

CITY ADMINISTRATOR
ROBERT OMANS

CITY CLERK
DEBBIE LEE

FINANCE DIRECTOR
ROBIN NEWCOMB

PUBLIC WORKS DIRECTOR
MATHEW BAILEY

POLICE CHIEF
RICH ALBO

FIRE CHIEF
ED MILLS

PLANNER

Lodging Tax & Events Committee

Agenda

January 13, 2025

8:30 AM



119 W FIRST STREET
CLE ELUM, WA 98922

MAYOR
MATTHEW LUNDH

MAYOR PRO TEM
STEVEN HARPER

LODGING TAX & EVENTS
COMMITTEE

STEVEN COOK - CHAIR
STEVEN HARPER
AUDREY MALEK

CITY ATTORNEY
ALEXANDRA KENYON

Join Virtually with Zoom: <https://zoom.us/j/7573184018?pwd=dERndjBJVC9GdVQ1d2ISRExwZFhXZz09>

Meeting ID: 757 318 4018 Passcode: 98922

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

TextMyGov

Receive city text alert notifications: text CLEELUM to 91896

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

1. **Call to Order/Pledge of Allegiance**
2. **Unfinished Business**
 - a. Update Event Application - verbiage, noise ordinance, etc.
3. **New Business**
 - a. December 9, 2024 Lodging Tax & Events Committee Meeting Minutes
 - b. Pioneer Days - 2025 Event Application
 - c. Christmas In Cle Elum Tree Lighting - 2025 Event Application
 - d. Boo Elum - 2025 Event Application
 - e. Christmas In Cle Elum Parade - 2025 Event Application
 - f. 2025 Lodging Tax Application - City of Cle Elum City Hall Remodel - Tourism
4. **Other Committee Comments**
5. **Adjourn**

Upcoming Meetings:

Regular Council Meeting: January 14, 2025 @ 6:00 p.m.

Public Safety & Health Committee Meeting: January 21, 2025 @ 1:00 p.m.

Historic Preservation Commission Meeting: January 21, 2025 @ 3:00 p.m.

Planning Commission Meeting: January 21, 2025 @ 6:00 p.m.

General Government Committee Meeting: January 26, 2025 @ 8:30 a.m.

Coal Mines Trail Commission Meeting: February 3, 2025 @ 6:00 p.m.

Lodging Tax & Events Committee Agenda January 13, 2025

119 W FIRST STREET
CLE ELUM, WA 98922

Public Works & Community Development Committee Meeting: February 6, 2025 @ 12:00 p.m.
Lodging Tax & Events Committee Meeting: February 10, 2025 @ 8:30 a.m.

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

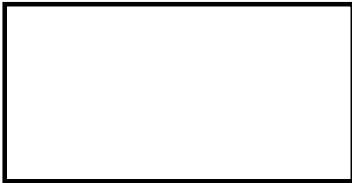


Telephone: (509) 674-2262
Fax: (509) 674-4097
www.cityofcleelum.com

EVENT PERMIT APPLICATION

NAME OF EVENT: _____

Received:



This Event permit is to help the event coordinator 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.

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

APPLICANT CHECKLIST

Event organizers must submit the following materials for a complete application. Incomplete applications will not be forwarded to the Lodging Tax and Events Committee for review.

- ☐ Event Permit Application
- ☐ Signed and dated Hold Harmless Agreement
 - o For parades, each parade entrant must sign and submit the Hold Harmless Agreement to the event organizer. The event organizer is responsible for retaining these agreements.
- ☐ Supplemental pages with a complete and detailed description of the event, including a schedule and location of event(s).
 - o If serving alcohol, measures taken to comply with State regulations must be addressed in detail:
https://lcb.wa.gov/licensing/outdoor_alcohol_service
- ☐ Site map, including items such as the location of garbage receptacles, portable bathroom facility/-ies, stage, seating, vendors, street closures, etc.
 - o If serving alcohol, venue and measures taken to comply with State regulations must be highlighted in detail
- ☐ As applicable, list of vendor names and contact details
 - o All vendors must have or obtain a business license from the City of Cle Elum: <https://cleelum.gov/forms-and-applications/business-licenses/>
- ☐ Certificate of Liability Insurance
 - o "City of Cle Elum" at 119 W First St., Cle Elum, WA 98922 must be named as "Additional Insured" to all coverage
 - o As applicable, coverage for alcohol service must be specified
 - o As applicable, coverage for injury by animals must be specified
- ☐ Cle Elum Fire Department-approved Fire and Life Plan (template attached)
- ☐ If requesting street closures, written agreement from ☒ of adjacent residents and/or business owners.
- ☐ If serving alcohol, WA Liquor and Cannabis Control Board Banquet Permit or other applicable alcohol service license

Commented [SC1]: Which proportion?

Commented [SC2R1]: Yakima is 75%.

APPLICANT INFORMATION:

Name (Full):	_____	Title:	_____
Sponsoring Organization:	_____		
Mailing Address:	_____		
Street/ PO Box:	_____		
City:	_____	State:	_____
	_____	ZIP:	_____
Contact Information:	_____		
Daytime Telephone:	+1() _____	Mobile Telephone:	+1() _____
Fax:	+1() _____	Email:	_____
Primary Contact Person During Event:			
Name (Full):	_____	Title:	_____
Daytime Telephone:	+1() _____	Mobile Telephone:	+1() _____
Fax:	+1() _____	Email:	_____
Secondary/Emergency Contact Person During Event:			
Name (Full):	_____	Title:	_____
Daytime Telephone:	+1() _____	Mobile Telephone:	+1() _____

"City of Cle Elum" at 119 W First St., Cle Elum, WA 98922 must be named as "Additional Insured" to all coverage

EVENT DESCRIPTION:

*NOTE: Please attach additional sheets with a **complete** and **detailed** description of the event.*

Event Name:			
Event Type:	☐ Minor (≤ 50 Attendees)	☐ Major (> 50 Attendees)	
Purpose-Brief Description of Event:			
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 CERPDP approval. I further understand that approval is not guaranteed and may be rescinded at any time.		
Event Start Date:		Event End Date:	
End Day(s) of the Week:	☐ SUN ☐ MON ☐ TUE ☐ WED ☐ THU ☐ FRI ☐ SAT		
Event Start Time:		Event End Time:	
Date of Set Up:		Time of Set Up:	
Date of Take Down:		Time of Take Down:	
Location: Other: Facilities to be Used: (Check all that Apply)	☐ Park ☐ Street ☐ Sidewalk ☐ Private Property		
Location:		Other:	
Expected Crowd Size:			
Participants:		Spectators:	Event Personnel & Volunteers:
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?	

Commented [SC3]: I had envisioned this as a drop-down pre-populated with names of parks and "other", but the document needs to be made into a fillable PDF first, I believe.

STREET CLOSURES:

Will your event require any street closures?	☐ No Skip to next section.	☐ Yes Continue below.
Street(s):		Section(s):
<u>Proposed Method(s) of Closure:</u>	☐ Both my attached site plan and event description include full details of the location(s) and methods of my proposed closures.	
<u>Neighbor Approval:</u>	☐ I have attached written agreement from the adjacent residents and/or business owners.	
<u>Traffic Control:</u>	☐ I acknowledge that Event organizers must contract with CERFD or another approved/certified organization with Washington State Flagger or Traffic Control Supervisor(?) certification for traffic control services.	
<u>Impact on SR 903:</u>	☐ 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:		
Traffic Control Use Permit Required:	☐ Event organizers must contract approved/certified (?) traffic control services! 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 Continue below.
Number of Tents Anticipated:		Purpose:
Acceptable Fuels:	☐ I acknowledge that briquettes and pellets are prohibited during burn bans.	
CEFD Requirements:	☐ Completed Cle Elum Fire Department Special Permit attached.	

Commented [SC4]: Not sure this needs to be submitted with the application. Perhaps wording should change.

Commented [SC5R4]: A Cle Elum Fire Department Special Permit (attached), including inspection, will need to be completed and filed prior to the event. Contact CEFD to schedule.

TENTS:

Will tents be erected?	☐ No Skip to next section.	☐ Yes Continue below.
CEFD Requirements:	☐ Completed Cle Elum Fire Department Special Permit attached.	

Commented [SC6]: Not sure this needs to be submitted with the application. Perhaps wording should change.

Commented [SC7R6]: A Cle Elum Fire Department Special Permit (attached), including inspection, will need to be completed and filed prior to the event. Contact CEFD to schedule.

TENTS:

<u>Will tents be erected?</u>	☐ No Skip to next section.	☐ Yes Continue below.
<u>Description of Planned Cooking:</u>		
<u>CEFD Requirements:</u>	☐ <u>Completed Cle Elum Fire Department Special Permit attached.</u>	

Commented [SC8]: Not sure this needs to be submitted with the application. Perhaps wording should change.

ALCOHOL SERVICE:

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

Commented [SC9R8]: A Cle Elum Fire Department Special Permit (attached), including inspection, will need to be completed and filed prior to the event. Contact CEFD to schedule.

ENTERTAINMENT:

<u>Describe Planned Entertainment:</u>	☐ None		
<u>Sound system?</u>	☐ Acoustic		☐ Amplified
<u>Music/Sound Start Time:</u>		<u>Music/Sound End Time:</u>	
<u>Statutory Limitations:</u>	☐ 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.		
<u>Will you require an exception to the noise ordinance?</u>	☐ No Skip to next section.	☐ Yes Continue below.	
<u>Request Submission:</u>	☐ 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.		
<u>Will there be vendors?</u>	☐ No	☐ I understand that each vender must fill out a Vender License Application, available at City Hall, or approved alternate.	

RISK AND LIABILITY MANAGEMENT:

CLE ELUM EVENT APPLICATION

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<u>Liability Insurance:</u>	☐ 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.
<u>Additional Animal Liability Coverage:</u>	☐ I have attached proof of specific additional coverage for animal liability. ☐ My event does not involve animals.
<u>Additional Coverage for Alcohol Service:</u>	☐ I have attached proof of specific additional coverage for alcohol service. ☐ My event does not involve alcohol service.
<u>Hold Harmless Agreement:</u>	☐ I have attached a complete, signed Hold Harmless Agreement.
<u>Hold Harmless Agreement – Parade Entrants:</u>	☐ 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.
<u>Traffic Control and Security</u>	☐ I understand that it is my or my organization’s responsibility to arrange for necessary traffic control and security; my attached program description 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:

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:

☐ It is the responsibility of the event organizer/applicant to contact from the City departments listed on the following page and obtain comment on their event. The completed form must be submitted with the other application materials. City Council comments will be made after formal review and decision and, thus, are not required at the time of submission.

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

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TRAFFIC CONTROL AND SECURITY:

Some activities may require traffic control and security. Please attach a sepal certify under penalty of perjury that the information above is correct to my best knowledge.

☐

Applicant's Signature _____ Date _____

Applicant's Printed Name _____ Title _____

Do you plan on playing Music at the event?

Yes

If yes, fill out Full Application

Will you need to exceed the Noise Ordinance? No ☐ Yes ☐ If yes, fill out Full Application.
See Cle Elum Municipal Code Section 8.12

Will you be cooking on site? No ☐ Yes ☐ If yes, contact the Cle Elum Fire Department- Cle Elum Fire Department (509) 674-1748 or (509) 656-4062

Fire Chief Comments: _____

NOTE: During a burn ban you are NOT allowed to use pellets or briquettes.

Approved: No ☐ Yes ☐

"Major Event" (Over 50)

Will you need any Street Closures? No ☐ Yes ☐

Will this event require any Traffic Control Devices or Personnel? No ☐ Yes ☐ Will you be putting up any tents? No ☐ Yes ☐

Will there be Alcohol served or available? No ☐ Yes ☐ Do you plan on playing music at the event? No ☐ Yes ☐

Will you need to exceed the Noise Ordinance? No ☐ Yes ☐ See Cle Elum Municipal Code Section 8.12

Will you be cooking on site? No ☐ Yes ☐

All "Major Events" must complete the Full Permit Application.

NOTE: This "Full Permit Application" requires City approval. A meeting between the event coordinator and all department heads may be required. Please plan accordingly with as much advance notice as possible.

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

Office (509) 674-2262
Fax (509) 674-4097

This permit application must be completed, signed, and returned to Cle Elum City Hall along with all pertinent insurance information and diagrams.

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.

EVENT DESCRIPTION: Required.

Please attach additional sheets with a **COMPLETE** description of what the event will be.

Event Name _____

Event date(s): _____ Day(s) of the Week _____

Time: _____

Event location: _____

Facilities to be used (check): Park ☒ Street ☒ Sidewalk ☒ Private Property ☐

Set-up: _____ Date _____ Time _____ am / pm Take-Down: _____
Date _____ Time _____ am / pm

Purpose of Event: _____

Event Crowd Size:

Participants _____ Spectators _____ Volunteers/Personnel _____

Has Event been produced previously? No ☒ Yes ☐

If yes, what were the dates? _____

Any change from previous years? No ☒ Yes ☐ If yes, please list changes on separate sheet.

Please attach a separate sheet listing the schedule and location of events as well as a site map. Site map shall include items such as the location of garbage receptacles, portable bathroom facility, stage, seating, vendors, street closures, etc.

FEES AND PROCEEDS:

Will you charge an admission fee? No ☒ Yes ☐ If yes, how much? _____

Will alcohol be served or available? No ☒ Yes ☐ Will ☐

alcohol be sold? No ☒ Yes ☐

***Applicant is responsible for obtaining all required permits from the State of Washington regarding alcohol and must abide by these state and local requirements.**

ENTERTAINMENT AND PROMOTIONS:

Sound system: Acoustic ☒ Amplified ☐

Describe Entertainment: _____

Will there be vendors? No ☒ Yes ☐ If yes, each vendor must fill out the Vendor License Application available at City Hall or approved alternate.

Check type of promotion you plan to use to attract participants:

TV ☐ Radio ☐ Paper ☐ Flyers ☐ Posters ☐ Other ☒ Specify _____

STREET CLOSURES:

Is this event going to require any street closures? No ☒ Yes ☐

If Yes, please list streets requested to be closed and attach map, highlighting streets.

List Street(s) _____

INSURANCE INFORMATION:

A ☒ Certificate of Liability Insurance MUST be attached to this Event Application. ~~"City of Cle Elum" at 119 W First St., Cle Elum, WA 98922 must be named as "Additional Insured" to all coverage.~~

TRAFFIC CONTROL AND SECURITY:

Some activities may require traffic control and security. Please attach a separate sheet of paper detailed how your organization will deal with these issues. _____ See ☒ Attached Pages

HOLD HARMLESS AGREEMENT(S):

Hold Harmless Agreement attached: _____ ☒ MUST accompany this Event Permit Application Parade Hold Harmless Agreement: _____ *Not ☒ Included in this application; Each Parade Entrant must sign and return to the event coordinator. The event coordinator is responsible for retaining all agreements.

CITY DEPARTMENT COMMENT PAGE:

☒ The following page lists the city departments that will need to be contacted. It is the responsibility of the event planner / applicant to take this form to each department for comments.

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

Applicant's Signature _____ Date

Applicant's Printed Name _____ Title

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

Police Chiefs Conditions:

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

Police Signature:

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

Public Works Conditions:

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

Public Works Signature:

CLE ELUM FIRE DEPARTMENT (509) 674-1748

Fire Chiefs Conditions:

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

Fire Department Signature:

CITY COUNCIL REPRESENTATIVE (509) 674-2473

City Council Representative's Conditions:

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

City Council Signature:

CITY ADMINISTRATION (509) 674-2262

Administrator Approval:

Date:



HOLD HARMLESS AGREEMENT

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

For ~~the~~ 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 ~~it-the CITY~~ arising out of the acts, ~~failure-to-act~~missions, 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 R~~ 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 ~~have-retain the~~ 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 ~~conveys 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~~resulting or is result, ~~known or unknown,~~ ~~past, present, or future~~, arising out of activities that USER conducts under a license/permit issued to USER by CITY.

'USER' Signature

Print Name

Title

City of Cle Elum Fire Department Special Events Permit			
LOCATION INFORMATION			
FD USE ONLY			
Address:	Date of Use:	Date Granted Date Expires	PERMIT #
Name		Phone#:	
City: Cle Elum	State: WA	Zip: 98922	
EVENT COORDINATER			
Name		Phone#:	
Address:			
City:	State:	Zip:	
Print Name	Signature	Title	
EMERGANCY CONTACT/ PROPERTY OWNER/SPONSORING ORGANIZATION			
Name		Phone#:	
Address:			
City:	State:	Zip:	
Print Name	Signature	Title	

Do not write below this line

Inspector signature:				FIRE MARSHAL			
Date:	Unit						
Phone #							
ITEM	Code ID	No	FEE				
TOTALS				Signature			

**** Check here _____ if comments are used on back of form. ****

BASIC SETUP REQUIREMENTS

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

1. Special Permit is required for any open flame or cooking on premises.
2. A Special Permit is required for setups of tents, canopies, or membrane structures if the total square footage is more than 400 Sq. Ft. Or if being used during cooking.
3. Other permits may be required for electrical lines or gas lines outside of a building.
4. Generators must be placed 10 feet from the building. **Also, must have a minimum 20BC Fire Extinguisher placed nearby.**
5. Electrical wires or cables, and any gas/water piping on ground located in public areas must be matted.
6. No cooking under tents, canopies, or membranes is allowed if being used by the public. However, if canopy is metal (noncombustible), cooking is permitted. A 20-foot clearance must be maintained between the structure or booth.
7. If a propane tank is used, a minimum of 10 feet clearance must be kept between a tank and appliance(s).
8. 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.
9. 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](#).
10. Barbeques must be kept in a remote area where there is no public access.
11. CARNIVAL AREA: Provide an additional extinguisher throughout. (within 75' of travel)
12. All rides shall have a 2A-10BC fire extinguisher. NO rides may be within 20 feet of a building.
13. ALL exits and aisles must be maintained free and clear of any items.
14. Tents and canopies shall have a State Fire Marshal Flame Resistance Rating, and weighted property for safety for all weather events and hazards
15. ALL decorations, etc. shall be flame retardant.
16. A 7-foot overhead clearance must be maintained in all public access areas.
17. A 20-foot Fire Lane with a minimum 14-foot overhead clearance must be maintained
18. All Booths shall be a minimum of 10 feet away from structures.
19. Tables shall be arranged so that the seating edges of adjacent tables are not less than 54 inches apart.
20. Rectangular tables arranged to accommodate seating on one side only shall have not less than 36 inches between adjacent table edges.
- 21 Every chair shall be within 20 feet of an aisle.
22. 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.

CLE ELUM EVENT APPLICATION

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SIGNATURE/TITLE

DATE

OUTDOOR SPECIAL EVENT REQUIREMENTS

1. Event organizers shall be responsible for compliance with conditions listed in Addendum #001 by all cooking vendors.
2. All venue occupant loads shall be maintained.
3. All exits and aisles shall be maintained free and clear.
4. All cables shall be taped, matted, or flown.
5. Compressed gas cylinders shall always be secured and capped if not being used.
6. Fire lanes shall always be maintained unobstructed.
7. All fire protection systems shall be visible and unobstructed.
8. All decorations shall be flaming retardant.
9. No motor vehicles shall be operated in the event area.
10. 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.
11. Event signs, fire lanes signs and occupant load signs shall be displayed and visible before the event is opened to the public.
12. Event organizer(s) shall be responsible for submitting to the Fire Department a list of all cooking vendors and the signed copies of **ADDENDUM #001 (Requirement for cooking)**, by each cooking vendor.

RECEIVED BY: _____ TITLE: _____

DATE _____

ADDENDUM #001

COOKING AT SPECIAL EVENTS-REQUIREMENTS

ADDENDUM TO SPECIAL PERMIT (NO): _____

EVENT: _____

DATES-FROM _____ TO: _____

BOOTH: _____

1. NO cooking under unapproved canopies or in indoor structures. Must be permitted and have permanently affixed labeling of Flame propagation performance testing and certification. NFPA 701
2. 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.**
3. All fittings and hose used with propane shall be approved for such use by an approved testing laboratory.
4. Propane shall be limited to the supply on site. **There shall be no remote storage area.**
5. Propane cylinder size is limited to a 5.76-gallon capacity.
6. Limit of one propane cylinder per appliance.
7. Refueling of propane cylinders on site or at other non-approved locations is prohibited.
8. 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.
9. 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](#).
10. A minimum of three (3) feet clearance must be provided between the public and the cooking device by a barricade.
11. 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.
12. The Kittitas County Health Department approval must be obtained for cooking on site.
13. No Smoking within 25 feet of propane cylinder and No Smoking inside a tent or canopy.
14. Coals shall be fully extinguished and cold, then placed into a clean noncombustible container for disposal.
15. All propane connections shall be tested for leakage by performing the manufacturers recommended testing procedures.

RECEIVED BY: _____ DATE: _____

PLEASE SIGN TWO COPIES. ONE COPY SHALL REMAIN ON SITE AND THE OTHER FOR
THE FIRE DEPARTMENT.

CLE ELUM EVENT APPLICATION

1

BBQ PERMIT INSTRUCTIONS
(Attach to Special Permit)

1. Applications shall be made to the Cle Elum City Fire Department for use of portable Barbeque Devices
2. Portable barbeques may only use charcoal briquettes, natural gas, or electricity as fuel.
3. The location of the barbeque device should be in a non-enclosed area, 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.
4. The barbeque device must be so isolated that persons other than the operators may not approach nearer than five (5) feet of the device. There shall be a rigid restricting barrier.
5. Only adults should be allowed inside the barrier. Absolutely no children under twelve (12) years of age shall be within the barrier.
6. One water type extinguisher of at least 2-1/2-gallon capacity shall be available inside the barrier.
7. Flammable liquids shall not be used to start charcoal.
8. At the termination of use, the embers and ashes shall be thoroughly soaked with water.

SIGNATURE: _____ DATE: _____

TENT CHECKLIST

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)

**CITY OF CLE ELUM FIRE DEPARTMENT
SCHOOLS AND CHURCHES/INSTITUTIONS UNIT
AUTHORIZATION FOR SAFETY WATCH**

SPECIAL EVENTS

The following emergency inspection was conducted: (circle)

- | | |
|-----------------------------|--|
| A. Carnivals | H. Outdoor Special Events |
| B. Exhibits | I. Church Revivals |
| C. Shows | J. Helicopter Landings |
| D. Circus | K. Events w/open flames, i.e., Candles |
| E. Firework Displays | L. Cle Elum Special Events |
| F. Parties, i.e., Premieres | M. Other _____ |
| G. Events within Tents | |

BILL TO: I, (Name) _____

Company (Name): Address: _____

City, State/Zip: Phone: _____

am the responsible party and am authorized to expend funds for a Safety Watch at: _____

SITE ADDRESS: _____

I hereby request that a Fire Department Inspector perform a safety watch for: Type of Inspection: _____

on (Date) _____ at (Time) _____ or a time to be scheduled at a later date.

I agree to pay a fee of \$ _____ for the first four hours or any fraction of that period, and a fee of \$55.00 per hour thereafter.

FOUR HOUR MINIMUM

A Authorizing Signature _____ Date _____ Date _____

CEFD Inspector (Print) _____ from _____

Inspector # _____ (Signature) _____ to _____

Approved by: _____ Date _____

(Unit Commander's Signature)

FOR ACCOUNTING USE ONLY

DATE RECEIVED:

DATE INVOICED

Section 1:

Chapter X.XX

SPECIAL EVENTS

X.XX.XXX Purpose.

X.XX.XXX Definitions.

X.XX.XXX Special event permit required; authority of responsible official; application fee.

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

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

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

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

X.XX.XXX Date of special event not confirmed until notice of confirmation issued.

X.XX.XXX Conditions affecting issuance of a special event permit.

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

X.XX.XXX Insurance required to conduct special event.

X.XX.XXX Waiver of insurance requirements.

X.XX.XXX Responsible official's action on special event permit application.

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

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

X.XX.XXX Use of City logo or name.

X.XX.XXX Display of special event permit required.

X.XX.XXX Revocation of special event permit.

X.XX.XXX Effect of receipt of donations on status of tax-exempt nonprofit organizations.

X.XX.XXX Authorized special event vendors and license fees.

X.XX.XXX Unlawful to conduct special event without permit.

X.XX.XXX Other permits, licenses, fees and taxes.

X.XX.XXX Unlawful to sell goods in special event venue without authorization.

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

X.XX.XXX Delegation of city manager's authority.

X.XX.XXX City manager authorized to adopt rules and regulations.

X.XX.XXX Penalties for violation.

X.XX.XXX Purpose.

It is the purpose of this code to provide for the issuance of special event permits to regulate events on the public rights-of-way, public property, and on private property if the event will impact the delivery of governmental services, in the interest of public health, safety and welfare of the city; and to provide for fees, charges and procedures required to administer the permit process.

X.XX.XXX Definitions.

"Business" means and includes any activity which involves sale of any goods or services, whether conducted for profit or not, and regardless of by whom conducted.

"Event organizer" means any person who conducts, manages, promotes, organizes, aids, or solicits attendance at a special event.

"Expressive activity" includes conduct including but not limited to marches, rallies or gatherings, the sole or principal object of which is the expression, dissemination or communication by verbal, visual, literary or auditory means of opinion, views or ideas and for which no fee or donation is charged or required as a condition of participation in or attendance at such activity. For purposes of this chapter, expressive activity does not include sports events, fundraising events, or events the principal purpose of which is entertainment.

"Sidewalk" includes any and all structures or forms of street improvement included in the space between the street margin and roadway, and specifically includes curbs or other delineation for pedestrian travel.

"Sign" means any sign, pennant, flag, banner, inflatable display, or other attention-seeking device

"Special event" means any activity which is to be conducted on public property or on a public right-of-way, or any event held on private property which would:

1. Have a direct significant impact on traffic congestion or traffic flow to and from the event over public streets or right-of-ways; or
2. Substantially impact public streets or right-of-way near the event; or Significantly impact the need for emergency services, such as police, fire or medical aid; or
3. Is to be held in the city's Central Commercial Zone and involves the sale of tickets for attendance or is open to the general public with attendance expected to exceed more than 100 people.

Any event on private property which involves an open invitation to the public to attend, or an event where the attendance is by private invitation of 100 or more people, is presumed to be an event that will have a direct significant impact on the public streets, right-of-way or emergency services, and therefore a "special event." Special events might also include, but are not limited to, fun runs/walks, athletic competitions, auctions, bike-a-thons, public fundraisers, parades, festivals, shows or exhibitions, outdoor film/movie events, block parties and fairs, trade shows, arts and crafts shows, home shows, recreational vehicle shows, boat shows, and antique shows.

"Special event permit" means a permit issued under this chapter.

"Special event venue" means that area for which a special event permit has been issued.

"Street" means a way or place of whatever nature publicly maintained and open to use of the public for purposes of vehicular travel. Street includes highway.

"Tax-exempt nonprofit organization" means an organization that is exempted from payment of income taxes under Section 501 of the Internal Revenue Code.

"Vendor" means any person, association, group, partnership, corporation or firm selling goods, food, beverages or services within a special event venue.

"Use" shall mean to construct, erect, or maintain in, on, over or under any street, right-of-way, park or other public place, any building, structure, sign, equipment or scaffolding, to deface any public right-of-way by painting, spraying or writing on the surface thereof, or to otherwise occupy in such a manner as to obstruct the normal public use of any public street, right-of-way, park or other public place within the City, including a use related to special events.

X.XX.XXX Special event permit required; authority of responsible official; ~~application fee.~~

A. Except as provided elsewhere in this chapter, a special events permit issued by the city manager or their designee ("responsible official") must be obtained from the city to conduct, promote, or manage a special event.

B. The responsible official is authorized to:

1. Issue, deny or revoke permits for special events occurring within the city limits, pursuant to the procedures established in this chapter.
2. Determine the special event venue, including the setting of reasonable boundaries for the special event venue, balancing the special event requirements and the public health, safety, and welfare.
3. Coordinate the issuance of a special event permit with other local, state or federal public agencies in whose jurisdiction or on whose property the special event or portion thereof occurs and to issue a special event permit upon the concurrence of other public agencies involved.

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

A. Application Fee

~~Establish a nonrefundable application fee set forth in the City of Cle Elum master fee schedule adopted by city council via resolution must be submitted with any special event permit application. Any event application submitted less than three weeks before the scheduled event is subject to an additional late fee set forth in the City of Cle Elum master fee schedule adopted by city council via resolution. non-refundable application fee, subject to approval by city council resolution, to be paid by the event organizer at the time the special event permit application is first submitted to the responsible official. The application fee shall not be charged for an application to conduct an expressive activity.~~

B. City Services Permit Fee.

~~Upon approval of an application for a permit for a special event, the economic development manager should provide the applicant with a statement of the estimated cost of city services, equipment and materials used or provided by city in providing traffic control and management for parades and vehicle~~

Commented [SC1]: Who best in Cle Elum? Finance Director?

events, and permit fees. Exempt from the special event cost recovery fee are the community events listed as follows:

The special event permit fee shall be calculated and assessed as follows:

1. The economic development manager shall send copies of special event applications to affected city departments. By way of illustration, and without limitation, personnel services provided by affected city departments include, but are not limited to, services such as police escorts and traffic control. Costs of such services are called "event management personnel costs." Each departmental personnel activity required for the special event shall be itemized, showing hourly rate and total cost. The "total event management personnel costs to the city" shall be the sum of each department's personnel costs. Nonprofit applicants shall pay fifty percent of the costs of the personnel services provided by the city. For-profit applicants will pay one hundred percent of the total event management personnel costs.
2. The economic development manager shall require payment of fees, or a reasonable estimate thereof, at the time the completed application is approved. The special event permit will not be issued until the special event permit fee is paid in full.

C. Security Deposit. Except for an application for a permit for a special event protected under the First and Fourteenth Amendments of the U.S. Constitution, and events solely sponsored by the city, each application for a special event permit shall be accompanied by a security deposit. For special events requiring the closure of public streets, the amount of the security deposit shall be set forth in the city of Yakima master fee schedule adopted by city council via resolution, based on the factors listed below. For special events limited to any city designated special event venue or other venue, or a special event permit issued under the expedited process of YMC 9.70.100, the amount of the security deposit shall be in an amount determined by the economic development manager based on the factors listed below. The economic development manager shall consider the following factors when determining the amount of any security deposit for a special event. The security deposit shall be in an amount the economic development manager determines is necessary and appropriate to defray costs of cleanup, repair and/or restoration based upon: (i) the number of persons expected to attend or participate in the event; (ii) the type or nature of the event; (iii) the number and type of vendors participating in the event; (iv) whether alcohol will be provided, served or consumed on the event venue; and (v) any other factor deemed relevant to determine the amount of deposit based upon reasonably foreseeable costs of cleanup, repair and/or restoration.

(1) Payment of Funds to Be Used for Security Deposit. Payment of funds to be used for security deposit shall be by cash or certified check.

(2) Deposit of Funds. Funds received from the applicant for security deposit shall be receipted by the city and deposited in an appropriate fund.

(3) Refund of Security Deposit. Subject to compliance with the following conditions, funds held by the city as a security deposit shall be refunded to the applicant in accordance with applicable payment procedures of the city:

(a) Applicant has complied with all requirements of the permit;

(b) Applicant has cleaned, repaired and restored the site following the conclusion of permitted event to the condition existing prior to the event, reasonable wear and tear excepted, to the satisfaction of the economic development manager.

(4) Use of Funds in Security Deposit by City. In the event applicant fails to comply with the approved cleanup plan included within the permit and/or damage to city property or facilities has occurred on the event site attributed to participants in the event, the economic development manager shall use reasonable efforts to notify the applicant that the city will proceed to clean, repair and restore the subject site and facilities, and thereupon authorize city personnel to conduct such cleanup and restoration. The cost of such city cleaning, repair and restoration shall be computed using the hourly rate of each city employee (with overtime rate, as applicable) multiplied by the hours worked by each employee, and the hourly rate for city equipment used for the cleanup, repair and restoration multiplied by the number of hours such equipment was used. Costs incurred by the city also include the costs of any third-party contractor retained to conduct or assist with such cleanup, repair or restoration. City will document its costs incurred in cleanup, repair and restoration and deduct from the security deposit the total amount incurred by the city for such cleanup, repair and restoration. In the event applicant fails to comply with any of the requirements of the permit, any costs incurred by the city resulting from such noncompliance shall be documented and deducted from the security deposit by the city. The city shall thereupon request a refund of the remaining balance of the security deposit to be processed and paid to the applicant, and shall provide the applicant with a copy of the document showing city costs incurred.

(5) Recovery of Excess Costs—Responsibility of Applicant. The applicant shall be responsible for all cleanup, repair and restoration required in this code, the approved permit and cleanup plan, and any other costs incurred by the city resulting from the applicant's failure to comply with any of the requirements of the permit. In the event city costs associated with cleanup, repair and/or restoration of the site or applicant's failure to comply with any of the requirements of the permit exceed the amount of the security deposit, applicant shall pay the excess amount to the city within fourteen days, and the city reserves the right to seek recovery of such amounts from any and all responsible parties, including but not limited to the applicant.

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

A. Although not required to be issued a special event permit, an event organizer of an activity exempted from this chapter is required to comply with all local, state and federal laws and regulations governing public safety or health.

B. Nothing in this chapter shall be construed to abrogate or limit the authority and jurisdiction of the city to enforce any other provisions of the Cle Elum Municipal Code.

C. The following activities are exempt from having to obtain a special event permit under this chapter:

1. Parades, athletic events or other special events that occur exclusively in city parks or in the public right of way or sidewalks, streets, or publicly owned property, and which are organized or conducted by the City of Cle Elum.

2. Funeral and wedding processions.
3. Use of city park picnic shelters for which a permit has been issued to the user or gatherings of fewer than one hundred (100) people in a city park, unless merchandise, food or services are offered for sale or trade to the public, in which case a special event permit is required.
4. Farmers markets, which may require a separate agreement and city council approval for street closure pursuant to CEMC X.XX.XXX;
5. Temporary sales conducted by businesses, such as holiday sales, grand opening sales, sidewalk sales, or anniversary sales.
6. Carnivals or rodeos, which require a separate permit and license pursuant to Chapter X.XX CEMC.
7. Events held at the Kittitas Valley Event Center.
8. Garage sales, rummage sales, lemonade stands and car washes.
9. The indoor exhibition of films or motion pictures.
10. Other similar events and activities which do not directly affect or use City services or right-of-way property, as determined by the responsible official.
11. Activities conducted by a governmental agency acting within the scope of its authority.

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

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

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

B. Upon good cause shown and provided that no risk or burden to the City results, the responsible official has discretion to allow a later filing. Allowance of a later filing may result in the responsible official adjusting other deadline requirements in this chapter. Notwithstanding the foregoing, applications for special events which require city council approval pursuant to CEMC X.XX.XXX must be submitted by no later than thirty (30) days prior to the scheduled event.

C. Priority may be given for the scheduling of a special event permit to local tax-exempt nonprofit organizations operating in and providing services to the citizens of the city. Priority may also be given to annual, semiannual, or other regularly scheduled or recurring special events if the event organizer notifies the responsible official within ninety (90) days of an event of their intent to hold the same event on a specific date the following year, and otherwise complies with all requirements of this chapter. If competing applications cannot be resolved on this basis, permits shall be granted to the earliest completed application received for the time and place requested.

D. An application for an expressive activity special event permit shall be filed with the responsible official no less than seven (7) calendar days before the time when it is proposed to conduct the expressive activity special event. Upon good cause shown, the responsible official may, in their discretion, allow a later filing.

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

A. An application for a special event permit is deemed complete when the applicant has submitted all of the ~~information~~information required in Section X.XX.XXX on the city's application form, including any additional information required by the responsible person, and paid the special event application fee;

B. A completed application will be routed by the responsible official for review to other city departments, the city manager, mayor and/or city council, as applicable. Each of the above-listed departments and/or officials shall provide the responsible official a written recommendation of approval (conditional or otherwise) or denial of the application based on the considerations referenced in CEMC X.XX.XXX.

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

A. Except as provided elsewhere in this chapter, the application for a special event permit shall include the following:

1. Contact information such as the name, address, telephone number, cell phone number, website address and e-mail address of the applicant.
2. A statement of the purpose of the special event, including the dates, times and location(s) (or routes, with map, if applicable), along with estimated attendance.
3. A list of emergency contacts that will be in effect during the event.
4. A statement of fees to be charged for the special event.
5. The proposed plan for clean-up, sanitation facilities, garbage and recycling collection, for the period during and after the event is completed.
6. Information documenting compliance, if needed, with the Americans with Disabilities Act (ADA) requirements for accessibility, parking and restrooms.
7. A description of the nature of any equipment to be used to produce sounds or noise. An outdoor event which will include amplified sound requires a noise waiver pursuant to CEMC X.XX.XXX.
8. The number of persons proposed or required to monitor or facilitate the special event and provide spectator or participant control and direction for special events using city streets, sidewalks, or facilities, together with any anticipated security and/or traffic control provisions.
9. The anticipated quantity and types of any alcohol that will be served at the event, for which a separate Washington State Liquor and Cannabis Board permit is required.
10. Liability insurance documentation, including the certificate(s) of insurance, along with a Hold Harmless and Indemnity Agreement in such form as may be issued by, or acceptable to, the city.
11. A list of participating vendors.
12. Any other information required by the responsible official.

B. The responsible official will notify the applicant within fifteen (15) business days of receiving a special event permit application of any information that the applicant has failed to provide or is incomplete.

X.XX.XXX Date of special event not confirmed until notice of confirmation issued.

Notwithstanding the responsible person's acceptance of a completed application, the date of the event shall not be considered confirmed until the responsible official issues a written notice of confirmation.

X.XX.XXX Conditions affecting issuance of a special event permit.

A. Where the event organizer has not requested, and the special event does not require city services, equipment, or personnel, the responsible official will issue a special event permit, when based upon the

completed application, all of the conditions listed in this section are met as determined by the responsible official.

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

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

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

A. If alcohol is to be provided, sold or served on public property or public right-of-way, or if served on private property but within a special event location that encompasses public right-of-way (e.g., closed street, alley or sidewalk), the event organizer shall comply with the following conditions:

1. Obtain and comply with the applicable liquor license or permit issued by the Washington State Liquor and Cannabis Board, and provide a copy of such license or permit to the city;
2. Service of alcohol must end by 12 a.m.;
3. Liquor Liability must be included on insurance coverage;
4. The alcohol service area must be clearly designated with a minimum of a four (4) foot high fencing surrounding the area; fencing, tables, chairs, etc. must be able to be removed quickly to allow passing of emergency vehicles;
5. Clearly designated entrance/exit points must be provided;
6. Trained volunteers or paid security personnel must be posted at every entrance/exit point to ensure that no person under 21 will be allowed into the alcohol service area; and
7. No outside alcohol may be brought into an alcohol service area and no alcohol may be removed.

X.XX.XXX Insurance required to conduct special event.

A. The event organizer of a special event must possess or obtain comprehensive general liability ("GL") insurance to protect the city against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the special event. Coverage types and limits shall be set forth in the special event application and/or published by the responsible official.

B. The insurance required by this section shall encompass all liability insurance requirements imposed for other permits required under other sections of this chapter and is to be provided for the benefit of the city and not as a duty, express or implied, to provide insurance protection for spectators.

C. Special events that are primarily athletic in nature (marathons, running events, triathlons, regattas and similar events) require a GL policy which includes Athletic Participant coverage providing protection for claims made by athletic participants.

D. The event organizer's current effective insurance policy, or copy, along with necessary endorsements, shall be filed with the responsible official at least 30 calendar days before the special event, unless the responsible official for good cause modifies the filing requirements.

X.XX.XXX Waiver of insurance requirements.

A. Except for special events where the sale of alcoholic beverages is authorized or where traffic control plans are required, the insurance requirements of this chapter may be waived by the responsible official. The responsible official may determine that the insurance requirements should be waived if one or more of the following factors are associated with the special event application:

1. It is objectively impossible for the applicant to obtain insurance coverage;
2. The special event is open to the general public at no charge to the attendees;
3. The event is an expressive activity; and
4. Any other factor the responsible official deems relevant to the determination.

Notwithstanding the foregoing, the insurance requirements of this chapter shall not be waived for a special event that will involve: the sale, provision or service of alcohol; vehicles; animals; fireworks; or pyrotechnics.

B. To claim that it is objectively impossible to obtain insurance coverage pursuant to this section, the applicant shall submit a statement from at least two independent licensed insurance brokers demonstrating the insurance is unavailable in the marketplace.

C. Even though insurance is waived, the responsible official shall require the event organizer of a special event to defend, indemnify, and hold harmless the city from any claim or liability arising from the special event.

X.XX.XXX Responsible official's action on special event permit application.

A. Except as provided in this section, the responsible official shall take final action upon an application for a special event permit within thirty (30) calendar days of when the application is deemed "complete" in compliance with CEMC X.XX.XXX(A).

B. The responsible official is not required to take final action upon any special event permit application prior to one hundred and eighty (180) calendar days before the special event.

C. The responsible official is not required to take final action on an untimely special event permit application, nor, after providing notice pursuant to CEMC X.XX.XXX(B), on an incomplete special event permit application.

D. Any event requiring closure of a street or alley, or temporary suspension of parking regulations, shall be routed to the mayor or their designee for approval. Closure of streets or alleys require the following for approval:

1. Concurrence with the request(s) by both the city manager and police chief;
2. For street or alley closures, concurrence with the request by at least 75% of businesses with storefronts on streets, or with access from an alley, in the closure as evidenced by the signatures of the business owner or their agent on a form approved by the city;

Notwithstanding the foregoing, the mayor or their designee may refer any street or alley closure request to the city council at the next scheduled council meeting for consideration of whether it should be approved.

Commented [SC2]: Separate into designated section

E. The following special events, or activities associated with a special event, shall require city council approval pursuant to CEMC X.XX.XXX prior to the issuance of a permit by the responsible official:

1. Any event at which alcoholic beverages are served, subject to compliance with all other requirements of this chapter; and
2. Any event which uses city rights-of-way as a part of the event which could substantially affect the normal flow of right-of-way traffic (for example, walk-a-thons, parades, foot races, etc.).

F. Final action on a completed special event permit application shall consist of one of the following:

1. Issuance of a special event permit in accordance with the terms of the application; or
2. Issuance of a special event permit in accordance with the terms of the application, as modified by mutual agreement between the responsible official and the applicant; or
3. Denial of the special event permit application by the responsible official pursuant to CEMC X.XX.XXX.

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

A. The responsible official shall deny a special event permit to an applicant who has not met one or more of the following requirements:

1. Provided a traffic control plan (if required); or
2. Provided sufficient monitors for crowd control and safety; or
3. Provided sufficient safety, health, or sanitation equipment services, or facilities that are reasonably necessary to ensure that the special event will be conducted with due regard for safety; or
4. Provided sufficient off-site parking or shuttle service, or both, when required, to minimize any substantial adverse impacts on general parking and traffic circulation in the vicinity of the special event; or
5. Submittal of a completed application for a special event permit, including payment of all fees due and owing prior to the event; or
6. Provided a copy of any permit or license required by another local or state agency.

B. The responsible official may deny a special event permit if, based on consideration of the permit application and from such other information obtained in reviewing the permit, in their opinion:

1. The special event will create the imminent possibility of violent or disorderly conduct likely to endanger public safety or to result in significant property damage; or
2. The special event will violate public health or safety laws; or
3. The special event fails to conform to the requirements of law or duly established city policy; or
4. The applicant demonstrates an inability or unwillingness to conduct a special event pursuant to the terms and conditions of this chapter; or
5. The applicant has failed to conduct a previously authorized or exempted special event in accordance with law or the terms of a permit, or both; or
6. The applicant has not obtained the approval of any other public agency within whose jurisdiction the special event or portion thereof will occur; or
7. The applicant has failed to provide an adequate first aid or emergency medical services plan based on special event risk factors.

C. The responsible official shall deny a special event permit to an applicant who has failed to comply with any material term of this chapter or condition of a special event permit previously issued to the applicant.

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

A. If the responsible official denies issuance of a special event permit pursuant to CEMC X.XX.XXX, they shall notify the applicant in writing, stating the reason(s) for the denial, within five (5) business days of the decision.

B. The denial of a special event permit may be appealed to the city manager or their designee.

C. An appeal shall be made within five (5) business days of the date of the written denial. An appeal is made by filing a written petition with the responsible official, setting forth the grounds for appeal and including any relevant documents.

D. The city manager shall consider the appeal and issue a written decision within five (5) business days of its receipt.

E. Judicial review of any such final decision may be obtained through the filing of an appropriate action with a court of competent jurisdiction within thirty (30) days of issuance of the written decision.

X.XX.XXX Use of City logo or name.

It is unlawful for any Event Organizer to use in the title of an event the words "The City of Cle Elum" or "City of Cle Elum," the name of any city department, or a facsimile or duplication of any logo of the City of Cle Elum or city department, or to indicate city sponsorship of an event, without the city's written authorization.

X.XX.XXX Display of special event permit required.

A copy of the special event permit shall be displayed in the special event venue in the method prescribed by the responsible official applicable to the particular special event and shall be exhibited upon demand of any city official.

X.XX.XXX Revocation of special event permit.

A. Any special event permit issued pursuant to this chapter is subject to revocation, pursuant to this section.

B. A special event permit may be revoked if the city determines:

1. That the special event will or is being conducted in violation of the standards or conditions for special event permit issuance; or
2. The special event is being conducted in violation of the law or of any condition of the special event permit; or
3. The special event poses a threat to health or safety; or
4. The applicant or any person associated with the special event has failed to obtain any other permit required pursuant to the provisions of this chapter; or
5. The applicant has not paid all fees when due; or
6. The applicant has failed to provide confirmation or proof that it has obtained the minimum number of required volunteers to perform safety functions; or
7. The special event permit was issued in error or contrary to law.

C. Except as provided in this section, notices of revocation shall be in writing and specifically set forth the reasons for the revocation.

D. If there is an emergency requiring immediate revocation of a special event permit, the responsible official may notify the permit holder verbally of the revocation.

E. An appeal from a revocation shall be handled in the same manner and under the same time requirements as denials of special event permits, pursuant to CEMC X.XX.XXX.

X.XX.XXX Effect of receipt of donations on status of tax-exempt nonprofit organizations.

A tax-exempt nonprofit organization sponsoring a special event may acknowledge the receipt of cash or in-kind services or goods, donations, prizes, or other consideration from for-profit organizations without changing their status as a tax-exempt nonprofit organization within the meaning of this chapter. Such acknowledgment may include use of the name, trademark, service mark, or logo of such a for-profit organization in the name or title of the special event or the prominent appearance of the same in advertising or on collateral material associated with the special event.

X.XX.XXX Authorized special event vendors and license fees.

A. The issuance of a special event permit confers upon the permit holder or event organizer the right to control and regulate the sale of goods, services, food and beverages within the special event venue in accordance with the terms and conditions of the special event permit.

B. Only vendors authorized by the permit holder or event organizer shall be allowed to sell goods, services, food or beverages in the special event venue.

1. The special event permit application shall include a preliminary list of the vendors anticipated at the special event for which the license is sought, which shall include the vendor's name, addresses, business telephone numbers and Washington State tax identification number, together with a general description of the goods, food, beverages and/or services offered by each vendor. In the event that there are changes to the preliminary list, such as the addition or deletion

of vendors or the completion or correction of information required from each vendor, those changes shall be set out in a final list by the promoter and submitted to the responsible official within five (5) business days following the end of the special event.

2. Food and beverage vendors shall maintain and display their food handling licenses and permits as required by state and local law.
3. All vendors at a special event shall, upon request from the responsible official or their designee, provide proof of authorization from the permit holder or event organizer to sell goods, services, food and beverages at the special event.

Commented [SC3]: Should we allow after-the-fact? Is anything else feasible?

C. Vendor license fees.

1. ~~1.~~ Unless the vendor has already obtained a city business license pursuant to Chapter 5.02 CEMC, or is otherwise exempt from such requirement, each vendor participating in a special event shall be required to pay a fee to obtain a license pursuant to this chapter in the amount of \$5.00 per day for each for-profit vendor, not to exceed a total of \$20.00 for each vendor; provided, however, any bona fide charitable, educational, religious, or nonprofit organization or club is exempt from the licensing fee requirements of this subsection.
2. Each license issued under this subsection shall be limited to the number of days approved for the operation of the special event for which the license was issued. No license shall be effective for more than ten (10) consecutive calendar days.
3. The license fee required by this subsection shall be collected by the special event permit holder from each vendor who intends to participate in the special event. The special event permit holder shall be personally responsible for any sums collected, or any sum which should have been collected from a vendor. Payment of the license fees is due within five (5) business days following the end of the special event.

Commented [SC4]: Amount?

Commented [SC5]: Do we want to put responsibility on the promoter? Is any other option more effective/efficient?

X.XX.XXX Unlawful to conduct special event without permit.

It is unlawful to conduct a special event without a special event permit as required pursuant to this chapter.

X.XX.XXX Other permits, licenses, fees and taxes.

The issuance of a special event permit does not relieve any person from the obligation to obtain any other permit or license, and/or pay any fees and taxes, as required by the Cle Elum Municipal Code, including but not limited to any general business licensing that may be required under Chapter 5.02 CEMC, or any other applicable law.

X.XX.XXX Unlawful to sell goods in special event venue without authorization.

It is unlawful for any person to sell, resell, or offer to sell or resell, any goods, food, or beverages in a special event venue, except:

- A. From any building, meaning any fully enclosed permanent structure built for the support, shelter, or enclosure of persons, animals, chattels, or property of any kind; or,
- B. From any tent, booth, or temporary structure expressly authorized pursuant to a special event permit.

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

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

X.XX.XXX Delegation of city manager's authority.

The city manager may delegate any or all of their functions under this chapter to their directors, supervisors or subordinates.

X.XX.XXX City manager authorized to adopt rules and regulations.

The city manager is authorized to promulgate additional rules and regulations that are consistent with and that further the terms and requirements set forth within this chapter and the provisions of law that pertain to the conduct and operation of a special event.

X.XX.XXX Penalties for violation.

A. The special event permit authorizes the applicant to conduct only such an event as is described in the permit, and in accordance with the terms and conditions of the permit. It is unlawful for the applicant to violate the terms and conditions of the permit, or for any event participant to violate the terms and conditions of the permit or to continue with the event if the permit is revoked or expired. All requests for changes to a permit must be submitted for review by the responsible official.

B. Any person or organization violating the provisions of this chapter shall be guilty of a misdemeanor, and upon conviction thereof, shall be subject to a penalty of a fine of not more than five hundred (500) dollars or by imprisonment of not more than ninety (90) days, or both such fine and imprisonment.

Section 2: The City of Cle Elum fee schedule shall be amended to include the following items:

Special Event Application Fee: \$50

Special Event Late Application Fee: \$100

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 the USER conducts under the CITY'S license or permit, whether such liability, loss, or damage is caused by, or arises out of, the negligence of the 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 any associated license(s), if any, shall automatically renew this Agreement.** The duty to indemnify the CITY for claims, demands, costs, or judgments against it that arise during the Agreement **shall survive** 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 **and indemnify CITY against any claims** brought or actions filed against CITY with respect to the subject of the indemnity contained herein, whether such claims or actions are rightfully or wrongfully brought or filed. In case a claim is brought or an action filed with respect to the subject of this indemnity, USER agrees that the CITY may employ an attorney of its own selection to appear and defend the claim or action on behalf of the 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 the CITY.

SECTION V

Vouchers or other similar property evidence showing payment by CITY of any loss, damage, or expense covered under this Agreement shall be conclusive evidence, **(except in cases of fraud)**, against USER as to the 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 undeveloped, past, present, or future**, arising out of activities that USER conducts under a license/permit issued to USER by CITY.

CLE ELUM LODGING TAX & EVENTS COMMITTEE

MINUTES

DECEMBER 9, 2024

8:30 AM

119 W FIRST STREET
CLE ELUM, WA 98922

1. Call to Order/Pledge of Allegiance

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

Matthew Lundh - Mayor
Debbie Lee - Clerk
Rich Albo - Chief of Police

The Lodging Tax & Events committee members present excused committee member Malek, and covered New Business first.

2. Unfinished Business

a. Update Event Application - verbiage, noise ordinance, etc.

Discussion was had about what triggers an Event Application. Some of the topics covered were:

- Fire & Life Safety
- International Fire Code
- Number of attendance
- Traffic
- Crowd Control
- Parking
- Security

The Committee also discussed moving away from numbers and focusing on conditions that would trigger an Event Application. The Committee talked about the definition of substantial and significant. Committee member Harper suggested the language below.

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.

Substantial, in this context, refers to any impact that is significant enough to noticeably alter

Lodging Tax & Events Committee Agenda

December 9, 2024

119 W FIRST STREET
CLE ELUM, WA 98922

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 for 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.

They discussed having a template for Chief Mills Fire & Safety Application. The Committee thought an editable Word document would work also.

Discussion will continue at the next meeting in January.

3. New Business

a. Approve November 12, 2024, Lodging Tax & Events Committee Meeting Minutes

MOTION: Committee Member Harper made a motion to approve the November 12, 2024, Lodging Tax & Events Committee Meeting; seconded by Committee Member Cook.

MOTION CARRIED: 2 yes 0 no.

b. Approve the Minutes from the Cle Elum Lodging Tax & Events Committee Dated November 26, 2024

MOTION: Committee Member Harper made a motion to approve the November 26, 2024, Cle Elum Lodging Tax & Events Committee Meeting Minutes; seconded by Committee Member Cook.

MOTION CARRIED: 2 yes 0 no.

c. Northern Kittitas County Historical Society - Night of The Museum Lecture Series - 2024 Lodging Tax Application

Michael Richard informed the Committee that this would be a lecture series given by local historians. They record these and put them on YouTube. Michael would like to find some funding to help alleviate the workload of the volunteers. They are asking for \$6,450.00 and will be looking for sponsors.

The Committee discussed printing of the handouts and if that reached the 50-mile radius for advertising. They do some mailings also. Facebook is a good way to reach your target areas as you can set your perimeters. They talked about equipment maintenance. They discussed allowing \$2,500.00 for digital marketing and \$3,900.00 towards the event for items that are within the scope of the Lodging Tax Fund.

MOTION: Committee Member Harper made a motion to approve the Northern Kittitas County Historical Society - Night of the Museum Lecture Series 2024 Lodging Tax Application in the amount of \$6,450.00; seconded by Committee Member Cook.

MOTION CARRIED: 2 yes 0 no.

Lodging Tax & Events Committee Agenda December 9, 2024

119 W FIRST STREET
CLE ELUM, WA 98922

4. Other Committee Comments

Jingle Bell Dash was canceled last weekend due to icy conditions and will be rescheduled.

5. Adjourn

The meeting was adjourned at 9:11 a.m.

Steven Cook, Chair

Debbie Lee, Clerk

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

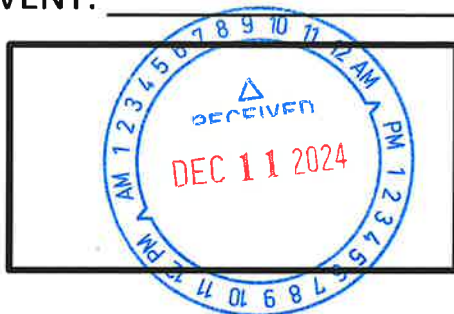


Telephone: (509) 674-2262
Fax: (509) 674-4097
www.cityofcleelum.com

EVENT PERMIT APPLICATION

NAME OF EVENT: Pioneer Days 2025

Received:



This Event permit is to help the event coordinator 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.

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

TYPE OF EVENT

Will your Event have OVER 50 Attendees? No ☐ Yes ☒ If yes, continue to "Major Event".

"Minor Event" (50 and Under)

Will you need any Street Closures? No ☐ Yes ☐ If yes, fill out Full Application.

Will you be putting up any Tents? No ☐ Yes ☐ If yes, fill out Full Application.

Will there be Alcohol served or available? No ☐ Yes ☐ If yes, fill out Full Application.

Do you plan on playing Music at the event? No ☐ Yes ☐ If yes, fill out Full Application.

Will you need to exceed the Noise Ordinance? No ☐ Yes ☐ If yes, fill out Full Application.

See Cle Elum Municipal Code Section 8.12

Will you be cooking on site? No ☐ Yes ☐ If yes, Contact the Cle Elum Fire Department.

Cle Elum Fire Department (509) 674-1748 or (509) 656-4062

Fire Chief Comments: _____

Approved: No ☐ Yes ☐

NOTE: During a burn ban you are NOT allowed to use pellets or briquettes.

"Major Event" (Over 50)

Will you need any Street Closures? No ☐ Yes ☒

Will this event require any Traffic Control Devices or Personnel? No ☐ Yes ☒

Will you be putting up any Tents? No ☐ Yes ☒

Will there be Alcohol served or available? No ☒ Yes ☐

Do you plan on playing Music at the event? No ☐ Yes ☒

Will you need to exceed the Noise Ordinance? No ☒ Yes ☐

See Cle Elum Municipal Code Section 8.12

Will you be cooking on site? No ☒ Yes ☐

ALL "Major Events" must complete the Full Permit Application.

EVENT 'FULL PERMIT APPLICATION'

***NOTE: This 'Full Permit Application' requires City approval. A meeting between the event coordinator and all department heads may be required. Please plan accordingly with as much advance notice as possible.**

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

This permit application must be completed, signed, and returned to Cle Elum City Hall along with all pertinent insurance information and diagrams.

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.

EVENT DESCRIPTION: Required.

Please attach additional sheets with a COMPLETE description of what the event will be.

Event Name Pioneer Days 2025
Event date(s): July 6, 2025 PARADE Day(s) of the Week SATURDAY
July 5, 6, 7, 2025 DOCK DIVING FRIDAY, SATURDAY, SUNDAY
Time: 10AM - 12PM PARADE; 9AM - 4PM DOCK DIVING
Event location: 1st Street, PEOH to PENN & RR (STAGING) PARADE; Wye Park - DOCK DIVING
Facilities to be used (check): Park ☒ Street ☐ Sidewalk ☒ Private Property ☐
Set-up: Date July 5, 2025 Time 8:00AM am / pm
Take-Down: Date July 5, 2025 PARADE Time 12:00PM PARADE am / pm
July 7, 2025 DOCK DIVING 4:00PM DOCK DIVING
Purpose of Event: Heritage festival to celebrate the town and promote tourism
Event Crowd Size:
Participants 115 PARADE Spectators 4000 Volunteers/Personnel 15
30 DOCK DIVING 150 5
Has Event been produced previously? No ☐ Yes ☒
If yes, what were the dates? _____
Any change from previous years? No ☐ Yes ☒ If yes, please list changes on separate sheet.

Please attach a separate sheet listing the schedule and location of events as well as a site map. Site map shall include items such as the location of garbage receptacles, portable bathroom facility, stage, seating, vendors, street closures, etc.

APPLICANT INFORMATION:Organization Name: Cle Elum Downtown AssociationMailing Address: Street PO Box 106City Cle Elum State WA Zip: 98922Applicant's Name: Jordan Peterson Title: Executive DirectorContact Information: Daytime Phone 509-433-7330Cell Phone 425-765-5719Fax N/AE-mail jordan@cleelumdowntown.orgContact Person During Event: Name Same as above

Daytime Phone _____

Cell Phone _____

Fax _____

E-mail _____

FEES AND PROCEEDS:Will you charge an admission fee? No ☐ Yes ☒ If yes, how much? \$15; non-profit exempt PARADE ONLYWill alcohol be served or available? No ☒ Yes ☐Will alcohol be sold? No ☒ Yes ☐***Applicant is responsible for obtaining all required permits from the State of Washington regarding alcohol and must abide by these state and local requirements.****ENTERTAINMENT AND PROMOTIONS:**Sound system: Acoustic ☐ Amplified ☒Describe Entertainment: Announcements for parade ONLYWill there be vendors? No ☒ Yes ☐ If yes, each vendor must fill out the Vendor License Application available at City Hall or approved alternate.

Check type of promotion you plan to use to attract participants:

TV ☐ Radio ☒ Paper ☒ Flyers ☒ Posters ☒ Other ☒ Specify Social Media

STREET CLOSURES:

Is this event going to require any street closures? No ☐ Yes ☒

If Yes, please list streets requested to be closed and attach map, highlighting streets.

List Street(s) 1st Street & Railroad*, Peoh to Pennsylvania *Staging Only PARADE
W Railroad to Hartwig Blvd (same as previous years) DOCK DIVING ONLY

INSURANCE INFORMATION:

☒ A Certificate of Liability Insurance MUST be attached to this Event Application. "City of Cle Elum" at 119 W First St., Cle Elum, WA 98922 must be named as "Additional Insured" to all coverage. [Insurance renewal in August 2025](#)

TRAFFIC CONTROL AND SECURITY:

Some activities may require traffic control and security. Please attach a separate sheet of paper detailed how your organization will deal with these issues. ☒ See Attached Pages

HOLD HARMLESS AGREEMENT(S):

Hold Harmless Agreement attached: ☒ MUST accompany this Event Permit Application
Parade Hold Harmless Agreement: ☐ *Not included in this application; Each Parade Entrant must sign and return to the event coordinator. The event coordinator is responsible for retaining all agreements.

CITY DEPARTMENT COMMENT PAGE:

☒ The following page lists the city departments that will need to be contacted. It is the responsibility of the event planner / applicant to take this form to each department for comments.

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



Applicant's Signature

12/10/2024

Date

[Jordan Peterson](#)

Applicant's Printed Name

[Executive Director](#)

Title



HOLD HARMLESS AGREEMENT

This Agreement made this 10 day of December, 2024, between the City of
Cle Elum, referred to as "CITY" herein, and Cle Elum Downtown Association at,
PO Box 106 Cle Elum WA 98922 referred to as "USER" herein.
Mailing Address City State Zip Name

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

SECTION I

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

SECTION II

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

SECTION III

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

SECTION IV

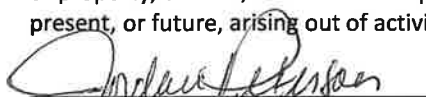
USER agrees to defend against any claims brought or actions filed against CITY with respect to the subject of the indemnity contained herein, whether such claims or actions are rightfully or wrongfully brought or filed. In case a claim should be brought or an action filed with respect to the subject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

SECTION V

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

SECTION VI

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


'USER' Signature

Jordan Peterson
Print Name

Executive Director
Title

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

Police Signature: _____

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

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

Fire Department Signature: _____

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

Administrator Approval: _____

Date: _____



Webform submission from: Notification of special event on state highways

From WSDOT <noreply@wsdot.wa.gov>
Date Tue 12/10/2024 5:30 PM
To wsdotspecialevnts@wsdot.wa.gov <wsdtspecialevnts@wsdot.wa.gov>
Cc cuilib@wsdot.wa.gov <cuilib@wsdot.wa.gov>

Submitted on December 10, 2024 - 5:30pm
Submitted by: Anonymous
Submitted values are:

Event/activity info

Title
Pioneer Day Parade

Brief description

Annual Pioneer Day Parade -- approx 115 participants pre-register for this event as floats-- we stage on RR Ave, and employ support from the Kittitas County Sheriff's Department, Cle Elum PD, Cle Elum Fire Department, Cle Elum Public Works and subcontract out to others as needed for safety.

Website
www.cleelumdowntown.com/christmas-in-cle-elum

Region
South Central

Start and end date and location

Start date and time

Sat, 07/05/2025 - 09:00

City and cross streets of starting point

Cle Elum, 1st & Peoh

End date and time

Sat, 07/05/2025 - 12:00

City and cross streets of end point

Cle Elum, 1st & Pennsylvania

Event details

Number of participants

~115 floats and ~4000 spectators

Has this event/activity happened previously?

Yes

Previous state date

Saturday, July 6, 2024

Will there be road closures?

Yes

Have you prepared a traffic control plan that complies with the Manual on Uniform Traffic Control Devices (MUTCD) (lane or road closures)?

Yes

Describe how and where support/escort vehicles will operate Provide information about event/activity participant compliance with laws pertaining the use of state highways during the course of event/activity

Same as previous years -- in 2024 we created a working Fire and Life Safety Plan for another parade (Christmas in Cle Elum) that we will be adapting for Pioneer Days. This is a working document that we are creating in partnership with CEPD, CEFD & CEPW

Sponsor
Cle Elum Downtown Association

Signature authority info

Signature Authority Name
Jordan Peterson

Email
jordan@cleelumdowntown.org

Phone
[5094337330](tel:5094337330)

Address
218 E First Street
PO Box 106
Cle Elum, Washington. 98922



December 11, 2024

RE: Pioneer Day 2025 Parade Application

I am writing to formally submit our application for the 2025 Pioneer Day Parade. Following the Cle Elum Downtown Association's transition from the Kittitas County Chamber of Commerce as the event's organizer in 2024, we have worked diligently to build a comprehensive framework to enhance the parade's safety and overall management.

In preparation for last year's parade, we met with the Cle Elum Police Department, Cle Elum Fire Department, and Cle Elum Public Works to implement new safety protocols and conduct thorough assessments. This collaborative effort proved successful, and we were able to review and refine our approach post-event to identify areas of improvement. A key outcome from these efforts was the creation of a detailed Fire and Life Safety Plan, which has been included with this application.

Moving forward, the Cle Elum Downtown Association is committed to maintaining strong coordination with the Cle Elum Fire Department (CEFD), Cle Elum Police Department (CEPD), and Cle Elum Public Works (CEPW). This partnership will ensure that photos of the parade route are accurately documented, making the placement of barricades clearer and providing a standardized approach to parade route management and asset allocation.

Should you need any further information or have any questions regarding our application or plans, please do not hesitate to contact me.

Thank you for your consideration, and we look forward to a successful 2025 Pioneer Day Parade.

Warmly,

A handwritten signature in black ink, appearing to read "Jordan Peterson".

Jordan Peterson

ENCLOSURE(S): DRAFT Fire and Life Safety Plan

218 E. First St. Cle Elum, WA 98922 • (509) 433-7330 • CleElumDowntown.com

Cle Elum Downtown Association

Pioneer Day Parade 7/5/2025

Fire & Life Safety Plan – 2025

Coordinated by CEDA, CEPD, CEFD, CEPW

Event Address:

Parade Route: 1st Street; Peoh to Pennsylvania, Cle Elum, WA, 98922

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

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

Point of Contact/Responsible for Emergency Plans:

Executive Director, Jordan Peterson | 509-273-6794 | jordan@cleelumdowntown.org

Business License: 602525709

EIN: 20-3716010

Additional On-site Contacts:

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

- **Cle Elum Downtown Association**
Executive Assistant, Kaylee Thompson | 509-273-0985 | kaylee@cleelumdowntown.org
- **Cle Elum Public Works**
Aaron Barr | 509-260-1236 | abarr@cleelum.gov
- **Cle Elum-Roslyn Police Department**
Chief Albo | 509-201-6141 | ralbo@cleelum.gov
- **Cle Elum Volunteer Fire Department**
Chief Mills | 509-656-4062 | emills@cleelum.gov

Emergency Procedures:

In the Event of an Emergency:

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

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

- PEOH – PENN on 1st Street;
- PEOH 1st to RR;
- PENN 1st to RR;
- PENN to PEOH RR (staging)

Day of event 7/4/2024

- **8:00 AM:**
 - Shut down Railroad Ave to thru traffic (parade participant access only)
 - Personnel and apparatus must be in position to block designated locations.
- **8:00 AM:** Parade participants will line up, coordinated by CEDA and CEPD.
- **8:30 AM:** Hard closure, no more vehicles in or out of closure area.
- **9:30 AM:** Script for parade to announcer
- **10:00 AM:** Parade will begin.
 - A spotter will escort vehicles to parade entry at 1st Street.
 - Once the event control zone is cleared, CEPD will direct blocking apparatus to reopen the zone.

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

Site Plan:

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

Emergency Evacuation:

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

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

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

Incident Response:

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



December 11, 2024

City of Cle Elum Event Application

RE: Pioneer Day 2025 – Dock Diving Dogs

Please see below for supporting documentation regarding the Cle Elum Downtown Association hosted events taking place during the annual Pioneer Day celebration.

Name of Event: Dock Diving Dogs

Set-up: July 3, 2025, 9:00AM

Date/Time: July 4-5, 2025, 9:00AM - 5:00PM & July 6, 2025 9:00AM -12:00PM

Tear-Down: July 7, 2025, 12:00PM – 6:00PM

Location(s): Wye Park, grassy area

This is a returning sub-event of Pioneer Days. We have contracted with North America Diving Dogs (NADD), for a fourth year to bring a new element of fun and energy to the Pioneer Days celebration. This is a 3-day event, with set-up taking place the day before (around 9AM) and tearing down the day after the event, beginning no later than 12PM.

This event brings in competitors and followers (of NADD) from all over the western United States. We would like to set the pool up in the same location as last year and will purchase the water to fill the pool. Once the competition is over, we would like to donate the water back to the City of Cle Elum (if they would like) to use in critical fire hazard areas.

NADD competitors are responsible for picking up after themselves, and their animals. We will have 2-4 portable toilets, and 1-2 washing stations available at Wye Park for competitors and spectators. NADD will be playing age-appropriate music, from a portable speaker system (as they did last year) and will be setting up canopies for competitors.

Last year, Jennie Graham of Stroll Magazine and NW Roots Construction was interested in running a small market in the Wye Park area, she may be submitting her own event application – I will not be the point of contact for this, if so. She or another person will be the point of contact for anything market-related at Wye Park.

If you have any questions, please feel free to reach out to me.

Sincerely,

218 E. First St. Cle Elum, WA 98922 • (509) 433-7330 • CleElumDowntown.com

Cle Elum Downtown Association

Pioneer Day – Dock Diving Dogs 7/4/2025 – 7/6/2025

Fire & Life Safety Plan – 2025

Coordinated by CEDA & CEFD

Event Address:

Wye Park, Cle Elum

Additional Use: W Railroad, W Railroad to Hartwig Blvd

Point of Contact/Responsible for Emergency Plans:

Executive Director, Jordan Peterson | 425-765-5719 | jordan@cleelumdowntown.org

Business License: 602525709

EIN: 20-3716010

Additional Contacts (off-site):

Cle Elum Downtown Association

Executive Assistant, Kaylee Thompson | 509-273-0985 | kaylee@cleelumdowntown.org

Emergency Procedures:

In the Event of an Emergency:

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

- **Medical Emergency:**

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

- **Fire Emergency:**

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

Please prioritize safety and effective communication during any fire emergency.

Fire Extinguisher Use:

- **Location:**
Fire extinguishers are available on the fire apparatus.
- **If You Can Safely Extinguish a Small Fire:**

Volunteer Assignments: N/A

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

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

Incident Response:

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

Major Incident:

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

Main Safety Route:

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

Evacuation Assembly Point (EAP):

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

Supplemental Emergency Staging Area(s):

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

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



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

PARADE ENTRANT HOLD HARMLESS AGREEMENT

PARADE NAME: Pioneer Day Parade 2024

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 12/11/2024

Parade Entrant Print Name: Jordan Peterson

Address: Street 218 E First Street

City Cle Elum State WA Zip: 98922

Phone: 509-433-7330

E-mail: jordan@cleelumdowntown.org

Will include verbiage on registration form.

City of Cle Elum Fire Department

Special Events Permit

LOCATION INFORMATION

FD USE ONLY

Address:	Date of Use:	Date Granted	PERMIT #
		Date Expires	

Name Cle Elum Downtown Association Phone#: 509 433 7330

City: Cle Elum State: WA Zip: 98922

EVENT COORDINATOR

Name Cle Elum Downtown Association Phone#: 509 433 7330

Address: 218 E 1st Street, PO Box 106

City: Cle Elum State: WA Zip: 98922

Print Name <u>Jordan Peterson</u>	Signature <u>Jordan Peterson</u>	Title <u>Executive Director</u>
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EMERGENCY CONTACT/ PROPERTY OWNER/SPONSORING ORGANIZATION

Name Same as above Phone#:

Address:

City: State: MA Zip:

Print Name <u>Jordan Peterson</u>	Signature <u>Jordan Peterson</u>	Title <u>Executive Director</u>
--------------------------------------	-------------------------------------	------------------------------------

Do not write below this line

Inspector signature:				FIRE MARSHAL			
Date:	Unit						
	Phone #						
ITEM	Code ID	No	FEE				
TOTALS				Signature			

**** Check here _____ if comments are used on back of form. ****

7/5/2025
Pioneer Days 2025
12/11/2024 Page 63 of 145

BASIC SETUP REQUIREMENTS

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

1. Special Permit is required for any open flame or cooking on premises.
2. A Special Permit is required for setups of tents, canopies, or membrane structures if the total square footage is more than 400 Sq. Ft. Or if being used during cooking.
3. Other permits may be required for electrical lines or gas lines outside of a building.
4. Generators must be placed 10 feet from the building. Also, must have a minimum 20BC Fire Extinguisher placed nearby.
5. Electrical wires or cables, and any gas/water piping on ground located in public areas must be matted.
6. No cooking under tents, canopies, or membranes is allowed if being used by the public. However, if canopy is metal (noncombustible), cooking is permitted. A 20-foot clearance must be maintained between the structure or booth.
7. If a propane tank is used, a minimum of 10 feet clearance must be kept between a tank and appliance(s).
8. 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.
9. 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.
10. Barbeques must be kept in a remote area where there is no public access.
11. CARNIVAL AREA: Provide an additional extinguisher throughout. (within 75' of travel)
12. All rides shall have a 2A-10BC fire extinguisher. NO rides may be within 20 feet of a building.
13. ALL exits and aisles must be maintained free and clear of any items.
14. Tents and canopies shall have a State Fire Marshal Flame Resistance Rating, and weighted property for safety for all weather events and hazards
15. ALL decorations, etc. shall be flame retardant.
16. A 7-foot overhead clearance must be maintained in all public access areas.
17. A 20-foot Fire Lane with a minimum 14-foot overhead clearance must be maintained
18. All Booths shall be a minimum of 10 feet away from structures.
19. Tables shall be arranged so that the seating edges of adjacent tables are not less than 54 inches apart.
20. Rectangular tables arranged to accommodate seating on one side only shall have not less than 36 inches between adjacent table edges.
- 21 Every chair shall be within 20 feet of an aisle.
22. 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.

SIGNATURE/TITLE

Executive Director

DATE

12/11/2024

OUTDOOR SPECIAL EVENT REQUIREMENTS

1. Event organizers shall be responsible for compliance with conditions listed in Addendum #001 by all cooking vendors.
2. All venue occupant loads shall be maintained.
3. All exits and aisles shall be maintained free and clear.
4. All cables shall be taped, matted, or flown.
5. Compressed gas cylinders shall always be secured and capped if not being used.
6. Fire lanes shall always be maintained unobstructed.
7. All fire protection systems shall be visible and unobstructed.
8. All decorations shall be flaming retardant.
9. No motor vehicles shall be operated in the event area.
10. 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.
11. Event signs, fire lanes signs and occupant load signs shall be displayed and visible before the event is opened to the public.
12. Event organizer(s) shall be responsible for submitting to the Fire Department a list of all cooking vendors and the signed copies of **ADDENDUM #001 (Requirement for cooking)**, by each cooking vendor.

RECEIVED BY:

Jordan Peterson

TITLE:

Executive Director

DATE

12/11/2024

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

CLE ELUM POLICE DEPARTMENT (509) 674-2991

Approved pending conversations about man-power, safety concerns etc. As this is a recurring event I see no issues approving the event knowing future conversations will still be had.

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

Police Signature: Rich Albo

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

As long as it is the same as this year's event, I'm happy

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

Public Works Signature: Aaron Barr

CLE ELUM FIRE DEPARTMENT (509) 674-1748

Permits for special events will be approved authorized and issued before event takes place. Fireworks will have separate permit paid for and approved and authorized before event takes place.

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

Fire Department Signature: Ed 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

Administrator Approval: _____ Date: _____

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

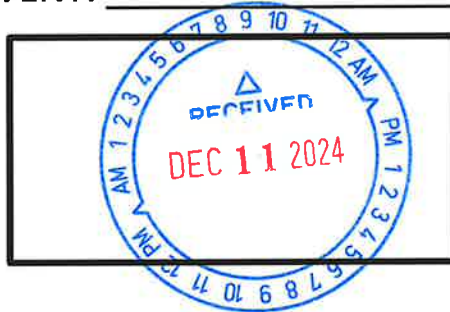


Telephone: (509) 674-2262
Fax: (509) 674-4097
www.cityofcleelum.com

EVENT PERMIT APPLICATION

NAME OF EVENT: Christmas In Cle Elum - Tree Lighting 2025

Received:



This Event permit is to help the event coordinator 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.

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

TYPE OF EVENT

Will your Event have OVER 50 Attendees? No ☐ Yes ☒ If yes, continue to "Major Event".

"Minor Event" (50 and Under)

Will you need any Street Closures? No ☐ Yes ☐ If yes, fill out Full Application.

Will you be putting up any Tents? No ☐ Yes ☐ If yes, fill out Full Application.

Will there be Alcohol served or available? No ☐ Yes ☐ If yes, fill out Full Application.

Do you plan on playing Music at the event? No ☐ Yes ☐ If yes, fill out Full Application.

Will you need to exceed the Noise Ordinance? No ☐ Yes ☐ If yes, fill out Full Application.
See Cle Elum Municipal Code Section 8.12

Will you be cooking on site? No ☐ Yes ☐ If yes, Contact the Cle Elum Fire Department.

Cle Elum Fire Department (509) 674-1748 or (509) 656-4062

Fire Chief Comments: _____

Approved: No ☐ Yes ☐

NOTE: During a burn ban you are NOT allowed to use pellets or briquettes.

"Major Event" (Over 50)

Will you need any Street Closures? No ☐ Yes ☒

Will this event require any Traffic Control Devices or Personnel? No ☐ Yes ☒

Will you be putting up any Tents? No ☐ Yes ☒

Will there be Alcohol served or available? No ☒ Yes ☐

Do you plan on playing Music at the event? No ☐ Yes ☒

Will you need to exceed the Noise Ordinance? No ☒ Yes ☐
See Cle Elum Municipal Code Section 8.12

Will you be cooking on site? No ☒ Yes ☐

ALL "Major Events" must complete the Full Permit Application.

EVENT 'FULL PERMIT APPLICATION'

***NOTE: This 'Full Permit Application' requires City approval. A meeting between the event coordinator and all department heads may be required. Please plan accordingly with as much advance notice as possible.**

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

This permit application must be completed, signed, and returned to Cle Elum City Hall along with all pertinent insurance information and diagrams.

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.

EVENT DESCRIPTION: Required.

Please attach additional sheets with a COMPLETE description of what the event will be.

Event Name Christmas in Cle Elum - Tree Lighting

Event date(s): November 29, 2025 Day(s) of the Week Saturday

Time: 6:00PM - 6:30PM

Event location: Flagpole Park

Facilities to be used (check): Park ☒ Street ☐ Sidewalk ☐ Private Property ☐

Set-up: Date November 29, 2025 Time 5:00PM am / pm

Take-Down: Date November 29, 2025 Time 7:00PM am / pm

Purpose of Event: Annual community celebration of the holidays -- promotes community & tourism

Event Crowd Size:

Participants 0 Spectators 300 Volunteers/Personnel 10

Has Event been produced previously? No ☐ Yes ☒

If yes, what were the dates? November 24, 2023 & November 30, 2024

Any change from previous years? No ☒ Yes ☐ If yes, please list changes on separate sheet.

Please attach a separate sheet listing the schedule and location of events as well as a site map. Site map shall include items such as the location of garbage receptacles, portable bathroom facility, stage, seating, vendors, street closures, etc.

APPLICANT INFORMATION:Organization Name: Cle Elum Downtown AssociationMailing Address: Street PO Box 106City Cle Elum State WA Zip: 98922Applicant's Name: Jordan Peterson Title: Executive DirectorContact Information: Daytime Phone 509-433-7330Cell Phone 425-765-5719Fax N/AE-mail jordan@cleelumdowntown.orgContact Person During Event: Name Same as above

Daytime Phone _____

Cell Phone _____

Fax _____

E-mail _____

FEES AND PROCEEDS:Will you charge an admission fee? No ☒ Yes ☐ If yes, how much? _____Will alcohol be served or available? No ☒ Yes ☐Will alcohol be sold? No ☒ Yes ☐***Applicant is responsible for obtaining all required permits from the State of Washington regarding alcohol and must abide by these state and local requirements.****ENTERTAINMENT AND PROMOTIONS:**Sound system: Acoustic ☐ Amplified ☒Describe Entertainment: Sound system provided by Angel Air Announcements during lighting.Will there be vendors? No ☒ Yes ☐ If yes, each vendor must fill out the Vendor License Application available at City Hall or approved alternate.

Check type of promotion you plan to use to attract participants:

TV ☐ Radio ☒ Paper ☒ Flyers ☒ Posters ☒ Other ☐ Specify Social Media

STREET CLOSURES:

Is this event going to require any street closures? No ☒ Yes ☐

If Yes, please list streets requested to be closed and attach map, highlighting streets.

List Street(s) _____

INSURANCE INFORMATION:

☒ A Certificate of Liability Insurance MUST be attached to this Event Application. "City of Cle Elum" at 119 W First St., Cle Elum, WA 98922 must be named as "Additional Insured" to all coverage. [Insurance renewal in August 2025](#)

TRAFFIC CONTROL AND SECURITY:

Some activities may require traffic control and security. Please attach a separate sheet of paper detailed how your organization will deal with these issues. ☒ See Attached Pages

HOLD HARMLESS AGREEMENT(S):

Hold Harmless Agreement attached: ☒ MUST accompany this Event Permit Application
Parade Hold Harmless Agreement: ☐ *Not included in this application; Each Parade Entrant must sign and return to the event coordinator. The event coordinator is responsible for retaining all agreements.

CITY DEPARTMENT COMMENT PAGE:

☒ The following page lists the city departments that will need to be contacted. It is the responsibility of the event planner / applicant to take this form to each department for comments.

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



Applicant's Signature

12/16/2024

Date

[Jordan Peterson](#)

Applicant's Printed Name

[Executive Director](#)

Title



HOLD HARMLESS AGREEMENT

This Agreement made this 10 day of December, 2024, between the City of Cle Elum, referred to as "CITY" herein, and Cle Elum Downtown Association at, PO Box 106, Cle Elum, WA, 98922 referred to as "USER" herein.

Mailing Address City State Zip Name

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

SECTION I

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

SECTION II

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

SECTION III

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

SECTION IV

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

SECTION V

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

SECTION VI

USER 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 developed or underdeveloped, resulting or is result, known or unknown, past, present, or future, arising out of activities that USER conducts under a license/permit issued to USER by CITY.

Jordan Peterson
'USER' Signature

Jordan Peterson
Print Name

Executive Director
Title

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

Police Signature: _____

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

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

Fire Department Signature: _____

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

Administrator Approval: _____

Date: _____

Cle Elum Downtown Association

Holiday Lighting at Flagpole Park 11/29/2025

Fire & Life Safety Plan – 2025

Coordinated by CEDA & CEFD

Event Address:

Parade Route: 1st Street; Peoh to Pennsylvania, Cle Elum, WA, 98922

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

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

Point of Contact/Responsible for Emergency Plans:

Executive Director, Jordan Peterson | 425-765-5719 | jordan@cleelumdowntown.org

Business License: 602525709

EIN: 20-3716010

Additional On-site Contacts:

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

- **Cle Elum Downtown Association**
Executive Assistant, Kaylee Thompson | 509-273-0985 | kaylee@cleelumdowntown.org
- **Cle Elum Volunteer Fire Department**
ESO & Asst Chief Henderson | 509-304-5040

Emergency Procedures:

In the Event of an Emergency:

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

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

Please prioritize safety and effective communication during any fire emergency.

Santa will be going into Eide Homes for pictures – this is a separate event from CEDA but will directly follow coordinated by Eide Homes and Stella's Café on private property.

Emergency Evacuation:

Volunteer Assignments: Volunteers acting as crowd safety managers will be stationed with Santa for the duration of the event.

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

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

Incident Response:

- **Minor Incident:**
 - **Communication:**
 - Use fire personnel Tac 3 for all communications unless instructed otherwise.
 - Notify CEPD.
 - **Incident Reporting:** Contact KITTCOM to call a run without paging resources.
 - Inform the event coordinator *Jordan Peterson* and *Assistant Chief Henderson* (CEFD).

Major Incident:

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

Main Safety Route:

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

Evacuation Assembly Point (EAP):

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

City of Cle Elum Fire Department

Special Events Permit

LOCATION INFORMATION

FD USE ONLY

Address:	Date of Use:	Date Granted	PERMIT #
		Date Expires	

Name	Cle Elum Downtown Association	Phone#:	509 433 7330
City:	Cle Elum	State:	WA
		Zip:	98922

EVENT COORDINATER

Name	Cle Elum Downtown Association	Phone#:	509 433 7330
Address:	218 E 1st Street, PO Box 106		
City:	Cle Elum	State:	WA
		Zip:	98922

Print Name	Signature	Title
Jordan Peterson	Jordan Peterson	Executive Director

EMERGENCY CONTACT/ PROPERTY OWNER/SPONSORING ORGANIZATION

Name	Same as above	Phone#:	
Address:			
City:		State:	MA
		Zip:	

Print Name	Signature	Title
Jordan Peterson	Jordan Peterson	Executive Director

Do not write below this line

Inspector signature:				FIRE MARSHAL					
Date:		Unit							
		Phone #							
ITEM	Code ID	No	FEE						
TOTALS				Signature					

**** Check here _____ if comments are used on back of form. ****

11/29/2025
Tree Lighting 2025
12/11/2024
Page 76 of 145

BASIC SETUP REQUIREMENTS

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

1. Special Permit is required for any open flame or cooking on premises.
2. A Special Permit is required for setups of tents, canopies, or membrane structures if the total square footage is more than 400 Sq. Ft. Or if being used during cooking.
3. Other permits may be required for electrical lines or gas lines outside of a building.
4. Generators must be placed 10 feet from the building. Also, must have a minimum 20BC Fire Extinguisher placed nearby.
5. Electrical wires or cables, and any gas/water piping on ground located in public areas must be matted.
6. No cooking under tents, canopies, or membranes is allowed if being used by the public. However, if canopy is metal (noncombustible), cooking is permitted. A 20-foot clearance must be maintained between the structure or booth.
7. If a propane tank is used, a minimum of 10 feet clearance must be kept between a tank and appliance(s).
8. 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.
9. 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.
10. Barbeques must be kept in a remote area where there is no public access.
11. CARNIVAL AREA: Provide an additional extinguisher throughout. (within 75' of travel)
12. All rides shall have a 2A-10BC fire extinguisher. NO rides may be within 20 feet of a building.
13. ALL exits and aisles must be maintained free and clear of any items.
14. Tents and canopies shall have a State Fire Marshal Flame Resistance Rating, and weighted property for safety for all weather events and hazards
15. ALL decorations, etc. shall be flame retardant.
16. A 7-foot overhead clearance must be maintained in all public access areas.
17. A 20-foot Fire Lane with a minimum 14-foot overhead clearance must be maintained
18. All Booths shall be a minimum of 10 feet away from structures.
19. Tables shall be arranged so that the seating edges of adjacent tables are not less than 54 inches apart.
20. Rectangular tables arranged to accommodate seating on one side only shall have not less than 36 inches between adjacent table edges.
21. Every chair shall be within 20 feet of an aisle.
22. 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.

SIGNATURE/TITLE

Executive Director

DATE

12/11/2024

OUTDOOR SPECIAL EVENT REQUIREMENTS

1. Event organizers shall be responsible for compliance with conditions listed in Addendum #001 by all cooking vendors.
2. All venue occupant loads shall be maintained.
3. All exits and aisles shall be maintained free and clear.
4. All cables shall be taped, matted, or flown.
5. Compressed gas cylinders shall always be secured and capped if not being used.
6. Fire lanes shall always be maintained unobstructed.
7. All fire protection systems shall be visible and unobstructed.
8. All decorations shall be flaming retardant.
9. No motor vehicles shall be operated in the event area.
10. 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.
11. Event signs, fire lanes signs and occupant load signs shall be displayed and visible before the event is opened to the public.
12. Event organizer(s) shall be responsible for submitting to the Fire Department a list of all cooking vendors and the signed copies of **ADDENDUM #001 (Requirement for cooking)**, by each cooking vendor.

RECEIVED BY: Jordan Peterson TITLE: Executive Director
DATE 12/11/2024

**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

No issues.

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

Police Signature: Rich Albo

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

I'm good with this event

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

Public Works Signature: Aaron Barr

CLE ELUM FIRE DEPARTMENT (509) 674-1748

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

Fire Department Signature: _____

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

Administrator Approval: _____ **Date:** _____

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

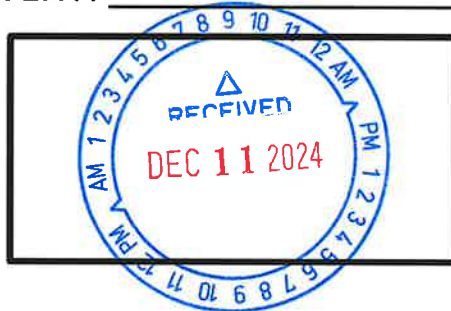


Telephone: (509) 674-2262
Fax: (509) 674-4097
www.cityofcleelum.com

EVENT PERMIT APPLICATION

NAME OF EVENT: *Cle Elum*
Pioneer Days 2025

Received:



This Event permit is to help the event coordinator 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.

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

TYPE OF EVENT

Will your Event have OVER 50 Attendees? No ☐ Yes ☒ If yes, continue to "Major Event".

"Minor Event" (50 and Under)

Will you need any Street Closures? No ☐ Yes ☐ If yes, fill out Full Application.

Will you be putting up any Tents? No ☐ Yes ☐ If yes, fill out Full Application.

Will there be Alcohol served or available? No ☐ Yes ☐ If yes, fill out Full Application.

Do you plan on playing Music at the event? No ☐ Yes ☐ If yes, fill out Full Application.

Will you need to exceed the Noise Ordinance? No ☐ Yes ☐ If yes, fill out Full Application.

See Cle Elum Municipal Code Section 8.12

Will you be cooking on site? No ☐ Yes ☐ If yes, Contact the Cle Elum Fire Department.

Cle Elum Fire Department (509) 674-1748 or (509) 656-4062

Fire Chief Comments: _____

Approved: No ☐ Yes ☐

NOTE: During a burn ban you are NOT allowed to use pellets or briquettes.

"Major Event" (Over 50)

Will you need any Street Closures? No ☐ Yes ☒

Will this event require any Traffic Control Devices or Personnel? No ☐ Yes ☒

Will you be putting up any Tents? No ☐ Yes ☒

Will there be Alcohol served or available? No ☒ Yes ☐

Do you plan on playing Music at the event? No ☐ Yes ☒

Will you need to exceed the Noise Ordinance? No ☒ Yes ☐

See Cle Elum Municipal Code Section 8.12

Will you be cooking on site? No ☒ Yes ☐

ALL "Major Events" must complete the Full Permit Application.

EVENT 'FULL PERMIT APPLICATION'

***NOTE: This 'Full Permit Application' requires City approval. A meeting between the event coordinator and all department heads may be required. Please plan accordingly with as much advance notice as possible.**

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

This permit application must be completed, signed, and returned to Cle Elum City Hall along with all pertinent insurance information and diagrams.

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.

EVENT DESCRIPTION: Required.

Please attach additional sheets with a COMPLETE description of what the event will be.

Event Name Boo-Elum 2025

Event date(s): October 31, 2025 Day(s) of the Week Friday

Time: 4:00PM - 6:00PM

Event location: 1st Street, WRIGHT to PENN

Facilities to be used (check): Park ☐ Street ☒ Sidewalk ☐ Private Property ☐

Set-up: Date October 31, 2025 Time 3:00PM am / pm

Take-Down: Date October 31, 2025 Time 6:30PM am / pm

Purpose of Event: Community event to celebrate the town and Halloween

Event Crowd Size:

Participants 20 Spectators 2000 Volunteers/Personnel 10

Has Event been produced previously? No ☐ Yes ☒

If yes, what were the dates? October 31, 2019-2024

Any change from previous years? No ☒ Yes ☐ If yes, please list changes on separate sheet.

Please attach a separate sheet listing the schedule and location of events as well as a site map. Site map shall include items such as the location of garbage receptacles, portable bathroom facility, stage, seating, vendors, street closures, etc.

APPLICANT INFORMATION:Organization Name: Cle Elum Downtown AssociationMailing Address: Street PO Box 106City Cle Elum State WA Zip: 98922Applicant's Name: Jordan Peterson Title: Executive DirectorContact Information: Daytime Phone 509-433-7330Cell Phone 425-765-5719Fax N/AE-mail jordan@cleelumdowntown.orgContact Person During Event: Name Same as above

Daytime Phone _____

Cell Phone _____

Fax _____

E-mail _____

FEES AND PROCEEDS:Will you charge an admission fee? No ☒ Yes ☐ If yes, how much? _____Will alcohol be served or available? No ☒ Yes ☐Will alcohol be sold? No ☒ Yes ☐***Applicant is responsible for obtaining all required permits from the State of Washington regarding alcohol and must abide by these state and local requirements.****ENTERTAINMENT AND PROMOTIONS:**Sound system: Acoustic ☐ Amplified ☐

Describe Entertainment: _____

Will there be vendors? No ☒ Yes ☐ If yes, each vendor must fill out the Vendor License Application available at City Hall or approved alternate.

Check type of promotion you plan to use to attract participants:

TV ☐ Radio ☒ Paper ☒ Flyers ☒ Posters ☒ Other ☒ Specify Social Media

STREET CLOSURES:

Is this event going to require any street closures? No ☐ Yes ☒

If Yes, please list streets requested to be closed and attach map, highlighting streets.

List Street(s) 1st Street Wright to Pennsylvania

INSURANCE INFORMATION:

☒ A Certificate of Liability Insurance MUST be attached to this Event Application. "City of Cle Elum" at 119 W First St., Cle Elum, WA 98922 must be named as "Additional Insured" to all coverage. [Insurance renewal in August 2025](#)

TRAFFIC CONTROL AND SECURITY:

Some activities may require traffic control and security. Please attach a separate sheet of paper detailed how your organization will deal with these issues. ☒ See Attached Pages

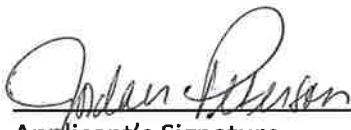
HOLD HARMLESS AGREEMENT(S):

Hold Harmless Agreement attached: ☒ MUST accompany this Event Permit Application
Parade Hold Harmless Agreement: ☐ *Not included in this application; Each Parade Entrant must sign and return to the event coordinator. The event coordinator is responsible for retaining all agreements.

CITY DEPARTMENT COMMENT PAGE:

☒ The following page lists the city departments that will need to be contacted. It is the responsibility of the event planner / applicant to take this form to each department for comments.

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



Applicant's Signature

[Jordan Peterson](#)

Applicant's Printed Name

12/10/2024

Date

[Executive Director](#)

Title



HOLD HARMLESS AGREEMENT

This Agreement made this 10 day of December, 2024, between the City of
Cle Elum, referred to as "CITY" herein, and Cle Elum Downtown Association at,
PO Box 106 Cle Elum WA 98922 referred to as "USER" herein.
Mailing Address City State Zip Name

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

SECTION I

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

SECTION II

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

SECTION III

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

SECTION IV

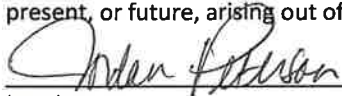
USER agrees to defend against any claims brought or actions filed against CITY with respect to the subject of the indemnity contained herein, whether such claims or actions are rightfully or wrongfully brought or filed. In case a claim should be brought or an action filed with respect to the subject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

SECTION V

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

SECTION VI

USER 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 developed or underdeveloped, resulting or is result, known or unknown, past, present, or future, arising out of activities that USER conducts under a license/permit issued to USER by CITY.


'USER' Signature

Jordan Peterson
Print Name

Executive Director
Title

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

Police Signature: _____

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

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

Fire Department Signature: _____

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

Administrator Approval: _____

Date: _____



December 11, 2024

BOO-ELUM 2025

Cle Elum Downtown Association (CEDA) will be hosting our annual Boo-Elum event with Trunk-or-Treating and a lit Pumpkin Path.

Boo-Elum activities include the 3rd^d annual Pumpkin Path and the 2nd annual Scarecrow Contest (TBD).

PUMPKIN PATH

Participants can bring their carved pumpkin to the Pumpkin Path from 3:00 pm – 4:00 pm on October 31st to decorate a designated area (TBD – have used Mavericks and WaFd in previous years).

TRUNK-OF-TREAT

This has gone well in previous years. We will continue to offer this, set up down the middle of 1st Street. Adding a 1HR buffer on other end of the event this year to accommodate more time for the Trunk-or-Treat vehicles to get set-up and settled before kids start visiting. As a safety measure all participants are required to register with name, company (if there is one), vehicle type, color, and license plate #.

Prizes will be awarded for the most creative pumpkins!

Warmly,

Jordan Peterson
Executive Director

Exhibit B



NOTE: Type 3 barricades and approved temporary signage must be used.



RE: Cle Elum Downtown Association Boo-Elum Trunk-or-Treat Waiver

Participant Waiver

I and those involved with my entry hereby release the City of Cle Elum and the Cle Elum Downtown Association from 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 Boo-Elum Trunk-or-Treat Event and to conduct myself accordingly. I agree to follow any statewide guidelines involving pandemic. I understand that due to statewide or national mandates, there is a small chance that this event can be changed or cancelled. I acknowledge that I am participating in Boo-Elum Trunk-or-Treat and other activities associated with the event requires that I have safe equipment, vehicles, livestock and hand-out materials/goods. 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 and the Cle Elum Downtown Association therewith from 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 and the Cle Elum Downtown Association 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 during or in conjunction with Boo-Elum Trunk-or-Treat and associated activities or events.

Webform submission from: Notification of special event on state highways

From WSDOT <noreply@wsdot.wa.gov>
Date Tue 12/10/2024 5:34 PM
To wsdotsspecialevents@wsdot.wa.gov <wsdotsspecialevents@wsdot.wa.gov>
Cc cuilib@wsdot.wa.gov <cuilib@wsdot.wa.gov>

Submitted on December 10, 2024 - 5:34pm

Submitted by: Anonymous

Submitted values are:

Event/activity info

Title

Boo-Elum

Brief description

Boo-Elum is an annual community event in Cle Elum, where we have trunk or treat, and other activities -- no changes from previous years.

Website

www.cleelumdowntown.com/boo-elum

Region

South Central

Start and end date and location

Start date and time
Fri, 10/31/2025 - 15:00

City and cross streets of starting point
Cle Elum, 1st & Wright

End date and time
Fri, 10/31/2025 - 12:00

City and cross streets of end point
Cle Elum, 1st & Pennsylvania

Event details

Number of participants
~20 trunk or treat trunks & ~2000 participants trick or treating

Has this event/activity happened previously?
Yes

Previous state date
Thursday, October 31, 2024

Will there be road closures?
Yes

Have you prepared a traffic control plan that complies with the Manual on Uniform Traffic Control Devices (MUTCD) (lane or road closures)?
Yes

Describe how and where support/escort vehicles will operate Provide information about event/activity participant compliance with laws pertaining the use of state highways during the course of event/activity
Same as previous years -- 2024 we created a Fire and Life Safety Plan (working document), see below:

Cle Elum Downtown Association

Boo-Elum 10/31/2024
Fire Safety Plan – 2024

Coordinated by CEDA, CEPD, CEFD, CEPW

Event Address:

1st Street; Pennsylvania to Wright, Cle Elum, WA, 98922

Point of Contact/Responsible for Emergency Plans:

Executive Director, Jordan Peterson | 509-273-6794 | jordan@cleelumdowntown.org

Business License: 602525709 EIN: 20-3716010

Additional On-site Contacts:

Each apparatus used for blocking will be part of the crowd safety managers

- Cle Elum Downtown Association

Executive Assistant, Kaylee Thompson | 509-273-0985 | kaylee@cleelumdowntown.org

- Cle Elum Fire Department

Captain Stanley | 509-607-1979 | cstanley@cleelum.gov

- District 6

Beau Foster | 425-941-2738 | (Danielle Bertschi) dbertschi@kcfpd6.com

- District 7

Kristin Carlson | 509-859-2234 | kcarlson@kcfpd7.com

- Medic One

MSO Tom Watkins | 509-899-3321

Chief Geoff Scherer | 509-607-3161

- Cle Elum Public Works

Aaron Barr | 509-260-1236 | abarr@cleelum.gov

- Cle Elum-Roslyn Police Department

Chief Albo | 509-201-6141 | ralbo@cleelum.gov

Emergency Procedures:

In the Event of an Emergency:

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

EMS Safety Officer: Captain Stanley

- Medical Emergency:

1. Stay Calm: Assess the situation.
2. Contact EMS Safety Officer: Captain Stanley will coordinate the necessary resources for the emergency.
3. Medic Crew: Medic One will be on-site to attend to patients.

4. High Acuity Cases: If the situation is critical, ensure KITTCOM is notified to dispatch additional resources.
5. Apparatus Coordination: Captain Stanley will manage the incoming apparatus and stage them appropriately. Personnel may be asked to enter the event control zone.

- Fire Emergency:

1. Stay Calm: Maintain your composure throughout the situation.
2. Report to EMS Safety Officer: Inform Captain Stanley of the incident location.
3. Apparatus Blocking: Ensure all emergency apparatus remain in place.
4. Crowd Control: Begin directing the crowd away from the emergency.
 - Keep the crowd calm.
 - Guide them out of the event control zone.
5. After Evacuation: Once everyone is safely out of the event control zone, return to your assigned apparatus for further information and instructions.
6. Response Crew: E521 will be staffed with a response crew to handle the fire.
 - If E521 is dispatched to another city emergency, E511 and its crew will take over responsibility for the control zone and fire response. Please prioritize safety and effective communication during any fire emergency.

- Fire Extinguisher Use:

- Location:

Fire extinguishers are available on the fire apparatus at closure points.

- If You Can Safely Extinguish a Small Fire:

1. Use the Fire Extinguisher:

- Stay Calm.

- Follow the PASS Method:

- Pull the pin.

- Aim the nozzle at the base of the fire.

- Squeeze the handle.

- Sweep the nozzle side to side.

2. Notify EMS Safety Officer: Have an additional person report the location of the incident.

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

Controlled Zone Procedures

1. Apparatus Movement:

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

2. Use of Spotters:

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

3. Oversight:

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

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

Blocking Vehicles and Apparatus:

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

- 1st & Penn: D7 Ladder & 1 CEPD officer
- WAFD & 1st Driveway: E531
- Alley adjacent to WAFD: Blocking vehicle: white VW Beetle (unmanned, owner Jordan Peterson) with cones
- Cavallini + Co parking lot: D6 with 1-2 apparatus
- Harris mid-block alleyway (leading to Cavallini + Co parking lot): D6
- 1st & Harris (S): Medic One Ambulance or other apparatus
- 1st & Harris (N): CEPD brush truck
- 1st & Wright: CEPD E511 & 1 CEPD Officer

Event Schedule:

Time: 4:00 PM – 6:00 PM

Key Actions Before the Event

- 3:00 PM: Fire personnel and apparatus must be in position to block designated locations.
- 3:30 PM: Trunk-or-Treaters will line up, coordinated by CEDA and CEPD.
- Fire Apparatus Blocking: Personnel responsible for apparatus blocking must remain in their designated spots until the road is reopened.
- 6:00 PM: Vehicle lineup for departure will be coordinated by CEDA and CEPD after all pedestrians have exited the event control zone.
- o A spotter will escort vehicles to Harris, directing them to exit left onto 2nd Street.
- o Once the event control zone is cleared, CEPD will direct blocking apparatus to reopen the zone.

Site Plan:

Trunk-or-Treating will occur on 1st Street, from Wright to Pennsylvania. Vehicles will enter at 1st & Penn, parking tandem (nose to tail) in the turn lane, facing East.

Emergency Evacuation:

Volunteer Assignments: Volunteers acting as crowd safety managers will be stationed every half block to coordinate pedestrian evacuation to Railroad, with designated exit points at Harris, Wright Ave, and Pennsylvania.

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

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

Incident Response:

- Minor Incident:

o Communication:

□ Use fire personnel Tac 3 for all communications unless instructed otherwise.
□ Notify CEPD.

o Incident Reporting: Contact KITTCOM to call a run without paging resources.
o Medic Unit Protocol:

□ If the medic unit needs to leave South Harris, the response rig will park in tandem with the non-response rig to distribute candy.
□ Inform the event coordinator, Chief Albo (CEPD), and Captain Stanley (CEFD).

Major Incident:

• Emergency Action Plan (EAP):

o Implement the EAP for pedestrian evacuation and vehicle removal from First Street.

• Notification:

o Notify all appropriate personnel immediately.

• Blocking Apparatus:

o Keep blocking apparatus in place to control the scene and protect citizens evacuating on foot.

o Ensure all vehicles in the event have keys accessible for later movement or emergency relocations.

o Designate a spotter and coordinate with the event coordinator for approval from CEPD.

• Evacuation Coordination:

o Event coordinator and crowd safety managers will oversee street evacuation.

Main Safety Route:

• Utilize side streets leading to the large lot on Railroad Street.

• If necessary, notify BNSF to alert trains about the ongoing evacuation and the large crowd in the area.

o Contact BNSF Resource Operations Call Center at 1-800-832-5452.

Evacuation Assembly Point (EAP):

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

Supplemental Emergency Staging Area(s):

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

Cle Elum Fire Department – Station 51 Shoemaker Manufacturing

301 N Pennsylvania Ave, Cle Elum, WA 98922 618 East 1st Street, Cle Elum, WA 98922

Additional Notes:

• No weapons or flammables are permitted for this event. Report any suspicious activities right away.

• Be extremely careful driving to and from event please being aware of extra foot traffic not visible to drivers.

Fire Chief Mills Contact:

509-656-4062 | emills@cleelum.gov

Sponsor

Signature authority info

Signature Authority Name

Jordan Peterson

Email

jordan@cleelumdowntown.org

Phone

[5094337330](tel:5094337330)

Address

218 E First Street

PO Box 106

Cle Elum, Washington. 98922

Cle Elum Downtown Association

Boo-Elum 10/31/2025

Fire Safety Plan – 2025

Coordinated by CEDA, CEPD, CEFD, CEPW

Event Address:

1st Street; Pennsylvania to Wright, Cle Elum, WA, 98922

Point of Contact/Responsible for Emergency Plans:

Executive Director, Jordan Peterson | 509-273-6794 | jordan@cleelumdowntown.org

Business License: 602525709

EIN: 20-3716010

Additional On-site Contacts:

Each apparatus used for blocking will be part of the crowd safety managers

- **Cle Elum Downtown Association**
Executive Assistant, Kaylee Thompson | 509-273-0985 | kaylee@cleelumdowntown.org
- **Cle Elum Fire Department**
Captain Stanley | 509-607-1979 | cstanley@cleelum.gov
- **District 6**
Beau Foster | 425-941-2738 | (Danielle Bertschi) dbertschi@kcfpd6.com
- **District 7**
Kristin Carlson | 509-859-2234 | kcarlson@kcf7.com
- **Medic One**
MSO Tom Watkins | 509-899-3321
Chief Geoff Scherer | 509-607-3161
- **Cle Elum Public Works**
Aaron Barr | 509-260-1236 | abarr@cleelum.gov
- **Cle Elum-Roslyn Police Department**
Chief Albo | 509-201-6141 | ralbo@cleelum.gov

Emergency Procedures:

In the Event of an Emergency:

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

EMS Safety Officer: Captain Stanley

- **Medical Emergency:**
 1. **Stay Calm:** Assess the situation.

3. Oversight:

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

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

Blocking Vehicles and Apparatus:

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

- **1st & Penn:** D7 Ladder & 1 CEPD officer
- **WAFD & 1st Driveway:** E531
- **Alley adjacent to WAFD:** Blocking vehicle: white VW Beetle (unmanned, owner Jordan Peterson) with cones
- **Cavallini + Co parking lot:** D6 with 1-2 apparatus
- **Harris mid-block alleyway (leading to Cavallini + Co parking lot):** D6
- **1st & Harris (S):** Medic One Ambulance or other apparatus
- **1st & Harris (N):** CEFD brush truck
- **1st & Wright:** CEFD E511 & 1 CEPD Officer

Event Schedule:

Time: 4:00 PM – 6:00 PM

Key Actions Before the Event

- **3:00 PM:** Fire personnel and apparatus must be in position to block designated locations.
- **3:30 PM:** Trunk-or-Treaters will line up, coordinated by CEDA and CEPD.
- **Fire Apparatus Blocking:** Personnel responsible for apparatus blocking must remain in their designated spots until the road is reopened.
- **6:00 PM:** Vehicle lineup for departure will be coordinated by CEDA and CEPD after all pedestrians have exited the event control zone.
 - A spotter will escort vehicles to Harris, directing them to exit left onto 2nd Street.
 - Once the event control zone is cleared, CEPD will direct blocking apparatus to reopen the zone.

Site Plan:

Trunk-or-Treating will occur on 1st Street, from Wright to Pennsylvania. Vehicles will enter at 1st & Penn, parking tandem (nose to tail) in the turn lane, facing East.

Emergency Evacuation:

Volunteer Assignments: Volunteers acting as crowd safety managers will be stationed every half block to coordinate pedestrian evacuation to Railroad, with designated exit points at Harris, Wright Ave, and Pennsylvania.

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

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

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

Additional Notes:

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

Fire Chief Mills Contact:
509-656-4062 | emills@cleelum.gov

City of Cle Elum Fire Department

Special Events Permit

LOCATION INFORMATION

FD USE ONLY

Address:	Date of Use:	Date Granted	PERMIT #
		Date Expires	

Name	Cle Elum Downtown Association	Phone#:	509 433 7330
City:	Cle Elum	State:	WA
		Zip:	98922

EVENT COORDINATOR

Name	Cle Elum Downtown Association	Phone#:	509 433 7330
Address:	218 E 1st Street, PO Box 106		
City:	Cle Elum	State:	WA
		Zip:	98922

Print Name	Signature	Title
Jordan Peterson	Jordan Peterson	Executive Director

EMERGENCY CONTACT/ PROPERTY OWNER/SPONSORING ORGANIZATION

Name	Same as above	Phone#:	
Address:			
City:	MA	State:	
		Zip:	

Print Name	Signature	Title
Jordan Peterson	Jordan Peterson	Executive Director

Do not write below this line

Inspector signature:				FIRE MARSHAL			
Date:	Unit						
	Phone #						
ITEM	Code ID	No	FEE				
TOTALS				Signature			

**** Check here _____ if comments are used on back of form. ****

BASIC SETUP REQUIREMENTS

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

1. Special Permit is required for any open flame or cooking on premises.
2. A Special Permit is required for setups of tents, canopies, or membrane structures if the total square footage is more than 400 Sq. Ft. Or if being used during cooking.
3. Other permits may be required for electrical lines or gas lines outside of a building.
4. Generators must be placed 10 feet from the building. Also, must have a minimum 20BC Fire Extinguisher placed nearby.
5. Electrical wires or cables, and any gas/water piping on ground located in public areas must be matted.
6. No cooking under tents, canopies, or membranes is allowed if being used by the public. However, if canopy is metal (noncombustible), cooking is permitted. A 20-foot clearance must be maintained between the structure or booth.
7. If a propane tank is used, a minimum of 10 feet clearance must be kept between a tank and appliance(s).
8. 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.
9. 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.
10. Barbeques must be kept in a remote area where there is no public access.
11. CARNIVAL AREA: Provide an additional extinguisher throughout. (within 75' of travel)
12. All rides shall have a 2A-10BC fire extinguisher. NO rides may be within 20 feet of a building.
13. ALL exits and aisles must be maintained free and clear of any items.
14. Tents and canopies shall have a State Fire Marshal Flame Resistance Rating, and weighted property for safety for all weather events and hazards
15. ALL decorations, etc. shall be flame retardant.
16. A 7-foot overhead clearance must be maintained in all public access areas.
17. A 20-foot Fire Lane with a minimum 14-foot overhead clearance must be maintained
18. All Booths shall be a minimum of 10 feet away from structures.
19. Tables shall be arranged so that the seating edges of adjacent tables are not less than 54 inches apart.
20. Rectangular tables arranged to accommodate seating on one side only shall have not less than 36 inches between adjacent table edges.
21. Every chair shall be within 20 feet of an aisle.
22. 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.

SIGNATURE/TITLE

Executive Director

DATE

12/11/2024

OUTDOOR SPECIAL EVENT REQUIREMENTS

1. Event organizers shall be responsible for compliance with conditions listed in Addendum #001 by all cooking vendors.
2. All venue occupant loads shall be maintained.
3. All exits and aisles shall be maintained free and clear.
4. All cables shall be taped, matted, or flown.
5. Compressed gas cylinders shall always be secured and capped if not being used.
6. Fire lanes shall always be maintained unobstructed.
7. All fire protection systems shall be visible and unobstructed.
8. All decorations shall be flaming retardant.
9. No motor vehicles shall be operated in the event area.
10. 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.
11. Event signs, fire lanes signs and occupant load signs shall be displayed and visible before the event is opened to the public.
12. Event organizer(s) shall be responsible for submitting to the Fire Department a list of all cooking vendors and the signed copies of **ADDENDUM #001 (Requirement for cooking)**, by each cooking vendor.

RECEIVED BY:

Jordan Peterson

TITLE:

Executive Director

DATE

12/11/2024

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

CLE ELUM POLICE DEPARTMENT (509) 674-2991

Approved pending conversations about man-power, safety concerns etc. As this is a recurring event I see no issues approving the event knowing future conversations will still be had.

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

Police Signature: Rich Albo

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

As long as everything is the same as this year's event I'm happy

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

Public Works Signature: Aaron Barr

CLE ELUM FIRE DEPARTMENT (509) 674-1748

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

Fire Department Signature: _____

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

Administrator Approval: _____ **Date:** _____

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

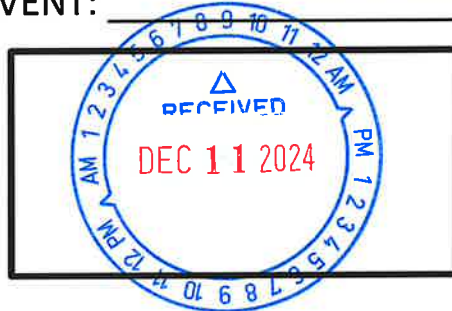


Telephone: (509) 674-2262
Fax: (509) 674-4097
www.cityofcleelum.com

EVENT PERMIT APPLICATION

NAME OF EVENT: Christmas In Cle Elum - Parade 2025

Received:



This Event permit is to help the event coordinator 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.

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

TYPE OF EVENT

Will your Event have OVER 50 Attendees? No ☐ Yes ☒ If yes, continue to "Major Event".

"Minor Event" (50 and Under)

Will you need any Street Closures? No ☐ Yes ☐ If yes, fill out Full Application.

Will you be putting up any Tents? No ☐ Yes ☐ If yes, fill out Full Application.

Will there be Alcohol served or available? No ☐ Yes ☐ If yes, fill out Full Application.

Do you plan on playing Music at the event? No ☐ Yes ☐ If yes, fill out Full Application.

Will you need to exceed the Noise Ordinance? No ☐ Yes ☐ If yes, fill out Full Application.
See Cle Elum Municipal Code Section 8.12

Will you be cooking on site? No ☐ Yes ☐ If yes, Contact the Cle Elum Fire Department.

Cle Elum Fire Department (509) 674-1748 or (509) 656-4062

Fire Chief Comments: _____

Approved: No ☐ Yes ☐

NOTE: During a burn ban you are NOT allowed to use pellets or briquettes.

"Major Event" (Over 50)

Will you need any Street Closures? No ☐ Yes ☒

Will this event require any Traffic Control Devices or Personnel? No ☐ Yes ☒

Will you be putting up any Tents? No ☐ Yes ☒

Will there be Alcohol served or available? No ☒ Yes ☐

Do you plan on playing Music at the event? No ☐ Yes ☒

Will you need to exceed the Noise Ordinance? No ☒ Yes ☐
See Cle Elum Municipal Code Section 8.12

Will you be cooking on site? No ☒ Yes ☐

ALL "Major Events" must complete the Full Permit Application.

EVENT 'FULL PERMIT APPLICATION'

***NOTE: This 'Full Permit Application' requires City approval. A meeting between the event coordinator and all department heads may be required. Please plan accordingly with as much advance notice as possible.**

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

This permit application must be completed, signed, and returned to Cle Elum City Hall along with all pertinent insurance information and diagrams.

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.

EVENT DESCRIPTION: Required.

Please attach additional sheets with a COMPLETE description of what the event will be.

Event Name Christmas in Cle Elum - Lighted Parade

Event date(s): December 6, 2025 Day(s) of the Week Saturday

Time: 6:00PM - 6:30PM

Event location: 1st Street, Peoh to Pennsylvania

Facilities to be used (check): Park ☐ Street ☒ Sidewalk ☐ Private Property ☐

Set-up: Date December 6, 2025 Time 4:30PM am / pm

Take-Down: Date December 6, 2025 Time 7:00PM am / pm

Purpose of Event: Annual community celebration of the holidays -- promotes community & tourism

Event Crowd Size:

Participants 30 Spectators 2000 Volunteers/Personnel 15

Has Event been produced previously? No ☐ Yes ☒

If yes, what were the dates? First Saturday of Every December

Any change from previous years? No ☒ Yes ☐ If yes, please list changes on separate sheet.

Please attach a separate sheet listing the schedule and location of events as well as a site map. Site map shall include items such as the location of garbage receptacles, portable bathroom facility, stage, seating, vendors, street closures, etc.

APPLICANT INFORMATION:Organization Name: Cle Elum Downtown AssociationMailing Address: Street PO Box 106City Cle Elum State WA Zip: 98922Applicant's Name: Jordan Peterson Title: Executive DirectorContact Information: Daytime Phone 509-433-7330Cell Phone 425-765-5719Fax N/AE-mail jordan@cleelumdowntown.orgContact Person During Event: Name Same as above

Daytime Phone _____

Cell Phone _____

Fax _____

E-mail _____

FEES AND PROCEEDS:Will you charge an admission fee? No ☒ Yes ☒ If yes, how much? \$15 /entry; non-profit exempt.Will alcohol be served or available? No ☒ Yes ☐Will alcohol be sold? No ☒ Yes ☐***Applicant is responsible for obtaining all required permits from the State of Washington regarding alcohol and must abide by these state and local requirements.****ENTERTAINMENT AND PROMOTIONS:**Sound system: Acoustic ☐ Amplified ☒Describe Entertainment: Announcer for parade ONLYWill there be vendors? No ☒ Yes ☐ If yes, each vendor must fill out the Vendor License Application available at City Hall or approved alternate.

Check type of promotion you plan to use to attract participants:

TV ☐ Radio ☒ Paper ☒ Flyers ☒ Posters ☒ Other ☒ Specify Social Media

STREET CLOSURES:

Is this event going to require any street closures? No ☐ Yes ☒

If Yes, please list streets requested to be closed and attach map, highlighting streets.

List Street(s) 1st Street, Peoh to Penn & RR (for staging)

INSURANCE INFORMATION:

☒ A Certificate of Liability Insurance MUST be attached to this Event Application. "City of Cle Elum" at 119 W First St., Cle Elum, WA 98922 must be named as "Additional Insured" to all coverage.

[Insurance renewal in August 2025](#)

TRAFFIC CONTROL AND SECURITY:

Some activities may require traffic control and security. Please attach a separate sheet of paper detailed how your organization will deal with these issues. ☒ See Attached Pages

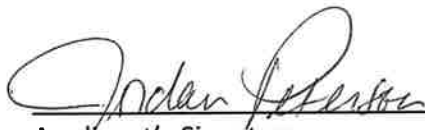
HOLD HARMLESS AGREEMENT(S):

Hold Harmless Agreement attached: ☒ MUST accompany this Event Permit Application
Parade Hold Harmless Agreement: ☐ *Not included in this application; Each Parade Entrant must sign and return to the event coordinator. The event coordinator is responsible for retaining all agreements.

CITY DEPARTMENT COMMENT PAGE:

☒ The following page lists the city departments that will need to be contacted. It is the responsibility of the event planner / applicant to take this form to each department for comments.

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



Applicant's Signature

[Jordan Peterson](#)

Applicant's Printed Name

12/10/2024

Date

[Executive Director](#)

Title



HOLD HARMLESS AGREEMENT

This Agreement made this 10 day of December, 2024, between the City of
Cle Elum, referred to as "CITY" herein, and Cle Elum Downtown Association at,
PO Box 106 Cle Elum WA 98922 referred to as "USER" herein.
Mailing Address City State Zip

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

SECTION I

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

SECTION II

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

SECTION III

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

SECTION IV

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

SECTION V

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

SECTION VI

USER 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 developed or underdeveloped, resulting or is result, known or unknown, past, present, or future, arising out of activities that USER conducts under a license/permit issued to USER by CITY.


"USER" Signature

Jordan Peterson
Print Name

Executive Director
Title

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

Police Signature: _____

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

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

Fire Department Signature: _____

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

Administrator Approval: _____

Date: _____

Webform submission from: Notification of special event on state highways

From WSDOT <noreply@wsdot.wa.gov>
Date Tue 12/10/2024 5:25 PM
To wsdotsspecialerevents@wsdot.wa.gov <wsdotsspecialerevents@wsdot.wa.gov>
Cc cuilllb@wsdot.wa.gov <cuilllb@wsdot.wa.gov>

Submitted on December 10, 2024 - 5:25pm

Submitted by: Anonymous

Submitted values are:

Event/activity info

Title

Christmas In Cle Elum Parade

Brief description

Annual Christmas in Cle Elum Lighted Parade -- approx 30 participants pre-register for this event -- we stage on RR Ave, and employ support from the Kittitas County Sheriffs Department, Cle Elum PD, Cle Elum Fire Department, Cle Elum Public Works and subcontract out to others as needed for safety.

Website

www.cleelumdowntown.com/christmas-in-cle-elum

Region

South Central

Start and end date and location

Start date and time
Sat, 12/06/2025 - 16:30

City and cross streets of starting point
1st & Peoh

End date and time
Sat, 12/07/2024 - 19:00

City and cross streets of end point
1st & Pennsylvania

Event details

Number of participants
~30 floats and ~1500 spectators

Has this event/activity happened previously?
Yes

Previous state date
Saturday, December 7, 2024

Will there be road closures?
Yes

Have you prepared a traffic control plan that complies with the Manual on Uniform Traffic Control Devices (MUTCD) (lane or road closures)?
Yes

Describe how and where support/escort vehicles will operate Provide information about event/activity participant compliance with laws pertaining the use of state highways during the course of event/activity
Same as previous years. Additionally, we created a working document for a Fire and Life Safety Plan for this event in 2024 -- see below:

Cle Elum Downtown Association

Christmas In Cle Elum Parade & Fireworks 12/7/2024 Fire & Life Safety Plan – 2024

Coordinated by CEDA, CEPD, CEFD, CEPW

Event Address:

Parade Route: 1st Street; Peoh to Pennsylvania, Cle Elum, WA, 98922

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

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

Point of Contact/Responsible for Emergency Plans:

Executive Director, Jordan Peterson | 509-273-6794 | jordan@cleelumdowntown.org

Business License: 602525709 EIN: 20-3716010

Additional On-site Contacts:

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

- Cle Elum Downtown Association

Executive Assistant, Kaylee Thompson | 509-273-0985 | kaylee@cleelumdowntown.org

- Cle Elum Public Works

Aaron Barr | 509-260-1236 | abarr@cleelum.gov

- Cle Elum-Roslyn Police Department

Chief Albo | 509-201-6141 | ralbo@cleelum.gov

- Cle Elum Volunteer Fire Department

Chief Mills | 509-656-4062 | emills@cleelum.gov

Emergency Procedures:

In the Event of an Emergency:

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

- Medical Emergency:

1. Stay Calm: Assess the situation.

2. High Acuity Cases: If the situation is critical, ensure KITCOM is notified to dispatch additional resources.

- Fire Emergency:

1. Stay Calm: Maintain your composure throughout the situation.

2. Crowd Control: Begin directing the crowd away from the emergency.

- ☐ Keep the crowd calm.

- ☐ Guide them out of the event control zone.

Please prioritize safety and effective communication during any fire emergency.

Fire Extinguisher Use:

- Location:

Fire extinguishers are available on the fire apparatus.

- If You Can Safely Extinguish a Small Fire:

1. Use the Fire Extinguisher:

- ☐ Stay Calm.

- ☐ Follow the PASS Method:

- ☐ Pull the pin.

- ☐ Aim the nozzle at the base of the fire.

- ☐ Squeeze the handle.

- ☐ Sweep the nozzle side to side.

2. Notify EMS Safety Officer: Have an additional person report the location of the incident.

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

Controlled Zone Procedures

1. Apparatus Movement:

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

2. Use of Spotters:

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

3. Oversight:

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

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

Blocking Vehicles and Apparatus:

Before any apparatus is moved in the controlled zone it must first be approved by event coordinator and have other blocking in place.

Spotters will be always used in or around event control zone. CEPD will oversee all crowd & traffic control with assistance from crowd safety managers.

Event Schedule:

Time: 6:00 PM – 7:30 PM

Key Actions Before the Event

Day before event 12/6/2024

- 6:00PM: Day before the event, Public Works to place NO PARKING signs along parade route:

- o PEOH – PENN on 1st Street;

- o PEOH 1st to RR;

- o PENN 1st to RR;

- o PENN to PEOH RR (staging)

Day of event 12/7/2024

• 3:45 PM:

- o Shut down Railroad Ave to thru traffic (parade participant access only)
- o Personnel and apparatus must be in position to block designated locations.

• 4:00 PM: Parade participants will line up, coordinated by CEDA and CEPD.

• 5:30PM: Script for parade to announcer

• 6:00 PM: Parade will begin. If there is snow, WSDOT will lead parade with plows in formation.

o A spotter will escort vehicles to parade entry at 1st Street.

o Once the event control zone is cleared, CEPD will direct blocking apparatus to reopen the zone.

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

Site Plan:

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

Emergency Evacuation:

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

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

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

Incident Response:

• Minor Incident:

o Communication:

☐ Use fire personnel Tac 3 for all communications unless instructed otherwise.

☐ Notify CEPD.

o Incident Reporting: Contact KITTCOM to call a run without paging resources.

☐ Inform the event coordinator Jordan Peterson, Chief Albo (CEPD), and Chief Mills (CEFD).

Major Incident:

• Emergency Action Plan (EAP):

o Implement the EAP for pedestrian evacuation and vehicle removal from 1st Street.

• Notification:

o Notify all appropriate personnel immediately.

• Blocking Apparatus:

o Keep blocking jersey barriers in place to control the scene and protect citizens evacuating on foot.

o Ensure all vehicles in the event have keys accessible for later movement or emergency relocations.

o Designate a spotter and coordinate with the event coordinator for approval from CEPD.

- Evacuation Coordination:
 - o Event coordinator and crowd safety managers will oversee street evacuation.

Main Safety Route:

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

Evacuation Assembly Point (EAP):

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

Supplemental Emergency Staging Area(s):

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

Cle Elum Volunteer Fire Department – Station 51 Shoemaker Manufacturing

301 N Pennsylvania Ave, Cle Elum, WA 98922 618 East 1st Street, Cle Elum, WA 98922

Additional Notes:

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

Fire Chief Mills Contact:

509-656-4062 | emills@cleelum.gov

Sponsor

Cle Elum Downtown Association

Signature authority info

Signature Authority Name

Jordan Peterson

Email

jordan@cleelumdowntown.org

Phone

[5094337330](tel:5094337330)

Address

218 E First Street
PO Box 106
Cle Elum, Washington. 98922

Cle Elum Downtown Association

Christmas In Cle Elum Parade & Fireworks 12/6/2025

Fire & Life Safety Plan – 2025

Coordinated by CEDA, CEPD, CEFD, CEPW

Event Address:

Parade Route: 1st Street; Peoh to Pennsylvania, Cle Elum, WA, 98922

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

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

Point of Contact/Responsible for Emergency Plans:

Executive Director, Jordan Peterson | 509-273-6794 | jordan@cleelumdowntown.org

Business License: 602525709

EIN: 20-3716010

Additional On-site Contacts:

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

- **Cle Elum Downtown Association**
Executive Assistant, Kaylee Thompson | 509-273-0985 | kaylee@cleelumdowntown.org
- **Cle Elum Public Works**
Aaron Barr | 509-260-1236 | abarr@cleelum.gov
- **Cle Elum-Roslyn Police Department**
Chief Albo | 509-201-6141 | ralbo@cleelum.gov
- **Cle Elum Volunteer Fire Department**
Chief Mills | 509-656-4062 | emills@cleelum.gov

Emergency Procedures:

In the Event of an Emergency:

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

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

- PEOH – PENN on 1st Street;
- PEOH 1st to RR;
- PENN 1st to RR;
- PENN to PEOH RR (staging)

Day of event 12/6/2024

- **4:00 PM:**
 - Shut down Railroad Ave to thru traffic (parade participant access only)
 - Personnel and apparatus must be in position to block designated locations.
- **4:00 PM:** Parade participants will line up, coordinated by CEDA and CEPD.
- **4:30 PM:** Hard closure, no more vehicles in or out of closure area.
- **5:30PM:** Script for parade to announcer
- **6:00 PM:** Parade will begin. If there is snow, WSDOT will lead parade with plows in formation.
 - A spotter will escort vehicles to parade entry at 1st Street.
 - Once the event control zone is cleared, CEPD will direct blocking apparatus to reopen the zone.

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

Site Plan:

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

Emergency Evacuation:

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

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

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

Incident Response:

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

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



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

PARADE ENTRANT HOLD HARMLESS AGREEMENT

PARADE NAME: Christmas in Cle Elum Lighted Parade 2024

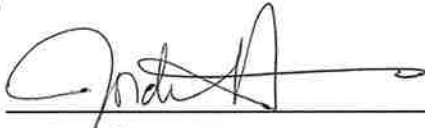
I and those involved with my entry hereby release City of Cle Elum from any and all claims for damages on account of injury to either my person, property or livestock in conjunction with the above event. I hereby agree to abide by the rules and regulations of the Parade and to conduct myself accordingly.

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 12/11/2024

Parade Entrant Print Name: Jordan Peterson

Address: Street 218 E First Street
City Cle Elum State WA Zip: 98922

Phone: 509-433-7330

E-mail: jordan@cleelumdowntown.org

*Will include VLMage or
Registration form.*

City of Cle Elum Fire Department

Special Events Permit

LOCATION INFORMATION

FD USE ONLY

Address:	Date of Use:	Date Granted	PERMIT #
		Date Expires	

Name	Cle Elum Downtown Association	Phone#:	509 433 7330
City:	Cle Elum	State:	WA
		Zip:	98922

EVENT COORDINATER

Name	Cle Elum Downtown Association	Phone#:	509 433 7330
Address:	218 E 1st Street, PO Box 106		
City:	Cle Elum	State:	WA
		Zip:	98922

Print Name	Signature	Title
Jordan Peterson	Jordan Peterson	Executive Director

EMERGENCY CONTACT/ PROPERTY OWNER/SPONSORING ORGANIZATION

Name	Same as above	Phone#:	
Address:			
City:	MA	State:	
		Zip:	

Print Name	Signature	Title
Jordan Peterson	Jordan Peterson	Executive Director

Do not write below this line

Inspector signature:				FIRE MARSHAL			
Date:	Unit						
	Phone #						
ITEM	Code ID	No	FEE				
TOTALS				Signature			

**** Check here _____ if comments are used on back of form. ****

12/6/2025
Christmas Lighted Parade
12/11/2024 Page 121 of 145

BASIC SETUP REQUIREMENTS

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

1. Special Permit is required for any open flame or cooking on premises.
2. A Special Permit is required for setups of tents, canopies, or membrane structures if the total square footage is more than 400 Sq. Ft. Or if being used during cooking.
3. Other permits may be required for electrical lines or gas lines outside of a building.
4. Generators must be placed 10 feet from the building. Also, must have a minimum 20BC Fire Extinguisher placed nearby.
5. Electrical wires or cables, and any gas/water piping on ground located in public areas must be matted.
6. No cooking under tents, canopies, or membranes is allowed if being used by the public. However, if canopy is metal (noncombustible), cooking is permitted. A 20-foot clearance must be maintained between the structure or booth.
7. If a propane tank is used, a minimum of 10 feet clearance must be kept between a tank and appliance(s).
8. 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.
9. 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.
10. Barbeques must be kept in a remote area where there is no public access.
11. CARNIVAL AREA: Provide an additional extinguisher throughout. (within 75' of travel)
12. All rides shall have a 2A-10BC fire extinguisher. NO rides may be within 20 feet of a building.
13. ALL exits and aisles must be maintained free and clear of any items.
14. Tents and canopies shall have a State Fire Marshal Flame Resistance Rating, and weighted property for safety for all weather events and hazards
15. ALL decorations, etc. shall be flame retardant.
16. A 7-foot overhead clearance must be maintained in all public access areas.
17. A 20-foot Fire Lane with a minimum 14-foot overhead clearance must be maintained
18. All Booths shall be a minimum of 10 feet away from structures.
19. Tables shall be arranged so that the seating edges of adjacent tables are not less than 54 inches apart.
20. Rectangular tables arranged to accommodate seating on one side only shall have not less than 36 inches between adjacent table edges.
21. Every chair shall be within 20 feet of an aisle.
22. 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.

SIGNATURE/TITLE

Executive Director

DATE

12/11/2024

OUTDOOR SPECIAL EVENT REQUIREMENTS

1. Event organizers shall be responsible for compliance with conditions listed in Addendum #001 by all cooking vendors.
2. All venue occupant loads shall be maintained.
3. All exits and aisles shall be maintained free and clear.
4. All cables shall be taped, matted, or flown.
5. Compressed gas cylinders shall always be secured and capped if not being used.
6. Fire lanes shall always be maintained unobstructed.
7. All fire protection systems shall be visible and unobstructed.
8. All decorations shall be flaming retardant.
9. No motor vehicles shall be operated in the event area.
10. 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.
11. Event signs, fire lanes signs and occupant load signs shall be displayed and visible before the event is opened to the public.
12. Event organizer(s) shall be responsible for submitting to the Fire Department a list of all cooking vendors and the signed copies of **ADDENDUM #001 (Requirement for cooking)**, by each cooking vendor.

RECEIVED BY:

Jordan Peterson

TITLE:

Executive Director

DATE

12/11/2024

**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

As this is a recurring event, I am approving this pending the continued conversations about details including man-power, street closures, and planning with Public Works.

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

Police Signature: Rich Albo

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

No changes on our part

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

Public Works Signature: Aaron Barr

CLE ELUM FIRE DEPARTMENT (509) 674-1748

Fire and life safety plan will be reviewed before permit is granted for the event to take place.

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

Fire Department Signature: Ed 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

Administrator Approval: _____ Date: _____



2025 Lodging Tax Fund Application

Name of Applicant: City of Cle Elum

Name of Event: Downtown Association + Visitor Center

Date Received: 1-10-25

Received By: 

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

Lodging Tax Funds – General Information

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

Uses According to Law:

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

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

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

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

Review Process:

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

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

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

Local Policy on Disallowed Uses:

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

Application Definitions:

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

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

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

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

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

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

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

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

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

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

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

SUBMITTAL INSTRUCTIONS

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

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

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

Project Management:

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

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

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

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

Project Reporting Requirements:

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

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

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

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

Applicant Categories and Eligibility:

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

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

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

Other Information:

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

Application Form: This packet is available at:

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

Grant Preferences:

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

Guidelines and Requirements for Advertising Expenditures of Lodging Tax:**Branding**

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

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

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

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

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

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

Advertising Reimbursements

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

A. Print Advertising:

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

B. Television Advertising:

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

C. Online Advertising:

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

D. Direct Mail:

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

E. Flyers/Posters:

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

F. Radio Advertising:

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

APPLICATION FOR LODGING TAX GRANT FUNDING

Application Year: 2025
Name of Organization: City of Cle Elum
Organization mailing address: 119 W. First Street
Cle Elum, WA 98922
Organization contact person & title: Rob Romans
City Administrator
Organization/contact phone: 509-674-2262
Email: romans@cleelum.gov
Organization Website: www.cityofcleelum.com
Federal Tax ID Number: 91-6001239 UBI Number: 191-000-001

Organization is a (select one):

- ☒ Government Entity
☐ 501(c)3
☐ 501(c)6
☐ Other _____

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

Project/Event Name: Downtown Association & Visitor Center
Project/Event Date: Winter 2025
Project/Event Location: 119 W. First Street Cle Elum
Amount of Funding Requested: \$ 64,000.00

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

☒ New Project/Event ☐ Ongoing Project/Event Support
Estimated # of overnight stays: _____

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

Season:	Months:
☒ Year-round	January – December
☒ Off season	November – February
☒ Shoulder season	October or March - May
☒ High season	June – September

APPLICATION QUESTIONS

Please answer each question completely, in the order listed, on a separate sheet attached to this application. Please include any supporting data within the response narrative.

1. Please provide a description of your project/event and identify the specific tourism audience/market that your organization will target with these funds. You must include an itemized list of exactly how any grant funds awarded will be utilized.
2. Please provide the following estimates of how any money received will result in increases in the number of people traveling for business or pleasure on a trip:
 - I. Away from their place of residence or business and staying overnight in paid accommodations;
 - II. To a place fifty miles or more away from their place of residence or business for the day or staying overnight; or
 - III. From another country or state outside of their place of residence or business.

You must provide the evidence utilized in determining your projections.

3. What tools will you use to measure your event's impact on tourism? Please be specific and provide examples. Include the following information:
 - I. Is your project/event year-round or is it seasonal or date-specific?
 - II. What strategies will you employ to assure you are attracting tourists from at least 50 miles away?
 - III. What strategies will you use to assist in marketing all of Kittitas County as a tourist destination with your event/project funding request?
4. Does your organization have, or have you applied for, grant funding from other sources? If not, why not? If yes, please list the available funding you have for the project, including any volunteer and in-kind sources, and/or the sources and amounts for which you have applied. Please note which funding sources are secured and in hand so a true matching fund determination may be determined. What changes would occur if the project couldn't be funded?
5. If your organization collaborates or has created partnerships with other organizations, other groups, or other events to cross-promote in an effort to encourage county-wide tourism, how is this accomplished?
6. Please explain what plans exist to allow this project to become self-sustaining. Include any plans for ticket sales, event sponsors, and other cost-recovery models.
7. **Additional information:** Provide any additional information which will assist the Committee in evaluating your project and its benefit to tourism. Please limit any additional written information to one page and any other additional attachments to 3 pages.
8. **Project Budget:** Please attach a copy of the complete budget for this project/proposal. If your agency operates independently of this project application it may not be

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

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

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

Revenues:

Cash
Donations/Sponsorships
Sales
Vendor Fees
Grants
Etc.

Total Revenues

In-Kind Contributions:

Volunteer Labor
Donated Services
Donated Materials
Etc.

Total In-kind

Expenses:

Venue
Insurance
Services
Advertising
Security
Etc.

Total Expenses

Profit/Loss (Revenue less Expenses)

9. Has your event received Lodging Tax funds in previous years?

Yes ☐

No ☒

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

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

A.	How many participants and spectators attended last year's activity and/or will attend this year?	Prior Year	Projected
		<u>n/a</u>	<u>300</u>

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

n/a

ongoing

C. How many room nights were and /or will be booked as a result of your project/event?

(You must provide a verifiable source of information as evidence for your response to item C. Failure to do so will disqualify your application.)

n/a

200

10. **Application Certification:**

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

Certified by:

(signature)



Or sign here:

(print name)

Rob Omans

Title:

City Administrator

Date:

12-23-24

Lodging Tax Grant Application Rating Form

Criteria	Points Possible	Application Questions	Points Awarded
Partnerships	5 Yes = 5 No = 0	Question 5	
Length of Impact	15 Date specific = 5 Seasonal = 10 Year Round = 15	Question 3	
Attracts Tourists from at least 50 miles away	15 yes = up to 15 No = 0	Question 3	
Supports County as Tourism Destination	15 yes = up to 15 No = 0	Question 2, 3, 5, 7	
Attributable Lodging Stays	20 0 = 0 1-30 = 5 31-100 = 10 101-250 = 15 More than 250 = 20	Question 9	
Applicant's Matching Funds	20 Less than 5% = 0 5% - 25% = 5 25% - 49% = 10 50% - 99% = 15 100% or more = 20	Question 4, 8	
Sustainable Future Funding Identified	10 yes = 10 No = 0	Question 6	

Total Points: _____ / 100

Applicant Checklist

For applicant use prior to submission

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

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

Submission Checklist

For office use only

Please mark “yes” or “no” to each criteria below:

☐

Applicant filled out the proper application version for this grant cycle.

☐

Applicant answered each question.

☐

A budget is attached which includes revenues, expenses and anticipated profit or loss (plus previous 3 years actuals for ongoing projects/events).

☐

The applicant has signed and dated the certification statement required in item 10 of the application.

☐

The application was submitted on time.

☐

Proof of non-profit status is included (if applicable).

Please date stamp the application and initial.

LODGING TAX EXPENDITURE REPORT CITY OF CLE ELUM (JLARC)

ACTIVITY INFORMATION:

Year: 2025

Organization: Visitor Center

Activity Name: _____

Activity Type: Event/Festival ☐ Marketing ☒ Facility ☒

Event/Festival- encompasses specific activities such as fairs, festivals, celebrations, etc.

Marketing- encompasses activities which advertise the municipality or town (if lodging tax funds were used to advertise for a specific event/festival, this expenditure falls under the "Event/Festival" category).

Facility- encompasses activities related to facility acquisition, upkeep, renovation, etc.

Start Date: _____

End Date: _____

Funds Requested: _____

Funds Awarded: _____

Total Activity Cost: _____

Notes:

OVERALL ATTENDANCE: *Organizations should provide an estimate of the predicted attendance and a *method for determining the actual attendance. If lodging tax funds were used for an activity not expected to generate measurable attendance (such as a general marketing campaign or an expenditure related to facility upkeep), leave the field blank and use the Notes section to explain.*

Predicted: _____

Actual: _____

*Method: _____

(See explanation of Method on last page)

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, etc.).*

ATTENDANCE 50+ MILES: *Determine the number of people who traveled more than 50 miles to attend the activity and select the method to tell us how the attendance was quantified.*

Predicted: _____

Actual: _____

*Method: _____

LODGING TAX EXPENDITURE REPORT CITY OF CLE ELUM (JLARC) Continued

Please Explain: *Enter notes about the specific type of method used to determine the attendance 50+ miles count (such as surveys or hotel room reservations, etc.).*

ATTENDANCE OUT OF STATE, OUT OF COUNTRY: *(number of people)*

Predicted: _____ **Actual:** _____

***Method:** _____

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, hotel room reservations, etc.).*

ATTENDANCE PAID FOR OVERNIGHT LODGING:

Enter the total number of people who paid for overnight lodging while attending the activity. Organizations using lodging tax funds should quantify this figure and a method for determining it. If lodging tax funds were used for an activity not expected to generate measurable attendance (such as a general marketing campaign or an expenditure related to facility upkeep), leave the field blank and use the Notes section to explain.

Predicted: _____ **Actual:** _____

***Method:** _____

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, hotel room reservations, etc.).*

PAID LODGING NIGHTS:

Enter the total number of lodging nights associated with this activity. A lodging night is one or more persons occupying a room for a single night. Organizations using lodging tax funds should quantify this figure and select the method used to determine it.

Predicted: _____ **Actual:** _____

***Method:** _____

Please Explain: *Enter notes about the specific type of method used to determine the number of lodging nights (hotel room reservations, interviews, raffle, etc.).*

***Method:** Select the method used to determine the overall attendance from these categories to tell us how the overall attendance was quantified.

- **Direct Count:** Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.

- **Indirect Count:** Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.

- **Representative Survey:** Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.

- **Informal Survey:** Information collected directly from individual visitors or participants in a nonrandom manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.

- **Structured Estimate:** Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet)

- **Please Explain:** Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, raffle tickets sold, etc.). You may also enter N/A or Other.



PEASE PIPING, INC.

P.O. BOX 44870 • Tacoma, Washington 98448-0100

10601-B Waller Road East • (253) 539-0467

Contractor Registration No. PEASEPI055KQ

E-mail address: Kelsey@Peasepiping.com

December 23, 2024

City of Cle Elum
119 W First St.
Cle Elum, WA 98922
509-674-2262

Attention: Debbie Lee, City Clerk (dlee@cleelum.gov)
Robert Omans, City Administrator; Building Official; Network Administrator
(romans@cleelum.gov)

Reference: **City Hall Office Remodel-REBID**
Proposal

Dear Debbie and Rob,

The following is Pease Piping's proposal for remodel of approx. 1,150 sf of office space inside City Hall per Specifications dated December 12, 2024.

LUMP SUM PROPOSAL: \$ 105,433.00
WSST (if required) 8.1% : \$ 8,540.07

Inclusions:

- | | |
|-------------------------------------|--------------------------------------|
| 1. Remaining Demo Shown in Pictures | 7. Self-leveling Floor System |
| 2. Wall Framing | 8. Flooring |
| 3. Plumbing | 9. Cabinets |
| 4. Electrical | 10. (5) Interior Doors with Hardware |
| 5. Sound Insulation | 11. (1) Interior Window |
| 6. Wall and Ceiling Finishes | |

Exclusions:

- | | |
|---|---|
| A. Engineering layout (e.g., survey, etc.) | F. Cost of liability insurance beyond \$2 million |
| B. Cost of Permits | G. Cost of Builder's Risk Insurance |
| C. Overtime and/or weekend work | H. Lead paint abatement and/or disposal |
| D. Taxes | I. Hazardous material abatement and/or disposal |
| E. Any item not specifically listed in "Inclusions" above | |



"An Equal Opportunity Employer"

Exclusions continued:

- | | |
|--|---|
| J. Bonds | O. Temporary sanitary facilities (e.g., temp toilets, etc.). Temporary sanitary facilities to be provided by Owner |
| K. Testing and/or special inspection | P. Heating and/or Tenting |
| L. As-builts | Q. Haul off and/or disposal of waste and construction debris. Contractor will place waste/debris in Owner provided dumpster |
| M. Bathroom Accessories other than grab bars | |
| N. Temporary utilities of any kind and associated connections. Temporary utilities to be provided by Owner | |

Assumptions and Clarifications:

- I. Subject to a mutually agreed upon schedule. Work anticipated to be completed by mid-February, pending unforeseen delays in material procurement.
- II. Proposal valid until 12/30/24, then subject to review.
- III. Proposal based on the following provided by the Owner:
 - a. City-Hall-Remodel-Specifications dated December 12, 2024
 - b. City-Hall-Remodel-Plans provided with previously mentioned specifications

Thank you for the opportunity to provide pricing on this project. Please feel free to contact Ryan Vonderau (253) 531-7700 or Ryanv@Peaseandsons.com if you have questions or need additional information. We look forward to hearing from you.

Sincerely,

PEASE PIPING, INC.



Kelsey Pease
President

"E:\000 - Project Plan.Specs via CD or Download\2 - Projects Bidding (estimating phase)\12.23.24 REBID Cle Elum City Hall\REBID-Cle Elum City Hall Remodel-PPI Proposal.docx"



"An Equal Opportunity Employer"

Application Questions:

1. This request is for a new office for the Downtown Association and Visitor Center adjacent to City Hall located at 119 W. First Street, Cle Elum, WA 98922. This space was recently vacated after a long-time tenant moved. It was a beauty salon and needs to be updated and reconfigured. The bids include wall framing, plumbing, electrical, sound insulation, wall and ceiling finishes, self-leveling floor system, flooring, cabinets, interior doors with hardware, interior window. Sealed construction bids were submitted and opened on December 23, 2024, at 10:00 a.m. Please see the attached quote.
2. This Visitor Center and Downtown Association office space will increase visitors due to the store front is located on First Street with renovated sidewalks and easy accessibility will be welcoming to visitors, also the close proximity to City Hall will enhance the traffic.
3. The Visitor Center and Downtown Association would be staffed with 1-2 dedicated staff person(s) for the visitor center, ideally operating 7 days a week, to assist visitors with questions.
4. The city has not reached out to other sources.
5. n/a
6. n/a
7. The Kittitas County Chamber of Commerce previously hosted and maintained a Visitor Center in Cle Elum, with the City of Cle Elum contributing \$110k annually (from Lodging Tax) to support the operation. After the Visitor Center closed, the Cle Elum Downtown Association (CEDA) organically assumed the role of the unofficial visitor center, with the city and other local organizations directing visitors to us for information.

To start, we will keep the operation small, tracking visitation through a simple register for addresses/zip codes. Once established, we aim to expand our marketing efforts, promoting Cle Elum to tourists both within the state and beyond.
8. Note from Jordan: We are open to any suggestions you may have and look forward to working in partnership with the City of Cle Elum to create a new Visitor Center that will serve our community and visitors alike. Thank you for considering this important initiative.
9. Total bid is \$105,433.00 plus sales tax \$8,540.07 for a grand total of \$113,973.07 the city has set aside \$50,000.00 in the 2025 budget.