

**City Of Woodland  
City Council Meeting Agenda Summary Sheet**

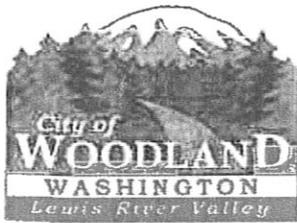
<b>Agenda Item:</b> Authorize Special Event: Fishing Derby at Horseshoe Lake Park by Moose Lodge on 5/10-11/2013, including fee waiver	<b>Agenda Item #:</b> <u>Consent ( E )</u>
	<b>For Agenda of:</b> <u>March 4, 2013</u>
	<b>Department:</b> <u>Public Works</u>
	<b>Date Submitted:</b> <u>February 26, 2013</u>

**Cost of Item:** N/A  
**Amount Budgeted:** \_\_\_\_\_  
**Unexpended Balance:** \_\_\_\_\_

<b>BARS #:</b> <b>Description:</b>
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**Department Supervisor Approval:** Bart Stepp, Public Works Director /s/ Bart Stepp  
**Committee Recommendation:** Park Board recommended approval – February 20, 2013

<b>Agenda Item Supporting Narrative (list attachments, supporting documents):</b> See attached Special Events Agreement and request to change dates.
<b>Summary Statement/Department Recommendation:</b> This is an annual reoccurring event. Staff recommends approval.  Fee waiver of \$200 requested.



# SPECIAL EVENTS AGREEMENT

For Office Use Only:

(Usage Date) \_\_\_\_\_

Fee: \$ \_\_\_\_\_

Deposit: \$ \_\_\_\_\_

Total Due: \$ \_\_\_\_\_

Applicant Name: DALE JEFFERIES Phone Number: 225-7736

Organization / Business: WOODLAND MOOSE Fax Number: 225-5074

Mailing Address: PO BOX 1930 Email: lodge.2294@mooseunits.org  
WOODLAND, WA 98674

Are you a recognized Non-profit Organization?  Yes  No If yes, please attach a copy of your Non-profit 501-3 (c) with this form for eligibility.

Please mark the facilities desired, times, and dates of use.

### Terms and Dates of Use

Usage Date(s): 5/10/13 + 5/11/13 \* Day(s) of Week: FRIDAY + SATURDAY

Arrival Time: 10:00 AM - 5/17/13 Departure Time: 4:00 PM - 5/18/13

Day-of Contact Person: DALE JEFFERIES

Phone Number: 360-609-7238

Type of Activity:

- Parade  Street Closure  Street Sale  Athletic Run/Walk  Park Event FISHING DERBY
- Other \_\_\_\_\_

Usage Area:

- Horseshoe Lake Shelter  Large Field
- Beach Front  Hoffman Plaza
- Use of Lake Other: \_\_\_\_\_
- Mini Shelter Other: \_\_\_\_\_

Gate Open  yes  no

Please list any Street Closures: \_\_\_\_\_

Expected number of participants: 200 +

Expected number of spectators: 300 +

Office Use Only:	Amount Paid \$ _____	Key#/Color: _____
Approved o Denied o Woodland Park Board: _____	Date: _____	Date: _____
Approved o Denied o Woodland City Council: _____	Receipt No. _____	Date Returned: _____
	Comments: _____	Refund Ck#/Date: _____

\* Rec'd request to change date. See attached.

Please use checklist to ensure we have all the details we need to process your request.

- Detailed timeline of event activities beginning with setup and ending with cleanup
- Proposed site plan (see list of plan requirements below)
- Insurance naming the city as additional insured for event dates if the event is held on city property
- Dance Permit if there is to be music (recorded or live). Please see fee schedule listed on the Dance Permit
- Extra porta-potties for groups larger than 100
- Notification to neighbors and/or businesses of event if necessary
- Evacuation Plan (if applicable)
- Medical/Emergency response plan (if applicable)
- First Aid/Medical Services provided by \_\_\_\_\_
- Temporary structure and vehicle access will comply with current fire code and WAC 51.54, International Fire Code Chapter 345.24  yes  no
- Provisions made for:
  - Parking
  - Litter
  - Security
- Will Police/Security be required?  yes  no

Site plan requirements

- Proposed road closure points and any roadway or driveway obstructions
- Temporary fencing
- Access Points
- Parking identified for special event use
- Location of tents, booths, temporary structures, amusement rides, etc.
- Dimensions of drive isles and vehicle access
- Cooking, open flames, fireworks and other heat sources
- Fire extinguishers ( if applicable)

**Please Read Carefully**

- All events must go through City Council and possibly Park Board. Please submit event application 2 months prior to event to ensure that a timely approval.
- Start and finish at stated time
- Adult supervision is required at ALL TIMES
- Please give 24-hour notice of cancellation
- Use only facilities listed on application
- No tobacco, smoking, or alcohol beverages
- Premises must be cleaned and vacated by 10 pm
- Obtain key (if needed) from the City Hall Annex during business hours for the tap water in the Horseshoe Lake Shelter.
- Deposit will be refunded 10 to 14 days following your event
- User is responsible for damages and clean-up
- Failure to observe rules and regulations of the City may result in loss of usage privileges
- Any emergency situation or bad weather may cause cancellation of facilities without notification.

**NOTICE: Deposits will be non-refundable if city employee is called out to unlock, clean up, etc.**

Agreement The undersigned hereby makes application to the City of Woodland for use of city facilities described above and certifies that the information given in this application is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations of Woodland Municipal Code and policies of the city in which the facilities are requested.

Applicant agrees that City of Woodland and City of Woodland agents, employees, and directors shall not be liable for any damage to person or property by reason of the negligent acts of Applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect indemnify for costs, legal and other expenses, and hold harmless City of Woodland and its officers, employees, directors and agents from claims, liabilities, or suits arising out of injury to person or property from negligent acts of Applicant, its agent, employees, invitees, or subcontractors.

Applicant's Signature: Dale L. Jeffers Date: 1-15-13

**Jody Bartkowski**

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**From:** Shannon Rychel  
**Sent:** Thursday, January 31, 2013 2:13 PM  
**To:** Mari Ripp; Michael Jackson; Bart Stepp; Carolyn Johnson; Bart Stepp; Jody Bartkowski  
**Subject:** Moose Fishing Derby Date Change

Hello,

The Moose has to change the date on the Fishing Derby because they can't get their fish on the date they originally asked for. They are changing to 5/10-5/11. Let me know if you have any questions.

Thanks!

Shannon Rychel  
Administrative Clerk III  
City of Woodland  
(360) 225-8281 x10