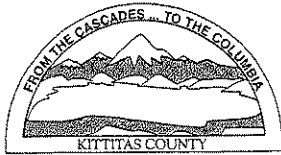


Received
4/5/10



Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

Special Event Application

Thank you for your interest in holding a special event in Kittitas County. Please complete and return the Special Event Application to the Kittitas County Board of Commissioners Office at least **60 days** prior to the first day of the scheduled event. Please include **six** copies of your plan containing a narrative and a diagram of the event grounds showing all health, sanitary, safety and police/security requirements. Any misrepresentation in this 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.

PLEASE TYPE OR PRINT CLEARLY IN INK.

1. Name of event:

EASTON MEMORIAL DAY CELEBRATION

2. Description of event:

STREET FAIR / PARADE / KIDS GAMES /
CONCESSIONS

3. Location of event:

EASTON WASHINGTON KITITITAS COUNTY

4. Dates of event: 5-29-2010 Hours of operation: 10^{AM} - 6PM

5. Has the event been produced previously? YES Dates 5/23/2010 19TH ANNUAL

6. Estimated attendance: 2000

7. Name and address of organizer: MICHAEL SWEET P O BOX 698

EASTON WA 98925

Phone number(s) 206-255-1956 cell 509-656-2309

8. Emergency contact name and phone number: MICHAEL SWEET

Same

Please check Yes or No for the following questions -	Yes	No	Notes
Will there be alcohol served at the event?		X	If yes, a State permit is required from the WA State Liquor Control Board.
Will County staffing be requested at the event? (Sheriff, Fire Marshal, etc.)?		X	If yes, provide a list of those services being requested and outline their duties. This may be required per County request.
Will you have security on site? <i>PARADE / EVENT / STAFF</i>	X		If yes, who will be providing the security?
Will you have Emergency Medical Services (EMS) on site during the event?	X		If yes, please attach written verification. <i>LOCAL FIRE DEPARTMENT</i>
Will there be music, sound amplification or any other noise impacts?	X		If yes, the County has a noise ordinance in effect (see County Code for details)
Will the event obstruct, interfere or require the closure and free use of any public road, street or Right-of-Way?	X		Please provide adequate traffic and detour plans. <i>SEE ATTACHED</i>
Will you have traffic control?	X		If yes, indicate how the traffic control will be addressed.
Will there be off-site parking needed?		X	If yes, please provide a parking plan.
Will there be shuttle buses provided for attendees?		X	If yes, provide a map of their route.
Will there be tickets sold to attend the event?		X	If yes, please note the cost of the event.
Do you have an informational flyer advertising the event?		X	If yes, please attach a copy of the information being published.
Will there be food served? <i>VENDORS REQUIRED TO SUPPLY OWN HEALTH CARDS</i>	X		If yes, does the person or organization preparing the food have a food service permit or catering permit? (Please provide the name of the permitted person or organization). If no, and you intend on serving food, a catering permit will need to be acquired. Please allow 2 weeks to complete the food service permitting process.
Are there bathroom facilities already available? <i>WE SUPPLY PORTA POTTIES ON SITE</i>	X		If no, please provide specific information related to the number of sani-cans provided. Please include the location of sani-cans on the event diagram.
Do you have a plan for garbage and recycling? <i>COMMITTEE / TROOP CLEAN UP</i>	X		If yes, please provide your plan, and indicate if you will need assistance from the County Solid Waste Department.
Will a temporary structure be erected for this event? <i>ADJUDICATORS STAND / BOOTHS</i>	X		If yes, attach a drawing including the dimensions. *The structure may require inspection prior to the event.
Have you obtained a Certificate of Insurance specifically naming Kittitas County?	X		A copy of the Certificate of Insurance must be attached to the application.

Will supply copy of insurance - with 2,000,000 Policy naming Kittitas County

**WRITTEN PERMISSION TO ENTER EVENT SITE – 30 DAYS PRIOR TO
EVENT FOR INSPECTION**

I hereby permit law enforcement and/or County officials to enter the site for which the Application has been granted, for the purpose of inspection and enforcement of County Code and other applicable law, and pursuant to my agreement and representations made in connection with this Application.

**WRITTEN PERMISSION TO ENTER EVENT SITE – AT THE TIME OF THE
EVENT**

I hereby permit law enforcement and/or County officials to come upon the site for which the Application has been granted for the purpose of inspection and enforcement of County Code and other applicable law, and pursuant to my agreement and representations made in connection with this Application.

SWORN STATEMENT OF COMPLIANCE

I hereby acknowledge that I have read Kittitas County Code, have familiarized myself with County requirements, and have provided a Certificate of Insurance for this event, specifically naming Kittitas County as insured. I agree that either my designated agent or I 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 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.

MSWEE4710@Comcast.net



Signature of applicant/promoter

Signature of property owner

Identify authorized/designated agent(s) who will be in charge at the event (please print):

DO FROSDAHL

Johnny Cummings

Chuck White

Teresa Castelli

March 24, 2010

Kittitas County Commissioners
205 W 5TH Street
Ellensburg, Wa 98926

Dear Commissioners,

On Saturday, May 29, 2010, Easton will hold it's 19th Annual Memorial Day Celebration. The following information is being submitted to you for approval.

1. A) Parade Line-up - Line-up will be held on Railroad Street, starting just East of the Post Office (Exit 71) and proceeding east until all entries Are in line.

B) Parade route - Railroad street beginning at the Post Office. Proceeding West to Kachess Avenue. Turn right on Kachees Avenue to 1st street. Turn right on 1st street to cross street. Turn right on cross street, back To Railroad street. Turn left on Railroad street and proceed to Parade Dispersal area.

C) Detour route- Heading west on Railroad street from Post Office, Detour right onto Cross street, detour left onto 1st street, detour left Onto Kachess Avenue, detour right onto Railroad street.
2. Block off Railroad street from Cross street, west to Depot street from 7 AM to 7 PM.
3. Conduct street Festival with Parade, Arts and Craft Booths & Concession stands, and games for all ages.
4. We have insurance through Bell Anderson Insurance, Ellensburg, Wa. They will send you a copy when they issue our 2010 policy.

The above is a generally what we have had for the past 16 years and has Proved successful. If you have any questions, please feel free to contact me.

Thank You in Advance

RECEIVED

MAR 29 2010

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

Sincerely,

Michael Sweet
Chairperson
(206) 255-1956
(509) 656-2309

ACORD™ CERTIFICATE OF LIABILITY INSURANCEDATE (MM/DD/YYYY)
04/27/2010

PRODUCER

Bell-Anderson Ins - SBU
PO Box 887
724 West Smith Street
Kent, WA 98032

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

Easton Memorial Day Celebration
PO Box 698
Easton, WA 98925

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: **Scottsdale Insurance Company**

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	CPS1194843	04/24/2010	04/24/2011	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/OP AGG \$2,000,000
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Re: Easton Memorial Day Celebration 05/29/2010

Kittitas County, its officers, agents and employees are named as additional insured.

CERTIFICATE HOLDER

Kittitas County, its
officers, agents and employees
205 West 5th, Room 108
Ellensburg, WA 98926

CANCELLATION 10 Days for Non-Payment

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 45 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

James B. [Signature]

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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).

DISCLAIMER

The Certificate of Insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



Kittitas County Office Of The Treasurer

Deanna Jo Panattoni, Treasurer

205 W. Fifth Suite #102

Ellensburg, Wa 98926

Phone (509) 962-7535 Fax (509) 933-8212

Cash Receipts

Receipt Number: 2010-2310

Date: 04/05/2010

Received From: COMMISSIONERS - JULIE - JULIE

Check Amount: \$200.00

Cash Amount: \$0.00

Eft Amount: \$0.00

Total Amount: \$200.00

Deputy: judyy Receipt Type: CHK

Template:

Comments:

SPECIAL EVENT PERMIT FEE APPLICATION FOR EASTON MEMORIAL DAY PARADE CELEBRATION TO BE HELD ON MAY 23, 2010. CHECK RECEIVED FROM EASTON SALOON, LLC / CASH SUSPENSE RECEIPT #2010-1470

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

Kittitas County Treasurer's Office

Submitted By: JUDY YOUNG

April 13, 2010

To: Board of County Commissioners

Subject: Easton Memorial Day Celebration

The Easton Memorial Day Celebration Committee is requesting a waiver of the 60 day application form, due to the new requirements of 60 days notice prior to our celebration.

We were unaware of the new entry form requirements.

Thank You,

Easton Memorial Day Celebration Committee Chair Person

Michael Sweet

206-255-1956

April 13, 2010

To Whom it May Concern

Subject: Easton Memorial Day Celebration Cleanup Plan

The committee will perform a clean sweep of the town one week prior to the celebration.

- A construction dumpster will be provided by Waste Management located at the west end of town.
- Both recycle and waste cans will be provided throughout the designated celebration area.
- On completion of the celebration the committee will perform a follow up clean sweep of the town prior to the pick up of the dumpster.

Thank you,

Easton Memorial Day Celebration Committee Chair Person
Michael Sweet
206-255-2956

April 13, 2010

To: Board of County Commissioners

Subject: Easton Memorial Day Celebration

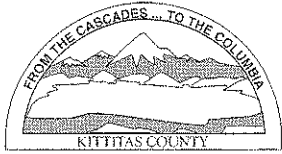
The Easton Memorial Day Celebration Committee is requesting a waiver of the \$5,000 cash or bond that is required for possible damage during the celebration.

As for the Easton Memorial Day Celebration Committee already carries a \$2 million dollar policy that covers the celebration.

- Bell Anderson, Scottsdale Insurance Company
Policy #CLS1245081, also indicating additional insured as
Kittitas County (copy attached)

Thank you,

Easton Memorial Day Celebration Committee Chair Person
Michael Sweet
206-255-2956



Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

District One
Paul Jewell

District Two
Alan Crankovich

District Three
Mark McClain

DATE: March 29, 2010

TO: Michael Sweet, Chair
Easton Memorial Day Celebration

FROM: Catherine Dunn, Deputy Clerk

REGARDING: Letter received March 29, 2010

We have received your letter regarding the Memorial Day Celebration. Kittitas County has instituted a new application process for Special Events which includes the enclosed Application.

Please complete and return the application with the \$200 fee as soon as possible to start the process. You will be notified when the application is ready for a hearing.