Kittitas County, Washington

# BOARD OF COUNTY COMMISSIONERS

# EVENT APPLICATION

Thank you for your interest in holding a special event in Kittitas County. Please complete and return this application along with any other materials to the Kittitas County Board of Commissioners **at least 60 days** prior to the day upon the event is scheduled. Any misrepresentation in the application materials or deviation from the final agreed upon route and/or method of operation described may result in the immediate revocation of an issued permit. Specifics outlining Event Permits can be viewed at http://www.co.kittitas.wa.us/boc/countycode/title05.asp

RECEIVED
MAR - 6 2014
KITTITAS COUNTY BOARD OF COMMISSIONERS

## Event Information

Name of event: Spike and the Impalers

Date(s) of event: Friday, August 29, 2014 1st 2nd 3rd

Hours of operation: 5PM-10PM

Description of the event: An outdoor concert in the Swiftwater Cellars Ampitheater with approximately 700-800 guests

Has this event taken place before? Yes ✓ No Dates: 7/6/2013

Estimated attendance: 700-800

How is your event being publicized? Radio, Print, Social Media, Television. Only posters have been created thus far.

***Please attach any flyers, posters, etc. with your application submission.***

## Contact Information

Name of the organizer/contact person: Colette Graham

Address: PO Box 492, Roslyn, WA 98941

Phone number(s): 509.852.7310

Email address: colette@swiftwatercellars.com

Date of birth of applicant: 11/22/1984

If the application is made on behalf of a partnership, please submit full names with their residence and post office address for a period of six months prior to the date of application together with the location of principal office or place of business of such corporation. _____

_____

Emergency contact name(s) and phone number(s) that can be contacted during the event:

| | |
|---|---|
| Colette Graham | 509.260.0096 |
| Name | Phone Number |
| Don Watts | 509.727.1814 |
| Name | Phone Number |

**WRITTEN PERMISSION TO ENTER EVENT SITE**

I/We hereby permit law enforcement and/or County officials to enter the site for which the Event Application has been granted at the time of the event and up to five days prior to the event for the purposes of inspecting and enforcement of County Code and other applicable laws, and pursuant to my agreement and representations made in connection with this Event Application.

**SWORN STATEMENT OF COMPLIANCE**

I/We hereby acknowledge that I/We have read Kittitas County Code, have familiarized myself with County requirements. I/We agree that either my designated agent or I/we shall be on site at all times and shall be responsible for the operation of the event and for compliance with all legal requirements in connection with this event.

I/We understand that failure to comply with the rules, regulations and conditions set forth in Code may be deemed a gross misdemeanor and that drug or narcotics violations are crimes under RCW.

| | |
|---|---|
| Colette Graham | Colette Graham |
| **Applicant Name (Print)** | **Applicant Signature** |
| Don Watts | |
| **Applicant Name (Print)** | **Applicant Signature** |

Kittitas County, Washington

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## Fire Safety and Protection

**If more than 50 people are expected at your event, you must complete a separate application process which can be obtained through the Kittitas County Fire Marshal's office. You may contact the Fire Marshal's office at 509-962-7000.**

**Will there be a temporary structure erected for the event?** Yes ✓ No

If yes, you must attach a drawing including the dimensions. The structure may require an inspection by County staff prior to the event.

## Public Health/Environmental Health

**Will there be food served at the event?** Yes ✓ No

If no food will be served at the event then, no permit or application is required.

If yes, is the food and beverage that you intend on preparing and serving at the event exempt from permit requirements http://www.co.kittitas.wa.us/health/food.asp?

- If yes, please submit an application for exemption from permit and proof of food handlers training to the Kittitas County Public Health Department (KCPHD).

If yes, and the food or beverage is not considered exempt from permit, then does the person or organization preparing and serving the food have a food service permit, temporary food service permit, or catering permit from KCPHD?

- If yes, please provide a list of foods and beverages that you intend on having prepared and served at the event along with the name and phone number(s) of the permitted person or organization.

If yes, and the person or organization preparing and serving the food does not already have a food service permit.

- Then a temporary food service permit or catering permit will need to be acquired from KCPHD prior to the event.

**Please allow at least 2 weeks to complete the food service permitting process.**

KITTITAS COUNTY COURTHOUSE · 205 WEST 5th, SUITE 108 · ELLENSBURG, WA 98926
(509) 962-7508 · FAX (509) 962-7679
www.co.kittitas.wa.us

**Are there permanent or fixed bathroom facilities already available at the location of the event?**

✓ Yes  No

If yes, please provide an estimated attendance for the event, a detailed map that identifies the name and address of the physical facility that will provide lavatory facilities for the event, quantity of toilette facilities available for each gender, and the distance from the event that patrons must walk.

If no, please provide an estimated attendance for the event, specific information related to the number of portable restrooms that will be provided, the distance from the event that patrons must walk, and a service plan to ensure that sani-cans remain in a sanitary condition. You must include the location of the portable restrooms on a map/diagram of the event.

Kittitas County, Washington

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## Law Enforcement/Security/Emergency Medical Services

**Will there be security on site during the event?** ✓Yes No

If yes, please provide a complete list of names and contact information for who will be providing the security.

**Will Emergency Medical Services (EMS) be on site during the event?** ✓Yes No

If yes, please provide written verification from the providers.

**Will there be music, sound amplification or any other noise impacts?** ✓Yes No

If yes, Kittitas County has a noise ordinance in effect (see County Code for details). If your event is scheduled for outside of the allowed time, you must submit a written letter to the Board of County Commissioners requesting a waiver and it must be included with your application materials.

**Will you have traffic control?** ✓Yes No

If yes, please provide documentation on how the traffic control will be addressed.

**Will there be off-site parking?** ✓Yes No

If yes, please provide the location and a parking plan.

**Will there be shuttle buses provided for attendees?** ✓Yes No

If yes, provide a map of their route.

**Will there be alcohol served at the event?** ✓Yes No

If yes, a State permit is required from the WA State Liquor Control Board and must submitted with your application materials.

Kittitas County, Washington

# BOARD OF COUNTY COMMISSIONERS

## Public Roads

**Will the event obstruct, interfere or require the closure and free use of any public road, street or right-of-way?** Yes ~~No~~ ✓

If yes, please provide a detailed adequate traffic and detour plans at the time of submission of the application.

**Will there need to be road closure or detour signs posted?** Yes ~~No~~ ✓

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## Garbage/Recycling

**Do you have a plan for garbage and recycling?** ✓Yes No

A written plan for garbage and recycling must be attached to your application materials. For questions or assistance contact the Kittitas County Solid Waste Department at 509-962-7542.

## Insurance

**Have you obtained a Certificate of Insurance, specifically naming "Kittitas County" as an insured?** ✓Yes No

A copy of the Certificate of Insurance must be included with your application materials. Kittitas County must be named as an additional insured in the amount of $1,000,000.00 per occurrence and $2,000,000.00 aggregate coverage.

## Penal Bond – Bond of Indemnity

**A $5,000.00 Penal Bond – Bond of Indemnity is required to be deposited with the County Treasurer to save and protect the streets, pavements, bridges, etc. from damage. The deposit or its balance will be returned once the event has been held and the Board of County Commissioners has certified no damage has been done and that the County has not incurred additional expenses**

**Are you submitting a $5,000.00 Penal Bond – Bond of Indemnity with your Event Application?** Yes ✓No

If no, you must request a letter in writing to the Board of County Commissioners requesting a waiver to the Penal Bond – Bond of Indemnity and outline the specific reasons why it should not be required of your event.

## County Filings and Registration

**Is there a cost to attend the event?** ✓Yes No

How much are you charging to attend your event? $29 per person




SWIFTWATER

For more information, contact concerts@swiftwatercellars.com or call 509.874.5590
Swiftwater Cellars // 305 Rope Rider Drive, Cle Elum, WA 98922 // swiftwatercellars.com

Kittitas County
Public Health
Department

*To Protect and Promote the Health and the Environment of the People of Kittitas County*

# FOODSERVICE PERMIT

## PERMIT NO. FE-13-00061

Granted to:
SWIFTWATER CELLARS, LLC

**This permit is for:**

GENERAL FOOD SERVICES FOOD LEVEL 3 / SUPPLEMENTAL CATERING

Permit can only be used at this location
301 ROPE RIDER DR
CLE ELUM, WA 98922

**THIS PERMIT EXPIRES ON:**

**10/31/2014**

***This permit is not transferable***

FROM THE CASCADES. . .TO THE COLUMBIA
KITTITAS COUNTY

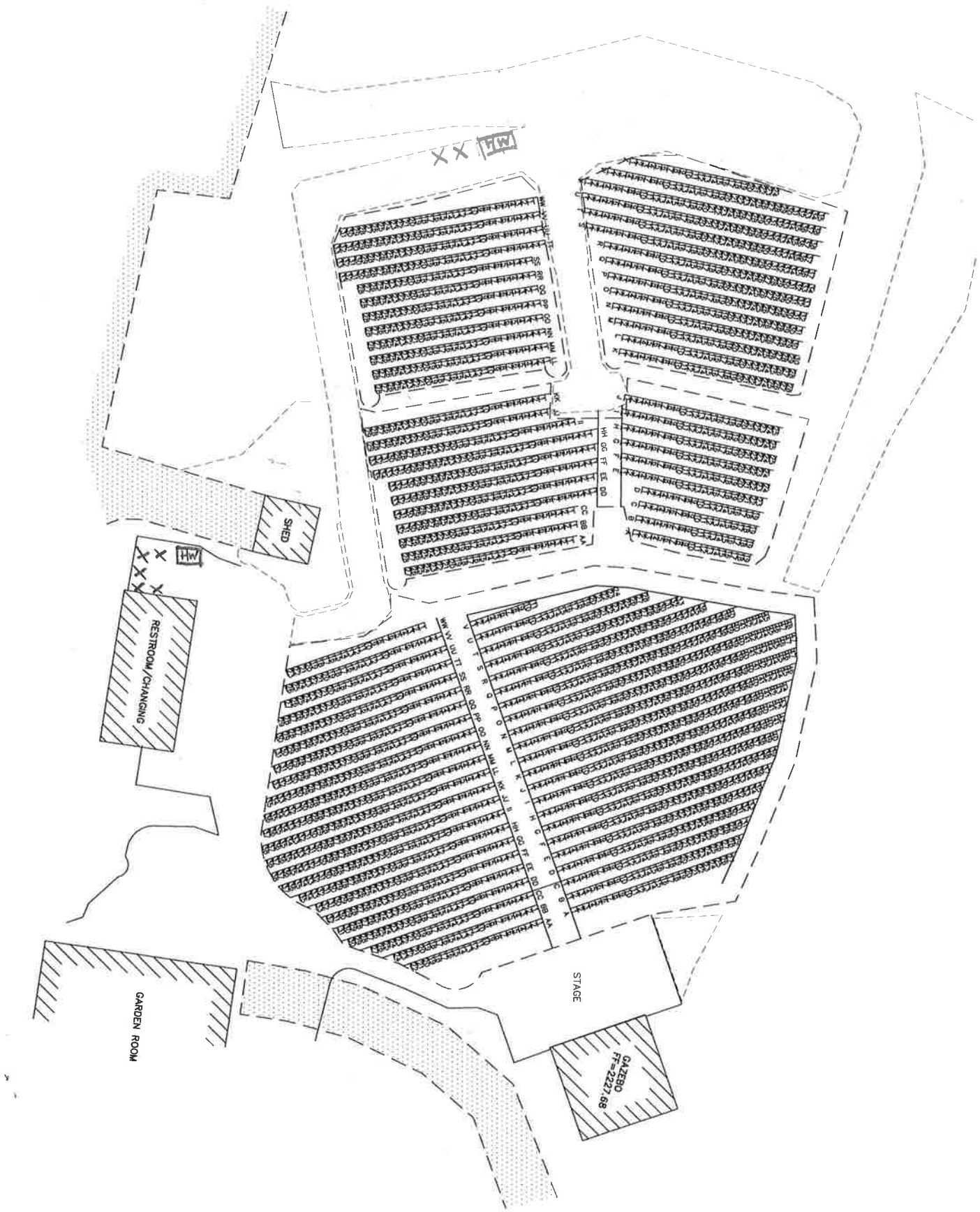
PUBLIC HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH
507 N NANUM ST, SUITE 102
ELLENSBURG, WA 98926
(509) 962-7515

Jeffrey Semmelhack — 9/17/13
Regulatory Authority — Date

Patricia Lawson M.D. — 9/17/13
Health Officer — Date

X = additional restroom

HW = Handwashing station



SWIFCEL-01 PURLACHER

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 7/16/2013

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

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

| PRODUCER | CONTACT NAME: | |
|---|---|---|
| Richland Office<br>PayneWest Insurance, Inc.<br>390 Bradley Blvd.<br>Richland, WA 99352 | PHONE (A/C, No, Ext): (509) 946-6161 | FAX (A/C, No): (509) 946-0715 |
| | E-MAIL ADDRESS: | |

| INSURER(S) AFFORDING COVERAGE | NAIC # |
|---|---|
| INSURER A : Allied World Nat'l Assurance | |
| INSURER B : | |
| INSURER C : | |
| INSURER D : | |
| INSURER E : | |
| INSURER F : | |

INSURED

Swiftwater Cellars, LLC
PO Box 492
Roslyn, WA 98941

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

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

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| A | GENERAL LIABILITY<br>X COMMERCIAL GENERAL LIABILITY<br>CLAIMS-MADE X OCCUR<br>X Liquor Liability<br>X Wa Stop Gap<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br>POLICY PRO-JECT LOC | X | | 51150079 | 7/7/2013 | 7/7/2014 | EACH OCCURRENCE<br>DAMAGE TO RENTED PREMISES (Ea occurrence)<br>MED EXP (Any one person)<br>PERSONAL & ADV INJURY<br>GENERAL AGGREGATE<br>PRODUCTS - COMP/OP AGG | $ 1,000,000<br>$ 1,000,000<br>$ 10,000<br>$ 1,000,000<br>$ 2,000,000<br>$ 2,000,000 |
| A | AUTOMOBILE LIABILITY<br>X ANY AUTO<br>ALL OWNED AUTOS<br>SCHEDULED AUTOS<br>X HIRED AUTOS<br>X NON-OWNED AUTOS | | | 51150079 | 7/7/2013 | 7/7/2014 | COMBINED SINGLE LIMIT (Ea accident)<br>BODILY INJURY (Per person)<br>BODILY INJURY (Per accident)<br>PROPERTY DAMAGE (PER ACCIDENT) | $ 1,000,000<br>$<br>$<br>$ |
| A | X UMBRELLA LIAB X OCCUR<br>EXCESS LIAB CLAIMS-MADE<br>DED RETENTION $ | | | 51170079 | 7/7/2013 | 7/7/2014 | EACH OCCURRENCE<br>AGGREGATE | $ 5,000,000<br>$ 5,000,000<br>$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N N/A<br>If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | WC STATU-TORY LIMITS OTH-ER<br>E.L. EACH ACCIDENT<br>E.L. DISEASE - EA EMPLOYEE<br>E.L. DISEASE - POLICY LIMIT | $<br>$<br>$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
re: Concert Events. Kittitas County is added as additional insured

ISSUED
COPY

**CERTIFICATE HOLDER**

Kittitas County
205 W 5th Ave
Ellensburg, WA 98926

**CANCELLATION**

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

AUTHORIZED REPRESENTATIVE

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SWIFTWATER

CELLARS

**Seating**

Seating for this event will be festival style seating. This means that there will be general admission with the venue being a large open area and patrons will have to bring their own seating i.e. chairs or blankets. The "seating" will be filled on a first come first served basis.

**Food & Beverage**

Swiftwater Cellars will be serving various foods that will be prepared onsite in our cooking facilities as covered under our Kittitas County Public Health Department "General food services food level 3/ Supplemental Catering" Permit. The permit number is FE-13-00061 and is valid through October 31, 2014. All staff that will be handling food will have valid food handler's permits. Beer, wine, and select hard alcohol will be available during the concert. Swiftwater Cellars staff will be on hand to check IDs for all patrons who will be consuming alcohol and staff will also be roaming the venue looking for any alcohol consumption violations that may occur.

**Bathroom Facilities**

Currently, the Swiftwater Cellars Amphitheater has 8 fixed restroom units. We will be bringing an additional 7 restrooms and 2 hand washing stations to handle the crowd of approximately 800 people. With a total of 15 restrooms, approximately 7 will be for males and 8 for females. Please see the attached map for the proposed restroom locations that are marked with an X. Patrons will not need to more than 100 feet to reach a restroom from anywhere inside the venue. There will also be 2 restrooms and a hand washing station located at the offsite parking location. M.T.H Septic Service will be providing the portable units for our event. The address for M.T.H Septic Service is 281 Hugh Banks Road, Cle Elum, WA 98922.

**Security**

Swiftwater Cellars staff will be providing security for the event. We anticipate have 10-15 staff members onsite for security during the event to keep patrons safe and assist in controlling human traffic in an orderly fashion. Leena Haija will be the event manager at the concert. We also plan on having 2 off-duty deputies onsite for any disturbances and safety concerns. There will also be an additional 20-30 Swiftwater Cellars staff members onsite handling various functions for the event.

**EMS Services**

We have an agreement with Fire District 7 and they will provide an onsite team to handle any EMS needs that may arise during the event.

**Traffic Control**

Parking at the event venue will be extremely limited and all event attendees will be encouraged to park at the offsite parking location. Please see the offsite parking plan below. Handicap access parking spots will be maintained at the event venue for patrons displaying a state certified placard.

**Offsite Parking**

Event patrons will be instructed to park at the Nelson Dairy Farm located on Suncadia Property. Parking attendants will be at the offsite location to direct traffic and maintain safety at the location. Any patrons staying at the Suncadia Lodge can park there and take the Suncadia shuttle to the venue.

**Shuttle Buses**

Shuttle buses will be provided for patrons parking at the Nelson Dairy Farm. There will be 2 buses shuttling between the venue and offsite parking.

**Garbage/Recycling**

We have a contract with Waste Management of Ellensburg and they will bring additional dumpsters to our location to handle the increased amount of garbage produced by the event.

**Insurance**

Swiftwater Cellars current certificate of liability has been included with the Kittitas County event application. Kittitas County will be receiving a new certificate of liability from the Swiftwater Cellars insurance agent prior to the policy expiration date and Kittitas County will be named as an insured certificate holder.