



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: EASTON MEMORIAL DAY CELEBRATION

Date(s) of event: MAY 28TH, 2011

Hours of operation: 9 AM — 7 PM

Description of the event: PARADE, FOOD BOOTHS, ARTS
AND CRAFT BOOTHS, GAMES FOR ALL AGES

Has this event taken place before? ☒ Yes ☐ No

Dates: SATURDAY 6TH MEMORIAL
WEEKEND FOR LAST
19 YEARS

Estimated attendance: 2500

How is your event being publicized? NEWS PAPER, WORD OF
MOUTH, RADIO

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

Contact Information

Name of the organizer/contact person: MICHAEL SWEET (CHAIRPERSON)

Address: PO Box 698 EASTON WA 98925

Phone number(s): Cell 206-255-1956

Email address: MSWEET4710 @ GMAIL . COM

Date of birth of applicant: 1-8-1958

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:

MICHAEL SWEET
Name

206-255-1956
Phone Number

CHUCK WHITE
Name

509-656-0180
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.

MICHAEL SWEET
Applicant Name (Print)

Michael Sweet
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

NOT BY THE COMMITTEE
PRIVATE VENDORS
ONLY

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

WE BRING IN PORTA POTTIES
AND WASH STATIONS PRIOR TO
EVENT

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.

THE EASTON MEMORIAL DAY PARADE
COMMITTEE MEMBERS, EASTON FIRE DIST.

Personnel
Will Emergency Medical Services (EMS) be on site during the event? ☒ Yes ☐ No

If yes, please provide written verification from the providers.

EASTON FIRE DEPT WILL BE PRESENT

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.

ADJUDICATORS BOOTH
FOR PARADE

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

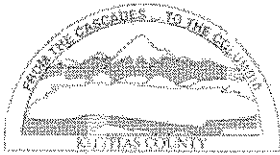
If yes, please provide the location and a parking plan.

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?



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 Suspense

Receipt Number: 2011-1392

Date: 03/23/2011

Received From: CATHERINE

Check Amount: \$200.00

Cash Amount: \$0.00

Eft Amount: \$0.00

Total Amount: \$200.00

Deputy: CATHERINED Receipt Type: CHK

Template: COMMISSIONER! COMMISSIONERS

Comments:

EASTON MEMORIAL DAY PARADE SPECIAL EVENT

<u>FundCode</u>	<u>GlCode</u>	<u>Description</u>	<u>Amount</u>
001	1632171	SPECIAL EVENT APPLICATION FEE	\$200.00
Total Amount:			\$200.00

Kittitas County Treasurer's Office

Submitted By: CATHERINE DUNN



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: 2011-2061 Date: 03/23/2011

Received From: COMMISSIONERS - CATHERINE - CATHERINE

Check Amount: \$200.00

Cash Amount: \$0.00

Eft Amount: \$0.00

Total Amount: \$200.00

Deputy: janetw Receipt Type: CHK

Template:

Comments:

EASTON MEMORIAL DAY PARADE SPECIAL EVENT CASH SUSPENSE RECEIPT 2011-1392

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

Kittitas County Treasurer's Office

Submitted By: Janet Wilson

February 12, 2011

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

Dear Commissioners,

On Saturday, May 28, 2011, Easton will hold it's 20th 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 Caches Avenue. Turn right on Caches 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 Caches 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, Way. They will send you a copy when they issue our 2011 policy.

The above is a generally what we have had for the past 19 years and has Proved successful. If you have any questions, please feel free to contact me.

Thank You in Advance

Michael Sweet (206)255-1956 Chairperson

February 25th, 2011

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

February 25th, 2011

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.

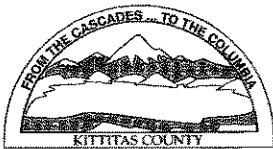
Thank you,

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

Untitled

Easton Memorial Day Celebration Comittee Phone Numbers

Michael Sweet	206-255-1956
Chuck White	509-260-0662
Don Fronsda1	509-656-2468
Don Johnson	509-656-2623
Taresa Casrilli	509-656-0392



Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

OLD
Application
FORM

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:

PARADE STREET FAIR VENDORS

3. Location of event:

EASTON WASH 98925

4. Dates of event: 5-28-2011 Hours of operation: 7AM - 6PM

5. Has the event been produced previously? YES Dates 5-27-10 2011
YEAR

6. Estimated attendance: 1500 This year

7. Name and address of organizer: MICHAEL SWEET PO Box 698

EASTON WA 98925

Phone number(s) 206 255 1956

8. Emergency contact name and phone number: CHUCK WHITE 509 260-0662

DON FROUSDAHL 509 656 2468

RECEIVED

MAR 23 2011

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

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?	X		If yes, who will be providing the security? EVENT COMMITTEE
Will you have Emergency Medical Services (EMS) on site during the event?	X		If yes, please attach written verification. EASTON FIRE & EMS HELP WITH EVENT
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. SEE ATTACHED
Will you have traffic control?	X		If yes, indicate how the traffic control will be addressed. SEE ATTACHED
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?	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?	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?	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?		X	If yes, attach a drawing including the dimensions. <i>*The structure may require inspection prior to the event.</i>
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.

BY PARADE COMMITTEE TO ORDINANCE

POTTY POTITIES

SEE ATTACHED

**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.


Signature of applicant/promoter

Signature of property owner

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

MICHAEL SWEET

PARADE COMMITTEE

PERSONS SEE ATTACHED

