



A "Celebrate Woodinville 2012" Event  
Children's Activity and Family Resource Fair  
Application.



Attention: Non-Profit & Community Organizations

It's time to start planning for your participation in the City of Woodinville's 19th Birthday Celebration on March 31st, 2012. Plans are already underway for the 34th "All Fools' Parade", the 29th Bassett Bash, the Celebrate Woodinville Arts & Craft Show, the Annual Woodinville Firefighter's Pancake Breakfast & the traditional City of Woodinville's 19th Birthday Cake.

This year "The Y at the Carol Edwards Center" will be hosting the: City of Woodinville's 19th Birthday Celebration \*Hometown Heroes\* which is being held indoors from 12:00 p.m. to 4:00 p.m.

Because of budget cuts:

**This year's Celebration will be run by Community Volunteers - our \*Hometown Heroes\***

We need groups, couples & individuals that can step up to the plate and help, with time, leadership & resources. Including Setup & Teardown, Ambasssetors (not a typo). Crowd control and more. If you want to volunteer we have a place for you. We also need someone to head up the Talent Show or the Art Show if it is going to stay in the event. A group could volunteer for one of these needs.

**For Community Groups & Nonprofits:**

The Children's Activity and Family Resource Fair provides an opportunity for area non-profit groups & others 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. There is No charge for community groups to participate. We expect hundreds of kids with families. Have fun, share the giggles. Their smiles are priceless.

Group space is limited, 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 16, 2012. Organizations will be notified within 5 days or by March 18 at the latest whether the application has been accepted. Advance notice of your participation also allows us to add your name/activity to publicity & event programs.

**Documents Due by March 16, 2012**

- Signed "Non-Profit Organization Application Form"
- Signed "Non-Profit Organization Terms of Agreement"
- Signed "Release, Hold Harmless Agreement"
- Seattle-King County, Department of Public Health – Temporary Food-Service Permit (if required)  
Contact: K.C. Environmental Health Division at 206-205-4394

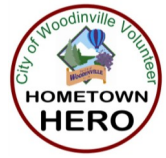
Thank you in advance for making this a real celebration. I'm looking forward to seeing many new faces along with many old ones,

Catherine Howard, Event Lead: Woodinville Volunteer  
myhope4u2@msn.com, 425-481-6959 [celebratewoodinville.weebly.com](http://celebratewoodinville.weebly.com)

Mail or deliver completed applications to: The Y at the Carol Edwards Center  
Attention: Catherine Howard, CW 2012  
17401 133rd Avenue NE, Woodinville, WA 98072



# Children's Activity & Family Resource Fair 2012



## ORGANIZATION INFORMATION **please print**

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

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

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

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

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

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 from 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 giveaways: \_\_\_\_\_

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

**Facility Requirements:** Space Allotments: Approximately 10' wide area, **one** (6' x 2½') table and **two** chairs. \* **Unless** otherwise agreed upon in writing.

**\*A private community volunteer will provide tablecloths, 11" x 17" sign for each group and overall Red, White & Blue event decorations.**

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

Other Facility Needs: (Please specify)

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

### **Non Profit Organization Terms of Agreement**

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 Y at the Carol Edwards Center by March 16, 2012

#### **Pre Event Setup on Friday March 30:**

- \* Access to the event site is available between 5-7 pm on Friday, March 30
- \* Check in with authorized personnel as directed on the event acceptance information packet.
- \* 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. You may also bring your own tablecloth to put on top.
- \* An 11" x 17" sign will be provided for each non-profit group. Additional signs provided by the nonprofit 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.

#### **Parking Instructions day of event:**

- \* Please note: Saturday before 4 pm is walk to the site only and it may take time to park.
- \* All vehicles must park off site on the day of the event.
- \* No vehicles will be allowed on site before the event on March 31st. It is walk in only.
- \* It is recommended that you find parking before the roads close at 10:00 a.m. for the " 34th All Fools' Parade." NE 175th 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 131st Ave NE.

#### **Pre Event Instructions:**

- \* Check in immediately with authorized personnel as directed.
- \* Access to the event site is available 7:30 am-11:30 am on Saturday, March 27 for set up.

**Walk in only: be aware that the streets close at 10:00 am for the Parade.**

**Parking at that time will be difficult, and you may be a distance from the event.**

- \* 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 of materials will be available after 4:00 pm at the Center.

### **Thank you for your interest in participating in the 2012 Cityhood Celebration**

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.)

# Celebrate Woodinville 2012

## Children's Activity & Family Resource Fair - 2012

### Release, Hold Harmless Agreement

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

Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

Name of Event; City of Woodinville's 19 Birthday Cityhood Celebration \*Hometown Heroes\*

Date of Event: March 31, 2012 & Pre-Event set up on March 30, 2012

### Agreement

The organization named above agrees to indemnify, defend and hold harmless the City of Woodinville, The Y at the Carol Edwards Center, Woodinville Chamber of Commerce, 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.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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

Mail or deliver completed applications (page 2,3,& 4) to: The Y at the Carol Edwards Center  
Attention: Catherine Howard, CW'12  
17401 133rd Avenue NE  
Woodinville, WA 98072