City Of Woodland
City Council Meeting Agenda Summary Sheet

Agenda Item: Authorize Special Event - Downtown Woodland Revitalization - Hot Summer Nights at Hoffmann Plaza on the six Fridays between July 12 and August 16, 2013 and waive fees	**Agenda Item #:** Consent (K)
	For Agenda of: March 18, 2013
	Department: Public Works
	Date Submitted: March 13, 2013

Cost of Item:	N/A	**BARS #:**	
Amount Budgeted:		**Description:**	
Unexpended Balance:			

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

Committee Recommendation: P/W Committee recommended approval of event and fee waiver – March 13, 2013 *

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

See attached Special Events Agreement and letter of request.

Summary Statement/Department Recommendation:

Staff recommends approval of event and fee waiver.

*Information was provided at the meeting on March 12th, but the Public Works Director forgot to put it on the agenda. Committee members approved through e-mail on March 13th.

SPECIAL EVENTS AGREEMENT

City of WOODLAND WASHINGTON Lewis River Valley

For Office Use Only:

_____ (Usage Date)

Fee: $ _____

Deposit: $ _____

Total Due: $ _____

Applicant Name: Downtown Woodland Revitalization Vivian Phone Number: 360-225-7510

Organization / Business: HOT SUMMER NIGHTS Fax Number: _____

Mailing Address: PO BOX 1041 Email: auntiezivive@netzero.com

WOODLAND, WA 98674

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

501C3

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

Terms and Dates of Use

Usage Date(s): July 12 – Aug 16 Day(s) of Week: FRIDAYS

Arrival Time: 630 Departure Time: 930

Day-of Contact Person: Vivian Mosby | Dave Whittaker | JJ Burke

Phone Number: 360 225-7510 | 360-270-9867 | 360-225-9888

360 423-8648

Type of Activity:

☐ Parade ☒ Street Closure ☐ Street Sale ☐ Athletic Run/Walk ☐ Park Event

☒ Other Music at Hoffmann Plaza

Usage Area:

__ Horseshoe Lake Shelter

__ Beach Front

__ Use of Lake

__ Mini Shelter

__ Large Field

☒ Hoffman Plaza DAVIDSON

Other: streets close from US Bank to Classy Hair (1st St)

Other: _____

Gate Open __ yes __ no

Please list any Street Closures: Davidson from _____ to _____

Expected number of participants: Bands vary from 3-6 persons

Expected number of spectators: 200

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

PW Com. Approval & Fee Waiver – 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: Vicki Molloy, Treasurer DWR Date: 1/8/2013

DOWNTOWN WOODLAND REVITALIZATION
PO BOX 1041
WOODLAND, WA. 98674

January 8, 2013

Mari Ripp
City of Woodland
230 Davidson
Woodland, WA. 98674

CITY OF WOODLAND
JAN 08 2013
RECEIVED

Dear Mari,

The Downtown Woodland Revitalization (DWR) would like to request a waiver of the Special Event Fee for the Hot Summer Nights music series on Friday nights from July 12th through August 16th of 2013. You did this for us in the past.

As you know, we are a 501 C3, non-profit organization and this event is open to the community as a cultural and family friendly event. We have successfully produced this event for 7 years, this event continues to grow in popularity each year.

We hope the City agrees that this is a benefit to the City and community of Woodland, and gives the citizens something to look forward to each year, and worthy of continuing on an annual basis. We do not make any money on this event and the additional fees would mean we would have to cut event funding elsewhere, therefore we are asking for the City to consider waiving the event fees.

Thank you for your consideration.

Cordially,

Vivian Mosby
Treasurer, DWR
CC: Tom Golik, President, Joy Haasl, secretary,
Dave Whittaker, Hot Nights event co-chair
Attached: Special Events Agreement

CITY OF WOODLAND

Grover B. Laseke Mayor, City of Woodland	John Burke Council Member, City of Woodland
Al Swindell Council Member, City of Woodland	Marilee McCall Council Member, City of Woodland
Marshall Allen Council Member, City of Woodland	Susan Humbyrd Council Member, City of Woodland
Benjamin Fredricks Council Member, City of Woodland	Scott Perry Council Member, City of Woodland