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KITTITAS COUNTY BOARD OF COMMISSIONERS

Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

EVENT APPLICATION PROCESS

1. Submit a completed Event Application and materials to the Kittitas County Commissioners Office **at least 60 days prior** to the event. There are several departments who review the Event Applications and make their determination based upon the application, written plans and documentation that has been provided. Please note that additional permits may be required in addition from individual departments including: the Fire Marshal, Public Health, Environmental Health, Community Development Services, and the Public Works Department. A $200.00 permit fee is to be submitted at the time of application for each event. Applications will not be processed until the permit fee has been received.

2. Once a special event has been approved by the County Commissioners, the site and facilities may need to be inspected by County officials (including but not be limited to the Fire Marshal, Sheriff's Department, and Public Health Department) up to five days in advance prior to opening to the general public. This is to ensure that you are complying with the stated plans upon which the approval was made. If you fail to comply with those requirements, your permit may be revoked and the event closed.

3. Depending upon the nature and scope of the proposed event, other permits may be required as determined through the application process (liquor license, etc.). Some events may require approval from other agencies or jurisdictions.

4. Permittee covenants and agrees to indemnify, defend and hold harmless the County, its officers, agents and employees from any and all claims actions, damages, liability, cost and expense, including reasonable attorney fees in connection with or occasioned, in whole or in part by any act or omission of Permittee, its officers, agents, employees, customers or licenses, or arising from or out of Permittee's failure to comply with any provision of the Event Permit granted as a result of this application, regardless of whether it is alleged or proven that the acts or omissions of the County, its officers, agents or employees caused or contributed hereto.

5. Insurance Requirement: A Certificate of Insurance specifically naming "Kittitas County" as an additional insured in the minimum amount of $1,000,000.00 per occurrence and a $2,000,000.00 aggregate coverage must be included with the Event Application. The County Prosecutor's office may require a greater amount if it is determined to be necessary for the proposed event.

6. Written statements signed by the applicant and property owner allowing permission to enter the event site for inspections and stating responsibility for the event and compliance with the codes **is required** as part of the written documentation to be submitted at the time of application.

7. Before applying for an event it is encouraged that you schedule a time to meet with County departments so they may assist with questions you may have prior to submitting your application.

KITTITAS COUNTY COURTHOUSE · 205 WEST 5th, SUITE 108 · ELLENSBURG, WA 98926
(509) 962-7508 · FAX (509) 962-7679
www.co.kittitas.wa.us

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: 25th Annual Easton Memorial Day Celebration

Date(s) of event: 28 May 2016

Hours of operation: 0800 - 1600

Description of the event: Parade and Street Fair

Has this event taken place before? ✔Yes No Dates: 23 May 2015

Estimated attendance: 3000

How is your event being publicized? Flyers, radio, and newspapers

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

Contact Information

Name of the organizer/contact person: Teresa Kartes, President

Address: Po Box 698, Easton, Wa 98925

Phone number(s): (206) 501-5268

Email address: eastonmemorialdayparade@gmail.com

Date of birth of applicant: 11/11/1961

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:

Teresa Kartes
Name

(206) 501-5268
Phone Number

Cindy McLaughlin
Name

(505) 688-3464
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.

Teresa Kartes
Applicant Name (Print)

_____
Applicant Signature

Cindy McLaughlin
Applicant Name (Print)

_____
Applicant Signature

Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

Fire Safety and Protection

If more than 50 people are expected at your event, you must complete a separate application process which can be obtained through the Kittitas County Fire Marshal's office. You may contact the Fire Marshal's office at 509-962-7000.

Will there be a temporary structure erected for the event? Yes ☐ No ☑

If yes, you must attach a drawing including the dimensions. The structure may require an inspection by County staff prior to the event.

Public Health/Environmental Health

Will there be food served at the event? Yes ☐ No ☑

If no food will be served at the event then, no permit or application is required.

If yes, is the food and beverage that you intend on preparing and serving at the event exempt from permit requirements http://www.co.kittitas.wa.us/health/food.asp?

- If yes, please submit an application for exemption from permit and proof of food handlers training to the Kittitas County Public Health Department (KCPHD).

If yes, and the food or beverage is not considered exempt from permit, then does the person or organization preparing and serving the food have a food service permit, temporary food service permit, or catering permit from KCPHD?

- If yes, please provide a list of foods and beverages that you intend on having prepared and served at the event along with the name and phone number(s) of the permitted person or organization.

If yes, and the person or organization preparing and serving the food does not already have a food service permit.

- Then a temporary food service permit or catering permit will need to be acquired from KCPHD prior to the event.

Please allow at least 2 weeks to complete the food service permitting process.

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

Yes ☑ No

If yes, please provide an estimated attendance for the event, a detailed map that identifies the name and address of the physical facility that will provide lavatory facilities for the event, quantity of toilette facilities available for each gender, and the distance from the event that patrons must walk.

If no, please provide an estimated attendance for the event, specific information related to the number of portable restrooms that will be provided, the distance from the event that patrons must walk, and a service plan to ensure that sani-cans remain in a sanitary condition. You must include the location of the portable restrooms on a map/diagram of the event.

Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

Law Enforcement/Security/Emergency Medical Services

Will there be security on site during the event? Yes ~~No~~ ✓

If yes, please provide a complete list of names and contact information for who will be providing the security.

Will Emergency Medical Services (EMS) be on site during the event? Yes ~~No~~ ✓

If yes, please provide written verification from the providers.

Will there be music, sound amplification or any other noise impacts? Yes ~~No~~ ✓

If yes, Kittitas County has a noise ordinance in effect (see County Code for details). If your event is scheduled for outside of the allowed time, you must submit a written letter to the Board of County Commissioners requesting a waiver and it must be included with your application materials.

Will you have traffic control? ~~Yes~~ ✓ No

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

Will there be off-site parking? Yes ~~No~~ ✓

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

Will there be shuttle buses provided for attendees? Yes ~~No~~ ✓

If yes, provide a map of their route.

Will there be alcohol served at the event? Yes ~~No~~ ✓

If yes, a State permit is required from the WA State Liquor Control Board and must 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

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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?

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: 2016-1430 Date: 03/03/2016

Received From: MANDY BUCHHOLZ - DEPUTY CLERK-MANDY

Check Amount: $200.00

Cash Amount: $0.00

Other Amount: $0.00

Total Amount: $200.00

Deputy: JENN Receipt Type: CHK

Template:

Comments:

CSR 2016-1125
EASTON MEMORIAL DAY COMMITTEE SPECIAL EVENT APPLICATION

FundCode	GlCode	Description	Amount
001	1632171	SPECIAL EVENTS FEE	$200.00
Total Amount:			$200.00

Kittitas County Treasurer's Office
Submitted By: JENNIFER COLLINS

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