

EVENT NAME:

EVENT DATE:



**ROAD FESTIVAL – GATED FESTIVAL
WITH ADMISSION FEE**



(A Road Festival means an organized neighborhood or public gathering on a public right-of-way (street, sidewalk or alley) on a specified date at a specific time permitted by Code – Chapter 28, and confined to a designated area that requires an admission fee to enter and participate. A Road Festival is distinguished from a Block Party in that there is an admission fee to participate in a Road Festival, and a Block Party does NOT charge an admission fee.)

AREAS REQUESTED

1. What, if any, portion of the event occurs on city right-of-way? Please list all streets, sidewalks or alleys affected.

[Empty text box for question 1]

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

[Empty text box for question 2]

3. 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 #RF-3.)

[Empty text box for question 3]

4. Provide the date(s) and time frames for event set up (start to finish).

[Empty text box for question 4]

5. Provide the date(s) and time frames for the requested road closure (start to finish).

[Empty text box for question 5]

6. Provide the date(s) and time frames for the event operating hours (start to finish).

[Empty text box for question 6]

7. Provide the date(s) and time frames for the clean up/ breakdown operations (start to finish).

[Empty text box for question 7]

ROAD FESTIVAL DETAILS

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

9. Please attach a detailed performance schedule for the event, if applicable. If not, please state N/A in the box below. If attaching a schedule, please label ITEM #RF-9.

10. Please attach a list including the name, size, type of product sold for each vendor, if applicable. If not, please state N/A in the box below. If attaching a schedule, please label ITEM #RF-10.

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

12. Any special arrangements for Media Access? If "Yes," please describe the locations you plan to use.

13. 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 #RF-13.

14. Please attach a separate sheet indicating the correlation between the admission fee and the costs of producing the event. A budget statement, for example, would be helpful in demonstrating the need for an admission fee to help off-set the cost of event production. Label it ITEM #RF-14.

15. Please attach a map that demonstrates the specific location of the gating material, the standard access point gates, and emergency exits. Please also specify the gating material(s), the name of the company setting up the gating, and a contact name and number for the company. Label the map ITEM #RF-15.