

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

**Agenda Item:**

Authorize Special Event - Fat Moose -  
Community Garage Sale on June 29, 2013

**Agenda Item #:** Consent ( E )

**For Agenda of:** March 18, 2013

**Department:** Public Works

**Date Submitted:** March 13, 2013

**Cost of Item:** N/A

**Amount Budgeted:** \_\_\_\_\_

**Unexpended Balance:** \_\_\_\_\_

**BARS #:**

**Description:**

**Department Supervisor Approval:** Bart Stepp, Public Works Director /s/ Bart Stepp

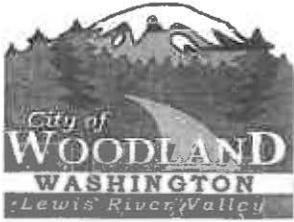
**Committee Recommendation:** P/W Committee recommended approval of event  
and denial of fee waiver – March 12, 2013

**Agenda Item Supporting Narrative (list attachments, supporting documents):**

See attached Special Events Agreement, letter of request, and site map.

**Summary Statement/Department Recommendation:**

Staff recommends approval of event and denial of fee waiver.



# SPECIAL EVENTS AGREEMENT

For Office Use Only:	
	(Usage Date)
Fee:	\$ _____
Deposit:	\$ _____
Total Due:	\$ _____

Applicant Name: Woodland Community Center / Fat Mouse Phone Number: 360-442-6522  
 Organization / Business: ATTN: Jay Smith Fax Number: \_\_\_\_\_  
 Mailing Address: PO Box 1824 Email: fatmousebarandgrill@hotmail.com  
Woodland, WA 98074

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): June 29th Day(s) of Week: SATURDAY  
 Arrival Time: 9:00 AM Departure Time: 6:00 PM  
 Day-of-Contact Person: Jay Smith  
 Phone Number: 360-442-6522

Type of Activity:

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

Usage Area:

- Horseshoe Lake Shelter  Large Field  
 Beach Front  Hoffman Plaza  
 Use of Lake Other: Fat Mouse Bar + Grill  
 Mini Shelter Other: \_\_\_\_\_

Gate Open  yes  no

Please list any Street Closures: 1382 N. Goerig to 1344 N. Goerig Street  
 Expected number of participants: \_\_\_\_\_ \* We wish the fees to be waived  
 Expected number of spectators: \_\_\_\_\_ All All Proceeds Benefit Woodland Community Services Center

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

PLW Com. Approved 3/12/13

**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 N/A
- 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: \_\_\_\_\_

Date: 2-7-13

3/12/13 - PLW Committee Approved ALL  
NO FEE WAIVERS

**City Of Woodland:**

Please find enclosed our 2013 Events. All of the events are exactly the same as the previous two years, We had no problems or troubles at any of these events the last 2 years, and strive for the same success this year.

- **Event #1** Planters Days- Friday June 14<sup>th</sup> & Saturday June 15<sup>th</sup>. Requesting for a beer garden, No outside music, using the same security as last year, Which was provided by us, with permission from the Chief of Police. Running the beer garden 8:00 pm – 12:00 am.
- **Event#2** Community Garage Sale- Saturday, June 29<sup>th</sup>, 10:00-6:00. Benefitting Woodland Community Service Center. Requesting Street Closure from 1363 N. Goerig to 1382 N. Goerig Street. Requesting fees waived as all proceeds benefit the Woodland Community Service Center.
- **Event #3** Booster Club Annual Friday Night Car Show. Friday, July 5<sup>th</sup> Requesting the closure of N. Goerig Street From 1363 N. Goerig to 1382 N. Goerig Street. From 6:00 pm -10:00 pm Requesting fees waived as all proceeds benefit The Woodland Booster Club
- **Event #4** Jay & Ken's Birthday Bash W/Live Band. Saturday, July 20<sup>st</sup> 8:00 pm – 12:00 am. Enclosed is a copy of the decimal chart provided by the City. We will use the same beer garden format, with the Band being outside like last year. Please see attached floor plan.
- **Event #5** Fat Moose Truck Show. Saturday, August 10<sup>th</sup> 11:00 am – 4:00 pm Requesting the closure of N. Goerig Street from 1363 N. Goerig to 1382 N. Goerig Street. From 11:00- 4:00 pm. Requesting fees waived as all proceeds benefit Woodland Booster Club.

- **Event# 6 Fat Moose All Motorcycle Show, Saturday, August 17<sup>th</sup> 10:00am-4:00pm. Requesting Street Closure from 1363 N. Goerig to 1382 N. Goerig Street.**
- **Event #7 Fat Moose 2<sup>nd</sup> Annual Antique Tractor Show & Lawn Mower Drags. Saturday September 14<sup>th</sup> 11:00 am to 6:00 pm. Requesting the closure of N. Goerig Street from 1363 N. Goerig Street to 1382 N. Goerig Street from 11:00 am to 6:00 pm. Requesting fees waived as all proceeds benefit Woodland High School FFA**

**Thank You for your consideration of these popular events.**

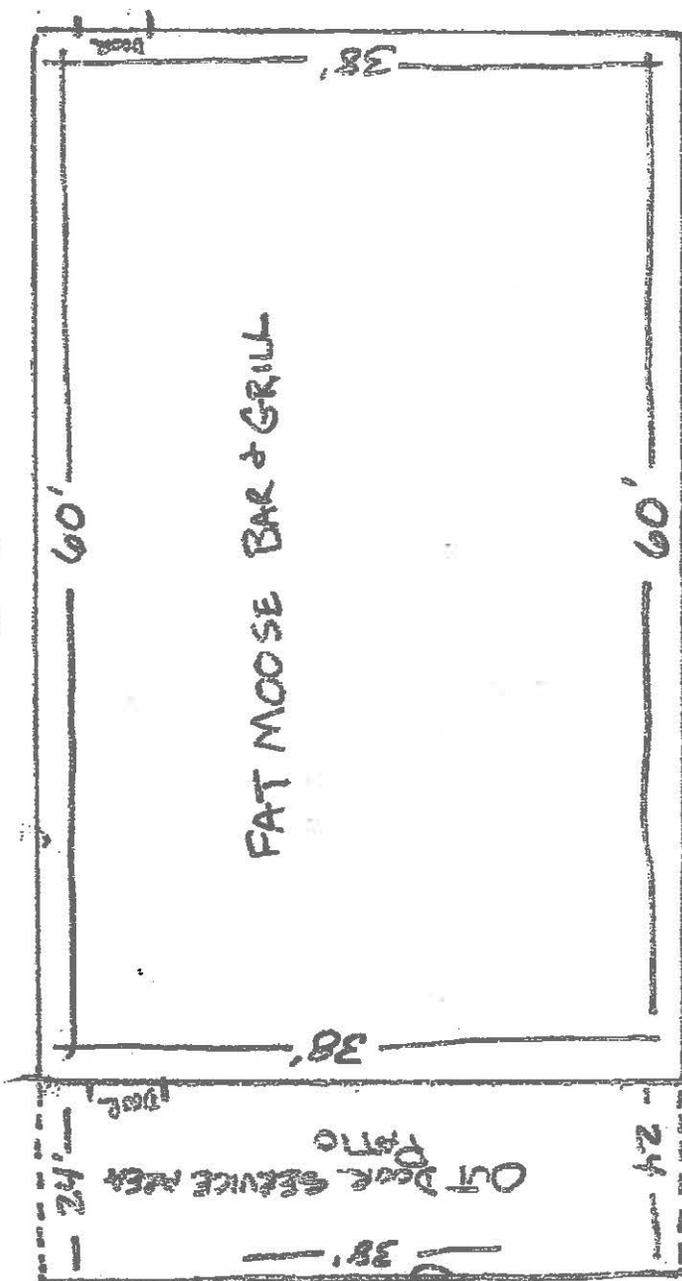
**Jay Smith & Ken Loghry**

(A)

1382  
GEORIG ST.

STREET CLOSURE

SIDE WALK



PARKING

PARKING

- \* OPEN NORMAL BUSINESS HOURS  
MONDAY - THURSDAY 11:00 AM - 10:00 PM  
FRIDAY 11:00 AM - 1:00 AM  
SATURDAY 11:00 AM - 2:00 AM  
SUNDAY 11:00 AM - 8:00 AM
- \* OUT DOOR PATIO/SERVICE AREA
- \* NO TENT OR ROOF
- \* 24' X 38'
- \* 8' TALL LATTICE WALLS w/ 4x4 POSTS IN GROUND
- \* DRIVE DIVIDED OPEN

400

EMERGENCY EXIT w/ RAMP

OUT DOOR SERVICE AREA

FAT MOOSE BAR & GRILL

PARKING

60'

38'

60'

38'

24'

24'

38'

Door

Door