

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:	KCHU - TERMINAL RADIO INC. - RHR		
(Financially responsible party & must match certificate of insurance)			
Physical Address:	219 PIONEER DR.		
Mailing Address:	PO Box 467		
Day Phone:	835-4665		
Email Address:	KCHU770AM@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:	PAUL NYLUND
Email Address:	chr.valdezmusicfest@yahoo.com
Cell Phone:	831-2327
Event website (if applicable):	RHRMUSICFEST.COM

SECTION B: Event Information

Event Name:			
What type of event:	<input checked="" type="checkbox"/> Run/Walk	<input 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 type="checkbox"/> Other (specify)
Is this event a reoccurring annual event?	<u>YES</u>	New Event?	
If reoccurring event, are there any changes to this year from previous years?		YES	<u>NO</u>
Explain:	_____		

Event date(s):	8-18-18		
Event location(s):	Mersey Dock Uptown		
Event Set-up:	8-18-18		
Event Tear-down:	8-20-17		

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.

THE RICHARDSON HIGHWAY RENEZVOUS (RHR) IS A 1 DAY MUSIC AND ARTS FESTIVAL. WE UTILIZE A POOL OF APPROXIMATELY 15 VOLUNTEERS TO SET-UP, RUN, AND CLEAN-UP ALL ASPECTS OF THIS EVENT. THERE IS NO CHARGE FOR ADMISSION, AND ALL OF THE EXITS/ENTRIES ARE UNBLOCKED AND UNCONTROLLED, EXCEPT FOR THE BEER GARDEN, WHICH IS CORDONED OFF USING RETRACTABLE BELT-STYLE BARRICADES. THE CITY POLICE AND FIRE DEPARTMENTS ARE NOTIFIED OF THE EVENT AND ARE ENCOURAGED TO DRIVE BY AND/OR WALK THROUGH DURING THE EVENT. SITE MAP IS ATTACHED...

Expected attendance: Participants 50 Spectators 400 Total 450

What is the targeted demographic(s) of your participants? 4-94 YEARS OLD - ANYONE WHO WANTS TO SHARE THEIR TALENTS

What is the targeted demographic(s) of your spectators? ALL AGES, MUSIC AND ART AFILIONADOS.

Is this event free to the public to participate in? YES NO

Is this event free to spectators? YES NO

Is this event a fundraiser? YES NO

If fundraiser, who benefits? KCHU RADIO AND FRIENDS OF VALDEZ ANIMAL SHELTER

Admission/ Event fees: \$0

Do you plan to utilize volunteers? YES NO

2 Will items or services be sold at the event? YES NO

If YES, please explain:
 VENDORS SELLING FOOD AND MERCHANDISE, AS WELL AS BEER/WINE GARDEN FOR 21+.

3	<p>Will there be food at your event?</p> <p>If YES, will it be sold?</p> <p>Will vendors be cooking or heating food onsite?</p> <p>Will it be catered?</p>	<p><input checked="" type="radio"/> YES</p> <p><input checked="" type="radio"/> YES</p> <p><input checked="" type="radio"/> YES</p> <p>By Who: <i>MULTIPLE VENDORS</i></p>	<p>NO</p> <p>NO</p> <p>NO</p>
4	<p>Will your event involve the sale or consumption of alcoholic beverages?</p> <p>If YES, will it be sold?</p> <p>Will it be catered?</p> <p>You will need to apply for an alcohol waiver to be on any City property. Have you applied for this waiver?</p>	<p><input checked="" type="radio"/> YES</p> <p><input checked="" type="radio"/> YES</p> <p>By Who: <i>BEST WESTERN - WHEELHOUSE</i></p> <p><input checked="" type="radio"/> YES</p>	<p>NO</p> <p>NO</p> <p>NO</p>
5	<p>Will there be any construction of stages or other improvements, including tents and awnings?</p> <p>Please describe:</p> <p><i>STAGE AND TENTS TYPICALLY PROVIDED BY CITY. VENDORS ARE REQUIRED TO BRING THEIR OWN.</i></p>		
6	<p>What is your clean up plan after the event?</p> <p>Please Describe:</p> <p><i>A CREW OF VOLUNTEERS, HEADED BY ME, WILL CLEAN-UP THE NIGHT OF THE EVENT, WITH FINISHING TOUCHES DONE ON THE DAY AFTER.</i></p>		

7

Please describe your plan for crowd control and event security.

TEAM OF 8+ VOLUNTEERS, BARRICADES AROUND
BEER GARDEN WITH ^{ABC} SIGNS POSTED, AND POLICE
NOTIFICATION.

8

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

ON SITE BATHROOM FACILITY, TRASH CANS.

9

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

THERE ARE SEVERAL EMTs AND FIREFIGHTERS IN
our volunteer pool, AND THE VALDEZ FIRE DEPT.
IS NEAR BY.

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.

RADIO ADS, FLIERS, NEWSPAPER ADS, WEBSITE,
SOCIAL MEDIA.

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?	<input checked="" type="radio"/> YES	<input type="radio"/> 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.	<input checked="" type="radio"/> YES	<input type="radio"/> NO
3	Have you requested City support for your event in the past? 3.1 If YES, please highlight any differences to this year's request from previous year's request.	<input checked="" type="radio"/> YES	<input type="radio"/> NO
	<i>NONE</i>		
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.		
	<i>THIS EVENT IS FREE TO THE PUBLIC, AND WITHOUT THE CITY'S SUPPORT, WE WOULD HAVE TO START TO CHARGE ADMISSION AND RAISE OUR VENDOR FEES.</i>		
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.)		
	<i>Kelsey Dock Uplands</i>		
	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)		
	<i>NONE</i>		

6 Are you requesting the use of any City Facilities?

6.1 Which Facility? *KELSEY DOCK UPLANDS*

6.2 Have you already reserved the Facility with the responsible department and paid any reservation fees?

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

WE HAVE THE FACILITY RESERVED. WE HOPE THAT THE FEES WILL BE WAIVED, AS IN PAST YEARS.

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

THE SHELTER AND STAGE FOR BANDS AND SPECTATORS, THE PLAZA FOR VENDORS AND GAMES, THE RESTROOMS FOR ALL.

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

7.1 What are you requesting? (include quantities)

STAGE, 8 PICNIC TABLES, 2 SETS OF BLEACHERS, 2 10x10' TENTS FOR BEER GARDEN, ADJUSTABLE BARRICADES, 2 SPIDER BOXES, 2 FOLDING TABLES, 6 10x10' TENTS.

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).

NONE

9

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

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

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? -ATTACHED

9.3 What is the total event budget? **Provide supporting documentation.** No funding will be considered unless a detailed event budget is attached to this application by the deadline. - ATTACHED

9.4 Please provide a detailed description of the need for this funding. - THIS EVENT IS A FUNDRAISER FOR KCHU AND FVAs, WITHOUT THE FINANCIAL SUPPORT FROM THE CITY, IT WOULD NOT BE A SUCCESSFUL ONE.

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.

PAUL MYCUND

Printer Name

RAR ORGANIZER

Title


Signature

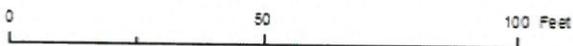
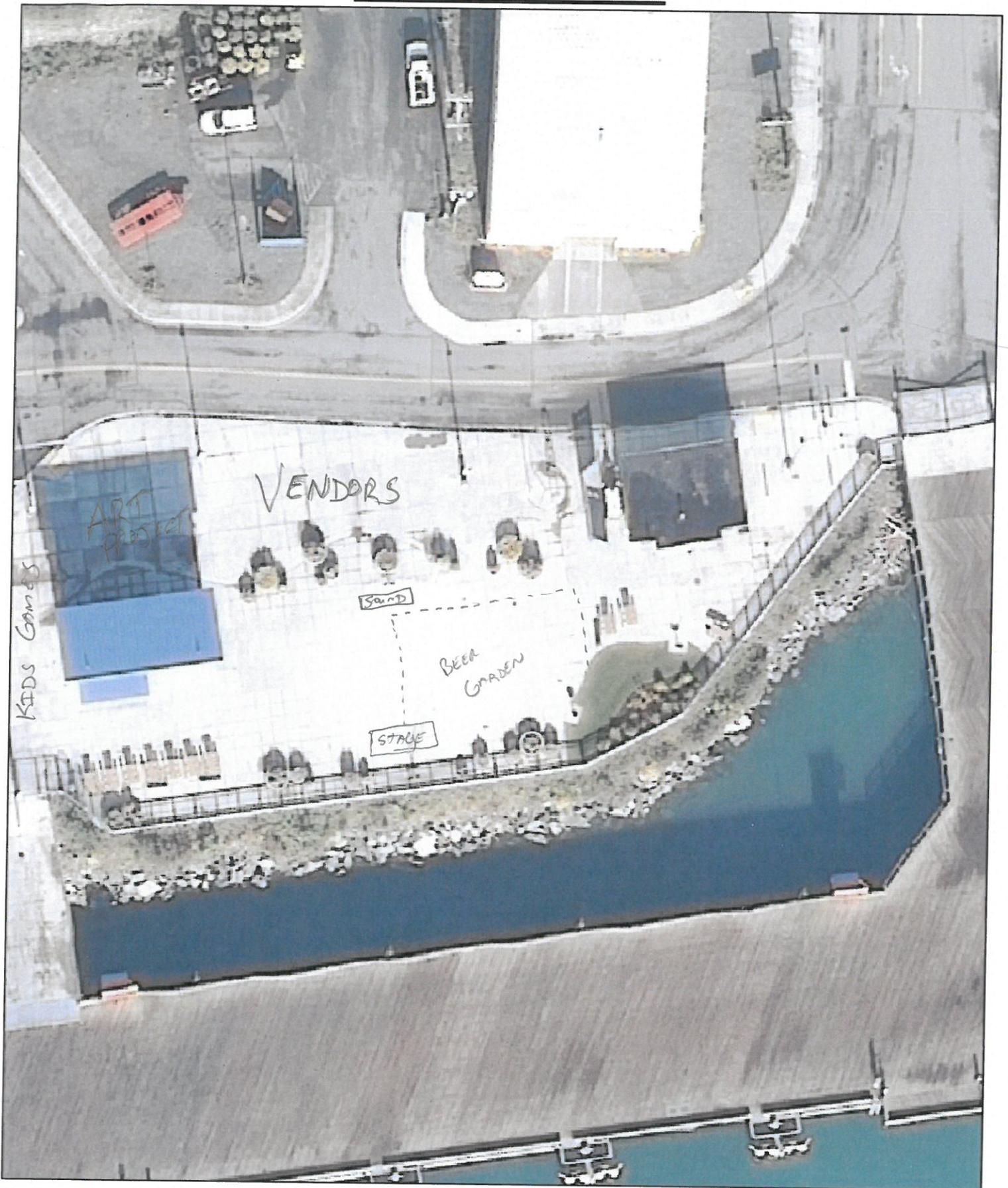
7/28/17

Date

BUDGET – 2017 RICHARDSON HIGHWAY RENDEZVOUS

	Expenses	Actual Cash Donations	Anticipated Cash Donations	In Kind Donation Needs
Bands	\$3,500.00			
Hotel For Bands	\$1,200.00			
Sound	\$1,000.00			
Insurance	\$350.00			
Signs	\$310.00			
Beer	\$1,200.00			
Licenses/Permits	\$150.00			
Run Prizes	\$50.00			
Mugs	\$600.00			
Art Supplies	\$300.00			
Advertising	\$150.00			
Printing/Office	\$100.00			
Total Expense	\$10,060.00			
City of Valdez		\$1,000.00		
CAD Grant			\$1,000.00	
Alyeska Pipeline			\$500.00	
Anadyr Adventures			\$500.00	
Chugach Coastal Cruising			\$200.00	
Petro Star			\$250.00	
Safeway			\$500.00	
Copper Valley Telecom			\$250.00	
Peter Pan Seafood		\$250.00		
Rogues Garden			\$250.00	
Total Cash Sponsorship			\$4,700.00	
Best Western				Alcohol Permits \$150
Keystone Hotel				6 rooms \$900
Hotel Glacier				2 room \$300
Valdez Office Supply				\$50.00
Odom				\$1,100.00
Total In-kind Donations				\$2,500.00
Est. Event Day Income			\$5,000.00	
Event Balance			\$2,140.00	

RHR 2017 Site Plan



Disclaimer: This map product is not for navigational purposes. It is the intent of the City of Valdez to maintain the most accurate data available. Minor discrepancies in data quality are unavoidable.