

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

Agenda Item:

Approval of Special Event: June 16-25, 2014
Planter's Days at Horseshoe Lake Park by
Woodland Fire Dept. Volunteer Association
(carnival and BBQ)

Agenda Item #: (E) Consent

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

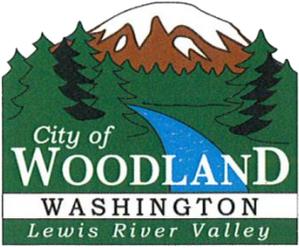
Agenda Item Supporting Narrative (list attachments, supporting documents):

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

March 8, 2013

DRAFT

Jade Bourke
Woodland Fire Department Association
PO Box 1291
Woodland, WA 98674

Dear Mr. Bourke,

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

- A Certificate of Insurance naming the City as primary additional insured for the event dates, including set up and take-down.
- Coordination with Public Works for park use, including water.
- All carnival set up and inspections should be coordinated through the Building Department and Fire Department.
- Coordination for waste receptacles and disposal of garbage. Arrangements will need to be made with Shannon Thomas, Utility Clerk and Waste Control.

All remaining requirements must be completed and approval received 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.

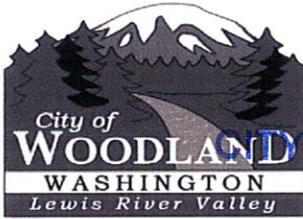
Sincerely,

Mari E. Ripp
Clerk-Treasurer

cc: CT
PW
File

RECEIVED

For Office Use Only:
 6/16-25/2014
 (Usage Date)
 Fee: \$ waliver
 Deposit: \$ _____
 Total Due: \$ _____



FEB 10 2014 SPECIAL EVENTS
 AGREEMENT
 OF WOODLAND

Applicant Name: JADE BOURKE Phone Number: 360-713-7301
 Organization / Business: WOODLAND FIRE DEPT ASSOCIATION Fax Number: N/A
 Mailing Address: PO BOX 1291 WOODLAND WA 98674 Email: JADE.BOURKE@CLARKFR2.ORG

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.
STATE ONLY

Please mark the facilities desired, times, and dates of use.

Terms and Dates of Use

Usage Date(s): Mon - Wed JUN 16 - 25, 2014 Day(s) of Week: ALL
 Arrival Time: 00:01 Departure Time: 23:59
 Day-of Contact Person: JADE BOURKE
 Phone Number: 360-713-7301

Type of Activity:

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

Usage Area:

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

Gate Open yes no

Please list any Street Closures: _____

Expected number of participants: 2000

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
- na 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 x10 @ carnival
- na 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 Woodland/CCFR
- none 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: _____

Jade Bde

Date: _____

2/10/14

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FEB 10 2014

**Woodland Fire Department Association
2014 Planters Days Celebration Plan**

CITY OF WOODLAND

The Woodland Fire Department Association (WFDA) would once again like to use the Large Field at Horseshoe Lake Park to host the Planters Days carnival, and the Main shelter and BBQ pit for the BBQ sandwich feed. The WFDA is a non-profit organization within the State of Washington UBI#: 602404048. This is our organizations one annual fundraising event. Profits from this event are used to support the local fire department and communities.

This year's carnival company will again be Davis Amusements Cascadia (same as 2013).

Cathy Davis (503) 807-2154 cathy@davisamusement.com

The carnival would like to begin setup on Monday June 16th, setup and inspections are expected to be completed NLT June 19th Midday. All inspections will be completed before the carnival can open for business on the 19th. The carnival will operate Thursday & Friday afternoon to evening, Saturday late morning to evening, and Sunday afternoon to evening, weather permitting.

1. The Carnival will provide \$5million in liability insurance naming both the WFDA and the City of Woodland as additionally insured. *— Direct Bill to WFDA*
2. WFDA will provide one 30 yard dumpster for the use of the Carnival and WFDA BBQ placed where Parks/Public Works requests.
3. WFDA will provide a minimum of 10 portable toilets (at least 1 ADA) will be provided and set up in the carnival area.

P/W 4. The carnival will require access to potable water. Historically this has been provided from the spigot on the maintenance shed.

The carnival will begin breaking down on Monday and expects to have the Large Field returned to normal NLT COB June 25th.

The WFDA would like the use of the Main Shelter and BBQ pit.

The WFDA will provide liability insurance for the BBQ event and ensure the City of Woodland as additionally insured.

WFDA will have a temporary food permit and be inspected by the Cowlitz county Health department before and food is served.

We expected to pull the lid off the pit on Wednesday June 18th and secure the perimeter with temporary fencing.

Wood would be delivery to the pit area Wednesday or Thursday at a time not to disturb the other festivities.

The BBQ pit will be ignited at 05:00 on Friday June 20th. The BBQ pit will be supervised by an adult from ignition through to Saturday afternoon. Spectators will at no time be allowed within the Hot Zone of the BBQ.

The BBQ set up in the Main shelter would begin midday on Friday.

P/W - Shelter power and water are needed.

We would expect to begin serving food at Noon on Saturday, sales will end NLT 16:00 Saturday.

The shelter will be cleaned and returned to normal NLT 18:00 Saturday.

The Pit will remain fenced off and periodically checked until it is burned out (normally Monday)

The Pit will then be recovered and any excess wood removed and the Pit returned to normal NLT Tuesday June 24th.



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FEB 10 2014

CITY OF WOODLAND