

**HOW DO I KNOW IF MY RESERVATION REQUEST FALLS UNDER THE CATEGORY OF A “SPECIAL EVENT”?** A general rule of thumb to follow is if your request will be for Delaney Park; or an event that at least 50 or more people will be attending in one of our parks or facility’s; or intend to have vendors, or a public assembly, then you can pretty much bet that your reservation request does fall under the “Special Event” category.



# Special Events

Anchorage Parks & Recreation is proud to host more than 100 public special events annually. This packet is intended to help you better understand the special event permitting process and provide tips that will facilitate your special event planning process. If, along the way, you have any questions or concerns about the information provided in this packet, or if there is just something we can do to assist the successful planning of your event, please let us know. Our

special event staff is here to help.

If you are planning a first-time event, or simply making venue or programmatic changes to an annual event, give us a call before you complete your plans. Anchorage Parks & Recreation staff members have valuable experience with hundreds of events and want to see yours succeed. Whether you are wondering about the availability of a venue, or seeking technical guidance with traffic and safety planning, a preliminary conversation with staff may help you save valuable time and provide you with initial guidance in the development of your special event plan.

Once you have submitted your application, a representative from Parks & Recreation will contact you and serve as your primary point of contact for the processing of your permit. This person will review your permit application and notify you if your event requires any additional permits, licenses or needs.

On behalf of Anchorage Parks & Recreation, thank you for contributing to the spirit and vitality of our city through the staging of your event. Best wishes for a successful event!



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# THINGS TO CONSIDER WHEN PLANNING YOUR SPECIAL EVENT

As you begin planning for your event, think carefully about the impacts and benefits the event brings to the community.

The following are some common problems that preliminary planning can help reduce:

If your event requires a traffic plan as determined by Traffic Engineering, remember that a street closure, even for two or three blocks, can affect traffic for miles around the venue due to event-related traffic, and the rerouting of traffic around the closure.

Your traffic plan will require a Certified Traffic Plan submitted with your Right-of-Way Special Event Permit.

Are you planning to serve alcohol at the event? How will the use of alcohol affect the mood, participant safety, and enjoyment of the event, as well as security needs and insurance costs?

What type of music will be featured at the event? How will the noise level impact the surrounding neighborhood? What type of audience and participant numbers may result from the type of music?

Have you made plans to ensure that your event is accessible to the disabled? Disabilities include, but are not limited to, vision, hearing and physical limitations. Do your booths block access ramps? Is disabled parking readily available? Are TDD phones on site? Will portable toilets accommodate wheelchairs?



## ADVERTISING

Please ensure that your Special Event Park Application has been approved by the Municipality of Anchorage 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 by staff. **Acceptance of your Special Event Application by Parks & Recreation is neither a guarantee of the date or location, nor an automatic approval of your event.** The event organizer must complete the application requirements entirely before Parks & Recreation will issue a park permit.

## ALCOHOL

If your organization is planning to sell or serve beer or wine at an event, you must obtain an approved Waiver to Serve/Sell Alcoholic Beverages in Public Facilities. This waiver authorizes the temporary sale or serving of beer or wine for consumption on park lands within designated areas. A separate fee is charged for each waiver. Commercial enterprises and caterers are subject to different permit requirements as stated on the waiver form.

## BEER GARDEN

If your event includes a beer garden, Alaska Beverage Control regulations spell out the following rules:

The serving and seating area must be completely fenced, and all exits and entrances must be staffed during the serving period.

Everyone entering the enclosed area must be at least 21 years old.

The person at the entrance of the enclosed area checking identification must be 21 years old.

Beer and wine cups must be paper or plastic, and be distinguishable from soda cups.

Servers may not drink alcoholic beverages while serving.

All alcohol must be consumed within the beer garden.

Alcohol sales and consumption in city parks must be associated with an approved special event.

## AMPLIFIED SOUND

Cities are noisy places to live, and Anchorage is no exception. Road construction, public events, transportation and community gatherings are all necessary or desired events that generate noise. The Anchorage Noise Ordinance, AMC 15.70, regulates noise events and unnecessary or annoying noise sources.

Allowable noise levels are different for different land uses. Residential property has a much lower allowable noise level than an industrial property.

**Table 1. Allowable Noise Levels**

Affected Property	Time	Sound Level dB(A)
Residential	7:00 AM – 10:00 PM	60
	10:00 PM – 7:00 AM	50
Commercial	7:00 AM – 10:00 PM	70
	10:00 PM – 7:00 AM	80
Industrial	At all times	80

In all cases, noise levels are measured at the property land.

### NOISE PERMITS

Certain activities such as public events are eligible for noise permits. A noise permit can allow a temporary increase in allowable noise levels or allow an event to occur at a time that it normally would not be allowed.

#### Permit Conditions

A noise permit will state the conditions that the event must comply with in order for the permit to remain valid. Typically these conditions will include a time frame, the allowable sound level, and acts that may invalidate the permit.

Amplified sound associated with public activities generally is allowed from 8:00 AM to 10:00 PM unless approved to vary such as 4<sup>th</sup> of July fireworks.

For further information, please call or visit our website. [www.muni.org/healthesd](http://www.muni.org/healthesd)

#### Applying for a Noise Permit

If you are responsible for an event that is eligible for a permit and will generate noise, you may need a noise permit. If you expect that your event will produce a sound level above allowable levels, you will need a noise permit. If you are unsure whether you need or are eligible for a noise permit, contact the Environmental Services Division by calling (907) 343-4200. Please note that there is a time requirement for filing your noise permit application of not less than 20 days prior to your event.

## ASSEMBLY PERMITS

The International Fire Code requires an operational permit for certain types of activities. One of those is classified as an "Assembly." An assembly permit is required if you are using a non-assembly occupancy for assembly purposes, or if you are going to have over 1000 people gathering in a public place, or if you have other special hazards with large groups, such as pyrotechnics, open flames inside buildings, or tents over 200 square feet. Other hazards may trigger the need for an assembly permit. Call (907) 267-4900 for details. An assembly permit application form is available at <http://www.muni.org/iceimages/fire1/assemblypermit.pdf>. You can fill it out and fax it to (907) 267-4958. An inspector will contact you within 10 days to discuss it. Make sure and give us at least two weeks notice before your event.

<http://www.muni.org/fire1/prevention.cfm>

<http://www.muni.org/fire1/FAQ.cfm/#assembly>

## BANNERS AND SIGNS

Banners and signs can be the most colorful and cost-effective way of promoting your special event. Parks & Recreation issues all permits for the placement of signs and banners on bike trail bridges for public community events.

Banners and signs advertising the event at the park site must be pre-approved with a park permit.

## BLOCK PARTIES

Neighborhood events, such as block parties, provide neighbors a unique opportunity that can be found nowhere else. At such an event, members of a community are given a chance to gather and create a network of friends rather than mere acquaintances.

## DEMONSTRATIONS, PROTESTS AND RALLIES

Demonstrations, protests and rallies are allowed with a Special Event Permit on public property but not in the right-of-way.. Additional items we look at when processing your application:

The protest remains peaceful.

Amplified sound is approved by the Health Department.

Pedestrian and vehicular traffic is not interrupted.

Streets and sidewalks are not blocked.

Building entrances remain open.

Activities are not impacting the road right-of-way.

If any of the above guidelines are violated, the Anchorage Police Department may ask individuals to leave the premises, or take enforcement actions.

## FILM PRODUCTION

All film and still photography park permits are managed by Anchorage Parks & Recreation if the shot is held on park property. If filming will impact traffic or park use, a Special Event Park Permit may be required.

## FIRE DEPARTMENT REQUIREMENTS

The Anchorage Fire Department may require review and approval of the following items related to your event planning:

Use of fireworks or pyrotechnics

Handling of vehicle fuel

Cooking facilities other than single family barbeque grills

Occupancy and spacing of tables or enclosures

Use of tents, canopies, or any fabric shelters that will have open flame/cooking in them.

The Fire Department may require an inspection, at your cost, before and/or during the event. For more information, please contact the Anchorage Fire Department.

## FIREWORKS

All pyrotechnic displays are required to be permitted by the Anchorage Fire Department and the State of Alaska. Only a licensed operator may conduct a fireworks display. The following information is required for a Pyrotechnic Permit by the Anchorage Fire Department and approval by Parks & Recreation:

A copy of the operator's license(s).

Site plan of shooting area, including fallout zones.

Show script with a list of products to be used.

Method of transport, storage and park clean-up plan.

Proof of public liability and property damage insurance of at least one million dollars (\$1,000,000).

## FOOD BOOTHS

A Health Department Food Vendor Permit may be required to sell and serve food on public property to the public. Food handlers training may also be required to assure safe food handling. For information on Food Vendor Permits, please contact the Health Department.

## GENERATORS

Generators may be approved for an event when there is a lack of electric service.

Portable generators should be placed in an area where attendees are unlikely to come into contact with them, and be placed at least 10 feet from any combustible materials. Generators shall be located a minimum of 20 feet from tents or canopies.

Refueling: When refueling a portable generator, you must wait until the generator cools, and then refill it from a self-closing safety can.

A portable fire extinguisher, minimum 2A 10B:C size, with a current Fire Marshall tag attached, must be on hand and easily accessible at all times.

For more information, please contact the Anchorage Fire Department.

## HELICOPTER AND BALLOON LANDINGS

All planned helicopter and balloon landings in parks must be pre-approved with a park permit. Emergency landings are exempted.

## INSURANCE

General liability insurance coverage in the amount of One Million Dollars (\$1,000,000) must be acquired before an event, and maintained throughout the duration of the event, including set up and dismantle 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 limits must be stated on the certificate of insurance, as well as the effective and expiration dates for the coverage.

An endorsement naming "The Municipality of Anchorage" insured must be stated on the certificate of insurance. If alcohol will be served, a liquor liability endorsement is also required.

Insurance certificates and endorsements must be signed by an authorized representative of the insurance carrier. Electronic signatures are acceptable and this information can be placed anywhere on the endorsement that it will fit.

The certificate of insurance must be filed with Parks & Recreation ten (10) working days before the event.

The certificate of insurance must include the event name, date and location.

## PARADES (SEE STREETS)

“Parade” means any march, demonstration, procession or event consisting of persons, animals or vehicles or any combination thereof upon any public street, sidewalk or road right-of-way which does not comply with normal and usual traffic regulation or controls.

A site plan outlining your route must be submitted. If your event will generate additional traffic, or interrupt existing traffic on any street, a traffic control plan outlining necessary street closures is required before a Special Event Park Permit will be issued.

There are three types of street closures:

Full street closures

Rolling street closures

Land closures

A certified traffic plan must be submitted with your Road Right-of-Way Special Events Permit.

## PARKING

When planning a special event it is important to consider the impact your event will have on parking in the area. In some situations when sufficient parking is not available, the event organizer may be required to provide a shuttle plan.

## PARKS

The Municipality of Anchorage offers many public parks that can be used as the site for your special event. In addition to being beautiful, a park offers a large, neighborhood-centered venue for your event. If you plan to use a park, you will need to submit a Park Use Application at least 30 days in advance of your event.

Once your Park Use Application has been received, staff will contact you if there are questions or issues concerning the details and logistics of your event. Once approved, the park use fees will be

assessed based on the size and scope of your event. You may be required to submit a facility use request if your event is planning to use the indoor facilities at park sites.

## RESTROOM FACILITIES

Depending on the duration of your event and the availability of public restrooms, you may need to rent portable toilets to accommodate participants. As a general guideline, one (1) portable restroom can serve up to one hundred (100) people. For a short duration event, restroom needs can vary depending on whether food and beverages are served, and the duration and type of event.

## RUNS (SEE STREETS)

## SECURITY

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 Municipality of Anchorage in order to obtain a Special Event Park Permit. A security plan may be required in addition to the Special Event Park Permit to include:

Expected attendance

Location of the event

The presence of alcohol

History of the event

Nature of the event

Street closures

The amount of advertising used for an event

Type of music to be played

The Chief of Police, or his/her designee, may be required to review the plan and make recommendations to the staff on whether the plan is adequate, and whether officers will be hired to provide security at special events to ensure public safety and the protection of property.

Generally, if you expect fewer than 500 attendees, two security personnel are acceptable. An additional security person may be required for every additional 250 attendees. (A 1-45 ratio is required for some events).

If you are providing bands or a DJ at a dance, you should include a written security management plan. Parks and Recreation approval of this plan is required to obtain a Special Event Park Permit.

## STREETS: STREET CLOSURE/TRAFFIC CONTROL/PARADE

The Municipality of Anchorage is interested in and encourages support to community sponsored special activities. The Municipality recognizes the many social, cultural, and financial benefits that are the result of including special activities in the life of the city. The Municipal Traffic Department is the authorizing agency for any pre-planned activity sponsored by an individual or organization, proposed to be conducted in or having direct effect upon the Municipality's public Right-of-Way. The purpose of the event(s) can be for entertainment, celebration, recreation, competition, amusement, cultural recognition, or demonstration. The importance of the Special Activity Event Permit is to ensure the general safety of citizens while activities are being conducted in the public right-of-way, and to minimize disruption within the community as a result of special activities being conducted in an organized and approved manner. The traffic department requires a special activity permit. Once approved, the event will be expected to follow all requirements. More information can be found here: <http://www.muni.org/traffic/safety%20Section.cfm#SpecialActivity>.

## TRASH DISPOSAL

You must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event. The area must be returned to a clean condition. If you, as an event organizer, set a standard of leaving the event site better than you found it, you can have a highly beneficial impact on the community and establish a good reputation for your event in the future. Should you fail to perform adequate cleanup or damage occurs to City property and facilities, you will be billed at full cost recovery rates, plus overhead for cleanup and repair. In addition, such failure may result in denial of future approval for a Special Event Park Permit or the requirement of a cash deposit for future events.

Recyclables generated at your event (*i.e.*, aluminum cans, glass, cardboard, etc.) are not required to be recycled. However, we encourage events to consider recycling waste. Several organizations provide collection of recyclables at special events. For more information or assistance, please contact Green Star.

## TRAFFIC CONTROL (*SEE* STREETS)

## WALKS (*SEE* STREETS)

## VENDOR BOOTHS

Vendor booths are usually similar in construction to food booths, but are meant for retail sale of non-food items at park events.

APPENDIX A

Condensed Fee Schedule

PARKS & RECREATION PERMIT FEES

Concession Permit Fee	*see below
Outdoor Concert Permit	*see below
Park Use, Special Event	*see below
Park Use, Special Event, < 300 people per day	*see below
Park Use, Special Event, 300 - 1000 people per day	*see below
Park Use Special Event, 1000 or more people per day	*see below
Amplified sound at parks & athletic facilities (PA), per day	\$ 30.00
Lights or electricity use in parks, per day	\$ 31.50
Picnic/Park Areas Reservation	\$ 40.00
Picnic Shelter Reservation, <4 hours, per use	\$ 65.00
Picnic Shelter Reservation, >8 hours, per use	\$ 108.00
Picnic Shelter Reservation, 4 - 8 hours, per use	\$ 85.00
Picnic Shelter Abbott Loop Park, <4 hours, per use	\$ 80.00
Picnic Shelter Abbott Loop Park, 4-8 hours, per use	\$ 95.00
Picnic Shelter Abbott Loop Park, >8 hours, per use	\$ 121.00
Barbecue rental Abbott Loop Park - per use	\$ 10.50
Park Use, Memorial (limited)	\$ 580.00
Park Use, Memorial (extended)	\$4,060.00
Park Use, Private Utility Lease/Easement (Cost + FMV)	\$ 250.00
Trail Use, for organized events, per user	\$ 2.00
ASD Athletic Trail Use, per user	\$1.00

<b>Park Event Participants / day</b>	<b>No Concessions</b>	<b>With Concessions</b>	<b>Alcohol Sales</b>
*Events less than 300	\$150	\$150*	.50 per cup and Permit (\$250)
*Events 301-500	\$250	\$250*	.50 per cup and Permit (\$250)
*Events 501-1,000	\$350	\$350*	.50 per cup and Permit (\$250)
*Events 1,000-3,000	\$500	\$500 *	.50 per cup and Permit (\$250)
*Events 3,001 – 5,000	\$600	\$1,000*	.50 per cup and Permit (\$250)
*Events 5,000 +	\$700	\$2,500*	.50 per cup and Permit (\$250)

\* Additional booth fees will be charged of:

For profit / commercial vendor - \$100 1<sup>st</sup> day/\$50 each subsequent day / vendor.

Non-profit vendor with sales - \$30 1<sup>st</sup> day / \$15 each subsequent day / vendor.

Multiple day events pay the daily fee listed in the chart

Commercial park vending permits: Vendor Sales – 90 day permit is \$2,000.000

(Please note that other departments may charge a fee for specific permits. We encourage you to contact each department individually about their fees, prior to submitting your application for a special permit from individual departments.)

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**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](http://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, 632 W 6<sup>th</sup> Avenue, Suite 630, Anchorage AK 99501” 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, 632 W 6<sup>th</sup> Avenue, Suite 630, Anchorage AK 99501 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.

For each For Profit vendor, a fee of \$100 1<sup>st</sup> day/\$50 each subsequent day/vendor; and Non Profit vendor fee of \$30 1<sup>st</sup> day/\$15 each subsequent 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 additional 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.

APPENDIX B



Municipality of Anchorage, Department of Health & Human Services
ENVIRONMENTAL SERVICES DIVISION
825 L Street, 5th floor • P.O. Box 196650 • Anchorage, AK 99519-6650 •
(907) 343-4200 fax (907) 343-4786
www.anchorage.ak.us



NOISE PERMIT APPLICATION

Name of Applicant (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Name of Organization / Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Type of activity: Construction [ ] Explosives, firearms, fireworks [ ] Public event [ ] Snow removal [ ] Motor vehicle racing [ ]

Date and time of planned activity: \_\_\_\_\_

Location(s) of activity (street address or legal description): \_\_\_\_\_

Description of event, noise source(s), equipment: \_\_\_\_\_

Estimated noise level(s) during event: \_\_\_\_\_

Number of persons expected to attend or participate: \_\_\_\_\_

Zoning of location and surrounding area: \_\_\_\_\_ Distance to nearest residential property line: \_\_\_\_\_
(e.g. residential, industrial, business)

Demonstration of need for permit: Why are you requesting the permit? What hardship will result for you, the community or others if the permit is not granted? (See AMC 15.70.070B) Attach additional sheets or supporting documentation if necessary.

Describe any actions you intend to take to abate the impacts of the noise created by the planned activity. Please attach supporting documentation if necessary.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY

Permit is: DENIED: See below APPROVED: Subject to conditions listed on Permit #

APPENDIX C

		Municipality of Anchorage <b>DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>ENVIRONMENTAL SERVICES / FOOD SAFETY &amp; SANITATION</b> 825 L Street, P.O. Box 196650, Anchorage, Alaska 99519-6650 Telephone: (907) 343-4200 Fax: (907) 343-4786 www.muni.org		<b>AP -</b> 	
<b>APPLICATION FOR HEALTH PERMIT</b>					
<input type="checkbox"/> <b>Food Establishment</b> <input type="checkbox"/> <b>Temporary Food</b> <input type="checkbox"/> <b>Pool/Hot Tub</b> <input type="checkbox"/> <b>Beauty/Barber Shop</b> <input type="checkbox"/> <b>Pest Control</b>					
Facility Name:			If Change of Owner, Previous Facility Name:		
Owner's Name(s):			Name of Person To Contact:		
Site Address:			Phone:	Fax:	
Mailing Address:			City:	State:	Zip:
Certified Manager's Name:		Manager Certificate #:	Certificate Expiration Date:	Operating Days/Hours:	Seating Capacity:
<b>IF TEMPORARY FOOD, PROVIDE THE FOLLOWING</b>					
Event & Location	Date(s)	Hrs. of Operation	Approved Kitchen/ Commissary	Time of Food Prep At Kitchen	
Foods To Be Served:					
<b>IF PEST CONTROL, PROVIDE THE FOLLOWING</b>					
• Pesticide applicant will comply with insurance requirements in AMC 15.75 • Equipment to be used • Pesticides/Chemicals used & method of application • Description of area(s) where application occurs • Copy of liability insurance policy					
I certify that I am familiar with applicable Anchorage Municipal Code of Ordinances and that the above described establishment will be operated and maintained in accordance with said Ordinances.					
Applicant's Signature:				Date:	
Facility ID:	Establishment:	City:	Owner ID:	Change: <input type="checkbox"/> New <input type="checkbox"/> Owner <input type="checkbox"/> Name <input type="checkbox"/> Mailing Address	Invoice #:
<b>Fees</b> Permit: Change of Owner: Late Fee: Other:			Business Certificate: Payment Type: <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check <input type="checkbox"/> Other Date Received:		
Total:			Approved/VOA:		
			Date Approved:		

APPENDIX D



MUNICIPALITY OF ANCHORAGE  
TRAFFIC DEPARTMENT  
4700 Elmore Road, Anchorage, AK 99507  
PH: (907) 343-8406 Fax: (907) 343-8488



RIGHT-OF-WAY  
SPECIAL ACTIVITY PERMIT

NO. \_\_\_\_\_

ALL PERMIT APPLICATIONS MUST BE SUBMITTED FOR APPROVAL AT LEAST THIRTY (30) DAYS PRIOR TO THE SCHEDULED ACTIVITY.

Activity Name: \_\_\_\_\_ Date of Activity: \_\_\_\_\_

Sponsoring Organization (Applicant): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Fax #: \_\_\_\_\_

Sponsoring Organization Representative (Contact): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Fax #: \_\_\_\_\_

\_\_\_\_\_ E-Mail: \_\_\_\_\_

PLEASE CHECK ALL APPROPRIATE ITEMS  
TYPE OF ACTIVITY:

- |                                      |   |                                       |
|--------------------------------------|---|---------------------------------------|
| <input type="checkbox"/> Parade      | <input type="checkbox"/> Foot Race      | <input type="checkbox"/> Block Party  |
| <input type="checkbox"/> Procession  | <input type="checkbox"/> Bike Race      | <input type="checkbox"/> Street Fair  |
| <input type="checkbox"/> Walk-A-Thon | <input type="checkbox"/> Motorized Race | <input type="checkbox"/> Street Dance |
| <input type="checkbox"/> Bike-A-Thon | <input type="checkbox"/> Dog Race       | <input type="checkbox"/> Other: _____ |

ACTIVITY WILL INCLUDE (To determine if other types of permits are needed):

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Vehicles       | <input type="checkbox"/> Recorded/Live Music | <input type="checkbox"/> Special Effects          | <input type="checkbox"/> Animals           |
| <input type="checkbox"/> Gambling       | <input type="checkbox"/> PA System           | <input type="checkbox"/> Vendors                  | <input type="checkbox"/> Heating Device    |
| <input type="checkbox"/> Pyro/Fireworks | <input type="checkbox"/> Alcohol Sales       | <input type="checkbox"/> Bouting/Swimming         | <input type="checkbox"/> Erected Seating   |
| <input type="checkbox"/> Food Service   | <input type="checkbox"/> Open Flame/Fire     | <input type="checkbox"/> Handicapped Participants | <input type="checkbox"/> Tents or Canopies |
| <input type="checkbox"/> Admission Fee  | <input type="checkbox"/> Other: _____        |   |  |

Portion of Public Right-Of-Way to be used (STREET NAME/S/ROUTE): \_\_\_\_\_

NOTE: Upon review of the above indicated criteria, other agency permits may be required. Any activity utilizing public parks, bike trails, greenbelts, etc. should contact CRS/Parks & Recreation immediately for availability of facilities and appropriate permits at 343-4474.

APPENDIX E

**Municipality of Anchorage**



P.O. Box 196650  
Anchorage, AK 99519-6650  
Phone: 907-267-4900  
Fax: 907-267-4938  
<http://www.muni.org>

*Mark Begich, Mayor*

FIRE DEPARTMENT  
FIRE PREVENTION  
4700 ELMORE RD  
**PERMIT APPLICATION**

Event Type:	Occupant Load:
Applicant: _____	Contact Phone: _____
Billing Name: _____	
Billing Address: _____	
Phone: _____	Fax: _____
On-site Representative: _____	Phone: _____

Event Name: \_\_\_\_\_ Event Location: \_\_\_\_\_  
Event Dates: \_\_\_\_\_ Event Hours: \_\_\_\_\_

Attach floor plan showing all exits, exhibits, aisle width, dimensions, fire extinguishers, exit signs, seating arrangements, tables, etc.

	Yes	No
Open flame devices? Candles, cooking pots, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
Will fireworks be utilized? (If so, separate permit required.)	<input type="checkbox"/>	<input type="checkbox"/>
Will fuel fired equipment be used or displayed?	<input type="checkbox"/>	<input type="checkbox"/>
Will decorative materials be used?	<input type="checkbox"/>	<input type="checkbox"/>
Will tents exceeding 200 sq. ft. or canopies exceeding 400 sq. ft. be used?	<input type="checkbox"/>	<input type="checkbox"/>

**NOTICE: Set-up may begin ONLY after the permit is approved. A fire inspection of the premises may be required after set-up. The inspection is to insure compliance with the International Fire code and the provisions of this permit. Deficiencies shall be corrected PRIOR TO OPENING to the public. Failure to make required corrections prior to opening may result in revocation of this permit, citation and possible closure of the event. There will be a fee charged for the inspection.**

Fire Department Use Only		Permit Number:	
	Yes	No	
Appl. & Plans Approved?	<input type="checkbox"/>	<input type="checkbox"/>	Permit Issued?
Inspection Required?	<input type="checkbox"/>	<input type="checkbox"/>	Inspection Approved?
Permit fee \$50.00	Inspection Fee \$ _____	Total Fees \$ _____	will be billed to you at the above address.
Inspector Signature: _____			

I have received a copy of the requirements pertinent to this permit and agree to abide by them. I further understand that the violation of these requirements shall result in the revocation of this permit. I also understand there will be a \$50.00 fee for the permit and an additional fee for any onsite inspections.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

G: Operations/Prevention/Front Desk/Assembly Permit 2008 Mark - revised Jan 2008

APPENDIX F



MUNICIPALITY OF ANCHORAGE
TRAFFIC DEPARTMENT
4700 Elmore Road, Anchorage, AK 99507
PH: (907) 343-8406 Fax: (907) 343-8488



ACTIVITY

- 1. Assembly Area:
2. Beginning Date of Activity: Ending Date of Activity:
3. Set Up Time: Start Time: Ending Time:
4. Maximum Speed of Activity: MPH Minimum Speed of Activity: MPH
5. Route: (Attach Detailed Map) Maximum Length of Activity: Miles/Blocks
6. Number and Type of Units (Bands, Troops, etc.):
7. Number and Type of Vehicles:
8. Total Number of Persons Expected to Participate in the Activity:
9. Persons Responsible for Cleanup: (Name) (Phone No.)
10. Certificate of Insurance: (Attach Copy) Note: The certificate must indicate the Municipality of Anchorage as "Additional Insured" and be a "Certificate Holder" for the amount determined by Risk Management. If the activity (including any traffic control) is in the State of Alaska Right-of-Way, the State of Alaska must also be named as an "Additional Insured" with a minimum General Liability amount of \$1,000,000.
11. Traffic Control Plan (IMSA, ATSSA Certification): (Attach Copy) (Certified map of streets showing route, closures, detours, barricades & signing by certified traffic control planners)

SECURITY/TRAFFIC CONTROL

- Anchorage Police Department No. of Officers (By request and/or as determined by APD. Minimum two (2) hours. Requires an additional fee.)
Private Security: No. of Guards:
Volunteers No. of Volunteers:

HOLD HARMLESS

Applicants for Right-of-Way Special Activity Permits agree to indemnify, defend and hold harmless the Municipality of Anchorage, the State of Alaska, their departments and employees from any claims, lawsuits, causes of action and liabilities arising from or allegedly caused in whole or in part by the Applicant's negligent or other legally wrongful act or omission.

The Applicant also certifies that Applicant shall take reasonable steps to insure all Participants under the supervision or control of the Applicant will obey all laws, regulations and provisions required by the Municipality of Anchorage and the State of Alaska governing the activity.

Activity Sponsor: Date: