

ATTACHMENT B

Facility Use Application (FUA)

Thank you for your interest in using a county-owned park, facility or property to host your special event.

If your interest is in reserving one of our county parks for:

- ☐ day use private (by invitation only) events with less than 50 attendees and no alcohol, the FUA is not required.
 - Reservations are to be made directly with the park hosts for Bruceport, Chinook, and Bush Pioneer
 - Reservations for Morehead Park are to be made with the Park Manager
- ☐ day use private (by invitation only) events with more than 50 attendees and/or alcohol will be served, the FUA is required.
- ☐ day use public events, the FUA is required.
 - The FUA is to be submitted to the Commissioners' Office
- ☐ multi-day use private or public events, the FUA is required.
 - This does not apply to multi-day family camping
 - The FUA is to be submitted to the Commissioners' Office

Please complete and return a signed Application, appropriate attachments, fees and damage deposit to the Board of Pacific County Commissioners Office at least **60 days** prior to the first day of the event.

PLEASE TYPE OR PRINT CLEARLY IN INK

1. Name of event: Cattle Sorting practice

2. Please indicate if this event is ☐ Private (by invitation only) or ☒ Public

3. Description of event: Cattle Sorting practice, horse & Rider Sort Cattle Numerically from one pen into another.

4. County owned park, facility or property to be reserved: Pacific Co. fairgrounds

5. Date(s) of event: Aug 8 & 9th Hour(s) of operation: 10am - 3pm

6. Has the event been held previously? ☒ Yes ☐ No Date(s): July 13 & 14 2019

If yes, location held: Pacific Co. fairgrounds horse arena

7. Estimated attendance: 30-35

8. Name of Event Representative: Friends of fair - Val Rowe

9. Home Phone: 360-942-7422 Cell Phone: Same

10. Event Representative email address: P.O. Box 322 Raymond, WA 98586

11. Event Representative address: Val. rowe@gmail.com
FOF501C3@gmail.com

12. Emergency contact name and phone number: 360-942-9249 - Dave Rowe

Please check Yes, No or Not Applicable (NA) for the following questions.	YES	NO	NA	NOTE: All required
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Will there be alcohol served at the event?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, complete Attachment C (Alcohol Use Policy), Attachment D (Security Requirements) and attach required permit from the WA State Liquor Control Board
Will County staffing be requested at the event? <i>May be required by the County.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, attach a list of those services and outline specific duties.
Is your event is open to the public?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, complete Attachment D (Security Requirements)
Will food and beverage be served at your event and last beyond 8 pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, complete Attachment D (Security Requirements)
Will you have Emergency Medical Services (EMS) on site during the event?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Fire Hall on 5 fair lane</i>
Will there be music, sound amplification or any other noise impacts?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, the County has a noise ordinance in effect (see County Code for details)
Will the event obstruct, interfere or require the closure and free use of any public road, street or Right-of-Way?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, attach adequate traffic and detour plans.
Will you have traffic control?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, indicate how the traffic control will be addressed.
Will off-site parking be needed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, attach parking plan.
Will there be shuttle buses provided for attendees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, attach a map of their route.
Will there be tickets sold to attend the event?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, please note the cost of the event.
Do you have an informational flyer advertising the event?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please attach a copy.
Will there be food served?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, contact Community Development 360/875-9356 to determine if a food permit is required
Will additional bathroom facilities be used?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, please provide specific information related to the # of sani-cans provided. Please include the location on a diagram of the event.
Do you have a plan for garbage and recycling?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, attach your plan, and indicate if you will need assistance from County Solid Waste.
Will a temporary structure be erected for this event?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, attach a drawing including the dimensions. The structure may require inspection prior to the event.
Have you obtained a Certificate of Insurance specifically naming Pacific County?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the Certificate of Insurance must be attached or the application will not be considered.

WRITTEN PERMISSION TO ENTER EVENT SITE FOR INSPECTION

I hereby permit law enforcement and/or Pacific County officials to enter the site for which the Application has been granted, for the purpose of inspection and enforcement of County Code and other applicable law, and pursuant to my agreement and representations made in connection with this Application.

SWORN STATEMENT OF COMPLIANCE

I hereby acknowledge that I have read and understand the requirements set forth in Pacific County Facility Use Policy and Process and this application. I agree that either my designated agent or I shall be on site at all times and shall be responsible for the operation of the event and for compliance with all legal requirements in connection with this event. I understand that failure to comply with the rules, regulations and conditions set forth in Pacific County Code may be deemed a gross misdemeanor and that drug or narcotics violations are crimes under RCW.

I swear under penalty of perjury under the laws of the State of Washington that all information contained therein is true to the best of my knowledge. As this application is the basis for use of county facilities, any material error, omission, or misrepresentation may constitute a violation of this agreement for the County may rescind the agreement and/or deny future applications by the applicant.

Valerie Rowe 5/13/2020
Signature of Applicant/Representative Date
V. President - Friends of Fair Foundation
South Bend, Wa 98586
City & State where signed

Authorized/designated agent(s) who will be in charge at the event (please print):

Name: Val Rowe Contact #: 360-942-7422

Name: Mitzi Hunter Contact #: 360-783-2016

Name: Marcy Madden Contact #: 360-208-7001

Name: Bill Monahan Contact #: 360-942-3713

FOR PACIFIC COUNTY USE ONLY

Fair/Park Manager Review:

(initials)
Initials

5/20/2020
Date

Approved: Yes ☒ No ☐

Comments:

We have held this event previously.

Administrative/Risk Review:

Initials

Date

Approved: Yes ☐ No ☐

Comments:

Board of Pacific County Commissioners Approval:

PACIFIC COUNTY
BOARD OF COUNTY COMMISSIONERS

Chairperson

ATTEST:

Clerk of the Board

Date

Conditions of Approval:

ATTACHMENT D

PACIFIC COUNTY FACILITY USE **SAFETY REQUIREMENTS** **APPLICATION**

Safety personnel are required for gatherings where food and beverage is served and that last beyond 8p.m. OR where alcohol is sold, furnished or consumed regardless of the time of day. Safety personnel may be required at other events which are determined by the County to warrant security. Minimum safety personnel requirements are based on the number of attendees and whether the event is public or private.

The Safety Requirements Application **must be received by the County 60 days prior to an event**. The Pacific County Board of County Commissioners and Risk Manager, in consultation with the Pacific County Sheriff's Office, will review all applications and reserve the right to adjust safety requirements as they deem necessary.

Information regarding the event:

1. The estimated number of persons attending the event: 50
2. This is a ☐ private event ☒ public event
3. Alcoholic beverages ☐ will ☒ will not be sold, furnished or consumed. The hours of alcohol service will be from _____ am/pm to _____ am/pm.
4. Live music/DJ/dancing ☐ will ☒ will not be at the event.

MINIMUM SAFETY REQUIREMENTS, UNLESS ADJUSTED BY THE COUNTY

Attendees	PRIVATE EVENTS		PUBLIC EVENTS	
	No Alcohol, with Music/Dancing	Alcohol and Music/Dancing	No Alcohol, with Music/Dancing	Alcohol and Music/Dancing
0-100	0	2	1	2
101-200	1	3	2	3
201-300	2	3	3	4
301-400	2	4	4	6
401-500	2	5	5	6

1. Safety personnel shall only serve as safety personnel and shall not be used as bartenders and/or beverage servers at the event.
2. Safety personnel will wear a vest, name tag or shirt clearly identifying them as such.
3. Safety personnel shall enforce entry limitations, such as invitation required, minimum age, excluding intoxicated person seeking admission, and facility occupancy limitations, remove individuals, and refuse entry.
4. Private events shall be by invitation only and the public shall not be permitted.

Safety will be provided by:

☐ Law Enforcement Entity

Jurisdiction _____

Name of Officer(s) _____

☐ Off-Duty Trained (CJTC or Equivalent) Law Enforcement Officer(s)

Jurisdiction _____

Name of Officer(s) _____

Note: Law Enforcement Personnel from an agency other than the Sheriff's Office, and Off-duty officers may not act in a law enforcement capacity outside of their jurisdiction and will not be in uniform unless they have been commissioned by the Pacific County Sheriff.

☐ Licensed and Bonded Security Company

A copy of the Company's license must be on file with the County at least two (2) weeks prior to the event.

I hereby acknowledge that I have familiarized myself with Pacific County Facility Use Safety Requirements Application. I agree that either my designated agent or I shall be on site at all times and shall be responsible for the operation of the event and for compliance with all legal requirements in connection with this event. I understand that failure to comply with the rules, regulations and conditions set forth by Pacific County will result in immediate revocation of the Facility Use Agreement, closure of the Applicant's event, forfeiture of the Applicant's rent and deposit, and may prevent me from future use of County facilities.

Date: _____

Signature

Printed Name