

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>

Event Information

Name of event: Wine in the Pines

Date(s) of event: August 31, 2014

Hours of operation: 2PM-5PM

Description of the event: Sampling event of some of Washington's best wines and restaurants.

Has this event taken place before? ☒ Yes ☐ No Dates: 8/31/2013

Estimated attendance: 250-300

How is your event being publicized? The event is marketed by print and social media. The businesses partaking in the event are also able to publicize the event.

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

Contact Information

Name of the organizer/contact person: Colette Graham

Address: 301 Rope Rider Dr, Cle Elum, WA 98922

Phone number(s): 509.852.7310 or 509.260.0096

Email address: colette@swiftwatercellars.com

Date of birth of applicant: 11/22/1984

RECEIVED

JUL 11 2014

1st _____ 2nd _____ 3rd _____
KITITAS COUNTY BOARD OF COMMISSIONERS

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

Name

509.852.7310/509.260.0096

Phone Number

Don Watts

Name

509.727.1814

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

Applicant Name (Print)



Applicant Signature

Applicant Name (Print)

Applicant Signature



Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

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.

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 be submitted with your application materials.



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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



Kittitas County, Washington

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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?



Seating

This event is similar to events such as Taste Washington but on a much smaller scale. We will have a few tables with chairs set up on our patio for people to sit at and enjoy the atmosphere but the idea is that people will go from booth to booth sampling the food and beverages while being educated on the sampling.

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. The food vendors that participate in the event will have small bites prepared at their facilities then brought to the event. Everyone working in the booths are required to have valid food handler's permits and alcohol serving permits. All Swiftwater Cellars staff that will be handling food will have valid food handler's permits. Beer, wine, and hard alcohol will be available during the event at the booths only. 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. We are expecting around 50 vendors at the event.

Bathroom Facilities

Currently, the outdoor amphitheater at Swiftwater Cellars has 8 fixed restroom units which will be used solely for the Wine in the Pines event. Patrons will also be able to go into the main area of the winery and use the other 16 bathroom units that the facility has. Patrons will not need to walk more than 200 feet to reach a the designated restrooms from anywhere inside the venue.

Security

Swiftwater Cellars staff will be providing security for the event. We anticipate have 5 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 Wine in the Pines.. There will also be an additional 5-10 Swiftwater Cellars staff members onsite handling various functions for the event.

EMS Services

We have an agreement with Fire District 7 and their facility located on Suncadia property will be able to handle any EMS needs that may arise during the event.

Traffic Control

The event will utilize the onsite parking at Swiftwater Cellars with no offsite parking maintained by the venue. Handicap access parking spots will be maintained at the event venue for patrons displaying a state certified placard.

Offsite Parking

Any patrons staying at the Suncadia Lodge will be encouraged to park there and take the Suncadia shuttle to the venue.

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. We will also have the proper recycling receptacles placed next to each garbage can to reduce the amount of trash produced by the event.

Insurance

Swiftwater Cellars current certificate of liability has been included with the Kittitas County event application.



Kittitas County Office Of The Treasurer
Deanna Jo Panattoni, Treasurer
205 W 5th Avenue, Suite 102
Ellensburg, Wa 98926
Phone (509) 962-7535 Fax (509) 933-8212

Cash Receipts

Receipt Number: 2014-5298 Date: 07/11/2014

Received From: COMMISSIONERS- MANDY BUCHHOLZ - MANDY

Check Amount: \$200.00

Cash Amount: \$0.00

Eft Amount: \$0.00

Total Amount: \$200.00

Deputy: BRITTANYB Receipt Type: CHK

Template:

Comments:

CSR 2014-3676

SWIFTWATER CELLARS (SEA) FEE PAYMENT CHECK#14662

| <u>FundCode</u> | <u>GLCode</u> | <u>Description</u> | <u>Amount</u> |
|-----------------|---------------|--------------------|---------------|
| 001 | 1632171 | SPECIAL EVENTS FEE | \$200.00 |
| Total Amount: | | | \$200.00 |

Kittitas County Treasurer's Office

Submitted By: BRITTANY BLUMENSTETTER



SWIFTWATER CELLARS, LLC
PO BOX 492
ROSLYN WA 98941-0492

DETACH BEFORE POSTING

004533



STATE OF
WASHINGTON

BUSINESS LICENSE

Domestic Limited Liability Company

Unified Business ID #: 602 861 236
Business ID #: 1
Location: 2
Expires: 09-30-2014

SWIFTWATER CELLARS, LLC
SWIFTWATER CELLARS
301 ROPE RIDER DRIVE
CLE ELUM WA 98922

TOBACCO PRODUCTS RETAILER
TAX REGISTRATION
DOMESTIC WINERY < 250,000 LITERS
#405532
SPIRITS/BR/WN REST LOUNGE + #405532
OFF PREMISES-PRIVATE LABEL WINE

#405532
INDUSTRIAL INSURANCE
UNEMPLOYMENT INSURANCE

LICENSING RESTRICTIONS:

Not licensed to hire minors without a Minor Work Permit.

LIQUOR CONTROL BOARD TRADENAMES:
SWIFTWATER CELLARS LLC

REGISTERED TRADE NAMES:
SWIFTWATER CELLARS

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

Director, Department of Revenue



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

FOODSERVICE PERMIT

PERMIT NO. FE-13-00061

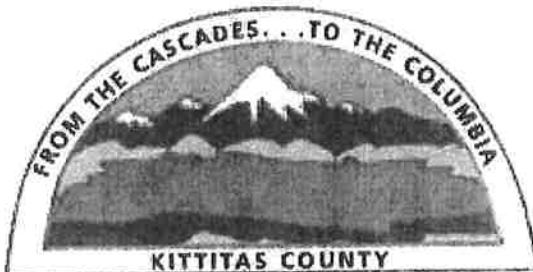
Granted to:
SWIFTWATER CELLARS, LLC

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



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

| | |
|---|-----------------|
|  Regulatory Authority | 9/17/13 Date |
|  Health Officer | 9/17/13 Date |



SWIFCEL-01 PURLACHER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/3/2014

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 Richland Office PayneWest Insurance, Inc. 390 Bradley Blvd. Richland, WA 99352 | | CONTACT NAME: PHONE (A/C, No, Ext): (509) 946-6161 FAX (A/C, No): (509) 946-0715 E-MAIL ADDRESS: | | |
| INSURED Swiftwater Cellars, LLC PO Box 492 Roslyn, WA 98941 | | INSURER(S) AFFORDING COVERAGE | | NAIC # |
| | | INSURER A: Allied World Nat'l Assurance | | |
| | | INSURER B: | | |
| | | INSURER C: | | |
| | | INSURER D: | | |
| | | INSURER E: | | |
| | | INSURER F: | | |

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|---|----------|---------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability <input checked="" type="checkbox"/> WA Stop Gap GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | X | | 5115007901 | 07/07/2014 | 07/07/2015 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000 |
| A | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS | | | 511500701 | 07/07/2014 | 07/07/2015 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 0 | <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE | | 5117007901 | 07/07/2014 | 07/07/2015 | EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | | | | PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |

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

CERTIFICATE HOLDER

CANCELLATION

| | |
|--|--|
| Kittitas County 205 W 5th Ave Ellensburg, WA 98926 | 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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Kittitas County Office Of The Treasurer
Deanna Jo Panattoni, Treasurer
205 W 5th Avenue, Suite 102
Ellensburg, Wa 98926
Phone (509) 962-7535 Fax (509) 933-8212

Cash Receipts

Receipt Number: 2014-3298 Date: 05/06/2014

Received From: MANDY BUCHHOLZ-DEPUTY CLERK-MANDY

Check Amount: \$6,000.00

Cash Amount: \$0.00

Eft Amount: \$0.00

Total Amount: \$6,000.00

Deputy: ANGELAM Receipt Type: CHK

Template:

Comments:

CSR 2014-2347

Swiftwater Cellars LLC Special Event Application Fee for Summer Concert Series for five concerts. Swiftwater Cellars Bond for there Summer Concert Series.

| <u>FundCode</u> | <u>GLCode</u> | <u>Description</u> | <u>Amount</u> |
|-----------------|---------------|---------------------|---------------|
| 001 | 1632171 | SPECIAL EVENTS FEE | \$1,000.00 |
| 685010 | 38600 | SPECIAL EVENTS BOND | \$5,000.00 |
| Total Amount: | | | \$6,000.00 |

Kittitas County Treasurer's Office

Submitted By: ANGELA MCFADDEN



MEET US IN THE MOUNTAINS

SUNDAY,
AUG 31ST
2014
2-5PM

COME SAMPLE SOME OF WASHINGTON'S BEST WINES & RESTAURANTS

GOURMET
SMALL BITES

\$70 PER PERSON
(INCLUDES LOGO GLASS &
SAMPLINGS OF ALL WINE
AND FOOD)

LIVE MUSIC
ON THE PATIOS

TICKETS
AVAILABLE FOR PURCHASE

AT THE BOUTIQUE AT SWIFTWATER CELLARS
OR CALL **509.674.6590**

WINE CLUB DISCOUNTS APPLY FOR UP TO 4 TICKETS

21 & OVER ONLY

301 ROPE RIDER DRIVE, CLE ELUM, WA 98922 509.674.6555 SWIFTWATERCELLARS.COM