

City of Scottsbluff, Nebraska

Monday, November 7, 2016

Regular Meeting

Item Public Inp1

Council to consider a Community Festival Permit for Christmas on Broadway / Jingle Jog sponsored by Scottsbluff Parks and Recreation on December 3, 2016, 3:00 p.m. to 7:00 p.m., including street closures, vendors and noise permit.

Staff Contact: Triniti Burgner, Recreation Supervisor

**APPLICATION
COMMUNITY FESTIVAL, BUSINESS PROMOTIONAL EVENT, CARNIVAL
PERMIT**

To be filed with the city Clerk at least 14 days, but no more than one year before proposed event.

1. Scottsbluff Parks & Recreation
(name of sponsoring organization)
2525 Circle Dr. Scottsbluff, NE 632-0059
(street) (city) (state) (telephone number)
Triniti Burgner 632-0059
(chairperson responsible for event) (day telephone number)

2. First State Bank
(name of co-sponsoring organization)
2002 Broadway SB, NE 632-4158
(street) (city) (state) (telephone number)
Rebecca Tompkins 632-4158
(contact person) (day telephone number)

3. **Event Information**
Jingle Jog/Christmas on Broadway
(name of event)
December 3, 2016 3pm - 7pm
(date(s) of event) (time(s) of event)
Broadway
(location of event)

4. **Activity Information**
Describe general activities including whether there will be any vendors, music, loudspeakers. Serving or selling of alcoholic beverages*, etc.)
Christmas music, caroling, treats around the fire pits, live reindeer, Santa, Christmas movie & picture stations.

*If alcoholic beverages will be sold or served, a special permit will be required. The applicant should contact the City Clerk for more information.

5. **Street Closure**
Streets 17th to 19th on Broadway will be blocked off
Please note any streets to be closed and the times required for closure to traffic from 2:30pm

6. **Flags/Banners/Signs**
activities along both sides of Broadway on the 18th &
8:30pm

7. **Carnivals** - If event includes a carnival, the next sheet should be completed. 19th blocks

8. Have you provided for a public liability insurance policy naming the City as additional insured? Yes _____ No N/A

Community Festival/Business Promotion

\$200,000 for one person
\$500,000 for any one accident
\$ 50,000 for injuries to property

Street Carnival

\$ 800,000 for one person
\$2,000,000 for any one accident
\$ 200,000 for injuries to property

9. Have you provided either a \$2,500.00 cash deposit or surety bond for clean up. (This will be returned after it is determined that no repairs or clean up is required by City).

Yes _____ No N/A

I (We) agree to abide by all regulations as stated in the Scottsbluff Municipal code regulating this permit.

Dated: 10/18/16

Signed:

Scottsbluff Park & Recreation
(name of sponsoring organization)

Timothy Bunner
(signature of authorized representative of sponsoring organization)

First State Bank
(name of co-sponsoring organization)

Rebecca Tompkins
(signature of authorized representative of co-sponsoring organization)



Saturday, December 3 at 3pm, hundreds of "Elves" will take over the streets of Scottbluff for this 3 mile fun run/walk.

Christmas music, carolers, decorations, and of course cookies and treats will be available at numerous stations throughout the course!

Bring your parents, grandparents, kids, uncles, cousins, neighbors... or even your elf on the shelf! Just don't miss it!!

Registration information and materials are available at Scottsbluff City Hall and First State Bank (Scottsbluff Branch). Get registered today to "Jingle All The Way!"

...After the Jingle Jog, we invite everyone to join us downtown for **"CHRISTMAS ON BROADWAY"** from 4pm - 7pm (open to the public.) Enjoy the sights and sounds of the season while Christmas shopping with downtown merchants!

- *Live Reindeer
- *Holiday Music
- *Treats around the firepits
- *"How the Grinch stole Christmas" on the big screen
- *Holiday picture stations
- Giant letter to Santa
- *Caroling by Fortis Boys Choir
- *Santa Visit
-and more!

call 632-0059
or
633-6109

Permit No. 2016-7

CITY OF SCOTTSBLUFF
PARADE PERMIT APPLICATION

Date of Parade 12/3/16 Starting time 3:00 pm Ending time 4:30 pm

General Purpose of Parade Runners & Walkers participating in the Tingle Jog

Organization Name/Address Scottsbluff Parks & Recreation Phone 632-0059

Location of Assembly Areas First State Bank (start) 18th Street mini park (finish)

Parade Route: Starting Point First State Bank Termination Point 18th Street mini park

Desired Route See map
(diagram on reverse side)

No. of person (bands, etc.) 300 No. of Animals -

No. of Vehicles - Estimated Length of Parade 1.5 hrs.

Additional Information _____

The parade will occupy ALL or ONLY A PORTION of the width of the streets involved in the parade route. (Circle One)

Parade Chairman's Name Triniti Burgner Address 2525 Circle Dr. SB

Phone 632-0059 Date _____

Have you provided a public liability insurance policy naming the City as additional insured?
_____ Yes _____ No. Parades require a \$1,000,000.00 single limit liability.

Certificate of insurance received: Date N/A

Arthia C. Dickinson
City Clerk

PARADE PERMIT

Appropriate Law Enforcement agencies must be advised of ALL events to take place in their jurisdiction outside of the Scottsbluff city limits.

The above parade permit request is hereby X GRANTED or; _____ DENIED for the

Date December 3, 2016 Starting Time 1500 hrs

Portion of streets to be traversed that may be occupied by parade ALL or HALF.

Additional Information _____

Police Chief A. Spencer Date Approved 10/18/2016
Authority 20-6-38 Municipal Code

