

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

Agenda Item:

Authorize Special Event - Fat Moose - Booster Club Car Show on July 5, 2013

Agenda Item #: Consent (F)

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

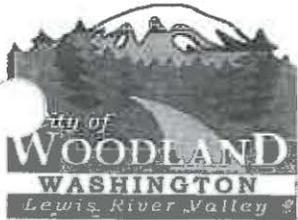
Committee Recommendation: P/W Committee recommended approval of event and denial of fee waiver – March 1, 2013

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: Fat Mouse Bar & Grill Phone Number: 360-442-6522
 Organization / Business: ATTN: Jay Smith Fax Number: N/A
 Mailing Address: PO Box 1824 Email: Fat Mouse bar and grill @ Hotmail.com
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): July 5th Day(s) of Week: Friday
 Arrival Time: 4:00 PM Departure Time: 10:00 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: Car Show

* WE WISH TO ASK FEES BE WAIVED FOR STREET CLOSURE AS THIS EVENT IS FOR THE WOODLAND BOOSTER CLUB

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: _____
 Expected number of participants: _____
 Expected number of spectators: _____

Office Use Only:	Amount Paid \$ _____	Key#/Color: _____
Approved or Denied by Woodland Park Board: _____	Date: _____	Date: _____
Approved or Denied by 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 _____
- 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

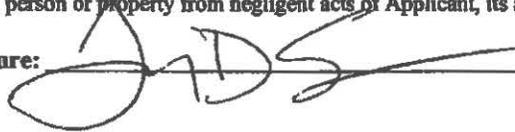
- All events must go through City Council and possibly Park Board. Please submit event application 2 months prior to event to ensure that a timely approval.
- Start and finish at stated time
- Adult supervision is required at ALL TIMES
- Please give 24-hour notice of cancellation
- Use only facilities 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 14th & Saturday June 15th. 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 29th, 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 5th 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 20st 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 10th 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.

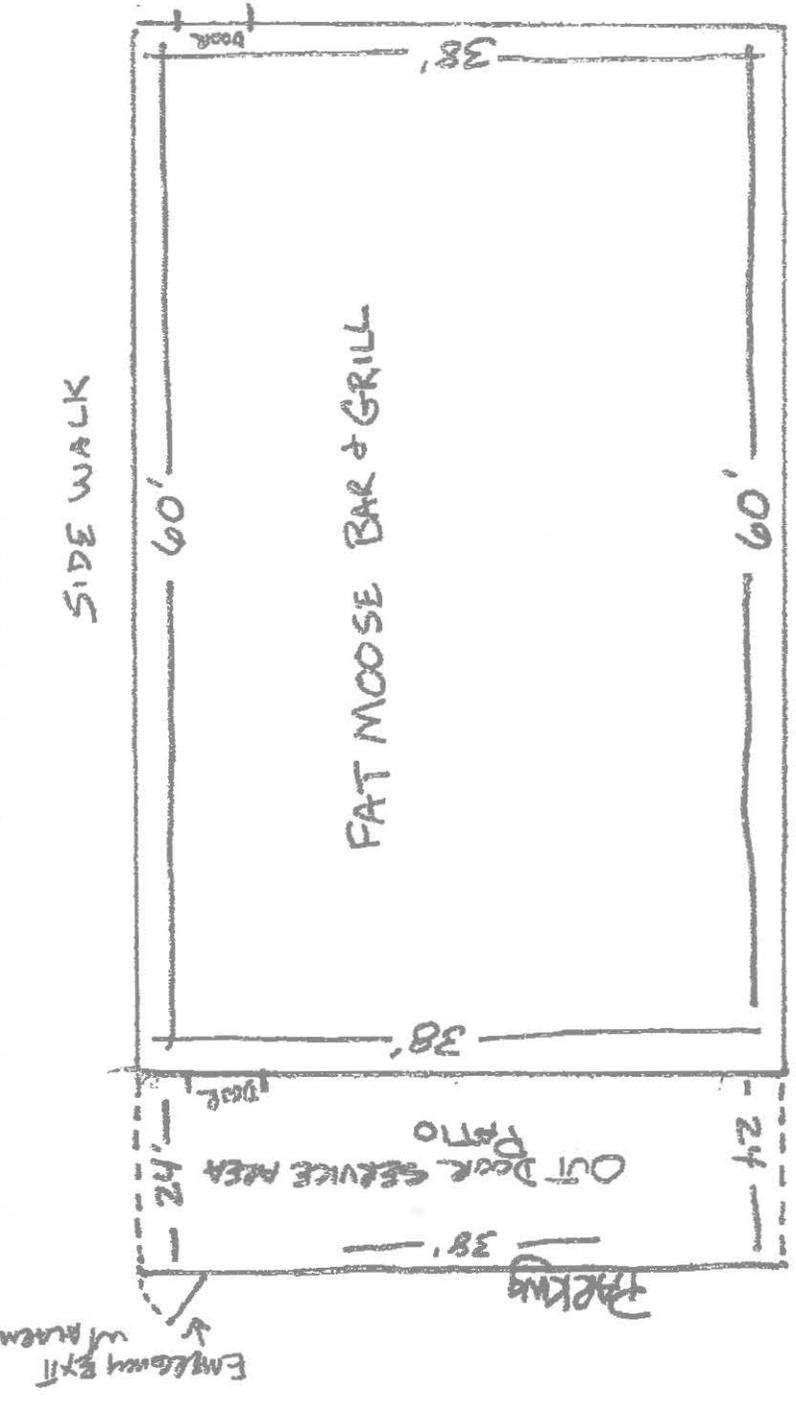
- **Event# 6 Fat Moose All Motorcycle Show, Saturday, August 17th 10:00am-4:00pm. Requesting Street Closure from 1363 N. Goerig to 1382 N. Goerig Street.**
- **Event #7 Fat Moose 2nd Annual Antique Tractor Show & Lawn Mower Drags. Saturday September 14th 11:00 am to 6:00 pm. Requesting the closure of 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)

1400 N. GEORIG ST. 1382



PARKING

PARKING

- * OUT DOOR PATIO/SEVIC AREA
- * NO TENT OR ROOF
- * 24' X 38'
- * 8' TALL LATTICE WALLS w/ 4x4 POSTS IN GROUND
- * 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 PM

DATE 12/11/08