

RECEIVED City of Colusa

SEP 18 2023

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|-----------------------|-----------|
| Office Use Only | |
| Date Received | 9/18/2023 |
| Routing Date | |
| Date approved | |
| Notice Sent | |
| Insurance Cert. Rec'd | 9/18/2023 |

CITY OF COLUSA Application for
Temporary Street Closure, Parades, Special Events and Festivals

| | |
|----------------|--------------------------|
| NAME OF EVENT: | Christmas Time in Colusa |
| DATE OF EVENT: | December 01, 2023 |

Please read carefully:

- Application must be filed with the city clerk at least 30 days prior to the event to allow time for review and council action.
- Applications will be returned if incomplete
- There are no fees for street closure services
- Complete in the space provided a narrative explaining the specific purpose of the event including garbage clean-up plans.
- Submit a map in the space provided outlining the event's location and all street and/or parking lot closings
- Submit copies of flyers, posters or other materials that will advertise the event. The organizer is responsible for ensuring that all flyers, posters, etc. advertising the event are removed from public facilities. Failure to comply may impact approvals for future applications.
- Applicants must provide prior to the event a certificate of insurance meeting city insurance requirements—a minimum of \$1 million per occurrence naming the city as additional insured. Limit is subject to increase depending on event. The description must read: "The City of Colusa, its officials, employees and agents are named as Additional Insured with Waiver of Subrogation with respect to general liability."
- All applications are subject to approval by the city council
- Applicants will be notified when the request has been approved or if additional information is required. Inquiries about the status of an application may be directed to the city manager's office.
- All street closures must maintain adequate clearance for emergency vehicle access.
- If event will take place on the state highway, attach a copy of the Caltrans encroachment permit

Contact Information: (Please print)

| | | | |
|-------------------|--------------------------|-----------------|---------------------|
| Organization | Colusa Lions Club | Phone (day) | 530.635.3239 |
| Contact Person | Dave Markes | Phone (evening) | 530.635.3239 |
| Address | 22 Woodhaven Drive | Fax | none |
| City | Colusa | E-mail Address | dmarko352@gmail.com |
| Zip Code | 95932 | | |
| Alternate Contact | Jim Pingrey 530.682.9755 | | |

(It is highly recommended that an alternate name & telephone number be provided)

Event Details:

| Location of Event | Start Date MM/DD/YY (Incl. set up) | Start Time | Finish Date MM/DD/YY (Incl. tear down) | Finish Time |
|--|--|--|--|---|
| Market Street between Bridge & 10th Street | 12.01.2023 | 5:00 <input type="checkbox"/> am <input checked="" type="checkbox"/> pm | 12.01.2023 | 10:00 <input type="checkbox"/> am <input checked="" type="checkbox"/> pm |

Electrical: Yes No Selling Liquor: Yes No Sound Amplification: Yes No Food & Beverage: Yes No Open Fire: Yes No (If yes, please explain (permit may be required))

Type of Event:

| | | | | | | |
|-----------|--------------------------|---------|-------------------------------------|----------------|-------------------------------------|----------------------|
| Parade | <input type="checkbox"/> | Cycling | <input type="checkbox"/> | Event/Festival | <input checked="" type="checkbox"/> | Please Specify _____ |
| Walkathon | <input type="checkbox"/> | Run | <input checked="" type="checkbox"/> | Other | <input type="checkbox"/> | |

Attendance:

| | | | |
|-------------------------|-------|---------------------------------|---|
| Number of Participants | 3,000 | Number of Floats | 0 |
| Number of Booths/Stalls | 60 | *Please provide best estimates* | |
| Number of Vehicles | 0 | | |
| Number of Bands | 2 | | |

Narrative and Map of Event:

(Be specific and include garbage clean-up plans, detailed map, route and/or site plan. Attach extra page if necessary)

Narrative:
Request street closure for annual Christmas Time in Colusa, featuring vendor booths, performers, and persons strolling and mingling.

Map, route, and/or site plan: (if insufficient space, please attach on separate sheet)
See attached map

Signature of Person Submitting Application: *[Signature]* Date: 09.18.2023

Office Use Only

| | | | | |
|----------------------------|---------------------------|----------|--------|-----------------------|
| Public Works | <u><i>[Signature]</i></u> | Approved | Denied | Date: <u>10-3-23</u> |
| Comments: | | | | |
| Recreation | | Approved | Denied | Date: _____ |
| Comments: | | | | |
| Street/Parks | <u><i>[Signature]</i></u> | Approved | Denied | Date: _____ |
| Comments: | | | | |
| Fire Dept. | <u><i>[Signature]</i></u> | Approved | Denied | Date: <u>10-03-23</u> |
| Comments: | | | | |
| Police Dept. | <u><i>[Signature]</i></u> | Approved | Denied | Date: <u>10.5.23</u> |
| Comments: | | | | |
| City Manager Review | <u><i>[Signature]</i></u> | | | Date: <u>10-3-23</u> |
| Comments: | | | | |



- LEGEND:
- STREET CLOSURE
 - DETOUR ROUTE
 - CLOSURE BARRICADES
 - DETOUR SIGNS
 - MOBILE MESSAGE BOARDS
 - POSTABLE BOARD
 - AK RESTROOMS
 - RESTROOMS

RESTROOMS



