

RECEIVED

JUN 30 2017

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 InformationName of event: WestStar Open RopingDate(s) of event: Wednesday, August 30, 2017Hours of operation: 12:30pm - 6 pmDescription of the event: Pro Am Roping at 1, Open
Team Roping at 2Has this event taken place before? ☒ Yes ☐ No Dates: 14 yearsEstimated attendance: 400 - variesHow is your event being publicized? Poster, Northwest
Ropers News, Daily Record

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

Contact InformationName of the organizer/contact person: Scott & J ReppAddress: 1570 Robinson Canyon RoadPhone number(s): (509) 929-4144Email address: jo.weststar@gmail.comDate of birth of applicant: 10/27/1945

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:

Scott Repp

Name

509 929-1355

Phone Number

Jo Repp

Name

509 929-4144

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.

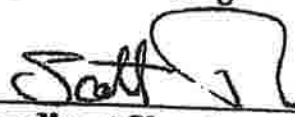
SWORN STATEMENT OF COMPLIANCE

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.

Scott Repp

Applicant Name (Print)


Applicant Signature

Jo Repp

Applicant Name (Print)


Applicant Signature



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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.

Paradise Rose, Rod McGuire (541) 993-7073
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.

Rod is taking care of the paperwork



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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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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.

The Palace will provide security to monitor bar

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.

PA for event

Will you have traffic control? ☒ Yes ☐ No

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

Elburg Rhodes Hall of James Board directs parking

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.

The Palace is in charge



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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.

Garbage cans are available with some marked for recycling. We have a Insurance large garbage trailer parked between arena & field.

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.

No impact to road - event is held on private property.

County Filings and Registration

Is there a cost to attend the event? ☐ Yes ☒ No

How much are you charging to attend your event? \$20 donation

Ellensburg Rodeo Hall of Fame Board collects donations - this is their annual fundraiser.

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

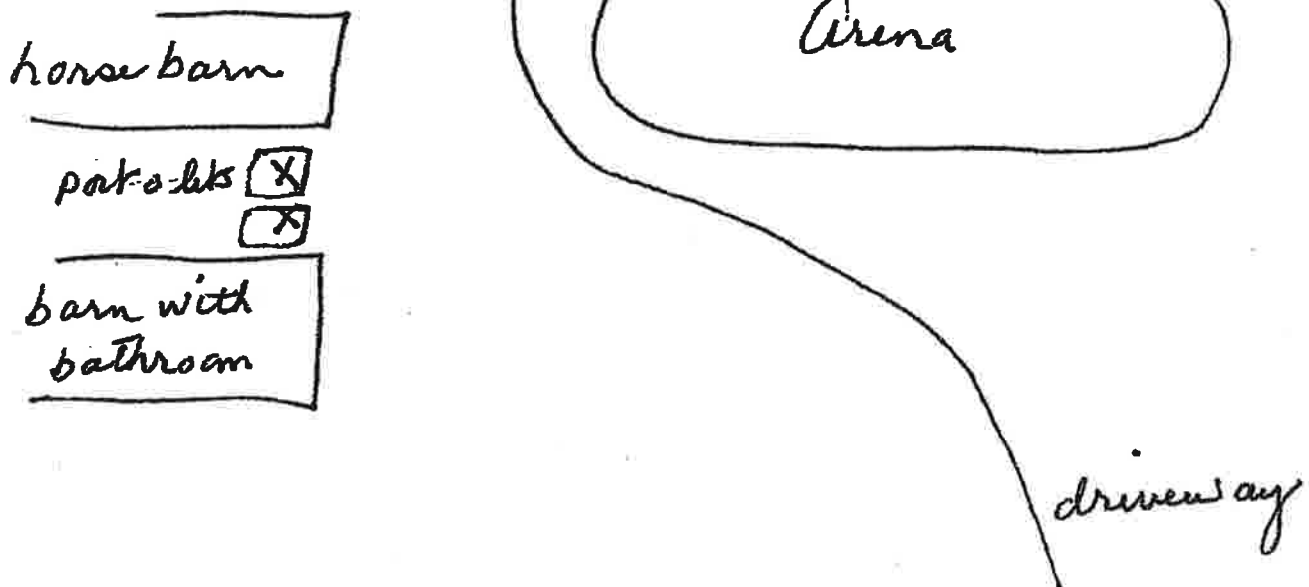
Yes

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.

There is a barn adjacent to the arena that has a full bathroom. We also have 2 port-o-lets brought in for the event.





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

Cash Receipts

Receipt Number: 2017-4179 Date: 06/30/2017

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

Check Amount: \$200.00

Cash Amount: \$0.00

Other Amount: \$0.00

Total Amount: \$200.00

Deputy: GalvanB Receipt Type: CHK

Template:

Comments:

CSR 2017-2942
WESTSTAR RANCH SPECIAL EVENT APPLICATION FEE

<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: Brenda Galvan