

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:	2018 HOOPING FOR SPRING BASKETBALL TOURNAMENT		
(Financially responsible party & must match certificate of insurance)			
Physical Address:			
Mailing Address:	P.O. BOX 3057		
Day Phone:	907 831 1834		
Email Address:	hoopingforspring@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:	JUSTON FREEMAN
Email Address:	ryry + 2009@gmail.com
Cell Phone:	907 831 1834
Event website (if applicable):	www.facebook.com/hooping4spring

SECTION B: Event Information

Event Name:	2018 HOOPING FOR SPRING BASKETBALL TOURNAMENT		
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?	YES		New Event?
If reoccurring event, are there any changes to this year from previous years?	YES		NO
Explain:			
Event date(s):	APRIL 2018		
Event location(s):	HERMAN HUTCHENS ELEMENTARY, GILSON MIDDLE SCHOOL, VALDEZ HIGH SCHOOL		
Event Set-up:	APRIL 2018		
Event Tear-down:	APRIL 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.

2018 HOOPING FOR SPRING YOUTH BASKETBALL TOURNAMENT
FOR GRADES 5th THROUGH 8th BOYS AND GIRLS
ENCOMPASSING ALL THREE SCHOOLS AND TYPICALLY
5 COURTS PLAYING SIMULTANEOUSLY, THIS TOURNAMENT
TYPICALLY HOSTS OVER 50 TEAMS FROM ALL OVER
THE STATE AND IS THE LARGEST OF ITS KIND.

Expected attendance:	Participants	500	Spectators	300	Total	800
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What is the targeted demographic(s) of your participants? BOYS AND GIRLS GRADES 5th THROUGH 8th

What is the targeted demographic(s) of your spectators? PLAYERS FAMILIES AND FRIENDS

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? VALDEZ YOUTH BASKETBALL PROGRAM

Admission/ Event fees:

Do you plan to utilize volunteers? ☒ YES ☐ NO

2 Will items or services be sold at the event?

☒ YES ☐ NO

If YES, please explain:

FOOD CONCESSIONS USING SCHOOL FACILITIES, TSHIRT STAND

3	<p>Will there be food at your event?</p> <p style="text-align: right;"><input checked="" type="radio"/> YES NO</p> <p>If YES, will it be sold? <input checked="" type="radio"/> YES NO</p> <p>Will vendors be cooking or heating food onsite? <input checked="" type="radio"/> YES NO</p> <p>Will it be catered? By Who: <u>NONE</u></p>
4	<p>Will your event involve the sale or consumption of alcoholic beverages? YES <input checked="" type="radio"/> NO</p> <p>If YES, will it be sold? YES NO</p> <p>Will it be catered? By Who: NO</p> <p>You will need to apply for an alcohol waiver to be on any City property. Have you applied for this waiver? YES NO</p>
5	<p>Will there be any construction of stages or other improvements, including tents and awnings?</p> <p>Please describe:</p> <p style="font-size: 1.2em;"><u>NONE</u></p>
6	<p>What is your clean up plan after the event?</p> <p>Please Describe:</p> <p style="font-size: 1.1em;">TOURNAMENT COMMITTEE IS COMPRISED OF 15 VOLUNTEERS PLUS ANOTHER 10 VOLUNTEERS NOT DIRECTLY ASSOCIATED WITH THE TOURNAMENT. INCLUDED IN THE TOURNAMENT COMMITTEE ARE GYM/SCHOOL MANAGERS THAT ARE RESPONSIBLE FOR CLEAN UP EFFORTS AT THEIR DESIGNATED GYMS/SCHOOLS. SCHOOL FACILITY, PRINCIPALS AND TEACHERS, THAT ARE VOLUNTEERS FOR THE TOURNAMENT WEEKEND ARE ALSO PART OF THE FINAL SIGN OFF OF CLEAN UP POST TOURNAMENT.</p>

7

Please describe your plan for crowd control and event security.

OUTLINED IN ALL TEAM AND COACHING PACKETS ARE DETAILS AND EXPECTATIONS OF PLAYER, COACHING AND PARENTAL/SPECTATOR BEHAVIOR. GYM MANAGERS AND TOURNAMENT COMMITTEE MEMBERS WILL HOLD THOSE PARTICIPATING IN THE TOURNAMENT RESPONSIBLE FOR THEIR BEHAVIOR.

8

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

NOT APPLICABLE

9

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

NOTIFICATION OF TOURNAMENT DATES WILL BE FORWARDED TO VFD, VPD, AND PROVIDENCE MEDICAL PRIOR TO THE TOURNAMENT BEGINNING. ONSITE FIRST AID RESPONDERS WILL ALSO BE PROVIDED DURING TOURNAMENT.

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.

MOST PROMOTION IS DONE VIA FACEBOOK, EMAIL BLAST, AND WORD OF MOUTH. THE HOOPINGS FOR SPRING BASKETBALL TOURNAMENT IS ALSO INCLUDED IN THE VCB'S "50 FUN THINGS TO DO IN VALDEZ" BROCHURE.

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? <div style="text-align: right;">YES NO</div>
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. <div style="text-align: right;">YES NO</div>
3	Have you requested City support for your event in the past? <div style="text-align: right;">YES NO</div> 3.1 If YES, please highlight any differences to this year's request from previous year's request. NO DIFFERENCES
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. THE HOOPING FOR SPRING YOUTH BASKETBALL TOURNAMENT BRINGS TO VALDEZ OVER 500 PLAYERS FROM AROUND THE STATE, ALONG WITH COACHES, PARENTS AND FANS. IT BRINGS BUSINESS TO THE LOCAL HOTELS, BARS, RESTAURANTS, GAS STATIONS, GROCERY STORES AND MANY OTHERS. IN FOLLOW-UPS, BUSINESSES WE ARE TOLD HOW GRATEFUL THEY ARE THAT OUR TOURNAMENT FILLED THEM FOR THE ENTIRE WEEKEND AND WHAT A GREAT ECONOMIC BOOST THIS WAS TO THEIR ESTABLISHMENT.
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.) NOT APPLICABLE 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) NOT APPLICABLE

6 Are you requesting the use of any City Facilities?

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.

NOT APPLICABLE

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

NOT APPLICABLE

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?

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).

OUR VOLUNTEERS COORDINATE THE ANNUAL STREET-SWEEPING OF PARKING LOTS AND SIDEWALKS AT THE THREE SCHOOLS BEFORE THE TOURNAMENT BEGINS IN AN EFFORT TO REDUCE THE AMOUNT OF DIRT TRACKED INTO THE FACILITIES.

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

9.1 What is the amount of the request? \$ 2000

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? No

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.

THE CASH DONATION REQUESTED ANNUALLY FROM THE CITY OF VALDEZ IS AN APPROXIMATE AMOUNT OF \$2000. THIS MONEY IS TO PAY FOR OVERTIME FEES FOR VALDEZ CITY SCHOOLS CUSTODIAL AND JANITORIAL SERVICES AT THE THREE SCHOOLS AND 6 YMS.

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.

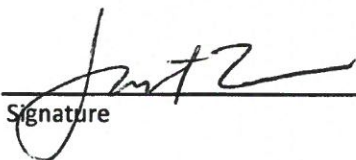
SECTION E:

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.

JUDITH FREEMAN
Printer Name

TOURNAMENT DIRECTOR
Title


Signature

8/3/17
Date