



Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

RECEIVED

APR 24 2017

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KITITITAS COUNTY BOARD OF COUNTY COMMISSIONERS

EVENT APPLICATION

Thank you for your interest in holding a special event in Kittitas County. Please complete and return this application along with any other materials to the Kittitas County Board of Commissioners **at least 60 days** prior to the day upon the event is scheduled. Any misrepresentation in the application materials or deviation from the final agreed upon route and/or method of operation described may result in the immediate revocation of an issued permit. Specifics outlining Event Permits can be viewed at <http://www.co.kittitas.wa.us/boc/countycode/title05.asp>

Event Information

Name of event: Battle of the Tribute Bands

Date(s) of event: Sunday, July 2nd, 2017

Hours of operation: 2PM-10PM

Description of the event: An outdoor concert in the Swiftwater Cellars

Amphitheater with approximately 700-800 guests.

Has this event taken place before? ☒ Yes ☐ No Dates: 7/6/2013, 7/5/2014, 7/4/2015 & 7/2/2016

Estimated attendance: 700-800

How is your event being publicized? Radio, Print, Social Media, Television.

Only posters have been created thus far.

Please attach any flyers, posters, etc. with your application submission.

Contact Information

Name of the organizer/contact person: Colette Graham

Address: PO Box 492, Roslyn, WA 98941

Phone number(s): 509.852.7310

Email address: colette@swiftwatercellars.com

Date of birth of applicant: 11/22/1984

If the application is made on behalf of a partnership, please submit full names with their residence and post office address for a period of six months prior to the date of application together with the location of principal office or place of business of such corporation. _____

Emergency contact name(s) and phone number(s) that can be contacted during the event:

<u>Colette Graham</u>	<u>509.572.5756</u>
Name	Phone Number
<u>Leena Haija</u>	<u>509.378.8814</u>
Name	Phone Number

WRITTEN PERMISSION TO ENTER EVENT SITE

I/We hereby permit law enforcement and/or County officials to enter the site for which the Event Application has been granted at the time of the event and up to five days prior to the event for the purposes of inspecting and enforcement of County Code and other applicable laws, and pursuant to my agreement and representations made in connection with this Event Application.

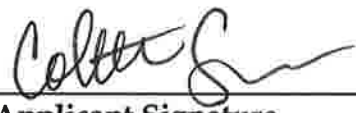
SWORN STATEMENT OF COMPLIANCE

I/We hereby acknowledge that I/We have read Kittitas County Code, have familiarized myself with County requirements. I/We agree that either my designated agent or I/we shall be on site at all times and shall be responsible for the operation of the event and for compliance with all legal requirements in connection with this event.

I/We understand that failure to comply with the rules, regulations and conditions set forth in Code may be deemed a gross misdemeanor and that drug or narcotics violations are crimes under RCW.

Colette Graham
Applicant Name (Print)

Leena Haija
Applicant Name (Print)


Applicant Signature


Applicant Signature



Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

Fire Safety and Protection

If more than 50 people are expected at your event, you must complete a separate application process which can be obtained through the Kittitas County Fire Marshal's office. You may contact the Fire Marshal's office at 509-962-7000.

Will there be a temporary structure erected for the event? ☒ Yes ☐ No

If yes, you must attach a drawing including the dimensions. The structure may require an inspection by County staff prior to the event.

Public Health/Environmental Health

Will there be food served at the event? ☒ Yes ☐ No

If no food will be served at the event then, no permit or application is required.

If yes, is the food and beverage that you intend on preparing and serving at the event exempt from permit requirements <http://www.co.kittitas.wa.us/health/food.asp?>

- If yes, please submit an application for exemption from permit and proof of food handlers training to the Kittitas County Public Health Department (KCPHD).

If yes, and the food or beverage is not considered exempt from permit, then does the person or organization preparing and serving the food have a food service permit, temporary food service permit, or catering permit from KCPHD?

- If yes, please provide a list of foods and beverages that you intend on having prepared and served at the event along with the name and phone number(s) of the permitted person or organization.

If yes, and the person or organization preparing and serving the food does not already have a food service permit.

- Then a temporary food service permit or catering permit will need to be acquired from KCPHD prior to the event.

Please allow at least 2 weeks to complete the food service permitting process.

Are there permanent or fixed bathroom facilities already available at the location of the event?

☒ Yes

☐ No

If yes, please provide an estimated attendance for the event, a detailed map that identifies the name and address of the physical facility that will provide lavatory facilities for the event, quantity of toilette facilities available for each gender, and the distance from the event that patrons must walk.

If no, please provide an estimated attendance for the event, specific information related to the number of portable restrooms that will be provided, the distance from the event that patrons must walk, and a service plan to ensure that sani-cans remain in a sanitary condition. You must include the location of the portable restrooms on a map/ diagram of the event.



Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

Law Enforcement/Security/Emergency Medical Services

Will there be security on site during the event? ☒ Yes No

If yes, please provide a complete list of names and contact information for who will be providing the security.

Will Emergency Medical Services (EMS) be on site during the event? ☒ Yes No

If yes, please provide written verification from the providers.

Will there be music, sound amplification or any other noise impacts? ☒ Yes No

If yes, Kittitas County has a noise ordinance in effect (see County Code for details). If your event is scheduled for outside of the allowed time, you must submit a written letter to the Board of County Commissioners requesting a waiver and it must be included with your application materials.

Will you have traffic control? ☒ Yes No

If yes, please provide documentation on how the traffic control will be addressed.

Will there be off-site parking? ☒ Yes No

If yes, please provide the location and a parking plan.

Will there be shuttle buses provided for attendees? ☒ Yes No

If yes, provide a map of their route.

Will there be alcohol served at the event? ☒ Yes No

If yes, a State permit is required from the WA State Liquor Control Board and must be submitted with your application materials.



Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

Public Roads

Will the event obstruct, interfere or require the closure and free use of any public road, street or right-of-way? Yes ☒ No

If yes, please provide a detailed adequate traffic and detour plans at the time of submission of the application.

Will there need to be road closure or detour signs posted? Yes ☒ No



Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

Garbage/Recycling

Do you have a plan for garbage and recycling? ☒ Yes ☐ No

A written plan for garbage and recycling must be attached to your application materials. For questions or assistance contact the Kittitas County Solid Waste Department at 509-962-7542.

Insurance

Have you obtained a Certificate of Insurance, specifically naming "Kittitas County" as an insured? ☒ Yes ☐ No

A copy of the Certificate of Insurance must be included with your application materials. Kittitas County must be named as an additional insured in the amount of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate coverage.

Penal Bond - Bond of Indemnity

A \$5,000.00 Penal Bond - Bond of Indemnity is required to be deposited with the County Treasurer to save and protect the streets, pavements, bridges, etc. from damage. The deposit or its balance will be returned once the event has been held and the Board of County Commissioners has certified no damage has been done and that the County has not incurred additional expenses

Are you submitting a \$5,000.00 Penal Bond - Bond of Indemnity with your Event Application? ☒ Yes ☐ No

If no, you must request a letter in writing to the Board of County Commissioners requesting a waiver to the Penal Bond - Bond of Indemnity and outline the specific reasons why it should not be required of your event.

County Filings and Registration

Is there a cost to attend the event? ☒ Yes ☐ No

How much are you charging to attend your event? Adult \$30/Child \$20



SWIFTWATER CELLARS

Seating

Seating for this event will be festival style seating. This means that there will be general admission with the venue being a large open area and patrons will have to bring their own seating i.e. chairs or blankets. The "seating" will be filled on a first come first served basis.

Food & Beverage

Swiftwater Cellars will be serving various foods that will be prepared onsite in our cooking facilities as covered under our Kittitas County Public Health Department "General food services food level 3/ Supplemental Catering" Permit. The permit number is FE-16-00160 and is valid through October 31, 2017. All staff that will be handling food will have valid food handler's permits. Beer, wine, and select hard alcohol will be available during the concert. All staff serving alcoholic beverages will have valid MAST permits. Swiftwater Cellars staff and security will be on hand to check IDs for all patrons who will be consuming alcohol and staff will also be roaming the venue looking for any alcohol consumption violations that may occur.

Bathroom Facilities

Currently, the Swiftwater Cellars Amphitheater has 8 fixed restroom units. We will be bringing an additional 7 restrooms and 1 hand washing stations to handle the crowd of approximately 700 people. With a total of 15 restrooms, approximately 7 will be for males and 8 for females. Please see the attached map for the proposed restroom locations that are marked with an X. Patrons will not need to more than 200 feet to reach a restroom from anywhere inside the venue. There will also be 2 restrooms and a hand washing station located at the offsite parking location. M.T.H Septic Service will be providing the portable units for our event. The address for M.T.H Septic Service is 281 Hugh Banks Road, Cle Elum, WA 98922.

Security

Swiftwater Cellars staff will be providing security for the event. We anticipate have 5-10 staff members onsite for security during the event to keep patrons safe and assist in controlling human traffic in an orderly fashion. Leena Haija will be the event manager at the concert. We also plan on having 3-4 security guards onsite for any disturbances and safety concerns. We have hired Phoenix Protective

Corporation (PPC) for the additional security guards. The address for Phoenix Protective Corporation is 1519 E. Nob Hill Boulevard, Yakima, WA 98901. The contact for PPC is Gabe Villanueva, Operations Manager. There will also be an additional 10-15 Swiftwater Cellars staff members onsite handling various functions for the event.

EMS Services

We have an agreement with Fire District 7 and they will provide an onsite team to handle any EMS needs that may arise during the event.

Traffic Control

Parking at the event venue will be extremely limited and all event attendees will be encouraged to park at the offsite parking location. Please see the offsite parking plan below. Handicap access parking spots will be maintained at the event venue for patrons displaying a state certified placard.

Offsite Parking

Event patrons will be instructed to park at the Maintenance Building parking lot and Dawson Park parking lot located on Suncadia Property. Parking attendants will be at the offsite location to direct traffic and maintain safety at the location. Any patrons staying at the Suncadia Lodge can and will be encouraged to park there and take the Suncadia shuttle to the venue.

Shuttle Buses

Shuttle vans will be provided for patrons parking at the Maintenance Building parking lot and Dawson Park parking lot. There will be 2-3 vans shuttling between the venue and offsite parking. Due to the closer proximity of the designated parking areas many of the patrons will likely walk to the venue.

Garbage/Recycling

We have a contract with Waste Management of Ellensburg and they will bring additional dumpsters to our location to handle the increased amount of garbage produced by the event. We will also have the proper recycling receptacles placed next to each garbage can to reduce the amount of trash produced by the event.

Insurance

Swiftwater Cellars current certificate of liability has been included with the Kittitas County event application. The included certificate of liability expires on 7/7/2017. Kittitas County will be receiving a new certificate of liability from the Swiftwater Cellars insurance agent prior to the policy expiration date and Kittitas County will be named as an insured certificate holder.



SWIFTWATER
CELLARS

presents

Battle OF THE BANDS

Sunday, July 2nd

Doors open at 2:00pm

2017

3:00PM

Wasted on the Way

(Crosby Stills Nash & Young)

4:30PM

Jealous Dogs

(Pretenders)

6:00PM

Folsom Prism

(Johnny Cash)

7:30PM

American Fool

(John Cougar Mellencamp)

9:00PM

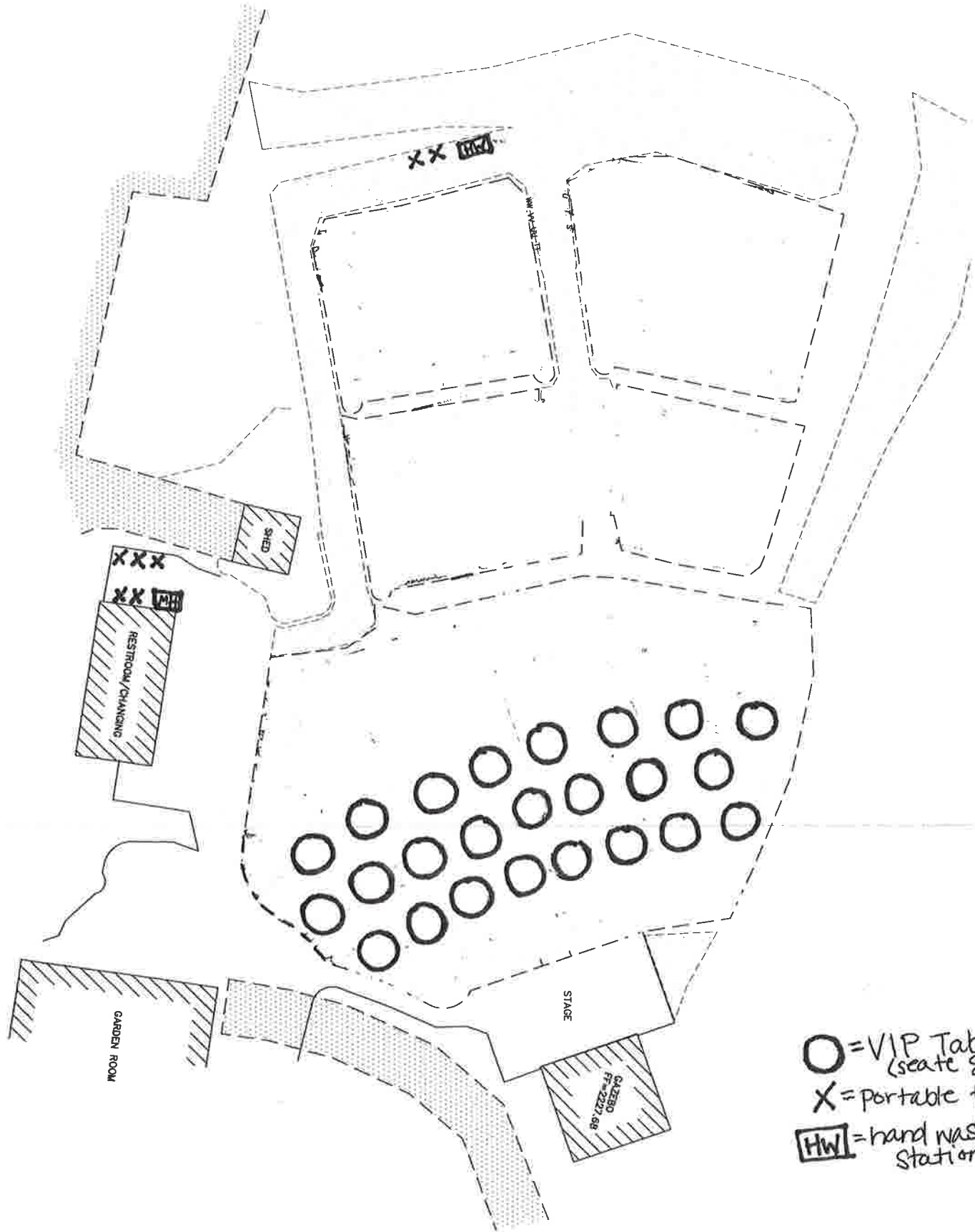
Invisible Touch

(Phil Collins)

tickets

\$30 ADULTS / \$20 KIDS

*Purchase tickets at the Boutique at
Swiftwater Cellars or emailing:
concerts@swiftwatercellars.com*



O = VIP Table
(seate 8 ppl.)
X = portable toile
HW = hand wash
station



To Protect and Promote the Health and the Environment of the People of Kittitas County

FOODSERVICE PERMIT

PERMIT NO. FE-16-00160

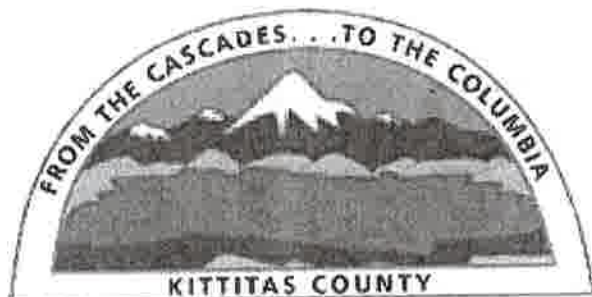
Granted to:
SWIFTWATER CELLARS

This permit is for:
GENERAL FOOD SERVICES FOOD LEVEL 3

Permit can only be used at this location
301 ROPE RIDER DR
CLE ELUM, WA 98922

THIS PERMIT EXPIRES ON:
10/31/2017

This permit is not transferable



PUBLIC HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH
507 N NANUM ST, SUITE 102
ELLENSBURG, WA 98926
(509) 962-7515

	10-18-16
Regulatory Authority	Date
	10-18-16
Health Officer	Date



KITTITAS COUNTY FIRE MARSHAL'S OFFICE

411 N. Ruby St., Suite 2, Ellensburg, WA 98926

Office (509) 962-7657 Fax (509) 962-7682

Fire Marshal "Special Event/Assembly" Permit

Application Date: 3/23/2017		☐ Initial	☐ Renewal	Permit #:
☒ Event Permit (Temporary)		Title of Event: Battle of the Bands		
Dates/Times of Event: 7/2/2017 doors open at 2PM + concert ends at 10PM				
Physical Location of Event: 301 Rope Rider Drive, Cle Elum, WA 98922		☐ Indoors	☒ Outdoors	
Event Coordinator: Colette Graham		Phone #: 509.852.7310	Cell #: 509.572.5756	
Mailing Address: PO Box 492		City: Roslyn	St: WA	Zip: 98941
		Email: colette.d.swiftwatercellars@comcast.net		
☐ Assembly Occupancy (Permanent)		Specific Use of Building:		
Physical Address:		Assessor's Map #:		
Building Tenant:		Phone #:	Cell #:	
Mailing Address		City	St	Zip
		Email:		
Building Owner:		Phone #:	Cell #:	
Mailing Address		City	St	Zip
		Email:		
Hours of Operation: (Only Required for Assembly Occupancy Permits)				
SUN:	MON:	TUE:	WED:	THU:
FRI:	SAT:			
Specific Description of Operation/Event: (Required for both permits)				
Tribute band concert in the outdoor amphitheater at Swiftwater Cellars with approximately 600-700 attendees.				
Food/Beverage?	☒ YES	NO	Alcohol Served?	☒ YES
				NO
Live Entertainment?	☒ YES	NO	Stages? #of	1
Security On Site?	☒ YES	NO	Tents? #of	
Emergency Contact:	Phone #:	After Hours:	Phone #:	
Leena Haija	509.674.6555	9:30pm	509.378.1814	
I hereby state that the above information is correct. I agree to comply with all requirements related to this Event/Assembly Permit. I further agree to, and hereby grant to the Kittitas County Fire Marshal's Office the right to enter onto the premises as described for this permit application, for the purpose of making such inspections and tests as may be required. This permit is valid until renewed, revoked, or expired and is non-transferrable.				
Owner / Authorized Agent				
Signature:		Print Name: Colette Graham		
Title: Executive Assistant		Phone #: 509.852.7310	Date: 3/23/2017	



SWIFCEL-01

CMOORE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/15/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Richland Office PayneWest Insurance, Inc. 390 Bradley Blvd. Richland, WA 99352		CONTACT NAME: PHONE (A/C, No, Ext): (509) 946-6161 FAX (A/C, No): (866) 215-4862 E-MAIL ADDRESS:		
INSURED Swiftwater Cellars, LLC PO Box 492 Roslyn, WA 98941		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Allied World Specialty Insurance Company		
		INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Liquor Liability ☒ WA Stop Gap GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:	X		5115007903	07/07/2016	07/07/2017	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			5116007903	07/07/2016	07/07/2017	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTIONS \$ 0			5117007903	07/07/2016	07/07/2017	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
re: All Events. Kittitas County is added as additional insured

CERTIFICATE HOLDER

CANCELLATION

Kittitas County
205 W 5th Ave
Ellensburg, WA 98926

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2014 ACORD CORPORATION. All rights reserved.

NAMED INSURED: Swiftwater Cellars LLC

POLICY NUMBER: 5115-0079-03

EFFECTIVE DATE: 7/7/2016

AUTOMATIC ADDITIONAL INSURED ENDORSEMENT

THIS ENDORSEMENT CHANGES THE COVERAGE FORM. PLEASE READ IT CAREFULLY.

This endorsement modifies the insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SECTION V – WHO IS AN INSURED is amended to include as an insured any person or organization but only with respect to the following:

- a. Liability for "bodily injury", "property damage", or "personal and advertising injury" resulting from, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
 - 1. in the performance of your ongoing operations;
 - 2. in connection with premises owned by or rented to you; or
 - 3. resulting from the ownership, maintenance, or use of premises leased to you and subject to the following additional exclusions:
 - (a) any "occurrence" which takes place after you cease to be a tenant at that premises.
 - (b) structural alterations, new construction or demolition operations performed by or on behalf of the person or organization you have leased from.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.



Kittitas County Solid Waste Programs

925 Industrial Way, Ellensburg, WA 98926

Telephone: (509) 962-7542

Fax: (509) 962-7087

April 28, 2017

Kittitas County Board of Commissioners
205 W 5th Ave Suite 103
Ellensburg, WA 98926

Subject: Special Event Application

Dear Board of County Commissioners,

Kittitas County Solid Waste has reviewed the Special Event application for the Battle of the Tribute Bands venue organized by Swiftwater Cellars. The event staff has a recycling and garbage plan that meets our satisfaction.

Please contact me at [509] 962-7577 if you have any questions.

Thank you,

Clinton Van de Venter

Clinton Van de Venter
Household & Hazardous Waste Supervisor
Kittitas County Solid Waste



Memo

To: Kittitas County Board of County Commissioners

From: Kittitas County Public Health Department, Holly Myers, Environmental Health Supervisor

Date: May 30, 2017

RE: Battle of the Tribute Bands

If the information stated in the application by the organization for the “Battle of the Tribute Bands” event is true, accurate, and there is stewardship in following through with such statements then the applicant, Colette Graham, has at this time met all the requirements of the Kittitas County Public Health Department including:

- Food Safety and Services operating under Permit No. Fe-16-00160 by Swiftwater Cellars.
- Bathroom Facilities

Please feel free to contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in dark ink that reads 'Holly Myers' in a cursive script.

Holly Myers, Environmental Health Supervisor

CC: Kittitas County Board of Commissioners
Julie Kjorsvik, Kittitas County Board of Commissioners Clerk
Mandy Buchholz, Kittitas County Board of Commissioners Deputy Clerk

Mandy Buchholz

From: Judy Pless
Sent: Wednesday, May 31, 2017 4:00 PM
To: Mandy Buchholz
Subject: RE: 3 Special Event Applications from Swiftwater Cellars for Review

Mandy

Swiftwater Cellars is currently registered online for reporting Admissions Tax. They do not report by event, but I would remind them this event would be eligible for the collection of admissions tax.

Judy Pless
Budget & Finance Manager
Kittitas County Auditor's Office
Accounting Department
509-962-7502
509-962-7687 fax

From: Mandy Buchholz
Sent: Wednesday, April 26, 2017 2:04 PM
To: Gene Dana; Mark Cook; Lucas Huck; Chuck Reed; Jim Van De Venter; Josh Hink; Clinton Van De Venter; Patti Johnson; Holly Myers; Robin Read; Clayton Myers
Cc: Judy Pless; Brett Wachsmith; Laura Osiadacz; Obie OBrien; Paul Jewell
Subject: 3 Special Event Applications from Swiftwater Cellars for Review
Importance: High

Good Afternoon,

Our office received the attached Special Event Applications from Swiftwater Cellars to host: Battle of the Tribute Bands July 2nd 2017 / Super Diamond Neal Diamond Tribute August 18th, 2017 / Kings of Country September 8th, 2017.

I plan to place this request on the June 6, 2017 Agenda for the Boards consideration.

Please submit your departments recommendations to me no later than May 31, 2017.

If there are still outstanding issues, please indicate those in writing as well. For specific questions/concerns regarding the event **I would ask that you contact the applicant directly.**

Judy please advise of the applicant's reporting status.

Thank you all, have a great rest of your week!

Mandy Buchholz, CMC

Deputy Clerk of the Board II | Kittitas County Commissioners Office
205 West Fifth Street Suite #108
Ellensburg, WA 98926
509-962-7508 (Office)
509-962-7679 (Fax)
<http://www.co.kittitas.wa.us/>



KITTITAS COUNTY FIRE MARSHAL'S OFFICE

411 N. Ruby St., Suite 2, Ellensburg, WA 98926

Office (509) 962-7657 Fax (509) 962-7682

April 27, 2017

Board of County Commissioners
205 W. 5th Street
Ellensburg, WA 98926

Re: Swiftwater Cellars Concert Series

To Whom it May Concern:

In regard to the above mentioned projects, I have the following comments:

- An event permit is required from the Fire Marshal's Office for this event schedule. The appropriate fee and permit application has been received by this office.
- The seating is fixed seating arrangement, as is the stage. The egress points were discussed during the inspection last year, however to reiterate, there shall be two egress access points in the fencing, with a minimum opening of 6 feet.
- During my conversation with the applicant, they indicated that there were to be five events held this year.

The intent of the IFC is to provide a reasonable level of life safety and property protection from the hazards of fire, explosion or dangerous conditions. If you have further comments or questions, please do not hesitate to contact me at 509-962-7000.

Sincerely,

Josh Hink
Kittitas County Fire Marshal



KITTITAS COUNTY

DEPARTMENT OF PUBLIC WORKS

Mark Cook, PE Director

MEMORANDUM

TO: Kittitas County Board of County Commissioners

FROM: Luke Huck P.E. County Engineer 

DATE: May 19, 2017

SUBJECT: Swiftwater Cellars Special Event Applications

After review of the special event applications submitted by Swiftwater Cellars to host: Battle of the Tribute Bands July 2nd 2017 / Super Diamond Neal Diamond Tribute August 18th, 2017 / Kings of Country September 8th, 2017. Kittitas County Public Works recommends approval as it is indicated in the application that event parking, and traffic control will take place within Suncadia. The proposal suggests the use of offsite parking areas and the use of shuttles to the venue so no impacts are anticipated to public roads.

Please feel free to contact Kittitas County Public Works with any additional questions you may have at 509-962-7523.

Mandy Buchholz

From: no-reply_ServiceRequests@co.kittitas.wa.us
Sent: Tuesday, May 16, 2017 9:44 AM
To: Mandy Buchholz
Subject: Prosecutor Service Request | 38458 | Special Event Applications-Swiftwater Cellars-Battle of the Tribute, Kings of Country, Neal Diamond Tribute

Mandy Buchholz,

We have made an update to your service request.

A copy is displayed below. As we continue to work on your request you will receive additional notifications.

Please review the issue fields as they may contain a request for something necessary to continue working on the request.

Note: This email was sent from an unmonitored account. Please do not reply to this email. To respond, please update your service request on CAMAS using the link below.

Request #38458 - Special Event Applications-Swiftwater Cellars-Battle of the Tribute, Kings of Country, Neal Diamond Tribute

Initial request:

Good Afternoon, Our office received the attached Special Event Applications from Swiftwater Cellars to host: Battle of the Tribute Bands July 2nd 2017 / Super Diamond Neal Diamond Tribute August 18th, 2017 / Kings of Country September 8th, 2017. I plan to place this request on the June 6, 2017 Agenda for the Boards consideration. Please submit your departments recommendations to me no later than May 31, 2017. If there are still outstanding issues, please indicate those in writing as well. For specific questions/concerns regarding the event I would ask that you contact the applicant directly. Judy please advise of the applicant's reporting status. Thank you - have a great rest of your week! More will be uploaded since this won't allow but ONE at a time.

Latest update:

I recommend approval for Battle of the Tribute Bands. However, approval of the Super Diamond and Kings of Country events is conditional upon receipt of corrected/updated certificates of insurance with correct dates.

Christopher Horner 5/16/2017 9:44:28 AM

Status:

Open

Assigned to:

Christopher Horner

Priority:

Soon

Due date:

5/26/2017 1:00:00 PM

[Update or cancel your request](#)

Mandy Buchholz

From: Colette Graham <colette@SWIFTWATERCELLARS.COM>
Sent: Monday, May 15, 2017 3:18 PM
To: Christopher Horner; Mandy Buchholz
Cc: Rebecca Schoos
Subject: RE: Kittitas County Cert

Thank you Chris! Have a great day!

Colette Graham | Swiftwater Cellars
301 Rope Rider Drive, Cle Elum, WA 98922
P: 509-852-7310 C: 509-572-5756
colette@swiftwatercellars.com

From: Christopher Horner [<mailto:christopher.horner@co.kittitas.wa.us>]
Sent: Monday, May 15, 2017 3:14 PM
To: Colette Graham <colette@SWIFTWATERCELLARS.COM>; Mandy Buchholz <Mandy.Buchholz@co.kittitas.wa.us>
Cc: Rebecca Schoos <rebecca.schoos@co.kittitas.wa.us>
Subject: RE: Kittitas County Cert

I will recommend approval of your insurance certificates, conditioned upon receiving new certificates as described in your email.

Thanks!

Chris Horner
Deputy Prosecuting Attorney
Kittitas County

From: Colette Graham [<mailto:colette@SWIFTWATERCELLARS.COM>]
Sent: Monday, May 15, 2017 2:19 PM
To: Christopher Horner; Mandy Buchholz
Cc: Rebecca Schoos
Subject: RE: Kittitas County Cert

Hello Chris,

The updated certificate will not be issued until after our first concert on 7/2/17. The current certificate is valid through 7/7/17 and usually the new coverage is bound that day or the day before. There will be an updated certificate issued before the second concert on 8/18/17. The concert dates and new certificates have fallen this way for at least the past 3 years while I have been filing the paperwork so please let me know if you have any other questions.

Thank you,

Colette Graham | Swiftwater Cellars
301 Rope Rider Drive, Cle Elum, WA 98922

P: 509-852-7310 C: 509-572-5756

colette@swiftwatercellars.com

From: Christopher Horner [<mailto:christopher.horner@co.kittitas.wa.us>]

Sent: Monday, May 15, 2017 1:50 PM

To: Colette Graham <colette@SWIFTWATERCELLARS.COM>; Mandy Buchholz <Mandy.Buchholz@co.kittitas.wa.us>

Cc: Rebecca Schoos <rebecca.schoos@co.kittitas.wa.us>

Subject: RE: Kittitas County Cert

Let me know when the updated certificate is ready, and I'll review it.

Thanks!

Chris Horner
Deputy Prosecuting Attorney
Kittitas County

From: Colette Graham [<mailto:colette@SWIFTWATERCELLARS.COM>]

Sent: Monday, May 15, 2017 1:11 PM

To: Mandy Buchholz

Cc: Christopher Horner

Subject: RE: Kittitas County Cert

Yes, they cannot issue a new certificate with the updated expiration date until coverage is bound.

Thanks,

Colette Graham | Swiftwater Cellars
301 Rope Rider Drive, Cle Elum, WA 98922
P: 509-852-7310 C: 509-572-5756
colette@swiftwatercellars.com

From: Mandy Buchholz [<mailto:Mandy.Buchholz@co.kittitas.wa.us>]

Sent: Monday, May 15, 2017 1:10 PM

To: Colette Graham <colette@SWIFTWATERCELLARS.COM>

Cc: Christopher Horner <christopher.horner@co.kittitas.wa.us>

Subject: RE: Kittitas County Cert

Thanks,

That helps with the Endorsement issue. I assume the issue about it expiring on 7/2017 will be fixed closer to the certificate expiring.?

Let me know, thanks!

Mandy Buchholz, CMC
Deputy Clerk of the Board II

From: Colette Graham [<mailto:colette@SWIFTWATERCELLARS.COM>]
Sent: Monday, May 15, 2017 12:48 PM
To: Mandy Buchholz
Subject: FW: Kittitas County Cert

Here is a copy of the certificate that our insurance agent sent directly to Chris Horner's office. Please let me know if you need anything else.

Thank you,

Colette Graham | Swiftwater Cellars
301 Rope Rider Drive, Cle Elum, WA 98922
P: 509-852-7310 C: 509-572-5756
colette@swiftwatercellars.com

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GENE DANA, SHERIFF
KITTITAS COUNTY SHERIFF'S OFFICE

307 W. Umptanum Rd ♦ Ellensburg, WA 98926
(509) 962-7525 ♦ (509) 674-2584
FAX (509) 962-7599

April 27, 2017

APR 28 2017

Kittitas County Board of County Commissioners
205 West 5th Ave., Suite 108
Ellensburg, WA 98926

Re: Special Event Applications – Swiftwater Cellars

Dear Board of County Commissioners,

The Sheriff's Office recommends approval of the three (3) Special Event applications from Swiftwater Cellars for the Battle of the Tribute Bands on July 2nd, Super Diamond Neal Diamond Tribute on August 18th and Kings of Country on September 8, 2017.

Based upon past history and the plan submitted, I have no law enforcement concerns and recommend approval for this event application.

Sincerely,

A handwritten signature in black ink, appearing to be "Gene Dana".

Gene Dana,
Sheriff