

RECEIVED



Kittitas County, Washington

**BOARD OF COUNTY COMMISSIONERS**

APR 29 2015

1st \_\_\_\_ 2nd \_\_\_\_ 3rd \_\_\_\_  
KITITITAS COUNTY BOARD OF 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: Steelhorse: A Tribute to Bon Jovi

Date(s) of event: Friday, August 21st, 2015

Hours of operation: 5:30PM-10PM

Description of the event: An outdoor concert in the Swiftwater Cellars

Amphitheater with approximately 700-800 guests.

Has this event taken place before? ☒ Yes ☐ No Dates: 7/6/2013 & 7/5/2014

Estimated attendance: 700-800

How is your event being publicized? Radio, Print, Social Media, Television.

Only posters have been created thus far.

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

**Contact Information**

Name of the organizer/contact person: Colette Graham

Address: PO Box 492, Roslyn, WA 98941

Phone number(s): 509.852.7310

Email address: colette@swiftwatercellars.com

Date of birth of applicant: 11/22/1984

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:

Colette Graham

Name

509.572.5756

Phone Number

Leena Haija

Name

509.378.8814

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.

Colette Graham


Applicant Name (Print)



Applicant Signature

Leena Haija

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.**

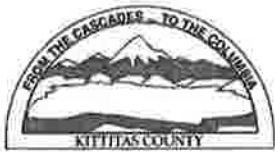
**Are there permanent or fixed bathroom facilities already available at the location of the event?**

☒ 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**

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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.

**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**

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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



Kittitas County, Washington

## **BOARD OF COUNTY COMMISSIONERS**

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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.

### **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? Adult \$30/Child \$20



## SWIFTWATER CELLARS

### **Seating**

Seating for this event will be festival style seating. This means that there will be general admission with the venue being a large open area and patrons will have to bring their own seating i.e. chairs or blankets. The “seating” will be filled on a first come first served basis.

### **Food & Beverage**

Swiftwater Cellars will be serving various foods that will be prepared onsite in our cooking facilities as covered under our Kittitas County Public Health Department “General food services food level 3/ Supplemental Catering” Permit. The permit number is FE-14-00208 and is valid through October 31, 2015. All staff that will be handling food will have valid food handler’s permits. Beer, wine, and select hard alcohol will be available during the concert. All staff serving alcoholic beverages will have valid MAST permits. Swiftwater Cellars staff will be on hand to check IDs for all patrons who will be consuming alcohol and staff will also be roaming the venue looking for any alcohol consumption violations that may occur.

### **Bathroom Facilities**

Currently, the Swiftwater Cellars Amphitheater has 8 fixed restroom units. We will be bringing an additional 7 restrooms and 2 hand washing stations to handle the crowd of approximately 800 people. With a total of 15 restrooms, approximately 7 will be for males and 8 for females. Please see the attached map for the proposed restroom locations that are marked with an X. Patrons will not need to more than 200 feet to reach a restroom from anywhere inside the venue. There will also be 2 restrooms and a hand washing station located at the offsite parking location. M.T.H Septic Service will be providing the portable units for our event. The address for M.T.H Septic Service is 281 Hugh Banks Road, Cle Elum, WA 98922.

### **Security**

Swiftwater Cellars staff will be providing security for the event. We anticipate have 5-10 staff members onsite for security during the event to keep patrons safe and assist in controlling human traffic in an orderly fashion. Leena Haija will be the event manager at the concert. We also plan on having 2-3 security guards onsite for any disturbances and safety concerns. We have hired Phoenix Protective



Corporation (PPC) for the additional security guards. The address for Phoenix Protective Corporation is 1519 E. Nob Hill Boulevard, Yakima, WA 98901. The contact for PPC is Gabe Villanueva, Operations Manager. There will also be an additional 15-20 Swiftwater Cellars staff members onsite handling various functions for the event.

### **EMS Services**

We have an agreement with Fire District 7 and they will provide an onsite team to handle any EMS needs that may arise during the event.

### **Traffic Control**

Parking at the event venue will be extremely limited and all event attendees will be encouraged to park at the offsite parking location. Please see the offsite parking plan below. Handicap access parking spots will be maintained at the event venue for patrons displaying a state certified placard.

### **Offsite Parking**

Event patrons will be instructed to park at the Nelson Dairy Farm located on Suncadia Property. Parking attendants will be at the offsite location to direct traffic and maintain safety at the location. Any patrons staying at the Suncadia Lodge can and will be encouraged to park there and take the Suncadia shuttle to the venue.

### **Shuttle Buses**

Shuttle buses will be provided for patrons parking at the Nelson Dairy Farm. There will be 2 buses shuttling between the venue and offsite parking.

### **Garbage/Recycling**

We have a contract with Waste Management of Ellensburg and they will bring additional dumpsters to our location to handle the increased amount of garbage produced by the event. We will also have the proper recycling receptacles placed next to each garbage can to reduce the amount of trash produced by the event.

### **Insurance**

Swiftwater Cellars current certificate of liability has been included with the Kittitas County event application. The included certificate of liability expires on 7/7/2015. Kittitas County will be receiving a new certificate of liability from the Swiftwater Cellars insurance agent prior to the policy expiration date and Kittitas County will be named as an insured certificate holder.

SWIFTWATER CELLARS  
'15 **SUMMER**  
**CONCERT** SERIES

**TICKETS**

available to purchase  
at **The Boutique**  
at **Swiftwater Cellars**

or by emailing  
[concerts@swiftwatercellars.com](mailto:concerts@swiftwatercellars.com)  
Wine club discounts apply!

**July 4<sup>th</sup>**

3pm, doors open at 2pm

**ANNUAL  
BATTLE OF  
THE TRIBUTE  
BANDS**

General Admission  
Adult \$30 / Child \$25

**August 21<sup>st</sup>**

7pm, doors open at 5:30pm

**STEELHORSE  
A TRIBUTE TO  
BON JOVI**

General Admission  
Adult \$30 / Child \$20

**July 18<sup>th</sup>**

7pm, doors open at 5:30pm

**SHANIA TWAIN &  
GARTH BROOKS  
TRIBUTE SHOW**

General Admission  
Adult \$35 / Child \$25

**Sept. 6<sup>th</sup>**

7pm, doors open at 5:30pm

**THE GOOD  
VIBRATIONS  
CELEBRATION OF THE  
BEACH BOYS**

General Admission  
Adult \$35 / Child \$25

For more information, contact [concerts@swiftwatercellars.com](mailto:concerts@swiftwatercellars.com) or call 509.674.6590  
Swiftwater Cellars // 301 Rope Rider Drive, Cle Elum, WA 98922 // [swiftwatercellars.com](http://swiftwatercellars.com)

  
**SWIFTWATER**  
CELLARS



# STEELHORSE

Friday, August 21st at 7PM | Doors open at 5:30PM



**STEELHORSE**  
BON JOVI TRIBUTE

## TICKETS

available to purchase at

**THE BOUTIQUE  
AT SWIFTWATER**

or by emailing  
[concerts@swiftwatercellars.com](mailto:concerts@swiftwatercellars.com)

Wine club discounts apply!

GENERAL ADMISSION  
Adult \$30 / Child \$20

2015 SWIFTWATER CELLARS

**SUMMER  
CONCERT** SERIES

FOR MORE INFORMATION

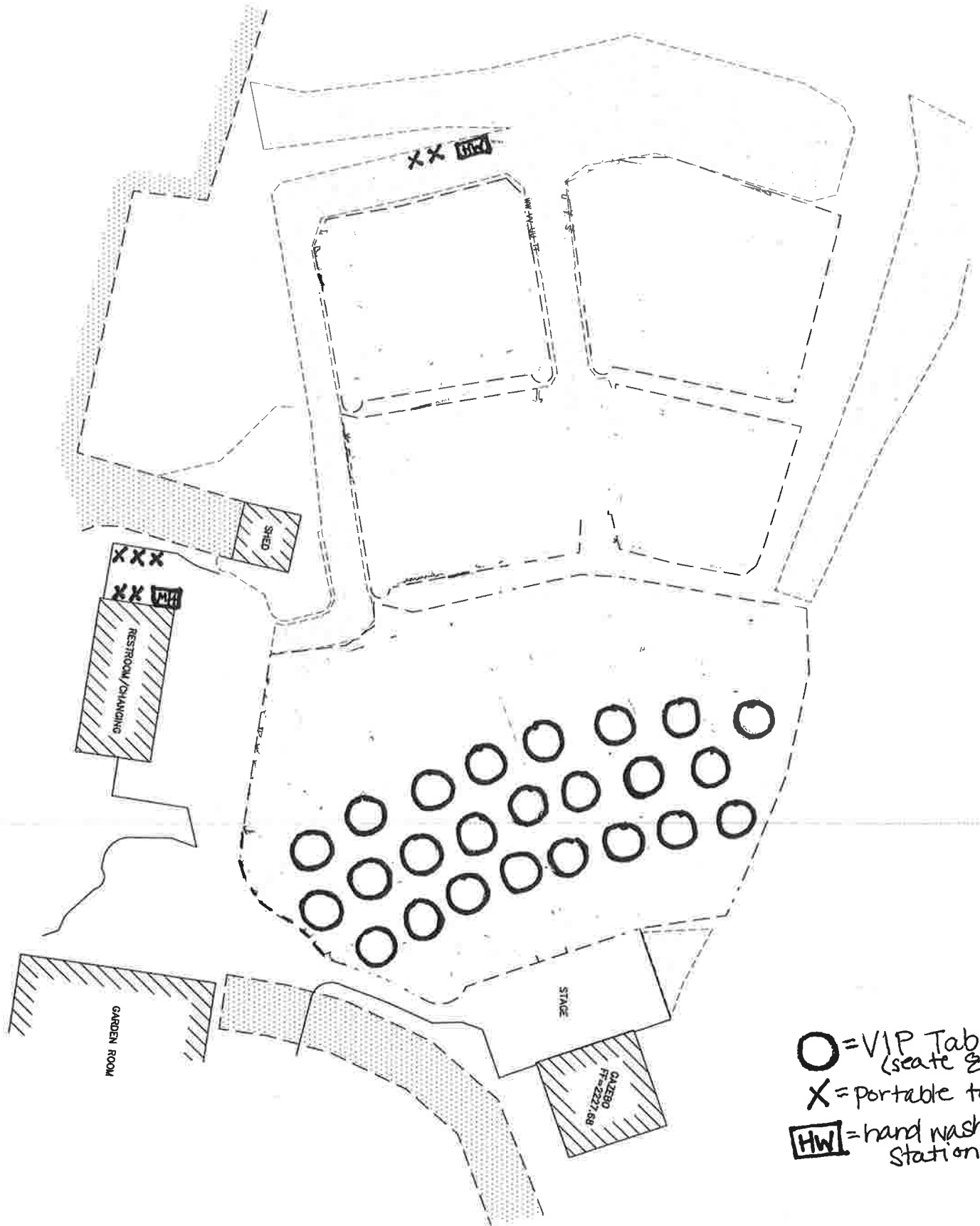
contact [concerts@swiftwatercellars.com](mailto:concerts@swiftwatercellars.com) or call 509.674.6590

Swiftwater Cellars // 301 Rope Rider Drive, Cle Elum, WA 98922 // [swiftwatercellars.com](http://swiftwatercellars.com)

# 21 AUGUST



**SWIFTWATER**  
CELLARS



O = VIP Table  
(seate suppl)  
X = portable toilet  
HW = hand wash  
station



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

## FOODSERVICE PERMIT

PERMIT NO. FE-14-00208

Granted to:  
SWIFTWATER CELLARS, LLC

This permit is for:  
GENERAL FOOD SERVICES FOOD LEVEL 3 / SUPPLEMENTAL  
CATERING

Permit can only be used at this location  
301 ROPE RIDER DR  
CLE ELUM, WA 98922

THIS PERMIT EXPIRES ON:  
10/31/2015

\*This permit is not transferable\*



PUBLIC HEALTH DEPARTMENT  
ENVIRONMENTAL HEALTH  
507 N. NANUM ST. SUITE 102  
ELLENSBURG, WA 98926  
(509) 952-7515

*Cheryl Chumace* 10/30/14  
Regulatory Authority Date

*Robert L. Linton M.D.* 10/30/14  
Health Officer Date



STATE OF  
WASHINGTON

# BUSINESS LICENSE

Domestic Limited Liability Company

SWIFTWATER CELLARS, LLC  
SWIFTWATER CELLARS  
301 ROPE RIDER DRIVE  
CLE ELUM WA 98922

Unified Business ID #: 602 861 236  
Business ID #: 1  
Location: 2  
Expires: 09-30-2015

TOBACCO PRODUCTS RETAILER  
TAX REGISTRATION  
DOMESTIC WINERY < 250,000 LITERS  
#405532  
SPIRITS/BR/WN REST LOUNGE + #405532  
OFF PREMISES-PRIVATE LABEL WINE

#405532  
INDUSTRIAL INSURANCE  
UNEMPLOYMENT INSURANCE

**LICENSING RESTRICTIONS:**

Not licensed to hire minors without a Minor Work Permit.

**LIQUOR CONTROL BOARD TRADENAMES:**  
SWIFTWATER CELLARS LLC

**REGISTERED TRADE NAMES:**  
SWIFTWATER CELLARS

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

Director, Department of Revenue



# CERTIFICATE OF LIABILITY INSURANCE

SWIFCEL-01 PURLACHI

DATE (MM/DD/YYYY)

7/3/2014

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).

<b>PRODUCER</b> Richland Office PayneWest Insurance, Inc. 380 Bradley Blvd. Richland, WA 98352	<b>CONTACT</b> NAME: PHONE (A/C No, Ext): (509) 946-6161 FAX (A/C No): (509) 946-0715 E-MAIL ADDRESS:
<b>INSURED</b>  Swiftwater Cellars, LLC PO Box 492 Roslyn, WA 98841	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Allied World Nat'l Assurance 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.

INSUR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability <input checked="" type="checkbox"/> WA Stop Gap GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	5115007901	07/07/2014	07/07/2015	EACH OCCURRENCE \$ 1,000,00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,00 MED EXP (Any one person) \$ 10,00 PERSONAL & ADV INJURY \$ 1,000,00 GENERAL AGGREGATE \$ 2,000,00 PRODUCTS - COMP/OP AGG \$ 2,000,00
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS		511500701	07/07/2014	07/07/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,00 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		5117007901	07/07/2014	07/07/2015	EACH OCCURRENCE \$ 5,000,00 AGGREGATE \$ 5,000,00
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.I. EACH ACCIDENT \$ E.I. DISEASE - EA EMPLOYEE \$ E.I. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
re: Concert Events. Kittitas County is added as additional insured

**CERTIFICATE HOLDER****CANCELLATION**

Kittitas County  
205 W 5th Ave  
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 FIRE MARSHAL'S OFFICE

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

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

## Fire Marshal "Special Event/Assembly" Permit

<b>Application Date: 4/1/2015</b>		<input checked="" type="checkbox"/> <b>Initial</b>		<input type="checkbox"/> <b>Renewal</b>		<b>Permit #:</b>	
<input checked="" type="checkbox"/> <b>Event Permit (Temporary)</b>		Title of Event: Steelhorse: A Tribute to Bon Jovi					
Dates/Times of Event: 8/21/2015 Doors open at 5:30pm. The concert will be from 5:30pm-10pm.							
Physical Location of Event: Swiftwater Cellars, 301 Rope Rider Drive, Cle Elum, WA 98922						<input type="checkbox"/> <b>Indoors</b>	
						<input checked="" type="checkbox"/> <b>Outdoors</b>	
Event Coordinator : Colette Graham		Phone #: 509.852.7310		Cell #: 509.674.5756			
Mailing Address PO Box 492		City Roslyn		St WA		Zip 98941	
						Email: colette@swiftwatercellars.com	
<input type="checkbox"/> <b>Assembly Occupancy (Permanent)</b>		Specific Use of Building:					
Physical Address:		Assessor's Map #:					
Building Tenant :		Phone #:		Cell #:			
Mailing Address		City		St		Zip	
						Email:	
Building Owner :		Phone #:		Cell #:			
Mailing Address		City		St		Zip	
						Email:	
Hours of Operation: (Only Required for Assembly Occupancy Permits)							
SUN:		MON:		TUE:		WED:	
						THU:	
						FRI:	
						SAT:	
<b>Specific Description of Operation/Event: (Required for both permits)</b> Swiftwater Cellars will host Steelhorse: A Tribute to Bon Jovi for a concert on 8/21/2015. There will be approximately 750 guests in attendance. The event will last from 5:30-10pm and will feature only the headlining band. All seating will be festival style seating.							
Food/Beverage?		YES		NO		Alcohol Served?	
		YES		NO		YES	
		NO		YES		NO	
Live Entertainment?		YES		NO		Stages? #of	
		YES		NO		1	
		YES		NO			
Emergency Contact: Colette Graham				After Hours: Colette Graham			
Phone #: 509.572.5756				Phone #: 509.572.5756			
Leena Haija				Leena Haija			
509.378.8814				509.378.8814			





## KITTITAS COUNTY FIRE MARSHAL'S OFFICE

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

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

I hereby state that the above information is correct. I agree to comply with all requirements related to this Event/Assembly Permit. I further agree to, and hereby grant to the Kittitas County Fire Marshal's Office the right to enter onto the premises as described for this permit application, for the purpose of making such inspections and tests as may be required. This permit is valid until renewed, revoked, or expired and is non-transferrable.

Owner / Authorized Agent

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

Date: \_\_\_\_\_