

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 CONVENTION & VISITORS BUREAU		
(Financially responsible party & must match certificate of insurance)			
Physical Address:	309 FAIRBANKS DRIVE		
Mailing Address:	PO BOX 1603		
Day Phone:	835-2984		
Email Address:	LREGAN@VALDEZALASKA.ORG		
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:	LAURINE REGAN		
Email Address:	LREGAN@VALDEZALASKA.ORG		
Cell Phone:	831-0950		
Event website (if applicable):	VALDEZALASKA.ORG		

SECTION B: Event Information

Event Name:	ANNUAL OKTOBERFEST & HOMEBREW COMPETITION		
What type of event:	Run/Walk	Parade	Street fair/park festival
Check all that apply	Concert	Private Party	<input checked="" type="checkbox"/> Other (specify)
Is this event a reoccurring annual event?	New Event?		NO
If reoccurring event, are there any changes to this year from previous years?	YES		NO
Explain:			
Event date(s):	OCTOBER 2018		
Event location(s):	VALDEZ CIVIC CENTER BALLROOM		
Event Set-up:	OCTOBER 2018		
Event Tear-down:	OCTOBER 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.

ANNUAL OKTOBERFEST & HOMEBREW COMPETITION IS A TWO PART EVENT.
JUDGING OF THE HOMEBREW COMPETITORS TAKES PLACE PRIOR TO THE
EVENT
THE OKTOBERFEST EVENT IS A THE VCVB ANNUAL FUND RAISING EVENT
WHERE GUESTS PURCHASE TICKETS WHICH INCLUDE BEER , FOOD,
ENTERTAINMENT
VOLUNTEERS PROVIDE ASSISTANCE DURING SETUP, TEAR DOWN AND
DURING THE EVENT.
AS THIS EVENT IS INDOORS THERE ARE NO CROWD CONTROL REQUIRED,
SAFETY CONTROLS ARE PROVIDED BY THE CIVIC CENTER.

Expected attendance:	200	Participants	Spectators	Total	200
What is the targeted demographic(s) of your participants?	LOWER 48 VISITORS				
	ALASKA. WITH THE CONTINUED PLAN TO BOOST				
What is the targeted demographic(s) of your spectators?	OVER THE AGE OF 21 DUE TO LEGAL DRINKING LAWS				
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?	CITY OF VALDEZ COMMUNITY MARKETING EFFORTS OF THE VCVB				
Admission/ Event fees:	\$45 OR \$55				
Do you plan to utilize volunteers?	YES		NO		

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Will items or services be sold at the event?

If YES, please explain: BEER

YES ~~NO~~

3	Will there be food at your event?	YES	NO X
	If YES, will it be sold?	YES	NO X
	Will vendors be cooking or heating food onsite?	YES	NO X
	Will it be catered?	By Who:	YES, THROUGH A RFQ CONTRACT
4	Will your event involve the sale or consumption of alcoholic beverages?	YES	NO X
	If YES, will it be sold?	YES	NO X
	Will it be catered?	By Who:	VCVB
	You will need to apply for an alcohol waiver to be on any City property. Have you applied for this waiver?	YES	NO X
5	Will there be any construction of stages or other improvements, including tents and awnings?		
	Please describe:	NO	
6	What is your clean up plan after the event?		
	Please Describe: VCVB STAFF AND VOLUNTEERS FOLLOW THE CIVIC CENTER POLICY ON CLEAN UP. PRE CLEAN UP IS DONE DIRECTLY AFTER THE EVENT ON THE NIGHT, FOLLOWED BY A CREW TO PICK UP ITEMS THE FOLLOWING MORNING. IF THE CIVIC CENTER HAS EVENT FOLLOWING OURS WE DO A WORK AROUND GUIDED BY THE CIVIC CENTER STAFF.		

7	<p>Please describe your plan for crowd control and event security...</p> <p>AS AN INDOOR EVENT N/A SECURITY FOR UNDER AGE DRINKING - WE HAVE STAFF AT THE DOOR CHECKING I.D. CAN ONLY GAIN ENTRANCE TO THE EVENT WITH A CONTROLLED TICKET. THE PREPURCHASE OF TICKETS HAVE A SECURITY CHECK FOR ID OF PROOF OF AGE OVER 21. NO TICKETS ARE SOLD DIRECTLY TO UNDER THE AGE OF 21.</p>
8	<p>Please describe your plan for health services and sanitation to include running water, sewer & solid waste.</p> <p>N/A</p>
9	<p>Please describe your plan for emergency services, to include fire and EMS support (or first aid response). Site Safety plan sample attached.</p> <p>CIVIC CENTER CONTROL</p>
10	<p>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.</p> <p>THE VCVB MARKETS AND PROMOTES THIS EVENT VIA RADIO, NEWSPAPER AND SOCIAL MEDIA. THE CITY OF VALDEZ IS ALWAYS MENTIONED AND WILL CONTINUE TO BE MENTIONED. THEIR LOGO IS ON ALL PRINTED ADVERTISING MATERIALS.</p>

SECTION 0:

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	NO XX
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	NO XX
3	Have you requested City support for your event in the past?	YES	NO XX
	3.1 If YES, please highlight any differences to this year's request from previous year's request.		
	NO CHANGE, STILL SAME \$1,000		
4	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.		
	THE CITY HAS SUPPORTED THE EVENT THROUGH A \$1,000 DONATION TO OUR ANNUAL FUND RAISING EVENT. WE FORWARDED BUDGET AND THE IMPACT WOULD BE THE BUDGET WOULD BE LESS, THEREFORE DOWNGRADING THE EVENT SLIGHTLY.		
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.)		
	CIVIC CENTER BALLROOM		
	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)		
	N/A		

6	<p>Are you requesting the use of any City Facilities?</p> <p>6.1 Which Facility? CIVIC CENTER BALLROOM</p> <p>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.</p> <p>AS COMING IN 2018, WE HAVE NOT AS WE ARE WORKING ON 2017. WE WOULD RESERVE AND PAY ANY FEES TO THE CIVIC THE SAME AS WE HAVE ALWAYS DONE FOR THE LAST 7 YEARS.</p> <p>6.3 Please describe the intended use(s) of the facility(ies) requested. TO HOLD THE VCVB ANNUAL FUNDRAISING EVENT</p>
7	<p>Are you requesting the use of any City owned amenities?</p> <p>7.1 What are you requesting? (include quantities) NO</p>
8	<p>Are you requesting the use of any City owned heavy equipment?</p> <p>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).</p> <p>NO</p>

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?

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.

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

ANSWER 9.2 - \$1,000 DONATION GOES TOWARDS PROMOTING VALDEZ OKTOBERFEST
 ANSWER 9.3 - TOTAL EVENT BUDGET \$15,200
 ANSWER 9.4 - NEED FOR USE IS THE VCVB ANNUAL OKTOBERFEST FUND RAISING


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.

LAURINE REGAN
 Printer Name

EXECUTIVE DIRECTOR
 Title


 Signature

08/04/2017
 Date