



30th Annual Cinco de Mayo Festival May 4, 5, & 6, 2018

DUE: TUESDAY, AUGUST 8, 2017 AT 4 P.M.

Notice Released: July 19, 2017

Notice Published: July 21, 26, and August 2, 2017



RFP Purpose

Each year the City of Sunnyside receives funds from the lodging tax imposed upon hotels and motels located within the City, as provided by Ordinance No. 1973. Proposals for use of a portion of these funds for the organization and management of the **30th Annual Cinco de Mayo Festival** are now being solicited by the City.

All proposals that comply with the guidelines established herein will be evaluated by the Lodging Tax Advisory Committee (LTAC) as defined by Sunnyside Municipal Code, Chapter 2.50.120, and the Revised Code of Washington, Chapter 67.28. LTAC will then submit its funding recommendations to the Sunnyside City Council for final review and adoption.

Event History

The annual Cinco de Mayo festival is the largest and longest running cultural event in the Yakima Valley, celebrating Mexican and Latin American heritage and culture and drawing over 25,000 in attendance.

The festival historically includes live music performances, a large Mexican dancing horse contest, a one-of-a-kind parade with up to 300 dancing horses, large carnival, authentic Mexican refreshments, and a variety of exhibitors and vendor booths.

Overview & Funding

The *successful* applicant will contract with the City of Sunnyside to plan the **30th Annual Cinco de Mayo Festival**. Applicant will manage the execution of all aspects of the Cinco de Mayo Festival to include development, planning, day(s) of coordination, overall event management, logistics, budget management, programming, implementation, volunteers, personnel, advertising, and analysis. For more detailed information, see the Scope of Work section below.

The specific amount of the applicant's proposal is open, to be defined by the applicant. The applicant must identify a **Priority 1** and **Priority 2** funding level, indicating as their first priority the maximum amount desired and, as a second priority, the minimum acceptable amount.

Define the differences in the level of services to be provided under the two priorities.

Any money granted by the City shall be on a reimbursement bases. Applicants must have the ability to pay for services and products pending approval and reimbursement of allowed expenses by the City. Not all expenses are eligible for reimbursement.

Event Description (at a minimum)

EVENT DATES

Friday, May 4
Saturday, May 5
Sunday, May 6

STREET FAIR (Vendors)

Friday, May 4 12 noon to 10 p.m.
Saturday, May 5 10 a.m. to 10 p.m.
Sunday, May 6 10 a.m. to 9 p.m.

CARNIVAL

Friday, May 4 12 noon to 11 p.m.
Saturday, May 5 12 noon to 11 p.m.
Sunday, May 6 12 noon to 9 p.m.

PARADE

Sunday, May 6 12:00 noon

ENTERTAINMENT – in the form of live bands and DJs at Centennial Square

Saturday, May 5 no later than 10 p.m.
Sunday, May 6 no later than 9 p.m.

CHARRO COMPETITION

Sunday, May 6 After the parade (approximately 1 p.m.) in Central Park

OTHER activities may be added at the discretion of the event producer and with the written consent of the City.

Applicant RFP Reception & **MANDATORY PRE-PROPOSAL MEETING**

ONE mandatory pre-proposal meetings will be held **Thursday, July 27 at 5:30 p.m.** at the Sunnyside Fire Department conference room, located at 513 South 8th Street. All proposers are required to attend the meeting and are encouraged to ask questions about the scope of work, the City's Community Event Permit ([Attachment A](#)), Noise Variance ([Attachment B](#)), and other required documentation.

By responding to this RFP the applicant agrees to be responsible for fully understanding the requirements of the RFP and will ask any questions to make sure that understanding is gained. The City of Sunnyside reserves the right to reject any or all responses to the RFP, to advertise for new responses, or to accept any RFP response deemed to be in the best interest of the City and the successful management of the **30th Annual Cinco de Mayo Festival**.

Acceptance of any proposal should not be construed as a contract nor shall indicate any commitment on the part of the City of any future action. The RFP does not commit the City to pay for any costs incurred in the submission of a response to this RFP or for any cost incurred prior to the execution of a final contract.

Scope of Work

The Cinco de Mayo event producer will work closely with City staff to ensure a successful, engaging, and family oriented event. Scope of work includes:

- Contacting and engaging with individuals, governmental agencies, small and large businesses, and others to secure event vendors.

- Hire entertainment acts to perform during the festival.
- Contract with festival equipment providers including stage, sound, booths, etc.
- Ensure all equipment providers, entertainment acts, permit fees, etc. are invoiced and paid on time.
- Organize event schedule including start and stop time, entertainment schedule, vendor/sponsor placement, etc., and communicate schedule with City staff.
- Develop, manage, and execute master event plan and timeline; assign/delegate tasks to volunteer teams; evaluate, analyze, and report results for the event to City staff on a regular and consistent basis.
- Responsible for timely submission of all applicable City permits and applications as set forth in [SMC 12.46](#), Special (Community) Event Permit ([Attachment A](#)) and Noise Variance ([Attachment B](#)).
- Coordinate and communicate effectively with various City departments to secure proper and required permits, street closures, no parking signs, police coverage, etc.
- Promote open lines of communication with the City and report on a monthly basis regarding results from various efforts under this Contract.
- **Marketing** - Oversee the implementation of the marketing campaign to include, at a minimum:
 - Design, create, and distribute promotional materials and campaigns highlighting the 30th Annual Cinco de Mayo Festival.
 - Interact with press and television media, social media, local merchants and others to advertise Cinco de Mayo.
 - Negotiate advertising with local and regional media.
 - Create a web and social media presence to promote and advertise the festival.
 - Facilitate links with other websites to advertise event and encourage attendance.
 - Provide written reports, as will be required by the City, detailing results derived from the promotional efforts set forth above.
- Responsible for leading/managing volunteer committees, both pre-event and on-site, for all aspects of the event.
- Manage relationships with event vendors to ensure compliance with all City permits, Washington State Department of Health, and other agencies as required by state and local law.
- Direct and manage on-site event set up and clean-up.
- Develop parade route and coordinate with City staff for the safe and efficient closure of roads. Submit parade route and Community Event Permit ([Attachment A](#)) to City in a timely manner and in accordance with [SMC 12.46](#).
- Develop Parade Entry Application, distribute, collect and organize applications.

- Pursuant to [RCW 67.28.1816](#), provide an estimate of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip: (i) away from their place of residence or business and staying overnight in paid accommodations; (ii) to a place fifty miles or more one way from their place of residence or their business; or (iii) from another county or state outside of their place of residence or their business.
- Submit a report describing the actual number of people traveling for business or pleasure on a trip: (i) away from their place of residence or business and staying overnight in paid accommodations; (ii) to a place fifty miles or more one way from their place of residence or their business; or (iii) from another county or state outside of their place of residence or their business ([Attachment C](#)).

Budget

All proposals must include an itemized budget which shows all costs to complete all tasks as described in the project scope. The individual/firm awarded the contract will be responsible for raising additional funds through sponsorships and the collection of vendor fees to generate a profit for Cinco de Mayo and raise funds in support of his/her own fees.

Reimbursement by the City of any amount is conditioned upon the following:

- 1) Each request for reimbursement shall be accompanied by a copy of the itemized invoice(s) or bill(s) for advertising services purchased or allowed costs (invoices received that are not itemized will NOT be reimbursed); and
- 2) If the reimbursement is sought for advertising expenses, one copy of the advertisement(s), or other media copy acceptable to City, purchased by event producer for which reimbursement of costs is requested.
- 3) Restriction on Expenditures. The event producer understands that any contract with the City is governed by the restrictions mandated for use of Lodger's Taxes and all expenditures are subject to full disclosure to the City in order to show compliance with said requirements. The event producer further understands that all expenditures shall be for the purpose of promoting tourism into the City of Sunnyside. The event producer shall provide documentation in support of its efforts. The event producer further agrees to cooperate with and furnish any requested documents to the State Auditor upon request.

The City reserves the right to reject all or any portion of any request for reimbursement if, in the sole opinion of the City, such expenditure is not authorized by the contract with the City or applicable law.

Insurance

Evidence of liability insurance coverage naming the City of Sunnyside, its officers, employees and agents as additional insured parties and affording death, personal injury and property damage liability coverage in an amount determined by the City Manager. Additional endorsements for host liquor liability and/or products liability may be required, in the event food, beverages and/or alcoholic beverages are to be dispensed.

The City of Sunnyside has the right to place or renew the coverage at its discretion and charge the sponsor for the cost thereof should the sponsor fail to obtain or maintain the required

insurance coverage for the event. A certified copy of the insurance policy may be submitted which shall name the City of Sunnyside as an additional insured

RFP Schedule

(With the exception of the RFP due date, dates may be adjusted to meet unexpected circumstances.)

Publication, Mandatory Pre-Proposal Meeting, and Due Date

Public notice advertised – Daily Sun News	July 21, 26, and August 2
RFP package available for pickup and online	July 21
Mandatory Pre-Proposal Meeting	July 27 (5:30 pm)
RFP responses due	August 8, 2017, by 4 p.m.

Review Process

LTAC review of proposals	August 2017
Recommendation to City Council	August 28, 2017

Funding Notification

Award notices	September 2017
Contracts issued	November 2017

Term

Project funding available	January 1, 2018 June 30, 2018
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Funds not expended by June 30, 2018 will be forfeited. NO EXCEPTIONS.

Project Management

The City Clerk's Office will coordinate the RFP process, publicize, and receive the RFP in accordance with the advertised timeline, and respond to applicant questions as appropriate. The City Clerk's Office will then issue contracts for approved projects, and monitor contract compliance. All contracts will require the submission of appropriate written reports regarding the use of allocated funds. The City Clerk's office, in cooperation with the Finance Department, will process bills, reimburse expenses, and insure that proper measures are taken to insure compliance with the Washington State Auditor's Office.

Selection Process

Each application will be reviewed by LTAC based upon several criteria; eligible activities, effectiveness of proposed project in meeting the expected outcomes, need, and funding requirements. Regardless of the methods employed by LTAC to evaluate each applicant, their recommendations will not be subject to review or challenge by the applicant. Once reviewed by LTAC, those recommendations will be forwarded to the City Council for final decision.

Other Information

Contract: The City will utilize its standard contract for City-funded activities.

Payment: Payment will be provided in accordance with the contract.

Legibility and Additional Materials: All information provided must be legible and typed in a 11 or 12-point type on the application provided. ABSOLUTELY NO HAND-WRITTEN applications will be accepted. NO EXCEPTIONS.

Performance: *IMPORTANT NOTICE* Washington State law (RCW 67.28.1816(2), amended 2008) requires that the City of Sunnyside submit an annual report detailing, by event, lodging tax revenue expended, the estimated number of tourists that attended, and estimated lodging stays (heads in beds). Recipients of lodging tax revenue will be required to collect and provide timely submission of this information (Attachment C). **Failure to submit the information within 60 days of an event will disqualify the applicant for future funding.**

**Future allocations of Tourism Funds
to agencies that have received funds previously
will be subject to an evaluation of past performance.**

Proposal Submittal

Please deliver **seven (7) copies** of the proposal response (Pages 7 through 10 of this RFP) and the required documentation identified on page 11 (Exhibits) in a sealed envelope and any additional information to:

Deborah Estrada, CMC, City Clerk
City of Sunnyside
818 E. Edison Avenue
Sunnyside, WA 98944

**SUBMISSION DEADLINE
NO LATER THAN 4:00 P.M., AUGUST 8, 2017**

Cinco de Mayo Festival - 2017



City of Sunnyside
Lodging Tax Advisory Committee

APPLICATION FOR 2018 FUNDING

A Word version of this application is available at
www.sunnyside-wa.gov/proposals

PROPOSALS MUST BE TYPED – NO EXCEPTIONS

Note - Marketing efforts must target tourists from a different town, city, county, state, or country. The City's lodging tax fund exists because visitors stay overnight in a Sunnyside lodging establishments and pay the tax.

"Tourism promotion" means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists. (RCW 67.28.080 (6))

"Tourist" means a person who travels from a place of residence to a different town, city, county, state, or country, for purposes of business, pleasure, recreation, education, arts, heritage, or culture. (RCW 67.28.080 (8))

Organization (check one) Non-profit Public Agency For Profit Individual

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Website _____

Contact Person

Name _____ Title _____

Phone _____ Fax _____

E-mail _____

Funding Request

Amount Requested \$ _____

Can you operate this activity/service with reduced funding? Yes No
If yes, list priorities below:

Reduced Amount - partial funding (no less than) \$ _____

Timeline

Use the chart below to break out your project into its major steps, showing when each will be accomplished and specifying the responsible party.

MONTH	TASK ITEM and RESPONSIBLE PARTY
JUNE 2017	
JULY 2017	
AUGUST 2017	
SEPTEMBER 2017	
OCTOBER 2017	
NOVEMBER 2017	
DECEMBER 2017	
JANUARY 2018	
FEBRUARY 2018	
MARCH 2018	
APRIL 2018	
MAY 2018	

PROPOSAL CERTIFICATION

The applicant organization hereby certifies and affirms the following:

- The governing body of the applicant organization has approved this application.
- The undersigned is authorized to sign this application on behalf of the applicant organization.
- The information contained in this application is true, correct, and complete and the applicant organization understands and will comply with all provisions thereof.
- That applicant organization will abide by all relevant local, state, and federal laws and regulations.
- That it does not now, nor will it during the performance of any contract arising from this application, unlawfully discriminate against any employee, applicant for employment, client, customer, or other person who might benefit from said contract, by reason of age, race, color, ethnicity, sex, religion, creed, place of birth, or degree of handicap, and

Certified by:

(Signature)

(Print Name)

Title

Date

EXHIBITS

**Required information must be submitted with proposal;
Incomplete applications will be disqualified.**

Non-Profits:

- Copy of state certificate of non-profit incorporation - **REQUIRED**
- Copy of federal exemption status 501(c)(3) or 501(c)(6)– **REQUIRED**
- Copy of current Form 990 - **REQUIRED**
- IRS Tax ID number - **REQUIRED**
- Copy of articles of incorporation
- Copy of most recent approved and proposed budgets of the overall organization – **REQUIRED**
- Copy of meeting minutes approving project and authorization of application or a letter indicating official approval of project and application - **REQUIRED**
- List of members of the organization's board of directors, principal staff, and contact information for each - **REQUIRED**
- Proof of insurance – **to be provided within 30 days of acceptance.**

Public Agencies:

- Copy of meeting minutes approving project and authorization of application or a letter or resolution indicating official approval of project and application - **REQUIRED**
- Proof of insurance – **to be provided within 30 days of acceptance.**

For Profit:

- Articles of incorporation
- Current business license - **REQUIRED**
- IRS Tax ID number - **REQUIRED**
- State UBI number - **REQUIRED**
- List of managers or principal officers/directors and contact information for each - **REQUIRED**
- Proof of insurance – **to be provided within 30 days of acceptance.**



COMMUNITY EVENT PERMIT APPLICATION

All special event permit applications must be filed with the City of Sunnyside at least forty-five (45) days (90 days for events with alcohol sales) prior to event date. Annual events have first priority and can be scheduled annually, the first working day of January. The filing fee for special event applications is set by SMC 2.02.

Step 1: Reserve a date, time and location by visiting our office located at 818 E. Edison Avenue, Sunnyside, WA.

Step 2: Read SMC 12.46 Special Event Permits which outlines rules, requirements, permits and filing timelines.

Step 3: Note filing date requirements.

Step 4: Make sure all applications are signed.

Step 5: Submit all fully completed applications to 818 E. Edison Avenue, Sunnyside, WA in a timely manner.

Event Coordinator/Primary Contact _____

Address _____ City _____ State _____ Zip _____

Phone(s) _____ Email _____

Date(s) of Event _____ Start Time _____ End Time _____

Name of Event _____

Site/Facility and Address _____

Sponsor/Organization _____ Profit Non-Profit Tax Exempt # _____

Dance

Private Public Teenage (# of chaperones _____)

Event

Carnival Circus Other _____

Parade

Community Kids Promotion Union Religious Other _____

Purpose and brief description of event _____

The City of Sunnyside will review and determine services we can provide. Additional charges may apply for these services. Please complete all information on this form. The Event Coordinator is responsible for providing a complete list of event plans and a list of suppliers providing services. An event logistics map is required, detailing the location for all water, power, tables, canopies, stages, generators, vendors, booths and any other major services or activities planned.

READ AND COMPLETE INFORMATION ON REVERSE SIDE



Provide a logistic map outlining the entire venue including the location of all canopies, stages, equipment, activities, port-a-potties, generators, vendors, power, water sources and a map of the parade route. Vehicles are not allowed on grass. Provide a map of area to be closed to vehicle access, attach additional pages as needed. All vendors, suppliers and equipment **MUST** be removed at the end of the event or additional fees will be charged.

YES	NO	CHECK ALL THAT APPLY	YES	NO	CHECK ALL THAT APPLY
		Electricity (available in some locations with limited resources)			Serving Alcohol - Attach WA Liquor License
		Event will provide generators: Size(s) _____			Selling Alcohol – Attach WSLCB Permit and Sunnyside City Council approval required
		Water Requirements – Drinking/Washing (circle) (available in some locations with limited resources)			Amplified Sound <input type="checkbox"/> DJ <input type="checkbox"/> Live Band Name _____
		Event will provide Gray Water Barrel/Grease Barrel (circle). Grease and gray water need to be contained and removed from use sites.			Requesting Police Officers as Security If no, attach security contract. If yes, check police officer rates with Police Department.
		Event will provide stages Size(s) _____			Requesting other City Staff for event
		Event will provide canopies Size(s) _____			List other equipment/entertainment (jumping castles etc.) _____
		Event will provide booths Size(s) _____			Event will provide traffic control
		Event will provide garbage cans Quantity _____ Size _____			Event requests Barricades/Special Parking Quantity _____
		Event is required to order dumpsters for groups over 300 Quantity ordered _____			Items to be sold Food _____ Non-Food _____
		Event will provide Port-a-Potties Quantity: Regular _____ ADA _____			Serving Food/Beverages – Provide a list of caterers/vendors
		Event will provide utility vehicles Quantity _____			Event will charge admissions or accept donations (circle).
Other (please outline in detail)					

Event Coordinators Signature _____

Date _____



HOLD HARMLESS FORM

Name of Event _____

Date(s) of Event _____

I hereby certify that I have read and will abide by the rules and regulations set forth by the City of Sunnyside and in signing this application, I hereby agree that I and the organization I represent, shall hold the City of Sunnyside and all of its agents or employees free and blameless from any claim, liability or damage which may arise from use of City facilities or equipment, whether or not the City of Sunnyside, its agents or employees are jointly negligent. I further agree to promptly reimburse the City of Sunnyside for any clean up, loss or damage to the City property resulting from this use. In addition, I give consent to the disclosure of the phone number(s) I have listed on this application pursuant to request from the public, and I give consent to the disclosure of these phone number(s) in informational publications, releases, or announcements about this community event.

Event Coordinators Signature _____

Date _____



PHYSICAL ACTIVITY EVENT WAIVER

Per SMC 12.46.080(A)(3) of City Code Requirements for Special Events:

“For a special event involving registered participation of persons involving physical effort, an agreement that each participant, as a condition of participation, will be required to waive any and all liability against the City of Sunnyside, its officers, agents and employees arising from the event, which agreement shall be in the language approved by the city’s legal counsel.”

The City of Sunnyside has approved the following language for participation waivers for events such as fun runs, bike-a-thons, walk-a-thons, or other events involving physical activity on the part of the participant.

RELEASE

In consideration of your acceptance of this race entry, I, for myself, my heirs, executors, administrators and assigns, forever release and discharge any and all rights, demands claims for damages and causes of suit or action known or unknown, that I may have against (sponsors name), the City of Sunnyside and any and all participating race sponsors, and the Directors, Officers, Employees and Agents of such parties, for any and all injuries or death in any manner arising or resulting from my participation in said race. I attest and verify that I have full knowledge of the risks involved in the race, that I will assume those risks, that I will assume and pay my own medical and emergency expenses in the event of an accident, illness or incapacity, regardless of whether I have authorized such expenses, and that I am physically fit and sufficiently trained to participate in this race.

Signature

Date

Signature of Parent/Guardian if participant is under 18



COMMUNITY EVENT INSURANCE REQUIREMENTS

Per SMC 12.46.080(A)(1) of City Code Requirements for Special Events:

No later than fourteen (14) calendar days before the event, the applicant shall file with the City of Sunnyside the following:

“Evidence of liability insurance coverage naming the City of Sunnyside, its officers, employees and agents as additional insured parties and affording death, personal injury and property damage liability coverage in an amount determined by the City Manager. Additional endorsements for host liquor liability and/or products liability may be required, in the event food, beverages and/or alcoholic beverages are to be dispensed;”

Certificate of Insurance Requirements (Acord Form #25):

1. This standard insurance form must be completed according to these guidelines:
 - A. The wording at the top of the form, “This Certificate is issued as a matter of information only and confers no rights upon the certificate holder.” Must be deleted in its entirety.
 - B. The wording at the bottom of the Acord form, “Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the below named certificate holder, but failure to mail such notice shall impose no obligation of liability of any kind upon the company.” shall be changed to read “Should any of the above described policies be cancelled or reduced as to coverage before the expiration date thereof, the issuing company will fax and mail 10 days written notice to the certificate holder and the City of Sunnyside.”
 - C. The City of Sunnyside is named as an additional insured.
 - D. The appropriate amount and types of coverage's specified above are contained therein; and
 - E. Any wording crossed out or added must be approved by the City of Sunnyside and initialed by the Agent/ Broker.
2. A completed Acord form #25 may be submitted without the changes described in 1.1 above if the Acord form is accompanied by a completed Endorsement naming the City of Sunnyside as an additional insured and containing the insured's name and policy number, and signed by a duly authorized Agent/Broker. The changes described in 1.B above must be made on the Certificate of Insurance. Any wording crossed out or added must be approved by the City of Sunnyside and initialed by the Agent/Broker.
3. A complete Acord form #25 (or equivalent) may be submitted without the changes in 1.B above if it is accompanied by an Insurance Binder (Acord form #75, or equivalent) indicating the Endorsement naming the City of Sunnyside as an additional insured is bound with the Certificate of Insurance. The Sponsor must submit the Endorsement prior to the expiration of the insurance Binder. Failure to replace a binder which has expired shall be a material breach of these guidelines and the City of Sunnyside, at its option, may revoke event permit.

The City of Sunnyside has the right to place or renew the coverage at its discretion and charge the sponsor for the cost thereof should the sponsor fail to obtain or maintain the required insurance coverage for the event. A certified copy of the insurance policy may be submitted which shall name the City of Sunnyside as an additional insured.



COMMUNITY EVENT STAFF REVIEW

Please sign and note comments below or on a separate sheet.

Public Works Divisions APPROVED DENIED Reviewed By _____

Comments: _____

Fire Department APPROVED DENIED Reviewed By _____

Comments: _____

Police Department APPROVED DENIED Reviewed By _____

Comments: _____

PLEASE ATTACH AN INVOICE IF ANY CITY OF SUNNYSIDE EMPLOYEES ARE REQUESTED FOR EVENTS.

After review of application and the attached documents, it is my recommendation that said application is;

APPROVED DENIED

Public Works Director Signature _____ Date _____

Event Fee	\$_____.
Deposit Fee	\$_____.
City Employee Fee	\$_____.
<hr/>	
TOTAL DUE	\$_____.

PLEASE ATTACH ALL INVOICES AND RECIEPTS.



NOISE VARIANCE APPLICATION

All noise variance must be filed with the City of Sunnyside at least fourteen (14) days prior to event date. Following the City Managers approval, City staff will transmit a copy of this application to the Sunnyside Police Department.

Event Name _____

Event Description _____

Event Location _____

Date(s) of Event _____ Start Time _____ End Time _____

Number of Expected Participants _____ Sponsor/Organization _____

Event Coordinator/Primary Contact _____

Address _____ City _____ State _____ Zip _____

Phone(s) _____ Email _____

Describe Amplification (include type of equipment and whether amplification will be voice and/or music)

Event Coordinator Signature _____ Date _____

After review of application and the attached documents, it is my recommendation that said application is;

APPROVED DENIED

City Manager Signature _____ Date _____

SMC 9.34.060(C) In the event the Police Department or police officer determines that the activity poses an immediate threat to the health, safety and welfare or adversely affects the value of the property or the quality of the environment of the citizens of the City of Sunnyside, such department or police officer may immediately take all necessary and appropriate action to abate or terminate such noise.

Amplification Level Checked on _____ at _____:_____ AM PM

Sunnyside Police Officer Signature _____

ATTACHMENT C

Lodging Tax Reporting Form – 2018

Must be completed and submitted to the City Clerk by July 31, 2018

SUBMIT FORM TO:

Deborah Estrada, City Clerk
818 E. Edison Avenue
Sunnyside, WA 98944

PART A

Activity Name _____ Event Date(s) _____

Total Lodging Tax Revenue Received \$ _____ Total Cost of Activity \$ _____

Contact Name/Title _____ Phone _____ Email _____

Overall Attendance

Projected Actual Methodology

Attendees Traveling 50+ miles

TOTAL:

Projected Actual Methodology

Of total, # traveling from other state or country

Projected Actual Methodology

Attendees who stayed overnight

Paid Accommodations:

Projected Actual Methodology

Unpaid Accommodations:

Projected Actual Methodology

Paid Lodging Nights

Projected Actual Methodology

METHODOLOGY LEGEND: (place # in each field to the left)

- 1) Direct Count
- 2) Indirect Count
- 3) Representative Survey
- 4) Informal Survey
- 5) Structured Estimate
- 6) Other (explain) _____

What would you do the same on this project? _____

What would you do different on this project? _____

