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JAN 15 2014 SPECIAL EVENTS AGREEMENT CITY OF WOODLAND

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

Applicant Name: John J. BURKE Phone Number: 360 225 9888
Organization / Business: WOODLAND PLANTERS DAYS Fax Number: 360 225 3490
Mailing Address: PO Box 1041 Email: JJ@WOODLANDWACHAMBER.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): 6-19 - 22 2014 Day(s) of Week: THURSDAY TO SUNDAY
Arrival Time: 3 PM 6-19 Departure Time: SUN 4 PM
Day-of Contact Person: JJ
Phone Number: 360 225 9888

Type of Activity:

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

Other VENDORS

Usage Area:

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

Gate Open yes no

Please list any Street Closures: AS PER LETTER

Expected number of participants: 5000

Expected number of spectators: 5000

Office Use Only: Amount Paid \$ Key#/Color:
Approved o Denied o Woodland Park Board: 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: 1-14-2014

Woodland Planters Days Committee

PO Box 1201
Woodland, WA 98674
(360)225-9888

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JAN 16 2014

January 15, 2014

CITY OF WOODLAND

To: Woodland City Council

Subject: Use of Woodland Downtown and Park for Planters Days Celebration 2014

Hello and thank you for your consideration again in 2014 to hold Woodland's biggest and longest lasting event to promote the City of Woodland dikes holding for over 92 years!

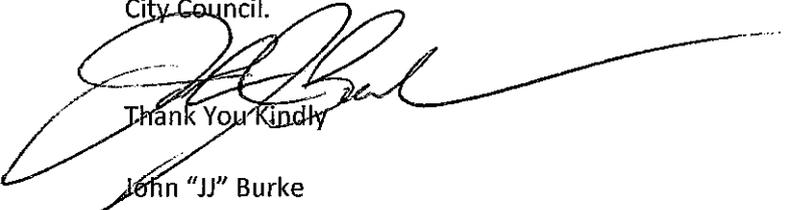
I would like permission to use the normal areas again this year which include Horseshoe Lake Park and downtown Woodland. The event starts June 19th at 3 PM with the children's chalk drawing contest on 2nd and Davidson Ave and horse carriage rides, Queen's coronation, ending the day with a fantastic fireworks show.

Friday is basically a setup day for the weekend. I also will be putting a stage in Hoffmann plaza again for the week. Bingo at the school commons hosted by the Woodland Historical Museum Society.

Saturday many events all day, and road closures including a parade at 11 AM and Car drive through at 7 PM. We will have a schedule and supply to the city when available including the insurance.

Sunday is the car show and raffle which should end by 5PM and you can have the city back to normal use.

We would like all fees waived again this year, which I believe was approved in 2013 by the Woodland City Council.



Thank You Kindly

John "JJ" Burke
President, Woodland Planters Days
(since 2002)