

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 Motorsports Club (Valdez Snowmachine Club)		
(Financially responsible party & must match certificate of insurance)			
Physical Address:	314 Hanasita St. Valdez		
Mailing Address:	P.O. Box 3202 Valdez		
Day Phone:	907-461-7250 / 831-0902		
Email Address:			
Organization Status:	<input type="checkbox"/> For Profit	Will need to submit business license	
Check one	<input type="checkbox"/> Not for Profit	Will need to submit tax exempt documentation	
	<input checked="" type="checkbox"/> Community Interest Group (Unorganized)		

Event Contact Person:	Rich Lottin / Dan Metzger		
Email Address:	RLOFTIN1971@GMAIL.COM / SPOOKMETZGER@GMAIL.COM		
Cell Phone:	461-7250 / 831-0902		
Event website (if applicable):			

SECTION B: Event Information

Event Name:	Valdez Mayors Cup CrossCountry Race / SnowBike GP		
What type of event:	<input type="checkbox"/> Run/Walk	<input type="checkbox"/> Parade	<input type="checkbox"/> Street fair/park festival
Check all that apply	<input type="checkbox"/> Concert	<input type="checkbox"/> Private Party	<input checked="" type="checkbox"/> Other (specify) Motorsport Event
Is this event a reoccurring annual event?	<input checked="" type="checkbox"/> YES	New Event?	
If reoccurring event, are there any changes to this year from previous years?	<input checked="" type="checkbox"/> YES		<input type="checkbox"/> NO
Explain:	We have added a snow bike class which is a new growing market.		
Event date(s):	March 17th, 2018		
Event location(s):	Valdez, pipe yard, ball fields, robe lake, etc.		
Event Set-up:	3/16/18		
Event Tear-down:	3/18/18		

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.

Site map of event attached.

Expected attendance: 75 Participants 50 Spectators 25 Total 75

What is the targeted demographic(s) of your participants? 18-70 YO male/female motorsport enthusiasts including professional level racers.

What is the targeted demographic(s) of your spectators? All ages male/female motorsport fans.

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

Is this event free to spectators? YES NO

Is this event a fundraiser? YES NO

If fundraiser, who benefits?

Admission/ Event fees: Race fees, paid at with pure money.

Do you plan to utilize volunteers? YES NO

2 Will items or services be sold at the event?

YES NO

If YES, please explain:

3	Will there be food at your event?	YES	<input checked="" type="radio"/> NO
	If YES, will it be sold?	YES	NO
	Will vendors be cooking or heating food onsite?	YES	NO
	Will it be catered?	By Who:	
4	Will your event involve the sale or consumption of alcoholic beverages?	YES	<input checked="" type="radio"/> NO
	If YES, will it be sold?	YES	NO
	Will it be catered?	By Who:	
	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?		
	<p style="text-align: center; color: blue;">No</p> Please describe:		
6	What is your clean up plan after the event?		
	Please Describe: <i>Clean up all areas used and return to pre-event condition.</i>		

7

Please describe your plan for crowd control and event security.

Signage, course markings, snow barriers, defined spectator areas, Club volunteer event workers.

8

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

Portable toilets will be rented from Petro Management for the event. No other services provided.

9

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

See attached 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.

We will advertise on our facebook page, post flyers at Motorsport dealerships across the state, and word of mouth.

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? <input checked="" type="radio"/> YES <input type="radio"/> NO 3.1 If YES, please highlight any differences to this year's request from previous year's request. We will be requesting and increase in money to accommodate the cost rising cost of goods and services.
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. This event is a long standing annual event supported by the city of Valdez and would not be able to be held without the cities support.
5	Are you requesting the use of any City Land? <input checked="" type="checkbox"/> YES 5.1 What is the location and the area of the land requested? (Square Feet, Acres, Square Miles, etc.) YES, see attached site map in event details. 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? *No*

6.1 Which Facility?

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.

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

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

7.1 What are you requesting? (include quantities) *No*

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

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).*

*Loader & snowblower to clear out the old pipeyard.
Pisten Bully to groom a portion of the race course.*

Valdez Mayors Cup CC Race & Snowbike GP Budget Breakdown

- \$15,000 requested
- Mayors Cup Racer Purse \$10,000
- Event Insurance \$3,200(est.)
- Event Trophies \$1,000(est.)
- Event Portable toilets \$1,000
- Event Consumables(lathe and other course marking materials, Spectator barricade material, generator fuel for timing shack, advertising, etc.) \$400
- Remainder of funding covers unplanned operating costs incurred or is carried over to the next year's event.

9

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

9.1 What is the amount of the request? \$15,000

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? see attached budget.

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. \$15,600 est.

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

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.

Rich Loftin

Printer Name

VSC- Vice President

Title



Signature

8/3/17

Date

Event details

2017 Mayor's Cup course

- Approx 24 miles

- 8 check points



V = volunteers

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 Mayor's Cup

Event Date(s): From: 03/17/18 To: 03/17/18

Event Time: Start: 10Am Finish: 1500

Site Address/Location: Valdez pipe yard

Estimated Number of Participants: 20 - 30 racers

Event Coordinator: Spook Metzger / Rich Loftin

Address: Po Box 3202 Valdez AK Phone#: _____

Point of Contact (On-Site): Spook / Rich Phone#: 907-831-0902
907-441-7250

Description of Event: 200 mile cross country snowmachine race

Resources being requested from the Fire Department:

Ems. we ask for Ambulance to be on site.

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

Medical Aid Stations			
Name	Location	Contact: (Phone/Radio)	Level of Care
Transportation			
Ground Location			
Air (Landing Zone)			
Special Medical Emergency Procedures			
<u>Valdez snowmachine club will provide assistance to UFD to location if it is not on road.</u>			

APPENDIX A - Sample Site Safety Plan
Safety Plan

Event Title			Valdez Mayors Cup		
Drawing of event location and/or attach Map					
see attached map					
Special Hazards					
trees					
snow					
Rivers					
Dune fans					
Communication (ICS 205 if needed)					
Radio:	Freq:	Freq:			
Satellite Phone:	#	#			
Cell Phone:	#	#			
Additional Information					
Prepared by:		Contact Number:		Date:	
Spook me figur		907.831.0902		08.03.17	
Signature: 					