

## Kittitas County Solid Waste Programs

925 Industrial Way, Ellensburg, WA 98926

Telephone: (509) 962-7542

Fax: (509) 962-7087

May 25, 2012

Kittitas County Board of Commissioners  
205 W 5<sup>th</sup> Ave Suite 103  
Ellensburg, WA 98926

Subject: Special Event Application

Dear Board of County Commissioners,

Kittitas County Solid Waste has reviewed the Special Event application for the Swift Water Cellars host Three Dog Night event. The event staff has a recycling and garbage plan that meets our satisfaction.

Please contact me at [509] 962-7577 if you have any questions.

Thank you.

Cordially,

A handwritten signature in black ink, appearing to read "Reno L. Allphin".

Reno L. Allphin  
Solid Waste Specialist  
Kittitas County Solid Waste



# KITTITAS COUNTY FIRE MARSHAL'S OFFICE

411 N. Ruby St., Suite 2, Ellensburg, WA 98926

Office (509) 962-7657 Fax (509) 962-7682

June 4, 2012

Board of County Commissioners  
205 W. 5<sup>th</sup> Street  
Ellensburg, WA 98926

Re: Swiftwater Cellars Concert

To Whom it May Concern:

In regard to the above mentioned project, I have the following comments:

- An event permit is required from the Fire Marshal's Office for this event.
- The seating is fixed seating arrangement, as is the stage. The egress points were discussed during the inspection, however to reiterated, there shall be two egress access points in the fencing, with a minimum opening of 6 feet.
- During my meeting with the applicant, they indicated that there were to be three events held this year. Because the seating and stage are fixed, they will only need to receive one event permit from my department which will suffice for all three events.

The intent of the IFC is to provide a reasonable level of life safety and property protection from the hazards of fire, explosion or dangerous conditions. If you have further comments or questions, please do not hesitate to contact me at 509-962-7000.

Sincerely,

Brenda Larsen  
Kittitas County Fire Marshal

## Mandy Robinson

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**From:** Brenda Larsen  
**Sent:** Thursday, May 31, 2012 9:04 AM  
**To:** Mandy Robinson  
**Subject:** RE: Swiftwater Cellars Music Concert

Hi Mandy!

They are going to be getting a single event permit from my department that will cover all three events they are planning on holding. They have fixed seating, so the floor plan won't change, which is a big reason that I am putting them all under one permit. Do you want an official letter like I usually do ?

*Brenda Larsen  
Kittitas County Fire Marshal  
509-962-7000*

---

**From:** Mandy Robinson  
**Sent:** Wednesday, May 30, 2012 10:59 AM  
**To:** Ryan Berge; Chuck Reed; Brenda Larsen; Gene Dana; Reno Allphin; Kirk Holmes; Kelly Carlson; Patti Johnson; Clayton Myers; Jerry V. Pettit; Deanna J. Panattoni  
**Cc:** Alan Crankovich; Obie OBrien; Paul Jewell; Julie Kjorsvik  
**Subject:** FW: Swiftwater Cellars Music Concert

FYI

*Mandy Robinson  
Deputy Clerk of the Board*

*Kittitas County Commissioners Office  
205 West Fifth Street Suite #108  
Ellensburg, WA 98926  
509-962-7508 Phone  
509-962-7679 Fax  
[mandy.robinson@co.kittitas.wa.us](mailto:mandy.robinson@co.kittitas.wa.us)  
<http://www.co.kittitas.wa.us/>*

*"Do not go where the path may lead, go instead where there is no path and leave a trail." Ralph Waldo Emerson*

---

**From:** Bjorn Gjerde [mailto:[bjorngjerde@swiftwatercellars.com](mailto:bjorngjerde@swiftwatercellars.com)]  
**Sent:** Wednesday, May 30, 2012 10:56 AM  
**To:** James Rivard  
**Cc:** Kodi Still; Melissa Schumaier; Maria Canfield; Mandy Robinson  
**Subject:** RE: Swiftwater Cellars Music Concert

Hi James-

I reviewed Chapter 246-374. Based on how the law reads, I am going to shorten my event to 4.5 hours and open the doors at 5:30pm instead of 5pm. This will exempt me from this law as both conditions of attendance and duration need to be met. I have attached an amended front page of my application stating the timeframe of the event. Let me know if you have any other questions. Thanks.

## **246-374-010**

### **Definitions.**

(1) "Outdoor music festival" or "music festival" or "festival" means an assembly of persons gathered primarily for outdoor, live, or recorded music entertainment, where ~~the predicted attendance is 2,000 or more and where the duration of the program is five hours or longer~~. Provided, That this definition shall not be applied to any regularly established permanent place of worship, athletic stadium, athletic field, arena, auditorium, coliseum, or other similar permanently established places of assemblies which do not exceed by more than 250 people the maximum seating capacity of the structure where the assembly is held: Provided further, That this definition shall not apply to government sponsored fairs held on regularly established fairgrounds nor to assemblies required to be licensed under other laws or regulations of the state.

Bjorn Gjerde

Controller

Swiftwater Cellars/DDW/DW Management/DW Financial/DW Aviation/Garnet Ledge

Office: 509.852.7311

Cell: 509.308.1260

Fax: 509.674.6505

---

**From:** James Rivard [mailto:james.rivard@co.kittitas.wa.us]

**Sent:** Friday, May 25, 2012 3:01 PM

**To:** Bjorn Gjerde

**Cc:** Kodi Still; Melissa Schumaier; Maria Canfield; Mandy Robinson

**Subject:** Swiftwater Cellars Music Concert

Hello Bjorn,

We talked a while back about the event. When an event has an attendance of 2,000 or more for five hours or longer in duration a plan must be submitted to the local health officer for review and approval. We cannot provide the county with the ok for the event until we can review and approve a plan according to WAC 246-374.

Please let us know how we can assist you. If you would like to meet sometime to discuss the plan, please let us know. The sooner that you can develop a plan and submit it to our office the sooner we can review it to ensure requirements are met and recommend event approval to the county. From the application materials that you submitted to the county it looks as if portions of a plan already exist.

For your reference below is a link to the Outdoor Music Festivals state regulation:

<http://apps.leg.wa.gov/WAC/default.aspx?dispo=true&cite=246-374&full=true>

**James Rivard**

Environmental Health Supervisor

Kittitas County Public Health Department

507 N. Nanum St., Suite 102

Ellensburg, WA 98926

(509) 962-7005

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message id: 38eb45916cdcbdac24bb8719d004a14

## Bjorn Gjerde

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**From:** Leena Haija  
**Sent:** Wednesday, May 30, 2012 11:46 AM  
**To:** Bjorn Gjerde  
**Subject:** FW:

---

**From:** Losse, Debbie [<mailto:dlosse@suncadia.com>]  
**Sent:** Tuesday, May 29, 2012 5:29 PM  
**To:** Leena Haija  
**Subject:** RE:

You just need to tell me the dates you would like us there and where you would like a station set up and we will take care of scheduling everyone.

Deb

**Debbie Losse | Senior Catering & Conference Manager**  
Suncadia | 3600 Suncadia Trail | Cle Elum, WA 98922  
Office 509-649-6432 | Mobile 509-260-1499 | Email: [dlosse@destinationhotels.com](mailto:dlosse@destinationhotels.com)



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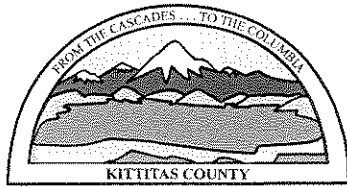
---

**From:** Leena Haija [<mailto:leenahaija@swiftwatercellars.com>]  
**Sent:** Tuesday, May 29, 2012 5:28 PM  
**To:** Losse, Debbie  
**Subject:**

Hi Debbie,  
Remember when we briefly talked about having EMT/Fire at our concerts, can you update me what we need to do.

Thank you,  
Leena Haija  
Marketing and Events Manager  
T: 509-852-7312  
C: 509.378.8814  
F: 509.655.6505

[Swiftwater Cellars](#)  
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# **KITTITAS COUNTY DEPARTMENT OF PUBLIC WORKS**

Kirk Holmes, Director

## **MEMORANDUM**

**TO: Board of County Commissioners**

**FROM: Road Foreman (Ryan Berge)**

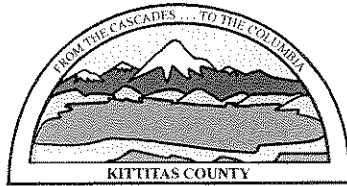
**DATE: 05/29/12**

**SUBJECT: Swift Water Cellars Host Three Dog Night**

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I have reviewed the Special Event Application from Bjorn Gjerde, the Coordinator for the Swift Water Cellars Host Three Dog Night which is scheduled for July 27<sup>th</sup> 2012 from 5:00 to 10:00 pm. I don't foresee any problems on our part since there will be no closures or detouring of the County Roads. I recommend approving this event.

Ryan Berge  
Road Foreman  
Public Works



## **KITTITAS COUNTY DEPARTMENT OF PUBLIC WORKS**

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### **MEMORANDUM**

**TO:** Board of County Commissioners

**CC:**

**FROM:** Chuck Reed ( Road Foreman )

**DATE:** May 25, 2012

**SUBJECT:** Swift Water cellar Three Dog Night Event application.

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I have reviewed the special permit application from Bjorn Gjerde, the coordinator of the Swift Water Cellar Three dog Night Concert event which is schedule for July 27 2012 from 5:00 PM to 10:00 PM at the Swift water Cellar facility within the Suncadia resort.

I recommend approving this event on the basis all road concerns have been adequately addressed within this application.

- 1) There will be no road closures
- 2) Traffic control plan and personnel will be in place
- 3) Additional offsite parking and shuttle buses

I do not foresee any negative impacts to County roads or Public safety.

Chuck Reed  
Road Foreman  
Public Works





GENE DANA, SHERIFF  
**KITTITAS COUNTY SHERIFF'S OFFICE**

307 W. Umptanum Rd ♦ Ellensburg, WA 98926  
(509) 962-7525 ♦ (509) 674-2584  
FAX (509) 962-7599

May 24, 2012

Board of County Commissioners  
Kittitas County Courthouse  
205 West 5<sup>th</sup> Ave., Room 108  
Ellensburg, WA 98926

Re: Special Event Application –Swiftwater Cellars Hosts Three Dog Night  
On July 27, 2012

Dear Board of County Commissioners:

I have reviewed the application for the Swiftwater Cellars concert. They have had concerts in the past and provide their own internal traffic control and security necessary for the event with little to no impact on the Sheriff's Office.

I recommend approving the vent application.

Sincerely,

A handwritten signature in black ink, appearing to read "Gene Dana".

Gene Dana,  
Sheriff

## Mandy Robinson

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**From:** mandy.robinson@co.kittitas.wa.us  
**Sent:** Friday, May 25, 2012 10:34 AM  
**To:** Neil Caulkins  
**Cc:** Mandy Robinson; Angela Bugni; Carolyn Denton  
**Subject:** 16918 | Closed Neil Caulkins prSR | Status was changed from to Cl...

### Please Review- Ins. for Event Permit

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**From:** Mandy Robinson  
**For:** Neil Caulkins  
**Needed:** Date 6/1/2012 12:00pm  
**Task:** Status was changed from to Closed.  
Neil Caulkins 5/25/2012 10:33:57 AM  
\*\*\*

Good Afternoon,

Our office received a Special Event application to hold the Swiftwater Cellars Hosts Three Dog Night to be held on July 27, 2012.

I will be placing this request on the June 5, 2012 Commissioner Agenda for the Boards consideration. Please submit your departments recommendation to me no later than June 1, 2012 at noon. If there are still outstanding issues, please indicate those in writing as well. For specific questions regarding the event I would ask that you contact the applicant directly.

Thank you and have a great day!  
Mandy Robinson CO 5/24/2012 2:48:57 PM

Carolyn Denton reassigned TT to Neil Caulkins.  
Category was set to Commissioners.  
Carolyn Denton 5/24/2012 4:02:43 PM  
\*\*\*

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**Resolution:** Ins seems fine  
Neil Caulkins 5/25/2012 10:33:57 AM  
\*\*\*

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**File(s)** [View file\(s\) . . .](#)  
**uploaded:**  
**Status:** Closed

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[Update this request](#)



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

## MEMORANDUM

**TO:** Kittitas County Board of County Commissioners

**FROM:** James Rivard, Kittitas County Environmental Health Supervisor

**DATE:** June 1, 2012

**SUBJECT:** Swiftwater Cellars Hosts Three Dog Night Event Application

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The Swiftwater Cellars Hosts Three Dog Night Event applicant, Bjorn Gjerde, has obtained a temporary food permit for the date of the event and has been informed of WAC 246-374 that provides sanitation guidelines for Outdoor Music Festivals and the number of recommended toilet facilities.

The applicant has been informed that KCPHD staff time beyond 2.1 hours per fee health department schedule calculations for a temporary food event permit application must billed at a hourly rate of \$80.00 to recover the cost of services provided. The applicant has also been informed that if special passes are required for entry by staff that KCPHD receive at least 2 passes at least 2 weeks in advance of the event. KCPHD has also requested that contact information for the person(s) in charge of the event be available in case KCPHD staff needs to contact someone in charge during the event to protect public health.

If the information stated in the application submitted is true and accurate, and the applicant follows through, then I do not at this time foresee any issue arising that would otherwise cause or prevent such an event from successfully being held at Swiftwater Cellars.

Please feel free to contact me if you have any questions or concerns.

CC: Kittitas County Board of Commissioners  
Julie Kjorsvik, Kittitas County Board of Commissioners Clerk  
Mandy Robinson, Kittitas County Board of Commissioners Deputy Clerk  
Maria Canfield, Kittitas County Public Health Administrator



## Mandy Robinson

---

**From:** James Rivard  
**Sent:** Friday, May 25, 2012 2:51 PM  
**To:** Mandy Robinson  
**Cc:** Maria Canfield; Kodi Still; Melissa Schumaier; Mark Larson  
**Subject:** RE: Event Permit Request- Please Review

Hi Mandy,

This one may not be that simple for us to give the ok on. WAC 246-374 relates to outdoor music festivals and when the attendance is 2,000 or more for a duration of five hours or longer, then plans must be submitted to the local health officer for review. We have not received any plans. I will inform the applicant ASAP, but we may not be able to provide you with the ok by June 5<sup>th</sup>.

### 246-374-010

#### Definitions.

(1) "Outdoor music festival" or "music festival" or "festival" means an assembly of persons gathered primarily for outdoor, live, or recorded music entertainment, where the predicted attendance is 2,000 or more and where the duration of the program is five hours or longer: Provided, That this definition shall not be applied to any regularly established permanent place of worship, athletic stadium, athletic field, arena, auditorium, coliseum, or other similar permanently established places of assemblies which do not exceed by more than 250 people the maximum seating capacity of the structure where the assembly is held: Provided further, That this definition shall not apply to government sponsored fairs held on regularly established fairgrounds nor to assemblies required to be licensed under other laws or regulations of the state.

(2) "Local health officer" means the legally qualified physician who has been appointed as the health officer of the city, town, county or district public health department as defined in RCW 70.05.010(2), or his authorized representative.

(3) "Applicant" means the promoter who has the right of control of the conduct of an outdoor music festival who applies to the appropriate legislative authority for a license to hold an outdoor music festival.

(4) "Issuing authority" means the legislative body of the local governmental unit where the site for an outdoor music festival is located.

[Statutory Authority: RCW 43.20.050. 91-02-051 (Order 124B), recodified as § 246-374-010, filed 12/27/90, effective 1/31/91; Order 59, § 248-73-020, filed 8/16/71.]

### James Rivard

Environmental Health Supervisor  
Kittitas County Public Health Department  
507 N. Nanum St., Suite 102  
Ellensburg, WA 98926  
(509) 962-7005

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**From:** Mandy Robinson  
**Sent:** Thursday, May 24, 2012 2:39 PM

**To:** Chuck Reed; Ryan Berge; Kirk Holmes; Kelly Carlson; Brenda Larsen; James Rivard; Maria Canfield; Patti Johnson; Reno Allphin; Gene Dana; Clayton Myers; Jerry V. Pettit; Deanna J. Panattoni  
**Cc:** Alan Crankovich; Obie OBrien; Paul Jewell; Julie Kjorsvik  
**Subject:** Event Permit Request- Please Review

Good Afternoon,

Our office received a Special Event application to hold the Swiftwater Cellars Hosts Three Dog Night to be held on July 27, 2012.

I will be placing this request on the June 5, 2012 Commissioner Agenda for the Board's consideration. Please submit your departments recommendation to me no later than June 1, 2012 at noon. If there are still outstanding issues, please indicate those in writing as well. For specific questions regarding the event I would ask that you contact the applicant directly.

Thank you and have a great day!

*Mandy Robinson*  
*Deputy Clerk of the Board*

Kittitas County Commissioners Office  
205 West Fifth Street Suite #108  
Ellensburg, WA 98926  
509-962-7508 Phone  
509-962-7679 Fax  
[mandy.robinson@co.kittitas.wa.us](mailto:mandy.robinson@co.kittitas.wa.us)  
<http://www.co.kittitas.wa.us/>

"Do not go where the path may lead, go instead where there is no path and leave a trail." Ralph Waldo Emerson

**From:** [bocc@co.kittitas.wa.us](mailto:bocc@co.kittitas.wa.us) [<mailto:bocc@co.kittitas.wa.us>]  
**Sent:** Thursday, May 24, 2012 7:21 AM  
**To:** Mandy Robinson  
**Subject:** Message from 60BW-1

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message id: 38eb45916c6dcdbdac24bb8719d004a14

## Mandy Robinson

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**From:** James Rivard  
**Sent:** Wednesday, May 30, 2012 1:40 PM  
**To:** 'Bjorn Gjerde'  
**Cc:** Kodi Still; Melissa Schumaier; Maria Canfield; Mandy Robinson  
**Subject:** RE: Swiftwater Cellars Music Concert

Thanks Bjorn,

We look for the scanned copy of the application and the check to come in the mail. We hope the event is successful and that you have many more in the future as they are good for the local economy.

### James Rivard

Environmental Health Supervisor  
Kittitas County Public Health Department  
507 N. Nanum St., Suite 102  
Ellensburg, WA 98926  
(509) 962-7005

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**From:** Bjorn Gjerde [mailto:[bjorngjerde@swiftwatercellars.com](mailto:bjorngjerde@swiftwatercellars.com)]  
**Sent:** Wednesday, May 30, 2012 1:24 PM  
**To:** James Rivard  
**Cc:** Kodi Still; Melissa Schumaier; Maria Canfield; Mandy Robinson  
**Subject:** RE: Swiftwater Cellars Music Concert

Thanks James-

Can you please send a link to the County Code that addresses this. Thank you.

Bjorn Gjerde  
Controller  
Swiftwater Cellars/DDW/DW Management/DW Financial/DW Aviation/Garnet Ledge  
Office: 509.852.7311  
Cell: 509.308.1260  
Fax: 509.674.6505

---

**From:** James Rivard [mailto:[james.rivard@co.kittitas.wa.us](mailto:james.rivard@co.kittitas.wa.us)]  
**Sent:** Wednesday, May 30, 2012 1:13 PM  
**To:** Bjorn Gjerde  
**Cc:** Kodi Still; Melissa Schumaier; Maria Canfield; Mandy Robinson  
**Subject:** RE: Swiftwater Cellars Music Concert

## Mandy Robinson

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**Subject:** RE: Swiftwater Cellars Music Concert

Hi Bjorn,

Yes that would exempt your event from the required plan. We suggest that you use the guidelines in the regulation as a reference for the number of bathroom facilities needed. However, the event is not exempt from needing a temporary food permit which cost \$100 and I have attached a copy of the form for you. Please return a completed form and payment to our office ASAP so that we can provide the county with approval for your event. If you can get this done by June 1<sup>st</sup> Friday at noon I can provide the county with the ok, otherwise the next agenda session will be in two weeks.

The health department is mandated to recover the cost for services provided. A \$100 temporary food permit allows for 2.1 hours of professional staff time, beyond that including travel time we must bill hourly at a rate of \$80.00. So, we will require a temporary food permit and payment of an invoice after the event for time we attended and oversaw the protection of public health at the event beyond this 2.1 hours. If special passes are required for entry by staff please provide at least 2 of them at least 2 weeks in advance and provide contact information for person(s) in charge of the event in case the public health officer(s) need to contact one of these persons during the event to protect public health.

Please feel free to contact me by phone or email if you have any questions or concerns.

**James Rivard**  
Environmental Health Supervisor  
Kittitas County Public Health Department  
507 N. Nanum St., Suite 102  
Ellensburg, WA 98926  
(509) 962-7005

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Bjorn Gjerde  
Controller  
Swiftwater Cellars/DDW/DW Management/DW Financial/DW Aviation/Garnet Ledge  
Office: 509.852.7311  
Cell: 509.308.1260  
Fax: 509.674.6505

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**Sent:** Friday, May 25, 2012 3:01 PM  
**To:** Bjorn Gjerde  
**Cc:** Kodi Still; Melissa Schumaier; Maria Canfield; Mandy Robinson  
**Subject:** Swiftwater Cellars Music Concert

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Please let us know how we can assist you. If you would like to meet sometime to discuss the plan, please let us know. The sooner that you can develop a plan and submit it to our office the sooner we can review it to ensure requirements



are met and recommend event approval to the county. From the application materials that you submitted to the county it looks as if portions of a plan already exist.

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**James Rivard**

Environmental Health Supervisor  
Kittitas County Public Health Department  
507 N. Nanum St., Suite 102  
Ellensburg, WA 98926  
(509) 962-7005

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message id: 38eb45916c6dcbdac24bb8719d004a14

## Mandy Robinson

---

**From:** James Rivard  
**Sent:** Wednesday, May 30, 2012 1:13 PM  
**To:** 'Bjorn Gjerde'  
**Cc:** Kodi Still; Melissa Schumaier; Maria Canfield; Mandy Robinson  
**Subject:** RE: Swiftwater Cellars Music Concert  
**Attachments:** temporary-food-permit-application.pdf

Hi Bjorn,

Yes that would exempt your event from the required plan. We suggest that you use the guidelines in the regulation as a reference for the number of bathroom facilities needed. However, the event is not exempt from needing a temporary food permit which cost \$100 and I have attached a copy of the form for you. Please return a completed form and payment to our office ASAP so that we can provide the county with approval for your event. If you can get this done by June 1<sup>st</sup> Friday at noon I can provide the county with the ok, otherwise the next agenda session will be in two weeks.

The health department is mandated to recover the cost for services provided. A \$100 temporary food permit allows for 2.1 hours of professional staff time, beyond that including travel time we must bill hourly at a rate of \$80.00. So, we will require a temporary food permit and payment of an invoice after the event for time we attended and oversaw the protection of public health at the event beyond this 2.1 hours. If special passes are required for entry by staff please provide at least 2 of them at least 2 weeks in advance and provide contact information for person(s) in charge of the event in case the public health officer(s) need to contact one of these persons during the event to protect public health.

Please feel free to contact me by phone or email if you have any questions or concerns.

### James Rivard

Environmental Health Supervisor  
Kittitas County Public Health Department  
507 N. Nanum St., Suite 102  
Ellensburg, WA 98926  
(509) 962-7005

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**From:** Bjorn Gjerde [mailto:[bjorngjerde@swiftwatercellars.com](mailto:bjorngjerde@swiftwatercellars.com)]  
**Sent:** Wednesday, May 30, 2012 10:56 AM  
**To:** James Rivard  
**Cc:** Kodi Still; Melissa Schumaier; Maria Canfield; Mandy Robinson  
**Subject:** RE: Swiftwater Cellars Music Concert

Hi James-

I reviewed Chapter 246-374. Based on how the law reads, I am going to shorten my event to 4.5 hours and open the doors at 5:30pm instead of 5pm. This will exempt me from this law as both conditions of attendance and duration need

to be met. I have attached an amended front page of my application stating the timeframe of the event. Let me know if you have any other questions. Thanks.

**246-374-010**

**Definitions.**

(1) "Outdoor music festival" or "music festival" or "festival" means an assembly of persons gathered primarily for outdoor, live, or recorded music entertainment, where ~~the predicted attendance is 2,000 or more and where the duration of the program is five hours or longer~~: Provided, That this definition shall not be applied to any regularly established permanent place of worship, athletic stadium, athletic field, arena, auditorium, coliseum, or other similar permanently established places of assemblies which do not exceed by more than 250 people the maximum seating capacity of the structure where the assembly is held: Provided further, That this definition shall not apply to government sponsored fairs held on regularly established fairgrounds nor to assemblies required to be licensed under other laws or regulations of the state.

Bjorn Gjerde

Controller

Swiftwater Cellars/DDW/DW Management/DW Financial/DW Aviation/Garnet Ledge

Office: 509.852.7311

Cell: 509.308.1260

Fax: 509.674.6505

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**From:** James Rivard [<mailto:james.rivard@co.kittitas.wa.us>]

**Sent:** Friday, May 25, 2012 3:01 PM

**To:** Bjorn Gjerde

**Cc:** Kodi Still; Melissa Schumaier; Maria Canfield; Mandy Robinson

**Subject:** Swiftwater Cellars Music Concert

Hello Bjorn,

We talked a while back about the event. When an event has an attendance of 2,000 or more for five hours or longer in duration a plan must be submitted to the local health officer for review and approval. We cannot provide the county with the ok for the event until we can review and approve a plan according to WAC 246-374.

Please let us know how we can assist you. If you would like to meet sometime to discuss the plan, please let us know. The sooner that you can develop a plan and submit it to our office the sooner we can review it to ensure requirements are met and recommend event approval to the county. From the application materials that you submitted to the county it looks as if portions of a plan already exist.

For your reference below is a link to the Outdoor Music Festivals state regulation:

<http://apps.leg.wa.gov/WAC/default.aspx?dispo=true&cite=246-374&full=true>

**James Rivard**

Environmental Health Supervisor

Kittitas County Public Health Department

507 N. Nanum St., Suite 102

Ellensburg, WA 98926

(509) 962-7005

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message id: 38eb45916c8dcbdac24bb8719d004a14



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

For Official Use Only

App. Accepted By: \_\_\_\_\_

Permit # \_\_\_\_\_

☐ Complete Application

## TEMPORARY FOOD SERVICE PERMIT APPLICATION

### INSTRUCTIONS

1. Complete the entire application. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
2. Remit fee with completed application to Public Health office. (Make checks payable to: KCPHD).
3. A concessionaire for a temporary food event must submit application at least 14 days prior to the first day of the event or the fee will double.

Event: \_\_\_\_\_ Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization Represented: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Person(s) in Charge at Event: \_\_\_\_\_ Phone: \_\_\_\_\_

Proposed Location: \_\_\_\_\_ Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Est. # of People Served Per Day: \_\_\_\_\_ Location of Advanced Preparation: \_\_\_\_\_

Time Food Prep. Begins: \_\_\_\_\_ Time Food Prep. Ends: \_\_\_\_\_

### PLEASE LIST ALL FOOD TO BE SERVED:

Food Items:	Off Site Prep (Y/N)	On Site Prep (Y/N)	Cooking Procedures:	Holding (Hot/Cold)	Serving (Hot/Cold)

NOTE: Late additions to the menu must be approved by the Health Department. If "potentially hazardous foods" are to be served, please complete the hazard analysis of food preparation on the reverse side.

### Please Describe the Following:

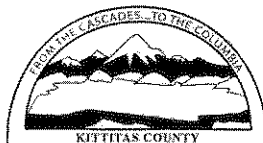
Cold Holding Equipment:	Hot Holding Equipment:
Cooking Equipment:	Reheating Equipment:
Food Transportation: Time in Travel:	Method of Keeping Cold/Hot:
Public Water Supply:	Waste Water Disposal: <input type="checkbox"/> Sewer <input type="checkbox"/> Holding Tank
Hand washing Facilities: <input type="checkbox"/> Plumbed Sink	<input type="checkbox"/> Gravity Flow Container
Utensil Washing Facilities: <input type="checkbox"/> 3 Compartment Sink	<input type="checkbox"/> 3 Tubs Sanitizing Solution: <input type="checkbox"/> Yes <input type="checkbox"/> No
Garbage Disposal: <input type="checkbox"/> Cans OR <input type="checkbox"/> Dumpsters	Location of Toilets:
Other: <input type="checkbox"/> Stem Type Food Thermometer (0–220° F)	<input type="checkbox"/> Beverage Container Recycling Arranged

My signature below denotes intent to comply with all applicable Washington State and local regulations. It is my understanding that the permit is non-transferable and shall expire upon completion of the temporary event.

Permit Fee: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Fee is non-refundable. Application is not valid unless it is signed by legal owner.



Fee for first day is \$100 and \$10 for each additional day.  
Farmer's Market is \$160 for one season and one market.

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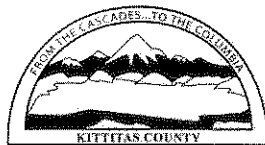
T: 509.962.7515 · F: 509.962.7581



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## REQUIREMENTS FOR FOODSERVICE AT TEMPORARY EVENTS

1. **Complete an application.** Your application and payment must be received at the Kittitas County Public Health Department (KCPHD) **before the designated deadline, or 14 days before the event**, or you may not be eligible to serve food at the event.
2. If you are **preparing food in an approved kitchen**, please attach some form of documentation giving you permission to use the kitchen. This could be a handwritten note signed by the approved kitchen owner.
3. **Post your permit.** Post your permit at eye level where it is visible to the public, preferably at the front of your booth.
4. A **metal-stem thermometer** must be available and used often to check internal temperatures of potentially hazardous foods. It must be able to measure from 0°F to 220°F.
5. **Hand-washing facilities.** You need at least **warm** running water, soap, individual paper towels, and a bucket to collect the dirty water. An **insulated container** (5 gallon minimum) with a **continuous flow** spigot is required. Other warm water free flow sinks may be used if pre-approved by KCPHD.
6. **Wiping cloths.** You need a separate container of sanitizer for rinsing/storing wiping cloths to be used on all surfaces. Example: one teaspoon of liquid bleach added to one gallon of cool water. If the event is outside, make sure to keep this solution out of the sun. Other sanitizers may be used if approved. Change the solution frequently during the day.
7. **Chemicals** such as liquid bleach and detergents must be stored in a separate area below and away from food preparation and display areas. Make sure all cleaning supplies and sanitizers are labeled properly.
8. **All food preparation must be done in the booth or at an approved kitchen.** Some foods may be restricted from being served at the temporary food event at the discretion of the Environmental Health Specialist. Home preparation of foods is not allowed.
9. **Food protection.** All opened food items must be protected from possible contamination. **Samples** must be protected by a covering while on display, and dispensed by a utensil or single serving item. Gloves, utensils, or deli tissues must be used when handling samples. No bare hand contact is allowed to any food items that will be directly served. Hard crusted bread must be protected by packaging or by display cases furnished with hand contact barriers.
10. **No cooling of potentially hazardous foods can be done at the booth.** Cook a little at a time. If there is a large quantity of food left over at the end of the event it needs to be thrown away. Food must be prepared the same day it will be served.
11. **Dishwashing facilities.** Wash equipment and utensils in three-compartment sinks or an approved dish washing machine. Make sure all utensils and equipment are washed, rinsed, and sanitized, in that order. If the food service operates more than one day, a three-compartment sink with hot and cold running water must be available within 200 feet. This facility can be used by several food booths.
12. **All cooking of foods must be done toward the back of the booth.** When barbecuing or using a grill, you must separate (rope off) the equipment from the public by at least 4 feet to protect the public (from burns or splashes of hot grease).



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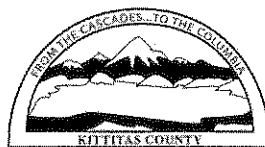


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13. **Equipment containing flammable materials**, such as **deep-fat fryers** must be on stable surfaces and shielded from the public (Fire Marshal requirement). **Check with your local fire authority** to ensure you meet all fire codes when working with open flame and grease.
14. **Make sure** your electrical devices will not overpower the circuits in your booth.
15. **Smoking, eating or drinking in booths or temporary food areas is not allowed.**
16. **No bare hand contact with any ready-to-eat foods is allowed.** You can prevent this by using gloves, tongs, deli tissue, or utensils. Ready-to-eat is anything that will not be cooked again before it is served. This includes but is not limited to sandwiches, salads and toppings, garnishes such as lemon and orange wedges, powdered sugar on top of pastries, and rolls. Once the food has been cooked, no bare hands may come into contact with it.
17. **Steam tables or other hot holding devices** are to be used to hold the foods above 140°F, not to reheat. Use stoves, grills, or microwaves for quick reheating. Remember to reheat to 165°F before hot holding again.
18. **No person who is infected with a communicable disease**, such as a cold or flu, or who has open sores or infected cuts on his/her hands, shall work in any temporary food establishment.
19. **At least one person in the food booth needs to have a valid Washington State Food Workers card posted or available to show if asked.**
20. **All booths must be set on a cleanable surface** such as asphalt, plywood, heavy tarp material or cement. Grass, gravel, and dirt are not acceptable flooring materials.
21. **Liquid waste** should **not** be dumped into streets, storm drains, or onto the ground. Use containers to collect the dirty water and then discard it in a sanitary manner (sewer, restrooms, etc.).
22. **Overhead protection** must be provided to food serving area, or containers that will prevent food contamination must be used (examples: containers with lids, squeeze bottles, individual serving packages).

**KEEP IT HOT 140° F OR ABOVE  
KEEP IT COLD 41°F OR BELOW,  
OR DON'T KEEP IT!**

**USE YOUR FOOD THERMOMETER ON A REGULAR BASIS OR AS NEEDED TO  
CHECK THE INTERNAL TEMPERATURES OF POTENTIALLY HAZARDOUS  
FOODS.**



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## HAZARD ANALYSIS OF MENU ITEMS

For each dish, list the potentially hazardous ingredients and check (x) which procedures are required:

Ingredient	thaw raw	thaw cooked	cut/ assemble	cook ( $< 1''$ thick)	cook ( $> 1''$ thick)	cold hold raw meat	cold hold (cooked or ready-to- eat)	reheating ( $< 1''$ thick) for immediate service	reheating ( $> 1''$ ) or for hot holding	hot holding	portioning (cutting, slicing)

Where is this dish prepared? ☐ At the booth ☐ At another location

Ingredient	thaw raw	thaw cooked	cut/ assemble	cook ( $< 1''$ thick)	cook ( $> 1''$ thick)	cold hold raw meat	cold hold (cooked or ready-to- eat)	reheating ( $< 1''$ thick) for immediate service	reheating ( $> 1''$ ) or for hot holding	hot holding	portioning (cutting, slicing)

Where is this dish prepared? ☐ At the booth ☐ At another location

Ingredient	thaw raw	thaw cooked	cut/ assemble	cook ( $< 1''$ thick)	cook ( $> 1''$ thick)	cold hold raw meat	cold hold (cooked or ready-to- eat)	reheating ( $< 1''$ thick) for immediate service	reheating ( $> 1''$ ) or for hot holding	hot holding	portioning (cutting, slicing)

Where is this dish prepared? ☐ At the booth ☐ At another location



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## Temporary Food Event Handwashing Diagram

