City Of Woodland
City Council Meeting Agenda Summary Sheet

Agenda Item: Authorize Special Event: Lewis River Fall Fest at Horseshoe Lake Park on September 27-29, 2013; with limited Lake access for Duck Boat trips	**Agenda Item #:** (C) Consent
	For Agenda of: April 1, 2013
	Department: Public Works
	Date Submitted: March 27, 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: HSL Management Committee: March 14, 2013 - see below *
Park & Recreation Board: March 20, 2013 - see below **

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

See attached special events agreement, letter of request, and map showing limited access area for Duck Boat trips.

Summary Statement/Department Recommendation:

Public Works recommends approval based on Committee recommendations.

* The Horseshoe Lake Management Committee recommended that during Lewis River Fall Fest, Duck Boat trips be limited to use of the north end of the Lake, allowing the boat to go around the buoy, but no further south.

** The Park & Recreation Board moved to recommend City Council approve the Lewis River Fall Fest application along with the Horseshoe Lake Management Committee recommendation.

City of WOODLAND WASHINGTON

SPECIAL EVENTS AGREEMENT

For Office Use Only:

(Usage Date)

Fee: $

Deposit: $

Total Due: $

Applicant Name: Heather Mansy

Phone Number: 713-702-3419

Organization/Business: Woodland Rotary

Fax Number: —

Mailing Address: P.O. Box 148

Woodland, WA 98674

Email: mansyh@swbell.net

Are you a recognized Non-profit Organization? 0 Yes 0 No If yes, please attach a copy of your Non-profit 501-3 (c) with this form for eligibility.

Please [illegible] desired dates and dates of use.

Terms and Dates of Use

Usage Date(s): Horseshoe Lake Park Sept 28, 29 only - Sat/Sunday Day(s) of Week:

Arrival Time: Friday 4p Departure Time: Sun 5p

Day-of Contact Person: Heather Mansy

Phone Number: 713-702-3419

Type of Activity:

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

☐ Other

Usage Area:

__ Horseshoe Lake Shelter

X Beach Front

X Use of Lake

__ Mini Shelter

X Large Field Sat/Sun Only

X Hoffman Plaza Fri Only

Other:

Other:

Gate Open X yes __ no

Please list any Street Closures: Davidson, Goerig, 2nd

Expected number of participants: ~~3,000 - 5,000/Day max #~~ 30 approx

Expected number of spectators: 3,000 - 5,000 / Day Max #

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:

In process - will be provided

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 unknown @ this time

Site plan requirements

In Process, Will Be Provided As Known

- 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 it may appear.
- 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: Heather L. Mann Date: 12-6-12

December 6th, 2012

City of Woodland
Re: Proposed Special Events Agreement
Lewis River Fall Fest 2013
Attn: Shannon Rychel

Attached is the application for use for Horseshoe lake Park and Parts of Goerig, 2nd and Davidson Streets for the 2nd annual Lewis River Fall Fest, a family oriented, multi-part festival, designed to raise funds for Scott Hill Park & Sports Complex and other selected local charities, in addition to infusing our town's center with tourism and opportunities for local businesses to garner clientele.

This year's festival will have a special Friday night kick off on September 27th in downtown on Goerig Street with a concert in Hoffman Plaza and a classic auto show, as well as crafts vendors. The focus will be to drive business and awareness to our downtown businesses, who will be encouraged to join in on the evening's festivities, while vendors will be limited to non-food, non-beverage items, to ensure that local restaurants will receive the patronage for those items. The layout will be similar to the classic auto show element from Fall Fest 2012, with the addition of vendor areas on the side streets or on the north south leg of Goerig Street in front of Hoffman Plaza.

The main festival will then open on Saturday 28th, and Sunday 29th, concentrated solely on the main lawn and boat launch areas of Horseshoe Lake Park, with overflow Parking on the large lawn across the park road, as in 2012. Festival offerings will include vendors of all types, a concert stage, military vehicle show and duck boat rides, art show etc, as with Lewis River Fall Fest 2012.

Thank you for the opportunity to work with you again to continue to bring together the Rotary and other volunteer efforts with the hope of creating Scott Hill Park and assisting our businesses in getting exposure!

Heather Mansy
Festival Director
Lewis River Fall Fest 2013
Membership Director, Rotary Club of Woodland

mansyh@swbell.net
713-702-3419

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Shannon Rychel

From: Heather Mansy [mansyh@swbell.net]
Sent: Friday, December 07, 2012 2:48 PM
To: Shannon Rychel
Subject: Re: Special Event Form
Attachments: LRFF 2013 initial application013.pdf; city use letter 2013 fall fest.doc

Shannon,

Okay, attached is the intial application and cover letter. I was unable to provide some of the details on the checklist today because it will take time to gather all the necessaries, but they were all items I provided to the city as specified in the 2012 Fall Fest, so we will be sure to provide all of the same requirements for 2013.

I'll also set up a meeting with Mayor Laseke, and with the fire chief to discuss what is needed between the festival and the city, so that everyone continues to be in the loop. Please post our event to any city related online events calendars as soon as possible to assist in public awareness of the event if you can.

Thanks!

Heather Mansy
Festival Director
Lewis River Fall Fest 2013
713-702-3419
mansyh@swbell.net

From: Shannon Rychel <rychels@ci.woodland.wa.us>
To: mansyh@swbell.net
Sent: Thursday, December 6, 2012 8:46 AM
Subject: Special Event Form

Hi Heather,
Attached is our new Special Event form. Please submit the form and any supplemental material and we can start the approval process. Let me know if you have any questions.
Thanks!

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

"The City of Woodland, WA, assumes no legal liability or responsibility for accuracy and completeness of this map. This map is to be used as a reference tool only. It is not a survey and the property and utility lines are not to be construed as being accurate."

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Feet

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