

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

Agenda Item:

Authorize Special Event: Survivors of Murder and Vehicular Homicide Candle Light Vigil at Hoffman Plaza on September 25, 2013

Agenda Item #: (D) Consent

For Agenda of: August 5, 2013

Department: Public Works

Date Submitted: July 30, 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: NA

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

See attached special events agreement.

Summary Statement/Department Recommendation:

This is a public event at Hoffman Plaza. Staff recommends approval.



SPECIAL EVENTS AGREEMENT

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

Applicant Name: Delores Cook Phone Number: 360 751-8658
 Organization / Business: Survivors of Murder + Vehicular Homicide Fax Number: 360 353-3833
 Mailing Address: 506 Kool Rd. Email: Krystle Rose 1983
Kelso, WA 98626 © Yahoo.co

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): Sept. 25, 2013 Day(s) of Week: Wed.
 Arrival Time: 4 PM Departure Time: 9 P.M.
 Day-of Contact Person: Delores Cook or Barbara Norris
 Phone Number: 360 751-8658 360 751-2104

Type of Activity:

- Parade Street Closure Street Sale Athletic Run/Walk Park Event
 Other National Day of Remembrance - Candle Light Vigil

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: _____

Expected number of participants: 75 + ?

Expected number of spectators: _____

| | | |
|---|----------------------|------------------------|
| Office Use Only: | Amount Paid \$ _____ | Key#/Color: _____ |
| Approved or Denied or Woodland Park Board: _____ | Date: _____ | Date: _____ |
| Approved or Denied or 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: Valores Cook Date: 6-12-2013



SPECIAL EVENTS AGREEMENT

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

Applicant Name: Delores Cook Phone Number: 360 751-8658
 Organization / Business: Survivors of Murder + Vehicular Homicide Fax Number: 360 353-3833
 Mailing Address: 506 Kool Rd. Email: Krystle Rose 1983
Kelso, WA 98626 © Yahoo.co

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): Sept. 25, 2013 Day(s) of Week: Wed.
 Arrival Time: 4 PM Departure Time: 9 P.M.
 Day-of Contact Person: Delores Cook or Barbara Norris
 Phone Number: 360 751-8658 360 751-2104

Type of Activity:

- Parade Street Closure Street Sale Athletic Run/Walk Park Event
 Other National Day of Remembrance - Candle Light Vigil

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: _____

Expected number of participants: 75 + ?

Expected number of spectators: _____

| | | |
|---|----------------------|------------------------|
| Office Use Only: | Amount Paid \$ _____ | Key#/Color: _____ |
| Approved or Denied or Woodland Park Board: _____ | Date: _____ | Date: _____ |
| Approved or Denied or 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: Valores Cook Date: 6-12-2013