Event Type:</b>	<input type="checkbox"/> Minor (≤ 50 Attendees)	<input checked="" type="checkbox"/> Major (> 50 Attendees)	
<b>Brief Description of Event:</b>	The Pioneer Day Fireworks are a sub-event of Pioneer Days Weekend that		
	help bring families, tourism, and to celebrate the 4th of July through an event		
	that brings more visitors downtown and helps activate the downtown parks.		
<b>Parade Map:</b>	<input type="checkbox"/> My event does not include a parade. <input checked="" 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.		
<b>Event Start Date:</b>	7/4/2026	<b>Event End Date:</b>	7/4/2026
<b>Day(s) of the Week:</b>	<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 checked="" type="checkbox"/> SAT		
<b>Event Start Time:</b>	9:15PM	<b>Event End Time:</b>	10:00PM
<b>Date of Set Up:</b>	7/4/2026	<b>Time of Set Up:</b>	5:00PM
<b>Date of Take Down:</b>	7/4/2026	<b>Time of Take Down:</b>	10:00PM (following firework show end)
<b>Facilities to be Used: (Check all that Apply)</b>	<input checked="" type="checkbox"/> Park <input type="checkbox"/> Street <input type="checkbox"/> Sidewalk <input type="checkbox"/> Private Property		
<b>Location:</b>	Cle Elum Memorial Park		
<b>Expected Crowd Size:</b>			
<b>Participants:</b>		<b>Spectators:</b>	2.8K (2025 data)
		<b>Event Personnel &amp; Volunteers:</b>	
<b>Previous Occurrences:</b>			
<b>Has the event occurred previously?</b>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<b>If yes, on which date(s)?</b>	7/4/2025
<b>Change(s) from previous year?</b>	<input checked="" type="checkbox"/> None		<input type="checkbox"/> See Explanation Attached
<b>Will you charge an admission fee?</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<b>If yes, how much?</b>	

## STREET CLOSURES:

With listed changes below:

<b>Will your event require any street closures?</b>	<input type="checkbox"/> No Skip to next section.	<input checked="" type="checkbox"/> Yes Continue below.
<b>Street(s):</b>	<b>Section(s):</b>	*Dock Diving Dogs Event has Railroad Ave already closed during this event.*
<b>Proposed Method(s) of Closure:</b>	<input checked="" type="checkbox"/> Both my attached site plan and event description include full details of the location(s) and methods of my proposed closures.	
<b>Neighborhood Notification:</b>	<input checked="" 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.	
<b>Traffic Control:</b>	<input checked="" 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.	
<b>Impact on SR 903:</b>	<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:

<b>Will you require use of a city sidewalk during your event?</b>	<input checked="" type="checkbox"/> No Skip to next section.	<input type="checkbox"/> Yes Continue below.
<b>Description of Proposed Use:</b>	Spectators will be able to watch the fireworks from Wye Park, Flagpole Park, and other downtown areas.	
<b>Use Permit Required:</b>	<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 <a href="https://cleelum.gov/forms-and-applications/">https://cleelum.gov/forms-and-applications/</a> .	

## COOKING:

<b>Will there be on-site cooking?</b>	<input checked="" type="checkbox"/> No Skip to next section.	<input type="checkbox"/> Yes Include Fire Addendum #002
<b>Description of Planned Cooking:</b>		<b>Purpose:</b>
<b>Acceptable Fuels:</b>	<input type="checkbox"/> I acknowledge that only propane, pellets or electrical fuels are acceptable during a burn ban.	
<b>CEFD Requirements:</b>	<input type="checkbox"/> Completed Cle Elum Fire Department Special Events Permit application is attached below (incl Addendum #002).	

## TENTS/ CANOPIES:

<b>Will tents be erected?</b>	<input checked="" type="checkbox"/> No Skip to next section.	<input type="checkbox"/> Yes Include Fire Addendum #003 as necessary
<b>Number of Tents Anticipated:</b>	1-2 tents to protect sound system, equipment and announcers -- proposed plan attached.	
<b>CEFD Requirements:</b>	<input type="checkbox"/> Completed Cle Elum Fire Department Special Events Permit application is attached below (incl Addendum #003 if needed).	

## ALCOHOL SERVICE:

<b>Will alcohol be served?</b>	<input checked="" type="checkbox"/> No Skip to next section.	<input type="checkbox"/> Yes Continue below.
<b>Will alcohol be sold?</b>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<b>Regulatory Compliance:</b>	<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"> <li>o Barriers around service area of minimum 42 inches (3.5 feet) in height;</li> <li>o Entry/exit points to service area may not exceed 10 feet in combined total;</li> <li>o Controlled and monitored entry to service area and dedicated attendant, wait staff or server when patrons present;</li> <li>o No open containers permitted to leave service area.</li> </ul> <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.	
<b>Security Plan:</b>	<input type="checkbox"/> I have included a detailed security plan specific to alcohol service in my event description.	
<b>Banquet Permit:</b>	<input type="checkbox"/> Approved <a href="#">WA State Liquor and Cannabis Control Board Banquet Permit</a> attached.	

## ENTERTAINMENT:

With listed changes below:

<b>Describe Planned Entertainment:</b>	<input type="checkbox"/> None	Firework show following Pioneer Day Parade, at dusk. Music playing in WYE Park, power cable extended over closed portion of Railroad Ave. (Closed per Dock Diving Dogs Event)	
<b>Sound system?</b>	<input type="checkbox"/> Acoustic		<input checked="" type="checkbox"/> Amplified
<b>Music/Sound Start Time:</b>	7:30pm	<b>Music/Sound End Time:</b>	10:00pm
<b>Statutory Limitations:</b>	<input checked="" type="checkbox"/> I acknowledge I have read and understood <a href="#">CEMC 5.24</a> and the limitations it imposes on certain types of entertainment. <input checked="" type="checkbox"/> I acknowledge I have read and understood <a href="#">CEMC 8.05</a> 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.		
<b>Will you require an exception to the noise ordinance?</b>	<input type="checkbox"/> No Skip to next section.		<input checked="" type="checkbox"/> Yes Continue below.
<b>Request Submission:</b>	<input checked="" 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.		
<b>Will there be vendors?</b>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> I understand that each vender must have a valid business license endorsement for the City of Cle Elum.	

## RISK AND LIABILITY MANAGEMENT:

<b>Liability Insurance:</b>	<input checked="" 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.
<b>Additional Animal Liability Coverage:</b>	<input type="checkbox"/> I have attached proof of specific additional coverage for animal liability. <input checked="" type="checkbox"/> My event does not involve animals.
<b>Additional Coverage for Alcohol Service:</b>	<input type="checkbox"/> I have attached proof of specific additional coverage for alcohol service. <input checked="" type="checkbox"/> My event does not involve alcohol service.
<b>Hold Harmless Agreement:</b>	<input checked="" type="checkbox"/> I have attached a complete, signed Hold Harmless Agreement.
<b>Hold Harmless Agreement – Parade Entrants:</b>	<input type="checkbox"/> I understand that it is my responsibility to obtain and retain signed Hold Harmless Agreements from each parade entrant. <input checked="" type="checkbox"/> My event does not include a parade.
<b>Traffic Control and Security</b>	<input checked="" 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.

## SANITATION:

<b>Portable Toilet Facilities:</b>	<input checked="" 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.
<b>Trash Collection and Disposal:</b>	<input checked="" 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.
<b>Post-Event Cleanup:</b>	<input checked="" 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):

<b>Planned Method(s) of Promotion:</b>	<input type="checkbox"/> TV <input type="checkbox"/> Radio <input checked="" type="checkbox"/> Newspaper <input checked="" type="checkbox"/> Flyers <input checked="" type="checkbox"/> Posters <input type="checkbox"/> Mailers <input checked="" type="checkbox"/> Social Media <input type="checkbox"/> Other (see below)	
<b>Do you plan to promote beyond a 50-mile radius?</b>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes (see below)
<b>Lodging Tax Application:</b>	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: <a href="https://cleelum.gov/forms-and-applications/">https://cleelum.gov/forms-and-applications/</a> .	

## CITY DEPARTMENT COMMENT PAGE:

<input checked="" type="checkbox"/> The page for comment and signature from City departments will be circulated electronically on behalf of the event of organizer. However, the event organizer is strongly encouraged to reach out prior to submission to discuss plans in order to proactively address concerns and incorporate advice in the final proposal.
--

**Authorization**

*I acknowledge this permit application must be completed, signed, and returned to Cle Elum City Hall along with all required supplemental materials no later than 30 days prior to my event. I understand that any misrepresentation in this permit application or deviation from the final agreed upon route and/or method of operation described herein, may result in the immediate revocation of the permit. I further understand that the City retains the right to deny, revoke or cancel this permit at any time due to changes in conditions and risk potential*

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

<b>Applicant Signature:</b> 	<b>Date:</b> 7/4/2026
---	-----------------------

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 5 day of February, 2026, between the City of  
Day Month Year  
 Cle Elum, referred to as "CITY" herein, and Cle Elum Downtown Association at,  
Name  
PO Box 106, Cle Elum, WA, 98922 referred to as "USER" herein.  
Mailing Address City State Zip

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

### SECTION I

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

### SECTION II

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

### SECTION III

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

### SECTION IV

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

### SECTION V

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

### SECTION VI

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

  
 \_\_\_\_\_  
 'USER' Signature

Jordan Peterson  
 \_\_\_\_\_  
 Print Name

Executive Director  
 \_\_\_\_\_  
 Title

3/2025



## PARADE ENTRANT HOLD HARMLESS AGREEMENT

PARADE NAME: \_\_\_\_\_

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

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

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

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

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

Parade Entrant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parade Entrant Print Name: \_\_\_\_\_

Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

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

**Cooking ADD #002**

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

**Tents/Canopy under 400 sq ft**

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

**Generator**

**Carnival**

**Only Acknowledgement of Requirements**

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

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

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

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



SIGNATURE/TITLE

2/5/2026

DATE

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

3/2025

# Cle Elum Downtown Association

## Pioneer Days Parade & Fireworks 7/4/2026

### Fire & Life Safety Plan – 2026

Coordinated by CEDA, CEPD, CEFD, CEPW

#### Event Address:

Parade Route: 1<sup>st</sup> Street; Peoh to Pennsylvania, Cle Elum, WA, 98922

Parade Staging Area: Railroad Ave; Peoh to Pennsylvania, Cle Elum, WA 98922

Additional Use: (a) Peoh; Railroad Ave to 1<sup>st</sup> Street; (b) Pennsylvania, Railroad Ave to 1<sup>st</sup> Street

#### Point of Contact/Responsible for Emergency Plans:

Executive Assistant, Kaylee Thompson | 509-273-0985 | [kaylee@cleelumdowntown.org](mailto:kaylee@cleelumdowntown.org)

Business License: 602525709

EIN: 20-3716010

#### Additional On-site Contacts:

*Personnel on any apparatus used for blocking will be part of the crowd safety managers*

- **Cle Elum Downtown Association**  
Executive Assistant, Kaylee Thompson | 509-273-0985 | [kaylee@cleelumdowntown.org](mailto:kaylee@cleelumdowntown.org)
- **Cle Elum Public Works**  
Mathew Bailey | 509-674-5126 | [mbailey@cleelum.gov](mailto:mbailey@cleelum.gov)
- **Cle Elum-Roslyn Police Department**  
Chief Albo | 509-201-6141 | [ralbo@cleelum.gov](mailto:ralbo@cleelum.gov)
- **Cle Elum Volunteer Fire Department**  
Chief Mills | 509-656-4062 | [emills@cleelum.gov](mailto:emills@cleelum.gov)

#### Emergency Procedures:

##### In the Event of an Emergency:

Contact the event coordinator. Contact Emergency Safety Officer, Chief Mills. Relay information to the appropriate personnel, stay calm, and ensure the public is kept away from the emergency.

- **Medical Emergency:**
  1. **Stay Calm:** Assess the situation.
  2. **High Acuity Cases:** If the situation is critical, ensure KITTCOM is notified to dispatch additional resources.
- **Fire Emergency:**
  1. **Stay Calm:** Maintain your composure throughout the situation.
  2. **Crowd Control:** Begin directing the crowd away from the emergency.
    - Keep the crowd calm.
    - Guide them out of the event control zone.

Please prioritize safety and effective communication during any fire emergency.

### **Fire Extinguisher Use:**

- **Location:**  
Fire extinguishers are available on the fire apparatus.
- **If You Can Safely Extinguish a Small Fire:**
  1. **Use the Fire Extinguisher:**
    - Stay Calm.
    - **Follow the PASS Method:**
      - Pull the pin.
      - Aim the nozzle at the base of the fire.
      - Squeeze the handle.
      - Sweep the nozzle side to side.
  2. **Notify EMS Safety Officer:** Have an additional person report the location of the incident.

Your safety and calmness are essential when addressing a fire emergency.

### **Controlled Zone Procedures**

1. **Apparatus Movement:**  
Before any apparatus is moved within the controlled zone, it must be approved by the event coordinator. Ensure other blocking is in place prior to movement.
2. **Use of Spotters:**  
Spotters will always be utilized in or around the event control zone to ensure safety.
3. **Oversight:**  
The CEPD will manage all crowd and traffic control, with support from crowd safety managers.

Please adhere to these procedures to maintain a safe environment during the event.

### **Blocking Vehicles and Apparatus:**

Before any apparatus is moved in the controlled zone it must first be approved by event coordinator and have other blocking in place. Spotters will be always used in or around event control zone. CEPD will oversee all crowd & traffic control with assistance from crowd safety managers.

### **Event Schedule:**

Time: 10:00AM – 12:00PM

### **Key Actions Before the Event**

#### **Day before event 7/3/2026**

- **6:00PM:** Day before the event, Public Works to place NO PARKING signs along parade route:
  - PEOH – PENN on 1<sup>st</sup> Street;
  - PEOH 1<sup>st</sup> to RR;
  - PENN 1<sup>st</sup> to RR;

- PENN to PEOH RR (staging)

### Day of event 7/4/2026

- **8:00 AM:**
  - Shut down Railroad Ave to thru traffic (parade participant access only)
  - Personnel and apparatus must be in position to block designated locations.
  - Parade participants (w/ animals) start checking-in on RR & begin line-up, coordinated by CEDA.
- **8:30 AM:** Parade participants (general, w/o animals) start checking-in on RR & lining up.
- **9:00 AM:** Hard closure, no more vehicles in or out of closure area.
- **9:30 AM:**
  - Hard cut-off for parade check-in
  - Script for parade to announcer(s)
  - Motorcycle pre-show,
- **10:00 AM:** Parade will begin.
  - A spotter will escort vehicles to parade entry at 1<sup>st</sup> Street.
  - Once the event control zone is cleared, CEPD will direct blocking apparatus to reopen the zone.

**Jersey Barriers and Blocking Personnel:** Personnel responsible for road blocking must remain in their designated spots until the road is reopened.

### Site Plan:

Pioneer Days Parade will occur on 1st Street, from Peoh to Pennsylvania. Vehicles will enter at 1st & Peoh, travel down the center-lane at <5MPH, exiting parade route by turning left on Pennsylvania and exiting at Pennsylvania and Railroad.

Pioneer Days Fireworks will occur at Cle Elum Memorial Park (South Cle Elum Way and Grant Street). Due to the larger, high-shot fireworks, (6-7 shell), the entire park needs to be CLOSED and secured. The only people allowed in are the Fireworks contractors. Grant Street and the river dyke will also be closed, along with the river dyke access on the North side of the Yakima river (the RR track access gate also connects to Whispering Pines RV Campground). *\*Keep this in mind for notifications and coordination.\**

### Emergency Evacuation:

**Volunteer Assignments:** Volunteers acting as crowd safety managers will be stationed every half block to coordinate pedestrian evacuation on Railroad (staging area).

**Vehicle Exit Protocol:** Once all pedestrians have exited the control zone, vehicles parked between Wright and Pennsylvania will be directed to the exit, turning left onto Wright Ave toward Second Street.

**Exit Direction Changes:** The direction of vehicle exits may change based on the nature and location of the emergency. The event coordinator will be informed, and vehicle directions will be managed solely by CFPD.

## Incident Response:

- **Minor Incident:**
  - **Communication:**
    - Use LERN for all radio communications unless instructed otherwise.
    - Notify CEPD.
  - **Incident Reporting:** Contact KITTCOM to call a run without paging resources.
    - Inform the event coordinator *Kaylee Thompson*, *Chief Albo* (CEPD), and *Chief Mills* (CEFD).

## Major Incident:

- **Emergency Action Plan (EAP):**
  - Implement the EAP for pedestrian evacuation and vehicle removal from 1<sup>st</sup> Street.
- **Notification:**
  - Notify all appropriate personnel immediately.
- **Blocking Apparatus:**
  - Keep blocking jersey barriers in place to control the scene and protect citizens evacuating on foot.
  - Ensure all vehicles in the event have keys accessible for later movement or emergency relocations.
  - Designate a spotter and coordinate with the event coordinator for approval from CEPD.
- **Evacuation Coordination:**
  - Event coordinator and crowd safety managers will oversee street evacuation.

## Main Safety Route:

- Utilize side streets leading to the large lot on Railroad Street.
- If necessary, notify BNSF to alert trains about the ongoing evacuation and the large crowd in the area.
  - Contact BNSF Resource Operations Call Center at **1-800-832-5452**.

## Evacuation Assembly Point (EAP):

The EAP is located at **Railroad & Harris**, which is the furthest point from structures and offers the best visibility for responders and firefighters throughout the closure area.

## Supplemental Emergency Staging Area(s):

If additional manpower or apparatus is needed, crews will be directed to stage at Cle Elum Volunteer Fire Department - Station 51 OR Shoemaker Manufacturing.

Cle Elum Volunteer Fire Department – Station 51  
301 N Pennsylvania Ave, Cle Elum, WA 98922

Shoemaker Manufacturing  
618 East 1st Street, Cle Elum, WA 98922

## Additional Notes:

- No weapons or flammables are permitted for this event. Report any suspicious activities right away.
- Be extremely careful driving to and from event please being aware of extra foot traffic not visible to drivers.

**Fire Chief Mills Contact:**

509-656-4062 | [emills@cleelum.gov](mailto:emills@cleelum.gov)

OFFICIAL USE ONLY

**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.
2. The Kittitas County Health Department approval must be obtained for cooking on site.

Requirements:

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

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

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

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

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

Limit of one propane cylinder per appliance.

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

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

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



**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.

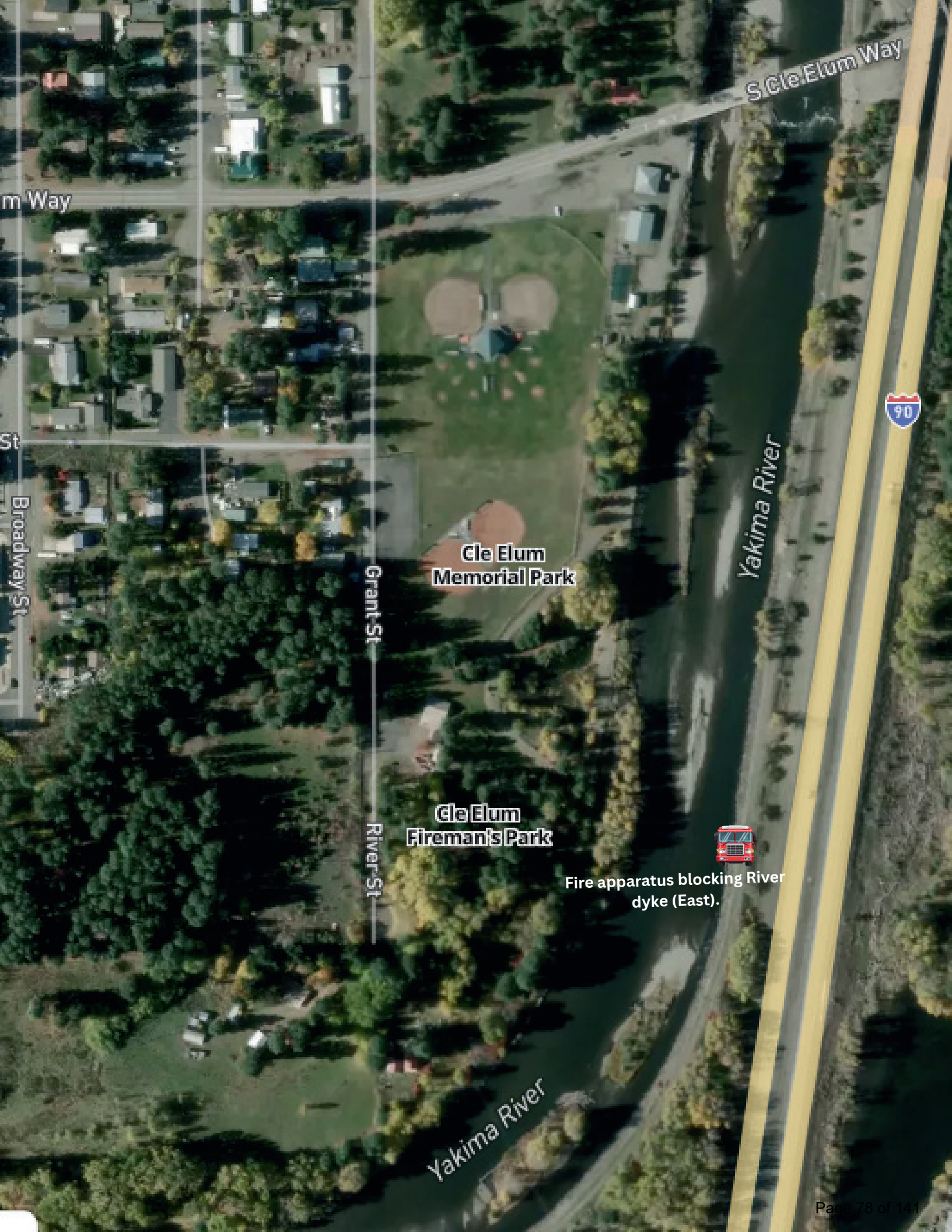
**THE ABOVE IS CORRECT AND TRUE TO FORM:**

  
(Signature)

**DATE:** 2/5/2026

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

3/2025



S Cle Elum Way

m Way

St

Broadway St

Grant St

River St

**Cle Elum  
Memorial Park**

**Cle Elum  
Fireman's Park**

Yakima River

Yakima River



Fire apparatus blocking River  
dyke (East).



**[DATE]**

**Cle Elum Downtown Association  
Public Notice: July 4, 2026 Fireworks Street Closures**

The Cle Elum Downtown Association would like to notify residents and visitors of temporary street closures and access restrictions due to the Independence Day Fireworks Display on Saturday, July 4, 2026.

**Street Closures & Access Restrictions**

- **Grant Street** — *Residential access only*
- **River Dyke Areas** — North and South sides of the Yakima River, adjacent to Cle Elum Memorial Park

**Closure Times**

- Street closure will begin at 8:30 PM
- Fireworks will begin at dusk
- The fireworks display is expected to last approximately 10–15 minutes
- Roads and access points will reopen once the event area is safely cleared and authorized by Fire Chief Ed Mills

These closures are necessary to ensure spectator and public safety. Please plan travel and parking accordingly.

We appreciate your cooperation and support in helping make Independence Day celebrations safe and enjoyable for our community.

For questions or concerns, please contact the Cle Elum Downtown Association at 509-433-7330.

Thank you for supporting our community events and celebrating safely!



**RETURN THIS FORM WITH ALL PERTINENT INFORMATION TO CLE ELUM CITY HALL.  
YOU WILL BE REQUIRED TO MEET WITH DEPARTMENT HEADS.**

**CLE ELUM POLICE DEPARTMENT (509) 674-2991**

Approved pending hiring of agency to assist with traffic control.

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

**Police Signature:** Rich Albo

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

Approved

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

**Public Works Signature:** Mathew Bailey

**CLE ELUM FIRE DEPARTMENT (509) 674-1748**

Firework permit will be reviewed paid and in place before event takes place. An updated IAP will be in place and reviewed before event. Weather will be determined to be at a safe defensible level before fireworks are discharged for event. Fire department and other neighboring departments will have no other major fire events in place.

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

**Fire Department Signature:** Edwin L Mills

**CITY COUNCIL REPRESENTATIVE (509) 674-2473**

Approved

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

**City Council Signature:** Steve [Signature]

**CITY ADMINISTRATION (509) 674-2262**

**Staff Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>Title</b>	Department Heads - Event Review - CEDA Pioneer Days...
<b>File name</b>	Pioneer_Days_-_CEDA_-_Fireworks_2026.pdf and 1 other
<b>Document ID</b>	be32f81129428cdd905dc8afec00b3d0998c0c5e
<b>Audit trail date format</b>	MM / DD / YYYY
<b>Status</b>	● Pending signature

### Document History



**02 / 18 / 2026**  
14:20:09 UTC-8

Sent for signature to Rich Albo (ralbo@cleelum.gov), Mathew Bailey (mbailey@cleelum.gov), Ed Mills (emills@cleelum.gov), City Council Representative (amalek@cleelum.gov) and City Event Coordinator (wprosek@cleelum.gov) by integrations@hellosign.com acting on behalf of romans@cleelum.gov  
IP: 69.55.222.58



**02 / 18 / 2026**  
15:28:58 UTC-8

Viewed by Mathew Bailey (mbailey@cleelum.gov)  
IP: 209.209.16.190



**02 / 19 / 2026**  
06:28:47 UTC-8

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



**02 / 19 / 2026**  
06:46:58 UTC-8

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

Title	Department Heads - Event Review - CEDA Pioneer Days...
File name	Pioneer_Days_-_CEDA_-_Fireworks_2026.pdf and 1 other
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Audit trail date format	MM / DD / YYYY
Status	● Pending signature

### Document History



**02 / 19 / 2026**  
15:09:28 UTC-8

Signed by Mathew Bailey (mbailey@cleelum.gov)  
IP: 209.209.16.190



**02 / 21 / 2026**  
19:32:45 UTC-8

Viewed by City Council Representative (amalek@cleelum.gov)  
IP: 172.56.108.113



**02 / 21 / 2026**  
19:33:22 UTC-8

Signed by City Council Representative (amalek@cleelum.gov)  
IP: 172.56.108.113



**02 / 24 / 2026**  
07:13:37 UTC-8

Viewed by Rich Albo (ralbo@cleelum.gov)  
IP: 192.183.184.178



**02 / 24 / 2026**  
07:15:38 UTC-8

Signed by Rich Albo (ralbo@cleelum.gov)  
IP: 192.183.184.178



**02 / 24 / 2026**  
07:15:38 UTC-8

This document has not been fully executed by all signers.

**CITY OF CLE ELUM**  
*City Administration*

**AGENDA STAFF  
REPORT**

**AGENDA DATE:** March 11, 2026

**ACTION REQUESTED:** Approve the Pioneer Days Fireworks Event with the revised change to amplified sound from 7:30pm- 10:00pm.

---

**BACKGROUND:** The Cle Elum Downtown Association notified me that they would like to add some amplified music to the Pioneer Days Fireworks Event. What you are looking at is the same application that you have all approved with the addition of amplified music from 7:30pm-10:00pm on July 4<sup>th</sup>, 2026 from the WYE park area. It is noted that they will be running a power cable over Railroad Ave which is already closed during that time for the Dock Diving Dogs Event.

**RECOMMENDATION:** Approve the Pioneer Days Fireworks Event with the revised change to amplified sound from 7:30pm – 10:00pm.

**ATTACHMENTS:** Pioneer Days – CEDA – Fireworks 2026

**LEAD STAFF:** Whitney Prosek

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	
<b>Event Name:</b>	Spring Ladies Night Out
<b>Permit #:</b>	EVT- 2026-005-05-07
<b>Fee Total:</b>	\$75.00
<b>Related Permits:</b>	

**FEES<sup>1</sup>**

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

### WHEN IS AN EVENT PERMIT REQUIRED?

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

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

### ADDITIONAL CONTACT INFORMATION:

- Kittitas County Public Health Department ..... (509) 962-7515
- Kittitas County Chamber of Commerce (promotion) ..... (509) 925-2002
- Northern Kittitas County Tribune (newspaper) ..... (509) 674-2511
- Washington State Liquor Control Board ..... (206) 764-4020
- Cle Elum Fire Department – Chief Ed Mills .....emills@cleelum.gov.....(509) 656-4062
- WSDOT – Traffic Control / Right of Way use ..... (509) 577-1788

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

<b>Applicant (“Event Organizer”)</b>	
Name: Darby Grimes	Business License # 91-0210430
Title: Director of Events and Programs	
Sponsoring Organization: Kittitas County Chamber of Commerce	
Mailing Address: 609 N. Main St. Ellensburg, WA 98926	
Phone Number: 509-925-2002	Email: darby@kittitascountychamber.com
<b>Primary Contact Person <i>During Event</i></b>	Same as Applicant <input checked="" type="checkbox"/>
Name:	
Title:	
Local Address:	
Email:	
Daytime Phone Number: 509-925-2002	Mobile Phone: 509-833-4734
<b>Secondary/Emergency Contact Person <i>During Event</i></b> (available to respond in the absence of Event Organizer)	
Name: Kristina Paquette	
Title: Events and Communications Coordinator	
Local Address: 609 N. Main St. Ellensburg, WA 98926	
Daytime Phone Number: 509-925-2002	Mobile Phone: 509-859-3277

<b>REQUIRED – Applicant Checklist</b>
Event Permit Application received a minimum of 30 days prior to event, and the total fee paid to City Hall.
Signed and dated Hold Harmless Agreement <ul style="list-style-type: none"> <li>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.</li> </ul>
Certificate of Liability Insurance <ul style="list-style-type: none"> <li>“City of Cle Elum” at 119 W First St., Cle Elum, WA 98922 must be named as “Additional Insured” to all coverage</li> <li>As applicable, coverage for alcohol service must be specified</li> <li>As applicable, coverage for injury by animals must be specified</li> </ul>
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"> <li>If serving alcohol, WA Liquor and Cannabis Control Board Banquet Permit or other applicable alcohol service license measures taken to comply with State regulations must be addressed in detail: <a href="https://lcb.wa.gov/licensing/outdoor_alcohol_service">https://lcb.wa.gov/licensing/outdoor_alcohol_service</a></li> </ul>

3/2025

<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<p><b>Site Plan</b> 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</p> <ul style="list-style-type: none"> <li>• All vendors must have or obtain a business license endorsement for the City of Cle Elum: <a href="https://dor.wa.gov/open-business/apply-business-license">https://dor.wa.gov/open-business/apply-business-license</a></li> </ul>	
<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 &amp; 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: <a href="mailto:wprosek@cleelum.gov">wprosek@cleelum.gov</a>. Include a copy of the notification.</p> <ul style="list-style-type: none"> <li>○ Road closures on First Street must contact WSDOT</li> </ul>	
<p><b>Other Information</b></p>	
	<p><i>After approval from the Lodging Tax and Event Committee, and any Special Events Permits issued with CEFD, this Event will be subject to a Fire Safety Check on <u>the day of the Event</u> by Cle Elum Fire Department.</i></p>

## EVENT DESCRIPTION:

<b>Event Name:</b>	Spring Ladies Night Out		
<b>Event Type:</b>	<input type="checkbox"/> Minor ( $\leq 50$ Attendees)	<input checked="" type="checkbox"/> Major ( $> 50$ Attendees)	
<b>Brief Description of Event:</b>	One night shopping event that invites attendees to support local businesses		
	while enjoying in-store specials, giveaways, refreshments and more.		
<b>Parade Map:</b>	<input checked="" 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.		
<b>Event Start Date:</b>	05/07/2026	<b>Event End Date:</b>	05/07/2026
<b>Day(s) of the Week:</b>	<input type="checkbox"/> SUN <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input checked="" type="checkbox"/> THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT		
<b>Event Start Time:</b>	5:00 p.m.	<b>Event End Time:</b>	8:00 p.m.
<b>Date of Set Up:</b>	05/07/2026	<b>Time of Set Up:</b>	4:00 p.m.
<b>Date of Take Down:</b>	05/07/2026	<b>Time of Take Down:</b>	8:00 p.m.
<b>Facilities to be Used: (Check all that Apply)</b>	<input type="checkbox"/> Park <input type="checkbox"/> Street <input type="checkbox"/> Sidewalk <input type="checkbox"/> Private Property		
<b>Location:</b>	Various downtown businesses on 1st Street and at the mid-town depot.		
<b>Expected Crowd Size:</b>			
<b>Participants:</b>	Up to 300	<b>Spectators:</b>	0
		<b>Event Personnel &amp; Volunteers:</b>	10
<b>Previous Occurrences:</b>			
<b>Has the event occurred previously?</b>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<b>If yes, on which date(s)?</b> 11/13/2025
<b>Change(s) from previous year?</b>	<input type="checkbox"/> None		<input checked="" type="checkbox"/> See Explanation Attached (No alcohol)
<b>Will you charge an admission fee?</b>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<b>If yes, how much?</b> N/A

3/2025

## STREET CLOSURES:

<b>Will your event require any street closures?</b>	<input checked="" type="checkbox"/> No Skip to next section.	<input type="checkbox"/> Yes Continue below.
<b>Street(s):</b>		<b>Section(s):</b>
<b>Proposed Method(s) of Closure:</b>	<input type="checkbox"/> Both my attached site plan and event description include full details of the location(s) and methods of my proposed closures.	
<b>Neighborhood Notification:</b>	<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.	
<b>Traffic Control:</b>	<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.	
<b>Impact on SR 903:</b>	<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:

<b>Will you require use of a city sidewalk during your event?</b>	<input checked="" type="checkbox"/> No Skip to next section.	<input type="checkbox"/> Yes Continue below.
<b>Description of Proposed Use:</b>		
<b>Use Permit Required:</b>	<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 <a href="https://cleelum.gov/forms-and-applications/">https://cleelum.gov/forms-and-applications/</a> .	

3/2025

## COOKING:

<b>Will there be on-site cooking?</b>	<input checked="" type="checkbox"/> No Skip to next section.	<input type="checkbox"/> Yes Include Fire Addendum #002
<b>Description of Planned Cooking:</b>		<b>Purpose:</b>
<b>Acceptable Fuels:</b>	<input type="checkbox"/> I acknowledge that only propane, pellets or electrical fuels are acceptable during a burn ban.	
<b>CEFD Requirements:</b>	<input type="checkbox"/> Completed Cle Elum Fire Department Special Events Permit application is attached below (incl Addendum #002).	

## TENTS/ CANOPIES:

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

## ALCOHOL SERVICE:

<b>Will alcohol be served?</b>	<input checked="" type="checkbox"/> No Skip to next section.	<input type="checkbox"/> Yes Continue below.
<b>Will alcohol be sold?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<b>Regulatory Compliance:</b>	<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"> <li>o Barriers around service area of minimum 42 inches (3.5 feet) in height;</li> <li>o Entry/exit points to service area may not exceed 10 feet in combined total;</li> <li>o Controlled and monitored entry to service area and dedicated attendant, wait staff or server when patrons present;</li> <li>o No open containers permitted to leave service area.</li> </ul> <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.	
<b>Security Plan:</b>	<input type="checkbox"/> I have included a detailed security plan specific to alcohol service in my event description.	
<b>Banquet Permit:</b>	<input type="checkbox"/> Approved <a href="#">WA State Liquor and Cannabis Control Board Banquet Permit</a> attached.	

3/2025

## ENTERTAINMENT:

<b>Describe Planned Entertainment:</b>	<input checked="" type="checkbox"/> None		
<b>Sound system?</b>	<input type="checkbox"/> Acoustic		<input type="checkbox"/> Amplified
<b>Music/Sound Start Time:</b>		<b>Music/Sound End Time:</b>	
<b>Statutory Limitations:</b>	<input type="checkbox"/> I acknowledge I have read and understood <a href="#">CEMC 5.24</a> and the limitations it imposes on certain types of entertainment. <input type="checkbox"/> I acknowledge I have read and understood <a href="#">CEMC 8.05</a> 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.		
<b>Will you require an exception to the noise ordinance?</b>	<input checked="" type="checkbox"/> No Skip to next section.		<input type="checkbox"/> Yes Continue below.
<b>Request Submission:</b>	<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.		
<b>Will there be vendors?</b>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> I understand that each vender must have a valid business license endorsement for the City of Cle Elum.	

## RISK AND LIABILITY MANAGEMENT:

<b>Liability Insurance:</b>	<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.
<b>Additional Animal Liability Coverage:</b>	<input type="checkbox"/> I have attached proof of specific additional coverage for animal liability. <input checked="" type="checkbox"/> My event does not involve animals.
<b>Additional Coverage for Alcohol Service:</b>	<input type="checkbox"/> I have attached proof of specific additional coverage for alcohol service. <input checked="" type="checkbox"/> My event does not involve alcohol service.
<b>Hold Harmless Agreement:</b>	<input checked="" type="checkbox"/> I have attached a complete, signed Hold Harmless Agreement.
<b>Hold Harmless Agreement – Parade Entrants:</b>	<input type="checkbox"/> I understand that it is my responsibility to obtain and retain signed Hold Harmless Agreements from each parade entrant. <input checked="" type="checkbox"/> My event does not include a parade.
<b>Traffic Control and Security</b>	<input checked="" 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.

3/2025

## SANITATION:

<b>Portable Toilet Facilities:</b>	<input checked="" 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.
<b>Trash Collection and Disposal:</b>	<input checked="" 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.
<b>Post-Event Cleanup:</b>	<input checked="" 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):

<b>Planned Method(s) of Promotion:</b>	<input type="checkbox"/> TV <input type="checkbox"/> Radio <input checked="" type="checkbox"/> Newspaper <input checked="" type="checkbox"/> Flyers <input checked="" type="checkbox"/> Posters <input type="checkbox"/> Mailers <input checked="" type="checkbox"/> Social Media <input type="checkbox"/> Other (see below)		
<b>Do you plan to promote beyond a 50-mile radius?</b>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes (see below)	
<b>Lodging Tax Application:</b>	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: <a href="https://cleelum.gov/forms-and-applications/">https://cleelum.gov/forms-and-applications/</a> .		

## CITY DEPARTMENT COMMENT PAGE:

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

3/2025

<b>Authorization</b>	
<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 30 days prior to my event. I understand that any misrepresentation in this permit application or deviation from the final agreed upon route and/or method of operation described herein, may result in the immediate revocation of the permit. I further understand that the City retains the right to deny, revoke or cancel this permit at any time due to changes in conditions and risk potential</i></p> <p><i>I certify under penalty of perjury that the information above is correct to my best knowledge.</i></p>	
<b>Applicant Signature:</b> <i>Danny Gammes</i>	<b>Date:</b> <i>1/29/24</i>

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

3/2025



# HOLD HARMLESS AGREEMENT

This Agreement made this 27 day of January, 2026, between the City of  
Cle Elum, referred to as "CITY" herein, and Kittitas County Chamber of Commerce at,  
609 N. Main St. Ellensburg, WA, 98926 referred to as "USER" herein.  
Day Month Year Mailing Address City State Zip Name

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

### SECTION I

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

### SECTION II

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

### SECTION III

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

### SECTION IV

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

### SECTION V

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

### SECTION VI

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

\_\_\_\_\_  
'USER' Signature

Darby Grimes  
Print Name

Director of Events and Programs  
Title

3/2025

# Security and Safety Plan

## Spring Ladies Night Out | Downtown Cle Elum

**Date:** Thursday, May 7, 2026

**Time:** 5:00 PM – 8:00 PM

**Location(s):** Downtown Cle Elum businesses (See #7)

**Organizer:** Kittitas County Chamber of Commerce

**Event Lead:** Darby Grimes, Director of Program and Events

**Phone:** 509-925-2002 **Email:** Darby@kittitascountychamber.com

---

### 1. Event Overview

The Kittitas County Chamber of Commerce is hosting *Ladies Night Out* in partnership with various participating downtown Cle Elum businesses. This community event is designed to encourage local shopping and engagement in the downtown corridor.

Participants will visit various businesses throughout the evening.

---

### 2. Event Goals

- Promote downtown business engagement and community participation.
  - Maintain a safe and secure environment for all attendees, businesses, and staff.
- 

### 3. Security and Staffing Plan

#### Event Coordination and Staffing

- Each participating business will be responsible for overseeing safety within their location.
  - Kittitas County Chamber of Commerce staff will circulate among participating locations to assist with coordination and safety monitoring throughout the evening.
  - All staff and business representatives will have a printed contact list with event leads, emergency contacts, and participating business information.
- 

### 4. Emergency Procedures

#### Communication Protocol

- Chamber staff and business representatives will communicate via cell phone.

- A printed emergency contact list will be distributed to all participating businesses prior to the event.

### **Medical or Safety Emergencies**

- Call 911 for any life-threatening emergencies.
- Non-life-threatening issues will be reported to the Chamber event lead for appropriate response or coordination with local authorities.

### **Fire or Evacuation**

- Each business will follow its individual fire and evacuation procedures.
- Chamber staff will assist as needed to direct guests to safety and coordinate with emergency services.

---

## **5. Additional Safety Measures**

- **Lighting:** All participating businesses and adjacent areas will remain adequately illuminated throughout the event.
- **Pedestrian Safety:** Sidewalks and crosswalks will be kept clear to maintain safe pedestrian flow.
- **Weather Contingency:** In the event of severe weather or unsafe conditions, the Chamber will issue event updates or cancellations via social media and direct communication with businesses.

---

## **6. Contacts**

- **Kittitas County Chamber of Commerce**  
**Event Lead:** Darby Grimes, Director of Program and Events  
**Phone:** 509-925-2002 **Email:** [Darby@kittitascountychamber.com](mailto:Darby@kittitascountychamber.com)
- **Event 2nd Contact:** Kristina Paquette, Events and Communications Coordinator  
**Email:** [events@kittitascountychamber.com](mailto:events@kittitascountychamber.com)
- **Cle Elum Police Department (Non-Emergency):** (509) 674-9705
- **Emergency:** 911

---

## **7. Event Locations**

To be determined. This section will be updated after registration closes at the end of April.



Receipt: 20040                      02/12/2026  
Acct #:        412                      COPY  
City Of Cle Elum  
119 W First Street  
Cle Elum, WA 98922  
5096742262

---

Kittitas County Chamber of Commerce  
609 North Main St  
Ellensburg, WA 98926-

Treasurers Receipt  
Memo: EVT-2026-004-05-07 Spring  
Ladies Night Out Event

Event Fees/Permits	75.00
Non Taxed Amt:	<u>75.00</u>
Total:	75.00
Chk: 28905	<u>75.00</u>
Ttl Tendered:	75.00
Change:	0.00

Issued By: Whitney Prosek  
02/12/2026 13:28:16

**RETURN THIS FORM WITH ALL PERTINENT INFORMATION TO CLE ELUM CITY HALL.  
YOU WILL BE REQUIRED TO MEET WITH DEPARTMENT HEADS.**

**CLE ELUM POLICE DEPARTMENT** (509) 674-2991

Approved

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

**Police Signature:** Rich Albo

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

Approved

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

**Public Works Signature:** Mathew Bailey

**CLE ELUM FIRE DEPARTMENT** (509) 674-1748

Review and have up to date contact list with permit.

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

**Fire Department Signature:** Edwin L Mills

**CITY COUNCIL REPRESENTATIVE** (509) 674-2473

Approved. Thank you for noting 'no alcohol' on application

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

**City Council Signature:** Steve M

**CITY ADMINISTRATION** (509) 674-2262

**Staff Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>Title</b>	Department Heads - Event Review - Spring Ladies Night Out...
<b>File name</b>	Spring_Ladies_Night_Out_Event_2026.pdf and 1 other
<b>Document ID</b>	2690c426624c4a6e5d1ed33ae7878245bb7bacbb
<b>Audit trail date format</b>	MM / DD / YYYY
<b>Status</b>	● Pending signature

### Document History



**02 / 19 / 2026**  
13:44:39 UTC-8

Sent for signature to Rich Albo (ralbo@cleelum.gov), Mathew Bailey (mbailey@cleelum.gov), Ed Mills (emills@cleelum.gov), City Council Representative (amalek@cleelum.gov) and City Event Coordinator (wprosek@cleelum.gov) by integrations@hellosign.com acting on behalf of romans@cleelum.gov  
IP: 69.55.222.58



**02 / 19 / 2026**  
13:54:18 UTC-8

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



**02 / 19 / 2026**  
14:03:20 UTC-8

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



**02 / 19 / 2026**  
15:09:40 UTC-8

Viewed by Mathew Bailey (mbailey@cleelum.gov)  
IP: 209.209.16.190

<b>Title</b>	Department Heads - Event Review - Spring Ladies Night Out...
<b>File name</b>	Spring_Ladies_Night_Out_Event_2026.pdf and 1 other
<b>Document ID</b>	2690c426624c4a6e5d1ed33ae7878245bb7bacbb
<b>Audit trail date format</b>	MM / DD / YYYY
<b>Status</b>	● Pending signature

### Document History



**02 / 19 / 2026**  
15:12:17 UTC-8

Signed by Mathew Bailey (mbailey@cleelum.gov)  
IP: 209.209.16.190



**02 / 21 / 2026**  
19:33:56 UTC-8

Viewed by City Council Representative (amalek@cleelum.gov)  
IP: 172.56.108.113



**02 / 21 / 2026**  
19:37:44 UTC-8

Signed by City Council Representative (amalek@cleelum.gov)  
IP: 172.56.108.113



**02 / 24 / 2026**  
07:12:12 UTC-8

Viewed by Rich Albo (ralbo@cleelum.gov)  
IP: 192.183.184.178



**02 / 24 / 2026**  
07:13:13 UTC-8

Signed by Rich Albo (ralbo@cleelum.gov)  
IP: 192.183.184.178



**02 / 24 / 2026**  
07:13:13 UTC-8

This document has not been fully executed by all signers.

119 West First Street  
 Cle Elum, WA 98922

Telephone · (509) 674-2262

Fax · (509) 674-4097

www.cleelum.gov



Stamp & initial
-----------------

## 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	
<b>Event Name:</b>	Easter at the Park
<b>Permit #:</b>	EVT- 2026-004-04-04
<b>Fee Total:</b>	75.00
<b>Related Permits:</b>	

**FEES<sup>1</sup>**

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

### WHEN IS AN EVENT PERMIT REQUIRED?

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

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

### ADDITIONAL CONTACT INFORMATION:

- Kittitas County Public Health Department ..... (509) 962-7515
- Kittitas County Chamber of Commerce (promotion) ..... (509) 925-2002
- Northern Kittitas County Tribune (newspaper) ..... (509) 674-2511
- Washington State Liquor Control Board ..... (206) 764-4020
- Cle Elum Fire Department – Chief Ed Mills .....emills@cleelum.gov .....(509) 656-4062
- WSDOT – Traffic Control / Right of Way use ..... (509) 577-1788

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

<b>Applicant ("Event Organizer")</b>	
Name: Emily Helgeson	Business License # — —
Title: Event Coordinator/volunteer	
Sponsoring Organization: Calvary Chapel Cle Elum	
Mailing Address: 2071 Timber Mtn Lp Cle Elum, WA 98922	
Phone Number: 425-283-3929	Email: mlejeans@gmail.com
<b>Primary Contact Person <u>During Event</u></b> Same as Applicant <input checked="" type="checkbox"/>	
Name: Emily Helgeson	
Title: Event Coordinator/volunteer	
Local Address:	
Email:	
Daytime Phone Number:	Mobile Phone:
<b>Secondary/Emergency Contact Person <u>During Event</u> (available to respond in the absence of Event Organizer)</b>	
Name: Dan Renshaw	
Title: Pastor	
Local Address: 1005 E Third St Cle Elum, WA 98922	
Daytime Phone Number: ———	Mobile Phone: 509-674-8208

<b>REQUIRED - Applicant Checklist</b>
Event Permit Application received a minimum of 30 days prior to event, and the total fee paid to City Hall.
Signed and dated Hold Harmless Agreement <ul style="list-style-type: none"> <li>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.</li> </ul>
Certificate of Liability Insurance <ul style="list-style-type: none"> <li>"City of Cle Elum" at 119 W First St., Cle Elum, WA 98922 must be named as "Additional Insured" to all coverage</li> <li>As applicable, coverage for alcohol service must be specified</li> <li>As applicable, coverage for injury by animals must be specified</li> </ul>
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"> <li>If serving alcohol, WA Liquor and Cannabis Control Board Banquet Permit or other applicable alcohol service license measures taken to comply with State regulations must be addressed in detail: <a href="https://lcb.wa.gov/licensing/outdoor_alcohol_service">https://lcb.wa.gov/licensing/outdoor_alcohol_service</a></li> </ul>

3/2025

<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<p><b>Site Plan</b> 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</p> <ul style="list-style-type: none"> <li>• All vendors must have or obtain a business license endorsement for the City of Cle Elum: <a href="https://dor.wa.gov/open-business/apply-business-license">https://dor.wa.gov/open-business/apply-business-license</a></li> </ul>
<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 &amp; 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: <a href="mailto:wprosek@cleelum.gov">wprosek@cleelum.gov</a>. Include a copy of the notification.</p> <ul style="list-style-type: none"> <li>○ Road closures on First Street must contact WSDOT</li> </ul>
<p><b>Other Information</b></p>
<p><i>After approval from the Lodging Tax and Event Committee, and any Special Events Permits issued with CEFD, this Event will be subject to a Fire Safety Check on <u>the day of the Event</u> by Cle Elum Fire Department.</i></p>

## EVENT DESCRIPTION:

<b>Event Name:</b>	Easter at the Park		
<b>Event Type:</b>	<input type="checkbox"/> Minor (≤ 50 Attendees)	<input checked="" type="checkbox"/> Major (> 50 Attendees)	
<b>Brief Description of Event:</b>	Station Style Easter egg hunt open to community		
	Crafts, yard games, breakfast. Free event.		
<b>Parade Map:</b>	<input checked="" 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.		
<b>Event Start Date:</b>	4-4-26	<b>Event End Date:</b>	4-4-26
<b>Day(s) of the Week:</b>	<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 checked="" type="checkbox"/> SAT		
<b>Event Start Time:</b>	10:00 AM	<b>Event End Time:</b>	12:00 PM
<b>Date of Set Up:</b>	4-4-26	<b>Time of Set Up:</b>	8:30 AM
<b>Date of Take Down:</b>	4-4-26	<b>Time of Take Down:</b>	12:30 PM
<b>Facilities to be Used: (Check all that Apply)</b>	<input checked="" type="checkbox"/> Park <input type="checkbox"/> Street <input type="checkbox"/> Sidewalk <input type="checkbox"/> Private Property		
<b>Location:</b>	Cle Elum City Park		
<b>Expected Crowd Size:</b>			
<b>Participants:</b>	200	<b>Spectators:</b>	--
		<b>Event Personnel &amp; Volunteers:</b>	20
<b>Previous Occurrences:</b>			
<b>Has the event occurred previously?</b>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<b>If yes, on which date(s)?</b>	4-8-23, 3-30-24, 4-19-25
<b>Change(s) from previous year?</b>	<input checked="" type="checkbox"/> None		<input type="checkbox"/> See Explanation Attached
<b>Will you charge an admission fee?</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<b>If yes, how much?</b>	

## STREET CLOSURES:

<b>Will your event require any street closures?</b>	<input checked="" type="checkbox"/> <b>No</b> Skip to next section.	<input type="checkbox"/> <b>Yes</b> Continue below.
<b>Street(s):</b>		<b>Section(s):</b>
<b>Proposed Method(s) of Closure:</b>	<input type="checkbox"/> Both my attached site plan and event description include full details of the location(s) and methods of my proposed closures.	
<b>Neighborhood Notification:</b>	<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.	
<b>Traffic Control:</b>	<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.	
<b>Impact on SR 903:</b>	<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:

<b>Will you require use of a city sidewalk during your event?</b>	<input checked="" type="checkbox"/> <b>No</b> Skip to next section.	<input type="checkbox"/> <b>Yes</b> Continue below.
<b>Description of Proposed Use:</b>		
<b>Use Permit Required:</b>	<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 <a href="https://cleelum.gov/forms-and-applications/">https://cleelum.gov/forms-and-applications/</a> .	

## COOKING:

<b>Will there be on-site cooking?</b>	<input type="checkbox"/> No Skip to next section.	<input checked="" type="checkbox"/> Yes Include Fire Addendum #002
<b>Description of Planned Cooking:</b>	Pancakes on Black stone, chaffing dishes for sausage	<b>Purpose:</b> Free breakfast
<b>Acceptable Fuels:</b>	<input checked="" type="checkbox"/> I acknowledge that only propane, pellets or electrical fuels are acceptable during a burn ban.	
<b>CEFD Requirements:</b>	<input checked="" type="checkbox"/> Completed Cle Elum Fire Department Special Events Permit application is attached below (incl Addendum #002).	

## TENTS/ CANOPIES:

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

## ALCOHOL SERVICE:

<b>Will alcohol be served?</b>	<input checked="" type="checkbox"/> No Skip to next section.	<input type="checkbox"/> Yes Continue below.
<b>Will alcohol be sold?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<b>Regulatory Compliance:</b>	<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"> <li>o Barriers around service area of minimum 42 inches (3.5 feet) in height;</li> <li>o Entry/exit points to service area may not exceed 10 feet in combined total;</li> <li>o Controlled and monitored entry to service area and dedicated attendant, wait staff or server when patrons present;</li> <li>o No open containers permitted to leave service area.</li> </ul> <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.	
<b>Security Plan:</b>	<input type="checkbox"/> I have included a detailed security plan specific to alcohol service in my event description.	
<b>Banquet Permit:</b>	<input type="checkbox"/> Approved <a href="#">WA State Liquor and Cannabis Control Board Banquet Permit</a> attached.	

3/2025

## ENTERTAINMENT:

<b>Describe Planned Entertainment:</b>	<input type="checkbox"/> None	Guitar
<b>Sound system?</b>	<input checked="" type="checkbox"/> Acoustic <span style="margin-left: 100px;"><input type="checkbox"/> Amplified</span>	
<b>Music/Sound Start Time:</b>	10:00 AM	<b>Music/Sound End Time:</b> <span style="margin-left: 20px;">12:00 PM</span>
<b>Statutory Limitations:</b>	<input checked="" type="checkbox"/> I acknowledge I have read and understood <a href="#">CEMC 5.24</a> and the limitations it imposes on certain types of entertainment. <input checked="" type="checkbox"/> I acknowledge I have read and understood <a href="#">CEMC 8.05</a> 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.	
<b>Will you require an exception to the noise ordinance?</b>	<input checked="" type="checkbox"/> No Skip to next section.	<input type="checkbox"/> Yes Continue below.
<b>Request Submission:</b>	<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.	
<b>Will there be vendors?</b>	<input type="checkbox"/> No	<input type="checkbox"/> I understand that each vender must have a valid business license endorsement for the City of Cle Elum.

## RISK AND LIABILITY MANAGEMENT:

<b>Liability Insurance:</b>	<input checked="" 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.
<b>Additional Animal Liability Coverage:</b>	<input type="checkbox"/> I have attached proof of specific additional coverage for animal liability. <input checked="" type="checkbox"/> My event does not involve animals.
<b>Additional Coverage for Alcohol Service:</b>	<input type="checkbox"/> I have attached proof of specific additional coverage for alcohol service. <input checked="" type="checkbox"/> My event does not involve alcohol service.
<b>Hold Harmless Agreement:</b>	<input checked="" type="checkbox"/> I have attached a complete, signed Hold Harmless Agreement.
<b>Hold Harmless Agreement – Parade Entrants:</b>	<input type="checkbox"/> I understand that it is my responsibility to obtain and retain signed Hold Harmless Agreements from each parade entrant. <input checked="" type="checkbox"/> My event does not include a parade.
<b>Traffic Control and Security</b>	<input checked="" 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.

3/2025

## SANITATION:

<b>Portable Toilet Facilities:</b>	<input checked="" 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 checked="" type="checkbox"/> Required ratio: 1 toilet per 50 people per 4 hours.
<b>Trash Collection and Disposal:</b>	<input checked="" 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.
<b>Post-Event Cleanup:</b>	<input checked="" 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):

<b>Planned Method(s) of Promotion:</b>	<input type="checkbox"/> TV <input checked="" type="checkbox"/> Radio <input checked="" type="checkbox"/> Newspaper <input checked="" type="checkbox"/> Flyers <input type="checkbox"/> Posters <input type="checkbox"/> Mailers <input checked="" type="checkbox"/> Social Media <input type="checkbox"/> Other (see below)	
<b>Do you plan to promote beyond a 50-mile radius?</b>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes (see below)
<b>Lodging Tax Application:</b>	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: <a href="https://cleelum.gov/forms-and-applications/">https://cleelum.gov/forms-and-applications/</a> .	

## CITY DEPARTMENT COMMENT PAGE:

<input checked="" type="checkbox"/> The page for comment and signature from City departments will be circulated electronically on behalf of the event of organizer. However, the event organizer is strongly encouraged to reach out prior to submission to discuss plans in order to proactively address concerns and incorporate advice in the final proposal.
--

**Authorization**

*I acknowledge this permit application must be completed, signed, and returned to Cle Elum City Hall along with all required supplemental materials no later than 30 days prior to my event. I understand that any misrepresentation in this permit application or deviation from the final agreed upon route and/or method of operation described herein, may result in the immediate revocation of the permit. I further understand that the City retains the right to deny, revoke or cancel this permit at any time due to changes in conditions and risk potential \_\_\_\_\_ ? potential / what?*

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

**Applicant Signature:**

*Emily Helgeson*

**Date:**

*2-12-26*

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

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

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



# HOLD HARMLESS AGREEMENT

This Agreement made this 12 day of February, 2026, between the City of  
Day Month Year  
 Cle Elum, referred to as "CITY" herein, and Calvary Chapel Cle Elum at,  
Name  
PO Box 1093, Cle Elum, WA, 98922 referred to as "USER" herein.  
Mailing Address City State Zip

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

### SECTION I

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

### SECTION II

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

### SECTION III

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

### SECTION IV

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

### SECTION V

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

### SECTION VI

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

Emily Helgeson  
"USER" Signature

Emily Helgeson  
Print Name

Event Coordinator  
Title

3/2025

N/A



## PARADE ENTRANT HOLD HARMLESS AGREEMENT

PARADE NAME: \_\_\_\_\_

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

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

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

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

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

Parade Entrant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parade Entrant Print Name: \_\_\_\_\_

Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

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

**Cooking ADD #002**

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

**Tents/Canopy under 400 sq ft**

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

**Generator**

**Carnival**

**Only Acknowledgement of Requirements**

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

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

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

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

  
SIGNATURE/TITLE

2-12-26  
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.

# Calvary Chapel Easter BBQ Fire Safety Plan - 2026

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

## Point of Contact/Responsible for emergency plans

Emily Helgeson 1-425-283-3929 [Mlejeans@gmail.com](mailto:Mlejeans@gmail.com)

Special use Permit will be authorized and displayed

Additional Contacts – Calvary Chapel 1-509-674-6856

Dan Renshaw "Daniel Renshaw" <danielk4ren@gmail.com>

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

*Fire Chief Mills Contact – 509-656-4062, [emills@cleelum.gov](mailto:emills@cleelum.gov)*

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

DATES-FROM 4-4-26 TO: 4-4-26

COOKING TYPE (FUEL): Propane

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

**Requirements:**

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

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

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

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

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

Limit of one propane cylinder per appliance.

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

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

Solid fuel cooking appliances, whether or not under a hood, with fireboxes 5 cubic feet (0.14 m<sup>3</sup>) or less in volume shall have a minimum 2.5-gallon (9 L) or two 1.5-gallon (6 L) Class K wet-chemical portable fire extinguishers located in accordance with [Section 906.1](#).

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

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

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

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

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

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

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

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

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

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

Flammable liquids shall not be used to start charcoal.

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

RECEIVED BY: Emily Helger DATE: 2-12-26

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

N/A

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

**FOR FIRE DEPARTMENT USE AND APPROVAL**

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

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

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

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

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

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

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

\_\_\_\_\_ \* No. of "No Smoking" signs required

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

\_\_\_\_\_ \* No. of extinguishers required

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

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

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

1. 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)

3/2025

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.

Calvary Chapel Cle Elum

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

#### Schedule

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

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

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

#### Location of Events

Breakfast preparation and eating- Gazebo if available

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

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

#### Site map

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

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

Emily Helgeson

[mlejeans@gmail.com](mailto:mlejeans@gmail.com)

425-283-3929




# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/09/2026

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

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  Laurie Houle 415 E 1st Street  Cle Elum WA 989221519	<b>CONTACT NAME:</b> Laurie Houle <b>PHONE (A/C, No, Ext):</b> 509-674-5107 <b>E-MAIL ADDRESS:</b> laurie.houle.vaifgd@statefarm.com	<b>FAX (A/C, No):</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> State Farm Fire and Casualty Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>		<b>NAIC #</b> 25143
<b>INSURED</b>  CALVARY CHAPEL CLE ELUM PO BOX 1093  CLE ELUM WA 989222093			

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

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

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	N	N	98-B7-F875-8	07/15/2025	07/15/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

**CERTIFICATE HOLDER****CANCELLATION**

City of Cle Elum 119 W 1st St. Cle Elum, WA 98922	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  This form was system-generated on 01/09/2026
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Receipt: 20133                      03/02/2026  
Acct #:        183  
City Of Cle Elum  
119 W First Street  
Cle Elum, WA 98922  
5096742262

---

Calvary Chapel Cle Elum  
PO Box 1093  
Cle Elum, WA 98922

Invoice Payment

Memo: Easter in the Park Event  
2026-004-04-04

Inv#:    8560    Amt Paid:        75.00  
2026-004-04-04 Easter in the Park  
Event 2026

Non Taxed Amt:	<u>75.00</u>
Total:	75.00
CC:    Xpress	<u>75.00</u>
Ttl Tendered:	75.00
Change:	0.00

Issued By:    Whitney Prosek  
03/02/2026 10:10:52

**RETURN THIS FORM WITH ALL PERTINENT INFORMATION TO CLE ELUM CITY HALL.  
YOU WILL BE REQUIRED TO MEET WITH DEPARTMENT HEADS.**

**CLE ELUM POLICE DEPARTMENT (509) 674-2991**

Approved

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

**Police Signature:** Rich Albo

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

Approved

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

**Public Works Signature:** Mathew Bailey

**CLE ELUM FIRE DEPARTMENT (509) 674-1748**

Have copy of fire and live safety plan and special event permit on site with certified extinguisher.

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

**Fire Department Signature:** Edwin L Mills

**CITY COUNCIL REPRESENTATIVE (509) 674-2473**

Approved

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

**City Council Signature:** Steve Miller

**CITY ADMINISTRATION (509) 674-2262**

**Staff Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Title	Department Heads - Event Review - Easter at the Park 2026
File name	Easter_at_t..._Chapel.pdf and 1 other
Document ID	3be5cab358878eae3ac2cbb126b6fb6736675bf1
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

### Document History



**02 / 27 / 2026**  
08:13:59 UTC-8

Sent for signature to Rich Albo (ralbo@cleelum.gov), Mathew Bailey (mbailey@cleelum.gov), Ed Mills (emills@cleelum.gov), City Council Representative (amalek@cleelum.gov) and City Event Coordinator (wprosek@cleelum.gov) by integrations@hellosign.com acting on behalf of romans@cleelum.gov  
IP: 69.55.222.58



**02 / 27 / 2026**  
08:14:17 UTC-8

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



**02 / 27 / 2026**  
08:21:16 UTC-8

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



**02 / 27 / 2026**  
08:31:01 UTC-8

Viewed by Rich Albo (ralbo@cleelum.gov)  
IP: 192.183.184.178

Title	Department Heads - Event Review - Easter at the Park 2026
File name	Easter_at_t..._Chapel.pdf and 1 other
Document ID	3be5cab358878eae3ac2cbb126b6fb6736675bf1
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

### Document History



**02 / 27 / 2026**  
08:33:01 UTC-8

Signed by Rich Albo (ralbo@cleelum.gov)  
IP: 192.183.184.178



**02 / 27 / 2026**  
08:36:42 UTC-8

Viewed by Mathew Bailey (mbailey@cleelum.gov)  
IP: 204.14.97.237



**02 / 27 / 2026**  
08:42:09 UTC-8

Signed by Mathew Bailey (mbailey@cleelum.gov)  
IP: 204.14.97.237



**03 / 04 / 2026**  
17:18:43 UTC-8

Viewed by City Council Representative (amalek@cleelum.gov)  
IP: 172.56.108.113



**03 / 04 / 2026**  
17:20:49 UTC-8

Signed by City Council Representative (amalek@cleelum.gov)  
IP: 172.56.108.113



**03 / 04 / 2026**  
17:20:49 UTC-8

**This document has not been fully executed by all signers.**

New!  
Terry Bland Egg Hunt

RETURN THIS FORM WITH ALL PERTINENT INFORMATION TO CLE ELUM CITY HALL.  
YOU WILL BE REQUIRED TO MEET WITH DEPARTMENT HEADS.

CLE ELUM POLICE DEPARTMENT (509) 674-2991

Approved

Approved: No  Yes  (with above conditions) (Attach separate sheet if necessary)  
Police Signature: Rich Albo

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

Approved

Approved: No  Yes  (with above conditions) (Attach separate sheet if necessary)  
Public Works Signature: Mathew Bailey

CLE ELUM FIRE DEPARTMENT (509) 674-1748

Fire department will be on site with the fire Association

Approved: No  Yes  (with above conditions) (Attach separate sheet, if necessary)  
Fire Department Signature: Edwin L. Mills

CITY COUNCIL REPRESENTATIVE (509) 674-2473

Approved

Approved: No  Yes  (with above conditions) (Attach separate sheet, if necessary)  
City Council Signature: Steve Miller

CITY ADMINISTRATION (509) 674-2262

Staff Approval: \_\_\_\_\_ Date: \_\_\_\_\_

CLE ELUM EVENT APPLICATION

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	
<b>Event Name:</b>	Egg Hunt 2026
<b>Permit #:</b>	EVT- 2026-007-04-04
<b>Fee Total:</b>	N/A
<b>Related Permits:</b>	

**FEES<sup>1</sup>**

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

### WHEN IS AN EVENT PERMIT REQUIRED?

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

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

### ADDITIONAL CONTACT INFORMATION:

- Kittitas County Public Health Department ..... (509) 962-7515
- Kittitas County Chamber of Commerce (promotion) ..... (509) 925-2002
- Northern Kittitas County Tribune (newspaper) ..... (509) 674-2511
- Washington State Liquor Control Board ..... (206) 764-4020
- Cle Elum Fire Department – Chief Ed Mills .....emills@cleelum.gov.....(509) 656-4062
- WSDOT – Traffic Control / Right of Way use ..... (509) 577-1788

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

<b>Applicant (“Event Organizer”)</b>	
Name: Maggie Bator	Business License #
Title: President	
Sponsoring Organization: Cle Elum Volunteer Firefighters Association	
Mailing Address: PO Box 1176 Cle Elum WA 98922	
Phone Number: 5093044433	Email: cevfa@mailfence.com
<b>Primary Contact Person <i>During Event</i></b> Same as Applicant <input type="checkbox"/>	
Name: Angela Campbell	
Title: Volunteer	
Local Address: 1101 E 1st St Cle Elum WA 98922	
Email:	
Daytime Phone Number: 5093046124	Mobile Phone:
<b>Secondary/Emergency Contact Person <i>During Event</i></b> (available to respond in the absence of Event Organizer)	
Name:	
Title:	
Local Address:	
Daytime Phone Number:	Mobile Phone:

<b>REQUIRED – Applicant Checklist</b>
Event Permit Application received a minimum of 30 days prior to event, and the total fee paid to City Hall.
Signed and dated Hold Harmless Agreement <ul style="list-style-type: none"> <li>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.</li> </ul>
Certificate of Liability Insurance <ul style="list-style-type: none"> <li>“City of Cle Elum” at 119 W First St., Cle Elum, WA 98922 must be named as “Additional Insured” to all coverage</li> <li>As applicable, coverage for alcohol service must be specified</li> <li>As applicable, coverage for injury by animals must be specified</li> </ul>
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"> <li>If serving alcohol, WA Liquor and Cannabis Control Board Banquet Permit or other applicable alcohol service license measures taken to comply with State regulations must be addressed in detail: <a href="https://lcb.wa.gov/licensing/outdoor_alcohol_service">https://lcb.wa.gov/licensing/outdoor_alcohol_service</a></li> </ul>

<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<p><b>Site Plan</b> 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</p> <ul style="list-style-type: none"> <li>• All vendors must have or obtain a business license endorsement for the City of Cle Elum: <a href="https://dor.wa.gov/open-business/apply-business-license">https://dor.wa.gov/open-business/apply-business-license</a></li> </ul>
<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 &amp; 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: <a href="mailto:wprosek@cleelum.gov">wprosek@cleelum.gov</a>. Include a copy of the notification.</p> <ul style="list-style-type: none"> <li>○ Road closures on First Street must contact WSDOT</li> </ul>
<p><b>Other Information</b></p>
<p><i>After approval from the Lodging Tax and Event Committee, and any Special Events Permits issued with CEFD, this Event will be subject to a Fire Safety Check on <u>the day of the Event</u> by Cle Elum Fire Department.</i></p>

## EVENT DESCRIPTION:

<b>Event Name:</b>	Terry Bland Memorial Easter Egg Hunt		
<b>Event Type:</b>	<input type="checkbox"/> Minor (≤ 50 Attendees)	<input checked="" type="checkbox"/> Major (> 50 Attendees)	
<b>Brief Description of Event:</b>	Community Easter Egg Hunt		
<b>Parade Map:</b>	<input checked="" 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.		
<b>Event Start Date:</b>	04/04/2026	<b>Event End Date:</b>	04/04/2026
<b>Day(s) of the Week:</b>	<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 checked="" type="checkbox"/> SAT		
<b>Event Start Time:</b>	12:00 pm	<b>Event End Time:</b>	12:30 pm
<b>Date of Set Up:</b>	04/04/2026	<b>Time of Set Up:</b>	9 am
<b>Date of Take Down:</b>	04/04/2026	<b>Time of Take Down:</b>	1 pm
<b>Facilities to be Used: (Check all that Apply)</b>	<input checked="" type="checkbox"/> Park <input type="checkbox"/> Street <input type="checkbox"/> Sidewalk <input type="checkbox"/> Private Property		
<b>Location:</b>	Fireman's Park, 300 Grant Street		
<b>Expected Crowd Size:</b>			
<b>Participants:</b>	60	<b>Spectators:</b>	30
		<b>Event Personnel &amp; Volunteers:</b>	10
<b>Previous Occurrences:</b>			
<b>Has the event occurred previously?</b>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<b>If yes, on which date(s)?</b>	Saturday before easter every year since 2007
<b>Change(s) from previous year?</b>	<input checked="" type="checkbox"/> None		<input type="checkbox"/> See Explanation Attached
<b>Will you charge an admission fee?</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<b>If yes, how much?</b>	

3/2025

## STREET CLOSURES:

<b>Will your event require any street closures?</b>	<input checked="" type="radio"/> No Skip to next section.	<input type="checkbox"/> Yes Continue below.
<b>Street(s):</b>		<b>Section(s):</b>
<b>Proposed Method(s) of Closure:</b>	<input type="checkbox"/> Both my attached site plan and event description include full details of the location(s) and methods of my proposed closures.	
<b>Neighborhood Notification:</b>	<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.	
<b>Traffic Control:</b>	<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.	
<b>Impact on SR 903:</b>	<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:

<b>Will you require use of a city sidewalk during your event?</b>	<input checked="" type="radio"/> No Skip to next section.	<input type="checkbox"/> Yes Continue below.
<b>Description of Proposed Use:</b>		
<b>Use Permit Required:</b>	<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 <a href="https://cleelum.gov/forms-and-applications/">https://cleelum.gov/forms-and-applications/</a> .	

## COOKING:

<b>Will there be on-site cooking?</b>	<input checked="" type="radio"/> No Skip to next section.	<input type="radio"/> Yes Include Fire Addendum #002
<b>Description of Planned Cooking:</b>		<b>Purpose:</b>
<b>Acceptable Fuels:</b>	<input type="checkbox"/> I acknowledge that only propane, pellets or electrical fuels are acceptable during a burn ban.	
<b>CEFD Requirements:</b>	<input type="checkbox"/> Completed Cle Elum Fire Department Special Events Permit application is attached below (incl Addendum #002).	

## TENTS/ CANOPIES:

<b>Will tents be erected?</b>	<input type="radio"/> No Skip to next section.	<input checked="" type="radio"/> Yes Include Fire Addendum #003 as necessary
<b>Number of Tents Anticipated:</b>	1	
<b>CEFD Requirements:</b>	<input type="checkbox"/> Completed Cle Elum Fire Department Special Events Permit application is attached below (incl Addendum #003 if needed).	

## ALCOHOL SERVICE:

<b>Will alcohol be served?</b>	<input checked="" type="radio"/> No Skip to next section.	<input type="radio"/> Yes Continue below.
<b>Will alcohol be sold?</b>	<input checked="" type="radio"/> No	<input type="radio"/> Yes
<b>Regulatory Compliance:</b>	<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"> <li>o Barriers around service area of minimum 42 inches (3.5 feet) in height;</li> <li>o Entry/exit points to service area may not exceed 10 feet in combined total;</li> <li>o Controlled and monitored entry to service area and dedicated attendant, wait staff or server when patrons present;</li> <li>o No open containers permitted to leave service area.</li> </ul> <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.	
<b>Security Plan:</b>	<input type="checkbox"/> I have included a detailed security plan specific to alcohol service in my event description.	
<b>Banquet Permit:</b>	<input type="checkbox"/> Approved <u>WA State Liquor and Cannabis Control Board Banquet Permit</u> attached.	

3/2025

## ENTERTAINMENT:

<b>Describe Planned Entertainment:</b>	<input checked="" type="checkbox"/> None		
<b>Sound system?</b>	<input type="checkbox"/> Acoustic		<input type="checkbox"/> Amplified
<b>Music/Sound Start Time:</b>		<b>Music/Sound End Time:</b>	
<b>Statutory Limitations:</b>	<input type="checkbox"/> I acknowledge I have read and understood <a href="#">CEMC 5.24</a> and the limitations it imposes on certain types of entertainment. <input type="checkbox"/> I acknowledge I have read and understood <a href="#">CEMC 8.05</a> 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.		
<b>Will you require an exception to the noise ordinance?</b>	<input checked="" type="checkbox"/> No Skip to next section.		<input type="checkbox"/> Yes Continue below.
<b>Request Submission:</b>	<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.		
<b>Will there be vendors?</b>	<input type="checkbox"/> No	<input type="checkbox"/> I understand that each vender must have a valid business license endorsement for the City of Cle Elum.	

## RISK AND LIABILITY MANAGEMENT:

<b>Liability Insurance:</b>	<input checked="" 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.
<b>Additional Animal Liability Coverage:</b>	<input type="checkbox"/> I have attached proof of specific additional coverage for animal liability. <input checked="" type="checkbox"/> My event does not involve animals.
<b>Additional Coverage for Alcohol Service:</b>	<input type="checkbox"/> I have attached proof of specific additional coverage for alcohol service. <input checked="" type="checkbox"/> My event does not involve alcohol service.
<b>Hold Harmless Agreement:</b>	<input checked="" type="checkbox"/> I have attached a complete, signed Hold Harmless Agreement.
<b>Hold Harmless Agreement – Parade Entrants:</b>	<input type="checkbox"/> I understand that it is my responsibility to obtain and retain signed Hold Harmless Agreements from each parade entrant. <input checked="" type="checkbox"/> My event does not include a parade.
<b>Traffic Control and Security</b>	<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.

3/2025

## SANITATION:

<b>Portable Toilet Facilities:</b>	<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.
<b>Trash Collection and Disposal:</b>	<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.
<b>Post-Event Cleanup:</b>	<input checked="" 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):

<b>Planned Method(s) of Promotion:</b>	<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 checked="" type="checkbox"/> Social Media <input type="checkbox"/> Other (see below)	
<b>Do you plan to promote beyond a 50-mile radius?</b>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes (see below)
<b>Lodging Tax Application:</b>	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: <a href="https://cleelum.gov/forms-and-applications/">https://cleelum.gov/forms-and-applications/</a> .	

## CITY DEPARTMENT COMMENT PAGE:

<input type="checkbox"/> The page for comment and signature from City departments will be circulated electronically on behalf of the event of organizer. However, the event organizer is strongly encouraged to reach out prior to submission to discuss plans in order to proactively address concerns and incorporate advice in the final proposal.
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**Authorization**

*I acknowledge this permit application must be completed, signed, and returned to Cle Elum City Hall along with all required supplemental materials no later than 30 days prior to my event. I understand that any misrepresentation in this permit application or deviation from the final agreed upon route and/or method of operation described herein, may result in the immediate revocation of the permit. I further understand that the City retains the right to deny, revoke or cancel this permit at any time due to changes in conditions and risk potential*

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

**Applicant Signature: Maggie Bator**

**Date: 03/03/2026**

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

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

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



## HOLD HARMLESS AGREEMENT

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between the City of  
Cle Elum, referred to as "CITY" herein, and Cle Elum Volunteer Firefighters Association at,  
PO Box 1176, Cle Elum, WA, 98922 referred to as "USER" herein.  
Mailing Address City State Zip Name

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

### SECTION I

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

### SECTION II

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

### SECTION III

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

### SECTION IV

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

### SECTION V

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

### SECTION VI

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

Maggie Bator  
"USER" Signature

Maggie Bator  
Print Name

President  
Title

Terry Bland Memorial Easter Eggs Hunt 2026  
CLE ELUM EVENT APPLICATION

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

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

  
SIGNATURE/TITLE

  
DATE

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

3/2025

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

- Fire and Life Safety Plan ADD #001**
- Cooking ADD #002**
- Cooking during burn ban ADD #002 – \*Must contact Fire Dept directly for burn ban cooking requirements\***
- Tents/Canopy under 400 sq ft**
- Large Tent over 400 sq ft ADD #003**
- Generator**
- Carnival**

**Only Acknowledgement of Requirements**

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

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



# Terry Bland Easter Egg Hunt Fire Safety Plan - 2026

229 Grant Street Fireman's Park Cle Elum, WA, 98922

## Point of Contact/Responsible for emergency plans

Angela Campbell 1-509-304-6124 [widdaa@msn.com](mailto:widdaa@msn.com)

## Permit number

Additional Contacts – Maggie Bator 1-509-304-4433  
[Emmynchase@yahoo.com](mailto:Emmynchase@yahoo.com)

- **In the event of an emergency call 911** reporting all issues to KITTCOM they will page out appropriate resources.
- **Medical emergencies** call 911 stay online until the first responders arrive on scene. This will give incoming help updates on patient and scene.
- **Fire events** stay calm, remember your training and work through the safety plans.
- **1 Extinguishers** On-Site: Engine with mutable first responders on site.
- **Fire equipment:** frost free hydrant with garden hose located by picnic area.
- **Floor Plan:** Small covered shed main area for staging, area is divided with ribbons into age groups. Parents are advised to stay with kids and to keep watch on them.
- **1 Entrances/Exits.** Only the main entrance/exit out grant street.
- **Fire Suppression System:** extinguishers, be familiar with **PASS Pull Aim Squeeze and sweep**. One structure engine will be in stage with crew to monitor all scenes safety.
- The Evacuation Assembly Point (**EAP**) is away from the buildings in the grass by the ball fields. This is furthest away from structures and is the most viewable point to responders/ firefighters. Responders are to direct people away from the scene safely and keep the crowd calm.
- Flammables on-site: Cooking with a small electric hotdog roller. Electric coffee pots.

*Fire Chief Mills Contact – 509-656-4062, [emills@cleelum.gov](mailto:emills@cleelum.gov)*

<b>Title</b>	Department Heads - Event Review - Egg Hunt Event 2026
<b>File name</b>	Dept_Head_Comment_form_fillable.pdf and 1 other
<b>Document ID</b>	671a31b93a99d91899d568c73a13c4c6cb0d76ca
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<b>Status</b>	● Pending signature

Document History



**03 / 09 / 2026**  
09:16:10 UTC-7

Sent for signature to Rich Albo (ralbo@cleelum.gov), Mathew Bailey (mbailey@cleelum.gov), Ed Mills (emills@cleelum.gov), City Council Representative (amalek@cleelum.gov) and City Event Coordinator (wprosek@cleelum.gov) by integrations@hellosign.com acting on behalf of romans@cleelum.gov  
IP: 69.55.222.58



**03 / 09 / 2026**  
10:57:30 UTC-7

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IP: 69.55.222.58



**03 / 09 / 2026**  
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**03 / 09 / 2026**  
13:04:17 UTC-7

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IP: 50.236.66.130

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<b>File name</b>	Dept_Head_Comment_form_fillable.pdf and 1 other
<b>Document ID</b>	671a31b93a99d91899d568c73a13c4c6cb0d76ca
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| <br><b>SIGNED</b>       | <b>03 / 09 / 2026</b><br>13:06:47 UTC-7 | Signed by Mathew Bailey (mbailey@cleelum.gov)<br>IP: 50.236.66.130               |
| <br><b>VIEWED</b>       | <b>03 / 09 / 2026</b><br>19:02:57 UTC-7 | Viewed by City Council Representative (amalek@cleelum.gov)<br>IP: 172.56.108.113 |
| <br><b>SIGNED</b>     | <b>03 / 09 / 2026</b><br>19:03:39 UTC-7 | Signed by City Council Representative (amalek@cleelum.gov)<br>IP: 172.56.108.113 |
| <br><b>VIEWED</b>     | <b>03 / 10 / 2026</b><br>06:18:50 UTC-7 | Viewed by Rich Albo (ralbo@cleelum.gov)<br>IP: 192.183.184.178                   |
| <br><b>SIGNED</b>     | <b>03 / 10 / 2026</b><br>06:19:06 UTC-7 | Signed by Rich Albo (ralbo@cleelum.gov)<br>IP: 192.183.184.178                   |
| <br><b>INCOMPLETE</b> | <b>03 / 10 / 2026</b><br>06:19:06 UTC-7 | This document has not been fully executed by all signers.                        |