



City of Albany - Special Event Application

Complete and submit the Special Event Application to the Recreation & Community Services Department, 1249 Marin Ave. or recinfo@albanyca.org. Please call (510) 524-9283 for more information.

Once your application is received it will be reviewed by the City. Applicants will be contacted to discuss the next steps in the process.

Event Name:	Move and Groove - 2024	Date:	April 14, 2024		
Event Description: Please give as much Detail as possible.	<p>Albany Move'n'Groove will be a 5 K walk/run event around the Memorial Park and AHS block. Participants will "move" (walk, run, skate or wheelchair race) six laps around the block; the course will be on fully closed streets (including Portland, Key Route, Thousand Oaks and Carmel and a short section of Pomona, north of AHS) around the perimeter of Albany High School and Memorial Park. The participants and onlookers will enjoy live bands situated around the course to inspire the exercisers with up tempo music. At the end of the "race", there will be a dance band. Participants in the 5K "move" event will be community members who sign up in advance. The live music will be free and public.</p> <p>The project manager will be Eugenie Hsu, in collaboration with Steve Trutane. Volunteers will be recruited to help with organizational tasks and to assist on the day of the event with registration of participants, assisting bands in set up, monitoring the streets for safety, etc.</p> <p>The Albany Community Foundation will be the fiscal sponsor for the event, holding the \$5,000 donation from the city, processing 5K entry fees, paying the musicians, the race timing service, renting portapotties, purchasing liability insurance, and covering other expenses.</p> <p>Move'n'Groove 2024 is the 3rd annual Move'n'Groove event.</p>				
Organization:	Albany Community Foundation	Address:	1164 Solano Ave, Box 133, Albany, CA 94706		
Contact Name:	Doug Donaldson	Email:	dougdonaldson@me.com	Phone:	510-599-6055
Fundraiser: Y or N	N				

1) Location (s) of event:	Memorial Park/Albany High School and surrounding streets of Thousand Oaks, Carmel Ave., Portland Ave., the east side of Key Route Blvd., and a section of Pomona Ave.		
Staff arrival time:	TBD	Staff departure time:	TBD
Event start time:	10:00 AM	Event end time:	2:30 PM

Please attach any other information that will assist the City in reviewing the application.

City of Albany - Special Event Information Sheet & Check List

EVENT APPROVAL & ROAD CLOSURE:

1. Complete and submit an Encroachment Permit Application (if applicable)

Encroachment in the Public Right of Way

- Albany Community Development Department
⇒ 1000 San Pablo Ave. or com-dev@albanyca.org (510) 528-5760

Upon approval of Encroachment Permit the Recreation & Community Services Department will review with the applicant the guidelines and checklist.

- 2) **Directional Signs** - no permanent markings (e.g. 'spray chalk') are allowed on City streets or sidewalks.
- 3) **No Parking Signs** - signage must be posted at least 72 hrs before event. Event organizers agree to use official weather-proof "No Parking" signs (12"x18") and clearly state event date and street closure time on encroachment permit. Signs must be posted on every parallel parking spots and *at least* every other angled parking spot.
- 4) **Street Closure** - refer to encroachment permit for street closure and reopen times. All equipment must be removed from street and streets must be open to through traffic by time listed on permit.
- 5) **Garbage** - in addition to existing permanent park receptacles, event sponsors agree to supply additional garbage, recycling and compost receptacles for event. Event sponsors agree to monitor area for cleanliness during and upon completion of the event, assuring area(s) are clean and free of trash before vacating the premises.
- 6) **Neighbor Notification** - *communicate event details and no parking information to neighbors.*
Doorsteps - event staff agrees to hand-deliver notices to all homes within a 100-foot diameter of the event locations two weeks prior to the event. Do not put notices in individual mailboxes.

Checklist:

1)	Event Date Approval <input type="checkbox"/> City of Albany Recreation & Community Services Department Staff: _____ Date: _____ <input type="checkbox"/> Other Agencies (if Applicable) Staff: _____ Date: _____
2)	Road Closure Approval / Encroachment Permit Application <input type="checkbox"/> Community Development Department (Date: _____) <input type="checkbox"/> Marketing materials for the event should not be distributed until approval confirmation by the City Council.
3)	Submit Event Maps (Due date: _____) <input type="checkbox"/> Event map (includes first aid stations, trash receptacles, restrooms/potties, information tent. <input type="checkbox"/> Course Map <input type="checkbox"/> Road closure/No Parking map - list directional signage at each location (e.g. "No Left Turn" "Road Closed" <input type="checkbox"/> Traffic plan (include barricade locations)
4)	Park Rental Fees: (If applicable)
5)	Miscellaneous - all documentation, if applicable, is due one month prior to event (Due date: _____)