

# Nitro CVB

## Agenda

October 1, 2019

- Call To order
- Determination of Quorum
- Minutes of last meeting
- Financial Update
- Director's Update
  - Event Application – Wagging Tails
  - 24 Hours of Nitro
  - Nitro Historical Print
  - Boomtown Days
  - Wildcat 5k
  - Festival of Fright
- New Business
  - Cabela's Outdoor Adventure Bash
  - Renaissance Festival (Susan)
- Other
- Adjourn

## **Minutes**

### **The City of Nitro Convention and Visitors Bureau**

**September 3, 2019**

The Nitro Convention and Visitors Bureau met on Tuesday, September 3, 2019. The meeting was called to order in the training room of the Nitro Police Station. Those in attendance were Bill Javins, Bill Fortune, Ivan Meadows, Susan Valleau, Carman Kostelansky and John Young. Also, in attendance was CVB Executive Director Joe Stevens.

A quorum was determined to be present and the minutes were reviewed and a motion to accept the minutes was made by John Young and seconded by Susan Valleau. The motion was adopted.

A financial report was presented by Treasurer John Young and a motion to accept the report was made by Carman Kostelansky and seconded by Susan Valleau. The motion was adopted.

John Young also reported that the Mardi Gras was up to date on their Hotel/Motel Tax. Young also requested Stevens to set up a meeting with Mardi Gras officials, as he would like to meet who he is working with now.

Joe Stevens discussed with the board about an Event Application that the CVB has been assisting with for future events in the city. The board was informed on the Day in the Life of Nitro video was being finalized and a premiere was being planned. The board was brought up to date on Boomtown Days and the events surrounding that day. Stevens also reported that Nitro Principal Jason Redmon would like to move Boomtown Bash to Living Memorial Park. Stevens announced he would be attending the WV Tourism Conference later in September.

Board member Susan Valleau informed the board she was in the process of planning a Renaissance Fair in June of 2020.

The meeting was adjourned at 6:35 pm with the next meeting to take place, Tuesday, October 1, 2019.



A Living Memorial to World War I

City of Nitro  
PO Box 308  
Nitro, WV 25143  
304.755.0705

## Special Event Permit Application

Date of Request: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ AM/PM

Set Up Time: \_\_\_\_\_ AM/PM

Tear Down Hours: \_\_\_\_\_ AM/PM

Estimated Attendance: \_\_\_\_\_ (500+ see page 2)

Name of Applicant: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Type: \_\_\_\_\_

Event Location: \_\_\_\_\_

- Parade/Walk/Run \_\_\_ City Park Event \_\_\_  
 Car/Motorcycle Show \_\_\_ Ridenour Lake Event \_\_\_  
 Youth Event \_\_\_ Living Memorial Park Event \_\_\_  
 Charity event \_\_\_ Live Music \_\_\_  
 Carnival/Street Fair \_\_\_ Fireworks Display \_\_\_  
 Other/explain: \_\_\_\_\_

Will portable restrooms be needed?	Y or N
Will there be vendor booths?	Y or N
Will there be food concessions?	Y or N
Will there be alcohol served?	Y or N
Will table and chair set up required?	Y or N
Will fencing or barricades be needed?	Y or N
Will electricity be required?	Y or N
Will there be canopies/tents used?	Y or N
Will there be live entertainment?	Y or N
Will inflatables be used during the event?	Y or N

**\*If you answered YES to any of these please see page 2.**

### Type of City Assistance Needed

- **Police Dept.** (road blockage, street closures or paid security.)  
\_\_\_\_\_
- **Public Works Dept.** (barricades, set up tables & chairs, set up & take down pop-up tent, trash pickup, set up & take down sound system)  
\_\_\_\_\_
- **Other / Please explain...**  
\_\_\_\_\_

Is there any other information to share for the event that was not covered above?  
\_\_\_\_\_

## GUIDELINES

### GENERAL:

- Application should be submitted no less than sixty days prior to the event.
- There will be a \$100.00 application fee for events with an estimated attendance of 50 or more. However, fees may be waived for events with an estimated attendance of 50 or less. If you are a non-profit, the application fee will be \$50.00, with proof of status. Make check payable to Nitro Fairs & Festival or deliver to Nitro Convention & Visitors Bureau Office, 201 21st St. Nitro, WV 25143.
- Please include any press releases/flyer informing the public/neighborhood of the event.
- Please provide a site map of your events layout.
- The City **DOES NOT** provide any equipment beyond the existing amenities.
- UL Listed Heavy Duty Indoor Outdoor extension cords are required.
- The city requires public restrooms be made available for all events. Please have proof of order for portable restrooms (at least one handicap facility is required) when you submit the application.
- Events with estimated attendance of 500+ are **REQUIRED** to have a first aid tent, staffed by Nitro Fire Dept./EMS.

### PARADES/WALKS/RUNS:

- If you are requesting a road/lane closure you **MUST** include a route map. If you have any questions or need assistance with your traffic control plan, please contact Chief, Bobby Eggleton or Major, Chris Fleming at Nitro Police Dept. at 304.729.8071.
- Please note that only **temporary** paint is allowed to be sprayed or affixed onto any street to mark the route of a walk, race or event.
- Due to clean up costs, we do not allow candy to be "thrown" during parades. Parade walker may hand out or distribute candy to patrons along the route.

### FOOD/ALCOHOL SALES:

- If you are preparing/selling food or drink during your event you must contact the Kanawha Charleston Health Dept. at 304.348.8050. You must provide a copy of the permit to Joe Stevens with your application.
- If you are serving alcohol at your event you must contact the WV Alcohol and Beverage Commission at 304.558.0620. You must provide a copy of the permit to Joe Stevens with your application.

### INFLATABLES/BOUNCE HOUSES/CARNIVAL RIDES:

- If you are having any type of inflatable, bounce house, carnival rides, etc. you **MUST** provide a Certificate of Liability Insurance listing the City of Nitro as additionally insured from the appropriate vendor. Please turn this in to Joe Stevens with your application.



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**Event Safety Checklist**

*The following checklist provides guidance on safety issues that you may encounter during your event. This is a tool designed to create conversations among event organizers around risks and ways to mitigate or eliminate them.*

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_  
Event Location: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_  
Event Organizer: \_\_\_\_\_ On-site Contact: \_\_\_\_\_  
Venue Contact: \_\_\_\_\_ On-site Contact: \_\_\_\_\_

**Planning (Venue)**

Have the following been conducted or discussed with City Officials?

<input type="checkbox"/> Initial meeting conducted	<input type="checkbox"/> Police Dept. Assistance
<input type="checkbox"/> Venues rules/requirements	<input type="checkbox"/> Public Works Employees
<input type="checkbox"/> Site walk-through conducted	<input type="checkbox"/> Site map

**Risk Management**

Have the following items been presented to City Officials?

<input type="checkbox"/> Supplemental insurance	<input type="checkbox"/> Alcohol permits (if applicable)
<input type="checkbox"/> Participants liability waivers	<input type="checkbox"/> Health Dept permits (if applicable)
<input type="checkbox"/> Contract/indemnification	<input type="checkbox"/> Proof of ADA accesible portable restrooms

**Communications**

Has the following information been conveyed to City Officials?

<input type="checkbox"/> Logistics (time,place,etc.)	<input type="checkbox"/> Set up/Tear down times
<input type="checkbox"/> Police Dept.	<input type="checkbox"/> Road Closures
<input type="checkbox"/> Firemen/EMT's	<input type="checkbox"/> Post event cleanup plan
<input type="checkbox"/> Public Works Employees	<input type="checkbox"/> Other/explain:

\_\_\_\_\_  
Joe Stevens, Executive Director Fairs & Festivals

\_\_\_\_\_  
Jim Caudill, Parks & Rec Director

\_\_\_\_\_  
AJ Hill, Nitro Public Works Director

\_\_\_\_\_  
Kim Reed, City Planner

\_\_\_\_\_  
Bobby Eggleton, Nitro Police Chief

\_\_\_\_\_  
Jonathan Atkins, Nitro Fire Department

\_\_\_\_\_  
Dave Casebolt, Mayor