



APPLICATION FOR
SPECIAL EVENT

MILLWOOD CITY HALL
9103 E. FREDERICK AVE
MILLWOOD, WA 99206
(509) 924-0960
PLANNING@MILLWOODWA.US

A SPECIAL EVENT PERMIT IS REQUIRED FOR ANY PARADE, RUN, STREET DANCE, DEMONSTRATION OR EXHIBITION ON PUBLIC PROPERTY. "SPECIAL EVENT" SHALL NOT MEAN ANY WEDDING OR FUNERAL PROCESSION, ANY EVENT SOLELY INVOLVING A GROUP REQUIRED BY LAW TO BE SO ASSEMBLED, A PEDESTRIAN PROCESSION ALONG A ROUTE THAT IS RESTRICTED TO SIDEWALKS AND CROSSING STREETS USING ONLY A PEDESTRIAN CROSSWALKS IN ACCORDANCE WITH TRAFFIC REGULATIONS AND CONTROLS, ANY ACTIVITY OR EVEN SPONSORED OR HOSTED BY THE CITY, OR ANY ACTIVITY OR EVENT DEEMED BY THE CITY'S APPOINTED DESIGNEE TO NOT REQUIRE A SPECIAL EVENT PERMIT

FILE NO:

APPLICANT NAME: Millwood Community Assoc.		ORGANIZATION/EVENT: Millwood Daze	
ADDRESS: 8903 E Liberty	CITY Millwood	STATE WA	ZIP 99212
PHONE: 509-891-9173 or 509-939-1083		EMAIL: info@millwoodnow.org (alt: youngps2@comcast.net)	
TYPE OF EVENT: <input type="checkbox"/> PARADE <input type="checkbox"/> RUN <input type="checkbox"/> DEMONSTRATION <input type="checkbox"/> EXHIBITION <input checked="" type="checkbox"/> OTHER <u>Festival</u>			
LOCATION (STARTING POINT, ROUTE, ASSEMBLY AREAS, ACCESS TO PUBLIC PROPERTY): Dalton Ave from Argonne Rd west to Dale Rd;			
DESCRIPTION OF EVENT: Annual Millwood Celebration with car show, pancake breakfast, Fun Run, Valve Cover Races, Street booth free family activities			
DATE/TIME OF EVENT: Sat Aug 22, 2026 setup 7AM takedown starts at 3PM		NUMBER OF PARTICIPANTS EXPECTED: vendors - 10-25 booths; 50-100 cars; 200 runners 300-500 visitors (over 4 hour period)	

REQUIRED ATTACHMENTS:

- SITE PLAN
- RESTROOM ACCESS AGREEMENT
- SECURITY & EMERGENCY MEDICAL PLAN
- CLEAN UP PLAN
- REQUIRED PERMITS FROM OUTSIDE AGENCIES

APPLICANT SIGNATURE: Sharon Young DATE: 3/19/2026

APPLICATION APPROVED WITH THE FOLLOWING CONDITIONS:

APPROVED BY: _____ DATE: _____



SPECIAL EVENT PERMITS

APPLICATION FEE: AN APPLICATION FEE OF \$100.00 SHALL BE SUBMITTED WITH THE APPLICATION UNLESS WAIVED. THE FEE MAY BE WAIVED FOR CONSTITUTIONALLY PROTECTED EVENTS, FOR APPLICATIONS BY GOVERNMENTAL UNITS, OR FOR NONPROFIT ORGANIZATIONS WHERE THE EVENT IS OPEN TO THE PUBLIC AT NO COST AND ALL PROCEEDS FROM THE SPECIAL EVENT ARE RECEIVED BY SUCH NONPROFIT ORGANIZATION. ALL FEE WAIVER REQUESTS MUST BE SUBMITTED IN WRITING TO THE CITY CLERK AT LEAST 90 DAYS BEFORE THE DATE OF THE SPECIAL EVENT.

TRAFFIC CONTROL PLAN: THE APPLICANT SHALL SUBMIT A TRAFFIC CONTROL PLAN WHICH MAY BE AMENDED BY THE PUBLIC WORKS DEPARTMENT TO PROTECT THE HEALTH, SAFETY AND GENERAL WELFARE OF THE PUBLIC. ALL REQUIRED TRAFFIC CONTROL SHALL BE ARRANGED BY THE APPLICANT AND SHALL BE AT THE EXPENSE OF THE APPLICANT.

INSURANCE: THE APPLICANT SHALL PROVIDE THE CITY A COPY OF DOCUMENTATION OF CURRENT GENERAL LIABILITY INSURANCE WITH A COMBINATION SINGLE LIMIT OF ONE MILLION DOLLARS (\$1,000,000) PER OCCURRENCE. DEPENDING UPON THE NATURE OF THE SPECIAL EVENT AND ITS APPARENT RISK TO THE PUBLIC, THE CLERK, UPON ADVICE OF THE CITY'S LEGAL COUNSEL, MAY INCREASE THE REQUIRED LIABILITY LIMITS. THE APPLICANT SHALL AGREE AND PROVIDE EVIDENCE OF ITS ABILITY TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE CITY, ITS APPOINTED AND ELECTED OFFICERS AND EMPLOYEES FROM AND AGAINST ALL LOSS OR EXPENSE, INCLUDING BUT NOT LIMITED TO JUDGMENTS, SETTLEMENTS, ATTORNEY'S FEE AND COSTS BY REASON OF ANY AND ALL CLAIMS AND DEMANDS UPON THE CITY, ITS APPOINTED AND ELECTED OFFICIALS OR EMPLOYEES FOR DAMAGES BECAUSE OF PERSONAL OR BODILY INJURY, INCLUDING DEATH AT ANY TIME THERE FROM, SUSTAINED BY ANY PERSON OR PERSONS AND ON ACCOUNT OF DAMAGE TO PROPERTY OR LOSS THERE FROM, ARISING OUT OF ANY ACTIVITY UNDER OR IN CONNECTION WITH THE SPECIAL EVENT, EXCEPT ONLY SUCH INJURY AS SHALL HAVE BEEN OCCASIONED BY THE SOLE NEGLIGENCE OF THE CITY OR ITS APPOINTED OR ELECTED OFFICERS OR EMPLOYEES. THE CITY SHALL BE NAMED AS AN ADDITIONAL INSURED UNDER THE APPLICANT'S COMMERCIAL GENERAL LIABILITY INSURANCE POLICY USING ISO ADDITIONAL INSURED-STATE OR POLITICAL SUBDIVISION-PERMITS OR AUTHORIZATIONS CG 20 12 OR A SUBSTITUTE ENDORSEMENT PROVIDING AT LEAST AS BROAD COVERAGE.

PERFORMANCE BOND: A PERFORMANCE BOND OR DEPOSIT IN THE AMOUNT OF \$1,000.00 IS REQUIRED TO GUARANTEE COSTS OF CLEAN UP OR RESTORATION OF CITY FACILITIES. DEPENDING UPON THE NATURE OF THE SPECIAL EVENT, ITS ESTIMATED COST FOR CLEAN UP OR OTHER POTENTIAL EXPENSES, THE CLERK MAY INCREASE THE REQUIRED BOND OR DEPOSIT AMOUNT,

PERMIT REVOCATION OR SUSPENSION: A SPECIAL EVENT PERMIT ISSUED UNDER THIS CHAPTER IS TEMPORARY, VESTS NO PERMANENT RIGHTS IN THE APPLICANT, AND MAY BE IMMEDIATELY REVOKED OR SUSPENDED BY THE CITY IF:

- THE APPLICANT MAKES A MISSTATEMENT OF MATERIAL FACT ON THE APPLICATION OR IN REQUIRED OR SUPPORTING DOCUMENTATION
- THE APPLICANT FAILS TO FULFILL A TERM OR CONDITION OF THE PERMIT
- THE FORM OF PAYMENT SUBMITTED BY THE APPLICANT FOR ANY FEE OR DEPOSIT IS DISHONORED OR THE APPLICANT OTHERWISE FAILS TO PREPAY ANY FEE, DEPOSIT, OR EXPENSE.
- THE ACTIVITY ENDANGERS OR THREATENS PERSONS ON PROPERTY, OR OTHERWISE JEOPARDIZES THE HEALTH, SAFETY OR WELFARE OF PERSONS OR PROPERTY
- THE ACTIVITY CONDUCTED IS IN VIOLATION OF ANY OF THE TERMS OR CONDITIONS OF THE SPECIAL EVENT PERMIT
- AN EMERGENCY OR OCCURRENCE REQUIRES THE CANCELLATION OR TERMINATION OF THE EVENT IN ORDER TO PROTECT THE PUBLIC HEALTH, SAFETY, OR WELFARE.



Special Event Application – City of Millwood

Millwood Daze – 2026 Event Overview

Millwood Daze was first launched in the summer of 2009 as a way to support local businesses impacted by a major Argonne Road construction project. What began as a simple invitation for surrounding neighborhoods to rediscover Millwood’s historic downtown quickly grew into a beloved annual tradition. Since its debut on August 29, 2009, Millwood Daze has become a signature community celebration—bringing together local businesses, families, and neighbors to honor the unique character and charm of Millwood.

Over the years, the event has featured a variety of activities designed to foster connection, wellness, and community pride. Past offerings have included a pancake breakfast, a 5K Fitness Run, free street-booth activities hosted by local businesses and organizations, and a community movie night. Each element has been crafted to encourage engagement, highlight local partners, and strengthen the bonds that make Millwood feel like home.

In 2026, Millwood Daze will also join communities across the nation in commemorating **America250**, the 250th anniversary of the United States. This milestone offers a meaningful opportunity to celebrate our shared history, honor the diverse stories that shape our community, and reflect on Millwood’s own contributions to the American story. Special activities and displays will highlight themes of heritage, civic pride, and the enduring spirit of local community.

With another Argonne Road construction project scheduled for this year, Millwood Daze carries renewed significance. By bringing people together in celebration—of our town, our neighbors, and our nation’s milestone anniversary—this event continues to strengthen community resilience and support the vitality of Millwood’s historic downtown.

Site Plan: Dalton Ave. West of Argonne Rd to Dale Lane

Access to Dalton Ave would be from surrounding streets such as Liberty and Empire. The car show/ street fair and Fun run start/finish line are located on Dalton Ave under the trees. Valve Cover Races will be in the parking area behind Bottles. Street booths will be located on the grassy median and the car show will be on the paved street both sides of the median on Dalton. The pancake breakfast is anticipated to be at the Millwood Community Center at 3223 N Marguerite Ave, Millwood. Each booth participant will provide their own set-up of tables, tent (if needed) and chair. Vehicles may be used to deliver equipment/products, but will be parked off Dalton Ave during the event. Set up is typically from 7:30AM to 8:30AM. Takedown begins at 3PM with the goal to have the street cleared by 4PM.

Restroom Access Agreement

The Millwood Community Center and Millwood Community Presbyterian Church will have restrooms open and available for participants. In addition, local businesses, such as The Corner Door, The Rocket, and The Masonic Lodge will have restrooms open.

Security and Emergency Medical Plan

Primary response for a medical emergency or other incident will be to call 911. Fortunately there is a fire station across Argonne on Frederick Ave next to city hall however there is no guarantee the station will be manned at any given time.

General rules when confronted by an emergency:

- Remain calm – contact 911
- Assess the issue: serious accident, suspect package or container, fire, firearm discharged – or anything that threatens life, property or puts the environment at risk.
- Cooperate with emergency personnel
- Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and personnel
- Evacuate the market area if needed

Clean Up Plan

Trash receptacles will be readily available throughout the location. Organizers will police the area and pick up any garbage or waste on Dalton Ave upon closing of the event.

Primary response for questions:

Millwood Daze General Organizers: The Corner Door / Greg Mott (509) 921-9253 Vikkie Naccarato / Millwood History Enthusiasts (509) 991-0927 or Shirene Young, Millwood Community Assoc. board member (509) 939-1083

Car Show: The Male Room / Jillian (509) 389-6484

Valve Cover Races: Bottles / Mara (509) 443-4027

Fun Run: WVHS Cross Country Team – Mark Esvelt / Shirene (509) 939-1083

Fee Waiver Request

The Millwood Community Association requests the special event permit fee be waived on the following basis:

- Millwood Community Association is a 501(c)(3) non-profit corporation dedicated to the enhancement of life for citizens and businesses in the City of Millwood
- The Millwood Daze event is intended as a celebration for the city residents and businesses and is open to the public and provides education and cultural activities at no cost to the public
- All proceeds from vendor booth fees are used by the Millwood Community Association to promote the event, increase awareness of Millwood businesses and neighborhoods, and promote our mission of enhancing our community of Millwood.

The City Council is requested to waive the fee for a special event permit the Millwood Community Association d/b/a as Millwood Daze. In accordance with Millwood Municipal Code 12.10.080, the Millwood Daze event is of sufficient public benefit to warrant expenditure of City funds without reimbursement by the applicant and will not result in private financial gain of any individual or for-profit entity

This request for waiver is filed more than 90 days before the date of the event, as stated in Millwood Municipal Code 12.10.090

The individuals and our organization agree to abide by the management plan contained in the application.



Traffic Control Plan – 2026 Millwood Daze

The request for the 2026 Millwood Daze event is to close Dalton Ave west of Argonne Rd. to Dale Lane.

Dalton Ave. would be closed at Argonne Rd.; Hutchinson Rd; Marguerite Ave and alley ways using temporary barriers at those intersections beginning at 7AM. Sidewalks would not be closed or impeded.

Dalton Ave. would be re-opened at Argonne Rd. to the alley at 3PM and barriers moved from Argonne Rd intersection to the beginning of the street tree median (west of the alley) until the street fair was fully disassembled, by 4PM. At that time, Dalton Ave would be fully re-opened.

During the event, access to Dalton Ave. is via walking. Parking for the event would be on side streets, such as Hutchinson or Marguerite, Millwood Presbyterian parking lot, Millwood Community center parking area, Dalton Ave. west of Marguerite, and other surrounding streets. Walking to the event by the community will be encouraged.

Primary response for questions:

Millwood Daze General Organizers: The Corner Door / Greg Mott (509) 921-9253 Vikkie Naccarato / Millwood History Enthusiasts (509) 991-0927 or Shirene Young, Millwood Community Assoc. board member (509) 939-1083

Car Show: The Male Room / Jillian (509) 389-6484

Valve Cover Races: Bottles / Mara (509) 443-4027

The individuals and our organization agree to abide by the management plan contained in the application.

RESTROOM USE AGREEMENT for 2026 EVENTS

The following property/business owner, known as Millwood Community Presbyterian Church, hereby agrees to use/provide restrooms for employees and/or customer use for Public Events organized with Millwood Community Association such as Millwood Daze. This restroom must be accessible for employee/customer use during these event hours. Scheduled events (as currently known) include:

Restroom location/Facility name: Millwood Comm Presbyterian Church

Millwood Daze on Saturday, Aug 22, 2026

Hours the restroom is available for use: 7AM – 4PM.

Hours the event is in operation at this location: 9AM – 4PM (including set up and take down).

This agreement is valid for the 2026 events. If this agreement is terminated prior to the event, the event must secure another Restroom Usage Agreement.

Signed by: Operator Allowing Restroom Use (Print): Millwood Community Presbyterian Church

By: See attached email

Signature of Event Organizer(Print): Millwood Community Association

By: Shirene Young, Board Member

Shirene Young

RESTROOM USE AGREEMENT for 2026 EVENTS

The following property/business owner, known as The Corner Door Cafe, hereby agrees to allow use of restrooms for public use during events in participation with Millwood Community Association activities. This restroom must be accessible for event participants and "public use" during event hours. Scheduled events (as currently known) include:

Restroom location/Facility name: The Corner Door Cafe

Millwood Daze on Saturday, Aug 22, 2026

Hours the restroom is available for use: 7AM – 4PM

Hours the event is in operation at this location: 9AM – 4PM (including set up and take down).

WinterFest on Friday, Dec 4, 2026

Hours the restroom is available for use: 2PM – 8PM

Hours the event is in operation at this location: 2PM – 8PM (including set up and take down).

This agreement is valid for the 2026 events. If this agreement is terminated prior to the event, the event must secure another Restroom Usage Agreement.

Signed by: Operator Allowing Restroom Use (Print): The Corner Door

By: Gregory A. Matt

Signature of Event Organizer(Print): Millwood Community Association

By: Shirene Young, Board Member
Shirene Young

RESTROOM USE AGREEMENT for 2026 EVENTS

The following property/business owner, known as The Masonic Lodge, hereby agrees to allow use of restrooms for public use during events in participation with Millwood Community Association activities. This restroom must be accessible for event participants and "public use" during event hours. Scheduled events (as currently known) include:

Restroom location/Facility name: The Masonic Lodge

Millwood Daze on Saturday, Aug 22, 2026

Hours the restroom is available for use: 7AM – 4PM

Hours the event is in operation at this location: 9AM – 4PM (including set up and take down).

WinterFest on Friday, Dec 4, 2026

Hours the restroom is available for use: 2PM – 8PM

Hours the event is in operation at this location: 2PM – 8PM (including set up and take down).

This agreement is valid for the 2026 events. If this agreement is terminated prior to the event, the event must secure another Restroom Usage Agreement.

Signed by: Operator Allowing Restroom Use (Print): The Masonic Lodge

By: [Signature] Cobe Thompson President MBA

Signature of Event Organizer(Print): Millwood Community Association

By: Shirene Young, Board Member

youngps2@comcast.net

From: Matt Royston <matt@millwoodpc.org>
Sent: Wednesday, March 25, 2026 11:57 AM
To: youngps2@comcast.net
Subject: Re: Millwood Daze - Aug 22, 2026

Hi Shirene,

We have the Community Center reserved for this along with the restrooms. We are grateful to be a part of this. I'm guessing we will be interested in doing something like the marketplace but with some turnover that we've had, we'll need to solicit some new leaders. I'm guessing we will be good though.

Thanks for letting us be a part of this!

Pastor Matt Royston
(509) 924-2350



Millwood Community
PRESBYTERIAN CHURCH