



Special Events Committee Meeting Agenda

June 8th, 2023

8:30 AM – 10:00 AM

Location: **Virtual (Via Microsoft Teams)**

1. Call to Order

2. Communications - Written and Oral

Note: Three-minute limit per person or five minutes if representing the official position of a recognized organization. A maximum of three people are permitted to speak on each side of any one topic.

3. Approval of Agenda

4. Approval of Minutes

* 05/11/2023 Meeting

5. Committee Reports:

* Routing Sub-Committee

6. Old Business:

* **Tabled Events:**

7. New Business:

* **Application of Intent:** BSD Employee Return to School Celebration, American Diabetes Association – Tour de Cure

* **Event's Organizers Presentations:** 8:45 AM Bellevue School District

* **Post-Event Evaluations:** Kelsey Creek Farm Sheep Shearing, All in for Autism

* **Comments/ Follow-up**

8. Next Meeting: July 6th, 2023

9. Adjournment

Chair: Susan Freeburg (425) 452-4278

SFreeburg@bellevuewa.gov

Staff: Emily Martella (425) 452-7938

emartella@bellevuewa.gov





Special Events Committee Meeting Agenda

Microsoft Teams meeting

Join on your computer, mobile app or room device

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Meeting ID: 282 281 839 860

Passcode: 8znyCy

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[+1 206-452-7011,,767866121#](#) United States, Seattle

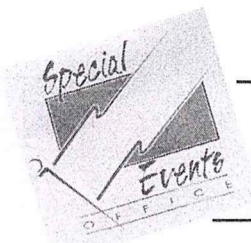
Phone Conference ID: 767 866 121#

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Event	Application Number	Start Date	End Date	Location	Orginazers' names	Contact info
CRY Holi	23-23	3/11/2023	3/11/2023	Downtown Park	Paresh Mundade	paresh.mundade@hotmail.com
Bellevue Rotary Earth Day - Lithium Battery Recycling - 2023	23-05	4/22/2023	4/22/2023	Downtown Park	Maria Claudia Noreña	maria.norena@gmail.com
All in For Autism 5K Run	23-01	4/30/2023	4/30/2023	See Route Map	Ruben Ladlad	president-elect@bbrc.net
Kelsey Creek Sheep Shearing	23-17	4/29/2023	4/29/2023	Kelsey Creek Farm	Heidi Cox	HCox@bellevuewa.gov
7 Hills of Kirkland	23-07	5/29/2023	5/29/2023		Todd Pemble	tkpemble@comcast.net
Bellevue Four on the 4th Dog Jog & Walk	23-10	6/4/2023	6/4/2023	See Route Map	Mike Ogliore	mike@bellevuedowntown.com
				Key Center/ Skyline Tower/ City Center Plaza/ BS Fountain Court/ B. Library/ B. DT Park		
Bellevue Beats & Bites Summer Music Series/ Updated	23-03	6/7/2023	8/25/2023		Mike Ogliore	mike@bellevuedowntown.org
Lake to Lake Bike Ride	23-20	6/10/2023	6/10/2023	See Route Map	Ted Mittelstaedt	tmittelstaedt@bellevuewa.gov
Shaam-e-Bazaar (IACS's Night Bazaar)	23-13	6/24/2023	6/24/2023	Crossroads Park	Priya Srinivasa	priyas@iaww.org
CHIME Night Fair	23-27	6/25/2023	6/25/2023	DT Park	Qi Chu/ Keely Chu	cookieqi270@gmail.com
Bellevue Family 4th	23-15	7/4/2023	7/4/2023	Downtown Park	Jera Gilmore Mike Ogliore	jgilmore@bellevuewa.gov
Downtown Movies in the Park	23-14	7/18/2023	8/22/2023	Downtown Park	Bill Gatlin & Brandi Christman	wgatlin@bellevuewa.gov
				Bellevue Square/ Bellevue Arts Musuem/ NE 6th St		
Bellevue Arts Museum ARTSfair	23-12	7/28/2023	7/30/2023		Julia Konkell	jkonkell@msn.com
Chamber Music in the Park	23-19	7/22/2023	7/22/2023	Downtown Park	Ali Friedman	ali@seattlechambermusic.org
Bellevue's Acton Children's Business Fair	23-25	8/6/2023	8/6/2023	Downtown Park	Aryaman Sinha/Richa Rai	aryamansinha@outlook.com / richarai@hotmail.com
Bellevue Downtown Arts Market	23-02	7/28/2023	7/30/2023	106th Ave NE/ NE 6th St.	Mike Ogliore	mike@bellevuedowntown.org
Crossroads Movies in the Park	23-06	8/3/2023	8/31/2023	Crossroads Park	Donnie Wardrop	DWardrop@bellevuewa.gov
Fred Hutch Cancer Center Obliteride	23-24	8/12/2023	8/12/2023	See Route Map	Gary Metcalf	gary@cadencesports.com
Pakistan Independence Day Celebration	23-06	8/19/2023	8/19/2023	Downtown Park	Hamid Ali	hamidali@johnlscott.com
Arts in the Garden	23-09	8/25/2023	8/27/2023	Botanical Garden	Gagliardi, James Abken, Joseph	JAbken@bellevuewa.gov
Jubilee REACH - Celebration in The Park	23-11	8/27/2023	8/27/2023	Downtown Park	Ken Carpenter	kenc@jubileereach.org
Flavors of India	23-22	9/2/2023	9/3/2023	Crossroads Park	Venkat Iyer	venkatraghavann@gmail.com
NW Ukrainian International Festival	23-21	9/9/2023	9/9/2023	Downtown Park	Valeriy Goloborodko	HC@uaconsulate.org
Chinese Mid-Autumn Festival	23-26	9/23/2023	9/23/2023	Downtown Park	Qi Chu/ Keely Chu	cookieqi270@gmail.com
Kelsey Creek Farm Fair	23-16	10/7/2023	10/7/2023	Kelsey Creek Farm	Heidi Cox	HCox@bellevuewa.gov
Bellevue Downtown Ice Rink	23-04	11/17/2023	1/15/2024	Downtown Park	Mike Ogliore	mike@bellevuedowntown.org
SnowFlake	23-18	11/24/2023	12/24/2023	Along Bellevue Way	Jennifer Leavitt	jleavitt@kemperdc.com
Garden d'Lights	23-08	11/25/2023	12/31/2023	Botanical Garden	Joe Abken	JAbken@bellevuewa.gov



CITY OF BELLEVUE Special Event Application of Intent

Name of Event: Return to School Staff Gathering

Description of Event: BSD Employee Return to School Celebration

Proposed Event Date(s): August 28, 2023

Day(s) of Week: Monday

Event Start Time: 2:00

Event End time: 4:00

Setup Date/Time: August 28th, 2023 @ 12:00pm @5:00pm

Take Down Date/Time: August 28th

Estimated Attendance: Participants: 2000

Spectators:

Volunteers:

Route/Location Description(s) (Attach a readable map/site plan):

Event Type (Please check one):

Public Event

Private Event

Has event occurred in the past?

Yes

No

Is this event intended to be annual?

Yes

No

Can we share your event information with the public?

Yes

No

Approved City partnership: Yes No If yes, which City department:

Department Contact Name:

Department Contact Phone:

Event Sponsor/Organization: Bellevue School District

Applicant Name/Responsible Person: Heather Edlund
edlundh@bsd405.org

Email:

Address: 12111 NE 1st ST

City: Bellevue

State: WA

Zip: 98005

Daytime Phone: 425-456-4156 Cell phone: 206-354-5097 Other:

FAX:

Mark boxes where applicable to your event (**additional permits and fees may be required**)

ADMISSION FEE

ALCOHOL

AMPLIFIED SOUND

BOATING/SWIMMING

CARNIVAL RIDES

ERECTED SEATING

FLOATS

FOOD SERVICE & RECYCLING

GAMBLING

GENERATORS

HEATING DEVICES

HORSES

LIVE MUSIC

MARCHING UNITS

MOTORIZED VEHICLES

OPEN FLAME

PARKING

PYRO/FIREWORKS

SANICANS

SECURITY

SIGNS & BANNERS

SPECIAL EFFECTS

TENTS/SHELTERS

TRAFFIC CONTROL

VENDORS

OTHER: Possible Food Trucks

ALL APPLICATIONS OF INTENT MUST BE SUBMITTED 90 DAYS PRIOR TO EVENT

(Annual Events must be submitted by December 6 of year prior to the event.)

Please mail signed application along with non-refundable application fee of \$62 to:

SPECIAL EVENTS COMMITTEE
City of Bellevue (Attn: Imane Elmesbahi)
Parks & Community Services Department
PO Box 90012
Bellevue, WA 98009-9012

Contact Information:

Phone: 425.452.6885

Email: sec@bellevuewa.gov

I have read and understand the Special Events Committee Policies & Procedures Manual and, by signing this Application of Intent, agree to comply with the policies and procedures set forth within. I further understand that the Special Events Committee (SEC) will set conditions. Additional permit(s) and fees may be required. All fees are payable to the City of Bellevue and will be due prior to the issuance of the required permit(s).

Permit fees are refundable, provided that written notice is received by the Special Events committee a minimum of 30 days prior to the date of the event.

Applicant Signature: _____

Date: _____

5/31/23

OFFICIAL USE ONLY

Application Number: _____ Date Received: _____ By: _____

Conditional Approval: _____, Chair. Date: _____

Attachments received: _____

Martella, Emily

From: Darryl Brown <DBrown@diabetes.org>
Sent: Monday, June 5, 2023 11:28 AM
To: Freeburg, Susan
Cc: SEC
Subject: American Diabetes Association cycling event passing through City of Bellevue

Categories: DONE!

[EXTERNAL EMAIL Notice!] Outside communication is important to us. Be cautious of phishing attempts. Do not click or open suspicious links or attachments.

Good morning Susan and Team,

My name is Darryl Brown and I am with the American Diabetes Association here in Seattle. On Saturday, August 5th we are planning to host our 32nd Annual Tour de Cure family cycling event that will start and finish at Marymoor Park in Redmond. We are currently checking in with local municipalities in which our proposed routes pass through to ensure we have permission, proper permits completed, and share our certificate of insurance with the correct people.

Two of the three routes we are proposing will circle Lake Sammamish so the section of route passing through Bellevue will include some sections of West Lake Sammamish Parkway NE and the bike path on the west side of the lake. Here is a link to our route on Ride with GPS for your information. Please contact me at your earliest convenience to share what additional information and/or applications I need to complete in order to secure your approval. Thank you very much and I look forward to working with you!

Best regards,



Darryl Brown

Associate Director, Development
Pacific Northwest

Phone: +1 (206) 282-4616 ext. 4228

Cell: +1 (206) 909-1879

diabetes.org

1-800-DIABETES (800-342-2383)

[Join the 2023 PNW Tour de Cure Today!](#)



POST EVENT EVALUATION

Our goal is to assist Event Sponsors with all the necessary information to produce a successful event. After your event takes place, you will be invited back to the Committee to share your perspective on the event. We are interested in what worked well, what you might do differently and how you feel overall about the event. This form is to assist you and the Committee in this review. Please complete and bring to post event review.

Event sponsor name: City of Bellevue

Event Name: Kelsey Creek Sheep Shearing

Event Date: April 29, 2023

Location: Kelsey Creek Farm

Estimated Attendance: 4,000 **Daily attendance:** 4,500

List participants and spectators separately. List by each activity.

Event overview: (weather, programming, site plan/layout, modifications)

Saturday, April 29th was one of the first sunny and warm days of Spring. This brought many visitors to the farm to see the sheep being shorn of their winter coats. There were several food vendors serving a variety of food options, tractor-pulled wagon rides, fiber craft demonstrations, and Country Lane children's area, providing crafts and activities. Shearing demonstrations took place at the top of each half hour. The amphitheater was full each time.

What went well: (parking, load-in/out, set-up/take down, shuttle, pedestrian flow)

The site plan used the whole site, spreading out the activities, dispersing the volume of visitors, as well as, controlling the length of lines. There were site maps with QR code which assisted the visitors in locating a specific area or to see the overview of the event.

There were shuttle buses taking people to and from Bannerwood Park and Wilburton Park and Ride. A police officer was stationed at the entrance of the park, helping with traffic control and keeping pedestrians safe.

Over several days, the City's Grounds crew and Structural team assisted the Kelsey Creek Staff in setting-up the event. Clean-up went extremely well. We were impressed with the speed at which volunteers and staff worked to get things put away by the end of the day.

The Country Lane children's area was very popular. The kids seemed to really enjoy all the activities!

Challenges:

We had a last minute cancellation by the pony ride vendor. The night before the event we had to tear-down the pony area fencing, ticketbooth, etc.. A lot of last minute work and wasted set-up time. We printed signage explaining the the activity was cancelled due to the lack of staffing by the vendor.

Safety/Security Concerns:

None

Changes for next year:

POST EVENT EVALUATION

Work on the staff / volunteer break schedule.

Provide umbrellas/parasols to staff / volunteers who have jobs in the full sun all day.

Do you plan to do this event next year? **Yes** **No** If yes, indicate date: April 27, 2024

Special Events Committee Suggestions/Comments:

Community Communications and Feedback:

POST EVENT EVALUATION

Our goal is to assist Event Sponsors with all the necessary information to produce a successful event. After your event takes place, you will be invited back to the Committee to share your perspective on the event. We are interested in what worked well, what you might do differently and how you feel overall about the event. This form is to assist you and the Committee in this review. Please complete and bring to post event review.

Event sponsor name: Bellevue Breakfast Rotary Club

Event Name: 2023 All in for Autism 5K 10 K

Event Date: April 30, 2023

Location: Bellevue Downtown Park

Estimated Attendance: 1,750 **Daily attendance:** 1,750

List participants and spectators separately. List by each activity.

Event overview: (weather, programming, site plan/layout, modifications)

The Race event was completed successfully and safely. We had an excellent, rainless weather that was perfect for a 5K 10 K race. The Race Village was fully booked with Exhibitors that showcased their products and supported the event. The COB Traffic Police and BBRC's course monitor volunteers and marshalls helped ensure the safety of participants. The event turned out to be a great community gathering for the City of Bellevue.

What went well: (parking, load-in/out, set-up/take down, shuttle, pedestrian flow)

Parking was great because the Bellevue Collection who is one of the event sponsors provided additional parking for both the volunteers and the runners and walkers who participated in the event. Exhibitors set up their booths as scheduled and the clean up crew of BBRC did a good job of cleaning up after the event. We had many donors and exhibitors who provided food and drinks that helped made the 2023 AIFA a fun in-person event.

Challenges:

Not a lot of challenges. We have to make some tweaks on the registration so late comers can be better accommodated. The weather is always a challenge but we had people working on the weather and the morning turned out to be perfect for the race event.

Safety/Security Concerns:

The event were well supported by the City of Bellevue Traffic Police and the required number of volunteers. The race started and finished without any untoward incidents.

Changes for next year:

We will be working on the finer points of the process now that we have returned to a 100% in-person event. We increased participants by almost 20% and we hope to build on the success we attained in 2023.

Do you plan to do this event next year? Yes No If yes, indicate date: April 28, 2024

POST EVENT EVALUATION

Special Events Committee Suggestions/Comments:

Community Communications and Feedback:
