

# PROPOSAL FOR MANAGEMENT, OPERATIONS, AND CATERING SERVICES – HAPO CENTER

Solicitation Number: 23-000-000

Simmons Venue Management, LLC.  
6600 Burden BLVD  
Pasco, WA 99301

S&S Hospitality, Inc.  
DbA CG Public House and Catering  
9221 W. Clearwater Ave  
Kennewick, Wa 99336

Prepared By:  
Kyle Simmons  
509-366-8403  
Events@hapocenter.com

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## **Tab 1: County Required Documents:**



**REQUEST FOR PROPOSALS (RFP) NON- PROFESSIONAL SERVICES**

ISSUE DATE: RFP NUMBER: 23-000-

0000 TITLE: MANAGEMENT, OPERATIONS, AND CATERING SERVICES –HAPO  
CENTER

ISSUED BY:  
Franklin County  
Administrator  
1016 North 4<sup>th</sup> Ave  
RM A102 Pasco,  
Washington 99301

**PERIOD OF CONTRACT:** The contract term will be for a period of 5 years upon the date of execution with a 2 year renewal option upon the mutual written agreement of the parties.

Franklin County, Washington will receive sealed proposals for the above-named project until **3:00 PM, PDT, on July 14, 2023**

at the office of the County Administrator in the County Administration Building, 1016 North 4<sup>th</sup> Ave RM A102, Pasco, Washington 99301. Any sealed proposal received after the specified time and date will not be considered.

Inquiries for information should be directed to Franklin County Administrator Mike Gonzalez at [mrgonzalez@franklincountywa.gov](mailto:mrgonzalez@franklincountywa.gov) **via email only**. All questions must be submitted via e-mail **before** 3:00 pm, PDT, Friday June 23, 2023. Electronic copies of RFP documents in PDF format are available for download on the Franklin County web site at:

<https://www.franklincountywa.gov/Bids.aspx?CatID=19&txtSort=Category&showAllBids=on&Status=>

It will be the responsibility of the applicant to monitor the county's website and above noted websites for published addenda. All fully executed addenda must be returned to the County with proposal submission. The County will not accept faxed or emailed addenda.

**PROPOSALS MUST BE MAILED DIRECTLY TO THE COUNTY ADMINISTRATOR AT THE ADDRESS SHOWN ABOVE. IF HAND-DELIVERED, DELIVER TO THE SAME ADDRESS SHOWN ABOVE. PLEASE NOTE THAT ACCESS TO THE COUNTY ADMINISTRATION BUILDING IS RESTRICTED, PLEASE PLAN ACCORDINGLY TO ENSURE THE PROPOSAL ARRIVES PRIOR TO THE DUE DATE AND TIME.**

In Compliance With This Request for Proposal And To All The Conditions Imposed Therein and Hereby Incorporated By Reference, The Undersigned Offers, And Agrees To Furnish Services requested in the solicitation.

THIS SECTION IS TO BE COMPLETED BY APPLICANT'S AUTHORIZED REPRESENTATIVE  
NAME AND ADDRESS OF FIRM:

Simmons Venue Management, LLC.

6600 Burden BLVD  
Pasco, WA Zip Code: 99301  
Email: events@hapocenter.com

Date: 7/10/23  
By: [Signature] (Sign in Ink)  
Name: Kyle Simmons (Please Print)  
Title: member / manager  
Website Address: hapocenter.org

Check All That Apply: SBSD Certified Business

☒ Small ☐ Women-Owned ☐ Minority-Owned SBSD # ☐ FEI/FINT No. 88-4130315

## **XII. ATTACHMENT A**

### **KNOWLEDGE OF CONDITIONS**

At the time of the opening of the proposals, each applicant will be presumed to have inspected any site(s) and to have read or have been made thoroughly familiar with the specifications regarding services. Further, the vendor has had the opportunity to question County employees and staff regarding any aspect of services that are related to this proposal.

The County may consider as informal any proposal not prepared and submitted in accordance with the provisions hereof. Applicants shall understand that the County will not be responsible for any errors or omissions by the applicant in the proposal.

All materials submitted become the property of the County and may be returned only at the County's option. The County has the right to use any or all ideas presented in any reply to the RFP, except for any items marked as confidential or trade secrets. Selection or rejection of the proposal does not affect this right.

***Type or print legibly when completing this form.***

1. Legal Name of Applicant:  
(Note: This is your name as reported to the IRS. This should match your Social Security card or Federal ID number.)  
  
Simmons Venue Management, LLC.  
EIN: 88-4130315
2. Type of Business Entity:
  - A. Sole proprietorship (Provide full name and address of owner):
  - B. Limited Partnership (Provide full name and address of all partners):
  - C. General Partnership (Provide full name and address of all partners):
  - D. Limited Liability Company (Provide full name and address of all managing members): Shirley and Steve Simmons, 1606 S. Fillmore St, Kennewick WA 99338. Kyle Simmons, 3103 S. Edison PL, Kennewick, WA 99338
  - E. Corporation (Provide full name and address of all officers):
3. Doing Business As:  
If Applicable (Note: This is the name that appears on your invoices but is not used as your reporting name.) Current dba for SVM: HAPO Center

4. Name and Position of Person Completing this Certificate:  
Kyle Simmons, LLC Member/Manager

5. Physical Business Address:  
6600 Burden BLVD  
Pasco, WA 99301

6. Primary Correspondence Address (If different from physical address):  
Same as Physical Address

7. Number of Employees:  
6

8. Are all Employees Who Work in the United States Eligible for Employment in the United States?

Yes ☒           

No           

Under penalty of perjury pursuant to the laws of the State of Washington, I declare on behalf of the contractor/Contractor listed above that to the best of my knowledge and based upon reasonable inquiry, each and every one of the contractor's/Contractor's employees who work in the United States are eligible for employment in the United States as required by the Federal Immigration Reform and Control Act of 1986. I further declare on behalf of the contractor/Contractor that it will use due care and diligence to ensure that all employees hired in the future who will work in the United States will be eligible for employment in the United States. I affirm that the information provided herein is true, correct, and complete.

Sworn this July 9,            day of, 2023             
on behalf of            as evidenced by the following signature and seal:

Name of Contractor/Contractor: Simmons Venue Management

Printed Name of Signatory: Kyle Simmons

Signature: 

Date: 7/9/2023

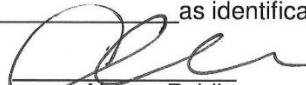
STATE OF Washington :

CITY / COUNTY OF Benton , to-wit:

The foregoing instrument was acknowledged before me this 9 day of July,  
2023 by

Kyle Simmons . He/She is personally known to me or has produced

Drivers Licence as identification.

  
Notary Public

Registration No.: 22021713

My commission expires: 05/16/24





### **XIII. ATTACHMENT B**

#### **LITIGATION DISCLOSURE FORM**

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure Form may result in the disqualification of your bid or proposal from consideration or termination of the contract, once awarded. For purposes of this disclosure form, "you" means the individual or entity in whose name the bid or proposal is submitted.

1. Have you or any principal, officer or director of your company, or any individual who will be assigned to work under any contract awarded pursuant to this solicitation, been convicted of a felony, or a misdemeanor involving moral turpitude, during the last seven (7) years?

Yes ☐ No ☒

2. Have you or any principal, officer or director of your company, or any individual who will be assigned to work under any contract awarded pursuant to this solicitation, been terminated from any work being performed for Franklin County or any other governmental entity in the State of Washington during the last seven (7) years?

Yes ☐ No ☒

3. Have you or any principal, officer or director of your company, or any individual who will be assigned to work under any contract awarded pursuant to this solicitation, been involved in any claim or litigation with Franklin County or any other governmental entity in the State of Washington during the last seven (7) years?

Yes ☐ No ☒

4. Has any parent company or wholly owned subsidiary of your company been involved in any claim or litigation Franklin County or any other governmental entity in the State of Washington during the last seven (7) years?

Yes ☐ No ☒

**If you answered "Yes" to any of the above questions, please state the name(s) of the person(s), the nature, and the status and/or outcome of the conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.**

## **XIV. ATTACHMENT C**

### **APPLICANT DATA SHEET**

Note: The following information is required as part of your response to this solicitation.

1. **Qualification:** The applicant must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.
2. **Applicant's Primary Contact:**  
Name: Shirley Simmons Phone: 509-727-2692  
Email: Events@hapocenter.com
3. **Years in Business:** Indicate the length of time you have been in business providing this type of good or service:  
\_\_\_\_\_ Years <sup>10</sup> \_\_\_\_\_ Months
4. **Vendor Information:**  
FIN or FEI Number: 88-4130315 If \_\_\_\_\_ Company,  
Corporation, or Partnership
5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.
  - A.  
Company: Hapo Community Credit Union  
Contact: Mandy Morris  
Phone: 509-943-5676  
Email: Mandy.Morris@hapo.org  
Dates of Service: April 27, 2023-April 29, 2023  
\$ Value: \$113,848.50
  - B.  
Company: Home Builders Association  
Contact: Jeff Losey  
Phone: 509-735-2745  
Email: \_\_\_\_\_  
Dates of Service: February 12, 2023-February 20, 2023  
\$ Value: \$53,363.11
  - C.  
Company: Woman Helping Woman  
Contact: Alysia Johnson

Phone: 509-713-6553

Email: contact@whwftc.org

Dates of Service: Oct 12, 2022 - Oct 13, 2022

\$ Value: 19,987.00

D.  
Company: Tri Cities Cancer Center

Contact: Elizabeth McLaughlin

Phone: 509-308-3439

Email: elizabeth.a.McLaughlin.providence.org

Dates of Service: Nov 11, 2022 - Nov 12, 2022

Value: 41,985.00

\$

**I certify the accuracy of this information.**

Signed:   
Date: 07-10-2023

Title: Kyle Simmons, LLC Member/Manager

## **Tab 2: Letter of Transmittal:**

- A. Simmons Venue Management (SVM) and CG Public House and Catering (CG) have a significant stake in the success of the HAPO Center. CG started providing all food and beverage for the hapo center at the end of 2017. This is a relationship that has grown over the years. Hapo Center became a staple in the business atmosphere of CG. CG was able to push their boundaries and serve more people in a single day than they ever have. Serving thousands of people in a single day is no easy task. It takes months of planning and coordination; from procuring raw materials, acquiring staff, organizing all logistics, and finally executing the events.

The experience from working with the HAPO Center for more than 5 years has made the Simmons family more than qualified to take on the task of managing all aspects of an event including facility management.

In October of 2022, the Simmons family created Simmons Venue Management, with Shirley and Kyle Simmons at the helm. The Simmons family was able to execute all of the events that were previously booked by the prior management. These events were a huge success, and many clients were happy to deal with the Simmons for venue management and catering. There has been a sense of comfort for clients, knowing that Shirley and Kyle would make sure all aspects of their event would be carried through to the very end.

A promoter, event planner or a representative of an organization must always feel that their meeting, trade show, or event will not be interrupted or mishandled. This is why promoters, event planners, and representatives of different organizations trust Shirley and Kyle Simmons to make sure all their expectations are met and often exceeded. This is what it takes to run a top notch, first class convention center.

B. Representatives of SVM and CG

a. Shirley Simmons

Member/Manager of Simmons Venue Management, LLC dba HAPO Center  
President/CEO of S&S Hospitality, Inc. dba CG Public House and Catering  
1606 S. Fillmore St. Kennewick, WA 99338  
509-727-2692

[Shirley@cgcatering.com](mailto:Shirley@cgcatering.com) or [events@hapocenter.com](mailto:events@hapocenter.com)

b. Kyle Simmons

Member/Manager of Simmons Venue Management, LLC dba HAPO Center  
Vice President/COO of S&S Hospitality, Inc. dba CG Public House and Catering  
3103 S. Edison Pl, Kennewick, WA 99338  
509-366-8403

- C. Kyle Simmons, the author of this proposal has full authority to authorize this proposal and bind the applicant (SVM and CG) to contract with Franklin County.

Shirley Simmons

\_\_\_\_\_ Date

Kyle Simmons

\_\_\_\_\_ Date

### **Tab 3: Qualifications and Experience:**

- A. Simmons Venue Management (SVM) was formed in October of 2022 and is clearly a young company. SVM has the same ownership S&S Hospitality, Inc. dba CG Public House and Catering (CG). Current owners of CG are Shirley and Kyle Simmons (Mother/Son). This duo has over 66 years of combined experience in the hospitality industry.

Shirley's 44 years in the industry was started as a server at Wyatts Pancake Corral in 1979 that would be renamed Country Gentleman a few Years later. Shirley ended up in Portland in the late 80' where she worked at a Country Club for 11 years where she was immersed in the banquet and catering industry. In 1996 Shirley Simmons took over Country Gentleman and started the catering division. Since then, CG have become one of the largest and most respected catering companies in eastern Washington.

Kyle's 22 years started with working at Country gentleman at 14 years old, helping out the family business. Kyle's passion for hospitality grew and he became more of an integral part of the business. Kyle decided to leave the business for a couple years to get finish his Bachelors of Arts in Hospitality Business Management from Washington State University. After graduation, Kyle worked for Red Lobster as a service manager for 3 years before being asked to come back to CG as the Director of Operations/Vice President. In October of 2021, Kyle purchased Steve's (his Father) shares and became co-owners with Shirley.

Although, a majority of the experience Shirley and Kyle have is catering, they recently were thrust into learning the day to day operations of the HAPO Center. After the Management of HAPO Center left, the Simmons family was worried about what was going to happen to the HAPO Center after the management left. So, they approached the county about taking over management so there could be no interruption in the upcoming events. There was a learning curve for Kyle and Shirley, but as of today, everything is running very smooth, and we have had rave reviews from a lot of customers (see attached letters).

- B. See Pages 14-15 for the financial statement for SVM/HAPO Center. Please not that current management fee are not reflected on this financial statement. The financial statements for CG Public House and Catering are owned by a private company. The financial statements can be viewed in person but will not be part of the public record. Of course, CG's books, etc. are available to the County Auditor at any time.

	<b>Oct '22 - Jun 23</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Labor	70.00
HAPO Sponsorship	100,000.00
Interest & Other Revenue	91.35
Arena Rental	50,000.00
Pavilion Rental	49,500.00
Advertising Revenue	4,000.00
Audio Visual Revenue	8,170.00
Concession & Cash Bar Fees	28,659.62
Catered Food & Bev Revenue	392,896.46
Damage	1,350.00
Electrical Services Revenue	49,664.19
Event Services Revenue-Other	550.00
Fork Lift Usage	27.00
Other Rental (Non-venue)	8,514.85
Parking/Ticketing Fees	28,219.39
Security Revenue	14,020.00
Set-up Fee	1,000.00
Venue Rental Revenue	286,282.26
Vendor Orders	<u>2,868.68</u>
<b>Total Income</b>	<b>1,025,883.80</b>
<b>Cost of Goods Sold</b>	
Audio Visual Cost	4,615.50
Catering Services Cost	309,072.20
Electrical Services Cost	39,998.05
Event Security Cost	12,794.41
Other Non-venue Rentals Cost	<u>815.86</u>
<b>Total COGS</b>	<b><u>367,296.02</u></b>
<b>Gross Profit</b>	<b>658,587.78</b>
<b>Expense</b>	
Bank Fees	3.10
Cash Variance	4.35
Computer Expense	525.00
Dues & Subscriptions	1,981.80
B&O Tax	12,026.51
Building Security	1,701.56
Credit Card Fees	6,930.99
Converted Deposits	25,110.00
Decorations	5.49
Employee Recognition	150.00

Equipment Lease/Rental	1,435.15
Fork Lift Fuel	69.83
Janitorial Supplies	6,915.14
Legal Expense	245.30
Liability Insurance	52,080.49
Licenses/Permits	526.72
Linen	88.03
Maintenance & Repair	
Janitorial Services	18,533.13
Maintenance & Repair-Equipment	52,510.22
Maintenance & Repair-Premises	<u>45,063.28</u>
Total Maintenance & Repair	116,106.63
Marketing	1,040.53
Mat and Uniform Rental	405.64
Miscellaneous Services	590.00
Miscellaneous Supplies	1,187.99
Office Supplies	3,229.21
Pasco Admissions Tax	-923.00
Telephone Charges	1,908.40
Tools and Equipment-M/R	650.57
Uniforms	277.34
Utilities	
Electricity	85,512.59
Garbage/Refuse	5,406.20
Internet/Cable	4,540.00
Natural Gas	86,239.40
Water/Sewer	<u>6,299.12</u>
Total Utilities	187,997.31
Vehicle Expense	3,797.47
Write/Charge Off	222.00
Payroll Expenses	<u>112,136.56</u>
Total Expense	<u>538,426.11</u>
Net Ordinary Income	120,161.67



C. HAPO Center is the first convention center type venue Simmons Venue Management has managed. Simmons owned and managed Stoneridge. This is a wedding venue located about half a mile down Burden BLVD from the HAPO Center. At CG Public House and Catering, there is an event space large enough to hold 200 guests. CG has been operating this for over 14 years.

D. References:

a.

- i. HAPO Community Credit Union
- ii. 601 Williams BLVD  
Richland, WA 99354
- iii. Mandy Morris  
Employee Experience Coordinator  
[Mandy.morris@hapo.org](mailto:Mandy.morris@hapo.org)  
509-943-5676
- iv. Number of Years Served:
  - 1. Simmons Venue Management has served HAPO for 1 year.
  - 2. CG Public House and Catering has served HAPO for over 10 years
- v. This last event SVM did for HAPO was the Employee Awards Banquet for 850 guests. SVM coordinated facility set up, including tables, chairs, stage, bars, etc. SVM also coordinated with the decorators, audio visual, electricians, catering, and lastly a light up dance floor that came from Boise.

b.

- i. Home Builders Association
- ii. 10001 W. Clearwater Ave  
Kennewick, WA 99336
- iii. Jeff Losey  
Executive Director  
509-735-2745  
[jeff@hbatc.com](mailto:jeff@hbatc.com)
- iv. 1 year. 2023 was the first time SVM had hosted the Home and Garden show. CG Catering has done business with the HBA for many years.
- v. SVM was very involved with the success of this event. Including set up of exhibits, organizing electrical, tables, chairs, ticket sales, vendor requests, concession coordination, etc. CG Catering did have a concession there along with other vendors.

c.

- i. Woman Helping Woman
- ii. 713 Jadwin Ave, Rm 1  
Richland, WA 99352
- iii. Alysia Johnson  
Executive Coordinator  
[Contact@whwftc.org](mailto:Contact@whwftc.org)

509-713-6553

- iv. Number of years served
  - 1. SVM: 1 year. October was our first time coordination and facilitating the event set up
  - 2. CG: CG has been doing this banquet for 5 years. This is a plated meal for between 800-1000 guests that are served in under 30 minutes
- v. SVM was in charge of coordinating facility set up including tables, chairs, stage, etc. SVM was also in charge of coordinating electrical services and also audio-visual services.

d.

- i. Tri Cities Cancer Center
- ii. 7350 W. Deschutes, Ave, ste A  
Kennewick, WA 99336
- iii. Elizabeth McLaughlin  
[Elizabeth.a.mclaughlin@providence.org](mailto:Elizabeth.a.mclaughlin@providence.org)  
509-308-3439

E. Sub-Contracting:

a. Catering Services

- i. S&S Hospitality, Inc.  
dba CG Public House and Catering  
9221 W. Clearwater Ave.  
Kennewick, WA 99336  
509-783-0128 Ext 4  
Started the catering division in 1996 with 27 years of catering experience, and 45 years of experience serving the Tri Cities.
  - 1. Catering, including all banquet meals, food and beverage related to public and private events, and any pre ordered food and beverage.
  - 2. All alcohol sales that take place on HAPO Center property. See attached documents related to licensing, operating plan approved by the LCB, and insurance. See Attachment A

b. Concession Services

- i. Any concessioner can be used by an event promoter. The following requirements need to be met before allowed to be a concessioner:
  - 1. Signed Memorandum of understanding
  - 2. Proof of Insurance
  - 3. City of Pasco Business License
  - 4. Health Permit from Benton Franklin Health District

c. Security Services

- i. Tri City Monitoring (TCM)  
2529 W. Falls Ave  
Kennewick, WA 99336  
509-392-8011

15+ years of experience

1. All security services for events that require un-armed or armed security will be contracted with TCM for that particular event. Contracts are an event-by-event basis.

**Tab 4: Capabilities and Skills:**

Simmons Venue Management has spent the last 8 months proving their industry experience and capability to successfully manage a venue the size of the HAPO Center. The learning curve for the Simmons Family and their staff was admittedly steep. The dedication and vigor demonstrated by the Simmons Family and the new SVM employees of the HAPO Center was significant. This is illustrated in the letters of recommendation provided in Attachment 4. SVM and CG have a large interest in the success of the HAPO Center and never take it for granted. SVM and CG know the importance of the HAPO Center to the community and region alike. The HAPO Center can have a large impact on economic development of Franklin County and the success is important for all stakeholders including Pasco businesses, Hoteliers, the City of Pasco and Franklin County.

**Tab 5: Specific Plan and Methodology to Perform Services/Resources:**

- A. Simmons Venue Management in partnership with CG Public House and Catering, along with other community partners intend to provide Franklin County, the City of Pasco and the Greater Tri Cities with a first-class conference center.

Simmons Venue Management, (SVM) intends to continue its management of the HAPO Center including but not limited to sales, scheduling, facility management, event set-up, event management, and communicating directly with CG to coordinate all catering and bar services. SVM has had the opportunity to build relationships with many county officials, Visit Tri Cities, and Hoteliers in the area.

Simmons Venue Management already has a proven track record over the last 8 months of minimizing operating costs and benefiting Franklin County and the City of Pasco who shares the burden of funding a deficit in operating costs.

Simmons Venue Management in partnership with CG Public House and Catering intend to provide all necessary Management, labor, materials, bonds and insurance, permits, liquor license and business licenses (see Attachment C).

Simmons Venue Management takes their fiduciary responsibility to the county very seriously to protect the taxpayers of Franklin County. Integrity and a proven track record of honest business practices make SVM and CG a responsible choice to protect the County's investment into the HAPO Center.

Lastly, Simmons Venue Management intends to go after a wide array of events that would be a great fit at the HAPO Center. This includes business that may have not been to the HAPO center in years, compete with other venues in Tri Cities, and most importantly, having a close working relationship with Visit Tri Cities to make sure we are being competitive in bringing large events to Pasco.

- B. Shirley and Kyle Simmons will be the main points of contact. They will act as Co-GMs taking on different tasks as needed. Shirley will work closely with Crystal Clapper. Crystal is our Sales Manager in the office. For the most part, every client will be in contact with Crystal. Some clients will have Shirley as their main contact. It depends on the event. All events and clients are different. Kyle is a little more behind the scenes. He handles payroll, and finance. Kyle also handles some clients. Again, it just depends on the needs of the client and the strengths that that individual has dealing with a certain clients. Kyle will also handle any public relations and marketing items that arise. The 2-3 fulltime facilities employees report directly to Shirley. Crystal is also the one that directs facilities staff on sets and client requests.
- C. Organizational Chart
  - a. Shirley and Kyle Simmons
    - i. Co-GMs
    - ii. Oversee all sales and event planning.
    - iii. Oversee all operations of the building.
    - iv. Oversee all financials.
    - v. Main contact for any County officials
    - vi. Manager on Duty when needed.
  - b. Crystal Clapper
    - i. In charge of sales and event planning with clients.
    - ii. In charge of directing facilities staff to complete event sets and make sure they are to client satisfaction.
    - iii. Liaison with McKinstry for the energy audit and improvements.
    - iv. Manager on Duty when needed.
  - c. Laura Smith
    - i. Assistant to Crystal.
    - ii. Answering phone call
    - iii. Monitoring emails coming in to make sure responses are timely.
    - iv. Cold calling and warm calling past customers and potential new customers.
    - v. Accounts receivable.
  - d. Facilities Team
    - i. In charge of all event sets. This includes setting up tables and chairs, pipe and drape, stages, bars, and overall support for the clients on move in days.
    - ii. Clean up of all events after they have concluded.

- iii. Maintenance of the outside grounds and inside the building.
- iv. Make sure all equipment is maintained properly and put away correctly.
- v. Repairs that can be done within their expertise. Otherwise, it is subcontracted out to a vendor, i.e., refrigeration problems.

D. Resumes includes Shirley Simmons, Kyle Simmons, and Crystal Clapper respectfully:

# Shirley Simmons

## President/CEO

### Contact

9221 West Clearwater  
Kennewick, WA 99336  
509.727.2692  
shirley@cgcatering.com

### Professional Summary

Results-oriented and visionary leader with a successful track record as President/CEO. Proven expertise in driving business growth and profitability in the hospitality industry. Skilled in strategic planning, team leadership, and fostering strong relationships with stakeholders. Committed to delivering exceptional customer experiences and achieving operational excellence.

### Education

Columbia Basin  
Community College

### Experience

*February 1996-Current*  
President/CEO • S&S Hospitality Inc.

### Key Skills

Sales  
Operational Management  
Budget Planning  
Problem-solving

- Oversee daily operations and provide strategic direction for a thriving hospitality company specializing in restaurant and catering management.
- Lead and manage a leadership team of 5 professionals, providing guidance, mentorship, and fostering a collaborative work environment.
- Develop and execute strategic plans to drive revenue growth, market expansion, and operational efficiency.
- Drive sales efforts for the organization, including setting sales targets, developing sales strategies, and monitoring performance.
- Build and maintain strong relationships with key clients, partners, and industry stakeholders.
- Implement robust operational processes and quality standards to ensure exceptional guest experiences.
- Drive marketing and branding initiatives to enhance the company's visibility and market presence.
- Manage financial performance, including budgeting, forecasting, and cost control measures.
- Collaborate with the Board of Directors to set organizational goals, monitor performance, and ensure compliance with industry regulations.

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October 2022 - Current

President/CEO Simmons Venue Management, LLC

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- Oversee daily operations of HAPO Center
  - Develop and implement strategic plans to drive revenue growth, increase market share, and ensure operational efficiency.
  - Lead a high-performing team, providing strong leadership and fostering a collaborative work environment.
  - Oversee a leadership team of 3 professionals, providing guidance, mentorship, and fostering productive team dynamic.
  - Drive sales efforts for venue bookings and food and beverage services, including managing RFP responses and negotiating contracts.
  - Built relationships and trust with tradeshow promoters to ensure seamless transition and continued partnership.
  - Oversee and coordinate all aspects of daily operations, including staffing, scheduling, and resource allocation.
  - Monitor performance and implement process improvements to optimize operational effectiveness.
  - Manage financial performance, budgeting, forecasting, and cost control measures to maximize profitability.
  - Implement innovative marketing strategies to enhance the venue's visibility and attract new customers.
  - Ensure compliance with industry regulations and maintain high standards of operational excellence.
- 

### Key Achievements

- Ruby Award Winner, Soroptimist International, 2017
  - Tri-Citizen of the Year, 2017
  - Athena Award Winner, 2018
  - 3rd Place Buffet Design, Catersource, 2003
  - 1st Place Buffet Design, Catersource, 2006
- 

### Volunteer & Community Experience

- Treasurer, Columbia Center Rotary, Current
  - Board Member, Domestic Violence Services of Benton-Franklin Counties
  - Guardian ad Litem, Benton-Franklin Guardian ad Litem Program, Current
  - Member, Business Networking International (BNI), Current
  - Member, Tri Cities Professional Women's Association
  - Former Board Member, CBC Foundation
-

# Kyle Simmons

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8904 W. Bonnie Ave, Kennewick, WA 99336 | Kyle@cgcatering.com

## Education

**HIGH SCHOOL DEPLOMA | JUNE 2005 | KAMIAKIN HIGH SCHOOL, KENNEWICK, WA**

**BACHELOR'S OF ARTS, HOSPITALITY BUSINESS MANAGEMENT | DECEMBER 2012 |  
WASHINGTON STATE UNIVERSITY, PULLMAN, WA**

## Skills & Abilities

**MANAGEMENT  
COMMUNICATION  
MULTITASKING  
ORGANIZATION  
DEPENDABILITY  
COMMUNICATION  
LEADERSHIP**

## Experience

### **DIRECTOR OF OPERATIONS | CG PUBLIC HOUSE | SEPTEMBER 2001 - PRESENT**

- Lead a team of over 40 full time and countless part time and seasonal employees
- Lead and develop a team of four managers
- Solicit new business through writing proposals, mainly for government contracts.
- Review financial statements monthly and compare to budget
- Make capital investment decisions
- Manage cash flow

### **RESTAURANT MANAGER| RED LOBSTER | DECEMBER 2012 - OCTOBER 2014**

- Lead a team of over 60 employees
- Manage labor and food costs and compare to targets
- Resolved guest complaints
- Performed daily food counts and prepared daily prep lists
- Educated staff on new promotions and menu changes

### **LEAD SERVER/BARTENDER| DUPUS BOOMERS | AUG 2010-MAY 2012**

- Trained new wait staff
- Scheduling
- Managed flow of restaurant
- Took care of guests



# Crystal Clapper



## Sales Manager

Enthusiastic sales manager with years of experience in hospitality. Patient, adaptable and comfortable supervising large events with 150 plus vendors, thousands of customers and supporting staff. Setting sales goals to boost contract/sales for the year by interacting with local businesses and community outreach. Building long term relationships with promoter / clients to ensure future sales.

crissie.clapper@gmail.com  
(509) 551-0462  
4518 Carthage St. Pasco, WA  
99301

### WORK HISTORY

#### Sales Manager 2022 - Present

- Scheduling: Cleaners, Facility, Electrical, Audio & Visual, Concession Vendors
- Writing, issuing and approving contracts and managing those contracts to create an amazing event.
- Extremely flexible daytime and nighttime schedule

#### Resturant Manager- Bite at the Landing 2018 - 2022

- Scheduling staff FOH & BOH, ordering food & beverage from multiple vendors, hosting events, handling weekly deposit.
- Training staff in all area of work, handling COVID procedures, 2 shut down during COVID
- Created social media post to promote business, new drink and food menu items
- Created opening and closing duties for employees, assigned sections and assist employees.

### EDUCATION

#### Kamiakin High School 2001-2005

ASB Secretary 2001, Varisty Soccer 2001-2002, DECA, Advanced Marketing Class

#### Columbia Basin College 2009- 2013

Pre-rec for Nursing program

### PROFESSIONAL SKILLS

- Working with employees as a team to build great communication with others and clients.
- Problem solving and dealing with high stress situations the moment they happen.
- Have all proper permit: Health Permit, Washington State Class 12 permit

- E. In order to maintain efficiency and effectiveness, SVM would provide the county with an income statement on a monthly basis. SVM will also attend all advisory council meetings. Lastly, SVM would like to have a standing quarterly meeting with the County Administrator or their designee to maintain open communications about the comings and goings of the HAPO Center and keep the County Informed.
- F. At the moment, all equipment that is currently in use is sufficient. There are some capital investments that SVM will eventually be asking for including a new stage. The Stage will be very important when we get more concerts back to the HAPO Center in 2025. We will also be asking for other capital investments in phases as already identified including A/C in the arena and parking lot repairs/replacement.
- G. Simmons Venue Management took over the HAPO Center in October of 2022. The Simmons family saw a need and tried their best to fill that need and exceeded their own expectations. The Simmons family mainly only handled catering for the HAPO Center for the past 6 years with CG Public House and Catering. During that time, they learned a lot about the facility and are still learning more every day. It is a large building with lots to know about. SVM has also been dealing with the whole energy audit and repairs and this project has more to be done. We feel we are the best choice and the most advantageous to the County.
- H. On the off chance that there is a conflict, these are the steps that should be taken. First off, gather ALL the information (this may take some time). Second, consider what's "fair" for both parties. Third, consider the negative outcomes for the HAPO Center i.e. PR issue. After all those considered, weigh all the factors, and try to come to a reasonable solution. Depending on the situation, might have to reach out to the county to find out how we should proceed. If a conflict is major, the county should be involved in the beginning.
- I. I wouldn't say we have a "specialized service" that we perform. We try and stay within industry standards, and we really focus on client satisfaction. In order for any facility or business to succeed, repeat clients is a must. So I would say if we "specialize" in anything, it is client satisfaction.
- J. If we were to be chosen by the selection committee, there would be no transition needed. If we were not chosen by the committee, we would make the transition with the county to the new vendor as easy as possible. We still understand the importance of the HAPO Center and the importance for the clients to feel confident in the management moving forward. We would help foster those relationships. SVM would only ask that during the transition period, the current management fee for SVM still applies until we are relieved of our duties completely.

## **Tab 6: Management Fees:**

### **A.**

#### **a. Management Fee (paid to SVM)**

- i. Year 1: \$12,500 per month
- ii. Year 2: 3% \$12,500 per month
- iii. Year 3: 3% increase to \$13,125 per month
- iv. Year 4: 3% increase \$13,518.75 per month
- v. Year 5: \$13,518.75 per month
- vi. Year 6: 3% Increase 14,194.69 per month
- vii. Year 7: 14,194.69 per month

#### **b. Additional Management Fee (paid to SVM):**

- i. Yearly incentive of 10% of net income paid to SVM. This will be paid on the anniversary of the contract being signed. This is a yearly incentive for SVM to work to increase sales at the HAPO center and control variable and semi variable costs within SVM's control.

#### **c. CG Food and nonalcoholic beverage Commissions (paid to HAPO Center)**

- i. CG will pay HAPO Center 30% of food and non-alcoholic Beverages.
- ii. CG Will pay HAPO Center 10% of food and non-alcoholic beverages for State or Federal per diem meals.
- iii. See "Attachment 1" for the details of food and beverage commissions.

#### **d. CG Alcoholic Beverage Commissions (paid to HAPO Center)**

- i. CG will pay HAPO Center 30% of all alcoholic beverage sales.
- ii. See "Attachment 2" for details on the alcoholic beverage commissions.

**2024 Budget:** The 2024 Budget is based off previous profit and loss statements for 2022 and 2023. We increased sales by 5% based on current trends, especially with food and beverage. We also increased most expenses by 5%. 5% is above the current inflation rate, but this gives us some wiggle room to state close to exceed the budget. All line items are self-explanatory. Total income is a collective of all sales. Gross profit is after the cost of goods sold is removed. After the deduction of all expenses, net income is calculated.

	<u>Jan - Dec 24</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Interest & Other Revenue	1,200.00
Arena Rental	120,000.00
Pavilion Rental	109,500.00
Advertising Revenue	104,000.00
Audio Visual Revenue	16,290.28
Concession & Cash Bar Fees	46,737.29
Catered Food & Bev Revenue	520,056.70
Damage	0.00
Electrical Services Revenue	58,960.46
Event Services Revenue-Other	0.00
Forklift Usage	600.00
Other Rental (Non-venue)	900.00
Parking/Ticketing Fees	29,906.88
Security Revenue	22,270.00
Venue Rental Revenue	398,175.75
Vendor Orders	3,038.82
<b>Total Income</b>	<b>1,431,636.18</b>
<b>Cost of Goods Sold</b>	
Audio Visual Cost	11,664.34
Catering Services Cost	406,349.39
Electrical Services Cost	47,263.20
Event Security Cost	20,126.31
<b>Total COGS</b>	<b>485,403.24</b>
<b>Gross Profit</b>	<b>946,232.94</b>
<b>Expense</b>	
Bank Fees	0.00
Cash Variance	0.00
Computer Expense	1,200.00
Dues & Subscriptions	2,325.00
B&O Tax	21,647.53
Building Security	1,764.00
Credit Card Fees	5,101.06
Converted Deposits	26,985.23
Employee Recognition	600.00
Equipment Lease/Rental	1,800.00
Forklift Fuel	480.00
Janitorial Supplies	9,750.00

Liability Insurance	69,600.00
Licenses/Permits	300.00
Linen	2,300.00
Maintenance & Repair	
Janitorial Services	24,150.00
Maintenance & Repair-Equipment	54,000.00
Maintenance & Repair-Premises	48,000.00
Total Maintenance & Repair	126,150.00
Marketing	9,000.00
Mat and Uniform Rental	2,400.00
Office Supplies	1,200.00
Telephone Charges	1,800.00
Utilities	
Electricity	149,428.44
Garbage/Refuse	9,000.00
Internet/Cable	2,100.00
Natural Gas	113,441.65
Water/Sewer	10,800.00
Total Utilities	284,770.09
Payroll Expenses	194,000.00
<b>Total Expense</b>	<b>763,172.91</b>
Net Ordinary Income	183,060.03
<b>Net Income</b>	<b>183,060.03</b>

The 2025 Budget is based off the budget for 2024. The largest change is this is there is no more arena lease in the income section. It would be our intention to rent out the arena side again. We made a very educated guess of how many events we can bring to the arena, and the revenue it will bring in. We increased some income items by 5% based on predicted current and new clients, especially with food and beverage. We also increased most expenses by 5%. 5% is above the current inflation rate, but this gives us some wiggle room to state close to exceed the budget. All line items are self-explanatory. Total income is a collective of all sales. Gross profit is after the cost of goods sold is removed. After the deduction of all expenses, net income is calculated.

	<u>Jan - Dec 25</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Interest & Other Revenue	1,200.00
Pavilion Rental	109,500.00
Advertising Revenue	104,000.00
Audio Visual Revenue	16,290.28
Concession & Cash Bar Fees	151,000.00
Catered Food & Bev Revenue	520,056.70
Damage	0.00
Electrical Services Revenue	67,804.53
Event Services Revenue-Other	0.00
Forklift Usage	600.00
Other Rental (Non-venue)	900.00
Parking/Ticketing Fees	29,906.88
Security Revenue	27,837.50
Venue Rental Revenue	498,175.75
Vendor Orders	3,038.82
<b>Total Income</b>	<u>1,530,310.46</u>
<b>Cost of Goods Sold</b>	
Audio Visual Cost	11,664.34
Catering Services Cost	406,349.39
Electrical Services Cost	54,243.62
Event Security Cost	22,270.00
<b>Total COGS</b>	<u>494,527.35</u>
<b>Gross Profit</b>	<u>1,035,783.11</u>
<b>Expense</b>	
Bank Fees	0.00
Cash Variance	0.00
Computer Expense	1,200.00
Dues & Subscriptions	2,325.00
B&O Tax	23,812.28
Building Security	1,764.00
Credit Card Fees	5,101.06
Converted Deposits	26,985.23
Employee Recognition	600.00
Equipment Lease/Rental	1,800.00
Forklift Fuel	480.00
Janitorial Supplies	10,725.00
Liability Insurance	69,600.00

Licenses/Permits	300.00
Linen	2,300.00
Maintenance & Repair	
Janitorial Services	30,187.50
Maintenance & Repair-	
Equipment	56,700.00
Maintenance & Repair-Premises	52,800.00
Total Maintenance & Repair	139,687.50
Marketing	9,000.00
Mat and Uniform Rental	2,400.00
Office Supplies	1,200.00
Telephone Charges	1,800.00
Utilities	
Electricity	134,485.60
Garbage/Refuse	9,000.00
Internet/Cable	2,100.00
Natural Gas	102,097.49
Water/Sewer	10,800.00
Total Utilities	258,483.08
Payroll Expenses	223,100.00
Total Expense	782,663.15
Net Ordinary Income	253,119.95
Net	
Income	<u><u>253,119.95</u></u>

The 2026 budget is based off the budget for 2025. We increased most income items by 5% based on predicted current and new clients, especially with food and beverage. We also increased most expenses by 5%. 5% is above the current inflation rate, but this gives us some wiggle room to state close to exceed the budget. All line items are self-explanatory. Total income is a collective of all sales. Gross profit is after the cost of goods sold is removed. After the deduction of all expenses, net income is calculated.

	<u>Jan - Dec 26</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Interest & Other Revenue	1,200.00
Pavilion Rental	109,500.00
Advertising Revenue	104,000.00
Audio Visual Revenue	17,104.79
Concession & Cash Bar Fees	158,550.00
Catered Food & Bev Revenue	546,059.54
Damage	0.00
Electrical Services Revenue	71,194.76
Event Services Revenue-Other	0.00
Forklift Usage	630.00
Other Rental (Non-venue)	945.00
Parking/Ticketing Fees	31,402.22
Security Revenue	29,229.38
Venue Rental Revenue	523,084.54
Vendor Orders	3,190.76
<b>Total Income</b>	<b>1,596,090.98</b>
<b>Cost of Goods Sold</b>	
Audio Visual Cost	12,247.56
Catering Services Cost	426,666.86
Electrical Services Cost	56,955.80
Event Security Cost	23,383.50
<b>Total COGS</b>	<b>519,253.72</b>
<b>Gross Profit</b>	<b>1,076,837.26</b>
<b>Expense</b>	
Bank Fees	
Cash Variance	
Computer Expense	1,260.00
Dues & Subscriptions	2,441.25
B&O Tax	25,002.90
Building Security	1,852.20
Credit Card Fees	5,356.11
Converted Deposits	28,334.49
Employee Recognition	630.00
Equipment Lease/Rental	1,890.00
Forklift Fuel	504.00
Janitorial Supplies	11,261.25
Liability Insurance	73,080.00



Licenses/Permits	315.00
Linen	2,415.00
Maintenance & Repair	
Janitorial Services	31,696.88
Maintenance & Repair-	
Equipment	59,535.00
Maintenance & Repair-Premises	55,440.00
Total Maintenance & Repair	146,671.88
Marketing	9,450.00
Mat and Uniform Rental	2,520.00
Office Supplies	1,260.00
Telephone Charges	1,890.00
Utilities	
Electricity	141,209.88
Garbage/Refuse	9,450.00
Internet/Cable	2,205.00
Natural Gas	107,202.36
Water/Sewer	11,340.00
Total Utilities	271,407.24
Payroll Expenses	234,255.00
Total Expense	821,796.31
Net Ordinary Income	255,040.95
Net	
Income	<u><u>255,040.95</u></u>

The 2027 budget is based off the budget for 2026. We increased most income items by 5% based on predicted current and new clients, especially with food and beverage. We also increased most expenses by 5%. 5% is above the current inflation rate, but this gives us some wiggle room to state close to exceed the budget. All line items are self-explanatory. Total income is a collective of all sales. Gross profit is after the cost of goods sold is removed. After the deduction of all expenses, net income is calculated.

	<u>Jan - Dec 27</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Interest & Other Revenue	\$1,200.00
Pavilion Rental	\$109,500.00
Advertising Revenue	\$104,000.00
Audio Visual Revenue	\$17,960.03
Concession & Cash Bar Fees	\$166,477.50
Catered Food & Bev Revenue	\$573,362.51
Damage	\$0.00
Electrical Services Revenue	\$74,754.49
Event Services Revenue-Other	\$0.00
Forklift Usage	\$661.50
Other Rental (Non-venue)	\$992.25
Parking/Ticketing Fees	\$32,972.34
Security Revenue	\$30,690.84
Venue Rental Revenue	\$549,238.76
Vendor Orders	\$3,350.30
<b>Total Income</b>	<u>\$1,665,160.53</u>
<b>Cost of Goods Sold</b>	
Audio Visual Cost	\$12,859.93
Catering Services Cost	\$448,000.20
Electrical Services Cost	\$59,803.59
Event Security Cost	\$24,552.68
<b>Total COGS</b>	<u>\$545,216.41</u>
<b>Gross Profit</b>	<u>\$1,119,944.12</u>
<b>Expense</b>	
Bank Fees	
Cash Variance	
Computer Expense	\$1,323.00
Dues & Subscriptions	\$2,563.31
B&O Tax	\$26,253.04
Building Security	\$1,944.81
Credit Card Fees	\$5,623.92
Converted Deposits	\$29,751.22
Employee Recognition	\$661.50
Equipment Lease/Rental	\$1,984.50
Forklift Fuel	\$529.20
Janitorial Supplies	\$11,824.31
Liability Insurance	\$76,734.00

Licenses/Permits	\$330.75
Linen	\$2,535.75
Maintenance & Repair	
Janitorial Services	\$33,281.72
Maintenance & Repair-Equipment	\$62,511.75
Maintenance & Repair-Premises	\$58,212.00
Total Maintenance & Repair	\$154,005.47
Marketing	\$9,922.50
Mat and Uniform Rental	\$2,646.00
Office Supplies	\$1,323.00
Telephone Charges	\$1,984.50
Utilities	
Electricity	\$148,270.37
Garbage/Refuse	\$9,922.50
Internet/Cable	\$2,315.25
Natural Gas	\$112,562.48
Water/Sewer	\$11,907.00
Total Utilities	\$284,977.60
Payroll Expenses	\$245,967.75
Total Expense	\$862,886.13
Net Ordinary Income	\$257,058.00
Net	
Income	\$257,058.00

The 2028 budget is based off the budget for 2027. We increased most income items by 5% based on predicted current and new clients, especially with food and beverage. We also increased most expenses by 5%. 5% is above the current inflation rate, but this gives us some wiggle room to state close to exceed the budget. All line items are self-explanatory. Total income is a collective of all sales. Gross profit is after the cost of goods sold is removed. After the deduction of all expenses, net income is calculated.

	<u>Jan - Dec 28</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Interest & Other Revenue	\$1,200.00
Pavilion Rental	\$109,500.00
Advertising Revenue	\$104,000.00
Audio Visual Revenue	\$18,858.04
Concession & Cash Bar Fees	\$174,801.38
Catered Food & Bev Revenue	\$602,030.64
Damage	\$0.00
Electrical Services Revenue	\$78,492.22
Event Services Revenue-Other	\$0.00
Forklift Usage	\$694.58
Other Rental (Non-venue)	\$1,041.86
Parking/Ticketing Fees	\$34,620.95
Security Revenue	\$32,225.39
Venue Rental Revenue	\$576,700.70
Vendor Orders	\$3,517.81
<b>Total Income</b>	<u>\$1,737,683.56</u>
<b>Cost of Goods Sold</b>	
Audio Visual Cost	\$13,502.93
Catering Services Cost	\$470,400.21
Electrical Services Cost	\$62,793.77
Event Security Cost	\$25,780.31
<b>Total COGS</b>	<u>\$572,477.23</u>
<b>Gross Profit</b>	<u>\$1,165,206.33</u>
<b>Expense</b>	
Bank Fees	
Cash Variance	
Computer Expense	\$1,389.15
Dues & Subscriptions	\$2,691.48
B&O Tax	\$27,565.69
Building Security	\$2,042.05
Credit Card Fees	\$5,905.11
Converted Deposits	\$31,238.78
Employee Recognition	\$694.58
Equipment Lease/Rental	\$2,083.73
Forklift Fuel	\$555.66
Janitorial Supplies	\$12,415.53
Liability Insurance	\$80,570.70

Licenses/Permits	\$347.29
Linen	\$2,662.54
Maintenance & Repair	
Janitorial Services	\$34,945.80
Maintenance & Repair-Equipment	\$65,637.34
Maintenance & Repair-Premises	\$61,122.60
Total Maintenance & Repair	\$161,705.74
Marketing	\$10,418.63
Mat and Uniform Rental	\$2,778.30
Office Supplies	\$1,389.15
Telephone Charges	\$2,083.73
Utilities	
Electricity	\$155,683.89
Garbage/Refuse	\$10,418.63
Internet/Cable	\$2,431.01
Natural Gas	\$118,190.60
Water/Sewer	\$12,502.35
Total Utilities	\$299,226.48
Payroll Expenses	\$258,266.14
Total Expense	<u>\$906,030.43</u>
Net Ordinary Income	<u>\$259,175.90</u>
Net Income	\$259,175.90

#### **B. Capital Improvements Process**

SVM has identified a few capital improvements that we would like to recommend over the next 5 years. These capital improvements will increase the aesthetics and of the HAPO Center and guest comfort. These include the following:

1. Replacement of 20 – 72-inch round banquet tables.
2. Replacements of ceiling tiles around the building damaged by the leaks in the roof.
3. Repair or replacement of the parking lot asphalt.
4. Air conditioning installed in the Arena. This would really improve the comfort for guests during the summer months and would increase the likelihood of renting the arena during the slowest months at the HAPO Center.
5. New Flooring in the EXPO Hall.
6. New carpet in the Atrium.
7. Bathroom updates

SVM would prioritize capital investments based off level of “importance”, considering the immediate need and timeline. If SVM has a recommendation, they would bring it to

the county for approval. SVM would also solicit multiple bids for all projects and present all of them to the county. If approved, SVM would award the winning bid and start working on the contract process, and get the contract approved by the County before moving forward. SVM would manage and oversee the project from start to finish. SVM would facilitate billing with the County, so the vendor is paid in a timely manner.

## **Tab 7: Additional or Miscellaneous Information**

# **Attachment 1**

## **“Scope of Services and Compensation”**

### **Food and Non-Alcoholic Beverage**

- I. Definitions:
  - i. CG = S&S Hospitality, Inc dba CG Public House and Catering
  - ii. HAPO = Simmons Venue Management, LLC. dba HAPO Center
  - iii. Catering = Food and Non- Alcoholic Beverage Sales
  - iv. Occupancy Fee = The amount CG will deduct from the total catering invoice, their fee for providing catering services in the HAPO Center (For example: catering invoice totals \$10,000, CG will Invoice \$10,000 - \$3,000 (30%) = \$7,000 amount of the Expense Invoice HAPO will pay CG.)
- II. Fee Structure:
  - i. Non-Referred Business
    - 1. CG will invoice HAPO the full amount of the catering invoice minus any mutually agreed upon discounts less the 30% occupancy fee on food and beverage charges.
    - 2. HAPO will pay the invoice on a net 30-day cycle.
  - ii. Fee structure can be negotiated on a one-on-one basis for events that need to be heavily discounted.
- III. Services Required, Conditions and Instructions
  - i. CG will purchase all food and non-alcoholic beverages needed to successfully cater Hapo contracted food events.
  - ii. CG will offer plated menu choices at a per person maximum of 1800 and buffet style at a per person maximum of 1800, this may be adjusted depending on the number of rooms rented by the customer.
    - 1. If CG does not have enough of their own small ware inventories including HAPO small wares to cover the amount of per person limits CG is responsible for renting the additional equipment.
  - iii. CG’s minimum for service will be \$350.
  - iv. CG will provide all labor associated with all food and non-alcoholic beverage preparation, service, and clean up; this is not limited to but will include chefs, dishwashers, supervisors, servers, etc.
  - v. CG will provide a healthy, innovative, affordable (current per diem rates) and full-service menu. The occupancy fee will be 10% for per diem contracts.
  - vi. CG will provide a tasting if requested by the HAPO contracted client under the following conditions:
    - 1. Contracted catered events larger than 150 Attendees
    - 2. No more than 4 tasters



3. Tasting to be held at CG Public House, but may be negotiated on a one-on-one basis.
- vii. CG will not be involved in any event set up (audio visual, pipe and drape, tables, chairs etc.) other than food related set up. Food related set up will include tablecloths, napkins, silverware, plates, glassware, buffet décor, chafers, etc. CG will have access to all HAPO owned small wares including plates, glassware, silverware, and plate covers. Table skirting will be available dependent on other events scheduled within the facility.
- viii. HAPO reserves the right to negotiate contacts with clients that will be bringing their own food, for example non-catered food products, pizza, donuts, coffee, sandwiches etc.
- ix. HAPO reserves the right to provide coffee service and water service to those contracted events that do not have any other meals catered.
- x. HAPO will provide a manager on duty for each catered event; this will be the point of contact for the client.
- xi. CG will have access to the facility as specified to the event manager for any given catered event. This access will be shown on the Banquet Event Order for such event.
- xii. If CG is the last occupant of the facility after a catered event, it will be CG's responsibility to lock all their access points to the building and grounds. It will be HAPO's manager on duties responsibility to lock all other points of entry to the building and grounds other than what CG will use when they leave.

#### IV. HAPO Kitchen Utilization

- i. Full access of the HAPO kitchen to CG will be included in the fee structure proposed above.
- ii. HAPO will provide water (hot and cold), electricity, garbage service, high speed internet and natural gas in order to operate the kitchen properly.
- iii. HAPO will maintain all hand washing sinks including water above 120 degrees, soap, and paper towels.
- iv. HAPO will supply janitorial supplies to maintain cleanliness of the HAPO kitchen including sanitation, and cleaning chemicals. Janitorial supplies include: brooms, mop, mop bucket, food prep surface sanitizer, quat sanitizer or bleach) floor cleaner, oven cleaner etc. CG will be responsible for cleaning and maintaining floors, surfaces and equipment.
- v. CG reserves the right to decide which events get produced in the central kitchen at CG Public House and Catering and which events get produced in the HAPO kitchen. The fee structure will remain the same regardless of which location food is produced.

## **Attachment 2**

### **“Scope of Service and Compensation”**

#### **Alcoholic Beverage**

- I. Definitions:
  - i. CG = S&S Hospitality, Inc dba CG Public House and Catering
  - ii. HAPO = Franklin County dba HAPO Center
  - iii. Alcohol Related Sales = All Alcohol Sales, Corkage Fee (opening wine or champagne), bar minimum fees, bar setup fees etc. at the HAPO Center.
  - iv. Commission Fee- 30% of Gross Alcohol Related Sales net before sales tax.
  - v. Bar Menu Pricing – The standard pricing for well, premium, wine, kegs, champagne, or special requests.
  - vi. Events = Public or Private, Invitation only, not open to the public.
- II. Fee Structure:
  - i. CG will pay HAPO 30% of Alcohol Related Sales net before sales tax:
    - 1. Gross Alcohol Sales will be based on a Reconciliation of CG’s Point of Sale System to the received cash and credit cards. A copy of the reconciliation will be supplied to HAPO for auditing purposes.
    - 2. The corkage fee will apply to the number of bottles corked charged to the customer.
    - 3. For no-host bars CG will pay the 30% within 15 days.
    - 4. For hosted bars and other alcohol related charges, HAPO will bill the client full price plus tax and CG will invoice HAPO less the commission fee.
- III. Services Required, Conditions and Instructions
  - i. CG will provide alcohol related sales for all events that require such at the HAPO Center.
  - ii. CG will recommend bar menu pricing for alcohol related sales that will be published in the HAPO Catering Menus presented by CG Catering.
  - iii. CG will purchase all alcoholic beverages, mixers, and supplies needed to successfully provide a no host or hosted bar at events as contracted by HAPO.
  - iv. CG will provide all labor associated with all alcoholic beverage set-ups. Service and clean up; this is not limited to but will include dishwashers, supervisors, bartenders, alcohol security, etc.
  - v. CG will be involved with the planning to go over the specific details surrounding the alcohol sale portion of contracted events.
  - vi. CG will not be involved in any event set up (Audio Visual, pipe and drape, tables, chairs etc.) other than alcohol related set up which includes bar tops, cash registers, credit card machines, alcohol, mixers, glasses, ice etc. HAPO will be responsible for placement of the portable bar.

1. CG will have access to all HAPO owned small wares including glassware.
  2. CG will have access to portable bars.
  3. Inventories of equipment and small wares will be conducted by a member of each party to this contract prior to the start of this contract and each year thereafter. Lost, destroyed or broken items for the inventory will have to be accounted for per County Policy.
  4. CG will be responsible for the care and replacement of HAPO owned small wares listed and inventoried above in III.vi.1.
- vii. Hapo Center will provide a Manager on Duty for each event; this will be the point of contact for the client. The manager on duty will try to resolve issues as they come up and will bring CG in as needed for food and beverage concerns.
  - viii. CG will have access to the facility as specified by the event manager for any given event. This access will be shown on the Banquet Event Order for such event.
  - ix. CG will obey and enforce all state and local laws/rules as they apply to alcohol sales.
  - x. CG will provide Liquor Liability Insurance naming HAPO, Franklin County & City of Pasco as additional insured. The amount of the insurance shall match HAPO's Liquor and Excess Liability Insurance which is currently \$5,000,000.
  - xi. CG will provide a copy of their current Sports and Entertainment Facility Liquor License. CG has agreed they will not need to seek the optional Catering Endorsement (RCW 66.24.570 (4) (a)).
  - xii. Franklin County will be an interested party along with CG on the Sports and Entertainment Facility Liquor License as per WAC 314.07.035(6).
- IV. HAPO Kitchen Utilization – as specified in Attachment 1 of this proposal and will include the ice machine.

## **Attachments 3: Licenses, Insurance, for SVM and S&S and LBC Operating Plan**



STATE OF  
WASHINGTON

# BUSINESS LICENSE

Issue Date: Dec 30, 2022  
Unified Business ID #: 604972467  
Business ID #: 001  
Location: 0001  
Expires: Nov 30, 2023

Limited Liability Company

SIMMONS VENUE MANAGEMENT, LLC  
HAPO CENTER  
6600 BURDEN BLVD  
PASCO WA 99301-9040

UNEMPLOYMENT INSURANCE - ACTIVE  
TAX REGISTRATION - ACTIVE

INDUSTRIAL INSURANCE - ACTIVE

CITY ENDORSEMENTS:  
PASCO GENERAL BUSINESS #40250 - ACTIVE

LICENSING RESTRICTIONS:  
Not licensed to hire minors without a Minor Work Permit.

REGISTERED TRADE NAMES:  
HAPO CENTER

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.



Director, Department of Revenue

UBI: 604972467 001 0001

STATE OF WASHINGTON

Expires: Nov 30, 2023

SIMMONS VENUE MANAGEMENT, LLC  
HAPO CENTER  
6600 BURDEN BLVD  
PASCO WA 99301-9040

UNEMPLOYMENT INSURANCE - ACTIVE  
INDUSTRIAL INSURANCE - ACTIVE  
TAX REGISTRATION - ACTIVE  
PASCO GENERAL BUSINESS #40250 - ACTIVE



Director, Department of Revenue



STATE OF  
WASHINGTON

## BUSINESS LICENSE

**Profit Corporation**

S&S HOSPITALITY, INC.  
CG@TRAC  
6600 BURDEN BLVD  
PASCO WA 99301-9040

UNEMPLOYMENT INSURANCE - ACTIVE  
TAX REGISTRATION - ACTIVE

CITY ENDORSEMENTS:  
PASCO GENERAL BUSINESS #27167 - ACTIVE

LICENSING RESTRICTIONS:  
Not licensed to hire minors without a Minor Work Permit.

REGISTERED TRADE NAMES:  
CG@TRAC

Issue Date: Jan 27, 2023  
Unified Business ID #: 602260037  
Business ID #: 001  
Location: 0013  
Expires: Dec 31, 2023

INDUSTRIAL INSURANCE - ACTIVE  
SPORTS ENTERTAINMENT FACILITY #074647 - ACTIVE

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

  
 Director, Department of Revenue

UBI: 602260037 001 0013

S&S HOSPITALITY, INC.  
CG@TRAC  
6600 BURDEN BLVD  
PASCO WA 99301-9040

STATE OF WASHINGTON

UNEMPLOYMENT INSURANCE -  
ACTIVE  
INDUSTRIAL INSURANCE - ACTIVE  
TAX REGISTRATION - ACTIVE  
SPORTS ENTERTAINMENT FACILITY  
#074647 - ACTIVE  
PASCO GENERAL BUSINESS #27167  
- ACTIVE

PERMIT TO PURCHASE SPIRITS.  
SPIRITS DISTILLERS,  
DISTRIBUTORS AND RETAILERS:  
THE LICENSEE WHOSE NAME  
APPEARS ON THIS PERMIT (OR  
THE LICENSEE'S EMPLOYEE OVER  
21 YEARS OF AGE) IS AUTHORIZED  
TO PURCHASE SPIRITUOUS  
LIQUOR FROM YOU AS PROVIDED  
BY THE WASHINGTON STATE  
LIQUOR ACT RCW 66.24.640,  
66.24.630, AND 66.24.640.

Expires: Dec 31, 2023

  
Director, Department of Revenue



## CERTIFICATE OF LIABILITY INSURANCE

SIMMVEN-01

HSTILLWELL

DATE (MM/DD/YYYY)

6/16/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Richland Office PayneWest Insurance, a Marsh McLennan Agency LLC Company 390 Bradley Blvd. Richland, WA 99352	<b>CONTACT</b> NAME: PHONE (A/C, No, Ext): (509) 946-6161 FAX (A/C, No): (866) 215-4862 E-MAIL: ADDRESS:														
<b>INSURED</b>  Simmons Venue Management, LLC 6600 Burden Blvd Pasco, WA 99301-9040	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : Cincinnati Specialty Underwriters Ins Co</td><td>13037</td></tr><tr><td>INSURER B :</td><td></td></tr><tr><td>INSURER C :</td><td></td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Cincinnati Specialty Underwriters Ins Co	13037	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	CSU 0205699	3/16/2023	3/16/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER-STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						

CERTIFICATE HOLDER	CANCELLATION
Simmons Venue Management, LLC 6600 Burden Blvd Pasco, WA 99301-9040	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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S&amp;SHOSP-01

HSTILLWELL

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/21/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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<b>PRODUCER</b> Richland Office PayneWest Insurance, a Marsh McLennan Agency LLC Company 390 Bradley Blvd. Richland, WA 99352	<b>CONTACT</b> NAME: PHONE (A/C, No, Ext): (509) 946-6161 FAX (A/C, No): (866) 215-4862 E-MAIL: ADDRESS:  <b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : Cincinnati Indemnity Company NAIC # 23280 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
<b>INSURED</b>  S & S Hospitality, Inc., DBA CG Public House & Catering 9221 W Clearwater, Ste A Kennewick, WA 99336	

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		EPP 0535945	5/15/2023	5/15/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 WA Stop Gap \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		EBA 0535945	5/15/2023	5/15/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$		EPP 0535945	5/15/2023	5/15/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Commercial Property		EPP 0535945	5/15/2023	5/15/2024	Policy Limit 100,000
A	Liquor Liability		EPP 0535945	5/15/2023	5/15/2024	Policy Limit 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						

CERTIFICATE HOLDER	CANCELLATION
S & S Hospitality Inc DBA CG Public House & Catering 9221 W Clearwater, Ste A Kennewick, WA 99336	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 

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**Entertainment Facility Alcohol Operating Plan**  
**S&S Hospitality dba CG Public House @ TRAC 2018**  
**License 074647-40**

This alcohol operating plan for S&S Hospitality dba CG Public House@TRAC doing business at the TRAC Center is being submitted to the Washington State Liquor and Cannabis Board in accordance with WAC 314-02-058 Sports/Entertainment Facility License Operating Plans.

It is the intention of S&S Hospitality dba CG Public House@TRAC to provide a safe and enjoyable experience for guests at the TRAC Center. As part of that, we recognize our responsibility to ensure that alcohol sales, service, and consumption are effectively controlled.

The TRAC Center has the following facilities and occupant capacities:

Atrium - 312  
Exhibit Hall - 2726  
Meeting Room #2 - 180  
Board Room - 50  
Meeting Room #4 - 240  
Arena (with bleachers and chairs on floor) - 5000  
Arena (floor and bleachers) - 4000

This operating plan shall ensure compliance by addressing the following:

- Preventing the sale, service & consumption of alcoholic beverages to persons under the age of 21.
- Preventing the sale, service & consumption of alcoholic beverages to persons who appear intoxicated.
- The ratio of alcohol service staff and security staff to the size of the audience. (*Per rule, the minimum ratio allowed is 1 to 50.*)
- The training provided to those involved in the sale & service of alcohol and staffing levels.
- Policy on the number of drinks sold per guest per transaction.
- Policy on the alcoholic beverage containers that will be used and how they differ significantly from containers utilized for nonalcoholic beverages.
- Policy on beginning and ending alcohol sales at events.
- How the lighting requirements in WAC 314-11-055 will be met. (*This WAC requires that on all portions of the premises where alcohol is sold, served or consumed, sufficient lighting must be maintained so that ID can be checked and patrons observed for the enforcement of liquor laws and rules.*)
- A list of the event categories where alcohol service is planned.
- An Alcohol Service Matrix showing the levels of service requested.
- A site plan/map with a key which clearly identifies all areas in the facility where alcohol sales, service and consumption are requested.

- Beer gardens (*must be clearly identified and include the dimensions and capacity of each*).

# **1. PREVENTING THE SALE, SERVICE & CONSUMPTION OF ALCOHOLIC BEVERAGES TO PERSONS UNDER THE AGE OF 21**

- A. To ensure that alcoholic beverages are not sold to persons under the age of 21, staff will request identification from any guest who appears to be the age of 30 or under and who is attempting to purchase an alcoholic beverage or who may wish to gain entrance to a "Minor Restricted Area." Each patron is given a wristband and advised that the wristband is required to purchase alcohol. Security staff will put the wristband on the patron's wrist and is only removable by cutting, thus preventing wristbands from being passed to underage individuals. Colors and/or designs of the wristbands will change with each event to prevent wristbands that are non-building issued being used to prevent the purchase of alcohol. Wristband colors and/or designs will be rotated and decided on shortly before the event begins.
- B. If staff observes a guest who is in the possession of or who is consuming an alcoholic beverage and who does not have a wristband or who appears to be of questionable age, staff will request identification from that guest. If the guest is unable to produce an acceptable form of identification verifying their age, their drink will be confiscated and the guest will be turned over to security and escorted out of the facility.
- C. Staff will request identification from any guest who appears to be age 30 or under and who is attempting to enter a "Minor Restricted" area. If the guest is unable to produce an acceptable form of identification verifying their age, the guest will be denied access and may be escorted off the premises if they become unruly.
- D. Staff will accept only those forms of identification which have been identified as "acceptable" by the Washington State Liquor and Cannabis Board as follows:
  - A valid driver's license or instructional permit issued by any U.S. State or Canadian Providence. If the guest's Washington driver's license has expired, he or she must show a valid temporary driver's license with the expired card, otherwise, an expired card cannot be used.
  - An official State or Canadian Providence provided ID Card
  - A passport from any nation
  - Tribal Enrollment Card from any Federally Recognized Indian Tribe located in Washington
  - Military Identification including Active Duty, reserve, and/or dependent
  - An official age identification card that is issued by any U.S. State or Canadian Providence
  - Merchant Marine Card issued by the U.S. Coast Guard
- E. The licensed server maintains the ultimate responsibility to double-check identification before the actual sale of alcohol, should there be any doubt of age.

**2. PREVENTING THE SALE TO, CONSUMPTION OR POSSESSION OF ALCOHOLIC BEVERAGES BY ANY PERSONS WHO APPEAR TO BE INTOXICATED**

- A. As part of our alcohol awareness program, personnel are trained to identify possible intoxication, patrons with alcoholic beverages that have not been wrist-banded and/or other potential problems
- B. Staff will refuse to sell an alcoholic beverage or will prevent the sale to any person who appears to be intoxicated.
- C. If any guest who appears to be intoxicated is seen in possession of or consuming an alcoholic beverage, security staff will be called take the appropriate measures to remove the alcoholic beverage, cut *off* their wristband and escort the patron from the premises.
- D. Any patron that displays disorderly behavior will have their wristband removed and will be escorted from the building.
- E. Guests who appear intoxicated and do not cooperate with staff will be escorted from the TRAC Center facility and security staff will contact the local police department for resolution.
- F. Staff will encourage patrons that appear intoxicated to ride with someone that is sober or to take a taxi or Uber. If a patron refuses, alcohol security staff or service staff will contact Franklin County Police Department.

**3. TRAINING PROVIDED TO STAFF WHO SERVE, REGULATE, OR SUPERVISE THE SERVICE OF ALCOHOL AND EVENT STAFFING**

- A. S&S Hospitality, Inc. has approximately 15 staff persons who are full-time employees and who will be directly involved in the sale, service, and supervision of alcoholic beverages. These employees will be required to attend Mandatory Alcohol Server Training (MAST) and obtain the appropriate permit for their level of service.
- B. In addition, S&S Hospitality, Inc. employs up to 75 part-time or seasonal persons who will have direct, face to face contact with the guests of the TRAC Center facility, and who will be MAST trained if any of their responsibilities include the sale and service of alcohol or if they have access to the concession operations.
- C. S&S Hospitality will, depending on anticipated event size, contract for security services with local security contractors and, possibly, local law enforcement.
- D. S&S Hospitality will, on occasion, hold pre-event meetings, to review LC8 rules and our own policies and procedures.

- E. The TRAC Center facility currently has seating for:
  - 1. Atrium: 225 guests.
  - 2. Exposition Hall: 1800 guests
  - 3. Arena: 1800 guests
  - 4. TRAC has stadium seating in the Arena not included in item 3.
  - 5. TRAC does not have club seating
- F. The ratio of alcoholic service staff and security staff to guests/audience will be no less than 1 to 50.

#### **4. POLICY IN LIMITING ALCOHOL SALES AND SERVICE PER PERSON PER TRANSACTION**

- A. To ensure alcoholic beverages are served in a safe, responsible and controlled manner, it is the policy of CG Public House@TRAC to limit the sale and service of alcoholic beverages to two servings per person per transaction.
- B. If a guest is accompanied by another guest who wants to pay for both people's drinks, they may do so, provided that both guests are of legal age to purchase, and have proper identification, if requested, and are not displaying signs of intoxication.

#### **5. GENERAL POLICIES**

- A. All beer, wine and spirits will be served in different sized and colored containers from those that contain non-alcoholic beverages. Beer will be served in 12 or 16 oz. cups that are identified with a beer brand (such as Budweiser or Coors Light) or 12 or 16 oz. aluminum cans that are produced and identified by the beer brand. Wine will be served in 9 oz. clear acrylic cups. Spirits will be served in 12 oz. clear acrylic cups or specialty cups of varying sizes that are colored and have spirits branding (such as Crown Royal or Skyy). All non-alcoholic beverages will be served in 16 oz. white plastic cups or 12 oz. cans that are branded (such as Coke or Sprite).
- B. Alcohol sales for events will begin no sooner than one hour prior to the start of the event and cease prior to the start of the final period of any game or 45 minutes before the projected conclusion of any other event.
- C. Under no circumstances will any alcohol be sold after midnight.
- D. In accordance with WAC 314-11-055, on all portions of the premises where alcohol is sold, served or consumed, sufficient lighting will be maintained so that ID can be checked and patrons observed for the enforcement of liquor laws and rules. There will be no darkened house events conducted at the facility.

- E. Admission to the facility will not be permitted until one hour prior to the start of a game or show.

## **6. FACILITY ACTIVITIES AND EVENTS**

TRAC is a multi-function event and exposition facility that operates a variety of events and shows including:

- Public events such as dances with live entertainment
- Variety shows such as comedians and magicians
- Public expositions such as the Home and Garden Show
- Trade shows
- Professional sporting events such as Indoor Motocross racing
- Amateur sporting events like wrestling and volleyball
- Cultural Events
- Private events such as weddings and holiday parties

- A. Entertainment Events. Alcohol service at any event must be approved at least two weeks in advance by the WSLCB. It is understood that alcohol may not be served for certain “darkened” events. To establish the age of patrons and to prevent over-service, this facility will meet minimum lighting requirements established by WAC 314-16-030 (3) in any area where alcohol is served or consumed. For the purpose of establishing a permanent technical standard, the lighting measure in foot candles must be sufficient to permit alcohol servers to establish the validity of documents printed in eight-point type. Alcohol will not be served or consumed at any entertainment event if the lighting for the event is below such a level.
- B. Walk around alcohol liquor service is not allowed. If you would like walk around service for an event, you must request a separate approval at least 2 weeks prior to any event.

### **A. BEER GARDEN AREA**

A beer garden, if used, will be set up in the Arena at the west end and will measure 100 ft. by 120 ft. and will be surrounded by a double wall of pipe and drape, at least one of which is 42 inches tall with a minimum of 3 ft. separation between the two walls. Capacity will be 800 patrons. The staff to patron ratio guideline of 1:50 will be used. The entrance and exit will be monitored, at all times, by security staff as well as roving security within the beer garden itself.

### **B. HAWKING**

CG Public House@TRAC will not conduct hawking at any event at the TRAC.

**ALCOHOL SERVICE MATRIX FOR TRAC CENTER FACILITY**

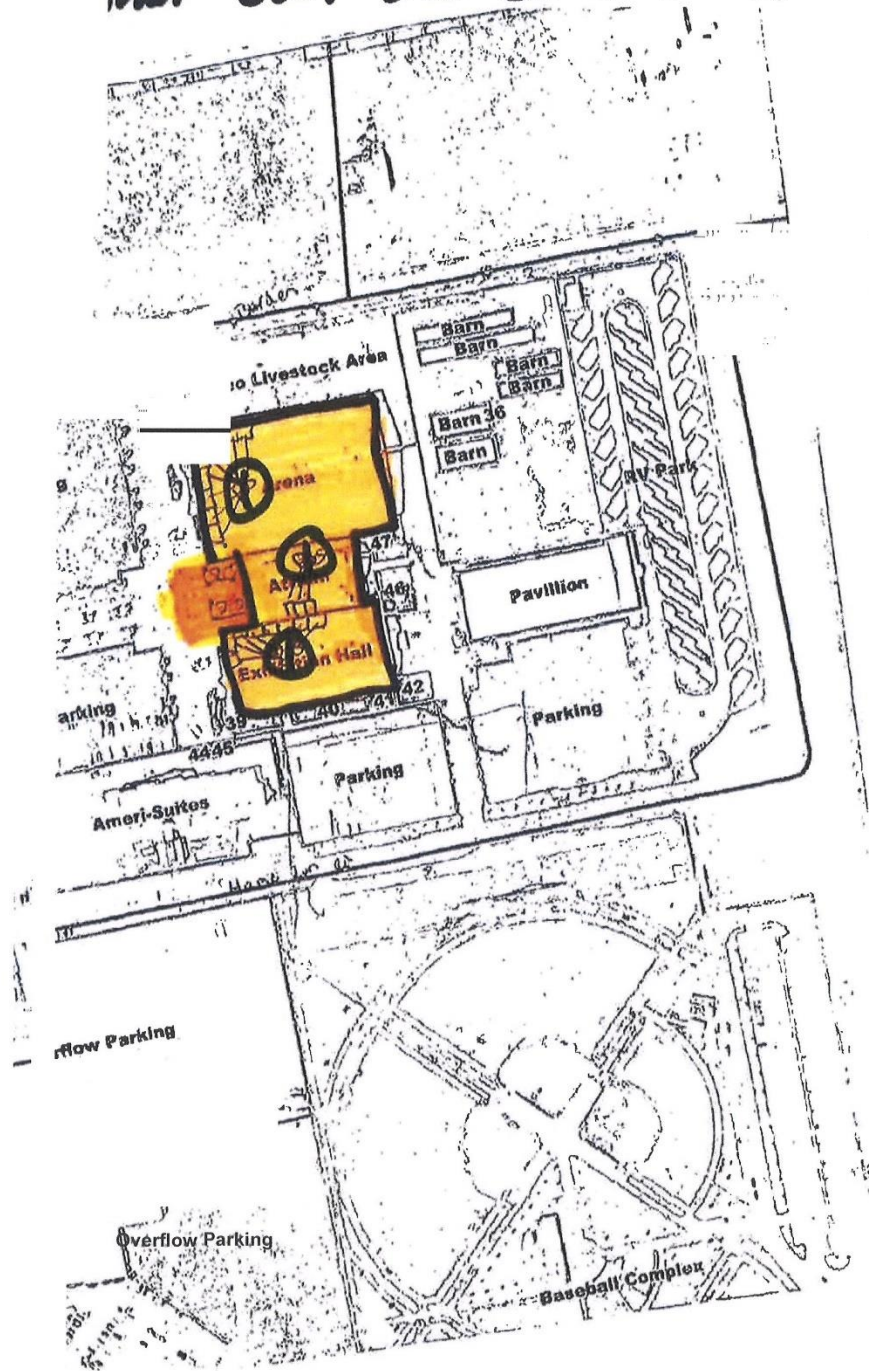
Type of event as defined in WAC 314-02-057	Beer, wine, and spirits may be sold and served in approved restaurants, lounges, private suites, and club rooms	Beer, wine, and spirits may be sold and served in temporary lounges, beer gardens, or other approved service areas	Wine may be served and consumed in club seats during events	Beer and wine may be consumed throughout seating areas during events	Hawking - Beer may be served throughout seating areas, subject to the provisions of WAC 314-02-058
Professional sporting events of baseball, football, basketball, soccer, tennis, volleyball, horse racing, hockey, and track and field events					
All other professional sporting events (level of alcohol service will be determined on a case-by- case basis per the approved operating plan)					
Amateur sporting events	x	x			
Entertainment events	x	x			
Special events	x	x			

### **TRAC CENTER FACILITY SITE PLAN**

Attached is an arena map that corresponds with the information below:

- A. Arena
- B. Atrium
- C. Exhibition Hall
- D. Dotted line in the Arena-perimeter of the beer garden

01  
that can be consumed





## **Attachment 4: Letter of Recommendation**



*Building the Tri-Cities since 1958*

June 13, 2023

To the Franklin County Commissioners,

It has been a pleasure working with Shirley Simmons and the entire team at SVM Management. SVM has been responsive, professional, and accommodating. They make our job as event promoters easy, as we can rest assured that the venue and staff will be ready for our events.

We appreciate SVM stepping in when the former HAPO Center management team chose to abandon the facility days before our 2022 Fall Home Show was scheduled to take place. This lapse in management could have meant the cancellation of our event had Shirley and her team not stepped in to seamlessly take the helm of the venue.

Since then, we have also worked with the SVM staff on our 2022 Parade of Homes™ Appreciation Night Reception and 2023 Regional Home & Garden Show, which were also terrific experiences. SVM truly cares about the success of our events. They strive to make our events run smoothly and they operate as an extension of our team. It's been a wonderful change to feel like we're working with, and not against, the venue staff.

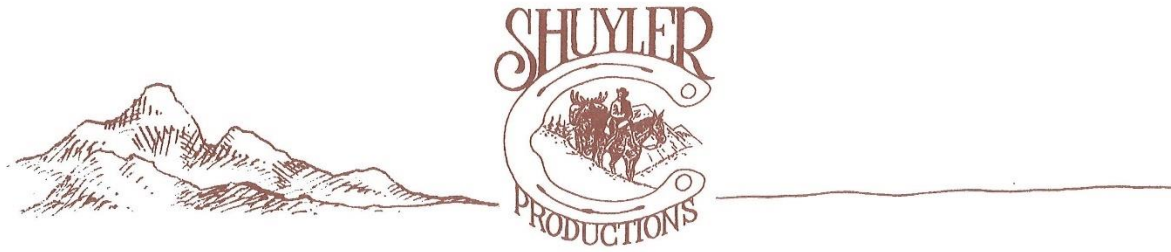
Thanks to Shirley, Crissie, Alex and all the SVM team for everything they do to ensure our events are successful.

Thank you,

A handwritten signature in black ink, reading 'Jeff B. Losey', is written over a horizontal line.

Jeff Losey, Executive Director

**Home Builders Association of Tri-Cities, WA**  
10001 W Clearwater Ave | Kennewick, WA 99336  
(509) 735-2745 | Fax: (509) 735-8470 | HBATC.com



February 3, 2023

HAPO Center  
6600 Burden Blvd  
Pasco, WA 99301

Dear Shirley, Crissie, Alex, and Crew,

Bev and I would like to thank you for all that you did to help with the success of the recently completed Tri-Cities Sportsmen Show. While the number of our exhibitors were still down from pre-covid numbers, attendance was decent, and everyone seemed to enjoy the show.

Enclosed is a check that will cover the cost invoiced to us for the HAPO Center expenses. The check includes an additional \$1000.00 that we would like to leave as a deposit on our account to hold our 2024 dates, January 26-28.

Also, we want to make sure to comment that the facility was kept clean, and help was never far away when needed. Be sure to tell the people who were cleaning the restrooms and picking up garbage that they did a great job.

Thank you also, for helping us get a small break on expenses this year. Every little bit helps, and we really appreciate your assistance in this matter.

Bev and I look forward to working with you all at the 2024 Tri-Cities Sportsmen Show.

Best,

Merle E. Shuyler  
Executive Producer

SHUYLER PRODUCTIONS • 11 Pleasant View Drive • Goldendale, WA 98620 • 509-952-1014 • [www.ShuylerProductions.com](http://www.ShuylerProductions.com)

# Letter of Recommendation

To Whom it May Concern,

I am writing this letter of recommendation based on our experience with the HAPO Center during our employee event which was held on April 29<sup>th</sup>, 2023.

The HAPO Center offers SO much space and the staff made it clear that we could use any and every inch of it. We took advantage of that by utilizing the largest area as the main event space and using a couple of the other rooms for a game room and karaoke. The main area allowed us to space out our tables and chairs so our guests could easily move from one end of the room to the other. We were also able to use the backside of the atrium for our professional photo area which worked out great. They also offered as many bar areas as we needed to accommodate such a large group of people (around 800). There was plenty of parking for all our guests and 3 different hotels right next to the HAPO center, which was essential due to a lot of our staff commuting from outside of the Tri-Cities area.

We appreciated all the expertise and suggestions given to us by both Shirley and Crissie during the meetings that were held leading up to the event. This really allowed us to come up with a plan that best fit the needs of our event. They were very flexible in allowing outside vendors (other than catering) to be a part of the event and even offered suggestions of individuals that they have worked with in the past. This was extremely helpful as it was our first time hosting this event at the HAPO Center.

The entire staff was so willing to help with anything, especially during the week leading up to the event. Whether we needed tables to be moved or help unloading/loading different items, they always offered to help, and were happy to do it. There were also a few stories I was told from the day of the event where the staff was so kind and so helpful, I even saw Shirley out there helping our guests!

Thank you for your time,

*Mandy Morris*

Employee Experience Coordinator  
HAPO Community Credit Union



June 5, 2023

To Whom it May Concern:

We have done events at facilities other than the HAPO Center, as well as events at the HAPO Center under different management. This past April, we produced an event under the management of SVM at the HAPO Center.

In the past, we have experienced some difficulty ascertaining responses to questions that inevitably come up from contractors or vendors in the weeks and months leading up to the event. We were often told different things at different times by different people and did not receive clear and concise responses.

When SVM first became managers of the HAPO Center, we requested a meeting to review some of the issues we had experienced in the past. We were met with friendliness and open dialogue. They addressed each of our concerns and if there was not an immediate answer, they made a promise to find the answer (which was always delivered). For example, we had questions about a third-party contractor's billing, so an additional meeting was scheduled with them. Shirley Simmons was not only present at this meeting, but she did a fantastic job of facilitating it to ensure all questions were answered clearly and that the meeting stayed on the agenda.

On the weekend of our event, we had maintenance staff that went above and beyond for us as well as our vendors during set up. They worked tirelessly to ensure that our floor was set up to perfection and that each of our vendors had what they needed for a successful weekend. During the event, we did have an electrical issue and Crissie Clapper, Sales Manager for SVM, worked to correct the issue immediately and ensured that everything was working smoothly. The staff checked in with us multiple times to make sure everything was perfect. This is the first event that we have produced where we had zero vendor complaints regarding the facility and that is due entirely to the staff of SVM.

As long as SVM continues to manage the HAPO Center, we will continue holding all three (3) of our events there, as well as any additional ones we bring on. We appreciated the hard work and dedication to our event that was displayed by not only Shirley Simmons, but also by each and every one of her staff members.

We would be happy to provide any additional information or answer specific questions regarding our experiences producing events at the HAPO Center.

Sincerely,



Bonnie Gill  
Eastern Washington Expos  
(509) 947-2136  
bonniegill3@gmail.com

HAPO Event Center – SVM Management  
Attn: Shirley Simmons  
6600 Burden Blvd.  
Pasco, WA 99301

Dear Shirley,

Thank you and your staff at HAPO Event Center for helping to make the Tri-Cities Cancer Center Foundation's 22<sup>nd</sup> Annual Autumn Affair auction & gala a success. Your fine catering services and event location services helped make this a memorable event to keep this the most successful non-profit fundraiser in our community.

We had an attendance of approximately 500 donors representing corporate sponsors, community donors and caregivers in support of our silent and live auction raising over \$350,000 for cancer patients in our community.

We look forward to working with you and your staff for the Autumn Affair gala in November of 2023. Thank you again for helping us to create a wonderful evening for our donors to experience.

All our best,

*Liz McLaughlin*

**Elizabeth McLaughlin, CFRE**

Director, Foundations

[elizabeth.a.mclaughlin@providence.org](mailto:elizabeth.a.mclaughlin@providence.org)

Tri-Cities Cancer Center Foundation & Kadlec Foundation  
(509) 308-3439





850 E SPOKANE FALLS BLVD, SUITE 100  
SPOKANE, WA 99202  
509.747.3389 • MCKINSTRY.COM

June 13, 2023

To Whom It May Concern,

McKinstry Essention, LLC is contracted to perform building upgrades to the HAPO Center in Pasco, WA. During that time, we have been coordinating our site work with CG Catering, the third-party agency hired by Franklin County to operate the HAPO Center.

Working in occupied spaces always requires close coordination to minimize any disruptions to scheduled events. As McKinstry's Senior Site Superintendent overseeing the HAPO Center HVAC and Lighting upgrades, I have to say CG Catering has been awesome to work with. Simple day-to-day communications of where we are and where we're going, as well as coordinating how to keep the project moving forward while working around all the events both large and small have gone smoothly. Their team was always available to review what was needed for each individual show and worked closely with us. We always had clear direction where construction could continue which was a great help to keep the shows successful. This team always engaged in necessary project meetings and site walk throughs.

A successful project is always a Team effort and should be recognized. Thank you all for your efforts; I can't wait for the next one!

Sincerely



**Toby Smith**  
Sr Superintendent  
c 208.948.2922

Together, building a thriving planet.  
[www.mckinstry.com](http://www.mckinstry.com)

To whom it may concern,

I am writing to recommend CG Catering for the catering services and management at the Hapo Center. I have had the pleasure of working with CG Catering for several years and have consistently been impressed with their excellent catering and event management services.

CG Catering has been involved in the catering at the Hapo Center since 2017. They also took over when the staff suddenly left in September 2022 and have been managing the facility and the catering services with great professionalism and dedication. They have a strong commitment to the Hapo Center and its naming rights, and they have gone above and beyond to ensure that there are no problems with the events scheduled at the facility.

CG Cater has played a vital role in running the Hapo Center's large trade shows and events. Their expertise in catering has helped them to manage events with food vendors or no food at all, ensuring that every event runs smoothly. They have also made significant improvements to the Hapo Center, setting up the facility in a user-friendly way and ensuring excellent customer service, their communication is top notch.

I highly recommend CG Cater as a catering service provider and management team for the Hapo Center. They have proven themselves to be reliable, professional, and committed to ensuring the success of every event at Hapo Center, and as a major partner of the Hapo Center, that is what we look for in a partner. I am confident that they will continue to excel in providing excellent catering services and management to the Hapo Center.

Thank you for considering CG Catering for the catering services and management services at Hapo Center.

Sincerely,

Crystal Contreras  
Community Relations Director  
HAPO Community Credit Union  
(509) 947-0011



June 23, 2023

Subject: CG Catering

To Whom It May Concern,

I have been working with Shirley Simmons and the CG Catering staff for approximately 7 years. They have catered for anything from a small group of 10 people to a large group of 2500-3000 people.

I have always found them extremely pleasant to work with. From assisting with choosing the right food selection to serving the food. Cheerful and hardworking while getting the location prepped and ready for food to be served. After each occasion I have always had great feedback that the food was delicious. They also make sure that they have a selection for anyone who needs a vegetarian or gluten-free meal.

There are often occasions when I need a group served during an off shift. This normally means an 11:00 pm delivery. They have never complained and provided the service we needed.

I would highly recommend using CG Catering.

*Jamei Perez*

Jamei Perez  
[Corky08311@charter.net](mailto:Corky08311@charter.net)