

EVENT NAME:

EVENT DATE:



ORGANIZED COMPETITIVE EVENT



(An Organized Competitive Event means any planned race, walk, derby, or event, whether human powered or otherwise, that involves a contest of skill(s) and/or strength and takes place upon public rights-of-way, parks, or both. – CODE CHAPTER 28)

ROUTE DETAILS

1. Specify the type of event you have planned (i.e., a walk, run, derby, or "other.") If "other," please provide a detailed description.

2. Specify the number of participants in your event.

3. Specify the number of spectators you anticipate.

4. Provide the time frames for staging and assembly of your event (i.e., when roadway must first be closed, or, when your participants begin to gather.)

5. What are the time frames for the Route Closure (beginning – when the first participant steps off until the ending – when the last participant crosses the finish line.)

6. Provide a verbal description of the Staging area.

7. Provide a verbal description of the Route.

8. Provide a verbal description of the Closure/Finish area (where runners or participants end up at the close of the event.)

9. What are the time frames for securing the Closure/Finish area?

10. Is there a formal Start and Finish Line? Yes No If "Yes," please provide the specific locations for each.

11. Is there a Reviewing Stand or assigned Spectator Area? Yes No If "Yes," please provide the specific location(s).

12. Describe the specific location and number of portolets, water stations, or other physical amenities set up for the event.

13. Describe the specific location of vendors, activity areas, entertainment areas, and wet zones set up for the event.

14. Are you making any special arrangements for Media Access? Yes No If "Yes," please provide the specific location.

15. Describe your plan for disabled participation, parking, and viewing.

ACTIVITY DETAILS AND SUPPORTING AREAS

16. Type(s) of competition occurring at the event (please list all competitive activities).

17. What, if any, portion of the event occurs on a city park? Please list the park you wish to use and include shelter numbers, if applicable.

18. What, if any, portion of the event occurs on private property? Please list the addresses of the private property sites you intend to use and include a brief description, along with the owners' names and addresses for each site. (Attach an affidavit of authorization to use said property from each property owner affected and label ITEM #OC-18.)

19. Are you requesting that any portion of the event site have zoning approval for Temporary Alcoholic Beverage Sales? If "Yes," please describe the specific area, fencing material and dimensions of same, and point of sales locations. Attach a separate sheet if necessary and label ITEM #OC-19.

20. Does your event require the use of any Parks and Recreation Department Athletic Facility? (e.g., Basketball Court, Tennis Court, Baseball Field, etc.) If "Yes," please specify the location and facility you wish to use.

21. Does your event require the use of any other Parks and Recreation Department Facility? (e.g., a center, the Lowry Park Band Shell, etc.) If "Yes," please specify the location and facility you wish to use.