

CITY ADMINISTRATOR
ROBERT OMANS

ASSISTANT CITY
ADMINISTRATOR
ERICA KRUM

CITY CLERK

FINANCE DIRECTOR
ROBIN NEWCOMB

PUBLIC WORKS DIRECTOR
MATHEW BAILEY

POLICE CHIEF
RICH ALBO

FIRE CHIEF
ED MILLS

PLANNING DIRECTOR
SHANNON JOHNSON

Lodging Tax & Events Committee

Agenda
July 8, 2026
8:30 AM



119 W FIRST STREET
CLE ELUM, WA 98922

MAYOR
MATTHEW LUNDH

DEPUTY MAYOR
CASSIDY BUECHLE - CURTIS

LODGING TAX & EVENTS
COMMITTEE
SARAH HUBBARD
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**
3. **New Business**
 - a. Cle Elum Lodging Tax & Event Committee — Meeting Minutes — June 10, 2026
 - b. Event Applications
 - Coal Mines Trail Run
 - Cle Elum Roundup 2026
 - Mike's Tavern Car Show
4. **Other Committee Comments**
 - a. Lodging Tax Fund Balance - Update
 - b. Event Tracker
5. **Adjournment**

Upcoming Meetings:

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

Regular Council Meeting — July 14, 2026, at 6:00 p.m.

Civil Service Commission Meeting — July 15, 2026, at 5:15 p.m.

Lodging Tax & Events Committee Agenda July 8, 2026

119 W FIRST STREET
CLE ELUM, WA 98922

Historic Preservation Commission Meeting — July 21, 2026, at 3:00 p.m.

Planning Commission Meeting — July 21, 2026, at 6:00 p.m.

General Government Committee Meeting — July 22, 2026, at 8:30 a.m.

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

JUNE 10, 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
Sarah Hubbard

Staff Present:

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

2. Unfinished Business

a. Intermountain Foundation — 2026 Lodging Tax Application

Councilmember Williams and Councilmember Malek expressed a tentative inclination to allocate \$5,000; however, Councilmember Malek remains skeptical regarding the television aspect but is open to considering this opportunity. Additionally, Councilmembers noted that they showcase around town and can request funding from the Chamber of Commerce.

MOTION: Councilmember Williams made a motion to approve \$5,000 lodging tax grant to council for final approval ; seconded by Councilmember Malek.

MOTION : 2 yes 0 no.

b. Mouse About Foundation — Softball Tournament 2026

Mouse About Foundation resubmitted their application. Councilmember Malek explained that they were awaiting clarification on the management of alcohol permitting. Mouse About Foundation stated their plan for handling alcohol would include the use of barriers and the presence of a staff member to check identification.

MOTION: Councilmember Williams made a motion to approve the Mouse About Foundation Softball Tournament application; seconded by Councilmember Hubbard.

MOTION : 2 yes 0 no.

CLE ELUM LODGING TAX & EVENTS COMMITTEE

MINUTES

JUNE 10, 2026

8:30 AM

119 W FIRST STREET
CLE ELUM, WA 98922

3. New Business

a. Cle Elum Lodging Tax & Event Committee — Meeting Minutes — May 15, 2026

MOTION: Councilmember Williams made a motion to approve the May 15, 2026, meeting minutes; seconded by Councilmember Malek.

MOTION : 2 yes 0 no.

b. Event Applications

Cle Elum Volunteer Firefighters Association — Pioneer Village

MOTION: Councilmember Williams made a motion to approve Cle Elum Volunteer Firefighters Association Pioneer Village ; seconded by Councilmember Malek.

MOTION : 2 yes 0 no.

Cle Elum Volunteer Firefighters Association — Pioneer Days Pancake Breakfast

MOTION: Councilmember Williams made a motion to approve Cle Elum Volunteer Firefighters Association Pioneer Days Pancake Breakfast; seconded by Councilmember Hubbard.

MOTION : 2 yes 0 no.

Upper County Catholic Parishes — Parish Picnic

This event will be held on August 9, 2026. Chief Mills says they have an updated safety plan and do a great job of setting up this event.

MOTION: Councilmember Williams made a motion to approve Upper County Catholic Parishes Parish Picnic; seconded by Councilmember Hubbard.

MOTION : 2 yes 0 no.

4. Other Committee Comments

a. Lodging Tax Fund Balance - Update

Councilmembers discussed the importance of tracking allocated funds for distribution purposes, emphasizing the necessity for clear records to ensure proper management and accountability.

CLE ELUM LODGING TAX & EVENTS COMMITTEE
MINUTES
JUNE 10, 2026
8:30 AM
119 W FIRST STREET
CLE ELUM, WA 98922

b. [Event Tracker - for reference](#)

5. Adjournment

The meeting was adjourned at 8:45 a.m.

Audrey Malek, Chair

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.

OFFICAL USE ONLY	
Event Name:	
Permit #:	EVT-
Fee Total:	
Related Permits:	

FEES¹

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

WHEN IS AN EVENT PERMIT REQUIRED?

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

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

ADDITIONAL CONTACT INFORMATION:

Kittitas County Public Health Department (509) 962-7515

Kittitas County Chamber of Commerce (promotion) (509) 925-2002

Northern Kittitas County Tribune (newspaper) (509) 674-2511

Washington State Liquor Control Board (206) 764-4020

Cle Elum Fire Department – Chief Ed Millsemills@cleelum.gov.....(509) 656-4062

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

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

Applicant ("Event Organizer") <u>ALL Things Fun Sports!</u>	
Name: <u>Kim Field</u>	Business License #
Title: <u>EXECUTIVE DIRECTOR</u>	
Sponsoring Organization: <u>SAME AS ABOVE</u>	
Mailing Address: <u>15127 MAIN ST. E Suite 104-POB 405 Sumner 98390</u>	
Phone Number: <u>253 592 9061</u>	Email: <u>allthingsfunsports@gmail.com</u>
Primary Contact Person <u>During Event</u> Same as Applicant ☒	
Name:	
Title:	
Local Address:	
Email:	
Daytime Phone Number:	Mobile Phone:
Secondary/Emergency Contact Person <u>During Event</u> (available to respond in the absence of Event Organizer)	
Name: <u>Amy Lijertz</u>	
Title: <u>RACE DIRECTOR</u>	
Local Address:	
Daytime Phone Number: <u>253 312-3860</u>	Mobile Phone:

REQUIRED – Applicant Checklist
Event Permit Application received a minimum of 60 days prior to event, and the total fee paid to City Hall.
Signed and dated Hold Harmless Agreement For parades: each parade entrant must sign and submit the Parade Entrant Hold Harmless Agreement to the event organizer. The event organizer is responsible for retaining these agreements.
Certificate of Liability Insurance "City of Cle Elum" at 119 W First St., Cle Elum, WA 98922 must be named as "Additional Insured" to all coverage - As applicable, coverage for alcohol service must be specified - As applicable, coverage for injury by animals must be specified
Supplemental pages below with a complete and detailed description of the event, including a schedule and location of event(s). If serving alcohol, WA Liquor and Cannabis Control Board Banquet Permit or other applicable alcohol service license measures taken to comply with State regulations must be addressed in detail: https://lcb.wa.gov/licensing/outdoor_alcohol_service

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Cle Elum Fire Department-approved Special Events Permit including Addendum #001 Fire and Life Safety Plan and additional Addendums as needed. Contact the Chief of CEFD for guidance.	
Site Plan including items such as the location of garbage receptacles, portable bathrooms, stage, seating, vendors, street closures, barricades, alcohol measures taken etc.	
As applicable, list of vendor names and contact details All vendors must have or obtain a business license endorsement for the City of Cle Elum: https://dor.wa.gov/open-business/apply-business-license	
If requesting street closures, event organizer must notify all adjacent residents and/or businesses of the proposed closure a minimum of three (3) weeks before the regular Lodging Tax & Event Committee meeting at which the application will be reviewed. Notification must also inform recipients they have the opportunity to comment on the proposed closure by attending the meeting (either in-person or virtually) or via email: wprosek@cleelum.gov . Include a copy of the notification. Road closures on First Street must contact WSDOT	
Other Information	
	<i>After approval from the Lodging Tax and Event Committee, and any Special Events Permits issued with CEFD, this Event will be subject to a Fire Safety Check on <u>the day of the Event</u> by Cle Elum Fire Department.</i>

EVENT DESCRIPTION:

Event Name:	COAL MINE TRAIL Run 10K & 15K		
Event Type:	☒ Minor (≤ 50 Attendees)	☒ Major (> 50 Attendees)	
Brief Description of Event:	Fun trail Run/WALK on the COAL MINE TRAIL - START/FINISH in Cle Elum Going to Roslyn Turning Around heading back to		
Parade Map:	☐ My event does not include a parade. ☐ I acknowledge the Cle Elum-Roslyn Police Department has a pre-approved parade map, which has been provided. Should I wish to suggest an alternate route, I confirm that I have attached a map of this route and included a detailed explanation for it the attached event description. I understand this route is subject to CERPD approval. I further understand that approval is not guaranteed and may be rescinded at any time.		
Event Start Date:	9-19-2026	Event End Date:	9-19-2026
Day(s) of the Week:	☐ SUN ☐ MON ☐ TUE ☐ WED ☐ THU ☐ FRI ☒ SAT		
Event Start Time:	8:30 AM	Event End Time:	12 PM
Date of Set Up:	9-19-2026	Time of Set Up:	6:30 AM
Date of Take Down:	9-19-2026	Time of Take Down:	1 PM
Facilities to be Used: (Check all that Apply)	☒ Park ☐ Street ☒ Sidewalk ☐ Private Property		
Location:	LIVE PARK 315 W 1st, Cle Elum		
Expected Crowd Size:			
Participants:	50-100	Spectators:	N/A
		Event Personnel & Volunteers:	12
Previous Occurrences:			
Has the event occurred previously?	☒ No ☐ Yes	If yes, on which date(s)?	
Change(s) from previous year?	☐ None ☐ See Explanation Attached		
Will you charge an admission fee?	☐ No ☒ Yes	If yes, how much?	TBD

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STREET CLOSURES:

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

RIGHT OF WAY (SIDEWALK) USE:

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

COOKING:

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

TENTS/ CANOPIES:

Will tents be erected?	☐ No Skip to next section.	☒ Yes Include Fire Addendum #003 as necessary
Number of Tents Anticipated:	2 10x10 EASY UPS	
CEFD Requirements:	☐ Completed Cle Elum Fire Department Special Events Permit application is attached below (incl Addendum #003 if needed).	

ALCOHOL SERVICE:

Will alcohol be served?	☒ No Skip to next section.	☐ Yes Continue below.
Will alcohol be sold?	☒ No	☐ Yes
Regulatory Compliance:	☐ I acknowledge alcohol service must comply with requirements described in WAC 314-03-200, including (but not necessarily limited to): - o Barriers around service area of minimum 42 inches (3.5 feet) in height; - o Entry/exit points to service area may not exceed 10 feet in combined total; - o Controlled and monitored entry to service area and dedicated attendant, wait staff or server when patrons present; - o No open containers permitted to leave service area. ☐ I acknowledge that these requirements are subject to change based on legislative or agency action. Should there be any discrepancy between State regulation and this document, I understand that State regulation takes precedence.	
Security Plan:	☐ I have included a detailed security plan specific to alcohol service in my event description.	
Banquet Permit:	☐ Approved <u>WA State Liquor and Cannabis Control Board Banquet Permit</u> attached.	

ENTERTAINMENT:

Describe Planned Entertainment:	☒ None	
Sound system?	☐ Acoustic	☐ Amplified
Music/Sound Start Time:	7:30 AM	Music/Sound End Time: 12:30 PM
Statutory Limitations:	☒ I acknowledge I have read and understood CEMC 5.24 and the limitations it imposes on certain types of entertainment. ☒ I acknowledge I have read and understood CEMC 8.05 and the limitations it imposes on noise. Generally, noise occurring between the hours of 10:00 PM to 7:00 AM and emanating more than 50 feet beyond the property line, or more than 100 feet from the property line at any other time of day, is prohibited unless granted an exception by the City.	
Will you require an exception to the noise ordinance?	☒ No Skip to next section.	☐ Yes Continue below.
Request Submission:	☐ I acknowledge that, per CEMC 8.05, a formal request must be submitted to the City Administrator no later than 30 days prior to my event.	
Will there be vendors?	☒ No	☐ I understand that each vender must have a valid business license endorsement for the City of Cle Elum.

RISK AND LIABILITY MANAGEMENT:

Liability Insurance:	☐ I have attached a current, valid Certificate of Liability Insurance naming "City of Cle Elum", at 119 W First St., Cle Elum, WA 98922, "Additional Insured" to all coverages. <i>FOUNDED within 24 hours of Permit.</i>
Additional Animal Liability Coverage:	☐ I have attached proof of specific additional coverage for animal liability. ☒ My event does not involve animals.
Additional Coverage for Alcohol Service:	☐ I have attached proof of specific additional coverage for alcohol service. ☒ My event does not involve alcohol service.
Hold Harmless Agreement:	☒ I have attached a complete, signed Hold Harmless Agreement.
Hold Harmless Agreement – Parade Entrants:	☐ I understand that it is my responsibility to obtain and retain signed Hold Harmless Agreements from each parade entrant. ☒ My event does not include a parade.
Traffic Control and Security	☒ I understand that it is my or my organization's responsibility to arrange for necessary traffic control and security; my attached site plan includes detailed information on these measures.

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SANITATION:

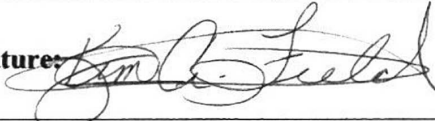
Portable Toilet Facilities:	☒ I understand that it is my or my organization's responsibility to provide and maintain portable toilet facilities for my event. These are identified in the attached site map and program description. ☒ Required ratio: 1 toilet per 50 people per 4 hours.
Trash Collection and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

PROMOTION (OPTIONAL):

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

CITY DEPARTMENT COMMENT PAGE:

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

Authorization <i>I acknowledge this permit application must be completed, signed, and returned to Cle Elum City Hall along with all required supplemental materials no later than 30 days prior to my event. I understand that any misrepresentation in this permit application or deviation from the final agreed upon route and/or method of operation described herein, may result in the immediate revocation of the permit. I further understand that the City retains the right to deny, revoke or cancel this permit at any time due to changes in conditions and risk potential</i> <i>I certify under penalty of perjury that the information above is correct to my best knowledge.</i>	
Applicant Signature: 	Date: 06-26-2026

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 24 day of June, 2024, between the City of
Cle Elum, referred to as "CITY" herein, and All Things Fun Sports' at,
Suite 104
15127 Main St E P.O. Box 405 Sumner, WA, 98390 referred to as "USER" herein.
Mailing Address City State Zip

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

SECTION I

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

SECTION II

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

SECTION III

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

SECTION IV

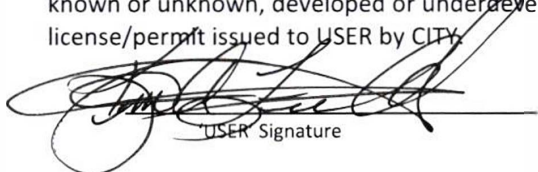
USER agrees to defend against and indemnify CITY any claims brought or actions filed against CITY with respect to the subject of the indemnity contained herein, whether such claims or actions are rightfully or wrongfully brought or filed. In case a claim should be brought or an action filed with respect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

SECTION V

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

SECTION VI

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


USER Signature

Kim A. HEIC
Print Name

Executive Director
Title

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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.

 EXECUTIVE
DIRECTOR
SIGNATURE/TITLE

6-26-2026
DATE

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

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

EVENT NAME

Address of Event

DATE OF EVENT 9-19-2026

Point of Contact/Responsible for emergency plans:

YOUR NAME AND PHONE Kim Field 253 592 9061

BUSINESS/SPONSOR NAME All Things Fun Sports!

EMAIL ADDRESS allthingsfunsports@gmail.com

Additional Emergency Contact:

NAME AND NUMBER Amy Wertz - 253 312 3860

Business License UBI number: 604505402001001

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

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

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

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

DATES-FROM _____ TO: _____

COOKING TYPE (FUEL): _____

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

Requirements:

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

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

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

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

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

Limit of one propane cylinder per appliance.

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

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

Solid fuel cooking appliances, whether or not under a hood, with fireboxes 5 cubic feet (0.14 m³) or less in volume shall have a minimum 2.5-gallon (9 L) or two 1.5-gallon (6 L) Class K wet-chemical portable fire extinguishers located in accordance with Section 906.L.

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

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

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

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

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

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

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

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

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

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

Flammable liquids shall not be used to start charcoal.

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

RECEIVED BY: _____ DATE: _____

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

N/A

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

FOR FIRE DEPARTMENT USE AND APPROVAL

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

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

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

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

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

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

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

2 * No. of "No Smoking" signs required

X Fire Extinguishers will be provided in all tents and mounted in a -3 A-40-B-C
Conspicuous place.

2 * No. of extinguishers required

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

NA 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.

_____ 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.

_____ 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:


(Signature)

DATE: 06-26-2024

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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STATE OF WASHINGTON
BUSINESS LICENSING SERVICE

Thank you for filing online

Our processing time generally takes up to 10 business days. Some endorsements may take more time for state or city approval. You will receive your business license with approved endorsements in the mail. An updated business license will be mailed to you when additional endorsements are approved.

Confirmation Number: 0-053-123-180

Filing Date and Time: 06/24/2026 03:04:28 PM

Payment Method: Bank Account

Business Entity Information

Entity Type: Nonprofit Corporation
Name of Entity: ALL THINGS FUN SPORTS!
Account ID: 604505402-001-0001
Firm Name: ALL THINGS FUN SPORTS!

Endorsement(s) Applied For	Begin	End	Count	Fee
Cle Elum General Business - Non-Resident	06/24/2026	06/30/2027	1	\$0.00
				\$0.00

Fee Type	Begin	End	Count	Fee
BLS Processing Fee	06/24/2026		1	\$0.00
				\$0.00

Grand Total:



STATE OF
WASHINGTON

BUSINESS LICENSE

Nonprofit Corporation

ALL THINGS FUN SPORTS!
15127 MAIN ST E
UNIT 104 UNIT 104
SUMNER WA 98390-2689

TAX REGISTRATION - ACTIVE

Issue Date: Jun 26, 2026

Unified Business ID #: 604505402

Business ID #: 001

Location: 0001

Expires: Aug 31, 2027

CITY/COUNTY ENDORSEMENTS:

SUMNER NONPROFIT BUSINESS - ACTIVE

OLYMPIA NONPROFIT BUSINESS #57463 - ACTIVE

PUYALLUP NONPROFIT BUSINESS - ACTIVE

CLE ELUM GENERAL BUSINESS - NON-RESIDENT (EXPIRES 06/30/2027) - ACTIVE

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

John Ryser
Director, Department of Revenue

UBI: 604505402 001 0001

STATE OF WASHINGTON

Expires: Aug 31, 2027

ALL THINGS FUN SPORTS!
15127 MAIN ST E
UNIT 104 UNIT 104
SUMNER WA 98390-2689

TAX REGISTRATION - ACTIVE
SUMNER NONPROFIT BUSINESS -
ACTIVE
OLYMPIA NONPROFIT BUSINESS
#57463 - ACTIVE
PUYALLUP NONPROFIT BUSINESS -
ACTIVE
CLE ELUM GENERAL BUSINESS -
NON-RESIDENT (EXPIRES
06/30/2027) - ACTIVE

John Ryser
Director, Department of Revenue

Receipt: 20818 07/01/2026
Acct #: 3750 COPY
City Of Cle Elum
119 W First Street
Cle Elum, WA 98922
5096742262

All Things Fun Sports!
15127 Main St E
Suite 104-PMB 405
Sumner, WA 98390

Treasurers Receipt
Memo: EVT-2026-09-19 Coal Mines
Trail Fun Run - Alma Wertz

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
07/01/2026 11:58:54

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



Stamp & initial

EVENT PERMIT APPLICATION

APPLICATION DEADLINES:

All applications must be received a minimum of 30 days prior to the date of the event.

The purpose of this permit is to help the event organizer, and the City of Cle Elum build the best possible events for our community. We know how hard you work on your events and want to make sure that you have all the tools you will need to ensure a great event. Please return this application to the City of Cle Elum City Hall at 119 W First Street.

OFFICIAL USE ONLY	
Event Name:	Cle Elum Roundup 2026
Permit #:	EVT- 2026-011-07-24
Fee Total:	75.00
Related Permits:	

FEES¹

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

WHEN IS AN EVENT PERMIT REQUIRED?

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

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

ADDITIONAL CONTACT INFORMATION:

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

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

Applicant ("Event Organizer")	
Name: Cle Elum Roundup Association	Business License #
Title:	
Sponsoring Organization:	
Mailing Address: PO Box 671, Cle Elum, WA	
Phone Number: 509 607 3665	Email: president@cleelumroundup.com
Primary Contact Person <u>During Event</u> Same as Applicant ☐	
Name: Julie Cloninger	
Title: President	
Local Address:	
Email: president@cleelumroundup.com	
Daytime Phone Number: 509 607 3665	Mobile Phone: 509 607 3665
Secondary/Emergency Contact Person <u>During Event</u> (available to respond in the absence of Event Organizer)	
Name: Court Cuniff	
Title: Treasurer	
Local Address: 430 Landers LN, Cle Elum	
Daytime Phone Number:	Mobile Phone: 425 214 6109

REQUIRED – Applicant Checklist
Event Permit Application received a minimum of 30 days prior to event, and the total fee paid to City Hall.
Signed and dated Hold Harmless Agreement For parades: each parade entrant must sign and submit the Parade Entrant Hold Harmless Agreement to the event organizer. The event organizer is responsible for retaining these agreements.
Certificate of Liability Insurance "City of Cle Elum" at 119 W First St., Cle Elum, WA 98922 must be named as "Additional Insured" to all coverage - As applicable, coverage for alcohol service must be specified - As applicable, coverage for injury by animals must be specified
Supplemental pages below with a complete and detailed description of the event, including a schedule and location of event(s). If serving alcohol, WA Liquor and Cannabis Control Board Banquet Permit or other applicable alcohol service license measures taken to comply with State regulations must be addressed in detail: https://lcb.wa.gov/licensing/outdoor_alcohol_service

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Cle Elum Fire Department-approved Special Events Permit including Addendum #001 Fire and Life Safety Plan and additional Addendums as needed. Contact the Chief of CEFD for guidance.	
Site Plan including items such as the location of garbage receptacles, portable bathrooms, stage, seating, vendors, street closures, barricades, alcohol measures taken etc.	
As applicable, list of vendor names and contact details All vendors must have or obtain a business license endorsement for the City of Cle Elum: https://dor.wa.gov/open-business/apply-business-license	
If requesting street closures, event organizer must notify all adjacent residents and/or businesses of the proposed closure a minimum of three (3) weeks before the regular Lodging Tax & Event Committee meeting at which the application will be reviewed. Notification must also inform recipients they have the opportunity to comment on the proposed closure by attending the meeting (either in-person or virtually) or via email: wprosek@cleelum.gov . Include a copy of the notification. Road closures on First Street must contact WSDOT	
Other Information	
	<i>After approval from the Lodging Tax and Event Committee, and any Special Events Permits issued with CEFD, this Event will be subject to a Fire Safety Check on <u>the day of the Event</u> by Cle Elum Fire Department.</i>

EVENT DESCRIPTION:

Event Name:	2026 Cle Elum Roundup		
Event Type:	☐ Minor (≤ 50 Attendees)	☒ Major (> 50 Attendees)	
Brief Description of Event:	PRCA Sanctioned rodeo event w/ vendors + beer garden		
Parade Map:	☒ My event does not include a parade. ☐ I acknowledge the Cle Elum-Roslyn Police Department has a pre-approved parade map, which has been provided. Should I wish to suggest an alternate route, I confirm that I have attached a map of this route and included a detailed explanation for it the attached event description. I understand this route is subject to CERPD approval. I further understand that approval is not guaranteed and may be rescinded at any time.		
Event Start Date:	July 24, 2026	Event End Date:	July 25, 2026
Day(s) of the Week:	☐ SUN ☐ MON ☐ TUE ☐ WED ☐ THU ☒ FRI ☒ SAT		
Event Start Time:	4:30 pm	Event End Time:	11:00 pm
Date of Set Up:	July 24, 2026	Time of Set Up:	8 am
Date of Take Down:	July 26, 2026	Time of Take Down:	8 am
Facilities to be Used: (Check all that Apply)	☒ Park ☐ Street ☐ Sidewalk ☐ Private Property		
Location:	Washington State Horsepark		
Expected Crowd Size:			
Participants:	175	Spectators:	1,500
Event Personnel & Volunteers:		300	
Previous Occurrences:			
Has the event occurred previously?	☐ No ☒ Yes	If yes, on which date(s)?	annually
Change(s) from previous year?	☒ None ☐ See Explanation Attached		
Will you charge an admission fee?	☐ No ☒ Yes	If yes, how much?	\$25 - \$35

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STREET CLOSURES:

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

RIGHT OF WAY (SIDEWALK) USE:

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

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COOKING:

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

TENTS/ CANOPIES:

Will tents be erected?	☐ No Skip to next section.	☒ Yes Include Fire Addendum #003 as necessary
Number of Tents Anticipated:	dependent on # of vendors	
CEFD Requirements:	☒ Completed Cle Elum Fire Department Special Events Permit application is attached below (incl Addendum #003 if needed).	

ALCOHOL SERVICE:

Will alcohol be served?	☐ No Skip to next section.	☒ Yes Continue below.
Will alcohol be sold?	☐ No	☒ Yes
Regulatory Compliance:	☒ I acknowledge alcohol service must comply with requirements described in WAC 314-03-200, including (but not necessarily limited to): - o Barriers around service area of minimum 42 inches (3.5 feet) in height; - o Entry/exit points to service area may not exceed 10 feet in combined total; - o Controlled and monitored entry to service area and dedicated attendant, wait staff or server when patrons present; - o No open containers permitted to leave service area. ☐ I acknowledge that these requirements are subject to change based on legislative or agency action. Should there be any discrepancy between State regulation and this document, I understand that State regulation takes precedence.	
Security Plan:	☒ I have included a detailed security plan specific to alcohol service in my event description.	
Banquet Permit:	☒ Approved WA State Liquor and Cannabis Control Board Banquet Permit attached.	

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ENTERTAINMENT:

Describe Planned Entertainment:	☐ None	Live Music	
Sound system?	☐ Acoustic		☒ Amplified
Music/Sound Start Time:	9 ³⁰ pm	Music/Sound End Time:	11 ⁰⁰ pm
Statutory Limitations:	☒ I acknowledge I have read and understood CEMC 5.24 and the limitations it imposes on certain types of entertainment. ☒ I acknowledge I have read and understood CEMC 8.05 and the limitations it imposes on noise. Generally, noise occurring between the hours of 10:00 PM to 7:00 AM and emanating more than 50 feet beyond the property line, or more than 100 feet from the property line at any other time of day, is prohibited unless granted an exception by the City.		
Will you require an exception to the noise ordinance?	☐ No Skip to next section.		☒ Yes Continue below.
Request Submission:	☒ I acknowledge that, per CEMC 8.05, a formal request must be submitted to the City Administrator no later than 30 days prior to my event.		
Will there be vendors?	☐ No	☒ I understand that each vender must have a valid business license endorsement for the City of Cle Elum.	

RISK AND LIABILITY MANAGEMENT:

Liability Insurance:	☐ I have attached a current, valid Certificate of Liability Insurance naming "City of Cle Elum", at 119 W First St., Cle Elum, WA 98922, "Additional Insured" to all coverages. <i>will attach when available</i>
Additional Animal Liability Coverage:	☐ I have attached proof of specific additional coverage for animal liability. ☐ My event does not involve animals. <i>will attach when available</i>
Additional Coverage for Alcohol Service:	☐ I have attached proof of specific additional coverage for alcohol service. ☐ My event does not involve alcohol service. <i>will attach when available</i>
Hold Harmless Agreement:	☒ I have attached a complete, signed Hold Harmless Agreement.
Hold Harmless Agreement – Parade Entrants:	☐ I understand that it is my responsibility to obtain and retain signed Hold Harmless Agreements from each parade entrant. ☒ My event does not include a parade.
Traffic Control and Security	☒ I understand that it is my or my organization's responsibility to arrange for necessary traffic control and security; my attached site plan includes detailed information on these measures.

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SANITATION:

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

PROMOTION (OPTIONAL):

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

CITY DEPARTMENT COMMENT PAGE:

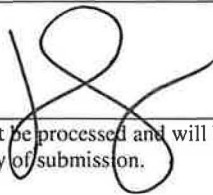
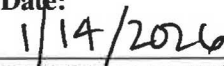
☐ The page for comment and signature from City departments will be circulated electronically on behalf of the event of organizer. However, the event organizer is strongly encouraged to reach out prior to submission to discuss plans in order to proactively address concerns and incorporate advice in the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

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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:**

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

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

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

3/2025



HOLD HARMLESS AGREEMENT

This Agreement made this 9th day of February, 2016, between the City of
Cle Elum, referred to as "CITY" herein, and Cle Elum Roundup Association at
PO Box 671, Cle Elum, WA, 98922 referred to as "USER" herein.
Mailing Address City State Zip

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

SECTION I

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

SECTION II

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

SECTION III

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

SECTION IV

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

SECTION V

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

SECTION VI

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

[Signature]
"USER" Signature

Julie Cloninger
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**

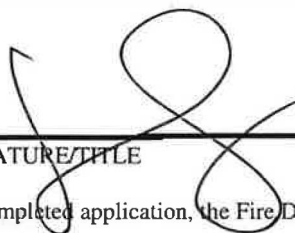
 **Only Acknowledgement of Requirements**

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

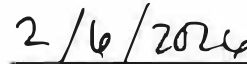
- **COOKING:** Special Event Permit is required for any open flame or cooking on premises. (Including food trucks)
 - Event organizers shall be responsible for compliance with conditions listed in **ADDENDUM #002** by all cooking vendors.
 - Event organizer(s) shall be responsible for submitting to the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

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

DATES-FROM July 24 TO: July 25, 2026

COOKING TYPE (F UB: L 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 m³) or less in volume shall have a minimum 2.5-gallon (9 L) or two 1.5-gallon (6 L) Class K wet-chemical portable fire extinguishers located in accordance with [Section 906.1](#).

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

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

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

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

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

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

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

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

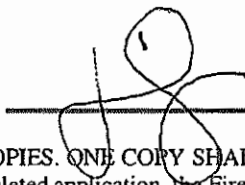
Solid fuel cooking appliances, whether or not under a hood, with fireboxes 5 cubic feet (0.14 m3) or less in volume shall have a minimum 2.5-gallon (9 L) or two 1.5-gallon (6 L) Class K wet-chemical portable fire extinguishers located in accordance with Section 906.1.

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

Flammable liquids shall not be used to start charcoal.

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

RECEIVED BY:



DATE

5/11/2024

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. 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.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/01/2026

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

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

PRODUCER Western Specialty Insurers, LLC 1116 Remington Plaza, Suite C Raymore MO 64083	CONTACT NAME: Tami Ford PHONE (A/C, No, Ext): (888) 866-3550 E-MAIL ADDRESS: tford@rodeoins.com FAX (A/C, No): (816) 623-5982
INSURED Cle Elum Roundup Association P O Box 671 Cle Elum WA 98922	INSURER(S) AFFORDING COVERAGE INSURER A: Nautilus Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** CL264128870**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☒ OTHER: Event	Y		CLA752124013	05/01/2026	05/01/2027	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$						
	PERSONAL & ADV INJURY \$ 1,000,000						
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						GENERAL AGGREGATE \$ 2,000,000
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						PRODUCTS - COMP/OP AGG \$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A				Liquor Liability \$ 1,000,000
							COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
							EACH OCCURRENCE \$
							AGGREGATE \$
							\$
							PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

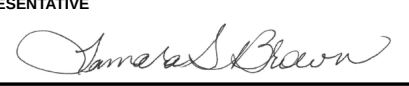
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Cle Elum is additional insured, where their interests may appear, with respects to the Cle Elum Roundup Rodeo and events held at Washington State Horse Park, Cle Elum, WA. Stock Contractor: Summit Pro Rodeo is named insured for this event only.

Event Dates: 7/24-25/2026

Move in and move out dates are included for coverage

CERTIFICATE HOLDER

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

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



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

ADMISSION TAX REGISTRATION FORM

For the purpose of levying a tax for admissions to any place charging an admission in the City of Cle Elum pursuant to Ordinance No. 1447 and Cle Elum Municipal Code Chapter 3.70.

Name of Organization Cle Elum Roundup Association Business License # 6033727260010001

Address PO Box 671

City Cle Elum State WA Zip 98922 Telephone 425-214-6109

Type of Admission Event

Business Name and Address if Different from above:

Name of Organization _____ Business License # _____

Address _____

City _____ State _____ Zip _____ Telephone _____

Name and title of the person in charge of the books, records and accounts for the admissions charges and tax collections, and the place where they may be examined and audited at all reasonable times:

Name Courtney Cunniff Title Treasurer

Address 430 Landers Ln

City Cle Elum State WA Zip 98922 Telephone 425-214-6109



\$35.00 NON-REFUNDABLE CERTIFICATE OF REGISTRATION FEE (CEMC 3.70.050)

The undersigned hereby certifies that all of the information submitted heron is true, complete and correct.

Signature  Date 04/01/2026

FOR OFFICIAL USE ONLY

AMOUNT PAID	DATE RECEIVED	BY	RECEIPT #	REGISTRATION #



Washington State
Liquor and Cannabis Board

Safe Communities for Washington State

License Number: 038341

Issue Date: April 29, 2026

SPECIAL OCCASION LICENSE

Issued to: CLE ELUM ROUNDUP ASSOCIATION

Address: PO BOX 671, CLE ELUM, WA, USA, 98922-0671

Contact Name: COURTNEY CUNNIFF

Contact Phone: 425-214-6109

Event Date(s): 7/24/2026 – 7/25/2026

Hours of Operation: 5PM-11:30PM

Event Name: CLE ELUM ROUNDUP

Event Address(es):

1) WASHINGTON STATE HORSEPARK - 1202 DOUGLAS MUNRO BLVD, CLE ELUM, WA 98922

Per RCW 66.28.090, the licensed premises shall, at all times, be open to any LCB or other enforcement officer, inspector, or peace officer. You must post this license in a public service area during each approved event

In Accordance with RCW 66.24.380; WAC 314-05-020, 314-05-025, 314-05-030, 314-05-035

Authorized by Licensing Director



Special Occasion License

Event Specifications

Listed below are the requirements related to your issued special occasion license. These are required to be posted along with the official special occasion license for your event.

The operation of your outdoor service area must be in compliance with State and local authority rules and regulations.

No one under the age of 21 may buy, consume, or possess alcohol at any time.

No one under the age of 21 may enter the enclosed outdoor service area where alcohol is being served.

Per [RCW 66.28.090](#), the licensed premises shall, at all times, be open to any enforcement officer, inspector, or peace officer.

If you have any questions, please contact Customer Service at (360) 664-1600, email: specialoccasions@lcb.wa.gov, or your Enforcement Officer at (360) 664-9878.

Dated in Olympia, Washington on Wednesday, April 29, 2026.

CLE ELUM ROUNDUP ASSOCIATION FIRE SAFETY PLAN 2026

PO BOX 559 Cle Elum, WA, 98922

Point of Contact/Responsible for emergency plans

JULIE CLONINGER 509-607-3665 – president@cleelumroundup.com

Additional Contacts –Court Cuniff (425) 214-6109

- **In the event of an emergency call 911** report all issues to Kittcom they will page out appropriate resources.
- **Medical emergencies** call 911 stay online until first responders arrive on scene. This will give incoming help updates on patient and scene.
- **Fire events** stay calm, remember your training and work through the safety plans.
- **Multiple Extinguishers On-Site:** Extinguishers are located in each park building. In addition, food vendors have extinguishers at each kiosk.
- **Designated smoking area** - a designated smoking area will be created on gravel/dirt area where flammable materials are limited and containers for extinguishing cigarettes will be provided.
- **1 Entrance/Exits.** Only 1 main entrance/exit for event attendees. This is also the main exit to evacuate animals as needed. It is important to understand that the owners of livestock at our event will be unwilling to leave their animals behind and that evacuation of animals will occur in conjunction with spectator evacuation.
- **In the event of an evacuation,** routes will be determined based on established safety zones, unobstructed roads, etc. Arenas – Will be directed to hand walk/trot horses out of the park via the powerline road to the dirt road that leads toward the police station. Attendees will be instructed to proceed down 2nd street until they reach the skateboard park where they will wait for further instruction from police, fire, or park management. Barns/stalls – All barns will be directed to hand walk/trot horses out of the park via Douglas Munro Blvd. They will hand walk/trot down 1st

until they reach Flag Pole Park where they will wait further instruction from the police, fire or park management.

- Flammables on-site are dry grass/vegetation/straw, etc. Some vendors will have cooking oil and propane tanks.

- EMERGENCY MEDICAL

- 1. First-Aid:

- a. The First Aid Station is located at the Park office.
- b. Ambulance service with Emergency Medical Technicians are provided by the events using the grounds. EMTs can be requested by calling 9-1-1.

- 2. Emergency Medical Checklist:

- Stay calm, reassure person.
- For non-emergency needs, escort the individual to the First Aid Station.
- For emergencies, call 9-1-1.
- Send someone to guide medical team to the location of the injured person.
- Remember that first aid administered by an untrained person can often do more harm than good.
- Help support crowd control by keeping immediate area clear.

LOST CHILD/MISSING PERSON

1. A lost child/person may first be reported to Park officials by the parents/guardians or by the lost child/person. The primary location to report missing children/persons or supervising unaccompanied children is the Emergency Services Station; secondary location is the Park Office located in the trailer at the middle of the Park.

a. Reported by parent/guardian:

- Park official receiving report should record:

Name of person reporting the missing child/person

Name of parent or guardian, if different

Missing child/person's first and last name

Age, sex and any distinguishing features (glasses, hair color, etc.)

Where the missing child/person was last seen and with who

The time the missing child/person was last seen

Any medical issues of concern for missing child/person

Any suspicious circumstances surrounding the disappearance of missing child/person. Report this information to the Police who will determine if a lockdown is needed.

Coordinate with Park staff for lookout positions (exits, bathrooms, etc.), if necessary.

Once the missing child/person has been reunited with the rightful parent/guardian, police will give all clear to those parties who were notified.

b. Reported by lost child/person:

- Lost children should be taken to the main rodeo office building and supervised.
- Information that can be gathered from a lost child/person will vary by the child/person's age and communication skills. To help track down the parent/guardian, record:

Child's first and last name

Age, sex and any distinguishing features (glasses, hair color, etc.)

Name of parent or guardian

Where the child/person was found

The time the child/person was found

If an adult comes to claim a child, ask to see a driver's license or photo ID before releasing child. Once the missing child/person has been reunited with the rightful parent/guardian, Director will give all clear to those parties who were notified.

If no parent or guardian can be located within 30 minutes, the child shall be turned over to police.

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

Vendor list for: 2020 Ole Elum Roundup

(Event name)

Event Contact Person Julie Cloninger Phone 509 607 3665

Business Name	Contact Name	Contact Phone number	Business license State Number	WA UBI	Kittitas County (or other) Health Food Permit
Jerry's Braintree	Gerardo Morales	509 318 0701			
* Santana Grill	Axel Santana	509 517 1305			
Grange Supply	Belma Blaggovic	425 392 6469			
Squeez It	Misty Sinn	509 679 0051			
Beauty By Kacy	Kacey Lano	509 654 2926			
Timber Ridge Coffee	Jazmya Gordon	425 923 9398			
Miners	Ashley Evans				
* Jensen Farms	Hilary Jensen				
Country Sass	Patty Griffith	509 834 2916			
Summit Snow	Walker Waters	452 260 8041			
Triple Play	Kelli Moore	509 250 1004			
XSNOS	Shawn Mack	253 565 2529			
JMD	Mandi Daugherty	509 899 9294			
* House of Hart	Erica Hart	206 310 9168			

Vendor list for: Cle Elum Roundup

(Event name)

Event Contact Person _____ Phone _____

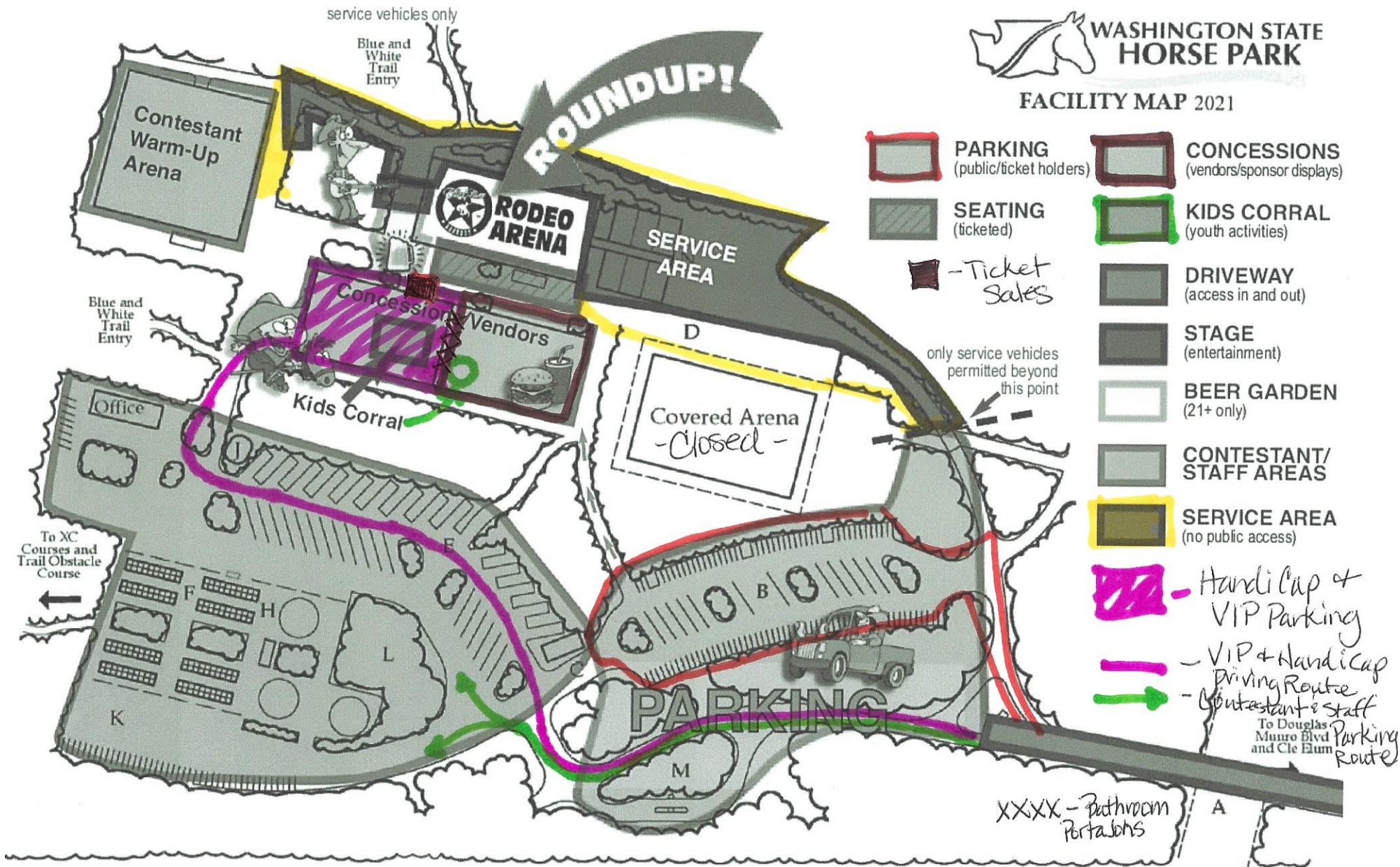
Business Name	Contact Name	Contact Phone number	Business license WA State UBI Number
Jerry's Brain Freeze	Gerardo Morales	5093180701	
Santana Grill	Axel Santana	509-517-1305	
Squeeze It Real Good Lemonade	Misty Sinn	5096790651	
Timber and Tide Coffee Co	Jazmyn Gordon	425-923-9398	
Miners Pizza	Ashley Evans	5096564446	
Jensen Farms	Hilary Jensen	5098992002	
Summit Snow Co.	Walker Waters	4252608401	
Triple Play Entertainment	Kelli Monroe	5092501004	

Kittitas County (or other) Health Food Permit	CEFD (or other) Fire Inspection	CEFD Fire & Life Safety Plan	CEFD Permit
Y / N	Y / N	Y / N	Y / N
Y / N	Y / N	Y / N	Y / N
Y / N	Y / N	Y / N	Y / N
Y / N	Y / N	Y / N	Y / N
Y / N	Y / N	Y / N	Y / N
Y / N	Y / N	Y / N	Y / N
Y / N	Y / N	Y / N	Y / N
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Y / N	Y / N	Y / N	Y / N
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Y / N	Y / N	Y / N	Y / N
Y / N	Y / N	Y / N	Y / N
Y / N	Y / N	Y / N	Y / N



WASHINGTON STATE HORSE PARK

FACILITY MAP 2021



Map brought to you by the Tribune Design Team at Tribune Office Supply & Printing - proud partner to the Cle Elum Roundup since the very beginning

EXIT 84

Receipt: 20335 04/08/2026
Acct #: 223
City Of Cle Elum
119 W First Street
Cle Elum, WA 98922
5096742262

Cle Elum Roundup Association
PO Box 671
Cle Elum, WA 98922

Invoice Payment

Memo: Beverly Miller - Round up

Admission tax and event fee

Inv#: 9522 Amt Paid: 110.00

Cle Elum Roundup 2026 - Event

application fee and Admission tax

registration fee

Non Taxed Amt:	110.00
----------------	--------

Total:	110.00
--------	--------

CC: Xpress	110.00
------------	--------

Ttl Tendered:	110.00
---------------	--------

Change:	0.00
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Issued By: Whitney Prosek
04/08/2026 13:11:19

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

Public Works Signature: _____

CLE ELUM FIRE DEPARTMENT (509) 674-1748

Will have all venders inspected and permitted before allowing to set up on site. Will make sure all canopy's set up on site have required weights in place at all times.

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

Fire Department Signature: Edwin L Mills

CITY COUNCIL REPRESENTATIVE (509) 674-2473

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

City Council Signature: _____

CITY ADMINISTRATION (509) 674-2262

Staff Approval: _____ **Date:** _____

CLE ELUM EVENT APPLICATION

Title	Department Heads - Event Review Cle Elum Roundup 2026
File name	Cle_Elum_Roundup_Event_2026__3_.pdf and 1 other
Document ID	ce46333faef2c0f02f998323bfc60a50f8d1fa6
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History



06 / 26 / 2026
09:54:41 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



06 / 26 / 2026
09:55:40 UTC-7

Viewed by Mathew Bailey (mbailey@cleelum.gov)
IP: 166.181.250.25



06 / 29 / 2026
13:38:50 UTC-7

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



06 / 29 / 2026
13:50:47 UTC-7

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



06 / 30 / 2026
06:35:39 UTC-7

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

Title	Department Heads - Event Review Cle Elum Roundup 2026
File name	Cle_Elum_Roundup_Event_2026__3_.pdf and 1 other
Document ID	ce46333faef2c0f02f998323bfc60a50f8d1fa6
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History



SIGNED

06 / 30 / 2026

06:37:15 UTC-7

Signed by Rich Albo (ralbo@cleelum.gov)

IP: 192.183.184.178



INCOMPLETE

06 / 30 / 2026

06:37:15 UTC-7

This document has not been fully executed by all signers.

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



Stamp & initial

EVENT PERMIT APPLICATION

APPLICATION DEADLINES:

All applications must be received a minimum of 30 days prior to the date of the event.

The purpose of this permit is to help the event organizer, and the City of Cle Elum build the best possible events for our community. We know how hard you work on your events and want to make sure that you have all the tools you will need to ensure a great event. Please return this application to the City of Cle Elum City Hall at 119 W First Street.

OFFICIAL USE ONLY	
Event Name:	Mike's Tavern Car Show
Permit #:	EVT- 2026-08-01
Fee Total:	\$150 -
Related Permits:	

FEES¹

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

WHEN IS AN EVENT PERMIT REQUIRED?

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

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

ADDITIONAL CONTACT INFORMATION:

Kittitas County Public Health Department (509) 962-7515

Kittitas County Chamber of Commerce (promotion) (509) 925-2002

Northern Kittitas County Tribune (newspaper) (509) 674-2511

Washington State Liquor Control Board (206) 764-4020

Cle Elum Fire Department – Chief Ed Millsemills@cleelum.gov.....(509) 656-4062

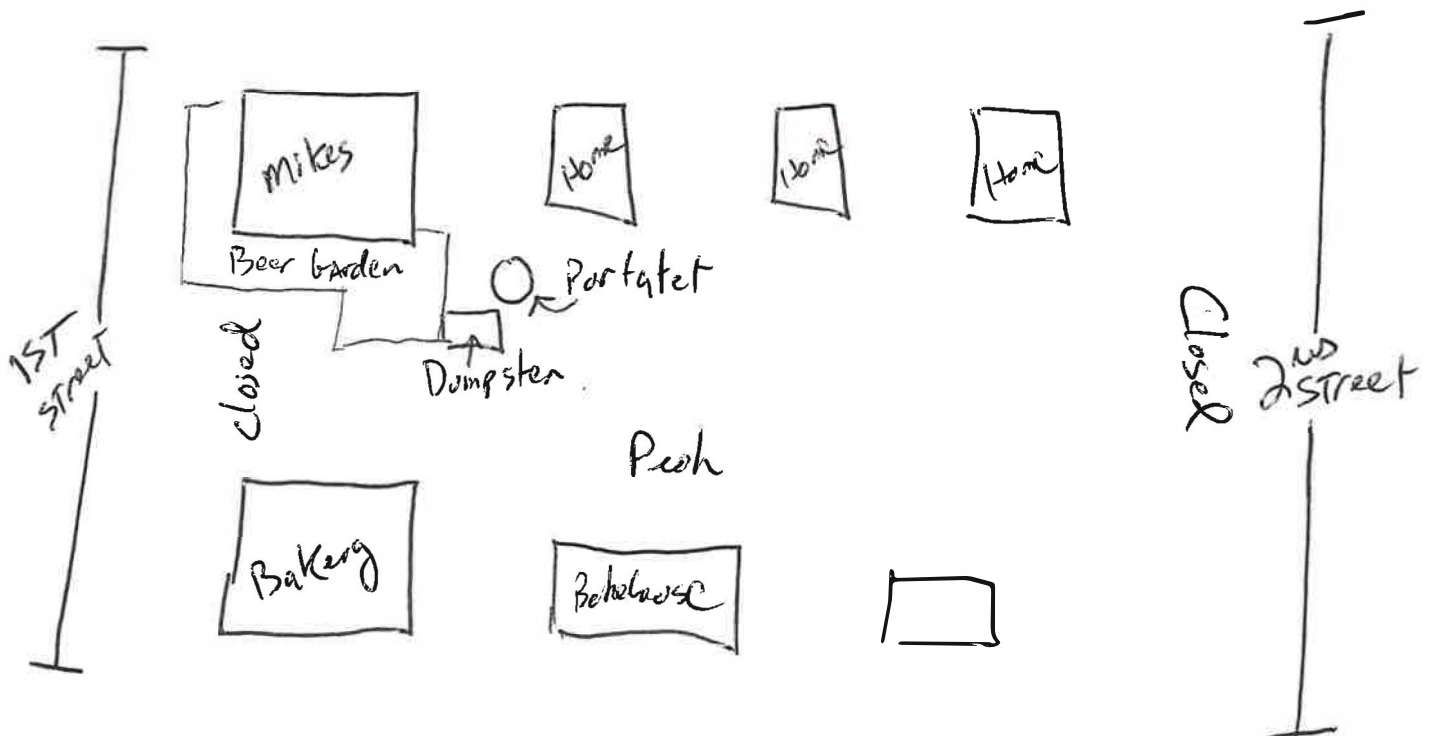
WSDOT – Traffic Control / Right of Way use (509) 577-1788

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

Applicant ("Event Organizer")	
Name: <u>Shannon Weaver</u>	Business License #
Title: <u>Owner</u>	
Sponsoring Organization: <u>Mike's Tavern</u>	
Mailing Address: <u>427 E 1st ST</u>	
Phone Number: <u>206-304-8983</u>	Email: <u>MikestavernWA@gmail</u>
Primary Contact Person <u>During Event</u> Same as Applicant ☒	
Name:	
Title:	
Local Address:	
Email:	
Daytime Phone Number:	Mobile Phone:
Secondary/Emergency Contact Person <u>During Event</u> (available to respond in the absence of Event Organizer)	
Name: <u>Russ Weaver</u>	
Title: <u>Superstar!</u>	
Local Address: <u>427 E 1st ST</u>	
Daytime Phone Number:	Mobile Phone: <u>206-304-8982</u>

REQUIRED – Applicant Checklist
Event Permit Application received a minimum of 30 days prior to event, and the total fee paid to City Hall.
Signed and dated Hold Harmless Agreement For parades: each parade entrant must sign and submit the Parade Entrant Hold Harmless Agreement to the event organizer. The event organizer is responsible for retaining these agreements.
Certificate of Liability Insurance "City of Cle Elum" at 119 W First St., Cle Elum, WA 98922 must be named as "Additional Insured" to all coverage - As applicable, coverage for alcohol service must be specified - As applicable, coverage for injury by animals must be specified
Supplemental pages below with a complete and detailed description of the event, including a schedule and location of event(s). If serving alcohol, WA Liquor and Cannabis Control Board Banquet Permit or other applicable alcohol service license measures taken to comply with State regulations must be addressed in detail: https://lcb.wa.gov/licensing/outdoor_alcohol_service

Cle Elum Fire Department-approved Special Events Permit including Addendum #001 Fire and Life Safety Plan and additional Addendums as needed. Contact the Chief of CEFD for guidance.
Site Plan including items such as the location of garbage receptacles, portable bathrooms, stage, seating, vendors, street closures, barricades, alcohol measures taken etc.
As applicable, list of vender names and contact details All vendors must have or obtain a business license endorsement for the City of Cle Elum: https://dor.wa.gov/open-business/apply-business-license
If requesting street closures, event organizer must notify all adjacent residents and/or businesses of the proposed closure a minimum of three (3) weeks before the regular Lodging Tax & Event Committee meeting at which the application will be reviewed. Notification must also inform recipients they have the opportunity to comment on the proposed closure by attending the meeting (either in-person or virtually) or via email: wprosek@cleelum.gov . Include a copy of the notification. Road closures on First Street must contact WSDOT
Other Information
<i>After approval from the Lodging Tax and Event Committee, and any Special Events Permits issued with CEFD, this Event will be subject to a Fire Safety Check on <u>the day of the Event</u> by Cle Elum Fire Department.</i>



EVENT DESCRIPTION:

Event Name:	CIE Elum Car Show		
Event Type:	☐ Minor (≤ 50 Attendees)	☒ Major (> 50 Attendees)	
Brief Description of Event:	Annual Car Show Between 2 nd & 1 st on Peoh		
Parade Map:	☒ My event does not include a parade. ☐ I acknowledge the Cle Elum-Roslyn Police Department has a pre-approved parade map, which has been provided. Should I wish to suggest an alternate route, I confirm that I have attached a map of this route and included a detailed explanation for it the attached event description. I understand this route is subject to CERPD approval. I further understand that approval is not guaranteed and may be rescinded at any time.		
Event Start Date:	Aug 1 st 26	Event End Date:	Aug 1 st 26
Day(s) of the Week:	☐ SUN ☐ MON ☐ TUE ☐ WED ☐ THU ☐ FRI ☒ SAT		
Event Start Time:	12:00 PM	Event End Time:	5:00 PM
Date of Set Up:	Aug 1 st	Time of Set Up:	9:00 AM
Date of Take Down:	Aug 1 st	Time of Take Down:	5:00 PM
Facilities to be Used: (Check all that Apply)	☐ Park ☒ Street ☒ Sidewalk ☐ Private Property		
Location:	Peoh ave between 1 st & 2 nd		
Expected Crowd Size:			
Participants:	40	Spectators:	150
		Event Personnel & Volunteers:	6
Previous Occurrences:			
Has the event occurred previously?	☐ No ☒ Yes	If yes, on which date(s)?	7 years in a row
Change(s) from previous year?	☒ None		☐ See Explanation Attached
Will you charge an admission fee?	☒ No ☐ Yes	If yes, how much?	

STREET CLOSURES:

Will your event require any street closures?	☐ No Skip to next section.		☒ Yes Continue below.
Street(s):	<i>Puon</i>	Section(s):	<i>closed at 2nd Closed at 1st</i>
Proposed Method(s) of Closure:	<i>Jersey barriers / Road Closed Signs / CARS</i> ☒ Both my attached site plan and event description include full details of the location(s) and methods of my proposed closures.		
Neighborhood Notification:	☒ I have attached an example of the written notice provided to the adjacent residents and/or business owners regarding the proposed street closures.		
Traffic Control:	☒ I acknowledge that event organizers must contract with CEFD or another organization with Washington State Flagger or Traffic Control Supervisor certification for traffic control services.		
Impact on SR 903:	☒ I acknowledge that any impact to traffic on SR 903 (Second Street from Oakes Ave west toward Roslyn; Oakes Ave between First and Second Streets; First Street east from Oakes Ave), including but not limited to street closure and parking, must be discussed and approved by the Washington State Department of Transportation (WSDOT).		

RIGHT OF WAY (SIDEWALK) USE:

Will you require use of a city sidewalk during your event?	☐ No Skip to next section.	☒ Yes Continue below.
Description of Proposed Use:	<i>Extended Beer garden on East side of Mike's Tavern</i>	
Use Permit Required:	☒ I acknowledge that I separately must request and receive approval of a Sidewalk Use Permit, the application for which is available at https://cleelum.gov/forms-and-applications/ .	

COOKING:

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

TENTS/ CANOPIES:

Will tents be erected?	☒ No Skip to next section.	☐ Yes Include Fire Addendum #003 as necessary
Number of Tents Anticipated:		
CEFD Requirements:	☐ Completed Cle Elum Fire Department Special Events Permit application is attached below (incl Addendum #003 if needed).	

ALCOHOL SERVICE:

Will alcohol be served?	☐ No Skip to next section.	☒ Yes Continue below.
Will alcohol be sold?	☐ No	☒ Yes
Regulatory Compliance:	☐ I acknowledge alcohol service must comply with requirements described in WAC 314-03-200, including (but not necessarily limited to): - Barriers around service area of minimum 42 inches (3.5 feet) in height; - Entry/exit points to service area may not exceed 10 feet in combined total; - Controlled and monitored entry to service area and dedicated attendant, wait staff or server when patrons present; - No open containers permitted to leave service area. ☒ I acknowledge that these requirements are subject to change based on legislative or agency action. Should there be any discrepancy between State regulation and this document, I understand that State regulation takes precedence.	
Security Plan:	☒ I have included a detailed security plan specific to alcohol service in my event description.	
Banquet Permit:	☐ Approved <u>WA State Liquor and Cannabis Control Board Banquet Permit</u> attached.	

ENTERTAINMENT:

Describe Planned Entertainment:	☐ None	Rusty Cage Band	
Sound system?	☐ Acoustic		☒ Amplified
Music/Sound Start Time:	3pm	Music/Sound End Time:	5pm
Statutory Limitations:	☒ I acknowledge I have read and understood CEMC 5.24 and the limitations it imposes on certain types of entertainment. ☒ I acknowledge I have read and understood CEMC 8.05 and the limitations it imposes on noise. Generally, noise occurring between the hours of 10:00 PM to 7:00 AM and emanating more than 50 feet beyond the property line, or more than 100 feet from the property line at any other time of day, is prohibited unless granted an exception by the City.		
Will you require an exception to the noise ordinance?	☒ No Skip to next section.		☐ Yes Continue below.
Request Submission:	☐ I acknowledge that, per CEMC 8.05, a formal request must be submitted to the City Administrator no later than 30 days prior to my event.		
Will there be vendors?	☐ No	☐ I understand that each vender must have a valid business license endorsement for the City of Cle Elum.	

RISK AND LIABILITY MANAGEMENT:

Liability Insurance:	☒ I have attached a current, valid Certificate of Liability Insurance naming "City of Cle Elum", at 119 W First St., Cle Elum, WA 98922, "Additional Insured" to all coverages.
Additional Animal Liability Coverage:	☒ I have attached proof of specific additional coverage for animal liability. ☒ My event does not involve animals.
Additional Coverage for Alcohol Service:	☒ I have attached proof of specific additional coverage for alcohol service. ☒ My event does not involve alcohol service.
Hold Harmless Agreement:	☒ I have attached a complete, signed Hold Harmless Agreement.
Hold Harmless Agreement – Parade Entrants:	☒ I understand that it is my responsibility to obtain and retain signed Hold Harmless Agreements from each parade entrant. ☒ My event does not include a parade.
Traffic Control and Security	☒ I understand that it is my or my organization's responsibility to arrange for necessary traffic control and security; my attached site plan includes detailed information on these measures.

SANITATION:

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

PROMOTION (OPTIONAL):

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

CITY DEPARTMENT COMMENT PAGE:

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

Authorization

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

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

Applicant Signature:**Date:**

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 1 day of August, 26, between the City of
Cle Elum, referred to as "CITY" herein, and Cher Winer LLC at,
427 E 1ST ST, Cle Elum, WA, 98922 referred to as "USER" herein.
Mailing Address City State Zip Name

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

SECTION I

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

SECTION II

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

SECTION III

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

SECTION IV

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

SECTION V

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

SECTION VI

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

[Signature]
'USER' Signature

[Signature]
Print Name

[Signature]
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**

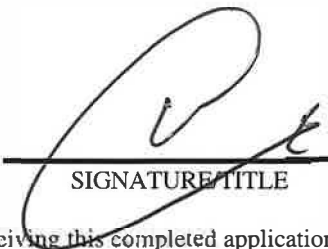
☐ **Only Acknowledgement of Requirements**

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


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.

Mikes Tavern Fire Safety Plan - 2025 ²⁰²⁶

427 E 1st Cle Elum, WA, 98922

Point of Contact/Responsible for emergency plans

Russ Weaver AND PHONE ~~509-438-xxxx~~ **—contact email** emails@gmail.com
Shannon Weaver ⁵⁰⁹ 206-304-8983 mikestavernnw@gmail.com
Business License ~~#####~~ 604-165-086 - 061-0001-Active

Additional Contacts – Name and number

- In the event of an emergency call 911 report all issues to KITTCOM they will page out appropriate resources.
- **Medical emergencies** call 911 stay online until first responders arrive on scene. This will give incoming help updates on patient and scene.
- **Fire events** stay calm, remember your training and work through the safety plans.
- **? Extinguishers** On-Site: 1 located behind the bar, 1 Type ~~II~~ located in the kitchen. 1 Front window area
- **Fire equipment:** 1 Carbon Monoxide Alarm in Kitchen
- **Floor Plan:** Main Floor – 1,300 sq ft. Basement/Storage 1,200 sq ft w/stairs
- **3 Entrances/Exits.** Only 1 main entrance/exit for customers. Another entrance/exit to both sides of building
- The Evacuation Assembly Point (**EAP**) is across the street in front of bakery. It is furthest away from structures and is the most viewable point to responders/firefighters.
- ~~Flammables on-site are cooking oil. Alcohol is served and stored in the bar area.~~
N/A

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

CHEZ Weaver LLC

N/A

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

DATES-FROM _____ TO: _____

COOKING TYPE (FUEL): _____

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

Requirements:

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

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

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

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

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

Limit of one propane cylinder per appliance.

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

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

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

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

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

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

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

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

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

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

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

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

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

Flammable liquids shall not be used to start charcoal.

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

RECEIVED BY: _____ DATE: _____

PLEASE SIGN TWO COPIES. ONE COPY SHALL REMAIN ON SITE AND THE OTHER FOR THE FIRE DEPARTMENT.
After receiving this completed application, the Fire Department will review and issue a 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

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

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

SAFETY OFFICER(s) required if -

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

CATERER:

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

TENT COMPANY

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

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

THE ABOVE IS CORRECT AND TRUE TO FORM:

DATE:

(Signature)

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

3/2025

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/12/2026

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

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

PRODUCER Carter Insurance Agency 11411 NE 124th Street, Suite 265 Kirkland WA 98034	CONTACT NAME: Austin Carter PHONE (A/C, No, Ext): 425-557-9275 FAX (A/C, No): E-MAIL ADDRESS: office@insuredwithfarmers.com														
INSURED Chez Weaver, LLC DBA Mike's Tavern 427 East First Street Cle Elum WA 98922 Chez Weaver LLC	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: Trisura Specialty Insurance Company</td> <td style="text-align: center;">16188</td> </tr> <tr> <td>INSURER B: Mesa Underwriters Specialty Insurance Co</td> <td style="text-align: center;">36838</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Trisura Specialty Insurance Company	16188	INSURER B: Mesa Underwriters Specialty Insurance Co	36838	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. *LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. *Not Applicable in WY

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY	☒	☐	OSU1012221-00	12/16/2025	12/16/2026	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person) \$ Excluded
	☒ POLICY ☐ PRO-JECT ☐ LOC						PERSONAL & ADV INJURY \$ 1,000,000
	☐ OTHER:						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							Assault & Battery \$ 100,000
A	AUTOMOBILE LIABILITY	☐	☐	OSU1012221-00	12/16/2025	12/16/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB	☐	☐				EACH OCCURRENCE \$
	EXCESS LIAB	☐	☐				AGGREGATE \$
	☐ DED ☐ RETENTION \$						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	☐	☐	OSU1012221-00 STOP GAP - Location 1	12/16/2025	12/16/2026	☐ PER STATUTE ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y / ☐ N	☐ N / ☐ A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Building & BI/EE (Basic, ACV)	☐	☐	MP000403210027201	12/16/2025	12/16/2026	\$250,000/ \$150,000 limit \$1,000 AOP
A	Liquor Liability	☐	☐	OSU1012221-00	12/16/2025	12/16/2026	deductible
A	Cyber Liability	☐	☐	OSU1012221-00	12/16/2025	12/16/2026	\$1M/\$2M \$1,000,000 limit \$5,000 deductible

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

CHEZ WEAVER LLC DBA MIKE'S TAVERN
BUILDING OWNED BY RUSTON WEAVER
Location: 427 East First Street Cle Elum WA 98922
City of Cle Elum is listed as an Additional Insured

CERTIFICATE HOLDER

CANCELLATION

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

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

AUTHORIZED REPRESENTATIVE

Austin Carter

Receipt: 20829 07/06/2026
Acct #: 19360 COPY
City Of Cle Elum
119 W First Street
Cle Elum, WA 98922
5096742262

Mike's Tavern
Shannon Weaver--Chez Weaver LLC
427 East First St
Cle Elum, WA 98922

Treasurers Receipt
Memo: Annual Cle Elum Car Show
Event - EVT-2026-08-01

Event Fees/Permits	150.00
Non Taxed Amt:	150.00
Total:	150.00
Chk: 4842	150.00
Ttl Tendered:	150.00
Change:	0.00

Issued By: Whitney Prosek
07/06/2026 10:51:10

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
Pioneer Days Queen Meet & Greet	\$2,400	\$2,159.85	
CEDA Visitor Center	\$27,974	\$7,502	8,297.62
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: 16:02:32 Date: 07/06/2026

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106 Tourist/Lodging Tax Fund 01/01/2026 To: 12/31/2026

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%
308 Beginning Balances	70,000.00	190,518.57	(120,518.57)	272.2%

310 Taxes

313 31 00 001 Hotel/Motel Tax	200,000.00	62,330.17	137,669.83	31.2%
310 Taxes	200,000.00	62,330.17	137,669.83	31.2%

330 Intergovernmental Revenues

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

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%
360 Interest & Other Earnings	4,000.00	0.00	4,000.00	0.0%

Fund Revenues:	274,000.00	252,848.74	21,151.26	92.3%
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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%
557 30 41 018 Cle Elum Hotel/Motel -- Pioneer Days Queen	2,000.00	0.00	2,000.00	0.0%

2026 BUDGET POSITION

City Of Cle Elum

Time: 16:02:32 Date: 07/06/2026

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106 Tourist/Lodging Tax Fund

01/01/2026 To: 12/31/2026

Expenditures		Amt Budgeted	Expenditures	Remaining	
557 Community Services					
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	10,166.44	(10,166.44)	0.0%
557 30 41 035	Cle Elum Hotel/Motel -- Yakima Heart Safe Initiative	0.00	25,000.00	(25,000.00)	0.0%
557 30 41 036	Cle Elum Hotel/Motel -- Placer Labs Software	0.00	12,996.00	(12,996.00)	0.0%
557 30 41 037	Cle Elum Hotel/Motel -- Pioneer Days Barricades	0.00	2,368.02	(2,368.02)	0.0%
557 Community Services		168,000.00	56,530.46	111,469.54	33.6%
594 Capital Expenditures					
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	11,320.47	(11,320.47)	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%
594 Capital Expenditures		0.00	11,320.47	(11,320.47)	0.0%
999 Ending Balance					
508 31 00 106	Ending Balance Tourist Fund	106,000.00	0.00	106,000.00	0.0%
999 Ending Balance		106,000.00	0.00	106,000.00	0.0%
Fund Expenditures:		274,000.00	67,850.93	206,149.07	24.8%
Fund Excess/(Deficit):		0.00	184,997.81		

2026 BUDGET POSITION TOTALS

City Of Cle Elum

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
106 Tourist/Lodging Tax Fund	274,000.00	252,848.74	92.3%	274,000.00	67,850.93	25%
	274,000.00	252,848.74	92.3%	274,000.00	67,850.93	24.8%

Event Tracker

2026

Approved = by committee

Permitted = able to start

DATES	LOCATION	TIME	EVENT	ASSOCIATION	COMMITTEE STATUS	FIRE DEPT STATUS
2026 Season	WA State Horse Park	All Day	WA State Horse Park Event Calendar	WA State Horse Park Authority	Approved	Permitted
2026 Season	City of Cle Elum	Varies	Summer Reading Program	Carpenter Memorial Library	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
Friday, July 3 - July 5	Wye Park	9:00am - 7:00pm	Pioneer Days - Dock Diving Dogs 2026	Cle Elum Downtown Assoc	Approved	Permitted
Saturday, July 4	First Street	8:00am - 12:00pm	Pioneer Days - Parade 2026	Cle Elum Downtown Assoc	Approved	Permitted
Saturday, July 4	Wye Park / Memorial Ball Fields	5:00pm - 10:15pm	Pioneer Days - Fireworks 2026	Cle Elum Downtown Assoc	Approved	Permitted
Saturday, July 4	Glondo pocket park	12:00pm - 3:00pm	Pioneer Days Queen Meet and Greet	Pioneer Queen Coronation Committee	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	Approved	Permitted
Sunday July 5, 2026	Fireman's Park	6:00am - 1:00pm	Pioneer Days - Fireman's Pancake Breakfast	Cle Elum Volunteer Firefighters Association	Approved	Permitted
Friday, July 24- July 25	WA State Horse Park	8:00am-11:00pm	Cle Elum Roundup 2026	Cle Elum Roundup Association	Pending	
Saturday, August 1	Peoh Ave	9:00am-5:00pm	Cle Elum Car Show	Mike's Tavern	Pending	
Tuesday, August 4	City Park	4:00pm-7:00pm	National Night Out	Cle Elum Police Dept	Approved	Permitted
Sunday August 9, 2026	Fireman's Park	10:00am-3:00pm	Parish Picnic	St John the Baptist and Immaculate Conception Catholic Church	Approved	Permitted
Saturday and Sunday, August 15-16	Memorial Park Ball Fields	8:00am-6:00pm	Mouse About Softball Tournament 2026	Mouse About Foundation	Approved	