



Waynesboro City Council Agenda Briefing

Meeting Date:	January 27, 2020	Staff/Council Member(s): City Manager
Agenda Item #	3(c)	
Resolution#		
Department:	City Manager	
Subject:	Authorization to serve Alcohol on Public Property, Ridgeview Park; The Totally 80's 8k	

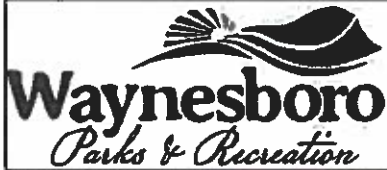
Background: The Parks & Recreation Department has been successfully managing road races for the past decade. In 2018 a new race was introduced to the popular Run The Valley Race Series, The Totally 80's 8k. The idea is that a themed race, encouraging participants to dress in 80's fashion, combined with a distance that isn't typically offered should be quite the success. By adding a charity to the event, the hope is to attract more participants and offer another great event to the community. The race begins and finishes at Ridgeview Park where participants have a fantastic staging area and also a wonderful place to relax and recap their experience with family and friends once they finish. The event is set for Saturday August 15, 2020.

The Parks & Recreation Department is requesting permission to serve alcohol (kegged or canned beer) to participants 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 Totally 80's 8k Event in Ridgeview Park on Saturday, August 15, 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 Totally 80's 8k in Ridgeview Park on Saturday, August 15, 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: <u>Totally 80's 8K</u>	
Location: <u>Ridgeview Park Pool</u>	Estimated Attendance: <u>250</u>
Event Date(s) mm/dd/yy: M T W Th F (S) Sun (circle) <u>Aug 15, 2020</u>	Event Time (s): <u>7pm</u>
Setup Begins (Date & Time): <u>Friday Aug 14, 2020 12pm</u>	Teardown Ends (Date & Time): <u>Monday Aug 17, 2020 2pm</u>
Provide a brief description of the event: <u>Running event in Ridgeview Park and around the city of Waynesboro After Party celebration at War Memorial Pool</u>	
Type of Event: <input type="checkbox"/> Carnival <input type="checkbox"/> Church <input type="checkbox"/> Fundraiser <input type="checkbox"/> Parade <input type="checkbox"/> Concert <input type="checkbox"/> Auto Show <input type="checkbox"/> Charity <input checked="" type="checkbox"/> Run/Walk <input type="checkbox"/> Festival <input type="checkbox"/> Company <input type="checkbox"/> Bike <input type="checkbox"/> Water Activity <input type="checkbox"/> Community/Cultural <input type="checkbox"/> Other:	
Event Admission/Entry Fee: <input type="checkbox"/> Free <input checked="" type="checkbox"/> Ticket/Entry Fee \$ <u>35 and ↑</u> <input type="checkbox"/> Private <input type="checkbox"/> Open to public <input type="checkbox"/> Suggested Donation \$ _____	
Applicant Information - Applicant must be the contact person for the event submitted	
Organization Name: <u>Wboro Parks and Recreation RTV</u>	
Organization Address: <u>413 Port Republic Rd</u>	
Contact Person: <u>Amanda Reeve</u>	
Cell Phone #: <u>540-241-4967</u>	Email: <u>reeveag@ci.waynesboro.va.us</u>
Is this a non-profit organization with 501(c)(3) status? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no	Identification #:
Insurance Carrier:	Phone:
<i>*You will need to submit a Certificate of Insurance (COI) prior to your event naming City of Waynesboro as additional insured.</i>	
Requiring Council Approval (If you need any of these, you need to submit application at least 90 days before event.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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: _____
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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: <u>7pm-10pm</u> # of Vendors: <u>1</u> <input checked="" type="checkbox"/> Sampled <input checked="" type="checkbox"/> Sold Check all that apply
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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: 0	# of Cooking Tents: 0 # of Pop-up Tents: 5
<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 checked="" type="checkbox"/> Yes <input 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: 1	# of Food Trucks 1 <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: 2 <input type="checkbox"/> 30 Amp # ___ <input type="checkbox"/> 50 Amp # ___	
<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.): 4	Trash Service Requested: <input checked="" type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> Yes <input checked="" 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 checked="" 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: Aranda Reeve Signature: [Signature] Date: 12/30/19

Approval of Parks & Recreation Staff: _____ Date: _____