

RiverFest Music & Arts Festival
P.O. Box 1144
Vicksburg, MS 39181
www.riverfestms.com

RIVERFEST

G.F. _____
M.M. _____
W.T. _____

February 9, 2016

FEB 09 2017

To: City of Vicksburg
Mayor George Flagg *Mayor Willis T. Thompson*
~~Alderman Thompson~~ *Alderman Thomas "TJ" Mayfield*
Alderman Mayfield *Alderwoman Vickie Y. Bailey*

From: Riverfest, Inc.
Christy Pecanty, President
Vicksburg Main Street Program
Kim Hopkins, Executive Director
PO Box 1144
Vicksburg, MS 39181

Re: *Levitt Music Concert Series at Washington Street Park*
~~Approval for RiverFest 2017 on Friday, April 7th 2017 and Saturday, April 8th 2017,
Request for assistance from the City of Vicksburg.~~

On behalf of the RiverFest Board of Directors, I am requesting permission from the Mayor and Alderman to hold the 30th Annual RiverFest Music & Arts Festival on Friday, April 7th, 2017 and Saturday, April 8th, 2017 in Downtown Vicksburg. Additionally, I am requesting the City's assistance with the following items required for the success of RiverFest:

- ✔ Street closures from the Traffic Department *- which streets*
- ✔ ~~Security from the Vicksburg Police Department~~ *+ Vicksburg Fire Department in-kind service*
- ✔ Electrical power and water *- ? ← ask Kim Hopkins about water, if needed*
- ✔ Street cleanup from Community Services, ROW, and Street Department
- ✔ Garbage pickup
- ✔ Setup and removal of fencing and barricades
- ✔ Request permission to use the City's ~~panels of fencing and barricades~~ *for setup and removal*
- ✔ Use of City-owned bleachers
- ✔ ~~Street Department~~
 - ~~Setup and removal of fencing and barricades~~
 - ~~Cleaning streets after the event on Friday until around 3:00 am and on Saturday until around 4:00 am~~
 - ? ○ Removal and replacement of flagpole on the corner of Washington Street and Mulberry Street
 - ~~Setup ticket booths~~
 - ~~Riverfest agrees to meet with the Vicksburg Police Department, the Vicksburg Fire Department, and the Warren County Sheriff's Department to discuss security and~~

1) Dates

2) Downtown Vicksburg Washington St Park

~~all issues regarding Riverfest no later than March 15TH, 2017.~~

- ~~o Riverfest will setup a meeting through Main Street to go over the vendor's list and the map of the city's downtown area by March 15TH, 2017.~~

- Riverfest is asking permission for the following:
 - o To host the 30th Annual Arts and Crafts Show on Saturday, April 8th, 2017 from 8am-4pm around City Hall on Crawford Street from Monroe Street to Walnut Street, on Walnut Street from Crawford Street to South Street, on South Street from Walnut Street to Monroe Street.
- Riverfest understands that City crews cannot go on private property.
- Washington Street closure from Grove St. to South St.
- Main Street will send out a letter on behalf of Riverfest letting all merchants know when streets will be closed and reopened along with a timeline and other important information pertaining to Riverfest.
- Main Street will provide the Riverfest Board with a list of residents to receive resident passes.
- Buses will not be brought into the 1100 block until after 5:00 pm on Friday and Saturday.
- All fencing along sidewalks will be taken down during all daytime activities.
- Riverfest will request a waiver of the Open Container law from VPD Chief Armstrong.
- Riverfest will get permission from property owners where vendors might possibly park their vehicles.
- Riverfest will arrange to have all banners be taken down from the Downtown area by Sunday, April 17, 2016.

As required, Riverfest, Inc. will provide a copy of their \$1,000,000 Liability Insurance policy to the City Clerk's Office prior to 5 pm on Friday, April 7, 2017. Please call me at 601-831-0274 if there are any questions or concerns.

← Lisa is working with you on this part

The generous support of the City of Vicksburg is greatly appreciated. Without your help, this much-loved, community event would not be possible.

Thank you,

Christy Pecanty

Christy Pecanty, Riverfest President
Kim Hopkins, Main Street Executive Director