



Celebrate Woodinville 2010  
Cityhood Celebration  
Children's Activity and Family Resource Area  
Theme: Go Green!



Attention Non-Profit Organizations:

It's time to start planning for the City of Woodinville's 17th Birthday Party on March 27th, 2010. Plans are already underway for the 32nd "All Fools' Parade" and the 27th Bassett Bash. The City of Woodinville will be hosting the 17th Cityhood Celebration at the Carol Edwards Center which will include the traditional birthday cake plus the annual amateur art show. The Woodinville Chamber of Commerce will have other event information available as it is confirmed.

New this year to the Cityhood Celebration is the "Children's Activity and Family Resource Area" which is being held in the Carol Edwards Center from 12:00 p.m. to 4:00 p.m. This resource fair has operated at various locations in the City over the years under the direction of Community Volunteer, Catherine Howard and the support of local civic clubs and churches. This year it will again become part of the City's annual event and take the place of the children's craft area formerly held at the center.

The Children's Activity and Family Resource Area provides an opportunity for area non-profit groups to share information about the resources that their organization provides to the community as well as provide interactive elements such as a free craft, activity or entertainment for children and their families. Non-profit group space is limited, so space will be provided to local agencies that best fit these criteria. Applications will be processed on a first come, first served basis. The deadline for applications is Friday, March 5, 2010.

We invite local non-profit organizations to join us in providing this opportunity for families to learn about available community resources as well as making the celebration of our city even more memorable for the younger set. This year's event theme is "Go Green" which will focus on our environment, recycling and a greener community.

Please check the Non-Profit Organization Application Worksheet for details on application requirements. Upon approval of your group's application, an information packet will be sent to you.

The City of Woodinville would like to thank Catherine Howard, the lead volunteer for this year's Children's Activity and Family Resource Area.

We hope that your organization will join us at the Cityhood Celebration.

Kind regards,

*Helen Romao*

Helen Romao  
Woodinville Parks and Recreation  
Recreation Technician  
425-398-9327

and

Catherine Howard  
Lead Volunteer  
425-481-6959

**Celebrate Woodinville 2010**  
**Cityhood Celebration**  
**Children's Activity & Family Resource**  
**Area**



## Non-Profit Organization Application Worksheet

### Process Schedule

Please submit the following documents prior to the respective due date(s):

Space is limited. Applications will be considered as they are submitted.

Non-profit organizations will be notified within 10 days or by March 12 at the latest whether application has been accepted.

Document Name	Due Date(s)
<input type="checkbox"/> Signed " <i>Non-Profit Organization Application Form</i> "	March 5, 2010
<input type="checkbox"/> Signed " <i>Non-Profit Organization Terms of Agreement</i> "	March 5, 2010
<input type="checkbox"/> Signed " <i>Release, Hold Harmless Agreement</i> "	March 5, 2010
<input type="checkbox"/> Seattle-King County, Department of Public Health – Temporary Food-Service Permit (if required). Contact K.C. Environmental Health Division at 206-205-4394	March 17, 2010

### Return to:

Carol Edwards Center  
Attn: Helen Romao  
17401 133<sup>rd</sup> Avenue NE  
Woodinville, WA 98072  
Ph. 425-398-9327 Ext 2304  
Fax: 425-489-2758

cc. Catherine Howard, [425 - 481 - 6959](tel:425-481-6959)



# Celebrate Woodinville 2010

Cityhood Celebration – Children’s Activity & Family Resource Area

## Non-Profit Group Application Form



### ORGANIZATION INFORMATION Please print

Organization: \_\_\_\_\_

Public Mailing Address: \_\_\_\_\_

Location Address if different than above: \_\_\_\_\_

Organization’s Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Ph: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Web page: \_\_\_\_\_

Primary focus of Organization: \_\_\_\_\_

Non-Profit ID Number: \_\_\_\_\_

City of Woodinville resident: Yes No (Board member or address attached to tax ID number)

### INFORMATION FOR THIS EVENT Please print

Contact Person for Event: \_\_\_\_\_ (if different than above)

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Names of adults operating the booth (minimum of 1 adult required):

(1) \_\_\_\_\_ (2) \_\_\_\_\_

**Provide details regarding the activities that will be taking place at your booth:**

Community services information: \_\_\_\_\_

Activity(s) provided: \_\_\_\_\_

Free give-aways: \_\_\_\_\_

Other: \_\_\_\_\_

**Facility Requirements:** Space Allotments: Approximately 10’ wide area, 1 (6’x2½’) table and 2 chairs.

\* Unless otherwise agreed upon in writing.

\* A private community sponsor will provide: table cloths, 8”x 11” sign for group and event decorations.

Power Outlet Required: \_\_\_\_\_ Yes \_\_\_\_\_ No

Other Facility Needs: (Please specify) \_\_\_\_\_

See Terms of Agreement for parking, set-up and take down restrictions.

**Return Application by March 5 to:**

**Woodinville Parks and Recreation**

**Attn: Helen Romao**

**cc.: Catherine Howard**

**17401 133<sup>rd</sup> Avenue NE**

**Woodinville, WA 98072**

**425-398-9327 x2304**

# Non Profit Organization Terms of Agreement

## Cityhood Celebration – Children’s Activity and Family Resource Area



Please review the following instructions and guidelines; sign and return with your application form.  
Please make a copy for your reference at the event.

### Pre-event Requirements:

- \* Read, understand and inform anyone from your group of these guidelines. Violation of these rules could result in immediate dismissal from the event.
- \* Acquire a King County Temporary Food-Service permit (if necessary) by calling 206-205-4394 or visiting <http://www.kingcounty.gov/healthservices/health/ehs.aspx> and submit to the Woodinville Parks & Recreation Department by March 17, 2010

### Pre Event Setup on Friday March 26:

- \* Check in with authorized personnel as directed on the event acceptance information packet.
- \* Access to the event site is available between 5-7 pm on Friday, March 26
- \* Vehicles are allowed at the site during this time for setup.
- \* This is the time for individual groups to setup and drop off needed materials for their activity.
- \* Volunteer staff will be setting up the tables, chairs, etc. at this time. Volunteers will be providing event decorations, which includes a tablecloth,
- \* An 8 ½” x 11” sign will be provided for each non-profit group. Additional signs provided by the non-profit organization may be utilized provided they are affixed in a manner that will not cause any damage or leave residue. Blue painters tape must be used for any signs affixed on the walls.
- \* Please note: Saturday before 4 pm is walk to the site only and it may take time to park.

### Parking Instructions day of event:

- \* All vehicles must park off site on the day of the event.
- \* No vehicles will be allowed on site before the event on March 27. It is walk in only.
- \* It is recommended that you find parking before the roads close for the “All Fools Parade.” Because of the parade, NE 175<sup>th</sup> St will be closed in front of the Carol Edwards Center as will other roads in the area. Parking is available at the City parking lot south of the sports fields on 131<sup>st</sup> Ave NE.

### Pre Event Instructions:

- \* Check in immediately with authorized personnel as directed on the event acceptance information packet.
- \* Access to the event site is available 10:00 am-11:30am on Saturday, March 27 for set up.
- \* Booths must be completely set up by 11:30 am on the day of the event.

### Event Information:

- \* Each booth must be staffed 15 minutes prior to the event opening.
- \* The use of rice, birdseed, glitter, confetti and other similar materials is not permitted.
- \* Vendors must operate their booths between the hours of 12:00 and 4:00 pm.
- \* Vendors must only be operating from their designated area.

### Tear Down Instructions:

- \* Booths may be disassembled at 4:00 pm but not prior.
- \* Vehicle access for pickup will be available after 4:00 pm at the Carol Edwards Center

**Thank you for your interest in participating in the 2010 Cityhood Celebration – Children’s Resource and Activity Area.**

I have read and understand the above requirements and guidelines and will abide by all of them in good faith.

I, \_\_\_\_\_, am authorized to sign for \_\_\_\_\_.  
(Officer, Owner, etc.) (Agency, Organization, Club, etc.)

# SPECIAL EVENT Non Profit Organization FORM A

Return this form to:  
Woodinville Parks & Recreation  
Attention: Helen Romao  
17401 133 Ave NE  
Woodinville, WA 98072



## Release, Hold Harmless Agreement

Name of Applicant/Organization \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Name of Event Cityhood Celebration Date of Event: March 27, 2010

### Insurance

The City does not maintain insurance that will respond to claims against the applicant arising out of the participation in the above named event. Depending on the activity and risk level of your group, you may be required to obtain bodily injury and property damage liability insurance in accordance with City policy, naming the City of Woodinville as an additional named insured on the policy.

### Agreement

The organization named above agrees to indemnify, defend and hold harmless the City of Woodinville, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the City.

I have read the above information and have the authority to sign for the organization named above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name