

119 West First Street  
 Cle Elum, WA 98922  
 Telephone · (509) 674-2262  
 Fax · (509) 674-4097  
 www.cleelum.gov



Stamp & initial
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## EVENT PERMIT APPLICATION

### APPLICATION DEADLINES:

*All applications must be received a minimum of 30 days prior to the date of the event.*

*The purpose of this permit is to help the event organizer, and the City of Cle Elum build the best possible events for our community. We know how hard you work on your events and want to make sure that you have all the tools you will need to ensure a great event. Please return this application to the City of Cle Elum City Hall at 119 W First Street.*

OFFICIAL USE ONLY	
<b>Event Name:</b>	
<b>Permit #:</b>	EVT-
<b>Fee Total:</b>	
<b>Related Permits:</b>	

**FEES<sup>1</sup>**

- \$75 if application is submitted at least 60 days prior to event.
- \$150 if application is submitted 30 days prior to event.

### WHEN IS AN EVENT PERMIT REQUIRED?

Events planned to take place on public property must submit an event application. An event application is also required for events on private property if they have the potential to substantially impact the normal operations of the city. This includes, but is not limited to, effects on pedestrian traffic flow, parking availability, vehicle traffic flow, street access (such as the need for street closures), or any potential risk to public safety. Additionally, an event application and safety plan are required when cooking in public or when there is any other known potential safety risk to the public.

Substantial, in this context, refers to any impact that is significant enough to noticeably alter or disrupt the normal operations of the city in more than a temporary or minor way. This includes but is not limited to causing delays, congestion, or increased demand on city resources, services, or infrastructure, and necessitating additional planning, resources, or measures to maintain public safety and order. The duration of the event may also be a factor in determining whether the impact is substantial.

### ADDITIONAL CONTACT INFORMATION:

- Kittitas County Public Health Department ..... (509) 962-7515
- Kittitas County Chamber of Commerce (promotion) ..... (509) 925-2002
- Northern Kittitas County Tribune (newspaper) ..... (509) 674-2511
- Washington State Liquor Control Board ..... (206) 764-4020
- Cle Elum Fire Department – Chief Ed Mills .....emills@cleelum.gov.....(509) 656-4062
- WSDOT – Traffic Control / Right of Way use ..... (509) 577-1788

<sup>1</sup> City entities, including—but not necessarily limited to—CEFD, CERPD and CE Public Works, as well the Cle Elum Downtown Association and the Carpenter Museum, are exempt from application fees.

<b>Applicant (“Event Organizer”)</b>	
Name:	Business License #
Title:	
Sponsoring Organization:	
Mailing Address:	
Phone Number:	Email:
<b>Primary Contact Person <i><u>During Event</u></i></b> Same as Applicant <input type="checkbox"/>	
Name:	
Title:	
Local Address:	
Email:	
Daytime Phone Number:	Mobile Phone:
<b>Secondary/Emergency Contact Person <i><u>During Event</u></i> (available to respond in the absence of Event Organizer)</b>	
Name:	
Title:	
Local Address:	
Daytime Phone Number:	Mobile Phone:

<b>REQUIRED – Applicant Checklist</b>
Event Permit Application received a minimum of 30 days prior to event, and the total fee paid to City Hall.
<p>Signed and dated Hold Harmless Agreement</p> <ul style="list-style-type: none"> <li>For parades: each parade entrant must sign and submit the Parade Entrant Hold Harmless Agreement to the event organizer. The event organizer is responsible for retaining these agreements.</li> </ul>
<p>Certificate of Liability Insurance</p> <ul style="list-style-type: none"> <li>“City of Cle Elum” at 119 W First St., Cle Elum, WA 98922 must be named as “Additional Insured” to all coverage</li> <li>As applicable, coverage for alcohol service must be specified</li> <li>As applicable, coverage for injury by animals must be specified</li> </ul>
<p>Supplemental pages below with a complete and detailed description of the event, including a schedule and location of event(s).</p> <ul style="list-style-type: none"> <li>If serving alcohol, WA Liquor and Cannabis Control Board Banquet Permit or other applicable alcohol service license measures taken to comply with State regulations must be addressed in detail: <a href="https://lcb.wa.gov/licensing/outdoor_alcohol_service">https://lcb.wa.gov/licensing/outdoor_alcohol_service</a></li> </ul>

<ul style="list-style-type: none"> <li>• Cle Elum Fire Department-approved Special Events Permit including Addendum #001 Fire and Life Safety Plan and additional Addendums as needed. Contact the Chief of CEFD for guidance.</li> </ul>	
<p><b>Site Plan</b> including items such as the location of garbage receptacles, portable bathrooms, stage, seating, vendors, street closures, barricades, alcohol measures taken etc.</p>	
<p>As applicable, list of vendor names and contact details</p> <ul style="list-style-type: none"> <li>• All vendors must have or obtain a business license endorsement for the City of Cle Elum: <a href="https://dor.wa.gov/open-business/apply-business-license">https://dor.wa.gov/open-business/apply-business-license</a></li> </ul>	
<p>If requesting street closures, event organizer must notify all adjacent residents and/or businesses of the proposed closure a minimum of three (3) weeks before the regular Lodging Tax &amp; Event Committee meeting at which the application will be reviewed. Notification must also inform recipients they have the opportunity to comment on the proposed closure by attending the meeting (either in-person or virtually) or via email: <a href="mailto:wprosek@cleelum.gov">wprosek@cleelum.gov</a>. Include a copy of the notification.</p> <ul style="list-style-type: none"> <li>○ Road closures on First Street must contact WSDOT</li> </ul>	
<p><b>Other Information</b></p>	
	<p><i>After approval from the Lodging Tax and Event Committee, and any Special Events Permits issued with CEFD, this Event will be subject to a Fire Safety Check on <u>the day of the Event</u> by Cle Elum Fire Department.</i></p>

## EVENT DESCRIPTION:

<b>Event Name:</b>			
<b>Event Type:</b>	<input type="checkbox"/> Minor ( $\leq 50$ Attendees)	<input type="checkbox"/> Major ( $> 50$ Attendees)	
<b>Brief Description of Event:</b>			
<b>Parade Map:</b>	<input type="checkbox"/> My event does not include a parade. <input type="checkbox"/> I acknowledge the Cle Elum-Roslyn Police Department has a pre-approved parade map, which has been provided. Should I wish to suggest an alternate route, I confirm that I have attached a map of this route and included a detailed explanation for it the attached event description. I understand this route is subject to CERPD approval. I further understand that approval is not guaranteed and may be rescinded at any time.		
<b>Event Start Date:</b>		<b>Event End Date:</b>	
<b>Day(s) of the Week:</b>	<input type="checkbox"/> SUN <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT		
<b>Event Start Time:</b>		<b>Event End Time:</b>	
<b>Date of Set Up:</b>		<b>Time of Set Up:</b>	
<b>Date of Take Down:</b>		<b>Time of Take Down:</b>	
<b>Facilities to be Used: (Check all that Apply)</b>	<input type="checkbox"/> Park <input type="checkbox"/> Street <input type="checkbox"/> Sidewalk <input type="checkbox"/> Private Property		
<b>Location:</b>			
<b>Expected Crowd Size:</b>			
<b>Participants:</b>		<b>Spectators:</b>	<b>Event Personnel &amp; Volunteers:</b>
<b>Previous Occurrences:</b>			
<b>Has the event occurred previously?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>If yes, on which date(s)?</b>	
<b>Change(s) from previous year?</b>	<input type="checkbox"/> None		<input type="checkbox"/> See Explanation Attached
<b>Will you charge an admission fee?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>If yes, how much?</b>	

## STREET CLOSURES:

<b>Will your event require any street closures?</b>	<input type="checkbox"/> No Skip to next section.	<input type="checkbox"/> Yes Continue below.
<b>Street(s):</b>		<b>Section(s):</b>
<b>Proposed Method(s) of Closure:</b>	<input type="checkbox"/> Both my attached site plan and event description include full details of the location(s) and methods of my proposed closures.	
<b>Neighborhood Notification:</b>	<input type="checkbox"/> I have attached an example of the written notice provided to the adjacent residents and/or business owners regarding the proposed street closures.	
<b>Traffic Control:</b>	<input type="checkbox"/> I acknowledge that event organizers must contract with CEFD or another organization with Washington State Flagger or Traffic Control Supervisor certification for traffic control services.	
<b>Impact on SR 903:</b>	<input type="checkbox"/> I acknowledge that any impact to traffic on SR 903 (Second Street from Oakes Ave west toward Roslyn; Oakes Ave between First and Second Streets; First Street east from Oakes Ave), including but not limited to street closure and parking, must be discussed and approved by the Washington State Department of Transportation (WSDOT).	

## RIGHT OF WAY (SIDEWALK) USE:

<b>Will you require use of a city sidewalk during your event?</b>	<input type="checkbox"/> No Skip to next section.	<input type="checkbox"/> Yes Continue below.
<b>Description of Proposed Use:</b>		
<b>Use Permit Required:</b>	<input type="checkbox"/> I acknowledge that I separately must request and receive approval of a Sidewalk Use Permit, the application for which is available at <a href="https://cleelum.gov/forms-and-applications/">https://cleelum.gov/forms-and-applications/</a> .	

## COOKING:

<b>Will there be on-site cooking?</b>	<input type="checkbox"/> No Skip to next section.	<input type="checkbox"/> Yes Include Fire Addendum #002
<b>Description of Planned Cooking:</b>		<b>Purpose:</b>
<b>Acceptable Fuels:</b>	<input type="checkbox"/> I acknowledge that only propane, pellets or electrical fuels are acceptable during a burn ban.	
<b>CEFD Requirements:</b>	<input type="checkbox"/> Completed Cle Elum Fire Department Special Events Permit application is attached below (incl Addendum #002).	

## TENTS/ CANOPIES:

<b>Will tents be erected?</b>	<input type="checkbox"/> No Skip to next section.	<input type="checkbox"/> Yes Include Fire Addendum #003
<b>Number of Tents Anticipated:</b>		
<b>CEFD Requirements:</b>	<input type="checkbox"/> Completed Cle Elum Fire Department Special Events Permit application is attached below (incl Addendum #003).	

## ALCOHOL SERVICE:

<b>Will alcohol be served?</b>	<input type="checkbox"/> No Skip to next section.	<input type="checkbox"/> Yes Continue below.
<b>Will alcohol be sold?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<b>Regulatory Compliance:</b>	<input type="checkbox"/> I acknowledge alcohol service must comply with requirements described in WAC 314-03-200, including (but not necessarily limited to): <ul style="list-style-type: none"> <li>o Barriers around service area of minimum 42 inches (3.5 feet) in height;</li> <li>o Entry/exit points to service area may not exceed 10 feet in combined total;</li> <li>o Controlled and monitored entry to service area and dedicated attendant, wait staff or server when patrons present;</li> <li>o No open containers permitted to leave service area.</li> </ul> <input type="checkbox"/> I acknowledge that these requirements are subject to change based on legislative or agency action. Should there be any discrepancy between State regulation and this document, I understand that State regulation takes precedence.	
<b>Security Plan:</b>	<input type="checkbox"/> I have included a detailed security plan specific to alcohol service in my event description.	
<b>Banquet Permit:</b>	<input type="checkbox"/> Approved <a href="#">WA State Liquor and Cannabis Control Board Banquet Permit</a> attached.	

## ENTERTAINMENT:

<b>Describe Planned Entertainment:</b>	<input type="checkbox"/> None		
<b>Sound system?</b>	<input type="checkbox"/> Acoustic		<input type="checkbox"/> Amplified
<b>Music/Sound Start Time:</b>		<b>Music/Sound End Time:</b>	
<b>Statutory Limitations:</b>	<input type="checkbox"/> I acknowledge I have read and understood <a href="#">CEMC 5.24</a> and the limitations it imposes on certain types of entertainment. <input type="checkbox"/> I acknowledge I have read and understood <a href="#">CEMC 8.05</a> and the limitations it imposes on noise. Generally, noise occurring between the hours of 10:00 PM to 7:00 AM and emanating more than 50 feet beyond the property line, or more than 100 feet from the property line at any other time of day, is prohibited unless granted an exception by the City.		
<b>Will you require an exception to the noise ordinance?</b>	<input type="checkbox"/> No Skip to next section.		<input type="checkbox"/> Yes Continue below.
<b>Request Submission:</b>	<input type="checkbox"/> I acknowledge that, per CEMC 8.05, a formal request must be submitted to the City Administrator no later than 30 days prior to my event.		
<b>Will there be vendors?</b>	<input type="checkbox"/> No	<input type="checkbox"/> I understand that each vender must have a valid business license endorsement for the City of Cle Elum.	

## RISK AND LIABILITY MANAGEMENT:

<b>Liability Insurance:</b>	<input type="checkbox"/> I have attached a current, valid Certificate of Liability Insurance naming “City of Cle Elum”, at 119 W First St., Cle Elum, WA 98922, “Additional Insured” to all coverages.
<b>Additional Animal Liability Coverage:</b>	<input type="checkbox"/> I have attached proof of specific additional coverage for animal liability. <input type="checkbox"/> My event does not involve animals.
<b>Additional Coverage for Alcohol Service:</b>	<input type="checkbox"/> I have attached proof of specific additional coverage for alcohol service. <input type="checkbox"/> My event does not involve alcohol service.
<b>Hold Harmless Agreement:</b>	<input type="checkbox"/> I have attached a complete, signed Hold Harmless Agreement.
<b>Hold Harmless Agreement – Parade Entrants:</b>	<input type="checkbox"/> I understand that it is my responsibility to obtain and retain signed Hold Harmless Agreements from each parade entrant. <input type="checkbox"/> My event does not include a parade.
<b>Traffic Control and Security</b>	<input type="checkbox"/> I understand that it is my or my organization’s responsibility to arrange for necessary traffic control and security; my attached site plan includes detailed information on these measures.

## SANITATION:

<b>Portable Toilet Facilities:</b>	<input type="checkbox"/> I understand that it is my or my organization’s responsibility to provide and maintain portable toilet facilities for my event. These are identified in the attached site map and program description. <input type="checkbox"/> Required ratio: 1 toilet per 50 people per 4 hours.
<b>Trash Collection and Disposal:</b>	<input type="checkbox"/> I understand that it is my or my organization’s responsibility to provide and maintain trash receptacles for my event. These are identified in the attached site map and program description.
<b>Post-Event Cleanup:</b>	<input type="checkbox"/> I understand that post-event cleanup is my or my organization’s responsibility. I further understand that, should any city resources—including personnel time—be required to clean up after my event, the city may elect to bill for said resources.

## PROMOTION (OPTIONAL):

<b>Planned Method(s) of Promotion:</b>	<input type="checkbox"/> TV <input type="checkbox"/> Radio <input type="checkbox"/> Newspaper <input type="checkbox"/> Flyers <input type="checkbox"/> Posters <input type="checkbox"/> Mailers <input type="checkbox"/> Social Media <input type="checkbox"/> Other (see below)	
<b>Do you plan to promote beyond a 50-mile radius?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes (see below)
<b>Lodging Tax Application:</b>	Events targeting attendees from beyond a 50-mile radius may be eligible for financial support—on a reimbursement basis—from Lodging Tax funds. A separate application must be submitted prior to your event; after-the-fact applications will not be accepted. We encourage you to explore this option: <a href="https://cleelum.gov/forms-and-applications/">https://cleelum.gov/forms-and-applications/</a> .	

## CITY DEPARTMENT COMMENT PAGE:

<input type="checkbox"/> The page for comment and signature from City departments will be circulated electronically on behalf of the event of organizer. However, the event organizer is strongly encouraged to reach out prior to submission to discuss plans in order to proactively address concerns and incorporate advice in the final proposal.
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**Authorization**

*I acknowledge this permit application must be completed, signed, and returned to Cle Elum City Hall along with all required supplemental materials no later than 30 days prior to my event. I understand that any misrepresentation in this permit application or deviation from the final agreed upon route and/or method of operation described herein, may result in the immediate revocation of the permit. I further understand that the City retains the right to deny, revoke or cancel this permit at any time due to changes in conditions and risk potential*

*I certify under penalty of perjury that the information above is correct to my best knowledge.*

**Applicant Signature:**

**Date:**

This application will not be processed and will be deemed incomplete if all required components are not attached to application on the day of submission.

RETURN TO: Cle Elum City Hall  
119 W First St  
Cle Elum, WA 98922

wprosek@cleelum.gov  
Office (509) 674-2262  
Fax (509) 674-4097



# HOLD HARMLESS AGREEMENT

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between the City of  
Cle Elum, referred to as "CITY" herein, and \_\_\_\_\_ at,  
\_\_\_\_\_ referred to as "USER" herein.  
Mailing Address City State Zip

For good and valuable consideration, receipt of which is acknowledged, it is hereby agreed:

### SECTION I

USER undertakes to indemnify and hold harmless CITY from any liability, loss or damage that the USER may suffer as a result of any claims, demands, costs, or judgments against the CITY arising out of the acts, omissions, or activities that USER conducts under the CITY'S license or permit whether liability, loss or damage is caused by, or arises out of the negligence of USER or its officers, agents, employees or otherwise.

### SECTION II

This Agreement shall commence on the date that the CITY issues its license or permit to USER and shall continue in full force until the permit and license expire. The renewal of the permit and/or associated license(s), if any, automatically renews this Agreement. The duty to indemnify the CITY for claims, demands, costs or judgments against it that arise during the Agreement survives the expiration of the Agreement.

### SECTION III

CITY agrees to notify USER in writing, within thirty (30) days, by certified mail, at USER'S address as stated in this Agreement, of any claim made against CITY on the obligations indemnified against.

### SECTION IV

USER agrees to defend against and indemnify CITY any claims brought or actions filed against CITY with respect to the subject of the indemnity contained herein, whether such claims or actions are rightfully or wrongfully brought or filed. In case a claim should be brought or an action filed with respect to the subject indemnity herein, USER agrees the CITY may employ an attorney of its own selection to appear and defend the claim or action on behalf of CITY, at the expense of USER. The CITY, at its option, shall retain sole authority for the direction of the defense, and shall be the sole judge of the acceptability of any compromise or settlement of any claims or actions against CITY.

### SECTION V

Vouchers or other similar, property evidence showing payment by CITY of any loss, damage, or in expense covered under this Agreement shall be conclusive evidence, (except in cases of fraud) against USER as to fact and amount of USER'S liability hereunder.

### SECTION VI

USER covenants that it shall not institute any action or suit at law or in equity against CITY, nor institute, prosecute or in any way aid in the institution or prosecution of any claim, demand action, or cause of action for damages, costs, loss of services, expenses, or compensation for any damage, loss, or injury either to person or property, or both, whether known or unknown, developed or underdeveloped, past, present, or future, arising out of activities that USER conducts under a license/permit issued to USER by CITY.

\_\_\_\_\_  
'USER' Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

3/2025



## PARADE ENTRANT HOLD HARMLESS AGREEMENT

PARADE NAME: \_\_\_\_\_

I and those involved with my entry hereby release City of Cle Elum from any and all claims for damages on account of injury to either my person, property or livestock in conjunction with the above event. I hereby agree to abide by the rules and regulations of the Parade and to conduct myself accordingly.

I acknowledge that I am participating in a parade that requires that I have safe equipment, floats or livestock. I will not do anything that would pose a substantial risk to any participant or spectator at said event and take full responsibility for those in my entry. I also agree to indemnify, defend and hold harmless and release said City of Cle Elum therewith from any and all claims or responsibility, whatsoever, in case I should be injured while participating in said event including any injury whatsoever that I may cause to any spectator.

I agree that the City of Cle Elum are not liable in any way or manner for any injury to me or any injury I should cause or that should occur if I choose to distribute any type of material from the parade route.

I AGREE THAT I OR THOSE INVOLVED WITH MY ENTRY WILL NOT THROW ANY TYPE OF TREATS OR MATERIAL TO THE CROWD ALONG THE PARADE ROUTE.

I have read the release and hold harmless agreement and agree to its terms and have executed the same voluntarily.

Parade Entrant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parade Entrant Print Name: \_\_\_\_\_

Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**City of Cle Elum Fire Department**  
**SETUP REQUIREMENTS FOR SPECIAL EVENT PERMITS**  
**If event is held in the city limits of Cle Elum and has an occupancy count of over 100 persons**

**Fire and Life Safety Plan ADD #001**

**Cooking ADD #002**

**Cooking during burn ban ADD #002 – \*Must contact Fire Dept directly for burn ban cooking requirements\***

**Tents/Canopy under 400 sq ft**

**Large Tent over 400 sq ft ADD #003**

**Generator**

**Carnival**

**Only Acknowledgement of Requirements**

All setups and operations are subject to field inspection by an inspector.

- **COOKING:** Special Event Permit is required for any open flame or cooking on premises. (Including food trucks)
  - Event organizers shall be responsible for compliance with conditions listed in **ADDENDUM #002** by all cooking vendors.
  - Event organizer(s) shall be responsible for submitting to the Fire Department a list of all cooking vendors and the signed copies of **ADDENDUM #002** (Requirement for cooking), by each cooking vendor.
- **COOKING DURING A BURN BAN:** additional requirements including **ADDENDUM #002**
  - Portable barbeques may only use propane, pellets, or electricity as fuel.
  - Any other fuels would require additional authorization and permitting.
  - Must contact Fire Dept directly for burn ban cooking requirements
- **TENTS:** For larger tents please submit **ADDENDUM #003**
  - Tents and canopies shall have a State Fire Marshal Flame Resistance Rating, and weighted properly for safety for all weather events and hazards.
- **GENERATORS:**
  - Must be placed 10 feet from the building. **Also, must have a minimum 20BC Fire Extinguisher placed nearby.**
- **CARNIVAL AREA:** Provide an additional extinguisher throughout. (within 75' of travel)
  - All rides shall have a 2A-10BC fire extinguisher. NO rides may be within 20 feet of a building.

**GENERAL SETUP: All set ups will generally require ADDENDUM #001**

- Electrical wires or cables, and any gas/water piping on ground located in public areas must be matted, taped or flown.
- If a propane tank is used, a minimum of 10 feet clearance must be kept between a tank and appliance(s).
- Compressed gas cylinders shall always be secured and capped if not being used.
- Other permits may be required for electrical lines or gas lines outside of a building, contact the Building Department.
- Portable extinguisher for combustibles shall be provided along egress path. Minimum 2A:10B:C in addition to Class K (if required), 20B:C for generator use, and 2A:40B:C for LP-gas/propane. Must be certified or bought within one year.
- ALL exits and aisles must be maintained free and clear of any items.
- All venue occupant loads shall be maintained.
- All fire protection systems shall be visible and unobstructed.
- No motor vehicles shall be operated in the event area.
- Event signs, fire lanes signs and occupant load signs shall be displayed and visible before the event is opened to the public.
- ALL decorations, etc. shall be flame retardant.
- A 7-foot overhead clearance must be maintained in all public access areas.
- A 20-foot Fire Lane with a minimum 14-foot overhead clearance must be maintained unobstructed.
- All Booths shall be a minimum of 10 feet away from structures.
- Tables shall be arranged so that the seating edges of adjacent tables are not less than 54 inches apart.
- Rectangular tables arranged to accommodate seating on one side only shall have not less than 36 inches between adjacent table edges.
- Every chair shall be within 20 feet of an aisle.
- Loose Chair seating the space between rows of chairs shall be not less than 33 inches. The space between the back of each seat and front of the seat immediately behind will not be less than 12 inches, Seats shall be arranged so that there shall be not more than six intervening seats between any seat and the nearest aisle.
- AT THE END OF EVENT: At the closing of the event, event organizers shall maintain the perimeter and not allow motor vehicles into the event area until the public is cleared.

\_\_\_\_\_  
SIGNATURE/TITLE

\_\_\_\_\_  
DATE

After receiving this completed application, the Fire Department will review and issue a special events permit. It must be active and on site during the event.

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ADDENDUM #001  
City of Cle Elum Fire Department  
**Fire & Life Safety Plan - Example**

**EVENT NAME**

**Address of Event**

**DATE OF EVENT**

**Point of Contact/Responsible for emergency plans:**

**YOUR NAME AND PHONE**

**BUSINESS/SPONSOR NAME**

**EMAIL ADDRESS**

**Additional Emergency Contact:**

**NAME AND NUMBER**

**Business License UBI number:**

- **In the event of an emergency call 911** report all issues to Kittcom they will page out appropriate resources.
- **Medical emergencies** call 911 stay online until first responders arrive on scene. This will give incoming help updates on patient and scene.
- **Fire events:** stay calm, work through the safety plans.
- **Fire Extinguishers:** **LOCATIONS**
- **Other Fire equipment:** List if available
  - Hydrants or water source – **LOCATION** *Example: are located on Pine and Alpha way. Frost free hydrant with garden hose located by picnic area.*
  - Smoke Alarms – **LOCATIONS**
  - Carbon Monoxide Alarm- **LOCATIONS**
  - Nitrogen/CO2 Alarm System - **LOCATION**
  - Type 1 Hood w/Fire Suppression - **LOCATION**
- **Site Plan: Site plan included in this application**
- **Entrances/Exits** **<insert>** *Example 1: Only 1 main entrance/exit for customers. Another entrance/exit is used by employees and is in the kitchen. Example 2: Alpha way to First or Second street.*
- **Fire Suppression System** **<insert>** *Example 1: when it is activated, it will shut off gas to all appliances as well as the Hood & Intake Fans. It will then release the chemical to put out the fire. Use only class k Extinguishers with cooking grease fires. Pull station **<insert Location>** is in the event of a hood fire. Example 2: Only Extinguishers. Be familiar with **PASS** Pull, Aim Squeeze and Sweep.*
- **The Evacuation Assembly Point (EAP)** **<insert>** *Example 1: EAP is in front of the building on 1<sup>st</sup> St. It is furthest away from structures and is the most viewable point to responders/firefighters. Example 2: away from the buildings in the grass by the back stop on Second Street. This is furthest away from structures and is the most viewable point to responders/firefighters. People will be out of the way of incoming responders and fire hydrants if needed.*
- **Flammables on-site:** **<insert>** *Example 1: flammables are cooking oil and propane. **<Insert location>** Stored in basement in cool/dark environment and away from igniting sources. Example 2: cooking with BBQ during extreme fire weather.*

**For help contact: Fire Chief Mills Contact – 509-656-4062, emills@cleelum.gov**

After receiving this completed application, the Fire Department will review and issue a special events permit. It must be active and on site during the event.

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**ADDENDUM #002**  
**City of Cle Elum Fire Department**  
**COOKING AT SPECIAL EVENTS REQUIREMENTS**

DATES-FROM \_\_\_\_\_ TO: \_\_\_\_\_

COOKING TYPE (FUEL): \_\_\_\_\_

1. Food vendors or food trucks must be state certified or certified through the Cle Elum Fire Department.
2. The Kittitas County Health Department approval must be obtained for cooking on site.

Requirements:

NO cooking under unapproved canopies or in indoor structures. Must be permitted and have permanently affixed labeling of Flame propagation performance testing and certification. A 20-foot clearance must be maintained between the structure or booth. NFPA 701

Cooking devices using propane must have the propane bottle outside the booth and properly secured in an upright position. **Use of propane indoors is PROHIBITED.**

All fittings and hoses used with propane shall be approved for such use by an approved testing laboratory.

Propane shall be limited to the supply on site. **There shall be no remote storage area.**

Propane cylinder size is limited to a 5.76-gallon capacity.

Limit of one propane cylinder per appliance.

Refueling of propane cylinders on site or at other non-approved locations is prohibited.

Portable extinguisher for combustibles shall be provided along egress path. Minimum 2A:10B:C in addition to Class K (if required), 20B:C for generator use, and 2A:40B:C for LP-gas/propane. Must be certified or bought within one year.

Solid fuel cooking appliances, whether or not under a hood, with fireboxes 5 cubic feet (0.14 m<sup>3</sup>) or less in volume shall have a minimum 2.5-gallon (9 L) or two 1.5-gallon (6 L) Class K wet-chemical portable fire extinguishers located in accordance with [Section 906.1](#).

A minimum of three (3) feet clearance must be provided between the public and the cooking device by a barricade.

All cooking devices shall be secure, stable, and level and on a nonflammable surface. Cooking equipment using combustible oils or solids shall have a noncombustible lid immediately available. The lid shall be of sufficient size to cover the cooking well completely.

No Smoking within 25 feet of propane cylinder and No Smoking inside a tent of canopy.

Coals shall be fully extinguished and cold, then placed into a clean noncombustible container for disposal.

All propane connections shall be tested for leakage by performing the manufacturers recommended testing procedures.

Barbeques must be kept in a remote area where there is no public access. The barbeque device must be so isolated that any persons other than the operators may not approach nearer than five (5) feet of the device.

The location of the barbeque device should be in a non-enclosed area, and also be located at least Five (5) feet away from any combustible Material and shall have at least five (5) feet of clear working space completely around the device. There shall be a rigid restricting barrier.

Only adults should be allowed inside the barrier. Absolutely no children under twelve (12) years of age shall be within the barrier.

Solid fuel cooking appliances, whether or not under a hood, with fireboxes 5 cubic feet (0.14 m3) or less in volume shall have a minimum 2.5-gallon (9 L) or two 1.5-gallon (6 L) Class K wet-chemical portable fire extinguishers located in accordance with Section 906.1.

One water type extinguisher of at least 2-1/2-gallon capacity shall be available inside the barrier.

Flammable liquids shall not be used to start charcoal.

At the termination of use, the embers and ashes shall be thoroughly soaked with water.

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE SIGN TWO COPIES. ONE COPY SHALL REMAIN ON SITE AND THE OTHER FOR THE FIRE DEPARTMENT.  
After receiving this completed application, the Fire Department will review and issue a special events permit. It must be active and on site during the event.



**ADDENDUM #003**  
**City of Cle Elum Fire Department**  
**TENT AND CANOPY REQUIREMENTS**

**FOR FIRE DEPARTMENT USE AND APPROVAL**

\_\_\_\_\_ Provide three sets of layouts drawn to scale showing all equipment and items inside the tent

\_\_\_\_\_ Show distance from tent to any structures or property lines on layout.  
10' away if under 1500 sq ft  
30' away if between 1,501 and 15,000 sq. ft.  
50' away if over 15,000 sq. ft

\_\_\_\_\_ **FOR TENTS OVER 1,500 SQ. FEET:** An unobstructed passageway Not less than six feet in width and free from guy wires or other Obstructions shall be maintained on all sides of tents.

\_\_\_\_\_ **EXITING**-Exit width, number of exits, aisles, cables matted or flown Above ground. Show location of equipment or tent lines in relation to Exits

\_\_\_\_\_ No parking within 50 ft. of tent(s) (most restrictive)

\_\_\_\_\_ It is understood that support vehicles (catering trucks, etc.) must be. At least 20' away from tent.

\_\_\_\_\_ **"NO SMOKING"** signs will be installed in tent in a conspicuous place (NO ASH TRAYS)

\_\_\_\_\_ \* No. of "No Smoking" signs required

\_\_\_\_\_ Fire Extinguishers will be provided in all tents and mounted in a Conspicuous place.

\_\_\_\_\_ \* No. of extinguishers required

\_\_\_\_\_ **NO OPEN FLAME WITHIN THE TENT**- Sterno for warming food is allowed with chafing dishes ONLY.

\_\_\_\_\_ Heaters must be approved type and located 10' away from exits. Propane tanks for heaters will be located outside the tent at least 10' away and secured to tent stakes.

\_\_\_\_\_ Membrane structures or tents shall have a permanently affixed label bearing the following information:

1. 1.The identification of size and fabric or material.
2. 2.The names and addresses of the manufacturers of the tent or air-supported structure.
3. 3.A statement that the fabric or material meets the requirements of [Section 3104.2](#).
4. 4.If treated, the date the fabric or material was last treated with flame-retardant solution, the trade name or kind of chemical used in treatment, name of person or firm treating the fabric or material, and name of testing agency and test standard by which the fabric or material was tested.
5. 5.If untreated, a statement that no treatment was applied when the fabric or material met the requirements of [Section 3104.2](#)

\_\_\_\_\_ Occupant Loads: Check on that applies.  
over 49- illuminated exit signs.  
300 or more - emergency egress lighting and battery exit signs.  
1,000 or more - 1 1/2" hose line provided for firefighting.

**SAFETY OFFICER(s)** required if -

\_\_\_\_\_ No. of Fire Safety Officers required for this event?  
(At \$55 per hour, 4 hours minimum per Fire Safety Officer

**CATERER:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

**TENT COMPANY**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

\_\_\_\_\_ Notify Inspector Rob Omans of the Department of Building and Safety  
Of the location, phone number, and dates  
\_\_\_\_\_ A set of approved plans shall be on site and made accessible to the Fire marshal.

**THE ABOVE IS CORRECT AND TRUE TO FORM:**

**DATE:**

(Signature)

After receiving this completed application, the Fire Department will review and issue a special events permit. It must be active and on site during the event.

3/2025