



September 7, 2011 Minden Town Board Agenda  
Consent Calendar, Item Number 2

DATE: August 30, 2011

Prepared by: Town Office

**SUBJECT:** Discussion and possible action to approve, approve with conditions, continue, or deny a request from Minden Food Company for: 1) Street Closure on Esmeralda Avenue between 4<sup>th</sup> Street and 5<sup>th</sup> Street for a fundraiser benefiting the Sierra Lutheran High School on September 22, 2011, from 3 p.m. to 9 p.m.; and 2) waive fees of \$500 for the street closure. Appearance by Town Manager.

**PREVIOUS ACTION:** None for this action.

**BACKGROUND:** The Town of Minden has approved street closures for this event since September, 2008.

This event will take place on approximately one-half block exaction of Esmeralda Avenue, from 4<sup>th</sup> Street extending west to the front of the Minden Food Company building. Minden Food Company has coordinated the street closure with the downtown businesses.

The Town will provide special event/street closure signs and Minden Food Company will erect and remove those signs.

**FISCAL IMPACT:** If approved, the Town will waive fees totaling \$500.

**RECOMMENDATION:** Approve a request from Minden Food Company for: 1) Street Closure on Esmeralda Avenue between 4<sup>th</sup> Street and 5<sup>th</sup> Street for a fundraiser benefiting the Sierra Lutheran High School on September 22, 2011, from 3 p.m. to 9 p.m.; and 2) waive fees of \$500 for the street closure.

**POSSIBLE MOTION:** Should the Board concur with staff's recommendation, a possible motion would be: Move to approve a request from Minden Food Company for: 1) Street Closure on Esmeralda Avenue between 4<sup>th</sup> Street and 5<sup>th</sup> Street for a fundraiser benefiting the Sierra Lutheran High School on September 22, 2011, from 3 p.m. to 9 p.m.; and 2) waive fees of \$500 for the street closure.

**ACTION TAKEN:**            Approve        Continue        Deny

Approve with conditions: \_\_\_\_\_

### TOWN OF MINDEN

#### Street Closure / Special Event Application

This application **and deposit** must be on file in Town of Minden in order to guarantee event approval.

Minden Food Company  
Name of Organization

Alan Reed  
Contact Person

Fundraiser for Sierra Lutheran High School  
Brief Description of Activity to be conducted

782-2574  
Home phone

783-1988  
Work phone

230-1099 cell  
Email Address

1599 Esmeralda Ave  
Mailing Address

Minden, NV  
City and State

89423  
Zip Code

SAME  
Physical Address

City and State

Zip Code

9/22/11  
Requested Date (Day 1)

3:00 pm  
Requested opening time

9:00 pm  
Requested opening time

200  
Anticipated #of People

Requested Date (Day 2)

Requested opening time.

Requested opening time

Anticipated #of People

Requested Date (Day 3)

Requested opening time

Requested opening time

Anticipated #of People

Will the activity involve alcohol consumption? Yes  No  If yes, will alcohol be sold? Yes  No   
**If alcohol is to be sold, a permit must be obtained from the Sheriff's Office.**  
Also please check with Nevada State Health Department for temporary food permit.

#### PLEASE INDICATE STREETS REQUESTED FOR CLOSURE ON THE ATTACHED MAP.

#### PARK AMENITIES Check all the that will be needed for your event: N/A

Electricity at Gazebo:  Electricity on at 5<sup>th</sup> Street:  Tables:  Chairs:  Microphones:  If so, how many? \_\_\_\_\_

CD Player:  Nature and duration of any amplified sound: PA will be used by DJ for music (Esmeralda Ave)

What (if any) vehicles will be brought into the park? \_\_\_\_\_

Other Special Needs: \_\_\_\_\_

#### ADDITIONAL SERVICES The Following must be coordinated with Town personnel prior to the event:

Resident Notification: Residents and businesses in the immediate area of the event must be notified of the street closure. *Attach proof of such notification.*

Trash: Number of dumpsters requested: 5 *Indicate placement on attached map with a "T".*

Requested days / times for dumpsters to be emptied: \_\_\_\_\_

Signs / Barricades: Event coordinator is responsible for obtaining and placing signs and barricades as necessary.

Minden Park Restrooms: Town personnel are responsible for maintaining restrooms at a charge to the event.

Sanihuts: If an event has at least 500 people expected to attend, Sanihuts must be supplied by the applicant.

*Indicate placement on attached map with a "S".* Sanihuts needed (Y/N): N

Patron Parking: No alleys are to be blocked; access to residences must be maintained.

Parking lot adjacent to CVIC Hall has priority use for CVIC Hall renters.

*Barriers/Signs in end of street  
each side from Edge of Anderson  
Rdly to 4th St*

