

Tenino Farmers Market

Saturdays 10am to 3pm | May thru September



Market Season, 2023

Tenino City Council;

The Tenino Farmers Market is requesting your consideration to approve the use of Olympia Street for our 2023 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 the past five years.

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

We had 22 markets in 2022 with 46 vendors (including nonprofit and community booths) with an average of 22 vendors per market day. The average customer attendance was 750.

Our total vendors and annual sales have increased every year since being on Olympia Street. In 2022 our vendor sales exceeded \$102,000.

We are excited that we grow and improve every year. We are appreciative of the City of Tenino for creating this space for us and helping us to be successful. This will be our 19th year. With increased visibility and advertising, we continue to attract many and new visitors to the Tenino area.

Timberland Bank increased their sponsorship, allowing the market to provide more of the \$4 coupons to promote healthy food choices for low-income customers, and to all children who visit the market. The market also participates in the WIC and Senior Farmers Market Nutrition Programs, and we accept and provide matching dollars for SNAP/EBT cards. These programs have grown every year.

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
Shelly Brown, Vice President
Sherry Ritter Bachmann, Secretary
PHoebe Kesting, Treasurer
Nancy Dwyer, Member At Large
Cassandra Baines, Member At Large
Nancy Wigley, Member at Large

Tenino Farmers Market Manager
Searching for a new Market Day Manager

Tenino Farmers Market Management Team
Mitch Broadbent, Site Manager
John Kesting, Farmer/Producer Vendor Representative
Sherry Ritter Bachmann, Crafter/Artisan Vendor Representative

	<p style="text-align: center;">City of Tenino <u>Special Events/Parade Application</u></p> <p style="text-align: center;">149 Hodgden St. South – P O Box 4019 Tenino, WA 98589 (360) 264-2368 www.ci.tenino.wa.us</p>
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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

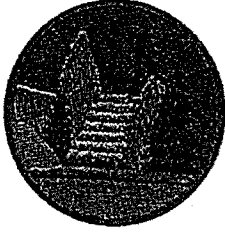
- Allow a minimum of forty-five (45) days for processing.
- Complete the Special Events/Parade Application form and mail or deliver with all necessary information and attachments.
 - Include a map of the route
 - Attach the event traffic control plan, or identify if City Services are needed.
 - Identify 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?

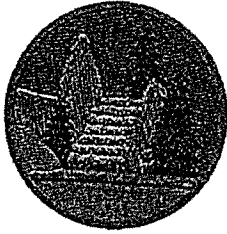
Please contact City Hall Staff at (360) 264-2368 for more information.

	<p style="text-align: center;">City of Tenino <u>Special Events/Parades</u> 149 Hodgden St. South – P O Box 4019 Tenino, WA 98589 (360) 264-2368 www.ci.tenino.wa.us</p>
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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
Troy Cannon	Public Works Director	Public Works	(360) 264-2368 (360) 561-1506	publicworks1@ci.tenino.wa.us
Denise Nelson	Admin Clerk	Administration	(360) 264-2368	denise@ci.tenino.wa.us
Ronna Barnes	Court Clerk			ronna@ci.tenino.wa.us
Don Moody	Chief of Police	Police	(360) 264-2626	dmoody@ci.tenino.wa.us



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)

Nancy Dwyer

Address

139 Ritter St. N

City

Tenino

Zip

98589

Phone

3604801583

Signature

Nancy Dwyer

Date

1/5/2023

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: Nancy Dwyer

Address: 139 Ritter St. N
Tenino 98589

Telephone: 360 480 1583 Fax: () -

Email: cottagebakedgoods@gmail.com

1. Purpose of the special event/parade is Farmers Market

2. Description of organizing group Board of Directors

3. Date(s) and time(s) of special event/parade May - Sept every
Saturday 10 - 3

4. There will be an estimated _____ 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 from Sussex to
Central

6. What portion of the sidewalks and streets indicated will be occupied by the special
event/parade Entire Street

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.

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?
Porta Potty available
10. You will deposit with the City Clerk at the time of application a refundable surety or cash bond of \$500.00.
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.

Nancy Dwyer
Signature of Applicant

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

DEPARTMENT USE ONLY:

Department Approval:

Public Works Director: _____ Date: _____

Fire Marshal: _____ Date: _____

Chief of Police: _____ Date: _____

Administration: _____ Date: _____

Building Official: _____ Date: _____

Permit Approved / Denied (circle one) Date: _____

City Official: _____ Title: _____

PERMIT # 20____ - ____

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#	