



Waynesboro City Council Agenda Briefing

Meeting Date:	January 27, 2020	Staff/Council Member(s): City Manager
Agenda Item #	3(b)	
Resolution#		
Department:	City Manager	
Subject:	Authorization to serve Alcohol on Public Property, Coyner Spring Mad Anthony Mud Run	

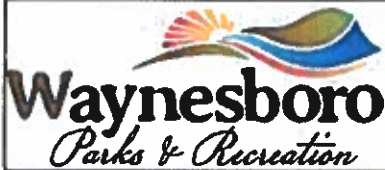
Background: The Parks & Recreation Department has been successfully managing road races for the past several years. The first race planned in 2020 will be the Mad Anthony Mud Run. The nearly five-mile race is part obstacle course and part trail run and will utilize the trails at Coyner Spring Park. The “mud run” model is a trend in the running world but has quickly become very popular with traveling runners. The race is set for Saturday, February 29, 2020.

The Parks & Recreation Department is requesting permission to serve alcohol (keg beer) to runners at the completion of the race. The cost of the alcohol is included in their race registration fee. Staff has met with representatives of the Alcohol Beverage Control Board and will comply with all regulations pertaining to serving beverage alcohol (beer) at the event including having police at the event. City Council’s authorization to serve beer is requested.

City Manager’s Recommendation: Authorize the Department of Parks and Recreation staff to serve Beer at the Mad Anthony Mud Run Event in Coyner Spring Park on Saturday, February 29, 2020.

Suggested Motion(s): Move to authorize Parks and Recreation staff to serve beer (in accordance with all relevant ABC regulations) to participants in the Mad Anthony Mud Run in Coyner Spring Park on Saturday, February 29, 2020.

Attachments: none



SPECIAL EVENT PERMIT APPLICATION

Submit to:
Waynesboro Parks & Recreation, 413 Port Republic Road, Waynesboro, VA 22980
540-942-6735 events@ci.waynesboro.va.us

Event Information

Event Name: Mad Anthony Mud Run

Location: Coyner Springs Park Estimated Attendance: 600

Event Date(s) mm/dd/yy: Sat, Feb 29, 2020 Event Time (s): 9am - 12pm
 M T W Th F Sat Sun (circle)

Setup Begins (Date & Time): Friday Feb 28 8am Teardown Ends (Date & Time): Monday, March 2 5pm

Provide a brief description of the event:
5mile mud run through fields and woods of Coyner Springs Park
Shelter used for event gathering location.

Type of Event: Carnival Church Fundraiser
 Parade Concert Auto Show Charity
 Run/Walk Festival Company Bike
 Water Activity Community/Cultural Other:

Event Admission/Entry Fee: Free Ticket/Entry Fee \$ 40 + ↑
 Private Open to public Suggested Donation \$ _____

Applicant Information- Applicant must be the contact person for the event submitted

Organization Name: Waynesboro Parks and Rec RTV

Organization Address: 413 Port Republic Rd

Contact Person: Amanda Reeve

Cell Phone #: 540-241-4967 Email: reeveag@ci.waynesboro.va.us

Is this a non-profit organization with 501(c)(3) status? yes no Identification #:

Insurance Carrier: Phone:

**You will need to submit a Certificate of Insurance (COI) prior to your event naming City of Waynesboro as additional Insured.*

Requiring Council Approval (if you need any of these, you need to submit application at least 90 days before event.)

Yes No Event Requires Street Closures *Must submit map indicating event area and closures.
 After approval, contact Police Department 942-6686 and Public Works 942-6743
 Closure Start Time: Closure End Time:

Yes No Event Requires Alcohol Use Permit *Must obtain ABC License and submit copy to P&R
 After approval, contact Police 942-6686 to determine what police coverage is necessary.
 Service Time: 9am 12pm # of Vendors: 1 Sampled Sold
 Check all that apply

Yes No Special Request- indicate any special resources or services you would like to request from the City:

Event Setup * please include a map of your event layout with your application. (This is in addition to closure maps.)		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Tents- A permit and inspection is required for any tent over 900 square feet http://www.waynesboro.va.us/322/Fire-Code-Permits	
	# of Commercial Tents: <u>2</u>	# of Cooking Tents: <u>0</u> # of Pop-up Tents: <u>3</u>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Inflatables/Mechanical Rides- A permit and inspection is required for inflatables (ie. bounce house, etc.) Please contact the Building Official's office at 942-6626 . Mechanical rides require a permit and fee http://www.waynesboro.va.us/DocumentCenter/Home/View/4588 . If staking is necessary, a Miss Utility ticket is required to ensure utilities are avoided.	
	# of Inflatables:	# of Mechanical Rides: Provider:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Food Vendors/Food Trucks- Food Vendors must be licensed to vend in Waynesboro and be permitted by the Waynesboro Fire Department http://www.waynesboro.va.us/910/Fire-Code-Permits ; Commissioner of Revenue 942-6610; and Health Department 949-0137	
	# of Food Vendors:	# of Food Trucks <input type="checkbox"/> Catered
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Access to Power- Power may not be available at all locations contact Parks & Recreation to determine availability.	
	Power Requirements: <input checked="" type="checkbox"/> 110v # of outlets: <u>2</u> <input type="checkbox"/> 30 Amp # <u> </u> <input type="checkbox"/> 50 Amp # <u> </u>	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Access to Water- Water may not be available at all locations. Contact Parks & Recreation 942-6735 to determine availability.	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Signs/Banners- Signs/banners should not be placed on right-of-ways. All signs and banners should be removed immediately after the event. Contact Parks & Recreation about hanging banners at park venues. Contact Tourism about advertisement space available on their building.	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Trash Disposal- Many venues have trash cans in place. Additional cans can be requested if needed.	
	# of Additional cans (8 max.): <u>6</u>	Trash Service Requested: <input checked="" type="checkbox"/> yes <input type="checkbox"/> no
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Portable Restrooms- It is the event organizer's responsibility to provide restrooms, if public facilities are not available or not sufficient. Venues' facilities may not be available year round.	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Impact businesses/residences/parking- Tourism can assist with business notification in the Downtown Area. Contact Police Department for parking/access assistance.	
Emergency Support- Events with attendance over 500 may be required to have Emergency Support. Contact Em. Mgt 942-6698		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Requesting Police Support- Required for road closures and when alcohol is being served. Contact the Police Department 942-6686 to discuss arrangements.	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Requesting Fire Department- Contact 942-6730 to make arrangements.	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Requesting EMS/Ambulance- Contact Emergency Management 942-6698	
Publicity		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Requesting use of City Logo	Is this a grant requirement? <input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Requesting inclusion in Tourism's digital/print newsletter	

Liability Release: The undersigned applicant, in consideration of the City's approval of the event, on behalf of the Organizer, its agents, attorneys, successors and assigns, releases, forever discharges and promises to defend and wholly to indemnify the City, its officers, agents, attorneys, successors and assigns, from any and all claims, demands, obligations, liabilities, indebtedness, breaches of contract, debts, sums of money, accounts, compensations, contracts, controversies, promises, damages, costs, losses, expenses, attorneys' fees, and claims for sanctions of every type, kind, nature, description, or character, and irrespective of how, why and by reason of what fact, which could, might, or may be claimed to exist, of whatever kind or name, arising out of or in any way connected with this event or any prior or subsequent activity undertaken pursuant to and under the authority of this application. Further, I grant permission to all of the aforementioned to use any photographs, motion pictures, recordings, or any other record for any legitimate purpose.

By signing below the applicant certifies the above information is accurate. The applicant also acknowledges receipt, review, and understanding of the Liability Release.

Print Name: Amanda Reeve Signature: [Signature] Date: 12/30/19

Approval of Parks & Recreation Staff: _____ Date: _____