



City of Valdez

Budget Year 2018

Intent to Host an Event and Request for City Sponsorship or Support

This application is available on line at:

www.ci.valdez.ak.us

Application Instructions:

Please review this entire packet of information prior to starting your application. Do not omit any of the requested information or required attachments. If an item does not apply to your event, note "N/A" for that item. A check list is attached in this application for your use.

Complete Sections A, B, C if you are only wishing to host an event on City property, but not requesting any City Sponsorship or Support.

Complete Section D if you are also requesting City Sponsorship or Support.

ONE SINGLE SIDED ORIGINAL of your completed application packet is due by 5:00pm on Wednesday, August 31st, 2016. Failure to comply with the deadline may be grounds for rejection of the application. Incomplete applications will not be considered.

Mail to:

City of Valdez

PO Box 307

Valdez, AK 99686

ATTN: Doug Desorcie

or Deliver to:

City of Valdez

212 Chenega Ave

Valdez, AK 99686

ATTN: Doug Desorcie

If you need assistance, contact Doug Desorcie, Event Coordinator, at 835-4526 or ddesorcie@ci.valdez.ak.us

Event Check List, Deadlines and Helpful Resources

If seeking City Sponsorship/Support –

On or about August 1st of each year prior to the event year, Intent to Host Event Application available -

- Intention to Host Event Application, including Section D ○
And all mentioned below
- An event that is requesting more than \$1000 in total use of City owned properties, in-kind service, staff services, cash donations, etc., as requested in this application will be considered as an event for SPONSORSHIP.
- An event that is requesting less than \$1000 in total use of City owned land, in-kind services, etc., as requested in this application will be considered as an event SUPPORTED by the City but not Sponsored.

60 day prior to Event date(s) – If not seeking City Sponsorship/Support-

- Intention to Host Event Application
- This will put the Event on our internal Planning Calendar, not published to the public. ○
We'll try not to over schedule any of our events (if not already scheduled).
- Things to consider for event planning purposes:
 - Are you a business?

Please refer to <https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx> for your State of Alaska Business License and <http://www.ci.valdez.ak.us/DocumentCenter/Home/View/181> for your City of

Valdez Business License.

- Are you a not-for-profit?

Please refer to <https://www.irs.gov/charities-non-profits> for your tax exemption documentation.

- Will you be serving food?

Please refer to http://dec.alaska.gov/eh/fss/Food/TFS_Home.html to ensure compliance with the State of Alaska.

- Will you be serving alcohol?

Please refer to

<https://www.commerce.alaska.gov/web/amco/PermitApplicationForms.aspx> to ensure compliance with the State of Alaska and

<http://www.ci.valdez.ak.us/DocumentCenter/View/65> to ensure compliance with the City of Valdez.

30 days prior to Event date(s)-

- Any marketing materials and marketing plan – any City supported event will require City branding on marketing materials, logo will be provided.
- Land Use Permit Application – If using City lands for a different reason than allowed by zoning regulations and code.

21 days prior to the Event date(s) –

- Alcoholic Beverage Permit Application(s) – for the City of Valdez and the State of Alaska, as applicable
- Business License/Non-profit Tax Exemption documentation, as applicable
- Liability Insurance, \$1,000,000 naming the City of Valdez, its employees and volunteers as an additional insured.
- Fire/EMS/ public safety plan – as applicable and requested by the City. Pertains to street closures, large crowd gatherings, etc.
- Effectuated Departments' approval... Fire/EMS/Public Works/Etc.

7 day after the Event date(s)-

- An after event review is conducted with the Event Organizers and the City of Valdez Event's Coordinator & Committee.

Other Resources for your event planning –

Sanitation –

- Petro Management Services (port-a-potties) – 835-8990
- Public Works (dumpster & trash pickup) – 835-2356

Public Safety –

- Valdez Fire Department – any open flames? Etc... - 835-4560
- Valdez Police Department – (Road closure) – 835-4560
- State DOT – Road closure (Meals Ave/Richardson Hwy) – 834-1099

City Facility Rental information – Parks & Recreation- 835-2531

City Land Use information – Planning & Zoning – 834-3401

Application Check List

This check list is simply for your use in preparation of your application packet. It is not a part of the packet to be copied and submitted.

You are encouraged to check and double check your facts and figures prior to making your copies. Packets that omit any of the requested information or that contain errors in calculations will be returned to the applicant for correction and resubmission. The ensuing delay may jeopardize your application for consideration.

A COMPLETE APPLICATION PACKET INCLUDES:

_____ Intent to Host an Event, Sections A, B, C, and D, if applicable.

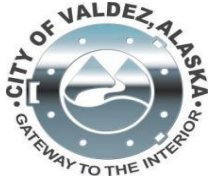
_____ Current State of Alaska and City of Valdez business licenses, if applicable.

_____ Current documentation of tax exempt status, if applicable.

_____ Event Detail Plan

_____ Detailed Event Budget

Intent to Host an Event Application



Thank you in advance for your willingness to host a new or recurring recreational event for the benefit of all. Requests for City support for local events have increased to a degree that they are no longer being absorbed into the annual operating budgets of individual City Departments. Event support is now a stand-alone subject addressed by the City Council during annual budget hearings each fall.

Event coordinators will now be responsible for submitting an annual Intent to Host an Event Application detailing their event and the requested support, if any. When requesting City-sponsorship of your event, please consider whether your event aligns with our Parks & Recreation Mission Statement below. In order for us to move forward and assist with ensuring your event is both safe and successful, the following criteria & timelines must be met for the event to occur on City property. Please refer to the Event Check List, Deadlines and Resources to aid in your completion of this application and event planning.

Mission Statement:

Parks and Recreation is an essential service that enhances the quality of life for the community of Valdez, its citizens, and visitors by promoting good personal health; providing opportunities to interact within families, work groups, and neighborhoods; serving as a stimulus for tourism; and fostering community pride.

INSTRUCTIONS: Please complete Sections A, B, and C if you are planning to host an event. Please complete Section D if you are requesting any City Support or Sponsorship. 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:	Levitation 49	
(Financially responsible party & must match certificate of insurance)		
Physical Address:	490 Resurrection Loop	
Mailing Address:	PO Box 33	
Day Phone:	3038984141	
Email Address:	levitation49@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
	<input type="checkbox"/> Community Interest Group (Unorganized)	

Event Contact Person:	Lee Hart
Email Address:	levitation49@gmail.com
Cell Phone:	3038984141
Event website (if applicable):	levitation49@gmail.com/fat-bike
SECTION B:	Event Information

Event Name:			
What type of event: Check all that apply	Run/Walk Concert	Parade Private Party	Street fair/park festival Other (specify)

Adding 2 days at the front end in order to provide a bigger weather window for the Downhill event on Thompson Pass. We also want to change Friday night's criterium to include more of a carnival atmosphere with exhibitors and food stands or trucks and music on Harbor Drive. We would like to build the snow skills track in the parking lot we used last year again, but earlier in the season as

Eventsoondate(s):conditions permit. **Apil 6 - 8**

Event location(s):	Thompson Pass, Kelsey Dock, Harbor Drive, Valdez Nordic Trails
Event Set-up:	April 1 (bike events), April 7 civic center
Event Tear-down:	Aprl 9 (bike events), April 7 civic center

SECTION C: Event Details

1 Please provide event details and activities; include site maps, use of volunteers, safety & crowd control plans, etc.

Same as last year but we will have more venues permitted through DNR to try to pre-empt weather interference

Expected attendance:	Participant 100 s	Spectator 50 s	Total 125
What is the targeted demographic(s) of your participants?	21 - 45		
What is the targeted demographic(s) of your spectators?	8 - 80		
Is this event free to the public to participate in?	YES	NO x	
Is this event free to spectators?	YES x	NO	
Is this event a fundraiser?	YES	NO x	
	If fundraiser, who benefits?		
Admission/ Event fees:	\$50		
Do you plan to utilize volunteers?	YES x	NO	

2

Will items or services be sold at the event? No, event passes cover participation in events

		YES	NO x
	If YES, please explain:		
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?	By Who: TBA	
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?	By Who: TBA	
	You will need to apply for an alcohol waiver to be on any City properties. Have you applied for this waiver?	YES x	NO
5	Will there be any construction of stages or other improvements, including tents and awnings?		
	Please describe: same as last year, Public Works/Ron Hoffman shaping bike event features out of snow		
6	What is your clean up plan after the event?		
	Please Describe:		
	We always have volunteers pick up, bag and dispose of trash immediately after the event.		

7

Please describe your plan for crowd control and event security.

At registration/check-in participants are issued tyvek bracelets indicating they they paid; and they are issued bands indicating they are 21.

Event security will be provided by designated volunteers; if the city has any requirements for anything more formal, we will of course comply.

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

Events are short enough duration that extra restroom facilities will not be necessary.

If we need restrooms for the downhill, we will use our portable Clean Waste system

- 9 Please describe your plan for emergency services, to include fire and EMS support (or first aid response).

As we have done in the past,we will notify police, fire and EMS of our plans, venue locations and event schedule.

- 10 Please describe your marketing and/or promotional plan for this event.

Our outreach will be primarily directed to other bike enthusiast communities in Alaska. Direct email marketing to past attendees, co--op advertise with sponsors/partners, presence on VCVB website, on--air ads and promosos on KCHU and KVAK, social media marketing and presence at Anchorage Fat Bike Expo..

SECTION D: City Support Sponsorship of Event

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Gender	Percentage
Male	10%
Female	70%
Other	20%

Criteria:

Purpose of the Event: What demonstrated community need is being met? What is the impact on the community if your event is not provided for? What other events/agencies/etc exist to meet this need? How do they compare to your event?

Management of the Event: Effective management of financial and human resources?
Appropriate technical skills and knowledge to host applicable event? Fiscally responsible?
Proven ability/track record?

Community Support of the Event: Strong participation? Volunteer services? Financial support shown through private and corporate contributions, user fees, in-kind donations?

Economic Value Proven by the Event: Does this event bolster the local economy? Do out of town visitors come for the event? Is this event highlighted on outside news media?

Specifics of the Event: Target population - who benefits from the event? Cost effective?
Well thought-out concept and organized plan of action? Measurable results?

Restrictions:

1. The Organization must submit non-profit documentation with this application. City Support or sponsorship will not be considered for for-profit businesses or informal associations/organizations.
2. There is no guarantee of annual funding, sponsorship or support. The intent is for your event to become self-sufficient.
3. Any funding, support or sponsorship provided is subject to the availability of funds lawfully appropriated for disbursement.
4. Any funding, support or sponsorship provided is intended to supplement your event, not be your sole source of support for the event.
5. If applicable timeline/deadline is not adhered to, the City reserves the right to remove any indication of Support and/or Sponsorship.
6. There will be an after-event review with the event organizers and the City's Event Committee.
7. City branding will be prominently displayed on any event marketing (Logo(s) will be provided).

1 Are you requesting City support of the event, by use of facilities, land, amenities, staff, insurance
and/or cash? *If NO, you do not need to continue. **Yes**

A decorative border on the left side of the page, consisting of a vertical black line and a series of horizontal stripes in beige, white, light blue, and light red.

	YES x	NO
2	Have you requested City support for your event in the past?	

YES x NO

2.1 If YES, please highlight any differences to this year's request from previous year's request.

We would like to go back to allowing use of the boat dock covered ramps for the harbor race (we're ditching name criterium since no one seems to know what a criterium is. We would again like to include a roped off area for a block party in front of the Mermaid where we can have entertainers/fire dancers perform again.

If we can get the OK from Port Valdez Co, we would like to again use Meals Hill as a Citizen's Downhill Course and weather backup in case weather again precludes us from using Thompson Pass.

3 Have you read and understand the City's Sponsorship Support Criteria and Restrictions, including required timelines/deadlines?

YES x NO

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.

We are trying to bring more of the event into town to benefit business district shops and restaurants. We believe that first full weekend in April will be where we'll root the event. We've discussed the dates with other bike event organizers in the state and they think it's a good date for us. We also think snow conditions may be more favorable on this date.

5 Are you requesting the use of any City Land?

5.2 What is the location and the area of the land requested? (Square Feet, Acres, Square Miles, etc.)

As last year: Friday - street closure on Harbor Drive and use of boat ramps for the harbor race. We tried running the race through the dry dock but filming was difficult as the ambient streetlight lighting was too dull and did not do justice to our beautiful waterfront as when we used the docks in Year One.

Saturday - We are again requesting Ruth Pond Parking lot and Kelsey Dock for Rodeo. Nordic Trails as originally planned last year. Route on file.

We are seeking to amend our DNR permit to include DNR lands along the cross country race route as well as Valdez Glacier Lake as alternate venue, natural snow/weather conditions dependent.

5.3 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)

Described above. All alterations will be sculpted from snow and can either be plowed flat or melt, weather dependent.

[illegible]

6.1 Which Facility? Saturday day: John Kelsey Dock Plaza, Ruth Pond parking lot, Saturday night: civic center ballrooms (1, 2 or 3 sections will be determined by # registrants)

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

fees? YES NO x

6.3 Are you requesting that the reservation fees be waived? Why? YES x NO

We'd like this to be one of our civic center usages included as a community sustaining organization

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

**Host site of the fat bike harbor race, rodeo and nordic race.
Saturday night social event**

7 Are you requesting the use of any City owned amenities? (picnic tables, trash cans, tents, etc.)

7.1 What are you requesting, include quantities?

Friday: Tents for block party exhibitors/vendors - estimate no more than 6 (final number to be determined)

Picnic tables - 6 to be sprinkled around the block party

Trash Cans: Friday night - corresponding to number of tents

Saturday: 2 each at Fat Bike Skills Track, Kelsey Dock

8 Are you requesting the assistance of City Staff?

8.1 Please describe the need for each staff position requested and how much time will be required?

Doug Descorcie, city event manager

Jennifer James, Civic Center Manager

Public Works, specifically including Ron Hoffman for venue prep

Yes. We will need Public Works in same capacity as last time for the rodeo grounds at Kelsey Dock, Meals Hill (conditioned on Port Valdez Co approval)

We would also like to have Fire/EMS on standy-by again for the return of the Big Air, Big Splash Saturday.

We would also like to have city Nordic Trail groomer to prep the cross country course Friday and touch up as necessary Saturday.

9

9.1 What equipment and for what purpose? (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

The diagram consists of five horizontal bands stacked vertically. The top band is light red, followed by a light yellow band, then a light blue band, then another light yellow band, and finally a light blue band at the bottom. Each band is separated from the next by a thin black line.

may have limitations as to where the equipment may be used.)

Front end loader to push snow for Rodeo Grounds as last year, groomer for Nordic Trail and possibly Meals Hill if we get permission again.

10 Are you requesting a cash donation from the City to support your event? No

10.1 What is the amount of the request?

10.2 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 NO

10.3 What is the total event budget? Provide supporting documentation.

10.4 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.