

## City of Tenino

### Parades/Special Events Application

149 S Hodgden St. South  
P O Box 4019  
Tenino, WA 98589  
(360) 264-2368

**Organization:** Tenino Area Chamber of Commerce

**Contact Person:** Cheryl Pearce George Sharp

**Address:** P.O. Box 506

**Telephone** 360-790-2734 Cheryl, 360-878-3835 George Fax

**Email** cherylp363@gmail.com chamber@teninoacc.org

It is respectfully requested that a special event permit be issued to the above-named organization.

The following items of information are submitted:

(1) Purpose of the special event/exhibition is: To hold Oregon Trail Days

(2) Description of organizing group: Chamber of Commerce

(3) Date and time of special event/exhibition: July 25-27 9am-6pm daily  
(reserve ball fields July 24-27 )

(4) There will be an estimated 13,000 persons, 40 animals, 8 floats, and 50 motor vehicles participating or engaging in the special event/exhibition.

(5) Place, area, route or location, as applicable to the special event/exhibition: (Please attached map or describe)

(6) What portion of the sidewalks and streets indicated will be occupied by the special event/exhibition: N. Custer Street onto Sussex to West to McArthur Street, Streets around Park, Olympia Street

(7) Please provide 3 references and dates of last 3 events/exhibitions: \_\_\_\_\_

- 1) City of Tenino Oregon Trail Days 2024
- 2) The Kodiak Room Several dates in 2020-2024
- 3) Tenino Eagles 2021-2024

(8) Are any temporary structures going to be erected? **Yes** x **No** \_\_\_\_ If yes, you must attach plans indicating clearly the (a) 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 x 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 are using Duni Sanitation for Portable Restrooms and Wash Stations

Will you deposit with the City Clerk at or before the time of the special event/exhibition a surety or cash bond for \$500.00 (Ordinance #\_\_\_) conditioned upon holding the City harmless from all liabilities or causes of action? Yes x No \_\_\_\_\_

(11) Will you furnish evidence to the City Clerk at or before the special event/exhibition that a public liability insurance policy in the amount of not less than \$50,000 for one person and \$300,000 for any one accident will be in effect during the time the structure is to be occupied as a place of assembly?

Yes X No \_\_\_\_\_

(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/exhibition permit issued, and to abide by all the rules and regulations of the City of Tenino.

(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 regard to other participants in this event.



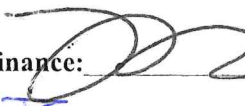
\_\_\_\_\_  
Signature of Applicant

Together with any supplementary information as may be required by the City of Tenino, this form must be filed with the office of the City Clerk, (Mailing – P.O. Box 4019, Tenino, WA 98589) 149 S. Hodgden Street, Tenino, WA 98589 not less than 60 days prior to the special event/exhibition date to insure proper processing.


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

Department approvals:

Administration: \_\_\_\_\_

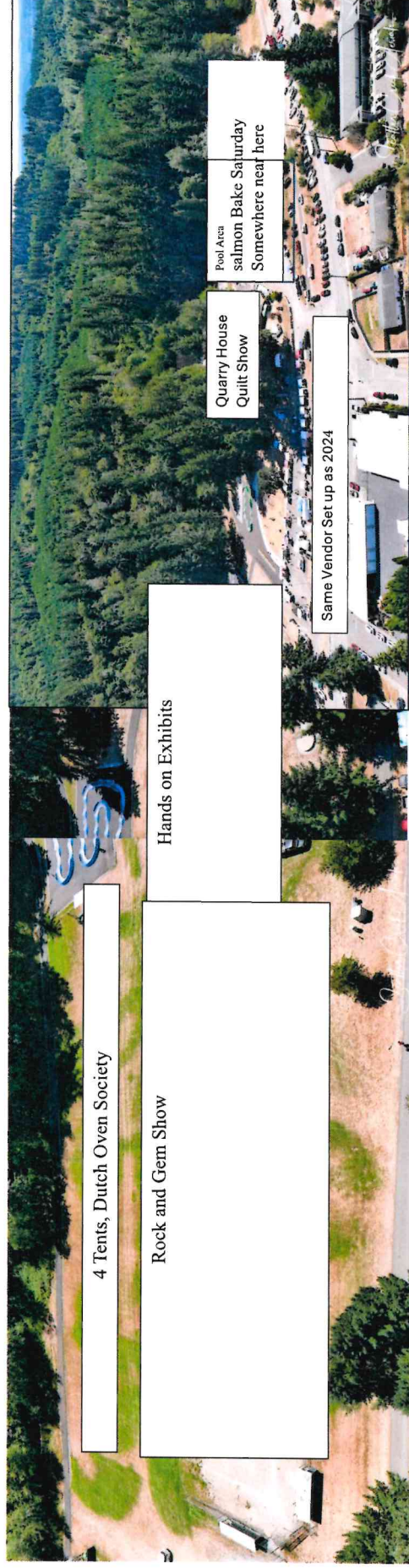
Finance: 

Police: 

PARC: 

Public Works: 

Clerk Treasurer: 



## Tenino Oregon Trail Days 2025

We would like to use the ball fields again July 23-25 to set up and during the Festival July 25-27. This will include the Rock Show, Dutch Oven Society, Rendvous and Cascadian Tents and 25 hands on exhibits in Pop Up Tents. We will be putting stakes into the ground?

We would like to have the Salmon Bake again on Saturday near the pool area on the gravel and grass area.

We would like to use the Quarry House again July 24 (set up) July 25-27 for the Quilt Show

We would like to use the Quarry Stage and area right in front of it.

We are working with the Depot Museum on the Oregon Trail Experience Exhibits and 50th Anniversary of the move of the Museum Questions? Contact George Sharp, 360-878-3835

2025 Oregon Trail Days & City of Tenino Check List			
People and Day of activity	Item	Name	Cell phone
City Contacts during the festival:			
Mayor Watterson		Mayor Watterson	
Nancy Reddick		Nacy Reddick	
Jessica Rush		Jessica Rush	
Public Works- Brent Gibbs		Brent Gibbs	
Public Works-Cole Plaja		Cole Plaja	
Public Works-?		?	
Police- Maria Rodriguez		Maria Rodriguez	
Police on-duty-?		?	
Fire and Ems		Sierra Seward	
Fire and Ems		?	
Oregon Trail Days Contacts	see below		
Cheryl Pearce	President	360-790-2734	
George Sharp	OTD Coordinator	360-878-3835	
Jody Stoltz	Vendor Coordinator	360-688-3277	
Bob Hill	Pioneer Village Coordinator	360-292-3573	
Dan DeBoer	Rock and Gem Show Coordinator	360-584-0901	
Tianne Curtis	Lions Parade Coordinator	360-480-6870	
Amy Tripp	Quilt Show Coordinator	509-818-8203	
Monday	Public Works Shut off Water		
Monday or before	Public Works Mow grass		
Monday or before	Public Works Mark sprinklers		
Monday	Paint Fire Lanes? Who does this?		
Wednesday	Bob and Dan Chalk Setup lines		
Wednesday	Pioneer Village move in		
Wednesday	George put up no-parking signs for parking lot		
Thursday	Public Works set up running water for Dutch Oven Society and Rock and Gem Show		
Thursday	Chamber Set up Chamber Tent by Pool area		
Thursday	Public Works Can we get picnic tables under chamber tent?		
Thursday	Gem Rock Show move in		
Thursday	Food Vendors move in		
Thursday	Arts and Craft Vendors move in		
Thursday	Dumpster arrives (Same Location as last year)		
Thursday	Port O Potties arrived		
Thursday	Covered Wagons arrive at Depot Museum		
Thursday	Museum Setup exhibits		
Thursday	Public Works 7am Put up cones/barricades to park entry of parking lot and to Pool, Quarry House, Museum		
Thursday	Chamber put up signage: No parking, ADA, Information, Restrooms, Schedule, No Entry -near concession stand toward OTD		
Thursday	Public Works set up garbage cans		

Thursday	Chamber chalk parking lines in grass areas by the road		
Thursday	Quilt Show Set up Quarry House		
Thursday	Jody and crew sets up the information center		
Friday	Festival begins 9am-6pm		
Friday night	Police walk through?		
Saturday	Salmon Bake moves in near gravel/grass area by pool		
Saturday	Parade Day		
What does public works and police do to set up for the Parade? Lions club to provide traffic control	Road closure signs, Custer, also Olympia street by shed for Parade announcers		
Saturday	Set up announcers stand, equipment	George	
Place chairs near Heddens pharamcy for Gold Star Families		?	