



Depot Park Facility Use Information Requested

Applicants must attach the following information:

1. Event description, statement of public benefit and public services required.
 - a. A basic overview of the event and its impact on the community and City services. Explain how it will benefit the community.
 - b. Identify City services needed. Examples might include additional trash pickup, police support, blocking off streets, etc.
2. Event marketing strategy and budget.
 - a. Identify the people and places that are your target market. Explain how you will “get the word out” and the budget.
3. Event Site Plan. Submit a visual representation of all of the operational elements of your proposed event. Include:
 - a. North arrow.
 - b. A drawing of the event area including requested street closures and parking areas or closures.
 - c. The location and dimensions of all physical equipment being placed, including but not limited to, any stage(s), vendors, booths, sponsors, tents, signs, barricades, portable toilets, vehicles, shelters, etc.
 - d. Location of temporary alcohol sales, where both sales and consumption occur.
 - e. Indicate 20 foot wide fire lane clearances and the location of all fire hydrants.
 - f. Include electrical plan for vendors and stage(s) specifying how much each site requires in amps and volts.
 - g. Any other details you think are helpful in the physical description of your event.
4. Event Impact Notification. Attach the Event Impact Notice which must notify impacted residents, businesses, places of worship and schools that are affected by street and sidewalk impacts related to the event by formal notice. The formal Event Impact Notification must:
 - a. Be completed by all event applicants
 - b. Be distributed to impacted areas, at least, 20 days prior to the event by either hand or mail delivery
 - c. Include the name of the event, event date(s), time(s) of event and overall impacts (including set-up and tear down), specific location of impacts, type of activity and telephone number where the public can contact your organization about the event.

5. Insurance:

a. The event organizer must furnish a current Certificate of General Liability Insurance which names the City of Sanford as a co-insured on the policy. Insurance requirements are as follows:

- i. Commercial General Liability: Per occurrence \$1,000,000
- ii. Personal & Advertising Injury \$1,000,000
- iii. Products/Completed Ops. \$1,000,000
- iv. General Aggregate \$1,000,000

b. In addition to these minimum requirements certain events may require additional coverage, based upon the type of event. Examples of additional coverage could include Automobile Liability, Workers Compensation and Liquor Liability. Additional requirements will be conveyed to the event organizers.

6. Submit Information regarding the hiring of off duty City of Sanford Police Officers. Applicants must contact the City of Sanford Police Department at 919-777-1051. The number of officers hired and the rate of pay will be determined by the City of Sanford Police Department.

7. Number of Portable Toilets required.

Attendance Range	Portable Toilet Required for ABC Event	Portable Toilet Required for Non ABC Event
0-500	4	2
500-1000	6	4
1000-2000	8	6
2000-5000	10	8

8. Describe how the noise ordinance will not be violated.

9. Submit contract for power to the stage with:

- [] _____
- [] Bill Freeman – Freeman Productions: 919-770-4899, djbfree.com@gmail.com
- [] Dan Fowler – FAT Productions: 919-774-7737, fatprod@msn.com

10. Handicap Parking. Submit written approval of handicap parking from Railroad House Historical Society.

11. Trash removal/clean up. All events will be charged accordingly for all trash removal/clean up.

Attendance Range	Trash Removal Fee	Cleanup Fee
0-500	\$100	\$50 per hour of Event
500-1000	\$100	\$100 per hour of Event
1000-2000	\$100	\$150 per hour of Event
2000-5000	\$100	\$200 per hour of Event

12. Payment for fees and deposits. (see Section 11 for trash removal fee)

Event Type	Application Deadline	Application Fee
Park/Road Festival	120 days before event	\$500.00
Parade	120 days before event	\$500.00
General Event	120 days before event	\$500.00
Race	120 days before event	\$500.00

RENTAL/USAGE FEE IS DUE WITHIN 10 DAYS AFTER APPROVAL OF EVENT

Park/Facility/Venue Location	Fee
Depot Park	\$1500.00

13. Submit ABC permit, if serving alcohol.