

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

**Agenda Item:**

Authorize Special Event: Planter's Days  
June 19-22, 2014 at Horseshoe Lake Park  
and other city facilities by Planter's Days  
Committee

**Agenda Item #:** Consent (D)

**For Agenda of:** 03/03/2014

**Department:** Clerk-Treasurer

**Date Submitted:** 02/25/2014

**Cost of Item:** N/A

**Amount Budgeted:** \_\_\_\_\_

**Unexpended Balance:** \_\_\_\_\_

**BARS #:**

**Description:**

**Department Supervisor Approval:** Mari E. Ripp, Clerk-Treasurer / s /

**Committee Recommendation:** Council reviewed at 2/24/2014 workshop

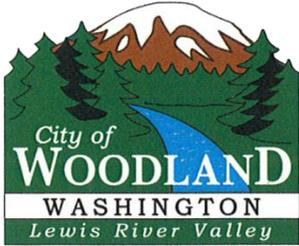
**Agenda Item Supporting Narrative (list attachments, supporting documents):**

See attached Special Events Agreement and letter of request.

Staff report/letter.

**Summary Statement/Department Recommendation:**

This is an annual reoccurring event. Staff recommends approval per the conditions outlined in the attached letter. The fee is waived per Resolution No. 629 as it is a community event.



P.O. Box 9  
Woodland, WA. 98674  
www.ci.woodland.wa.us

100 Davidson Avenue  
FAX: (360) 225-1201

Fire  
(360) 225-7076

Police  
(360) 225-6965

300 East Scott Avenue  
FAX: (360) 225-7467

Public Works  
(360) 225-7999

230 Davidson Avenue  
FAX: (360) 225-7336

Building  
(360) 225-7299

Clerk-Treasurer  
(360) 225-8281

Planning  
(360) 225-1048

**DRAFT**

March 8, 2013

John Burke  
Woodland Planters Days Committee  
P.O. Box 1201  
Woodland, WA 98674

Dear Mr. Burke,

At the regular meeting March 3, 2014, the City Council approved your Special Event request which includes the fireworks display and street closures for 2014 Planters Days with the following requirements:

- A Certificate of Insurance naming the City as primary additional insured for the event dates.
- Coordination with Public Works, Police and Fire Department for barricades and street closures.
- Coordination for waste receptacles and disposal of garbage. Arrangements will need to be made with Shannon Thomas, Utility Clerk and Waste Control.
- A fireworks permit must be obtained along with the appropriate inspections by the Fire Department and additional insurance coverage.
- An updated schedule of all events occurring from June 19<sup>th</sup> -June 22<sup>nd</sup>.

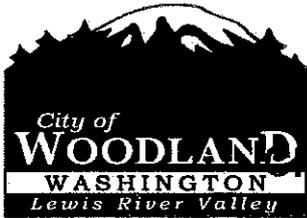
All remaining requirements must be completed and approval received (permits, etc. for the Fireworks) on or before Monday, June 2, 2014.

Please contact us should you have any questions. We look forward to working with you again this year.

Sincerely,

Mari E. Ripp  
Clerk-Treasurer

cc: CT  
PW  
File



RECEIVED

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@WOODLANDWOODLANDWA.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: _____	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

**RECEIVED**

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!

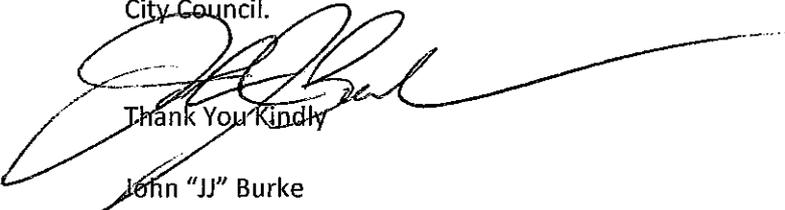
I would like permission to use the normal areas again this year which include Horseshoe Lake Park and downtown Woodland. The event starts June 19<sup>th</sup> at 3 PM with the children's chalk drawing contest on 2<sup>nd</sup> and Davidson Ave and horse carriage rides, Queen's coronation, ending the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