

# **City of Scottsbluff, Nebraska**

**Monday, November 7, 2022**

**Regular Meeting**

## **Item Public Inp2**

**Council to discuss and consider action on a Community Festival Permit to include food vendors and noise permit for the Downtown Scottsbluff Association's "Small Business Saturday Food Trucks" on November 26, 2022 from 11:00 a.m. to 2:00 p.m.**

**Staff Contact: Sharaya Toof, Small Business Economic Development**

# Agenda Statement

Item No.

For meeting of:

**AGENDA TITLE:** Community Festival Event Permit/Small Business Saturday Food Trucks

**SUBMITTED BY DEPARTMENT/ORGANIZATION:** Small Business Economic Development

**PRESENTATION BY:** Sharaya Toof,

**SUMMARY EXPLANATION:** The Scottsbluff Downtown Association is applying for an event permit for November 26, 2022, between 11:00 A. M. and 2:00 P. M. This permit will allow food trucks to park in front of businesses on Broadway during the event. It is anticipated that there will be five to six food trucks participating. Specific Broadway businesses have agreed to have the food trucks parked in front of their business, taking up parking spaces.

**BOARD/COMMISSION RECOMMENDATION:**

**STAFF RECOMMENDATION:**

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## EXHIBITS

Resolution:      Ordinance      Contract      Minutes      Plan/Map

Other (specify) Attached form and signature areas

**NOTIFICATION LIST:** Yes ☐ No ☐ Further Instructions ☐ ☐

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**APPROVAL FOR SUBMITTAL:** \_\_\_\_\_  
City Manager

Rev 3/1/99CClerk

**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. \_\_\_\_\_ Downtown Scottsbluff Association (DSA)

\_\_\_\_\_  
(name of sponsoring organization)

\_\_\_\_\_ 2525 Circle Drive Scottsbluff NE 308-632-0052

\_\_\_\_\_  
(street) (city) (state) (telephone number)

\_\_\_\_\_ Sharaya Toof 308-632-0052

\_\_\_\_\_  
(chairperson responsible for event ) (day telephone number)

2. \_\_\_\_\_  
(name of co-sponsoring organization)

\_\_\_\_\_  
(street) (city) (state) (telephone number)

\_\_\_\_\_  
(contact person) (day telephone number)

**3. Event Information**

\_\_\_\_\_ Small Business Saturday Food Trucks

\_\_\_\_\_  
(name of event)

\_\_\_\_\_ 11/26/22 \_\_\_\_\_ 11:00 a.m. -2:00 p.m.

\_\_\_\_\_  
(date(s) of event) (time(s) of event)

\_\_\_\_\_ Broadway in from of various businesses

\_\_\_\_\_  
(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.)

\_\_\_\_\_ We would like to have food vendors available downtown parked in front of various businesses. This will hopefully encourage people to stay downtown and shop longer. There will be no alcohol. Food trucks would need one to two parking spots blocked off in front of cooperating business. (Businesses are still being determined)

\_\_\_\_\_  
\*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**

No

Street

Closure

Please note any streets to be closed and the times required for closure

**6. Flags/Banners/Signs**

\_\_\_\_\_ Banners and signs may be placed on sidewalks in front of food trucks.

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

8. Have you provided for a public liability insurance policy naming the City as additional insured? Yes \_\_\_\_\_ No X \_\_\_\_\_

Community Festival/Business Promotion

Street Carnival

\$200,000 for one person

\$500,000 for any one accident

\$ 50,000 for injuries to property

\$ 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 X \_\_\_\_\_

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

Dated: 11/1/22 \_\_\_\_\_

Signed:

\_\_\_\_\_ *Sharaya Toof* \_\_\_\_\_

(name of sponsoring organization)

\_\_\_\_\_ Downtown Scottsbluff Association

(signature of authorized representative of sponsoring organization)

\_\_\_\_\_

(name of co-sponsoring organization)

(signature of authorized representative of co-sponsoring organization)