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Municipality of Anchorage - Parks & Recreation
Special Event Application

Applicant and Sponsoring Organization Information		
Name		
Street Address		
City, State, ZIP Code		
Day Phone & Birthdate		
Fax Phone		
E-Mail Address		
Organization (must match certificate of insurance)		
Contact Person "on site" Day of Event		Cell Number:
Tax Exempt No		

Event Information			
Type of Event (Check all that apply):			
___ Run	___ Parade	___ Private Party	
___ Walk	___ Park Festival	___ Filming	
___ Street Fair	___ Concert	___ Other (specify):	
Event Title			
Event Date			
Park location			
Set-up	Start:	End:	
Event Date	Date:	Time:	
Break Down	Date:	Time:	
Attendance	Participants:	Spectators:	Total:

Overall Event Description
Briefly explain event and activities:

Parade/Street Closure Information

Names of Streets to be closed:		
	Between	and
	Between	and
	Between	and
	Between	and

Parade/Walk/Run Route (map must be included with application):

Are you requesting a complete or rolling street closure? Why are you requesting this street closure? Please include map of areas. Have you contacted Traffic Department for permit?

Time of Street Closure	Start:	End:

What is your parking plan for this event?

Assembly Area:	Disbanding area:
Reviewing Stand Location	
Number of anticipated entries	

Event Details

Does your event involve the sale or consumption of alcoholic beverages? If yes, please describe:

Will items or services be sold at the event? If yes, please describe. Vendor/concession fees apply.

Will event have amplified sound? If, yes please describe. Have you contacted Health Department about noise permit?

Is this a fundraising event? If yes, please describe:

Is the event free to the public?	Admission Cost:

Will Vendors be cooking or heating food? If yes, please describe. Contact Health Department as permits and fees are required.

Will there be any fenced areas? If yes, please describe and provide map.
Will there be construction of stages or other improvements, including any tents or awnings? If yes, please describe:
What is your cleanup plan after the event?

Safety/Security/Volunteers

Please describe your procedures for both crowd control and internal security:		
Have you hired a Security company to handle security arrangements for this event?		
Security Company Name:	Security Company Phone Number:	Number of Guards:
Guard Schedule:		
Do you plan on utilizing volunteers? If yes, in what capacity?		

Promotion Information

Please describe marketing and promotional effort for the event:

Rules and Regulations

- A non-refundable processing fee is required at the time the application is submitted to the Municipality of Anchorage. For Special Events with 300 or fewer spectators/participants the processing fee is $50, for special events with 301-500 spectators/participants the fee is $150, and for special events with 501 or more spectators/participants the fee is $200.
  Processing Fee does not apply to Professional Photo Shoots.
  Filming Fees: $250 first day, $50 each additional day or park/trail/city use.

  - Reservations may be made a maximum of two (2) years in advance and must be made a minimum of twenty (20) business days in advance. Applications to seek a park use permit shall be made no less than forty-five (45) days prior to the requested event date.

  - A copy of photo identification (Alaska Driver's license or I.D. card) of the applicant and the responsible person will be required to complete the application process.

  - A site plan map of your event must be included with your application identifying the location of stages, vendor booths, portable toilets, registration area, etc.

  - For runs, walks and parades a site plan map outlining your route must be submitted along with your Special Event Permit application. If your event will generate additional traffic, or interrupt existing traffic on any city street, a traffic control plan outlining necessary street closures is required before a Special Event Permit will be issued.

  - Permit Applications may require review by the Municipality of Anchorage Permit Review Board for approval or denial. Need for review is based on size, scope and impact of event.

  - A certificate of insurance must be filed with Special Event Services ten (10) working days before the event. The named insured must match the name of the event organization on the application and permit.The Municipality of Anchorage requires all certificates of insurance to be submitted on a standard ACORD form or on the insurance company's letterhead. The Municipality of Anchorage must be listed as the certificate holder as well as an additional insured with respects to General Liability. An endorsement naming the "The Municipality of Anchorage, its officials, agents, employees and volunteers" must accompany the certificate of insurance. The endorsement page is often referred to as page CG 2011 11 85. If alcohol will be served, a liquor liability endorsement is also required.

  - All debris and trash must be removed from an event site immediately after the event. Failure to do so may require the Municipality to call upon Solid Waste Services. All expenses will be the responsibility of the event applicant. The applicant is required to provide recyclable receptacles at the event. When t he applicant uses Municipal recyclable receptacles all rights of ownership are forfeited. All expenses will be the responsibility of the event applicant.

  - Depending on the duration of your event and the availability of public restrooms, you may need to rent portable chemical toilets to accommodate participants. We estimate at least one (1) chemical toilet for every 100 people. Please contact Rent-A-Can, 694-9202, for rental of portables.

- You must receive approval for your event before you promote market or advertise your event. Conditional approval will be made after the event organizer submits the application and it is initially screened. Acceptance of your Special Event Application by the Municipality is not a guarantee of the date, location or an automatic approval of your event.

- Only readily removable barricades may be used for street closures and lane of clearance is required for emergency vehicle access at all times. You may be required to provide advisory signs (placed a minimum of two weeks prior to the event) if your event impacts a major use roadway. Advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure. Please refer to www.muni.org/traffic for specific requirements.

Rules and Regulations (con't)

- In some cases, the hiring of officers from the Anchorage Police Department, a professional security company, or a combination of both may be required by the Department of Parks and Recreation in order to obtain a Special Event Permit. The Anchorage Police Department determines the need, number, and type of security personnel based on expected attendance, location of the event, the presence of alcohol, history of the event, nature of the event, street closures, and the amount of advertising used for an event.

- The Fire Department must review and approve the following: your plans for first aid and/or emergency medical services; your route for emergency vehicle access; parade floats; use of an open flame; use of fireworks or pyrotechnics; handling of vehicle fuel; cooking facilities; the location of power sources; the availability and location of on-site fire suppression equipment; the occupancy and spacing of tables or enclosures; and the use of tents, canopies or any fabric shelters. The Fire Department may require an inspection at your cost before and/or during the event.

- The applicant(s) shall assume and reimburse the Municipality of Anchorage for any and all costs and expenses determined by the Municipality to be unusual or extraordinary, and related to the event for which the permit is sought, including but not limited to:

  A. The cost of providing, erecting, and moving barricades and/or signs;

  B. The cost of providing and moving garbage or waste receptacles;

  C. The cost of city personnel who are required by the city to work overtime hours

  The Municipality of Anchorage may require, as a condition to issuance of a permit, that a sum be deposited with the Municipality to meet such costs. The required deposit shall not exceed one thousand dollars ($1,000.00).

Agreement and Signature

I the undersigned representative have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Name (printed)	
Signature:	Date:
Driver's License or Alaska I.D. Number (Copy of I.D Required)	

Payment Information

Amount Due:	Payment Method (Check all that apply):	
___ Cash	___ Check or Money Order#	___ Visa/MasterCard
Card #:	CVN #:	
Expiration Date:	Authorized Signature:	

Office Use Only

Permit Application Number:	Assigned to:
Notes:	

Please submit your completed application to:

Special Events Services /C.B. Stewart
MOA Parks and Recreation
P.O. Box 196650, Anchorage, Alaska 99519-6650
Email: stewartcb@muni.org
Phone: (907) 343-4040 / Facsimile: (907) 249-7570

Special Event Application submitted. Applicants initial

Non Refundable Processing Fee. Applicants initial

For Special events with 300 or fewer spectators and/or participants the processing fee is $50, for events with 301-500 spectators and/or participants the fee is $150, and for events with 501 or more spectators and/or participants the fee is $200.

Event proposal in detail (Timelines, needs, activities). Applicants initial

As part of your application, a detailed scope of event with a timeline of the day's activities, requested services, and other specifics such as if vendors are expected, is required. This helps us to provide a clear vision of your event/activity, which will be used to determine impacts, additional permit needs, considerations and challenges.

Event Lay out. Applicants initial

Placements of vendors, activities, stages, etc… (a map of your event).

Clean up/Litter Disposal Plan. Applicants initial

All trash that is generated by your event should be removed from the park. Events larger than 50 are required to bring in a dumpster. Dumpsters should be placed in the street or off the field to protect the grass. Pick up of dumpster should be no later than 8:00am the next day. No trash cans should have trash overflowing or bags left next to them. Cans and bags must be deposited into the dumpster. We do not rent out extra trash cans.

Restrooms. Applicants initial

We can not guarantee a clean restroom prior to your event. Portables are serviced on a set schedule. We encourage you to locate a local provider and make arrangements to bring in portable bathroom's and/or hand washing station's during your event. We estimate at least 1(one) portable toilet for every 100(one hundred) people.

Noise Permit. Applicants initial

Anchorage Health Department issues Noise Permits for events open to the general public, which can allow a temporary increase in allowable noise levels. Private events are not eligible for a Noise Permit. Noise permit applications must be filed with the Health Department at least twenty (20) days prior to the commencement of the noise for which the permit is requested. If a Noise Permit is not present, noise from the event may not exceed 60 dB(A)(A-scale decibels) (normal voice conversation) at any residential property line between the hours of 7:00 a.m. and 10:00 p.m., and may not exceed 50 dB(A) at any residential property line between the hours of 10:00 p.m. and 7:00 a.m.

Note: All amplified events held at the Delaney Park Strip should be directed to the Health Department for determination of need. A copy of their response needs to be on file with the Parks & Recreation Department's permit office seven (7) days prior to your event. For further information, please call or visit our website www.muni.org/healthesd.org or 343-4200.

General Liability Insurance Coverage. Applicants initial

In the amount of one million dollars ($1,000,000.00) must be acquired before an event, and maintained the duration of the event, including set-up and clean-up periods. The standard proof of insurance is the ACORD certificate form. Coverage verification provided on an insurance company's certificate form is also acceptable. The name of the insured, the insurance carrier, the policy number and coverage of the limits must be stated on the certificate of insurance, as well as the effective and expiration dates for the coverage.
The name on the insurance form MUST BE THE SAME ON THE PERMIT issued by Parks & Recreation.
An endorsement naming "The Municipality of Anchorage, PO Box 196650, Anchorage AK 99519" as additional insured must be stated on the certificate of insurance, and filed with the Parks & Recreation Department permit office seven (7) days prior to your event. IF ALCOHOL WILL BE SERVED, a liquor liability endorsement is also required and must be stated on the certificate of insurance ("Dram Shop", and/or "liquor host liability").

Will you be bringing in a vendor or contracted activities (rock wall, bouncy toys, flipping salmon, pony rides)?

Yes No Applicants initial

If yes, you need to have a copy of their General Liability Insurance on file with MOA listed as additional insured to the Parks & Recreation Department permit office seven (7) days prior to your event.

Will you have alcohol at your event? Yes No Applicants initial

If Yes, an Alcohol Waiver Form package must be submitted to Parks & Recreation (see website for application). This includes a party plan, drivers plan, and security plan for the serving area. This package needs to be complete and received by Parks & Recreation a minimum of fourteen (14) days prior to your event for review by the Recreation Superintendent. If approved, you must have signed waiver on file with the Parks & Recreation Department permit office seven (7) days prior to your event.

Will you be selling alcohol at your event? Yes No Applicants initial

If Yes to selling alcohol, you must have a copy of your ABCB Permit on file with the Parks & Recreation Department permit office seven (7) days prior to your event. Your vendor must have their General Liability Insurance Coverage with an endorsement naming the "The Municipality of Anchorage, PO Box 196650, Anchorage AK 99519 as additional insured" to be on file with the Parks & Recreation Department permit office seven (7) days prior to your event.

Will you have concessions/vendors at your event? ☐ Yes ☐ No Applicants initial ☐

If Yes, you will need a copy of their Food Service Permit/Caterer's permit from the Health Department (if serving food), copy of their business license, and general liability insurance should be on hand during the event.
The fee for each vedor is $100 per day. Payment to Park & Recreation is due seven (7) days prior to your event. You will need to get a copy of their business license and have them include on their General Liability Insurance the Municipality of Anchorage as addi-tional insured.

Will you be having any street closures? ☐ Yes ☐ No Applicants initial ☐

If Yes, a certified traffic plan must be submitted with your Road Right-of-Way Special Events Permit, 343-8406.