# NEWBURYPORT SPECIAL EVENT APPLICATION

Tel. Fax.

(For Parades, Road Races and Walkathons Only - Please complete page 3 of this application)

NAME OF EVENT: 29th Annual Newburyport Frigid Fiver (5k Rail Trail)								
	te: 2/12/2		Tir			1to_	1:00 PM	
	Rain Date:							
2	Location:	40 Parke	er St, Newbury	port Ma, (R	liverwalk Br	ewery)		
	Description of Pro	Riverw	alk Brewery					
3.	ľ	, , , , , , , , , , , , , , , , , , ,	car, crab a se	ppa Flats R	unning Club	) <u> </u>	PublicPrivateX	
4.	Name of Organize	r:			City Sponso	red Event	Yes No _X	
	Contact Person	Bob Manning	0r (Nikki M	isenheimer	)			
	Address: 1 L	orum St, NBPT		Teleph	one:			
	E-Mail: Robe	rt.F.Manning@c	omcast.net	Cell Ph	none:9	78 270 7	455 or (978-270-9282)	
	Day of Event Cont	act & Phone:			_			
5.	Number of Attende	es Expected:	200					
	MA Tax Number:							
					Socia	ıl media		
7.	Is the Event Being	Advertised?	yes When	re?	3001	IIIIIEUIA		
8.	What Age Group is	s the Event Targe	ted to? 4-7	5				
					No X	/ho?	Will do prior to event	
ACTIVI	ITIES: (Please check	where applicable.)	Subject to Licer	ises & Permi	ts from Relev	vant City I	Departments	
A.	Vending: Food	Beverages_	Alcoho	ol(	Goods	Total	# of Vendors	
В.	Entertainment: (S	ubject to City's No	ise Ordinance.)	Live Music	yes DJ		Radio/CD	
	Performers			_				
C.	Games /Rides: Ad							
	<u>'</u>				_			
	Name of Carnival							
	Address:							
	Telephone:							
D.		y at the end of the					d removed from event with the Department of	
	Will you be conduction	ng the clean-up for	this event? Yes	X No_				

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		If y	es:						
		a)	How many trash receptacles will you be providing?						
		b)	How many recycling receptacles will you be providing?						
		c)	Will you be contracting for disposal of : Trash Yes Nox Recycling Yes No _X						
			i. If yes, size of dumpster(s): Trash Recycling						
			ii. Name of disposal company: Trash 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?						
		lf n	no:						
		a)	# of trash container(s) to be provided by DPS						
		b)	# of recycling container(s) to be provided by Recycling Office0						
	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.	Portab	ole T	oilets: (Each cluster of portable toilets must include at least one ADA accessible toilet)						
	#	0	Standard #ADA accessible						
	Name	of c	company providing the portable toilets:						

# FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

	PARADE ROAD RACE WALKA	THON
ī.	Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon: Riverwalk Brewery & Joppa Flats Running Club	
2.	Nikki Misenheimer 978-270-9282	
3.	Name, Address & 24/7 Telephone Number of Person Responsible for Clean Up  Bob Manning, 1 Lorum St, NBPT, 978 270 7455	
5.	Date of Event: 2/12/22 Expected Number of Participants:	1:00 pm
8. 9. 10.	Locations of Water Stops (if any): Yes , Cashman Park  Will Detours for Motor Vehicles Be Required? If so, where? Riverwalk Brewery, Parker St  Formation Location & Time for Participants: Riverwalk Brewery , Parker St  Dismissal Location & Time for Participants: Riverwalk Brewery , Parker St  Additional Parade Information:  Number of Floats:	
CITY	MARSHAL4 Green St. FIRE CHIEF  JTY DIRECTOR16A Peny Way CITY CLERK	0 Greenleaf St. 60 Pleasant St.

### **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:	
	2.	Police:	
		Is Police Detail Required:	# of Details Assigned:
	3.	Traffic, Parking & Transportation:	
		ISD/Health:	
	5.	Recycling:	
	6.	ISD/Building:	
	7.	Electrical:	
		Fire:	
		Is Fire Detail Required:	# of Details Assigned:
	9.	Public Works: Fee for Special Events: \$45/hr/DP.  Yes: \$ due on Other requirements/instructions per DPS	S employee for trash handling/staging etc. may apply  ☐ No Fee for Special Events applies
	10.	Recreation Department: License Commission	

#### Limitations

- (a) "Procedure" All road racing, walkathon, bicycle, or swimming events shall, through that event's organizer, board of directors, charity foundation or designee apply for authorization to hold the event through the Office of the City Clerk. The City Clerk upon review of the completed form will place the application on the regular City Council agenda. 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 event will name one person responsible on the application and shall provide contact information to include name, address and telephone number.
- (b) "Exemptions" Each event organizer or organization shall comply with this ordinance and no exemptions will be permitted.
- (c) "Course map", All applications shall be accompanied by a course map showing the event route, water stops, refreshment stops, and so-called "porta-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.
- (d) "Electronic Amplifer" 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 be used for public address announcements or music before 9:00 AM. This shall be deemed a requirement for all permitted events regardless of type or location.

- (e) "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 ten (10) days in advance that neighborhood roads will be closed if no alternate route is available to those residents.
- (f) "Insurance" All events shall have an insurance policy or rider in effect for the event naming the "City of Newburyport" as an insured. The policy shall be no less than two million dollars (\$2,000,000.00).
- (g) "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.
- (h) "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 oversee the safety and security of the event. All special duty assignments will be paid by the event organizers.
- (i) "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.

#### 13-101 Enforcement

- (a) "Regulations" Consistent with this ordinance, the city shall promulgate regulations to enforce and otherwise implement the provisions of this ordinance upon passage by the City Council. Any event previously approved by City Council shall be deemed permitted.
- (h) "Warning" In the circumstance that this ordinance 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.
- (c) "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 bin Massachusetts General Law as adopted by the City of Newburyport as a general ordinance in Subsection 1-17 of Chapter 1 of the Code or Ordinances of the City of Newburyport in the amounts set herein in 13-101(d)
- (d) "Violation" The non-criminal violation shall be \$100.00 for the first offense and \$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.

I fully understand and agree to all the terms set for	orth in this application.	The information	that I have provided
is truthful and accurate. I accept all responsibility	related to this event.		

Signed:	Date:	

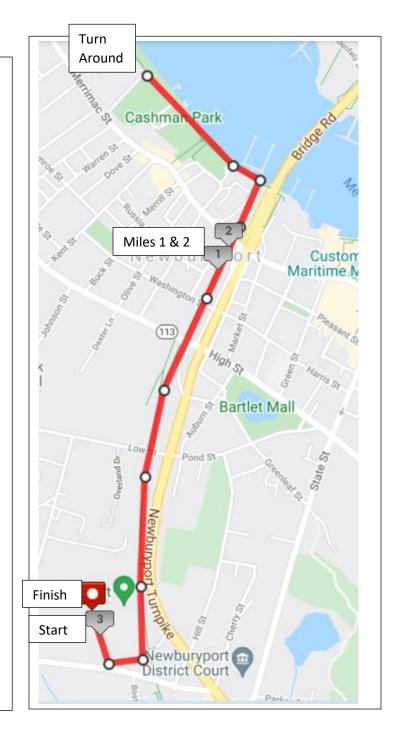
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# Frigid Fiver 5K Course Map

- Course starts in Riverwalk Parking Lot (close to Parker St)
- Run on Mark Richie's property,
   Parker St to rail trail via Parker St
- Left / North on rail trail to the Merrimac River
- Turn Left at the River Junction towards Cashman Park
- Turn around point is in Cashman Park (1.5 mile point)
- Return to the Riverwalk Brewery returning via the Rail Trail
- Turn Right on Parker St
- Turn right into Riverwalk parking lot
- Finish-line is at Tap Room ramp

Note: The only street crossing is Washington St which will be manned with crossing guards

Note: Mile markers 1 & 2 are at the same location





## **CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY) 01/03/2023

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.

	SUBROGATION IS WAIVED, subject to						may require	an endorsement. A stat	ement	on
PRODUCER					CONTACT Margaret Mayers					
Insu	ırance Management Group				PHONE (A/C, No, Ext): (260) 338-2434 (A/C, No): (765) 664-0761					664-0761
12730 Coldwater Rd Ste 103					E-MAIL	mmovoro	@insmgt.com	[ (A/C, NO).		
					ADDRESS: IIIIIayers@iiisiiigi.com INSURER(S) AFFORDING COVERAGE NAIC #					
For	: Wayne			IN 46845	INCLIDE	Matienal	Casualty Com			11991
INSL	•				INSURER B: National Casualty Company  INSURER B: Nationwide Life Insurance Company  66869					
	Road Runners Club of America/	2023 ar	nd Its	Member Clubs		N B .		,		
	1501 Langston Boulevard				INSURE					
	Suite 103		-							
	Arlington			22209	INSURER E :					
<u></u>		TIEICA	TEN	NUMBER: 2023 \$1M A.I.	INSURE	KF:		REVISION NUMBER:		
TI IN C	HIS IS TO CERTIFY THAT THE POLICIES OF I IDICATED. NOTWITHSTANDING ANY REQUI ERTIFICATE MAY BE ISSUED OR MAY PERTA KCLUSIONS AND CONDITIONS OF SUCH PC	NSURA REMEN AIN, THE	NCE T, TE E INS	LISTED BELOW HAVE BEEN RM OR CONDITION OF ANY ( SURANCE AFFORDED BY THE	CONTRA POLICI	ACT OR OTHER ES DESCRIBEI	RED NAMED AE DOCUMENT V D HEREIN IS SI	BOVE FOR THE POLICY PER WITH RESPECT TO WHICH	ΓHIS	
INSR LTR		INSD V	NVD	POLICY NUMBER		(MM/DD/YYYY)	(MM/DD/YYYY)	LIMI		
	CLAIMS-MADE OCCUR							EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,00 \$ 500	,000
	Legal Liability to							MED EXP (Any one person)	\$ 5,00	00
Α	Participant \$1,000,000			KRO0000009332900		12/31/2022	12/31/2023	PERSONAL & ADV INJURY	+	00,000
	GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	\$ 5,000,000	
	POLICY PRO- LOC							PRODUCTS - COMP/OP AGG	\$ 1,000,000	
	OTHER: For Event Basis							Abuse and Molestation	\$ 500	
	AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT	\$ 1.00	
	ANY AUTO							(Ea accident)  BODILY INJURY (Per person)	\$	•
Α	OWNED SCHEDULED			KRO0000009332900		12/31/2022	12/31/2023	BODILY INJURY (Per accident)	\$	
	AUTOS ONLY HIRED NON-OWNED							PROPERTY DAMAGE	\$	
	AUTOS ONLY AUTOS ONLY							(Per accident)	\$	
	UMBRELLA LIAB OCCUR							EACH OCCURRENCE	\$	
	EXCESS LIAB CLAIMS-MADE							AGGREGATE	\$	
	DED RETENTION \$							//OOKEO/ITE	s	
	WORKERS COMPENSATION							PER OTH- STATUTE ER	Ť	
AND EMPLOYERS' LIABILITY  ANY PROPRIETOR/PARTNER/EXECUTIVE								E.L. EACH ACCIDENT	\$	
	OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A						E.L. DISEASE - EA EMPLOYEE	\$	
If yes, describe under DESCRIPTION OF OPERATIONS below								E.L. DISEASE - POLICY LIMIT	s	
								Excess Medical	\$10	,000
В	B Excess Medical & Accident (\$250 Deductible/Claim)			BAX0000031991400		12/31/2022	12/31/2023	AD & Specific Loss	\$2,5	500
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  CERTIFICATE HOLDER IS NAMED AS AN ADDITIONAL INSURED AS RESPECTS TO THEIR INTEREST IN THE OPERATIONS OF THE NAMED INSURED. DATE OF EVENT(S): 02/12/23 Frigid Fiver 5K INSURED RRCA CLUB/EVENT MEMBER: Joppa Flats Running Club ATTN: Bob Manning, PO Box 502, Newburyport MA 01950 Processed by RMV										
CE	RTIFICATE HOLDER				CANC	ELLATION				
02/12/23 City of Newburyport  60 Pleasant St						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				
Newburyport MA 01950				Jerry R. Willer						