

# **City of Scottsbluff, Nebraska**

**Monday, October 16, 2023**

**Regular Meeting**

## **Item Public Inp2**

**Council to discuss and consider action on a Community Festival Permit for the Downtown Scottsbluff Association’s “Trick or Treat Street” on October 31st from 3-7 p.m. to include noise permit and street closure of the 1400-1900 blocks of Broadway.**

**Staff Contact: Sharaya Toof, Economic Development Director**

**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  
(name of sponsoring organization)

Broadway 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**

Trick-or-Treat Street  
(name of event)

October 31<sup>st</sup> 4:00 - 6:00 p.m.  
(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.)

Business bring tables & pass out candy to trick-or-treaters.

\*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**

14<sup>th</sup> - 19<sup>th</sup> on Broadway Street Closure 3:00-7:00 p.m.  
Please note any streets to be closed and the times required for closure

6. **Flags/Banners/Signs**

\_\_\_\_\_

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

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

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

Dated: 9/21/23

Signed:

Downtown Scottsbluff Association

(name of sponsoring organization)

Sharaya Joy

(signature of authorized representative of sponsoring organization)

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

\_\_\_\_\_  
(signature of authorized representative of co-sponsoring organization)