RECEIVED CITY CLERK'S OFFICE NEWBURYPORT SPECIAL EVENT APPLICATION Tel

2022 AUG 19 AM 9: 31

(For Street Closure or Any Use of a Public Way - Please complete page 3 of this application)

NAME OF EVENT: Newbury part Half Marthan and Reby						
Date: 10/23/2022 Time: from 9 Am to 2 PM						
Rain Date:toto						
2. Location*: Cashman Park (approved by Parks Dept. 5/19/1) *Please Note: If the location is a public park or the rail trail, please also contact the Parks Department						
3. Description of Property: Park Public X Private						
4. Name of Organizer: Race Wine Stack SportS City Sponsored Event: Yes No _X Contact Person Address: 150 Wood Rd Ste 368 Telephone:						
E-Mail: Martine . pelletier @ stacksports.com cell Phone: 617-571-0841						
Day of Event Contact & Phone: Martine Pelletier 617.571.0841						
5. Number of Attendees Expected: 2,000						
6. MA Tax Number: NONE - SPay, Inc. FEIN 47-4011165						
7. Is the Event Being Advertised? 485 Where? Online + in NE Runner magazine						
8. What Age Group is the Event Targeted to?						
9. Have You Notified Neighborhood Groups or Abutters? Yes x No, Who? We will flyer all residences + 505, vesses along you race note after permit approval is						
ACTIVITIES: (Please check where applicable.) Subject to Licenses & Permits from Relevant City Departments						
A. Vending*: FoodBeveragesAlcoholXGoodsTotal # of Vendors *If checked, signature from Health Director required (Page 3)						
B. Entertainment: (Subject to City's Noise Ordinance.) Live Music X DJ X Radio/CD						
PerformersDancingAmplified SoundXStageX						
C. Games /Rides: Adult RidesKiddie RidesGamesRaffle						
OtherTotal #						
Name of Carnival Operator:						
Address:						
Telephone:						
D. Organizer is responsible for clean-up during and after event. All trash must be collected and removed from event location immediately at the end of the event unless prior written agreement had been made with the Department o Public Services (DPS).						
Will you be conducting the clean-up for this event? Yes _X_No						
dated April 1, 2022						

If yes:
a) How many trash receptacles will you be providing? へえり
b) How many recycling receptacles will you be providing?
c) Will you be contracting for disposal of : Trash Yes X No Recycling Yes No No
ii. Name of disposal company: Trash 15 yel Recycling Recycling Recycling
ii. Name of disposal company: Trash ည်းနှစ်နှင့်ပွဲ Recycling
iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes No iv. If no, where will the trash & recycling be disposed?
If no:
a) # of trash container(s) to be provided by DPS
b) # of recycling container(s) to be provided by Recycling Office
c) \$45.00/hr/DPS employee charge must be paid by the organizer to DPS in advance of the event (Fee for Special Events). The hours required for the event will be determined by DPS.
All fees must be paid prior to the event. Check or money order is payable to the City
of Newburyport. E. Portable Toilets: (Each cluster of portable toilets must include at least
one ADA accessible toilet)
20 + Standard # ADA accessible coepending on # of participants Dodled Side Sources
Name of company providing the portable toilets: United 514 Services
Food - Ordering pizzas from a local establishment to be delivered the day of the event. No hot holding.

FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

PARADE	ROAD RACE	<u>X</u>	WALKATHON	-				
1. Name of the Group or Per Lace Wine 1 Star	son Sponsoring the Road Race,	Parade, Walkathon						
	Phone Number of Organizer: SHC 308 Braintree, 1 - 0841		Moter (Roce	Wire)				
3. Name, Address & 24/7 Te	elephone Number of Person Resp	oonsible for Clean U	p <u>Sawe</u> as	above				
4. Date of Event: 10/2 5. Start Time: 915 Am	3/2022 Expecte	ed Number of Partici	pants: <u>2,000</u>					
Please see a	ttached course ma	ρ						
7. Locations of Water Stops	(if any): Plast 5-le a	technol may	P.	for staff of				
Vill Detours for Motor ve	ne for Participants: Start live	of anov 2	12 Macon-c	=				
		<u>-</u> -						
	e for Participants: <u>Cashmar</u>	<u> </u>	1 20 0 111	J.				
11. Additional Parade Informa	ation.							
Number of Floats: Legitime of Viewing	Stations:							
Locations of Viewing	200	V N						
Are Weapons Being (Are Marshalls Being (Samed: Assigned to Keep Parade Moving	YesNo _ a: Yes No						
PPROVAL SIGNATURES REQUIRED FO	OR STREET SLOSURE OR ANY USE OF A	PUBLIC WAY	didas					
CITY MARSHAL	4 Green St. FIRE CHIE	Ned.	Blows	0 Greenleaf St.				
DEPUTY DIRECTOR	16A Perry Way CITY CLE	RK //	T. J.	_60 Pleasant St.				
Plated April 1, 2022	60 Pleasant St. (only neede	d when Food & Beverag	ge Vendors are included i	n the event)				

DEPARTMENT APPROVAL (for Committee Member use only):

It will be necessary for you to obtain permits or certificates from the following Departments: Please note that costs for some City support services during an event are an estimate only. Some Departments may forward an invoice for services rendered at the completion of the event, and others may require advance payment.

Approval Required		Date:Signature		
	1.	Special Events:		
		Police:		
		Is Police Detail Required:		# of Details Assigned:
	3.			
				name.
	5.	Recycling:		
	6.	ISD/Building:		
	7.	Electrical:		
	8.	Electrical:		
		Is Fire Detail Required:)	# of Details Assigned:
	9.	Public Works: Fee for Special Events: \$4 Yes: \$due on	5/hr/DPS	employee for trash handling/staging etc. may apply
		Parks Department: See attacked License Commission		

The departments listed above have their own application process.

Applicants are responsible for applying for and obtaining all required permits & certificates from the various individual departments

- Sec. 13-97. Road races, walkathons, bicycle and other multidisciplined events.
 - (a) Short title. This section may be cited as the "road races, walkathons and bicycle events."
 - (b) Purpose and intent. The use of city streets and sidewalks for the purpose of road races, walkathons or bicycle tours are positive events that promote exercise, general good health and Newburyport as a destination. These events do from time to time create hardships, impacting neighborhoods and traffic. To create a balance between conflicting interests, by safeguarding participants, residents, visitors and the City of Newburyport, this section will define and codify the procedure for the benefit of all.

(c) Definitions.

- (1) Road race. A competitive or non-competitive running event that utilizes the streets, sidewalks and/or crosses over streets or sidewalks within city limits and in which an entry fee is required or charitable donation is solicited or suggested.
- (2) Walkathon. A competitive or non-competitive walk event that utilizes the streets, sidewalks and/or crosses over streets or sidewalks within city limits and in which an entry fee is required or charitable donation is solicited or suggested.
- (3) Bicycle race. A competitive or non-competitive bicycling event that utilizes the streets, sidewalks and/or crosses over streets or sidewalks within city limits and in which an entry fee is required or charitable donation is solicited or suggested.
- (4) Multidisciplined event. A competitive or non-competitive event requiring or offering running, walking, biking, swimming or any combination thereof in which an entry fee is required or a charitable donation is solicited or suggested.
- (5) Event. Any road race, walkathon, bicycle race, multi-disciplined event as defined above.

(d) Limitations.

- (1) Procedure. All events shall, through that event's organizer, board of directors, charity foundation or designee ("organizer") apply for city council authorization to hold the event through the office of the city clerk no later than sixty (60) days before the event's proposed date. There shall be a grace period through December 31, 2017, during which applications will be accepted beyond the prescribed due date. Prior to application with the city council, the event shall file and receive approval from all applicable city departments, boards, and commissions. Copies of such approved applications, including along with documentation of any fees, donations, in-kind donations paid as part of said application.
- The date of application is the date a completed application is submitted to the city clerk's office and stamped by the same. The city clerk, upon review of the completed form, will place the application on the next regular city council agenda, even if such submission is a late file. Upon following the procedures of the council, as deemed appropriated in the sole judgment of the council, the application will be considered approved if the council votes favorably by majority. The application shall name one (1) person responsible on the application and shall provide contact information to include name, address, email address, and telephone number.
- (2) Exemptions. Each event organizer or organization shall comply with this ordinance and no exemptions will be permitted.
- (3) Course map. All applications shall be accompanied by a legible, precise course map showing the event route, water stops, refreshment stops, and so-called "port-a-potties". The course map shall also include any road closures, detours and parking areas. The course map shall be approved by police, fire, department of public services, parks commission and harbormasters departments prior to submission to the city clerk.
- (4) Electronic amplifier. Electronic amplifiers, loudspeakers and bullhorn use shall be requested at time of application. Under no circumstances will they be used for public address announcements or music before 8:00 a.m., except for Sundays when electronic amplifiers, loud speakers or bullhorns will not be used for public address announcements or music before 9:00 a.m.
- (5) Road closure. No ways, public or private, boat ramps or parking lots controlled or patrolled by the city shall be closed without authorization. Authorization shall be considered granted only if said closure(s) are contained in the approved permit. It is the sole responsibility of the race organizers to notify residents fourteen (14) days in advance that neighborhood roads will be closed if no alternate route is available to those residents. Notification shall be made by race organizers by informational packet drop-off at all residences that may be impacted, including, but not limited to, road closures, restricted driveway access, parking restrictions, or noise. In the case of multi-family residences with so-called security doors, notification will be sufficient at said security door. A copy of the notification shall be provided to the city clerk and, when possible, posted on the city website and distributed via email. Further,

a list of all streets notified shall be provided to the city clerk to be date stamped and appended to the application record. Press releases and other media type notifications are encouraged.

- (6) *Insurance*. All events shall have an insurance policy or rider in effect for the event naming the "City of Newburyport" as an additional insured. The policy shall be no less than two million dollars (\$2,000,000.00).
- (7) Event termination. If in the judgment of the city marshal, fire chief or department of public services (DPS) director or designees thereof determine that an event is unsafe due to existing conditions, that event may be stopped, terminated or suspended. In the case of a multidiscipline event such as a triathlon, the harbormaster or his/her designee may likewise stop, terminate or suspend the swimming portion for cause.
- (8) Event and traffic security. The city marshal, fire chief, DPS director or in the case of a triathlon, the harbormaster can require special duty personnel to assist in the organizing and coordinating the safety and security of the event. All special duty assignments will be paid by the event organizers.
- (9) Clean-up. The event organizers shall be responsible for post event trash collection, removal of signage, directional arrows, advertisements or other promotional material associated with the event.
- 10) Parking. The event organizers shall be responsible for including parking instructions in materials disseminated to event participants. If the event is happening within one-half mile of municipal parking, then participants shall be asked to park at such parking facilities.
- (11) Notification of previous event organizers. To the extent reasonably possible, the city clerk shall notify all event organizers from events held from 2014—2016, inclusive, by a one-time phone, email, or letter of the new application timeline and other requirements.
- (12) Simplification. Departments are encouraged to unify their respective applications into a singular application, managed and distributed by the city clerk's office.
- (13) Americans with Disabilities Act. Event organizers are reminded of the importance of and expectation of adherence to the Americans with Disabilities Act of 1990 (42 U.S.C § 12101) and subsequent applicable amendments.

(e) Enforcement.

- (1) Regulations. Consistent with this section, the city shall promulgate regulations to enforce and otherwise implement the provisions of this section upon passage by the city council. Any event previously approved by city council shall be deemed permitted.
- (2) Warning. In the circumstance that this section is violated, the enforcement may consist of a warning. Any warnings issued for violation(s) will be reported to the city clerk and city council and may be used as a factor in future application approvals and denials.
- (3) Noncriminal disposition. If the city determines that a violation has occurred in which a noncriminal violation is issued, the named event organizer shall be penalized by a non-criminal disposition as provided in Massachusetts General Law as adopted by the City of Newburyport as a general ordinance in section 1-17 of chapter 1 of the Code or Ordinances of the City of Newburyport in the amounts set herein in subsection (e)(4) below.
- (4) Violation. The non-criminal violation shall be one hundred dollars (\$100.00) for the first offense and two hundred fifty dollars (\$250.00) for second and subsequent offenses. Any non-criminal citations issued for violation(s) will be reported to the city clerk and city council and shall be used as a factor in future application approvals and denials.
- (5) Failure to notify. If the event fails to notify residents and provide documentation to the city clerk, pursuant to subsection (d)(5) above, shall render that organization ineligible to receive an event permit for a period of twelve (12) months unless special leave is granted by two-thirds supervote of the city council.

		terms set forth in this application. esponsibility related to this event.	The in	format	tion that	I have provided	ł
Signed:	W		Date: _	51	126	12022	

Newburyport Half Marathon and Relay Event Plan

October 23, 2022 – 9:15 AM START

GENERAL OVERVIEW

We're excited to host the annual Newburyport Half Marathon and Relay once again in 2023!

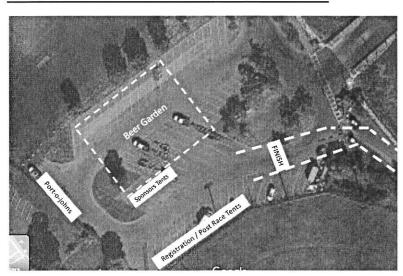
The event has one distance, a half marathon which is 13.1 miles, and two sub-events, a half marathon and relay (teams of 2). The course is the same course we've used for this event in the past, and will be the same course for both sub-events. Based on previous events, we expect around 2,000 runners on race day.

The race will start approximately at 202 Merrimac St at 9:15 AM. Both the half marathon and the relay events will start at the same time.

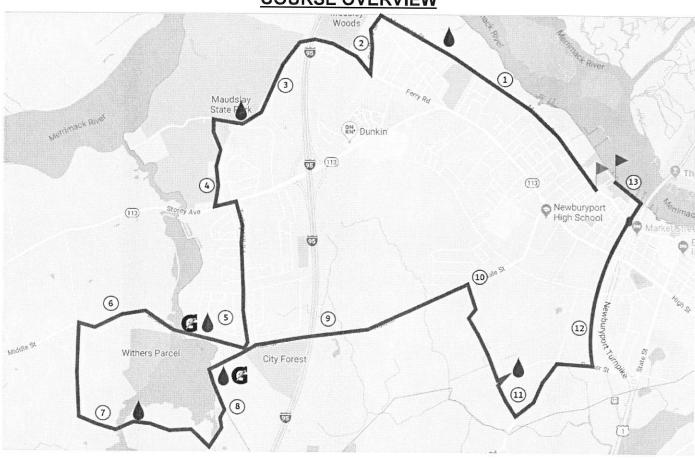
The finish line will also be in Cashman Park (parking lot). The first runner will reach this area around 10:20 AM, and the last runner will reach this area around 1:20 PM.

A post-race celebration will follow the conclusion of the race. The post-race celebration will be planned by RaceWire and be held in Cashman Park.

FINISH AND POST-RACE PARTY MAP



COURSE OVERVIEW



Pre-Race Registration

Upon arrival, runners will be directed to the registration tents to pick up their bib number and race swag.

Relay Event

The relay event will consist of, at most, 100 teams of 2 people.

The relay will start at the same time and place as the half marathon.

Those running the first leg will start the race with the half marathon participants. Transportation will be provided to the halfway point for those running the second leg of the relay. Transportation will also be provided for the first leg runners back to the post-race area after the complete the first portion of the race.

Post-Race Celebration

The post-race celebration will be held in Cashman Park (same as last year's event). The celebration will be organized by RaceWire. RaceWire will ensure that any and all specialty permits needed will be acquired.

Bag Drop

Participants will be given the option to drop their bags, in a specific barricaded area, near registration. Once they finish, they will collect their bags. This will be done on the honor system.

Parking

Participants and spectators will be instructed to utilize street parking in the area while being courteous and respectful to the neighbors and area. Participants will also be encouraged to carpool.

Participant Flow

Participants will finish in Cashman Park, right next to the post-race party celebration.

Portable Toilets

We will have a number of portable toilets available. They will be provided for participants and located at the registration area as well as out along the course.

MEDICAL PLAN

One medical crew will be positioned near the finish line. There will also be a First-Aid Station along the course (location TBD – at the discretion of the Fire Dept.).

Volunteers will be at water stops about every mile of the course and at designated streets, to act as course marshals. Volunteers will be instructed to dial 911 in case of emergency.

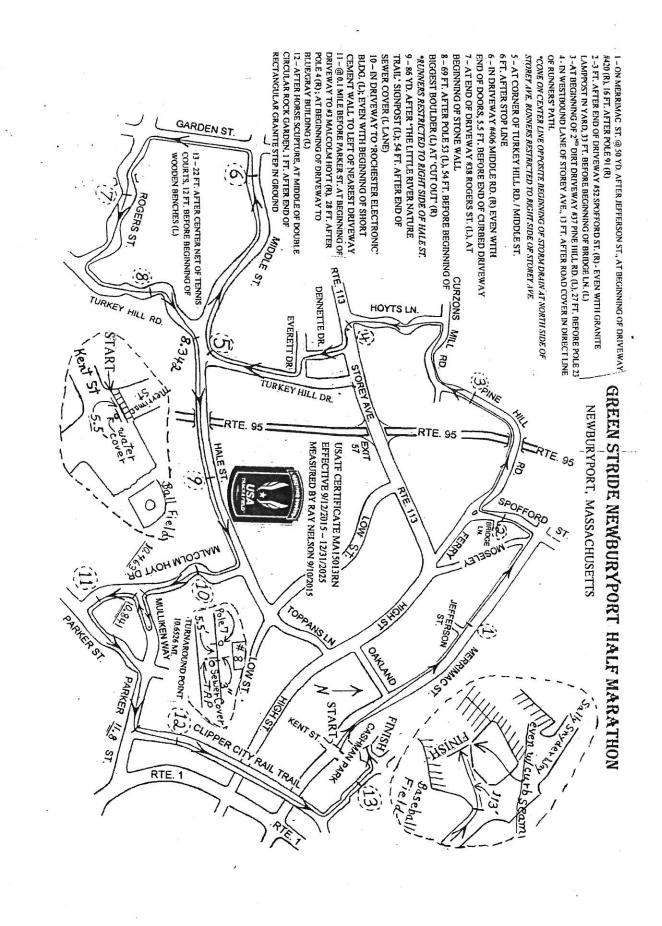
COMMUNICATIONS PLAN

Life Threatening Medical Issue – If a life threatening medical issue arises, volunteers will be instructed to call 911. Other Issues – Volunteers will be instructed to report any police/fire incidents and/or emergencies by dialing 911.

Race concerns/questions about course or water stops – Volunteers will be instructed to contact the race director via cell phone.

COMMUNITY NOTIFICATION PLAN

RaceWire will leaflet all houses on the course notifying them that the roads will be restricted during specific windows, and to expect delays. This notification will be completed by October 10, 2022.



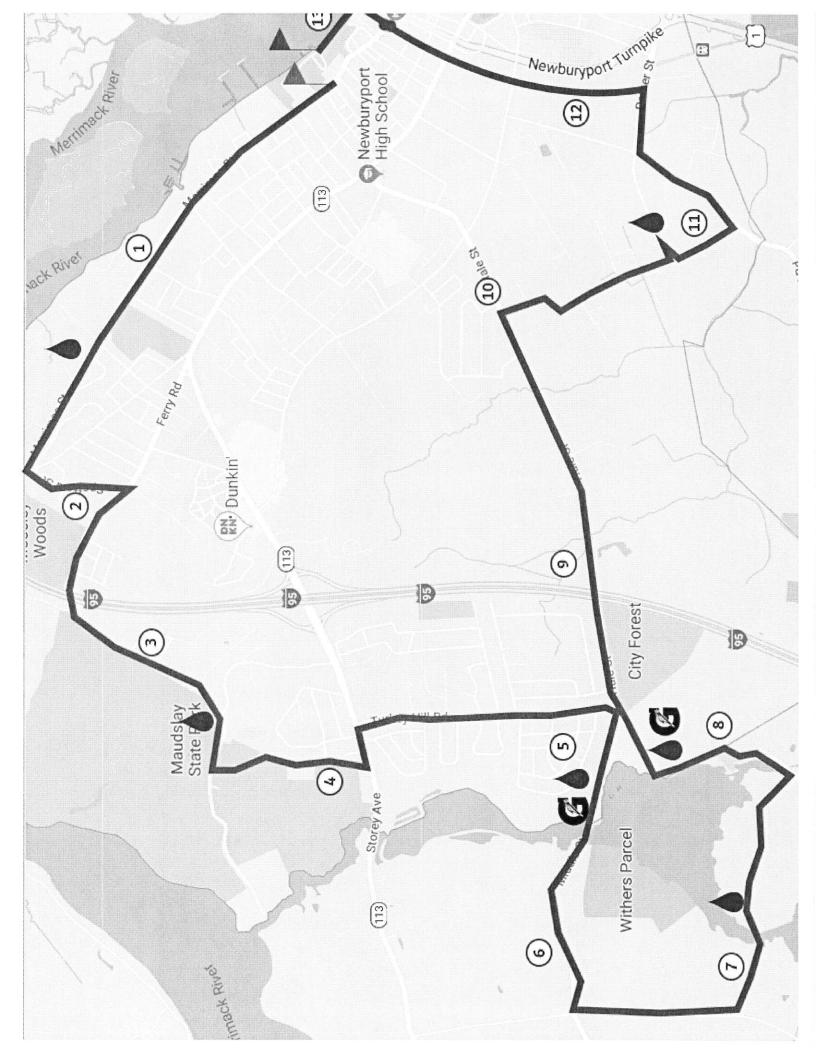


Road Running Technical Council USA Track & Field Measurement Certificate



Name of the course Green Stride Newburyport Half Marathon Distance 21.0975 km						
Location (state) Massachusetts (city) Newburyport						
Type of course: road race ⊠ calibration □ track □ Configuration: one loop						
Type of surface: paved% dirt % gravel % grass % track %						
Elevation (meters above sea level) Start4 Finish1 Highest31Lowest1						
Straight line distance between start & finish 142 meters Drop 0.07 m/km Separation 0.34 %						
Measured by (name, address, phone & e-mail) Ray Nelson, 23B Aborn St., Cranston, RI 02905						
401-270-2835 raynelson223@cox.net						
Race contact (name, address, phone & e-mail) Eli Bailin, 55 Prospect St., Amesbury, MA 01913						
978-270-2026 elibailin@hotmail.com						
Measuring Methods: bicycle ⊠ steel tape □ electronic distance meter □						
Number of measurements of entire course:2 Date(s) when course measured: September 10, 2015						
Race date: October 25, 2015 Course certification effective date: September 12, 2015						
Certification code: MA15013RN						
Notice to Race Director: Use this Certification Code						
in <i>all</i> public announcements relating to your race.						
Be It Officially Noted That						
Based on examination of data provided by the above named measurer, the course described above and						
in the map attached is hereby certified as reasonably accurate in measurement according to the stan- dards adopted by the Road Running Technical Council. If any changes are made to the course, this cer-						
tification becomes void, and the course must then be recertified.						
Verification of Course — In the event a National Open Record is set on this course, or at the discretion of USA Track & Field, a verification remeasurement may be required to be performed by a member of						
the Road Running Technical Council. If such a remeasurement shows the course to be short, then all						
pending records will be rejected and the course certification will be cancelled.						
This certification expires on December 31 in the year 2025						
AS NATIONALLY CERTIFIED BY:						
Ray Melson						
Date: Sept. 12, 2015						
Ray Nelson – USATF/RRTC Certifier						

23B Aborn St., Cranston, RI 02905 • Phone: 401-270-2835 • Email: raynelson223@cox.net





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 08/22/2022

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)

	3							
PRODUCER Roach, Howard, Smith and B		CONTACT NAME: Paula Walters						
8750 N. Central Expressway		PHONE (A/C, No. Ext):	(972)	231-1300	FAX (A/C, No): (972) 231-1368		
Suite 500 Dallas TX 75231		E-MAIL ADDRESS: pwalters@rhsb.com						
			NAIC#					
		INSURER A : Va	antapro	Specialty	Insurance Co	44768		
INSURED SPay Inc. DBA Stack Sports		INSURER B: Chubb Indemnity Co 12777						
		INSURER C:						
150 Wood Road, Suite 308		INSURER D :						
Braintree MA 02184	INSURER E :							
		INSURER F:						
COVERAGES	CERTIFICATE NUMBER: Cert ID 56	5503		DE	VISION 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.

NSR LTR	TYPE OF INSURANCE	ADDL SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	s	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR		50755169 02	03/31/2022		EACH OCCURRENCE DAMAGE TO RENTED	\$	1,000,000
	SE MINE MADE TO SOUR		30733103 02	03/31/2022	03/31/2023	PREMISES (Ea occurrence) MED EXP (Any one person)	\$	300,000 Excluded
						PERSONAL & ADV INJURY	\$	1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE	\$	3,000,000
	X POLICY PRO- JECT LOC					PRODUCTS - COMP/OP AGG	\$	1,000,000
	OTHER:					Liquor Liability	\$	1,000,000
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident)	\$	1,000,000
	ANY AUTO		50790034 03	03/31/2022	03/31/2023	BODILY INJURY (Per person)	\$	
	OWNED SCHEDULED AUTOS ONLY					BODILY INJURY (Per accident)	\$	
	X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident)	\$	
						,	\$	
	UMBRELLA LIAB OCCUR					EACH OCCURRENCE	\$	
	EXCESS LIAB CLAIMS-MADE					AGGREGATE	\$	
	DED RETENTION \$						\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N		71754023	03/31/2022	03/31/2023	X PER OTH- STATUTE ER		
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N/A				E.L. EACH ACCIDENT	\$	1,000,000
- 1	(Mandatory In NH) If yes, describe under					E.L. DISEASE - EA EMPLOYEE	\$	1,000,000
_	DESCRIPTION OF OPERATIONS below					E.L. DISEASE - POLICY LIMIT	\$	1,000,000
							•	
							Þ	
							\$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) The City of Newburyport is an additional insured.

CERTIFICATE HOLDER	CANCELLATION				
City of Newburyport	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.				
60 Pleasant Street	AUTHORIZED REPRESENTATIVE				
Newburyport MA 01950	- JADy Lit				

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