

# **City of Scottsbluff, Nebraska**

**Monday, November 21, 2022**

**Regular Meeting**

## **Item Public Inp1**

**Council to discuss and consider action on the amended Community Festival Permit for the Very Merry Christmas Market, changing the setup time from 11:00 a.m. to 9:00 a.m. and teardown at 6:00 p.m. instead of 5:00 p.m., to include vendors, noise permit, & closure of the 1600-1800 blocks of Broadway.**

Staff Contact: Kim Wright, City Clerk

**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. Very Merry Christmas Market  
 (name of sponsoring organization) Jeri Goodman  
1926 Broadway Scott NE 635-8606 Treasurer  
 (street) (city) (state) (telephone number)  
Kristin Wiebe / Andrea Margheim 672-3923  
 (chairperson responsible for event) (day telephone number)

2. Downtown Scottsbluff Association  
 (name of co-sponsoring organization)  
2525 Circle Dr Scott NE 632-4136  
 (street) (city) (state) (telephone number)  
Sharaya Toof 632-0052  
 (contact person) (day telephone number)

**3. Event Information**

Very Merry Christmas Market 6pm  
 (name of event) 9am set up 6pm 9am-5:30pm  
12-3-22 Market Noon - 5:30  
 (date(s) of event) (time(s) of event)  
Downtown Scottsbluff allows for one hour tear down  
 (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.)

Approximately 30-40 Vendor booths / food trucks

\*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**

16<sup>th</sup> - 18<sup>th</sup> Street  
 Please note any streets to be closed and the times required for closure

**6. Flags/Banners/Signs**

Yard type signs & posters in store windows

**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   X   No     

*Through DSA*

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

Dated:   11/10/22  

Signed:

*Kristin Webe*  
*Very Merry Market*

(name of sponsoring organization)

(signature of authorized representative of sponsoring organization)

*Sharaya Toz*  
*DSA*

(name of co-sponsoring organization)

(signature of authorized representative of co-sponsoring organization)