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POLICE CHIEF  
RICH ALBO

FIRE CHIEF  
ED MILLS

PLANNING DIRECTOR  
SHANNON JOHNSON

## Lodging Tax & Events Committee

Agenda  
June 10, 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. Intermountain Foundation — 2026 Lodging Tax Application
  - b. Mouse About Foundation — Softball Tournament 2026
3. **New Business**
  - a. Cle Elum Lodging Tax & Event Committee — Meeting Minutes — May 15, 2026
  - b. Event Applications
    - Cle Elum Volunteer Firefighters Association — Pioneer Village
    - Cle Elum Volunteer Firefighters Association — Pioneer Days Pancake Breakfast
    - Upper County Catholic Parishes — Parish Picnic
4. **Other Committee Comments**
  - a. Lodging Tax Fund Balance - Update
  - b. Event Tracker - for reference
5. **Adjournment**

**Upcoming Meetings:**  
**Lodging Tax & Events Committee Meeting — at 8:30 a.m.**

# **Lodging Tax & Events Committee Agenda June 10, 2026**

119 W FIRST STREET  
CLE ELUM, WA 98922

*Regular Council Meeting — at 6:00 p.m.*

*Planning Commission Meeting — at 6:00 p.m.*

*General Government Committee Meeting — at 8:30 a.m.*

*Public Safety & Health Committee Meeting — at 9:00 a.m.*

*Public Works & Community Development Committee Meeting — at 1:00 p.m.*

*Coal Mines Trail Commission Meeting — at 4:00 p.m.*

*Historic Preservation Commission Meeting — at 3:00 p.m.*

*Civil Service Commission Meeting — at 5:15 p.m.*



# 2025 Lodging Tax Fund Application

Name of Applicant: Intermountain Foundation

Name of Event: Crave! TV

Date Received: \_\_\_\_\_



Received By: *Delia*

# APPLICATION FOR LODGING TAX GRANT FUNDING

Application Year: 2026

Name of Organization: Intermountain Foundation

Organization mailing address: 9922 E montgomery Dr. STE 14  
Spokane Valley WA 99216

Organization contact person & title: Rachael Ludwick  
Executive Director

Organization/contact phone: (509)690-0353

Email: rachael@intermountainpnw.org

Organization Website: intermountainpnw.org

Federal Tax ID Number: 815319087 UBI Number: 604085875

Organization is a (select one):

<input type="checkbox"/>	Government Entity
<input checked="" type="checkbox"/>	501(c)3
<input type="checkbox"/>	501(c)6
<input type="checkbox"/>	Other _____

(note: you must submit 501(c)3 or 501(c)6 approval documentation – see sample document)

Project/Event Name: Crave! TV

Project/Event Date: TBD on agreed upon filming date

Project/Event Location: City of CleElum

Amount of Funding Requested: \$15000

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

New Project/Event     Ongoing Project/Event Support

Estimated # of overnight stays: 100-250

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

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

# LTAC Grant Responses – CRAVE! TV Destination Episode (Cle Elum / Kittitas County)

## 1. Project Description & Tourism Audience

CRAVE! TV is a regional television program dedicated to showcasing culinary destinations, local agriculture, craft beverages, outdoor recreation, and the people who define the unique culture of the Pacific Northwest.

This project will produce a **destination-focused episode of CRAVE! TV highlighting Cle Elum and Kittitas County** as a travel destination for food, outdoor adventure, and agritourism experiences. The episode will feature local restaurants, farms, producers, outdoor landscapes, and tourism activities that encourage viewers to travel to the region.

The completed episode will be broadcast during Sunday primetime on **FOX 13 Seattle, FOX 41 Tri-Cities, and FOX 28 Spokane**, reaching viewers across three major Washington media markets.

The purpose of this broadcast is to inspire regional travelers to visit Cle Elum and explore Kittitas County through its food, hospitality, and outdoor recreation offerings. By highlighting local businesses and experiences, the program encourages weekend travel, overnight stays, and extended visits to the region.

### Target Tourism Audience

CRAVE! TV is designed to reach and inspire the following tourism audiences:

- Culinary travelers seeking regional food experiences
- Outdoor recreation travelers interested in hiking, biking, and mountain destinations
- Couples and friend groups planning weekend getaways
- Wine, brewery, and farm-to-table enthusiasts
- Residents of Western Washington seeking short-drive destination trips

These audiences are primarily located in the Seattle metropolitan area and surrounding regions, making Cle Elum an ideal **drive-to tourism destination**.

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## Itemized Use of LTAC Funds

The requested **\$15,000 in LTAC funding** will directly support the production and regional broadcast distribution of the Cle Elum destination episode of CRAVE! TV.

### Itemized Budget

#### **\$8,000 – Video Production**

Filming of tourism segments featuring Cle Elum restaurants, farms, outdoor destinations, and local experiences. Cast and crew plus travel fees.

#### **\$2,500 – Broadcast Distribution**

Regional television placement and broadcast scheduling across Fox affiliate stations in the Seattle, Spokane, and Tri-Cities markets.

#### **\$2,500 – Post-Production & Editing**

Professional editing, motion graphics, music licensing, and tourism-focused storytelling.

#### **\$2,000 – Broadcast Delivery & Media Encoding**

Formatting, encoding, and delivery of the episode to Fox affiliate stations for scheduled primetime broadcast.

This funding will ensure the episode reaches a broad regional audience and effectively promotes Cle Elum and Kittitas County as a travel destination.

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## 2. Estimated Increase in Tourism Travel

The CRAVE! TV Cle Elum destination episodes will be produced and broadcast at least twice across regional FOX affiliate stations, including **FOX 13 Seattle**, **FOX 41 Tri-Cities**, and **FOX 28 Spokane**. Once aired twice, it will be placed in the lineup for reruns as well as be live on our Crave! Youtube channel forever. These combined broadcast markets reach approximately three million households across Washington State, providing significant exposure to potential visitors within driving distance of Cle Elum and Kittitas County.

Based on typical viewership estimates for regional lifestyle programming and standard tourism marketing conversion models, the broadcast is projected to inspire measurable increases in visitor travel to the area.

### **Estimated tourism travel generated by the project includes:**

#### **I. Visitors staying overnight in paid accommodations:**

Approximately **200–400 visitors**, representing an estimated **100–200 hotel room nights**, assuming an average travel party size of two people per room.

**II. Visitors traveling more than 50 miles for the day or overnight:**

Approximately **500–900 visitors** traveled from outside the immediate Cle Elum area, primarily from the Seattle metropolitan region and other parts of Washington State.

**III. Visitors traveling from outside Washington State or internationally:**

Approximately **50–100 visitors**, including travelers who live outside Washington but regularly visit the state for outdoor recreation and leisure travel.

**Evidence supporting these projections** includes broadcast household reach estimates for the FOX affiliate markets, tourism marketing conversion benchmarks showing that approximately **0.5%–2% of viewers exposed to destination media develop travel intent**, and statewide tourism research from the **Washington Tourism Marketing Authority**, which reports strong demand for regional leisure travel and outdoor recreation experiences within Washington State.

Because Cle Elum is located within a convenient drive from major population centers, destination storytelling through CRAVE! TV is expected to be particularly effective in motivating short-distance tourism visits to the area.

### 3. Estimated Tourism Impact

Based on regional broadcast reach and typical tourism marketing conversion rates, the Cle Elum destination episode of CRAVE! TV is expected to generate measurable tourism interest.

**Projected Tourism Impact**

- **Visitors traveling more than 50 miles:** 400–700 individuals
- **Visitors staying overnight in paid accommodations:** 200–350 individuals
- **Visitors traveling from outside Washington State:** 50–100 individuals

Because Cle Elum is a popular **drive-to destination from the Seattle area**, the broadcast on **FOX 13 Seattle** is expected to generate the greatest tourism interest and visitation.

**Evidence Used for Projections**

These estimates are based on:

- Nielsen broadcast household reach for Fox affiliate markets
  - Typical tourism marketing conversion rates (0.1–0.5% engagement leading to travel intent)
  - Travel behavior patterns for short-distance tourism destinations
  - Regional tourism trends showing strong demand for culinary and outdoor experiences
-

## Measuring Tourism Impact

CRAVE! TV will measure the effectiveness of this project through several tourism tracking tools.

### Impact Measurement Methods

#### Website Traffic Monitoring

Traffic spikes to CRAVE! TV online content featuring Cle Elum will be monitored following broadcast airings.

#### Viewer Engagement Metrics

Digital versions of the episode will be tracked for views, shares, and engagement across online platforms.

#### Business Participation Feedback

Participating restaurants, farms, and businesses will provide feedback regarding visitor inquiries and increased traffic following the broadcast.

#### Tourism Referral Tracking

Businesses featured in the episode may track visitor inquiries referencing the CRAVE! TV feature.

These tools provide both quantitative and qualitative insight into the episode's tourism impact.

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## Project Timeline

The CRAVE! TV Cle Elum destination episode is **date-specific and seasonal**, with filming occurring during peak seasonal activity in Kittitas County to best showcase local tourism experiences.

Broadcast airing will occur following production to maximize tourism visibility during peak travel planning periods.

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## Strategies to Attract Visitors from More Than 50 Miles Away

CRAVE! TV specifically targets audiences beyond the 50-mile threshold through regional broadcast distribution and digital media promotion.

**Key strategies include:**

- Primetime broadcast exposure in the Seattle media market
- Digital distribution and social media promotion targeting regional travelers
- Highlighting Cle Elum as an accessible weekend getaway from Western Washington
- Featuring local food, agritourism, and outdoor recreation experiences

These strategies focus on audiences most likely to travel to Cle Elum for short-stay tourism.

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## **Promoting Kittitas County as a Tourism Destination**

The Cle Elum episode will highlight multiple experiences within Kittitas County to encourage visitors to explore the broader region.

Segments may include:

- Local restaurants and culinary experiences
- Agricultural producers and farm experiences
- Outdoor recreation such as hiking, biking, and river access
- Scenic landscapes and natural attractions

By showcasing a range of experiences, the episode encourages visitors to explore **multiple locations within the county**, supporting broader tourism development.

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## **4. Other Funding Sources**

CRAVE! TV production is supported through a combination of:

- Media sponsorship partnerships - Eat Good Group, Spokane Eats
- Business participation contributions - Eat Good Group
- Private production funding - Coho Media Group
- LTAC from Gray's Harbor episode

In-kind contributions include:

- Location access from participating businesses
- Local tourism collaboration and coordination

**If funding is not secured**, the Cle Elum destination episode would likely not be produced or be reduced in production scope or may not receive the same level of regional broadcast distribution.

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## 5. Partnerships & Collaboration

CRAVE! TV works closely with local businesses, hospitality providers, tourism organizations, and producers to highlight authentic regional experiences. Crave! Cross references with our Food & Wine festival in Spokane Washington. This grows brand awareness and cross promotion between vendors, viewers and attendees. Recommendations for Cle Elum restaurants and drink makers to vend at Crave! Spokane to continue to grow awareness and strengthen the bond between Crave! NW and Cle Elum destination.

For the Cle Elum episode, collaborations may include:

- Restaurants and hospitality businesses
- Agricultural producers and farms
- Outdoor recreation providers
- Local tourism advocates and community partners

These partnerships help ensure the episode accurately represents the region while promoting a diverse range of visitor experiences.

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## 6. Long-Term Sustainability

CRAVE! TV is designed to be a sustainable tourism media platform through a combination of revenue sources, including:

- Broadcast sponsorship placements
- Featured business partnerships
- Digital content distribution opportunities
- Regional advertising partnerships

As the audience grows, these partnerships help support ongoing production while continuing to promote Pacific Northwest destinations.

## 7. Additional Information

CRAVE! TV serves as a storytelling platform that highlights the unique food culture, landscapes, and communities that make the Pacific Northwest an exceptional travel destination.

By dedicating an episode to Cle Elum and Kittitas County, the project will provide a powerful visual introduction to the region for viewers across Washington State, encouraging them to visit, explore local businesses, and experience the natural beauty and hospitality of the area.

### Why Television Is Effective for Drive-To Tourism Destinations

Regional television remains one of the most effective tools for inspiring travel to **drive-to destinations like Cle Elum and Kittitas County**. Visual storytelling allows viewers to experience a destination through food, landscapes, and authentic local voices, creating an emotional connection that motivates travel decisions.

Unlike traditional advertisements, destination storytelling programs such as CRAVE! TV showcases real places, businesses, and experiences in a narrative format that helps viewers imagine themselves visiting the location. Research in destination marketing consistently shows that **visual media featuring authentic local experiences increases travel intent**, particularly for short-distance leisure trips.

Broadcast exposure on **FOX 13 Seattle, FOX 41 Tri-Cities, and FOX 28 Spokane** allows CRAVE! TV to reach audiences in major regional population centers within easy driving distance of Cle Elum. These markets include millions of potential visitors who frequently travel within Washington for weekend recreation, dining experiences, and outdoor exploration.

By highlighting the natural beauty, culinary offerings, and welcoming hospitality of Cle Elum and Kittitas County, CRAVE! TV encourages viewers to consider the area for their next getaway. This type of destination storytelling supports tourism growth by increasing awareness, inspiring travel planning, and directing visitors toward local businesses and overnight accommodations.

### Projected Economic Impact

The CRAVE! TV Cle Elum destination episode is designed to generate measurable tourism activity by inspiring regional travel to Kittitas County. Based on projected visitation generated through the broadcast exposure and typical visitor spending

patterns for short-distance leisure travelers, this project is expected to produce a significant return on tourism marketing investment.

### **Estimated Visitor Spending Projections**

Projected visitors traveling more than 50 miles: **400–700 individuals**

Average spending per visitor for day or overnight trips in Washington State typically includes lodging, dining, retail, fuel, and recreation activities. According to statewide tourism data, visitor spending for similar leisure trips averages **\$150–\$350 per person**, depending on whether the trip includes overnight accommodations.

### **Estimated Economic Impact**

- **Low Estimate:**  
400 visitors × \$150 average spending = **\$60,000 in visitor spending**
- **Moderate Estimate:**  
550 visitors × \$225 average spending = **\$123,750 in visitor spending**
- **High Estimate:**  
700 visitors × \$350 average spending = **\$245,000 in visitor spending**

These expenditures support local restaurants, lodging properties, retail businesses, recreation providers, and other tourism-related businesses throughout Cle Elum and Kittitas County.

Given a **\$15,000 marketing investment**, the CRAVE! TV destination episodes have the potential to generate **4x to 16x return in visitor spending**, demonstrating strong economic value for lodging tax funding dedicated to tourism promotion.

In addition to immediate economic activity, the broadcast episode will continue to serve as long-term promotional content through digital distribution and social media sharing, extending the tourism marketing impact beyond the initial broadcast period.

## 8. PROJECT BUDGET

In-Kind Contribution	Estimated Value
Volunteer Coordination / Local Assistance	\$1,000
Donated Filming Locations from Local Businesses	\$1,500
Donated Hospitality / Production Support	\$1,000

Expense Category	Amount
Video Production (filming, crew, equipment)	\$8,000
Post-Production Editing & Graphics	\$3,500
Broadcast Distribution (FOX regional placements)	\$5,500
Travel & Production Logistics	\$2,000
Music Licensing & Media Formatting	\$1,000
Insurance & Production Administration	\$1,000
Marketing & Digital Promotion	\$1,500
TOTAL	\$22,500

### **Video Production**

Filming of tourism segments featuring Cle Elum restaurants, farms, outdoor destinations, and local experiences. Cast and crew plus travel fees.

### **Broadcast Distribution**

Regional television placement and broadcast scheduling across Fox affiliate stations in the Seattle, Spokane, and Tri-Cities markets.

### **Post-Production & Editing**

Professional editing, motion graphics, music licensing, and tourism-focused storytelling.

### **Broadcast Delivery & Media Encoding**

Formatting, encoding, and delivery of the episode to Fox affiliate stations for scheduled primetime broadcast.

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

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

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

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

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

Expenses:  
 Venue  
 Insurance  
 Services  
 Advertising  
 Security  
 Etc.  
 Total Expenses

Profit/Loss (Revenue less Expenses)

9. Has your event received Lodging Tax funds in previous years?  
 Yes  No  Not from CleElum - other LTAC

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

Received for Spokane Valley \$36,000


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

A. How many participants and spectators attended last year's activity and/or will attend this year?	Prior Year	Projected
	<u>1.8 million</u>	<u>3.8 million</u>

- B. How many days did/will your event occur? \_\_\_\_\_ 2 days of filming
- C. How many room nights were and /or will be booked as a result of your project/event? \_\_\_\_\_
- (You must provide a verifiable source of information as evidence for your response to item C. Failure to do so will disqualify your application. ) \_\_\_\_\_ 100-250 hotel room nights

10. **Application Certification:**

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

Certified by: \_\_\_\_\_  
 (signature)  Or sign here: \_\_\_\_\_  
 (print name) Rachael Ludwick \_\_\_\_\_  
 Title: Executive Director \_\_\_\_\_  
 Date: 3/12/26 \_\_\_\_\_

## Applicant Checklist

*For applicant use prior to submission*

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

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

**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)  
**JAKT Foundation**

2 Business name/disregarded entity name, if different from above.  
**JAKT FOUNDATION**

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor     C corporation     S corporation     Partnership     Trust/estate

LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) \_\_\_\_\_

**Note:** Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

Other (see instructions) **Non profit corporation**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
Exempt payee code (if any) \_\_\_\_\_  
Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) \_\_\_\_\_  
*(Applies to accounts maintained outside the United States.)*

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions

5 Address (number, street, and apt. or suite no.). See instructions.  
**9922 E Montgomery Rd, ST 14,**

6 City, state, and ZIP code  
**Spokane, WA 99206**

7 List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number

			-					
--	--	--	---	--	--	--	--	--

or

Employer identification number

8	1	-	5	3	1	9	0	0	7
---	---	---	---	---	---	---	---	---	---


**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here    Signature of U.S. person     Date **1/22/26**

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

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



Stamp & initial
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## EVENT PERMIT APPLICATION

*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>	<b>Mouseabout Softball Tournament</b>
<b>Permit #:</b>	EVT- 2026-015
<b>Fee Total:</b>	<b>\$75.00</b>
<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 less than 60 days prior to event.

**WHEN IS AN EVENT PERMIT REQUIRED?**

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

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

**ADDITIONAL CONTACT INFORMATION:**

- Kittitas County Public Health Department ..... (509) 962-7515
- Kittitas County Chamber of Commerce (promotion) ..... (509) 925-2002
- Northern Kittitas County Tribune (newspaper) ..... (509) 674-2511
- Washington State Liquor Control Board ..... (206) 764-4020
- Cle Elum Fire Department – Chief Ed Mills .....emills@cieelum.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 Memorial Library, are exempt from application fees.

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

<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>

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<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>	Mouse ABOUT FOUNDATION Soft Ball Tournament		
<b>Event Type:</b>	<input type="checkbox"/> Minor (≤ 50 Attendees)	<input type="checkbox"/> Major (> 50 Attendees)	
<b>Brief Description of Event:</b>	SOFTBALL TOURNAMENT		
	FUNDRAISER FOR CANCER		
<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>	8/14	<b>Event End Date:</b>	8/16
<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>	8:00 AM	<b>Event End Time:</b>	6:00 PM
<b>Date of Set Up:</b>	8/14	<b>Time of Set Up:</b>	8:00 AM
<b>Date of Take Down:</b>	8/14	<b>Time of Take Down:</b>	6:00 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>	Memorial Park / Baseball fields		
<b>Expected Crowd Size:</b>			
<b>Participants:</b>		<b>Spectators:</b>	<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>	8/15 - 8/17 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>	

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## 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> .	

## 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>	BBA Burgers + Hotdogs	<b>Purpose:</b> to feed everyone at the event
<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 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>	5	
<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 type="checkbox"/> No Skip to next section.	<input checked="" type="checkbox"/> Yes Continue below.
<b>Will alcohol be sold?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<b>Regulatory Compliance:</b>	<input checked="" 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 checked="" 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 checked="" 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.	

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## ENTERTAINMENT:

<b>Describe Planned Entertainment:</b>	<input checked="" type="checkbox"/> None		
<b>Sound system?</b>	<input type="checkbox"/> Acoustic		<input checked="" type="checkbox"/> Amplified
<b>Music/Sound Start Time:</b>	8:00 am	<b>Music/Sound End Time:</b>	6:00 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 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 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 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.		

## 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 type="checkbox"/> Posters <input type="checkbox"/> Mailers <input 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.
--

<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>Donna Costello</i>	<b>Date:</b> <i>2/20/2020</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



# HOLD HARMLESS AGREEMENT

This Agreement made this 20 day of February, 2020, between the City of Cle Elum, referred to as "CITY" herein, and Mouse About Foundation at, 11809 North Atlantic St. Spokane Wa, 99218 referred to as "USER" herein.

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.

Donna Costello  
'USER' Signature

Donna Costello  
Print Name

Board Member  
Title Secretary  
3/2025



N/A

## PARADE ENTRANT HOLD HARMLESS AGREEMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

- Fire and Life Safety Plan ADD #001**
- Cooking ADD #002**
- Cooking during burn ban ADD #002 – \*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.

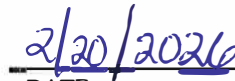
- **COOKING:** Special Event Permit is required for any open flame or cooking on premises. (Including food trucks)
  - Event organizers shall be responsible for compliance with conditions listed in **ADDENDUM #002** by all cooking vendors.
  - Event organizer(s) shall be responsible for submitting to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



DATE

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

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

DATES-FROM 8/14 TO: 8/16

COOKING TYPE (FUEL): Black Stone Grill 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 or canopy.



## Mouse About Fire Safety Plan

321 South Cle Elum Way Cle Elum, WA, 98922

**Point of Contact/Responsible for emergency plans**

**Donna Costello 425-530-0693 –contact email [Costello.d@portseattle.org](mailto:Costello.d@portseattle.org)**

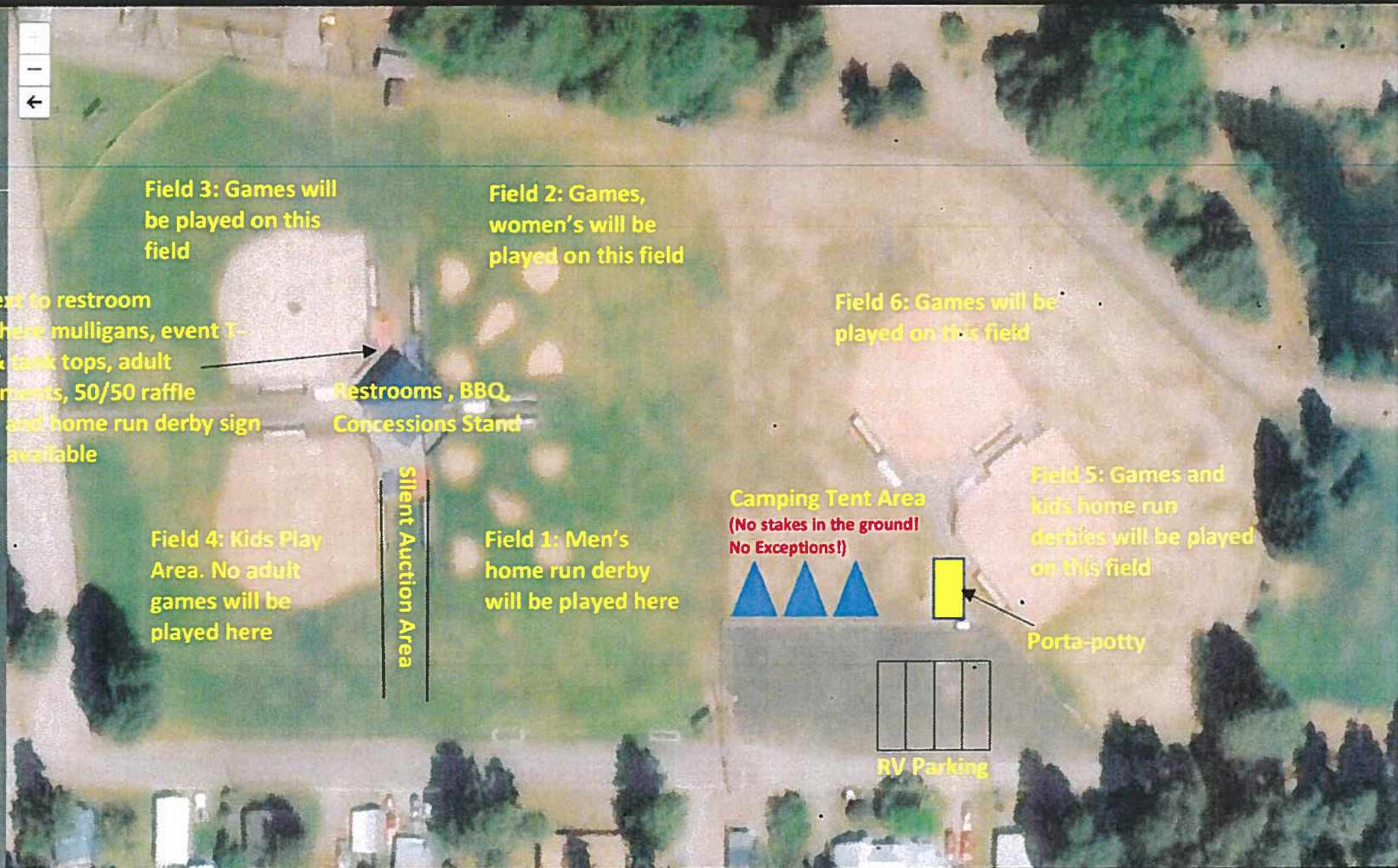
Additional Contacts – Paul Costello 503.750.1753

- **In the event of an emergency call 911** reporting all issues to KITTCOM they will page out appropriate resources.
- **Medical emergencies** call 911 stay online until the first responders arrive on scene. This will give incoming help updates on patient and scene.
- **Fire events** stay calm, remember your training and work through the safety plans.
- **Extinguishers On-Site:** will be located at venter locations
- **Floor Plan:** Ball fields with three available exits.
- **2 Entrances/Exits.** 1 main entrance/exit at front location. Another entrance/exit is on side of grant street toward the back. These should be unlocked during the event.
- **Fire Suppression Use of extinguisher please be trained on use and remember PASS**
- **The Evacuation Assembly Point (EAP)** Side parking lot on Grant Street. It is furthest away from structures and incoming units and is the most viewable point to responders/ firefighters. It is the furthest away from water supply and incoming fire vehicles. In the event of a fire please clear the entry gates and make room for entering engines.
- **Flammables on-site** are cooking oil. Stored and away from igniting sources. Alcohol is served and stored away from flammables.

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

Site Property Report  
Parcel ID: 12044  
Download Cancel

Site Property Map  
Parcel ID: 12044  
Map Title: [Redacted]  
Output Format: PDF  
Serve Map Scale: Yes No  
Hide Overview Map: Yes No  
Print





Receipt: 20404                      04/21/2026  
Acct #:     3528                      COPY  
City Of Cle Elum  
119 W First Street  
Cle Elum, WA 98922  
5096742262

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Mouseabout Foundation  
11809 N Atlantic  
Spokane, WA 99218

Treasurers Receipt

Memo: EVT-2026-015 MouseAbout  
Softball Tournament Event -  
David Marquardt

Event Fees/Permits	75.00
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  
04/21/2026 13:11:28

**From:** [Whitney Prosek](#)  
**To:** [Whitney Prosek](#)  
**Subject:** Field Permission: MouseAbout Dates for 2026 - Memorial Park Fields  
**Date:** Tuesday, May 19, 2026 9:40:49 AM

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**From:** Costello, Donna <Costello.D@portseattle.org>  
**Sent:** Tuesday, May 19, 2026 9:14 AM  
**To:** Whitney Prosek <wprosek@cleelum.gov>; 'David Marquardt' <davidmarquardt27@gmail.com>; Max Engel <mengel@seaprep.org>  
**Cc:** Costello, Paul Home <paulecostello@gmail.com>; (janecostello@sbcglobal.net) <janecostello@sbcglobal.net>; Costello, Donna <Costello.D@portseattle.org>  
**Subject:** Field Permission: MouseAbout Dates for 2026 - Memorial Park Fields

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Hi Whitney,

Happy Tuesday ....

You will see below that we got the ok from Max to host the Mouseabout Tournament in August on his fields

Thank you so much

**Donna Costello**  
Port of Seattle, Aviation Maintenance  
Logistic Center Shop Rep Lead  
Union Shop Steward  
phone: (206) 713-1549

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**From:** Max Engel <[mengel@seaprep.org](mailto:mengel@seaprep.org)>  
**Sent:** Thursday, February 19, 2026 11:49 AM  
**To:** Costello, Donna <[Costello.D@portseattle.org](mailto:Costello.D@portseattle.org)>  
**Subject:** [EXTERNAL] Re: MouseAbout Dates for 2026 - Memorial Park Fields

**WARNING:** External email. Links or attachments may be unsafe.

Yup! Those dates work great. Let me know how we can help!

---

**From:** Costello, Donna <[Costello.D@portseattle.org](mailto:Costello.D@portseattle.org)>  
**Sent:** Wednesday, February 18, 2026 9:19 AM  
**To:** Gregersen, Alexandria <[alexandria.gregersen@kcc.com](mailto:alexandria.gregersen@kcc.com)>; Haley Kauzlarich <[haleykauzlarich@gmail.com](mailto:haleykauzlarich@gmail.com)>; Jessica Berry <[jberry@inlandnet.com](mailto:jberry@inlandnet.com)>

**Cc:** Max Engel <[mengel@seaprep.org](mailto:mengel@seaprep.org)>; [geriharding@comcast.net](mailto:geriharding@comcast.net) <[geriharding@comcast.net](mailto:geriharding@comcast.net)>;  
Laura Vaughn <[laura-vaughn@hotmail.com](mailto:laura-vaughn@hotmail.com)>; Costello, Paul Home <[paulecostello@gmail.com](mailto:paulecostello@gmail.com)>;  
David Marquardt <[davidmarquardt27@gmail.com](mailto:davidmarquardt27@gmail.com)>; ([janecostello@sbcglobal.net](mailto:janecostello@sbcglobal.net))  
<[janecostello@sbcglobal.net](mailto:janecostello@sbcglobal.net)>

**Subject:** RE: MouseAbout Dates for 2026 - Memorial Park Fields

Hi Max,

I am just doing a follow up on the email that I sent to make sure it's a go for the Dates in August for the MouseAbout Softball Tournament?

Just let us know if there is anything else I need to do right now, let me know and I can take care of that right away

Thank you

**Donna Costello**  
Port of Seattle, Aviation Maintenance  
Logistic Center Shop Rep Lead  
Union Shop Steward  
phone: (206) 713-1549

---

**From:** Costello, Donna

**Sent:** Tuesday, January 27, 2026 11:35 AM

**To:** Gregersen, Alexandria <[alexandria.gregersen@kcc.com](mailto:alexandria.gregersen@kcc.com)>; Haley Kauzlarich <[haleykauzlarich@gmail.com](mailto:haleykauzlarich@gmail.com)>; Jessica Berry <[jberry@inlandnet.com](mailto:jberry@inlandnet.com)>

**Cc:** Max Engel <[mengel@seaprep.org](mailto:mengel@seaprep.org)>; [geriharding@comcast.net](mailto:geriharding@comcast.net); Laura Vaughn <[laura-vaughn@hotmail.com](mailto:laura-vaughn@hotmail.com)>; Costello, Paul Home <[paulecostello@gmail.com](mailto:paulecostello@gmail.com)>; David Marquardt <[davidmarquardt27@gmail.com](mailto:davidmarquardt27@gmail.com)>; ([janecostello@sbcglobal.net](mailto:janecostello@sbcglobal.net)) <[janecostello@sbcglobal.net](mailto:janecostello@sbcglobal.net)>

**Subject:** MouseAbout Dates for 2026 - Memorial Park Fields

Hi Max,

Its that time of year where we start planning for the MouseAbout in August. We wanted to make sure we could reserve the fields for the weekend of August 15, 16 2026. It's the 20<sup>th</sup> Year this year so its going to be a fun one.

Please let me know if I need to do anything

Thank you Max

**Donna Costello**  
Port of Seattle, Aviation Maintenance  
Logistic Center Shop Rep Lead  
Union Shop Steward  
phone: (206) 713-1549

Create Property Report  
Tax Parcel ID: 12044  
Download Cancel

Create Property Map  
Tax Parcel ID: 12044  
Set Map Title: [Redacted]  
Output Format: PDF  
Preserve Map Scale: Yes No  
Include Overview Map: Yes No  
Print



**From:** [Costello, Donna](#)  
**To:** [Whitney Prosek](#); ["David Marquardt"](#); [Laura Vaughn](#)  
**Cc:** [Costello, Paul Home](#); ([janecostello@sbcglobal.net](mailto:janecostello@sbcglobal.net))  
**Subject:** RE: [EXTERNAL] RE: Field Permission: MouseAbout Dates for 2026 - Memorial Park Fields  
**Date:** Tuesday, May 19, 2026 12:04:15 PM

---

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Hi Whitney

I'm so sorry for so many emails, I think this should be the last one for today

The Barriers for the beer garden is

We put up temporary fencing in the ballfield across from the concession stand. I put an entrance table and had ID check and 21 and over bracelets.

And as far as the Alcohol Permit its going to take longer than 2 weeks.

We should have it before your June 10<sup>th</sup> meeting

Thank you Whitney

**Donna Costello**  
Port of Seattle, Aviation Maintenance  
Logistic Center Shop Rep Lead  
Union Shop Steward  
phone: (206) 713-1549

---

**From:** Whitney Prosek <[wprosek@cleelum.gov](mailto:wprosek@cleelum.gov)>  
**Sent:** Tuesday, May 19, 2026 11:14 AM  
**To:** Costello, Donna <[Costello.D@portseattle.org](mailto:Costello.D@portseattle.org)>; 'David Marquardt' <[davidmarquardt27@gmail.com](mailto:davidmarquardt27@gmail.com)>  
**Cc:** Costello, Paul Home <[paulecostello@gmail.com](mailto:paulecostello@gmail.com)>; ([janecostello@sbcglobal.net](mailto:janecostello@sbcglobal.net)) <[janecostello@sbcglobal.net](mailto:janecostello@sbcglobal.net)>  
**Subject:** [EXTERNAL] RE: Field Permission: MouseAbout Dates for 2026 - Memorial Park Fields

**WARNING:** External email. Links or attachments may be unsafe.

Ok thank you, that's a great start. I believe you also need to show the design of the security features. You'll have to see what they require with the liquor permit.

X I acknowledge alcohol service must comply with requirements described in

WAC 314-03-200, including (but not necessarily limited to):

o Barriers around service area of minimum 42 inches (3.5 feet) in height;

o Entry/exit points to service area may not exceed 10 feet in combined total;

Controlled and monitored entry to service area and dedicated attendant, wait staff or server when

patrons present;

o No open containers permitted to leave service area.

X I acknowledge that these requirements are subject to change based on legislative or agency action. Should there be any discrepancy between State regulation and this document, I understand that State regulation takes precedence.

**Security Plan:** I have included a detailed security plan specific to alcohol service in my event description.

**Banquet Permit or Special Occasion License as applicable:**

Approved WA State Liquor and Cannabis Control Board Permit/License attached.

Thank you,

Whitney Prosek - Office Assistant  
City of Cle Elum  
119 W First ST  
Cle Elum, WA 98922  
(509) 674-2262 Ext 109

---

**From:** Costello, Donna <[Costello.D@portseattle.org](mailto:Costello.D@portseattle.org)>

**Sent:** Tuesday, May 19, 2026 10:57 AM

**To:** Whitney Prosek <[wprosek@cleelum.gov](mailto:wprosek@cleelum.gov)>; 'David Marquardt' <[davidmarquardt27@gmail.com](mailto:davidmarquardt27@gmail.com)>; Max Engel <[mengel@seaprep.org](mailto:mengel@seaprep.org)>

**Cc:** Costello, Paul Home <[paulecostello@gmail.com](mailto:paulecostello@gmail.com)>; ([janecostello@sbcglobal.net](mailto:janecostello@sbcglobal.net)) <[janecostello@sbcglobal.net](mailto:janecostello@sbcglobal.net)>

**Subject:** RE: Field Permission: MouseAbout Dates for 2026 - Memorial Park Fields

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Hi Whitney

Here is the map on where the Beer garden will be and it's the same place as last year.

We will get you the Alcohol license over to you with the next 2 weeks

Let me know if you need anything else

Thank you so much for all your help with this

**Donna Costello**  
Port of Seattle, Aviation Maintenance  
Logistic Center Shop Rep Lead

**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 following. You marked you have included a security plan specific to alcohol, I did not see it. Pending banquet permit approval and submission to the city.

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

**Police Signature:** Rich Albo

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

Approved

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

**Public Works Signature:** Mathew Bailey

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

Approved will need to have cooking permit with event permit on site. Follow up with fire department.

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

**Fire Department Signature:** Edwin L Mills

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

Approved pending meetings requirements for alcohol service

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 MouseAbout Softball...
File name	MouseAbout_Event_2026.pdf and 1 other
Document ID	4456f902b81b3d6c11dd1bdd8369bfe6a380dab5
Audit trail date format	MM / DD / YYYY
Status	● Signed

### Document History



**04 / 21 / 2026**  
13:19:24 UTC-7

Sent for signature to Rich Albo (ralbo@cleelum.gov), Mathew Bailey (mbailey@cleelum.gov), Ed Mills (emills@cleelum.gov) and City Council Representative (amalek@cleelum.gov) by integrations@hellosign.com acting on behalf of romans@cleelum.gov  
IP: 69.55.222.60



**04 / 21 / 2026**  
14:02:24 UTC-7

Viewed by Mathew Bailey (mbailey@cleelum.gov)  
IP: 166.181.251.58



**04 / 21 / 2026**  
14:03:42 UTC-7

Signed by Mathew Bailey (mbailey@cleelum.gov)  
IP: 166.181.251.58



**04 / 21 / 2026**  
14:53:59 UTC-7

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



**04 / 22 / 2026**  
06:35:56 UTC-7

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

<b>Title</b>	Department Heads - Event Review MouseAbout Softball...
<b>File name</b>	MouseAbout_Event_2026.pdf and 1 other
<b>Document ID</b>	4456f902b81b3d6c11dd1bdd8369bfe6a380dab5
<b>Audit trail date format</b>	MM / DD / YYYY
<b>Status</b>	● Signed

### Document History



**04 / 28 / 2026**  
08:37:50 UTC-7

Viewed by Ed Mills (emills@cleelum.gov)  
IP: 192.183.184.162



**04 / 28 / 2026**  
08:44:12 UTC-7

Signed by Ed Mills (emills@cleelum.gov)  
IP: 192.183.184.162



**05 / 07 / 2026**  
11:28:32 UTC-7

Viewed by City Council Representative (amalek@cleelum.gov)  
IP: 204.14.101.54



**05 / 07 / 2026**  
11:31:13 UTC-7

Signed by City Council Representative (amalek@cleelum.gov)  
IP: 204.14.101.54



**05 / 07 / 2026**  
11:31:13 UTC-7

The document has been completed.

**CLE ELUM LODGING TAX & EVENTS COMMITTEE**  
**MINUTES**  
**MAY 15, 2026**  
**8:30 AM**  
119 W FIRST STREET  
CLE ELUM, WA 98922

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

**Roll Call**

**Present:**

Beth Williams  
Audrey Malek

**Staff Present:**

Matthew Lundh - Mayor  
Erica Krum - Assistant City Administrator  
Mathew Bailey - Public Works Director  
Ed Mills - Fire Chief  
Whitney Prosek - Office Assistant

**2. Unfinished Business**

a. [Update Lodging Tax Application — awaiting Kittitas County application update](#)

This item is included in the agenda to ensure it remains under consideration and can be revisited as necessary.

b. [Event Application - awaiting event code adoption](#)

This item is included in the agenda to ensure it remains under consideration and can be revisited as necessary.

c. [Intermountain Foundation — 2026 Lodging Tax Application](#)

This project aims to promote local tourism by showcasing the region's culinary offerings in a TV show airing on Fox Seattle and other affiliated channels, reaching approximately three million households. Initially launched as a food festival, the program has evolved to highlight the behind-the-scenes operations of independent Pacific Northwest restaurants. Each episode consists of three segments, requiring two full days of filming.

Councilmember Malek has expressed concerns about the funding request being too large from the lodging tax, advocating for an approval of a reduced amount based on discussions with Amy from the Chamber of Commerce. The project organizers emphasize the potential broad audience engagement and their commitment to enhancing local community visibility. The nonprofit's goal is to support local towns and the show has aired on Sunday nights at 6

# CLE ELUM LODGING TAX & EVENTS COMMITTEE

## MINUTES

MAY 15, 2026

8:30 AM

119 W FIRST STREET  
CLE ELUM, WA 98922

PM for several years. A budget of \$5,000 to \$8,000 is being proposed to facilitate this initiative.

### 3. New Business

#### a. [Cle Elum Lodging Tax & Event Committee — Meeting Minutes — April 8, 2026](#)

**MOTION: Councilmember Williams made a motion to approve the meeting minutes from April 8, 2026; seconded by Councilmember Malek.**

**MOTION : 2 yes 0 no.**

#### b. [Small Business Funding Grant Program — Discussion](#)

Micro grants of \$1,000 are being proposed for small businesses to enhance their digital marketing efforts and cover specific event-related expenses. Amy suggests that the first year should delineate a specific list of allowable uses, which may include highway signage and live music. The cost for freeway signage through WSDOT may range from \$600 to \$750. It is recommended to establish strict guidelines for the use of these funds, focusing exclusively on digital marketing. Amy will assist in the implementation of the micro grants and conduct a workshop to support participating businesses.

#### c. [Event Applications](#)

##### [Mouse About Foundation Softball Tournament 2026](#)

Alcohol is present at this event; however, a banquet permit has not been obtained. Further information will be required before proceeding. Fire Chief, Ed Mills, will verify the availability of fire extinguishers on-site, and Mathew Bailey, Public Works Director will coordinate the irrigation shutdown over the weekend. Approval is pending; discussions will need to occur with the baseball association regarding alcohol and the fire extinguishers.

##### [3 on 3 UKC Basketball Tournament Fundraiser](#)

Mathew Bailey, Public Works Director's primary concern is the use of neighboring property for parking. Written approval from Habitat for Humanity is required. Approval was granted by Stephanie Bowmen to utilize the neighboring property. It will be ensured that the property is mowed prior to the parking of vehicles for the event. This event was approved.

##### [Breakthrough T1D Ride 2026](#)

# CLE ELUM LODGING TAX & EVENTS COMMITTEE

## MINUTES

MAY 15, 2026

8:30 AM

119 W FIRST STREET  
CLE ELUM, WA 98922

All necessary approvals have been obtained as per the Fire Chief and Public Works Director. The impact to the city is anticipated to be minimal due to the limited timeframe for bike passage on 2nd Street. This event has been approved.

### Chamber of Commerce Members Meeting October 2026

This event has been approved.

#### d. Seasonal Event Applications

### WA State Horse Park Events - 2026 Season

The packet has been received. Fire Chief, Ed Mills, conducted a thorough walk-through, and the Aardvark Cooking Trailer has been approved following the receipt of their business license, fire extinguishers, and food health permit. This will be the only cooking vendor approved for the event. This event packet has been approved.

### Carpenter Memorial Library Summer Reading Program - 2026 Season

The event will take place at the Fire Department, Senior Center, and Library. All locations have been inspected and approved by the Fire Chief. This event was approved.

#### 4. Other Committee Comments

##### a. Lodging Tax Fund Balance - Update

The lodging tax fund balance reflects the allocations made. An updated budget will need to be attached for clarity next meeting.

##### b. Event Tracker - for reference

Councilmember Malek expressed enthusiasm regarding the event tracker and the array of upcoming activities.

#### 5. Adjournment

The meeting was adjourned at 9:14 A.M

**CLE ELUM LODGING TAX & EVENTS COMMITTEE**

**MINUTES**

**MAY 15, 2026**

**8:30 AM**

**119 W FIRST STREET  
CLE ELUM, WA 98922**

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Audrey Malek, Chair

---

Debbie Lee, Clerk

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



Stamp & initial

## 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>	Cle Elum Volunteer Fire Dept Pioneer Village - Pioneer Days
<b>Permit #:</b>	EVT-2026-018-07-04
<b>Fee Total:</b>	
<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.

Applicant ("Event Organizer")	
Name: <b>Maggie Bator</b>	Business License # <b>601834380</b>
Title: <b>President</b>	
Sponsoring Organization: <b>Cle Elum Volunteer Fire Fighters Association</b>	
Mailing Address: <b>PO Box 1176</b>	
Phone Number: <b>509 3044433</b>	Email: <b>cevfa@mailfence.com</b>
Primary Contact Person <u>During Event</u>	
Same as Applicant <input checked="" type="checkbox"/>	
Name:	
Title:	
Local Address:	
Email:	
Daytime Phone Number:	Mobile Phone:
Secondary/Emergency Contact Person <u>During Event</u> (available to respond in the absence of Event Organizer)	
Name: <b>Jessie Campbell</b>	
Title: <b>Board Member</b>	
Local Address: <b>206 Yakima Ave, Cle Elum</b>	
Daytime Phone Number: <b>→</b>	Mobile Phone: <b>509 260 1872</b>

REQUIRED – Applicant Checklist
Event Permit Application received a minimum of 30 days prior to event, and the total fee paid to City Hall.
Signed and dated Hold Harmless Agreement <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, venders, street closures, barricades, alcohol measures taken etc.</p>
<p>As applicable, list of vender names and contact details</p> <ul style="list-style-type: none"> <li>• All venders 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 Village				
<b>Event Type:</b>	<input type="checkbox"/> Minor (≤ 50 Attendees)		<input checked="" type="checkbox"/> Major (> 50 Attendees)		
<b>Brief Description of Event:</b>	Mini Street fair to benefit volunteer				
	local 1st Responders. 1 cooking booth (not dogs + sausage & peppers) & 4-5 rustic craft tents				
<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>	July 4, 2026		<b>Event End Date:</b>	July 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>	10 am		<b>Event End Time:</b>	10 pm ?	
<b>Date of Set Up:</b>	July 4, 2026		<b>Time of Set Up:</b>	7 am (before road blocks happen)	
<b>Date of Take Down:</b>	July 4, 2026		<b>Time of Take Down:</b>	10 pm possibly	
<b>Facilities to be Used: (Check all that Apply)</b>	<input type="checkbox"/> Park <input checked="" type="checkbox"/> Street <input type="checkbox"/> Sidewalk <input type="checkbox"/> Private Property				
<b>Location:</b>	W. Railroad Ave between SCEway & Billings Ave				
<b>Expected Crowd Size:</b>					
<b>Participants:</b>	8-10	<b>Spectators:</b>	500?	<b>Event Personnel &amp; Volunteers:</b>	8-10
<b>Previous Occurrences:</b>					
<b>Has the event occurred previously?</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		<b>If yes, on which date(s)?</b>		
<b>Change(s) from previous year?</b>	<input 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 type="checkbox"/> No Skip to next section.	<input checked="" type="checkbox"/> Yes Continue below.
<b>Street(s):</b>	W Railroad	<b>Section(s):</b> SCE Way to <del>Bullitt Ave</del> <b>Billings Ave</b>
<b>Proposed Method(s) of Closure:</b>	* CEDA will already have street closed.	
	<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://cleclum.gov/forms-and-applications/">https://cleclum.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>	Propane FD grill/ flat-top & hot dog roller	<b>Purpose:</b> Sausage & Peppers on a bun AND hotdogs.
<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 type="checkbox"/> No Skip to next section.	<input checked="" type="checkbox"/> Yes Include Fire Addendum #003 as necessary
<b>Number of Tents Anticipated:</b>	4-5 including the CEFD pop-up.	
<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 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 <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 <u>CEMC 5.24</u> and the limitations it imposes on certain types of entertainment. <input type="checkbox"/> I acknowledge I have read and understood <u>CEMC 8.05</u> and the limitations it imposes on noise. Generally, noise occurring between the hours of 10:00 PM to 7:00 AM and emanating more than 50 feet beyond the property line, or more than 100 feet from the property line at any other time of day, is prohibited unless granted an exception by the City.	
<b>Will you require an exception to the noise ordinance?</b>	<input 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 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. <b>N/A</b>

## 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. <i>CEPA providing?</i>
<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 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 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 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.*

**Applicant Signature:**

**Date:**

5/4/2024

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 4th day of May, 2026, between the City of  
Day Month Year  
 Cle Elum, referred to as "CITY" herein, and Cle Elum Volunteer FF Assoc at,  
Name  
PO BOX 1176 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.

[Handwritten Signature]  
 'USER' Signature

Maggie Bator  
 Print Name

President  
 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.

  
SIGNATURE/TITLE

  
DATE

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

3/2025

## Fire Safety Plan - 2026

Cle Elum City Wye Park 315 West First St Cle Elum, WA 98922

**Point of Contact/Responsible for emergency plans**

**Maggi Bator 509-304-4433 CEVFA@mailfence.com**

**Special use Permit will be authorized and displayed**

Additional Contacts – Jessi Campbell 509-260-1872

- **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 training and work through the safety plans.
- **Fire equipment:** Need extinguishers on site remember Pass
- **Map Plan:** plans in packet
- **2 Entrances/Exits.** Outside areas help move crowds away from emergencies
- The Evacuation Assembly Point (**EAP**) in the grass by Railroad Ave. 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.

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

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

DATES-FROM 7/4/2026 TO: 7/4/2026

COOKING TYPE (FUEL): Propane Flat top.

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](#)

THE ABOVE IS CORRECT AND TRUE TO FORM:

Maggie Brator  
(Signature)

DATE:

5/4/2020

\_\_\_\_\_ 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.

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.



**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**

We are currently working with CEDA to keep Railroad Steet open during this event. If the Road remains open the tents and booths will need to be setup in Wye Park.

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

**Public Works Signature:** Mathew Bailey

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

Approved

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

**Fire Department Signature:** Edwin L Mills

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

Approved

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

**City Council Signature:** Steve M

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

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

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

Title	Department Heads - Event Review - Volunteer Fire Dept...
File name	Dept_Head_Comment_form_fillable.pdf and 1 other
Document ID	e335874c4617e01292e234cfbb8170ec4956aaba
Audit trail date format	MM / DD / YYYY
Status	● Signed

### Document History



**05 / 11 / 2026**  
13:09:49 UTC-7

Sent for signature to Rich Albo (ralbo@cleelum.gov), Mathew Bailey (mbailey@cleelum.gov), Ed Mills (emills@cleelum.gov) and City Council Representative (amalek@cleelum.gov) by integrations@hellosign.com acting on behalf of romans@cleelum.gov  
IP: 69.55.222.60



**05 / 11 / 2026**  
13:22:53 UTC-7

Viewed by Rich Albo (ralbo@cleelum.gov)  
IP: 64.146.186.34



**05 / 11 / 2026**  
13:23:56 UTC-7

Signed by Rich Albo (ralbo@cleelum.gov)  
IP: 64.146.186.34



**05 / 11 / 2026**  
15:18:18 UTC-7

Viewed by City Council Representative (amalek@cleelum.gov)  
IP: 204.14.101.54



**05 / 11 / 2026**  
15:19:26 UTC-7

Signed by City Council Representative (amalek@cleelum.gov)  
IP: 204.14.101.54

<b>Title</b>	Department Heads - Event Review - Volunteer Fire Dept...
<b>File name</b>	Dept_Head_Comment_form_fillable.pdf and 1 other
<b>Document ID</b>	e335874c4617e01292e234cfbb8170ec4956aaba
<b>Audit trail date format</b>	MM / DD / YYYY
<b>Status</b>	● Signed

### Document History



**05 / 13 / 2026**  
10:33:45 UTC-7

Viewed by Ed Mills (emills@cleelum.gov)  
IP: 192.183.184.162



**05 / 13 / 2026**  
10:34:18 UTC-7

Signed by Ed Mills (emills@cleelum.gov)  
IP: 192.183.184.162



**05 / 18 / 2026**  
14:22:02 UTC-7

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



**05 / 19 / 2026**  
12:32:17 UTC-7

Signed by Mathew Bailey (mbailey@cleelum.gov)  
IP: 98.97.36.242



**05 / 19 / 2026**  
12:32:17 UTC-7

The document has been completed.

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>	<b>Pioneer Days Pancake Breakfast</b>
<b>Permit #:</b>	EVT- 2026-021-07-05
<b>Fee Total:</b>	
<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 # 601834380
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 <u>During Event</u></b> Same as Applicant <input checked="" type="checkbox"/>	
Name:	
Title:	
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:	
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.
<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>	Cle Elum Firemans Pioneer Breakfast		
<b>Event Type:</b>	<input type="checkbox"/> Minor (≤ 50 Attendees)	<input checked="" type="checkbox"/> Major (> 50 Attendees)	
<b>Brief Description of Event:</b>	Annual Pancake Breakfast Fundraiser		
<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>	07/05/2026	<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 type="checkbox"/> FRI <input type="checkbox"/> SAT		
<b>Event Start Time:</b>	7:00 am	<b>Event End Time:</b>	12:00 pm
<b>Date of Set Up:</b>	07/05/2026	<b>Time of Set Up:</b>	6:00 am
<b>Date of Take Down:</b>	07/05/2026	<b>Time of Take Down:</b>	1:00 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>	400	<b>Spectators:</b>	
		<b>Event Personnel &amp; Volunteers:</b>	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>	Anually
<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="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 type="checkbox"/> No Skip to next section.	<input checked="" type="checkbox"/> Yes Include Fire Addendum #002
<b>Description of Planned Cooking:</b>		<b>Purpose:</b>
<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 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>	1	
<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 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:

<b>Describe Planned Entertainment:</b>	<input checked="" type="radio"/> 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="radio"/> 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="radio"/> 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="radio"/> 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="radio"/> My event does not involve alcohol service.		
<b>Hold Harmless Agreement:</b>	<input checked="" type="radio"/> 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="radio"/> 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.		

## SANITATION:

<b>Portable Toilet Facilities:</b>	<input checked="" type="radio"/> 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="radio"/> 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="radio"/> Newspaper <input type="checkbox"/> Flyers <input checked="" type="radio"/> Posters <input type="checkbox"/> Mailers <input checked="" type="radio"/> Social Media <input type="checkbox"/> Other (see below)	
<b>Do you plan to promote beyond a 50-mile radius?</b>	<input checked="" type="radio"/> 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:**



**Date:**

5/1/2026

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 1st day of May, 2026, between the City of  
Day Month Year  
 Cle Elum, referred to as "CITY" herein, and Cle Elum Volunteer Fire Fighters Association at,  
Name  
PO Box 1176, 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, 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.

Maggie Bator  
USER'S Signature

Maggie Bator  
Print Name

President  
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

President, CEVFA

\_\_\_\_\_  
DATE

May 1, 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.

# Pioneer Breakfast Fire Safety Plan - 2026

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

Point of Contact/Responsible for emergency plans

Maggie Bator 1-509-304-4433 Emmynchase@yahoo.com

Permit number

Additional Contacts – Chief Mills 1-509-656-4062

- **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 present during event
- **Fire equipment:** frost free hydrant with garden hose located by picnic area.
- **Floor Plan:** Small covered shed cooking area
- **1 Entrances/Exits.** Only the main entrance/exit out grant 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 ball fields. 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.
- Flammables on-site are cooking with BBQ during extreme fire weather. Propane used for fuel.

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

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

DATES-FROM Sunday, July 5, 2026 TO: Sunday, July 5, 2026

COOKING TYPE (FUEL): Propane grills

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: M. Burton DATE: May 1, 2026

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

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

**FOR FIRE DEPARTMENT USE AND APPROVAL**

\_\_\_\_\_ 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:

*m Butop*

(Signature)

DATE: May 1, 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



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

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

Approved

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

**Police Signature:** Rich Albo

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

Approved

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

**Public Works Signature:** Mathew Bailey

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

Approved

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

**Fire Department Signature:** Edwin L Mills

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

Approved

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 Fireman's Pancake Breakfast...
<b>File name</b>	Dept_Head_Comment_form_fillable.pdf and 1 other
<b>Document ID</b>	48bcb195474435f24cdcfb0b72d1e43981bc4ab0
<b>Audit trail date format</b>	MM / DD / YYYY
<b>Status</b>	● Signed

### Document History



**05 / 19 / 2026**  
13:52:01 UTC-7

Sent for signature to Rich Albo (ralbo@cleelum.gov), Mathew Bailey (mbailey@cleelum.gov), Ed Mills (emills@cleelum.gov) and City Council Representative (amalek@cleelum.gov) by integrations@hellosign.com acting on behalf of romans@cleelum.gov  
IP: 69.55.222.60



**05 / 19 / 2026**  
13:59:08 UTC-7

Viewed by Ed Mills (emills@cleelum.gov)  
IP: 192.183.184.162



**05 / 19 / 2026**  
13:59:26 UTC-7

Signed by Ed Mills (emills@cleelum.gov)  
IP: 192.183.184.162



**05 / 20 / 2026**  
13:27:20 UTC-7

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



**05 / 20 / 2026**  
13:27:48 UTC-7

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

<b>Title</b>	Department Heads - Event Review Fireman's Pancake Breakfast...
<b>File name</b>	Dept_Head_Comment_form_fillable.pdf and 1 other
<b>Document ID</b>	48bcb195474435f24cdcfb0b72d1e43981bc4ab0
<b>Audit trail date format</b>	MM / DD / YYYY
<b>Status</b>	● Signed

### Document History



**05 / 22 / 2026**  
13:53:13 UTC-7

Viewed by Mathew Bailey (mbailey@cleelum.gov)  
IP: 166.181.248.46



**05 / 22 / 2026**  
13:55:58 UTC-7

Signed by Mathew Bailey (mbailey@cleelum.gov)  
IP: 166.181.248.46



**05 / 26 / 2026**  
15:50:43 UTC-7

Viewed by City Council Representative (amalek@cleelum.gov)  
IP: 172.56.104.199



**05 / 26 / 2026**  
15:51:03 UTC-7

Signed by City Council Representative (amalek@cleelum.gov)  
IP: 172.56.104.199



**05 / 26 / 2026**  
15:51:03 UTC-7

The document has been completed.

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>	Parish Picnic - upper Columbia Catholic
<b>Permit #:</b>	EVT- 2026-020-08-09
<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.

3/2025

<b>Applicant (“Event Organizer”)</b>	
Name: Bill Barschaw	Business License #
Title: Parishes picnic event coordinator	
Sponsoring Organization: Upper county catholic parishes (Immaculate Conception & St. John the Baptist)	
Mailing Address: St. John the Baptist Church 303 W. 2 <sup>nd</sup> street Cle Elum, Wa. 98922	
Phone Number: (509)857-2027	Email: bbarschaw@fairpoint.net
<b>Primary Contact Person <i>During Event</i></b> Same as Applicant x <input type="checkbox"/>	
Name: Bill Barschaw	
Title: Event Coordinator	
Local Address: 303 W. 2 <sup>nd</sup> street Cle Elum, Wa. 98922	
Email: <a href="mailto:bbarschaw@fairpoint.net">bbarschaw@fairpoint.net</a> (Paul’s email : Paulpend61@gmail.com)	
Daytime Phone Number: (509)857-2027	Mobile Phone: (Paul)(253)370-3539
<b>Secondary/Emergency Contact Person <i>During Event</i></b> (available to respond in the absence of Event Organizer)	
Name: Paul Pendergrass	
Title: assistant coordinator	
Local Address: 81 Beaver Ln Cle Elum, Wa 98922	
Daytime Phone Number: (same as mobile)	Mobile Phone: (253)370-3539
<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>	

3/2025

<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>		
<b>Event Type:</b>	<input type="checkbox"/> Minor (≤ 50 Attendees)	<input checked="" type="checkbox"/> Major (> 50 Attendees)
<b>Brief Description of Event:</b>	Annual parishes picnic social event	

<b>Parade Map:</b>	<input checked="" type="checkbox"/> My event does not include a parade. N/A <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>	8/9/2026	<b>Event End Date:</b>	8/9/2026
<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 type="checkbox"/> FRI <input type="checkbox"/> SAT		
<b>Event Start Time:</b>	10am	<b>Event End Time:</b>	3pm
<b>Date of Set Up:</b>	8/9/2026	<b>Time of Set Up:</b>	10am
<b>Date of Take Down:</b>	8/9/2026	<b>Time of Take Down:</b>	3pm
<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 229 Grant st. Cle Elum, Wa. 98922		
<b>Expected Crowd Size:</b>			
<b>Participants:</b>	50-100	<b>Spectators:</b>	n/a
		<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>
		Annually	
<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>
			n/a

## 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> .	

### COOKING:

<b>Will there be onsite 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>	Burgers and hotdogs	<b>Purpose:</b> Feed picnic participants
<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>	N/A
<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 checked="" 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><input type="checkbox"/> Barriers around service area of minimum 42 inches (3.5 feet) in height;</li> <li><input type="checkbox"/> Entry/exit points to service area may not exceed 10 feet in combined total;</li> <li><input type="checkbox"/> Controlled and monitored entry to service area and dedicated attendant, wait staff or server when patrons present;</li> <li><input type="checkbox"/> No open containers permitted to leave service area.</li> </ul> <input checked="" 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 checked="" type="checkbox"/> None	No amplified music or entertainment	
<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. My <input checked="" type="checkbox"/> 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): N/A

<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 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 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:

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.

<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>	
Applicant Signature: <i>Paul Pendergrass</i>	Date: <b>5/14/2026</b>

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

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



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

## HOLD HARMLESS AGREEMENT

This Agreement made this 14th day of May, 2026, between the City of  
CleElum, referred to as "CITY" herein, and Fr. Francisco Higuera at,  
P.O. Box 630, 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.

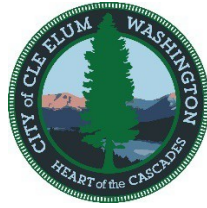
### SECTION VI

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

  
'USER' Signature

Fr. Francisco Higuera  
Print Name

Pastor  
Title



## PARADE ENTRANT HOLD HARMLESS AGREEMENT

PARADE NAME:   N/A  

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

5/15/26

---

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.

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

DATES-FROM 8/9/2026 TO: 8/9/2026  
COOKING TYPE 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 or canopy.

15

3/2025

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 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.

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

Flammable liquids shall not be used to start charcoal.

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

RECEIVED BY:



DATE.

5/15/26

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.

ADDENDUM #001  
City of Cle Elum Fire Department  
**Fire & Life Safety Plan - 2026**  
**Parish Picnic**

**Fireman Park 229 Grant Street Cle Elum WA 98922**

**EVENT 8-9-2026**

**Permit number** EVT 2026-20-08-09

**Point of Contact/Responsible for emergency plans:** St John the Baptist Church

**Bill Barschaw 1-509-857-2027 [bbarschaw@fairpoint.net](mailto:bbarschaw@fairpoint.net)**

**Additional Emergency Contact:**

**Paul Pendergrass 1-253-370-3539 [paulpend61@gmail.com](mailto:paulpend61@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, work through the safety plans.
- **Fire Extinguishers:** At BBQ Cooking Area
- **Other Fire equipment:** List if available
  - Hydrants or water source – *Frost free hydrant with garden hose located by picnic area.*
- **Site Plan:** Site plan included in this application
- **Entrances/Exits:** Grant Street one way in and out.
- **Fire Suppression System** Only Extinguishers. *Be familiar with **PASS** Pull, Aim Squeeze and Sweep.*
- **The Evacuation Assembly Point (EAP)** *EAP 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. People will be out of the way of incoming responders.*
- **Flammables on-site:** *cooking with BBQ during extreme fire weather.*

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

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

5/2026

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

N/A

**FOR FIRE DEPARTMENT USE AND APPROVAL**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**SAFETY OFFICER(s)** required if -

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

**CATERER:**

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

**TENT COMPANY**

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

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

**THE ABOVE IS CORRECT AND TRUE TO FORM:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

(Signature)

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

3/2025

# Certificate of Coverage

Date: 5/14/2026

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

---

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

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

---

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

**Coverages**

**This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.**

Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits
Property				Real & Personal Property
D. General Liability	8509	7/1/2026	7/1/2027	Each Occurrence
<input checked="" type="checkbox"/> Occurrence				1,000,000
<input type="checkbox"/> Claims Made				General Aggregate
				Products-Comp/OP Agg
				Personal & Adv Injury
				Fire Damage (Any one fire)
Excess Liability				Med Exp (Any one person)
				Each Occurrence
				Annual Aggregate
Other				Each Occurrence
				Claims Made
				Aggregate
				Annual Aggregate
				Limit/Coverage

**Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)**  
 St. John the Baptist's picnic social event on August 9, 2026.

<b>Holder of Certificate</b>	<b>Cancellation</b>
Additional Protected Person(s)  City of Cle Elum 119 West First Street Cle Elum, WA 98922	Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail <u>30</u> days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.
	Authorized Representative <i>Paul A. Peterson</i>

0166004014

# ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement 8/9/2026 Charge \_\_\_\_\_ Credit \_\_\_\_\_

Cancellation Date of Endorsement 8/10/2026

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

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

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

## SECTION II - ADDITIONAL PROTECTED PERSON(S)

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

### Schedule - ADDITIONAL PROTECTED PERSON(S)

<p>City of Cle Elum 119 West First Street Cle Elum, WA 98922</p> <p>Remarks: St. John the Baptist's picnic social event on August 9, 2026.</p>
--

However, the following limitations apply to coverage:

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

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

Receipt: 20550                      05/15/2026  
Acct #: 15470                      COPY  
City Of Cle Elum  
119 W First Street  
Cle Elum, WA 98922  
5096742262

---

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

Treasurers Receipt  
Memo: EVT-2026-020-08-09 Parish  
Picnic

Event Fees/Permits	75.00
Non Taxed Amt:	<u>75.00</u>
Total:	75.00
Chk: 1045	<u>75.00</u>
Ttl Tendered:	75.00
Change:	0.00
Issued By:	Whitney Prosek 05/15/2026 12:24:21

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

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

Approved

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

**Police Signature:** Rich Albo

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

Approved

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

**Public Works Signature:** Mathew Bailey

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

will need to finish special event with cooking inspection for 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

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

**City Council Signature:** Steve M

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

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

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

Title	Dept Heads - Event Review Upper Co. Catholic Parish Picnic
File name	Upper_Co_Ca...nt_2026.pdf and 1 other
Document ID	e93792d8467ff7c8cbc63e8322d84deeb6d07c07
Audit trail date format	MM / DD / YYYY
Status	● Signed

### Document History

 SENT	<b>05 / 19 / 2026</b> 10:46:19 UTC-7	Sent for signature to Rich Albo (ralbo@cleelum.gov), Mathew Bailey (mbailey@cleelum.gov), Ed Mills (emills@cleelum.gov) and City Council Representative (amalek@cleelum.gov) by integrations@hellosign.com acting on behalf of romans@cleelum.gov IP: 69.55.222.60
 VIEWED	<b>05 / 19 / 2026</b> 10:47:45 UTC-7	Viewed by Rich Albo (ralbo@cleelum.gov) IP: 192.183.184.178
 SIGNED	<b>05 / 19 / 2026</b> 10:48:24 UTC-7	Signed by Rich Albo (ralbo@cleelum.gov) IP: 192.183.184.178
 VIEWED	<b>05 / 19 / 2026</b> 10:54:08 UTC-7	Viewed by Ed Mills (emills@cleelum.gov) IP: 192.183.184.162
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<b>Title</b>	Dept Heads - Event Review Upper Co. Catholic Parish Picnic
<b>File name</b>	Upper_Co_Ca...nt_2026.pdf and 1 other
<b>Document ID</b>	e93792d8467ff7c8cbc63e8322d84deeb6d07c07
<b>Audit trail date format</b>	MM / DD / YYYY
<b>Status</b>	● Signed

### Document History



**05 / 19 / 2026**  
12:40:13 UTC-7

Viewed by Mathew Bailey (mbailey@cleelum.gov)  
IP: 98.97.36.242



**05 / 19 / 2026**  
12:46:58 UTC-7

Signed by Mathew Bailey (mbailey@cleelum.gov)  
IP: 98.97.36.242



**06 / 04 / 2026**  
16:30:22 UTC-7

Viewed by City Council Representative (amalek@cleelum.gov)  
IP: 172.56.104.199



**06 / 04 / 2026**  
16:30:51 UTC-7

Signed by City Council Representative (amalek@cleelum.gov)  
IP: 172.56.104.199



**06 / 04 / 2026**  
16:30:51 UTC-7

The document has been completed.

Lodging Tax Awards 2026	Awarded	Paid Out
Night at the Museum	\$7,295.00	
Pioneer Queen Coronation	\$2,700.00	
Christmas Parade & Fireworks	\$7,750.00	
Downtown Lighting	\$72,783.98	
Placer Labs	\$12,996.00	
Pioneer Days	\$35,873.00	
Visitor Center	\$33,976.35	\$2,451.40
AED	\$25,000.00	\$25,000.00
UKC Basketball 2025	\$6,000.00	\$6,000.00
	\$204,374.33	

Lodging Tax Awards 2025	awarded	paid out	requested no
Mountain To Sounds Greenway	\$6,700		\$6,700
Boulet Theater Spring Production	\$2,500	\$2,491.54	
CEDA Christmas In Cle Elum Fireworks	\$7,750		\$7,750
CEDA Pioneer Days/fireworks	\$30,879	\$17,221.03	
Christmas Holiday Lighting	\$67,720	\$69,180	1,430.00 \$1,430.00
Pioneer Days Queen Meet & Greet	\$2,400	\$2,159.85	
CEDA Visitor Center	\$27,974	\$7,502	8,297.62 12,173.95
Visitor Center/Downtown Association	\$62,300	\$62,257.86	
UKC Rec Center	\$73,610	\$69,179.71	
UKC Senior Center Spaghetti Western Cemetery Irrigation	\$2,500	\$2,500	
CLATC	\$28,000		\$28,000
CEDA Placer Labs	\$11,480	\$11,479.80	
Mtn. to Madness Bball	\$6,000		\$6,000
Northern Kittitas County Historical Community Rec Center	\$5,840	\$5,840.44	
	\$75,000	\$73,609.61	
	\$410,653	\$323,421.55	\$62,053.95

t paid yet

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

## 2026 BUDGET POSITION

City Of Cle Elum

Time: 14:46:12 Date: 06/08/2026

Page: 1

106 Tourist/Lodging Tax Fund Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
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**308 Beginning Balances**

308 31 00 106 Beginning Balance Tourist Fund	70,000.00	190,518.57	(120,518.57)	272.2%
<b>308 Beginning Balances</b>	<b>70,000.00</b>	<b>190,518.57</b>	<b>(120,518.57)</b>	<b>272.2%</b>

**310 Taxes**

313 31 00 001 Hotel/Motel Tax	200,000.00	48,390.07	151,609.93	24.2%
<b>310 Taxes</b>	<b>200,000.00</b>	<b>48,390.07</b>	<b>151,609.93</b>	<b>24.2%</b>

**330 Intergovernmental Revenues**

337 00 00 106 Horse Park County Lodging Tax Grant \$50,000	0.00	0.00	0.00	0.0%
337 00 00 107 Restroom Park County Lodging Tax Grant \$19,300	0.00	0.00	0.00	0.0%
337 00 00 108 Horse Park County LSC-2025-004 Grant \$3,275,000	0.00	0.00	0.00	0.0%
337 00 00 109 UKC Rec Center County LSC-2025-005 Grant \$3,288,000	0.00	0.00	0.00	0.0%
<b>330 Intergovernmental Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

**360 Interest & Other Earnings**

361 11 00 106 Interest	4,000.00	0.00	4,000.00	0.0%
361 30 00 106 Accrued Interest Due	0.00	0.00	0.00	0.0%
<b>360 Interest &amp; Other Earnings</b>	<b>4,000.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.0%</b>

<b>Fund Revenues:</b>	<b>274,000.00</b>	<b>238,908.64</b>	<b>35,091.36</b>	<b>87.2%</b>
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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**557 Community Services**

557 30 41 001 Tourism	0.00	0.00	0.00	0.0%
557 30 41 002 Promotion -- Marketing and Advertising	2,000.00	0.00	2,000.00	0.0%
557 30 41 008 County -- Consolidated CLAT 13%	30,000.00	0.00	30,000.00	0.0%
557 30 41 009 Cle Elum Hotel-Motel	0.00	0.00	0.00	0.0%
557 30 41 010 Cle Elum Hotel/Motel -- Dog Park Project	0.00	0.00	0.00	0.0%
557 30 41 011 Cle Elum Hotel/Motel -- Kiwanis Gazebo	0.00	0.00	0.00	0.0%
557 30 41 012 Cle Elum Hotel/Motel -- CE Downtown Assoc.	0.00	0.00	0.00	0.0%
557 30 41 013 Horse Park County Lodging Tax Small Scale Grant/Arena	0.00	0.00	0.00	0.0%
557 30 41 014 Cle Elum Hotel/Motel - UKCSC Boulet Theater	0.00	0.00	0.00	0.0%
557 30 41 015 Cle Elum Hotel/Motel -- Xmas Lights	0.00	0.00	0.00	0.0%
557 30 41 016 Cle Elum Hotel/Motel -- CEDA Xmas In Cle Elum	50,000.00	0.00	50,000.00	0.0%
557 30 41 017 Cle Elum Hotel/Motel -- Rotary Playground Equipment/Skateboard Park	0.00	0.00	0.00	0.0%

## 2026 BUDGET POSITION

City Of Cle Elum

Time: 14:46:12 Date: 06/08/2026

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106 Tourist/Lodging Tax Fund Months: 01 To: 05

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>557 Community Services</b>				
557 30 41 018 Cle Elum Hotel/Motel -- Pioneer Days Queen	2,000.00	0.00	2,000.00	0.0%
557 30 41 021 Cle Elum Hotel/Motel -- Fireworks/Chamber/Christmas and 4th of July	17,000.00	0.00	17,000.00	0.0%
557 30 41 022 Cle Elum Hotel/Motel -- CEDA add'l 2021 Holiday Lighting	0.00	0.00	0.00	0.0%
557 30 41 023 Cle Elum Hotel/Motel -- Hopesource KCC Bus	24,000.00	0.00	24,000.00	0.0%
557 30 41 025 County Lodging Tax -- CE Roundup	0.00	0.00	0.00	0.0%
557 30 41 026 Cle Elum Hotel/Motel -- Sassy Trash Market	0.00	0.00	0.00	0.0%
557 30 41 030 Cle Elum Hotel/Motel -- CEDA Hanging Baskets and Planters	0.00	0.00	0.00	0.0%
557 30 41 031 Cle Elum Hotel/Motel -- UKC Basketball Club Mountain Madness	8,000.00	6,000.00	2,000.00	75.0%
557 30 41 032 Cle Elum Hotel/Motel -- CEDA Pioneer Days	20,000.00	0.00	20,000.00	0.0%
557 30 41 033 County Lodging Tax Reimb. -- CEDA 2023	15,000.00	0.00	15,000.00	0.0%
557 30 41 034 Cle Elum Hotel/Motel Visitor Center	0.00	2,451.40	(2,451.40)	0.0%
557 30 41 035 Cle Elum Hotel/Motel -- Yakima Heart Safe Initiative	0.00	25,000.00	(25,000.00)	0.0%
<b>557 Community Services</b>	<b>168,000.00</b>	<b>33,451.40</b>	<b>134,548.60</b>	<b>19.9%</b>
<b>594 Capital Expenditures</b>				
594 36 63 106 Cemetery Water Repair Project	0.00	0.00	0.00	0.0%
594 36 63 107 Community Rec Center for UKC 35% Revenues	0.00	0.00	0.00	0.0%
594 36 63 108 City Hall Remodel for CEDA	0.00	0.00	0.00	0.0%
594 36 63 109 Horse Park County LSC-2025-004 Grant \$3,275,000	0.00	9,834.00	(9,834.00)	0.0%
594 36 63 110 UKC Rec Center County LSC-2025-005 Grant \$3,288,000	0.00	0.00	0.00	0.0%
<b>594 Capital Expenditures</b>	<b>0.00</b>	<b>9,834.00</b>	<b>(9,834.00)</b>	<b>0.0%</b>
<b>999 Ending Balance</b>				
508 31 00 106 Ending Balance Tourist Fund	106,000.00	0.00	106,000.00	0.0%
<b>999 Ending Balance</b>	<b>106,000.00</b>	<b>0.00</b>	<b>106,000.00</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>	<b>274,000.00</b>	<b>43,285.40</b>	<b>230,714.60</b>	<b>15.8%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>195,623.24</b>		

Balance in Fund

195,623.24

# Event Tracker

# 2026

Approved = by committee

Permitted = able to start

DATES	LOCATION	TIME	EVENT	ASSOCIATION	COMMITTEE STATUS	FIRE DEPT STATUS
Friday, July 3 - July 5		9:00am - 7:00pm	Pioneer Days - Dock Diving Dogs 2026	Cle Elum Downtown Assoc	Approved	Permitted
Saturday, July 4		8:00am - 12:00pm	Pioneer Days - Parade 2026	Cle Elum Downtown Assoc	Approved	
Saturday, July 4		5:00pm - 10:15pm	Pioneer Days - Fireworks 2026	Cle Elum Downtown Assoc	Approved	
Saturday, July 4		12:00pm - 3:00pm	Pioneer Days Queen Meet and Greet	Pioneer Queen Coronation Committee	Approved	Permitted
Saturday, June 6	Cle Elum	8:00am-5:00pm	HI90 Grindy Bicycle Ride 2026	Ephrata Bikes	Approved	Permitted
Tuesday, August 4	City Park	4:00pm-7:00pm	National Night Out	Cle Elum Police Dept	Approved	Permitted
Friday, July 24- July 25	WA State Horse Park	8:00am-11:00pm	Cle Elum Roundup 2026	Cle Elum Roundup Association	not complete	
Wednesday, October 21	214 N Pennsylvania Ave	12:30pm-8:00pm	Chamber of Commerce Members October Meeting	Chamber of Commerce	Approved	Permitted
2026 Season	WA State Horse Park	All Day	WA State Horse Park Event Calendar	WA State Horse Park Authority	Approved	Permitted
2026 Season	Cle Elum	Varies	Summer Reading Program	Carpenter Memorial Library	Approved	Permitted
Saturday and Sunday, August 15-16	Memorial Park Ball Fields	8:00am-6:00pm	Mouse About Softball Tournament 2026	Mouse About Foundation	Pending	
Saturday, August 29	Cle Elum	7:00am-5:00pm	Breakthrough T 1 D Ride	Breakthrough T 1 D - Ride and Endurance	Approved	Permitted
Saturday, June 13	Dru Bru - 1015 E Second St	9:00am-7:00pm	UKC 3 on 3 Basketball Tournament Fundraiser	UKC Basketball Club	Approved	Permitted
Saturday, July 4	W Railroad - street closure between SCE Way and Billings Ave	10:00am - 10:00pm	Pioneer Village - mini street fair fundraiser	Cle Elum Volunteer Firefighters Association	Pending	
Sunday June 7, 2026	Wye Park	9:00am-12:00pm	Corpus Christi Outdoor Mass	St John the Baptist Catholic Church	Approved	Permitted

Sunday August 9, 2026	Fireman's Park	10:00am-3:00pm	<b>Parish Picnic</b>	St John the Baptist and Immaculate Conception Catholic Church	Pending	
Sunday July 5, 2026	Fireman's Park	6:00am - 1:00pm	<b>Pioneer Days - Fireman's Pancake Breakfast</b>	Cle Elum Volunteer Firefighters Association	Pending	