



City of Tenino

Special Events/Parades

149 Hodgden St. South – P O Box 4019
Tenino, WA 98589
(360) 264-2368
www.ci.tenino.wa.us

SPECIAL EVENTS/PARADE CONTRACT

I have applied for use as legal representative of Tenino Farmers Market
(name of organization/group)

I hereby certify, on behalf of my organization, that we understand and agree:

- The User shall procure and maintain for the duration of the agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the premises. The User shall provide a certificate of insurance to the City of Tenino evidencing general liability insurance covering premises, products-completed operations and contractual liability. The City of Tenino shall be named as insured on the Users General Liability insurance policy. The General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence. The insurance policy shall contain, or be endorsed to contain that the User's insurance coverage shall be primary insurance as respect to the City of Tenino. Any insurance, self-insurance, or insurance pool coverage maintained by the City of Tenino shall be excess of the User's insurance and shall not contribute with it. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII. This certificate evidencing required insurance shall be provided before using City of Tenino facilities.
- To defend, indemnify and hold harmless the City of Tenino, their officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of premises or from any activity, or thing done, permitted, or suffered by User in or about the premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Tenino.
- That permission to use the facilities granted may be revoked or canceled at any time by the City of Tenino and our association will have no claim or right to damages reimbursement for any loss, damage, or expense resulting for revocation or cancellation.
- All parties acknowledge and agree that the City of Tenino reserves the right to revoke this Special Events/Parade Contact for a group/organization at any time.

I have read and understand all conditions, rules, and regulations specified in the Special Events/Parade contract. I am authorized to sign on behalf of the group listed above.

Name (please print) Sherry Ritter Backmann

Address PO Box 554

City Tenino Zip 98589 Phone 360 789 6659

Signature Sherry Ritter Backmann Date 12-18-18

City Approval _____ Date _____



City of Tenino
Special Events/Parade Application

149 Hodgden St. South – P O Box 4019
Tenino, WA 98589
(360) 264-2368
www.ci.tenino.wa.us

Organization: Tenino Farmers Market

Contact Person: Sherry Ritter Bachmann

Address: PO Box 554
Tenino, WA 98589

Telephone: (360) 789-6659 Fax: () -

Email: sbache@scattercreek.com

1. Purpose of the special event/parade is Saturday Farmers Market
May through September
2. Description of organizing group Non-Profit Tenino Farmers Market
3. Date(s) and time(s) of special event/parade Saturdays 8am-4pm
May through Sept 2019
4. There will be an estimated 200 persons, animals, floats and motor vehicles participating or engaging in the special event/parade.
5. Place, area, route or location, as applicable to the special event/parade (please attach a map or describe) Olympia Street South from Sussex to
Central Ave
6. What portion of the sidewalks and streets indicated will be occupied by the special event/parade
7. Are any temporary structures going to be erected? Yes/ No (circle one) If yes, you must attach plans indicating clearly: a) the type of construction, b) seating arrangements, c) aisle arrangements, d) structural details and calculations of the seats and supports and e) location of all exits. pop up tents

8. Is any open flame going to be used within the structure? Yes No (circle one). If yes, what precautions are to be taken to render it safe? _____

9. What provisions have been made for sanitary facilities for persons using the premises?
Fire Station
10. You will deposit with the City Clerk at the time of application a refundable surety or cash bond of \$500.00. (see letter)
11. You will furnish evidence to the City Clerk at the time of application of a liability insurance policy as described in the Special Events/Parade Contract.
12. The undersigned has authority to execute this application and the requesting organized group, unincorporated association of persons, partnership or corporation promises and agrees to abide by all the terms and conditions of the special event/parade permit issued, and to abide by all the rules and regulations of the City of Tenino. We agree that the structure shall not be used as a place of assembly until the Fire Marshal of Thurston Co. Fire Dist. 12 has inspected the entire premises.
13. This application shall be accompanied by a proposed Traffic Control Plan to be reviewed and approved by the Public Works Director.
14. The undersigned agrees to abide by the laws of the State of Washington and the Laws and Ordinances of the City of Tenino, and further agrees to hold the City of Tenino, their elected officials and their employees or agents harmless and to indemnify them from any and all claims or causes of action arising by reason of the negligent acts or omissions by the individual stated herein or their agents with respect to their usage of city property and participation in this event. Said individual also assumes all legal responsibility for their own negligence or omissions in regards to other participants in this event.

Sherry Rita Bach
Signature of Applicant

Please answer all questions above. If they do not apply, put N/A. Thank You.



City of Tenino

Special Events/Parade Application

149 Hodgden St. South – P O Box 4019
Tenino, WA 98589
(360) 264-2368
www.ci.tenino.wa.us

Special Events/Parade Permit

A Special Events/Parade permit must be obtained from the City of Tenino by any individual, organization or group that wishes to host an event that may impact City roadways or properties in Tenino.

Instructions for obtaining a permit

- Allow a minimum of forty-five (45) days for processing.
- Complete the Special Events/Parade Application form and mail or deliver with all necessary information and attachments.
 - Include a map of the route
 - Attach the event traffic control plan, or identify if City Services are needed.
 - Identify any specific services requested from the City.
- Fees for a permit are based on the level of service required for the City of Tenino during the event. Charges may include traffic control (Tenino Police), setting up cones (Tenino Public Works), etc.
- Submit the form and attachments to:

Tenino City Hall
149 Hodgden St S
PO Box 4019
Tenino, WA 98589

- Failure to submit a complete application may result in denial of the use of streets, facilities and/or services.

Questions?

Please contact City Hall Staff at (360) 264-2368 for more information.



City of Tenino
Special Events/Parades

149 Hodgden St. South – P O Box 4019
 Tenino, WA 98589
 (360) 264-2368
 www.ci.tenino.wa.us

USER GROUP RESPONSIBILITIES

To hold a special event or parade in the City of Tenino , your Organization is responsible for:	Timeline:
Turning in a completed Special Events/Parade Application to the City of Tenino. (late requests will be considered on a space available basis)	45-60 days before the event
Providing proof of liability insurance to the City of Tenino (specific insurance guidelines are described on the contract page.)	At least two (2) weeks prior to the start of the activity
Notifying the City of Tenino of cancellation or changes.	When event is modified or cancelled

STAFF	TITLE	DEPARTMENT	PHONE	EMIAL
Dave Dafoe	Public Works Director	Public Works	(360) 264-2368 (360) 239-9287	daved@ci.tenino.wa.us
Denise Nelson Ronna Barnes	Admin Clerk Court Clerk	Administration	(360) 264-2368	denise@ci.tenino.wa.us ronna@ci.tenino.wa.us
John Hutchings	Chief of Police	Police	(360) 264-2626	jfhutch@ci.tenino.wa.us

DEPARTMENT USE ONLY:

Department Approval:

Public Works Director: _____ Date: _____

Fire Marshal: _____ Date: _____

Chief of Police: _____ Date: _____

Administration: John Amato Date: 18 Dec 18

Building Official: _____ Date: _____

Permit Approved / Denied (circle one) Date: _____

City Official: _____ Title: _____

PERMIT # 20 19 - 001

Internal Use Only				
Amount	Description	BARS	TR #	Date
\$100.00	Fee	001..322.90.00		
\$500.00	Deposit	001..389.00.00.02		
	Refund	001..586.00.00.02	Ck#	



CERTIFICATE OF LIABILITY INSURANCE

TENIN-1

OP ID: LS

DATE (MM/DD/YYYY)

04/22/2018

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 Pro Insur, Inc. dba Campbell Risk Management 9595 Whitley Drive, Suite 204 Indianapolis, IN 46240 Larry Spilker ext 203	CONTACT NAME: Larry Spilker ext. 203	
	PHONE (A/C, No, Ext): 317-848-9075	FAX (A/C, No): 317-848-9093
E-MAIL ADDRESS: lspilker@campbellrisk.com		
INSURED Tenino Farmers Market Association PO Box 554 213 Sussex Tenino, WA 98589	INSURER(S) AFFORDING COVERAGE	
	INSURER A: HANOVER INSURANCE GROUP	NAIC # 22292
	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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	Y		LHI D481967	05/05/2018	05/05/2019	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMPI/OP AGG \$ 2,000,000
							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (PER ACCIDENT) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						\$
	DED						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				OTHER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The Tenino First Presbyterian Church, is an additional Insured.

CERTIFICATE HOLDER**CANCELLATION**

Tenino First Presbyterian
 Church
 Po Box 297
 Tenino, WA 98589

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

© 1988-2010 ACORD CORPORATION. All rights reserved.

Tenino Farmers Market

Saturdays 10am to 3pm | May thru September



Market Season, 2019

Tenino City Council;

The Tenino Farmers Market is requesting your consideration to approve the use of Olympia Street for our 2019 market season and to waive the Special Event fee. This would include the Market having the use of the street for Oregon Trail Days. We thank the City Council and appreciate that you approved our request for 2017 and 2018.

Tenino Farmers Market staff are responsible for posting the street closure signs every market Saturday, requiring no assistance from city staff.

The Market move to Olympia Street has been a successful undertaking, both for the Market and the City of Tenino. Our total vendors and annual sales have increased every year since being on Olympia Street.

This year will be the 15th anniversary of the Market. We are planning special events and celebrations, which we think will attract more new visitors into Tenino and area businesses. We find that many market customers visit other local businesses and are very interested in learning more about our historical, beautiful city.

In addition to providing a community gathering place, the market provides nutritious foods. Through the Full Circle Harvest program funded by Timberland Bank, the market gives out \$4 coupons to promote healthy food choices for low income seniors, individuals and families, and to all children who visit the market. The market also participates in the WIC and Senior Farmers Market Nutrition Programs, and beginning in 2017 we accepted SNAP/EBT cards.

The market location on Olympia Street is a positive experience for vendors and customers. We have room for expansion and it is central for ease of access. The surfaces are more conducive to accommodate wheelchairs, walkers and canes.

The Market has worked with O Bee Credit Union to coexist during their Saturday business hours. We have taken responsibility to store and place redirection signs for access to the credit union. Our vendors are out of their parking lot prior to their opening and customers are discouraged from using that lot until after 1PM.

Thank you for your consideration to our request. We look forward to the upcoming market season and the continued support of the city.

Respectfully,

Sherry Ritter Bachmann, Tenino Farmers Market Board Secretary



Established 2005

Tenino Farmers Market Board

John Kesting, President

Carol Roden, Vice President

Sherry Ritter Bachmann, Secretary

PHoebe Kesting, Treasurer

Kenneth A. Jones, Member At Large for Local Outreach

Cassandra Baines, Member At Large for Surrounding Communities Outreach

Barbara Roderick, Member at Large, Outreach for Lions Club and Grange

Tenino Farmers Market Manager

Bridget Fosse

Tenino Farmers Market Management Team

Mitch Broadbent, Site Manager

John Kesting, Farmer/Producer Vendor Representative

Sherry Ritter Bachmann, Crafter/Artisan Vendor Representative