

INSTRUCTIONS: Please complete Sections A, B, C, and E if you are planning to host an event. Please complete Sections A - E if you are requesting any City Support. Please refer to the Event Check List and Deadlines for additional instructions, due dates, and event timelines.

SECTION A: Event Sponsoring Organization Information

Sponsoring Organization:	Valdez Gold Rush Days, Inc	
(Financially responsible party & must match certificate of insurance)		
Physical Address:	N/A	
Mailing Address:	P.O. Box 1393	
Day Phone:	907-831-2070 (Kate Goudreau's cell)	
Email Address:	valdezgoldrushdays@gmail.com	
Organization Status:	For Profit	Will need to submit business license
Check one	<input checked="" type="checkbox"/> Not for Profit	Will need to submit tax exempt documentation
	Community Interest Group (Unorganized)	

Event Contact Person:	Kate Goudreau	
Email Address:	valdezgoldrushday@gmail.com; kate.goudreau@gmail.com	
Cell Phone:	(907)831-2070	
Event website (if applicable):	valdezgoldrushdays.org	

SECTION B: Event Information

Event Name:	Valdez Gold Rush Days 2018		
What type of event:	Run/Walk	<input checked="" type="checkbox"/> Parade	<input checked="" type="checkbox"/> Street fair/park festival
Check all that apply	<input checked="" type="checkbox"/> Concert	<input type="checkbox"/> Private Party	<input checked="" type="checkbox"/> Other (specify)
Is this event a reoccurring annual event? YES	New Event? NO		
If reoccurring event, are there any changes to this year from previous years?		YES	NO <input checked="" type="checkbox"/>
Explain:			
<p>See attached booklet/schedule of events for Gold Rush Days 2017. GRD has multiple activities and events that can be enjoyed by all ages. Our events reach many economic and cultural groups of Valdez, as well as entertain countless visitors and tourists. Many visitors come to Valdez each year specifically to participate in GRD festivities.</p>			
Event date(s):	August 1st - 5th, 2018		
Event location(s):	Around Valdez		
Event Set-up:	July 30-31st, 2018		
Event Tear-down:	August 5th-6th, 2018		

SECTION C: Event Details

1

Please provide event details and activities; include site maps, use of volunteers, safety & crowd control plans, etc. Supply additional documentation labeled EVENT DETAILS if more space is required.

Please see attached booklet detailing the many events that were sponsored by Gold Rush Days 2017. Events & activities included children's scavenger hunt (Parks & Rec), local singing competition (volunteer coordinated), ice cream social (Senior Center), US Forest Service ribbon cutting ceremony and Historic Pastimes demonstrations (US Forest Service), ribbon cutting ceremony for Imagintion Library book shelf at Valdez airport (Imagination Library), wine walk through local business establishments (volunteer coordinated), Open Air Market with over 30 vendors (volunteer coordinated), catered dinner and Improv Comedy show (volunteer coordinated), community parade (volunteer coordinated), free community cook-out (Alyeska Pipeline) and more.

Expected attendance: 500+	Participants 500+	Spectators 500+	Total	1,500+
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What is the targeted demographic(s) of your participants? (wine walk, parade, etc)	All ages, tourists and locals, event specific attendance
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What is the targeted demographic(s) of your spectators?	All ages, tourists and locals, event specific attendance
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Is this event free to the public to participate in?	YES X	NO X	event dependant
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Is this event free to spectators?	YES X	NO X	event dependant
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Is this event a fundraiser?	YES X	NO
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If fundraiser, who benefits?	Gold Rush HS scholarship and donations to other local non-profits
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Admission/ Event fees:	varies on event
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Do you plan to utilize volunteers?	YES X	NO
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2 Will items or services be sold at the event?

YES X	NO
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If YES, please explain:

There is an open air market that sells various wares/food that will run from Aug 3rd-5th 2018. We also sell tickets to a Saturday night show/dinner, glasses for the Height of Fashion Wine Walk, and entry fee to make-a-hat (for supplies), Gold Rush Days store sells garters, pins, apparel, toys, and candy.

3	Will there be food at your event?		
	YES X	NO	
	If YES, will it be sold?	YES X	NO
	Will vendors be cooking or heating food onsite?	YES X	NO
	Will it be catered? YES	By Who: TBD	
4	Will your event involve the sale or consumption of alcoholic beverages?	YES X	NO
	If YES, will it be sold?	YES X	NO
	Will it be catered? YES	By Who: TBD	
	You will need to apply for an alcohol waiver to be on any City property. Have you applied for this waiver?	YES	NO
5	Will there be any construction of stages or other improvements, including tents and awnings?		
	Please describe:		
	NO, our improvements were completed to the GRD store in 2017 and the Hoosegow will be getting its finishing touches (painting/plaques) completed in Spring/Summer of '18.		
	We will need a stage for live music and announcements at the open air market (Set-up Friday August 3rd and taken down after Sunday's parade August 5th)		
6	What is your clean up plan after the event?		
	Please Describe:		
	Every year we have a group of volunteers help move picnic tables/trash cans/garbage dump and create plan with City of Valdez for set-up/take down efforts needed on the committee's behalf. The City helps us by supporting clean up after the parade, picking up tables/garbage cans from staged areas, and movement of the GRD store. Coordinators of each event are to ensure proper clean-up of their event afterwards.		

7

Please describe your plan for crowd control and event security.

We keep the Chief of Police notified of events that will have a higher quantity of participation (Height of Fashion Wine Walk; Parade) and they support our requests with personnel as needed/required. We also have volunteers to help I.D. for the beer/wine garden, Saturday night event, and Height of Fashion Wine Walk.

8

Please describe your plan for health services and sanitation to include running water, sewer & solid waste.

We do not require running water or sewer hook-up, but we do work with local business to provide/rent blue rooms for the open air market set-up and work out cleaning timeline with them.

9

Please describe your plan for emergency services, to include fire and EMS support (or first aid response). Site Safety plan sample attached.

Each activity and event coordinator is responsible for securing her/ his own emergency services plan.

10

Please describe your marketing and/or promotional plan for this event. *If City Supported, City of Valdez Logo must be displayed on all marketing material.

Various applications for marketing/promotional plan: Social media advertising (Facebook/Instagram); KVAK and KCHU on-air promotions; various flyers created by volunteer coordinators are posted around, as well as social media and on-air; Gold Rush Gabby show Aug 1st and 3rd reviews events listed in booklet/flyer and talks in more detail about events happening every year. Any City of Valdez sponsored events (Pet-a-Palooza, Dive-for-Gold) always have City of Valdez logo attached to flyers and announcements; VCVB partnership helps promote our event throughout the state; mailer sent to every local mailbox displaying event descriptions.

SECTION D:**City Support of Event**

1	Have you read and understand the City's Support Criteria and Restrictions, including required supplemental materials and timelines/deadlines?	
	YES <input checked="" type="checkbox"/>	NO
2	Are you requesting City support of the event, by use of facilities, land, amenities, staff, and/or cash? *If NO, please complete SECTION E. You do not need to complete SECTION D.	
	YES <input checked="" type="checkbox"/>	NO
3	Have you requested City support for your event in the past?	
	YES <input checked="" type="checkbox"/>	NO
	3.1 If YES, please highlight any differences to this year's request from previous year's request. No difference in facilities/amenities usage. However, we won't be requesting as high of a monetary amount as our construction has been mostly completed with help from City of Valdez in 2017.	
4	Briefly describe why your event needs the support of the City. Include the impact to the event if the City were not to provide the requested support. Over the last several years (decades really) the City of Valdez has been a huge supporter of Valdez Gold Rush Days, allowing us to use their garbage cans/picnic tables and storage of/transporting supplies to and from different events (Open Air Market to the Kelsey Dock), closing off streets for Parade and Family Fun Day, etc. Without the support of the city, we would have to either cancel or limit many of our planned events, as well as the ones sponsored specifically by the city, and wouldn't be able to host many of our more well attended events (Parade, Family Fun Day and Barbeque,Open Air Market).	
5	Are you requesting the use of any City Land? 5.1 What is the location and the area of the land requested? (Square Feet, Acres, Square Miles, etc.) Kelsey Dock and uplands (Pringle), Ruth Pond and surrounding area, Park strip and pavillion, main street closure on Sunday the 5th(parade) and partial street closure by Ruth Pond (family fun day on Sunday, 5th) 5.2 Please describe what, if any, alterations will be made to the property. (Only temporary alterations will be considered and all property must be returned to its original condition) None	

6 Are you requesting the use of any City Facilities?

6.1 Which Facility?

Barney Meyring Picnic Shelter

6.2 Have you already reserved the Facility with the responsible department and paid any reservation fees? As we get closer to the event, or through this application, we are reserving it

City Supported status will **not negate facility rental or user fees.**

6.3 Please describe the intended use(s) of the facility(ies) requested.

We use these facilities to provide free entertainment opportunities for our events (City sponsored Kid's scavenger hunt, Pet-a-palooza, other activities to be determined)

7 Are you requesting the use of any City owned amenities?

7.1 What are you requesting? (include quantities)

Picnic tables - all plastic ones available and trailer/vehicle to tow around

Trash cans- all available (plastic ones for easy movement)

Tents - 1 10x20 to support APSC BBQ at the Kelsey dock and (weather dependant) Port authority 10x10 tents for various table coverage

Bleachers - 2 sets for open air market/Ruth Pond viewing

Stage - 1 for open air market, possibly one for APSC BBQ (depending on music)

Electrical set-up - Open Air Market

8 Are you requesting the use of any City owned heavy equipment?

8.1 What equipment and for what purpose? The City will not compete with local commercial service providers in providing requested resources that are available during your event. If your request includes a service that is available from a local commercial service provider, you will be directed to contract with them directly and that specific resource request from the City of Valdez will be denied. (City heavy equipment may only be operated by City Employee operators. If equipment is requested, it is implied that it includes a City operator for the equipment. This request may have limitations as to where the equipment may be used).

We will need a loader/employees to help place and move the Gold Rush Days store before and after the event.

9	Are you requesting a cash donation from the City to support your event?
9.1	What is the amount of the request? <u>\$5,000</u>
9.2	A detailed, line-item, breakdown of exactly what this funding will be used for is required with the request of a cash donation. Is this documentation attached? Yes
9.3	What is the total event budget? Provide supporting documentation. <small>No funding will be considered unless a detailed event budget is attached to this application by the deadline.</small>
9.4	Please provide a detailed description of the need for this funding. Valdez Gold Rush Days uses the generous donation by the City of Valdez to help with the cost of supplies for our various events and activities, the majority of which are free for residents and visitors to Valdez. Gold Rush Days has a 55 year history as a major community event that takes place over 5 days each summer (August). All proceeds that are made during these activities, events, and the sale of materials and raffle are placed in a donation account that is divided among a dozen or more local non-profit agencies) and annually gives out scholarships to high school graduates. Funding by the City is used to purchase art supplies and prizes for kids activities, supplies for adult and family activities, and basic operating expenses. Financial statements may be requested, and may include an audit of the event. Any cash donation from the City must be returned to the City if the necessary budget is not expended in full or the event is cancelled for any reason.

SECTION E: Signature

By signing below, I have read, understand and agree to meet the deadlines/timelines, criteria and restrictions described within this application. I also state that I represent the Event Sponsoring Organization and have the right to sign such agreement on their behalf.

Printer Name

Title

Signature

Date

Safety Plan

Purpose: The safety plan provides the City of Valdez emergency responders with basic information concerning the event and any safety related issues or hazards.

Number	Title	Instructions
1	Name of Event	Enter name of event
2	Event Date(s)	Enter the date or dates of the event is to occur
3	Event Time	Enter start and finish time of the event
4	Address	Enter the location at which the event is to be held
5	# of Participants	Enter the estimated number of participants for the event
6	Event Coordinator	Name of person coordinating event
7	Address/Phone	
8	Point of Contact	Name of onsite point of contact and phone number
9	Description of Event	Brief description of event
10	Resources Request	List of resources that are being requested by the event, ie ambulance with crew stand-by, medical personnel only stand-by at medical aid station
11	Medical Plan: Medical Aid Station(s)	If the event has medical aid station(s) set up, name of point of contact for that station(s), location of station(s), contact information and the level of care being provided at the medical aid station(s)
12	Medical Plan: Transportation	For ground transport, where is the patient pick up location. For air, is an LZ set-up and does it meet the requirements
13	Special Medical Emergency Procedures	Need for back county rescue type services, access by snow machine and/or helicopter for example
14	Drawing/Map of Location	Show a drawing or attach a map indicating the location of the event and the surrounding area, show items that relate to the event, ie medical aid station(s), event check in areas, patient transport locations, landing zones.
15	Special Hazards	List any special hazards that maybe associated with the event, ie avalanche dangers, swift water areas, cold exposure for example
16	Communications Plan	If utilizing radios, list the frequencies being used, satellite and/or cell phone number(s)
17	Additional Information	List any additional information that is pertinent to the event that is not listed anywhere else in the safety plan
18	Prepared By	Printed name of person preparing this safety plan and contact number for any follow up question concerning the event, date the plan was filled out and signature of person preparing the safety plan

APPENDIX A - Sample Site Safety Plan

Safety Plan

Name of Event:

Valdez Gold Rush Days 2017

Event Date(s):

From: 08 /01 /18

To: 08 /05 /18

Event Time:

Start: Noon 8/1

Finish: 7pm 8/5

Site Address/Location:

Around town

Estimate

Estimated Number of Participants: 1,500+

Event Coordinators

Kate Goudreau, GRD 2018 president

Address: 810 Pacific Ave

Phone#: 831-2070

Point of Contact (On-Site): **Kate Goudreau**

Phone#: 831-2070

Description of Event:

Resources being requested from the Fire Department:

Medical Plan: (Use additional pages, if needed) (ICS206)

APPENDIX A - Sample Site Safety Plan
Safety Plan

Event Title		
Drawing of event location and/or attach Map		
Special Hazards		
Communication (ICS 205 if needed)		
Radio:	Freq:	Freq:
Satellite Phone:	#	#
Cell Phone:	#	#
Additional Information		
Prepared by:	Contact Number:	Date:
Signature:		

9 Are you requesting a cash donation from the City to support your event?

9.1 What is the amount of the request? \$5,000 \$1,500

9.2 A detailed, line-item, breakdown of exactly what this funding will be used for is required with the request of a cash donation. Is this documentation attached? Yes

9.3 What is the total event budget? Provide supporting documentation. Not applicable for this funding request as a detailed event budget is attached to this application by the deadline.

9.4 Please provide a detailed description of the need for this funding.

Valdez Gold Rush Days uses the generous donation by the City of Valdez to help with the cost of supplies for our various events and activities, the majority of which are free for residents and visitors to Valdez. Gold Rush Days has a 55 year history as a major community event that takes place over 5 days each summer (August). All proceeds that are made during these activities, events, and the sale of materials and raffle are placed in a donation account that is divided among a dozen or more local non-profit agencies) and annually gives out scholarships to high school graduates. Funding by the City is used to purchase art supplies and prizes for kids activities, supplies for adult and family activities, and basic operating expenses.

Financial statements may be requested, and may include an audit of the event. Any cash donation from the City must be returned to the City if the necessary budget is not expended in full or the event is cancelled for any reason.

SECTION E: **Signature**

By signing below, I have read, understand and agree to meet the deadlines/timelines, criteria and restrictions described within this application. I also state that I represent the Event Sponsoring Organization and have the right to sign such agreement on their behalf.

Kate Goudreau

Printed Name

Valdez Gold Rush Days President

Title

Kate Goudreau

Signature

8.11.17

Date

2018 Budget Summary

CATEGORY	2018 Estimated	2017 Budget	City Donation
Store- deck addition	0.00	3,250.00	-3,250.00
Hoosegow repairs	500.00	4,500.00	-4,000.00
GR Store	5,000.00	4,100.00	900.00
Wine Walk	5,000.00	4,500.00	500.00
CanCan Girls	1,000.00	500.00	500.00
Little Kickers	200.00	200.00	0.00
Open Air	2,750.00	2,200.00	550.00
Quick Draw	400.00	300.00	100.00
Sat. Show	8,000.00	6,500.00	1,500.00
Valdez Voice	400.00	300.00	100.00
Craft-A-Hat	250.00	200.00	50.00
Parade	300.00	250.00	50.00
Sunday Funday	750.00	450.00	300.00
Business Participation	200.00	200.00	0.00
Other - mailers, supplies, etc	5,000.00	4,800.00	200.00
Total Expenses	29,750.00	32,250.00	(2,500.00)



THE STATE
of **ALASKA**

Department of Commerce, Community, and Economic Development
Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806
(907) 465-2550 • Email: corporations@alaska.gov
Website: Corporations.Alaska.gov

AK Entity #: 6659D
Date Filed: 04/20/2017
State of Alaska, DCED

FOR DIVISION USE ONLY

Nonprofit Corporation

2017 Biennial Report

For the period ending June 30, 2017

Web-4/20/2017 5:05:24 PM

- This report is due on July 02, 2017
- \$25.00 if postmarked before August 02, 2017
- \$30.00 if postmarked on or after August 02, 2017

Entity Name: GOLD RUSH DAYS, INC.

Entity Number: 6659D

Home Country: UNITED STATES

Home State/Province: ALASKA

Registered Agent

Name: Sara Irwin Goudreau

Physical Address: 1196 Mineral Creek Drive, Valdez, AK 99686

Mailing Address: BOX 1393, VALDEZ, AK 99686

Entity Physical Address: 1196 Mineral Creek Drive, VALDEZ, AK 99686

Entity Mailing Address: PO BOX 1393, VALDEZ, AK 99686

Please include all officials. Check all titles that apply. Must use titles provided. All domestic non-profit corporations must have a president, vice president, secretary, treasurer, and at least three directors. The secretary and the president cannot be the same person.

Name	Address	% Owned	Titles
Sara Irwin Goudreau	PO BOX 752, VALDEZ, AK 99686	N/A	Director
Audra McCann	PO BOX 1006, VALDEZ, AK 99686	N/A	Treasurer
Kate Goudreau	PO BOX 2671, VALDEZ, AK 99686	N/A	President
Sarah Jorgenson Owen	PO BOX 2264, VALDEZ, AK 99686	N/A	Vice President
Tanya Young	P.O. Box 1181, Valdez, AK 99686	N/A	Secretary
Emily Skilbred	P.O. Box 2379, Valdez, AK 99686	N/A	Director
Mary Menlberg	P.O. Box, Valdez, AK 99686	N/A	Director
Jennifer Smith	P.O. 2845, Valdez, AK 99686	N/A	Director

Purpose: GENERAL WELFARE

NAICS Code: 813410 - CIVIC AND SOCIAL ORGANIZATIONS

New NAICS Code (optional):

Estimated value of all real or personal property of the corporation:

1000.00

I certify under penalty of perjury under the Uniform Electronic Transaction Act and the laws of the State of Alaska that the information provided in this application is true and correct, and further certify that by submitting this electronic filing I am contractually authorized by the Official(s) listed above to act on behalf of this entity.

Name: Tanya Young