

Tenino Area Chamber of Commerce

June 9, 2023

Mayor Wayne Fournier
Tenino City Council Members
City of Tenino
149 Hodgen Street
P.O. Box 4019
Tenino, WA 98589

Dear Mayor Fournier and Council Members:

We are very excited for this year's Tenino Oregon Trail Days. It is scheduled to take place July 21-23, 2023.

As in past years, we appreciate all the support of the City of Tenino including elected officials, administration, public works and the police. We are asking again for that support and your partnership in hosting Oregon Trail Days at Tenino City Park and the Parade on Sussex Avenue and that any fees for permits or city services be waived.

Please find attached our City of Tenino Special Events/Parade Application.

Please let me know if you have any questions and we look forward to working with you and your team to coordinate a successful festival that we can all be proud of for our citizens and visitors to enjoy.

Sincerely,



Cheryl Pearce
President

*Tenino Area Chamber of Commerce
P.O. Box 506
Tenino, WA 98589*



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 Area Chamber of Commerce**
(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.

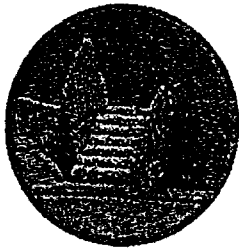
Name (please print) **Cheryl Pearce, President**

Address **P. O. Box 506 City: Tenino, WA Zip 98589**

Phone: **360-790-2734**

Signature Cheryl Pearce Date 6/6/2023

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 Area Chamber of Commerce

Contact Person: George Sharp, Coordinator, Cheryl Pearce, Chamber President

Address: P.O. 506, Tenino, WA 98589

Telephone 360-878-3835 George Cell, 360-790-2734 Cheryl Cell

Email: chamber@teninoacc.org, gsharp@thurstonedc.com

1. Purpose of the special event/parade is **Tenino Oregon Trail Days Festival**
2. Description of organizing group: **Tenino Area Chamber of Commerce and Tenino Lions Club (Parade)**
3. Date(s) and time(s) of special event/parade: **July 21, 22, 23, 2023 8am-6pm**
4. There will be an estimated **200 persons, 20 animals, 10 floats and 40 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): **The Festival will take place at Tenino City Park including Quarry House and Depot Museum. The Parade will take place on Sussex Avenue between Custer and McArthur Streets.**
6. What portion of the sidewalks and streets indicated will be occupied by the special event/parade: **Custer Street, Streets around Park Side School, Sussex Avenue between Custer and McArthur Streets, Olympia Street, Park Street.**
7. Please provide 3 references: **The Chamber has produced the Oregon Trail Days since 1968.**
8. Are any temporary structures going to be erected? Yes ☒ No ☐ (circle o 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.

9. 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
10. What provisions have been made for sanitary facilities for persons using the premises?
We have ordered **2 dumpster, 8 portopotties (2 ADA), 4 hand wash stations, restrooms in park and museum also available.**
11. You will deposit with the City Clerk at the time of application a refundable surety or cash bond of \$500.00. **NO, we request a waiver for the deposit similar to previous years.**
12. 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. **Yes**
13. 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.
14. This application shall be accompanied by a proposed Traffic Control Plan to be reviewed and approved by the Public Works Director.
15. 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.



Signature of Applicant, Cheryl Pearce, Chamber President

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		Date
\$100.00	Fee	001..322.90.00		
\$500.00	Deposit	001..389.00.00m		
	Refund	001..586.00.00.02		