



CITY COUNCIL Agenda Item #19-148(b)

Date: May 8, 2019

Consent X Discussion _____

SUBJECT: Street Closure Permit Application: Langdon Street, Creativity Thrives Downtown Reception, 6/5/19

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Review Street Closure Permit Application from Montpelier Alive for the closure of Langdon Street on Wednesday, June 5, 2019 from 3 – 9:30 PM for their Creativity Thrives Downtown Reception.

RELATED COUNCIL GOAL/PRIOR ACTION: Community Prosperity; Inclusive, Equitable and Engaged Community

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Requests for street closures require Council approval.

BACKGROUND INFORMATION: The Creativity Thrives Downtown Reception is part of ArtsFest, a two-day celebration of creativity to coincide with the State of Vermont Downtown and Historic Preservation Conference and the New England Foundation for the Arts Creative Communities Exchange. The reception will include music, art, food and beverage.

SUPPORTING DOCUMENTS: Street Closure Application

INTERESTED PARTIES: Applicant; Property owners/businesses on Langdon Street; Fire; Police and Public Works

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over the text "CITY MANAGER'S APPROVAL:".



Special Event / Street Closure Permit Application

1. Event Sponsor

Name: Montpelier Alive - Dan Groberg	Email: director@montpelieralive.org
Address: 39 Main Street, Montpelier, VT 05602	
Cell Phone: [REDACTED]	Other Phone: 802-223-9604

2. Event Details

Name of Event: Creativity Thrives Downtown Reception	
General description of the event (1 to 3 sentences): The Creativity Thrives Downtown Reception is part of ArtsFest, a two-day celebration of creativity to coincide with the State of Vermont Downtown and Historic Preservation Conference and the New England Foundation for the Arts Creative Communities Exchange. The reception will include music, art, food, and beverage (catered by Langdon Street Tavern).	
Date of Event: Wed. June 5, 2019	Start and End Time of Event: 5-9pm
Street(s) to be Closed - Please attach a sketch of the event layout. Langdon Street. Sketch attached.	
Time Street will close (recommend up to an hour before event): 3pm	Time Street will reopen (recommend 30 minutes after the event ends): 9:30pm
Number of Staff/Volunteers on site for Event: Approx. 10	
Number of people expected at event: 250	Number of vendors and/or entertainers who will participate: 4 musical acts; Langdon Street Tavern caters
Name of General liability insurance carrier – Please attach proof of insurance. (General liability insurance for Special Events in the downtown area must be obtained by the Event Sponsor.) Hartford Casualty Insurance Co. Proof of insurance attached.	



Special Event / Street Closure Permit Application

3. Community Support

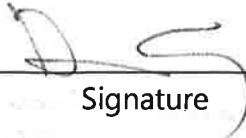
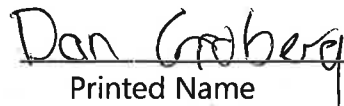
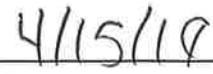
<p>Is this a reoccurring event in Montpelier?</p> <p>No - one time</p>	<p>If no, do you have experience elsewhere with such events? Please explain.</p> <p>Yes - Brown Bag Concerts, July 3rd, previous ArtsFests, etc.</p>
<p>How does this event benefit the public (as outlined in the Street Closure Policy)?</p> <p>Brings people to downtown for celebration of arts and creativity. Supports local arts.</p>	

4. Public Safety and Public Health

<p>Please describe any discussions or arrangements that the Event Sponsor has made with public safety or public works professionals in Montpelier.</p> <p>Meeting held with MPD and MFD on 4/11/19. Email conversation with DPW.</p>
<p>What arrangements have been made for food, water, and toilet facilities (if applicable)?</p> <p>Food and beverage will be provided by Langdon Street Tavern in accordance with all applicable regulations. Their restrooms will be open.</p>
<p>What arrangements have been made to assure that litter will be cleaned up and disposed of and that trash and recycling containers will be provided?</p> <p>Langdon Street Tavern will provide trash and recycling containers and dispose of waste appropriately.</p>
<p>If additional law enforcement officials will be hired for your event, please list:</p> <p>N/A</p>
<p>Please note any other unique aspects of this event:</p> <p>N/A</p>
<p>Will noise levels or hours exceed the city's noise ordinance? If so, will this event require a request for variance from the noise ordinance?</p> <p>N/A</p>

5. Accessibility

As this event will take place on public property, I, as the Event Sponsor, attest that this event and all related programming and facilities meet the Americans with Disabilities Act accessibility requirements. These requirements are available at the City's website.

 _____ **Signature**
 _____ **Printed Name**
 _____ **Date**

6. Signature

I, the undersigned, certify that the information provided above is valid and I will abide by any additional provisions note by Officials below. I acknowledge that I have read and understand the Montpelier Street Closure policy and that I am responsible for compliance with all requirements contained in that policy. I also agree to be onsite for the duration of the above mentioned street closure.


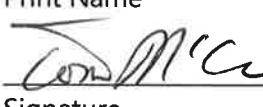

 _____ **Signature**
 _____ **Printed Name**
 _____ **Date**

Notice Documentation

Name of Event:	
Date of Event:	Start and End Time of Event:
Street(s) to be Closed:	
Time Street will close (recommend up to an hour before event):	Time Street will reopen (recommend 30 minutes after the event ends):
Date of City Council Meeting to consider permit request:	
Describe Efforts made to notify residents and businesses along the street to be closed. Notification must include both the date/time of the proposed event and the date/time of the City Council meeting where the street closure will be considered.	

FOR OFFICIAL USE ONLY

The following parties have reviewed and approved:

POLICE	
Reviewed by: <u>NEIL MARTEL</u> Print Name  Signature <u>4/19/19</u> Date	<input type="checkbox"/> Reviewed – recommend approval with no conditions <input checked="" type="checkbox"/> Reviewed – recommend approval with conditions: <i>AS DISCUSSED, ORGANIZERS SHOULD ATTACH SIGNS TO NEKA POST INDICATING NO PARKING IN EVENING OF EVENT. IF ALCOHOL SERVED VENDOR SHALL ERECT FENCED AREA AND SHOULD HAVE STAFF TO PROVIDE SECURITY AND TO ID PEOPLE -</i> <input type="checkbox"/> Reviewed – do not recommend approval
PUBLIC WORKS	
Reviewed by: <u>Tom McArdle</u> Print Name  Signature <u>4/29/19</u> Date	<input checked="" type="checkbox"/> Reviewed – recommend approval with no conditions <input type="checkbox"/> Reviewed – recommend approval with conditions: <i>- Utilize MUTCD compliant devices to closed street (can use devices supplied by City) - Maintain ADA compliant accessible route from Main to Elm</i> <input type="checkbox"/> Reviewed – do not recommend approval
FIRE DEPARTMENT	
Reviewed by: <u>Robert Gowans</u> Print Name  Signature <u>4-23-19</u> Date	<input type="checkbox"/> Reviewed – recommend approval with no conditions <input checked="" type="checkbox"/> Reviewed – recommend approval with conditions: <i>Maintain Emergency Vehicle Access</i> <input type="checkbox"/> Reviewed – do not recommend approval

Special Event / Street Closure Permit Application

MONTPELIER ALIVE	
Reviewed by: <hr/> Print Name <hr/> Signature <hr/> Date <hr/>	<input type="checkbox"/> Reviewed – recommend approval with no conditions <input type="checkbox"/> Reviewed – recommend approval with conditions: <div style="text-align: center; font-size: 2em; margin: 10px 0;">N/A</div> <input type="checkbox"/> Reviewed – do not recommend approval
OTHER	
Reviewed by: <hr/> Print Name <hr/> Signature <hr/> Date <hr/>	<input type="checkbox"/> Reviewed – recommend approval with no conditions <input type="checkbox"/> Reviewed – recommend approval with conditions: <input type="checkbox"/> Reviewed – do not recommend approval

This permit request was reviewed at the _____ City Council meeting.
 (MONTH/DAY/YEAR)

This permit request was: APPROVED _____ DENIED _____



MONTDOW-01

WPITTON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/12/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Denis, Ricker & Brown - MTP 2 Pioneer Street Montpelier, VT 05602	CONTACT NAME: PHONE (A/C, No, Ext): (802) 229-0563 E-MAIL ADDRESS: wpitton@hbinsurance.com	FAX (A/C, No): (802) 229-9327
	INSURER(S) AFFORDING COVERAGE INSURER A : Hartford Casualty Ins Co	
INSURED Montpelier Downtown Association, Inc. DBA Montpelier Alive 39 Main Street Montpelier, VT 05602	INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

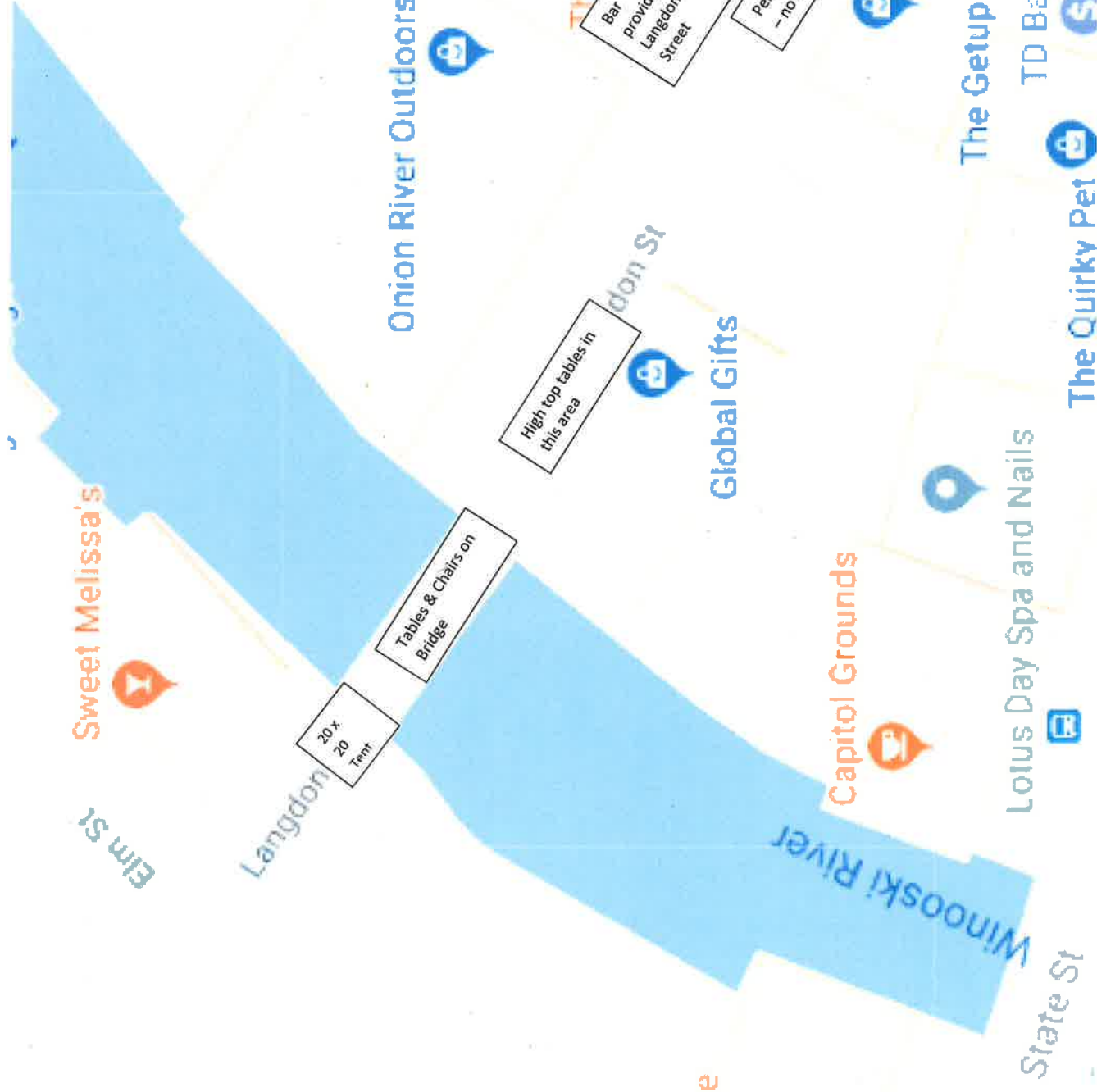
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR (NSD WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		04SBMIJ2708	1/1/2019	1/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input checked="" type="checkbox"/> N N / A	04WECIS7110	7/1/2018	7/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Additional insured status applies via the terms and conditions of attached form SS 00 08 04 05

CERTIFICATE HOLDER City of Montpelier 39 Main Street Montpelier, VT 05602	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Sweet Melissa's

Yankee Wines & S

NECI on Main

Vy Vy Nails

Onion River Outdoors

Hazen Pl

Three Penny Taproom

Main Home Kitchen

Global Gifts

Capitol Grounds

The Getup Vintage

Lotus Day Spa and Nails

The Quirky Pet

TD Bank

20x20 Tent

Tables & Chairs on Bridge

High top tables in this area

Bar provided by Langdon Street

Performance Area - no stage

Winooski River

State St

Langdon St