

City of Scottsbluff, Nebraska

Monday, November 6, 2023

Regular Meeting

Item Public Inp3

Council to discuss and consider action on a Community Festival Permit for the Downtown Christmas Parade 2023 on Broadway, sponsored by the Downtown Scottsbluff Association on November 26, 2023 from 4:00-8:00 p.m., including street closure, vendors and noise permit.

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. DSA (Downtown Scottsbluff Association)

(name of sponsoring organization)
1703 Broadway, Cappuccino and Company

(street) (city) (state) (telephone number)
Angela Scanlan 308.765.0599

(chairperson responsible for event) (day telephone number)
N/A

2. _____
(name of co-sponsoring organization)

(street) (city) (state) (telephone number)

(contact person) (day telephone number)

3. **Event Information**
Downtown Scottsbluff Christmas Parade - 2023

(name of event)
Sunday, November 26, 2023 2:00 p.m. (block off BMS parking lot) 6:00 -8:00 p.m. (parade)

(date(s) of event) (time(s) of event)
Broadway – 15th Street to Bluffs Middle School

(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.)
Food vendors, some sidewalk vending along Broadway; music (floats, speakers.) NO ALCOHOL.

*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**
4PM – Broadway, 15th Street up to Bluffs Middle School. Parade begins at 6:00 p.m., lasts up to 90 minutes.

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

6. **Flags/Banners/Signs**
As part of parade groups or floats.

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: October 30, 2023

Signed:

Angela Scanlan

(name of sponsoring organization)

(signature of authorized representative of sponsoring organization)

(name of co-sponsoring organization)

(signature of authorized representative of co-sponsoring organization)