



P O Box 11056  
Yakima, WA. 98909-1056  
509-248-9980

February 28, 2016

Kittitas County Board of County Commissioners  
205 West 5th, Suite 108  
Ellensburg, WA 98926

RE: Yakima County Crime Stoppers "Your Canyon for a Day" Bike Event

In preparation for Yakima County Crime Stoppers' annual "Your Canyon for a Day" bike event on May 22, 2016, I have enclosed the following:

- Event Application
- An attachment to the Event Application
- Certificate of liability insurance from State Farm Insurance Company naming Kittitas County, Washington State Patrol, Dept of Transportation, Bureau of Land Management, US Government and Yakima County as additional insured or certificate holders.
- Application for exemption from permit.
- \$200.00 administrative fee.

Once again we are requesting a waiver of the \$5,000.00 cash or bond provisions of KCC 5.2.100. This will be the twelve year for our bike ride in the Yakima Canyon and we believe we have sufficient liability insurance. We believe we have demonstrated over the years that we have sufficient precautions in place during the ride to mitigate the inherent risks.

Thank you for your consideration of our application.

Sincerely

A handwritten signature in black ink that reads "Ron Holmes".

Ron Holmes

Yakima County Crime Stoppers

RECEIVED

MAR - 2 2016

1st \_\_\_ 2nd \_\_\_ 3rd \_\_\_  
KITTITAS COUNTY BOARD OF COMMISSIONERS



Kittitas County, Washington

**BOARD OF COUNTY COMMISSIONERS****EVENT APPLICATION PROCESS**

1. Submit a completed Event Application and materials to the Kittitas County Commissioners Office **at least 60 days prior** to the event. There are several departments who review the Event Applications and make their determination based upon the application, written plans and documentation that has been provided. Please note that additional permits may be required in addition from individual departments including: the Fire Marshal, Public Health, Environmental Health, Community Development Services, and the Public Works Department. A \$200.00 permit fee is to be submitted at the time of application for each event. Applications will not be processed until the permit fee has been received.
2. Once a special event has been approved by the County Commissioners, the site and facilities may need to be inspected by County officials (including but not be limited to the Fire Marshal, Sheriff's Department, and Public Health Department) up to five days in advance **prior** to opening to the general public. This is to ensure that you are complying with the stated plans upon which the approval was made. If you fail to comply with those requirements, your permit may be revoked and the event closed.
3. Depending upon the nature and scope of the proposed event, other permits may be required as determined through the application process (liquor license, etc.). Some events may require approval from other agencies or jurisdictions.
4. Permittee covenants and agrees to indemnify, defend and hold harmless the County, its officers, agents and employees from any and all claims actions, damages, liability, cost and expense, including reasonable attorney fees in connection with or occasioned, in whole or in part by any act or omission of Permittee, its officers, agents, employees, customers or licenses, or arising from or out of Permittee's failure to comply with any provision of the Event Permit granted as a result of this application, regardless of whether it is alleged or proven that the acts or omissions of the County, its officers, agents or employees caused or contributed hereto.
5. Insurance Requirement: A Certificate of Insurance specifically naming "Kittitas County" as an additional insured in the minimum amount of \$1,000,000.00 per occurrence and a \$2,000,000.00 aggregate coverage must be included with the Event Application. The County Prosecutor's office may require a greater amount if it is determined to be necessary for the proposed event.
6. Written statements signed by the applicant and property owner allowing permission to enter the event site for inspections and stating responsibility for the event and compliance with the codes **is required** as part of the written documentation to be submitted at the time of application.
7. Before applying for an event it is encouraged that you schedule a time to meet with County departments so they may assist with questions you may have prior to submitting your application.

## **Kittitas County Contact Information**

**[www.co.kittitas.wa.us](http://www.co.kittitas.wa.us)**

**Board of County Commissioners – (509) 962-7508**

**Community Development Services – (509) 962-7506**

**Environmental Health – (509) 962-7698**

**Fire Marshal – (509) 962-7000**

**Prosecutor – (509) 962-7520**

**Public Health – (509) 962-7515**

**Public Works Department – (509) 962-7523**

**Sheriff's Office – (509) 962-7525**

**Solid Waste Department – (509) 962-7542**



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: Your Canyon for a dayDate(s) of event: May 22, 2016Hours of operation: 8:00-4:00Description of the event: Bicycle ride through the Yakima River CanyonHas this event taken place before? ☒ Yes ☐ No Dates: Pat 11 years on about the same late May dateEstimated attendance: 1000How is your event being publicized? Bike shops, email*Please attach any flyers, posters, etc. with your application submission.***Contact Information**Name of the organizer/contact person: Ron HolmesAddress: 912 S 18th AvePhone number(s): 509-480-9855Email address: ronh912@gai.comDate of birth of applicant: 10/09/1954

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:

Ron Holmes

Name

509-480-9855

Phone Number

Dave Purcell

Name

509-307-1889

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.

Ron Holmes

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

**BOARD OF COUNTY COMMISSIONERS****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.





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**



Kittitas County, Washington

**BOARD OF COUNTY COMMISSIONERS****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? \$65.00 per rider

Attachment  
To  
Special Use Event Application  
For Event on May 22, 2016

RE: Your Canyon for a Day Bike Tour

Yakima County Crime Stoppers, Inc.

**DESCRIPTION OF ACTIVITY AND EVENT AT THE YAKIMA CANYON MAY 15, 2016 BY THE YAKIMA COUNTY CRIME STOPPERS' "YOUR CANYON FOR A DAY BIKE TOUR"**

The Yakima County Crime Stoppers' "Your Canyon for a Day Bike Tour" is a fun ride designed for the whole family to enjoy the Yakima Canyon without any through traffic. This is Yakima County Crime Stoppers' only fund raiser with the funds to be used for rewards paid out to tipsters who are instrumental in the apprehension of felons. This will be the tenth year we have sponsored the bicycle tour in the Yakima Canyon. We had approximately 1,000 riders last year with over 50% of them starting the ride at the Yakima River RV Park in Ellensburg. The majority of our riders come from the Westside of Washington.

We will be using the Roza Recreation site and the Yakima River RV Park as our staging areas for the bicycle ride. The riders will leave from the Roza site or the RV Park and travel north or south on SR 821 then turn around at Thrall Road or the Roza site and return to their staging site. The RV Park and the Roza site will mainly be used for participants to park and unload/load their bicycles. In the NE corner of the Roza parking lot we will also be selling concessions as we have done in years past. Coca-Cola may be providing a small trailer which will be at the concession site to dispense soft drinks with all profits going to the Yakima County Crime Stoppers. Even though we have worked with the Department of Transportation to close SR821 to through vehicle traffic, we understand there will be others using the canyon and we will be sharing the facilities at the Roza Site with them.

We will be providing the following:

**1. Portable toilets (8 total)**

Two at the Roza site (both with hand sanitization equipment and one for handicapped access).

One at Big Rock rest site.

One at Umtanum/Big pines rest site.

Two at Thrall Road site (both with hand sanitization equipment and one for handicapped access).

Two at Yakima RV Park.

2. Traffic Control - we will have 8 officers

- Yakima Police Officers and 2 Yakima County Sheriff Deputies patrolling the canyon during the ride.
- Yakima County Sheriff Deputies on duty at each barricade on both ends of the canyon. 2 at Thrall road on the Ellensburg side and two at the Firing Center entrance of the canyon.

3. Road closure signs will be posted 48 hours before the ride at each end of the canyon and during the ride

- All residents will be notified five days before the ride and given a pass they can show the day of the ride.
- All campers will be notified the day before the ride of the 25 mile an hour speed limit in the canyon during the ride (Red's Fly Shop will also be notified).
- 25 mile an hour speed signs will be posted in the canyon during the ride.

3. Emergency medical personal from ALS Ambulance will be posted during the ride in the canyon.

4. Garbage and Recycling

- At each rest stop we will have garbage and recycling cans. At the end of the ride we will carry all garbage and recycling out of the canyon.
- We will have 5 rest sites with the garbage and recycling cans.

5. All food given out at the rest sites will be prepackaged granola bars, sport drinks, and water. At the Roza site Coca-Cola may be providing a small trailer to dispense soft drinks with all profits going to the Yakima County Crime Stoppers.

Should you have any questions or need further information, please feel free to contact me.

Thank you,

Ron Holmes

Yakima County Crime Stoppers, Inc.

912 S 18<sup>th</sup> Ave, Yakima, WA 98902

Cell: 509-480-9855



# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
02/11/2016

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** BRUCE SEARS - STATE FARM  
PO BOX 669  
SELAH, WA 98943



**CONTACT**  
NAME: Christina Drexler  
PHONE: (A/C, No, Ext): 509-697-4900 FAX: (A/C, No): 509-697-0394  
E-MAIL:  
ADDRESS:

**INSURED** CRIME STOPPERS OF YAKIMA COUNTY INC  
PO BOX 11056  
YAKIMA, WA 98909

**INSURER(S) AFFORDING COVERAGE**  
INSURER A: State Farm Fire and Casualty Company NAIC # 25143  
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	ADOL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		PS0000003159006	04/14/2014	04/14/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO REPTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					
	GEN'L AGGREGATE LIMIT APPLIES PER:					
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	ANY AUTO					
	ALL OWNED AUTOS					
	HIRED AUTOS					
	SCHEDULED AUTOS					
	NON-OWNED AUTOS					
	UMBRELLA LIAB					EACH OCCURRENCE \$
	EXCESS LIAB					AGGREGATE \$
	DED					
	RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATUTORY LIMITS \$ OTHER \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH)					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

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

ADDITIONAL INSURED - CERTIFICATE HOLDER  
WASHINGTON STATE PATROL  
DEPT OF TRANSPORTATION  
BUREAU OF LAND MANAGEMENT  
US GOVERNMENT AND YAKIMA COUNTY  
KITITAS COUNTY

YOUR CANYON FOR A DAY RIDE - MAY 22, 2016

## CERTIFICATE HOLDER

## CANCELLATION

KITTITAS COUNTY  
205 WEST 5TH, STE 108  
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



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

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Cash Receipts

Receipt Number: 2016-1531 Date: 03/07/2016

Received From: MANDY BUCHHOLZ - DEPUTY CLERK OF THE BOARD-M

Check Amount: \$200.00

Cash Amount: \$0.00

Other Amount: \$0.00

Total Amount: \$200.00

Deputy: AMYC Receipt Type: CHK

Template:

Comments:

CSR 2016-1192

YAKIMA COUNTY CRIME STOPPERS - YOUR CANYON FOR A DAY SPECIAL EVENT APPLICATION PAYMENT

<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: AMY CZISKE