

City of Scottsbluff, Nebraska

Monday, October 16, 2023

Regular Meeting

Item Public Inp3

Council to discuss and consider action on a Community Festival Permit for The Emerald Center, 17 W. 16th St., Scottsbluff, NE for the Emerald Center Fall Market on November 4, 2023 from 9:00 a.m.-5:00 p.m. to include vendors, noise permit and the street closure of W. 16th Street.

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. The Emerald Center
 (name of sponsoring organization)
17 W 16th St. Seb, NE 69361 - 308-765-1814
 (street) (city) (state) (telephone number)
Celeste Saizar 308-765-1814
 (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**
The Emerald Center Fall Market
 (name of event)
11-4-23 (Saturday) 9am - 5pm
 (date(s) of event) (time(s) of event)
The Emerald Center @ 17 W 16th St. Seb, NE 69361
 (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.)

The Emerald Center Fall market will have various vendors (food, crafts, clothing, goodies, etc). We do hope to have an alcohol vendor (Heights Tavern) via Scotts Bluff. There will be live music/speakers.
 *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**
W 16th St. Seb - 9am - 5pm
 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

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

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

Dated: 10.5.23

Signed:

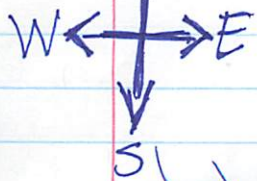
The Emerald Center
(name of sponsoring organization)

[Signature]
(signature of authorized representative of sponsoring organization)

(name of co-sponsoring organization)

(signature of authorized representative of co-sponsoring organization)

The Emerald Center Fall Market



Parking



Parking

Restrooms

entrance

The Emerald Center

Store

Alleyway

Store

Store

Store

Broadway

entrance

~~close~~
close

vendor vendor **Barriers** vendor vendor

16th St.

vendor vendor **Barriers** vendor vendor

~~close~~
close

Store

Store

Store

Alleyway

Store