

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

Agenda Item:

Authorize Special Event: Grace Community Church Event at Horseshoe Lake Park on August 18, 2013

Agenda Item #: (C) Consent

For Agenda of: August 5, 2013

Department: Public Works

Date Submitted: July 23, 2013

Cost of Item: N/A

Amount Budgeted: _____

Unexpended Balance: _____

BARS #:

Description:

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

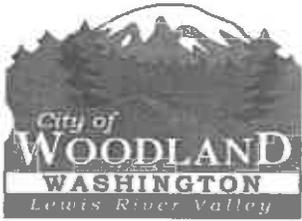
Committee Recommendation: Park Board recommended approval on May 15, 2013

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

See attached special events agreement and supporting information.

Summary Statement/Department Recommendation:

This is a public event and will be staged similar to previous years. Staff recommends approval.



SPECIAL EVENTS AGREEMENT

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

Applicant Name: Grace Community Church Phone Number: 3) 225-4484
 Organization / Business: Grace Community Church Fax Number: _____
 Mailing Address: 1311 Lewis River Rd. Email: Subrina.w@woodlandgrace.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): 8-18-2013 Day(s) of Week: Sunday
 Arrival Time: 7:00AM Departure Time: 4:00PM
 Day-of Contact Person: Subrina Williams
 Phone Number: 3) 431-7744

Type of Activity:

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

Usage Area:

- Horseshoe Lake Shelter Large Field
 Beach Front Hoffinan Plaza
 Use of Lake Other: _____
 Mini Shelter Other: _____

Gate Open yes no

Please list any Street Closures: N/A
 Expected number of participants: 350
 Expected number of spectators: Same

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: _____

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: _____

18 April 2013

City of Woodland
230 Davison Ave.
P.O. Box 9
Woodland, WA 98674

RE: Information to coincide with checklist for Special Events Agreement.

April 18, 2013

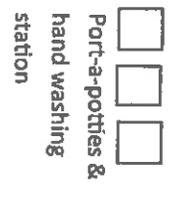
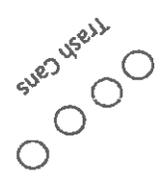
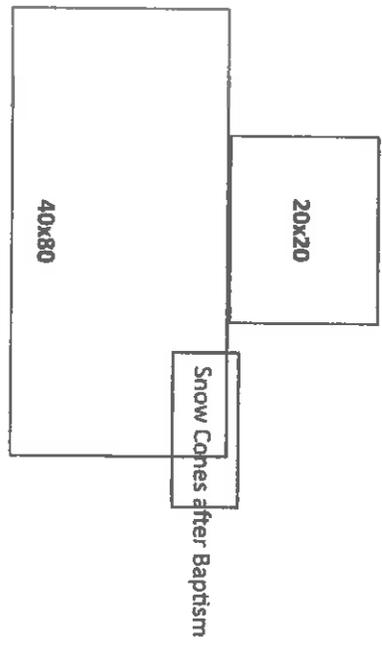
1. Detailed timeline of event activities beginning with setup and ending with cleanup. (Times are approximate as exact times are TBD)
 - a. 6:00 AM – Tent setup begins
 - b. 8:00 AM – stage setup and sound check
 - c. 10:00 AM – Service begins
 - d. 11:30 AM – Picnic lunch to start
 - e. 12:30 PM – Water Baptisms on beach front
 - f. 1:30 PM - Family games, activities and snow cones
 - g. 2:00 PM – Tear down and cleanup to begin
2. Proposed site plan.
 - a. See attached
3. Insurance naming the city as additional insured for event date.
 - a. See attached
4. Dance permit
 - a. N/A
5. Extra Porta-Poties for groups larger than 100.
 - a. An order has been placed with TPI for three additional Porta-Poties and 1 hand washing station to be dropped off on Sunday, August 18, 2013.
6. Notification to neighbors and/or business.
 - a. N/A
7. Evacuation Plan (if applicable)
 - a. If evacuation is needed, all roads to remain open and clear for immediate leave.
8. Medical/ Emergency response plan (if applicable)
 - a. 911
9. First Aid/Medical services provided by:
 - a. We have currently a minimum of 7 individuals that would be in attendance that are either; medic/first aide trained, CPR certified and/or Registered Nurses.
10. Temporary structure and vehicle access will comply with current fire code and WAC 51.54, International Fire Code Chapter 345.24 X yes ___no
 - a. Access to setup/tear down tent will be through the gravel area by the skate park. This entrance will not be blocked. Fire extinguishers will be present on all tent sides of the 40X80 structure.
11. Provisions made for: X Parking; X Litter; N/A Security (Will Police/Security be required? ___yes N/A no).
 - a. A request for additional trash cans will be made.

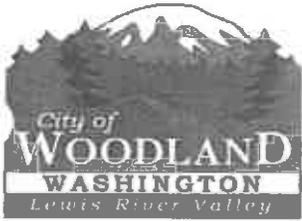
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Beach Front

- Water Bottles
- 1
 - 2
 - 3
 - 4

8 Food lines





SPECIAL EVENTS AGREEMENT

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 Mailing Address: 1311 Lewis River Rd. Woodland, WA 98674 Email: Sabrina.w@woodlandgrace.com

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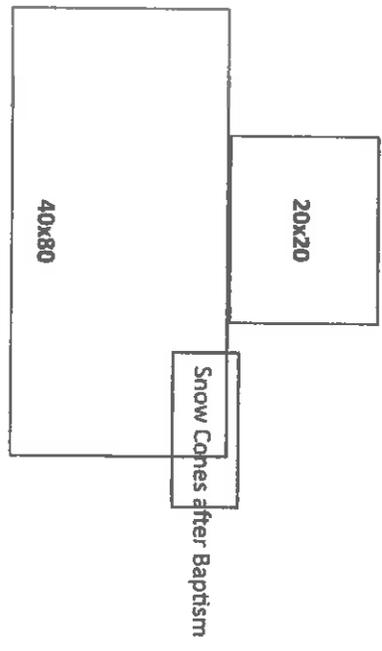
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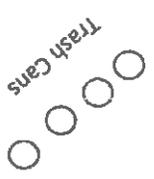
Beach Front

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- 1
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8 Food lines



Gravel entry for unloading/loading



Port-a-potties & hand washing station

