

SPECIAL EVENT CHECKLIST

ADA & ACCESSIBILITY

ADA stands for Americans with Disabilities Act. It is the responsibility of the Event Organizer to ensure the event site is accessible to the disabled. Public sidewalks may not be blocked with tents, portable toilets or other structures; cables and/or electrical cords must not create an obstacle; ADA accessible parking and portable toilets must be available. Event organizers should be prepared to meet any accessibility accommodations.

APPLICANT

This must be the Chief Officer or a Representative of the event organization who has been authorized by the organization to complete the special event application.

APPLICATION PROCESS AND APPROVAL

Once the application is received, it is reviewed by municipal staff. If the application is accepted, the municipality will schedule a meeting with the Special Events Committee and the Event Organizer. If the application is denied, the applicant will be contacted by the municipality. Please note: The Special Event Application must be submitted a "minimum of 90 days before the start date of the event" to allow the Special Events Committee sufficient time to review the application.

APPLICATIONS

- I. New Events: Applications are accepted 11 months out from the event.
- II. Recurring Events: Applications are accepted 13 months out from the event. Once the event is held, the Event Organizer has up to 30 days after the event to secure a date for the following year before it is released for other events.

DECIBEL LEVELS

A decibel is a unit for measuring the relative loudness of sounds. Decibel level should not exceed 100 decibels.

FEES

Effective [date], a \$[000.00] fee applies to submit the Special Event Application. There may be additional fees assessed for some services, permits, park areas, and support services. As a standard, the municipality does not waive fees. The Special Event Application fee for Street Closures for Special Events is "non-refundable," whether the application is approved or not.

INSURANCE

The municipality, Special Event Liaison must receive all proper insurance documentation at least two [2] weeks before the event. Failure to comply with insurance requirements will result in the denial of the event. i.e Certificate of Liability Insurance and the Insurance Specifications and Indemnification Guidelines outlined by the event organizer.

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MEDICAL ASSISTANCE

The medical response component for the event is the responsibility of the Event Organizer. The municipality may require specifics for medical personnel at the event. Fees are charged for the use of Fire Department personnel and emergency medical services. For more information, please contact the municipal public safety director.

NEIGHBORHOOD NOTIFICATION

The impact of special events on residents and businesses in the area can be significant. Clear and broad advance organizer communication is required and will help to ensure the success of the event. Insufficient notification and outreach can result in a permit denial. Neighborhood and community notification are the responsibility of the Applicant/Event Organizer.

The Applicant/Event Organizer is required to notify all residents, businesses, places of worship and schools that are impacted by event activities and/or noise related to the event within a minimum of a 1,000 feet and at least 30 days before the event. If amplified sound is expected, the notification must be a minimum of a 3,000 feet radius of the event and at least 45 days before the event. For run/walk/ride events, the notification must be made to all businesses and residents along the route and one block in each direction along the route.

If you create your personalized notification letter and collateral, the following information must be included:

- Name of event
- Sponsoring Organization(s)
- Date and timeframe of the event
- Details about parking and traffic impact, including hours
- Details of amplified sound, highlighting any off-hours amplified sounds
- Map of the event footprint be as detailed as possible • Name, email, and cellphone number for day-of-contact personnel
- A website associated with the event An example notification should be submitted to the municipal, Event Liaison/Special Events Committee, for review and approval before the notification is disseminated. Once approved, the notification may be provided in-person, over the phone, mail, or direct email. Direct phone calls and attendance to neighborhood association meetings may also be required. Always request to speak with the owner or manager when possible.

Notification should be provided no later than two [2] weeks before your event. Be sure to track your interactions.

NOISE AND AMPLIFIED SOUND

If the event has amplified sound, the municipality may determine that noise from the event is disruptive to others and may require the event organizer to lower or discontinue the noise. Also, they may order

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entertainment to cease if it incites a crowd or has the potential for unruly or risky behavior. Failure to comply will result in cancellation of the event.

ONSITE CONTACT/PHONE NUMBER

This is the name and cellular phone number of a person who will be at the event and can be contacted if needed during the event for all questions or concerns.

PARKING/SHUTTLE PLAN

Describe the parking plan for event staff, vendors, volunteers, participants, and spectators.

PERMITTING

Please note that additional permit requirements are not handled by the municipality and may require additional lead times for processing. Please take this into account when submitting the Special Event Application for your special event; as we cannot expedite your meeting to accommodate this requirement. For more information, visit [website].

PROBATION

The city reserves the right to prohibit or place specific restrictions on future events held on municipal right-of-way due to unsatisfactory past performance.

PROTEST EVENTS

For any protest events, you can obtain more information by calling the area law enforcement agency.

PUBLIC CONTACT NAME/PHONE NUMBER

Information from the Special Event Street Closure application is considered public information and may be used in developing a calendar of community events. The name and phone number are to be publicized for responding to citizen questions and concerns before and after the event.

PUBLICITY PLAN

This is a description of how you intend to inform the public about your event. It can be brief and general. Please include the date you expect to start publicity. It is strongly suggested not to begin advertising your event until you have ensured the municipality has approved your event.

REFERENCE CHECKS

Reference checks may be conducted for all new events.

SECURITY

Security requirements vary widely for different events. Security needs are suggested to be evaluated by law enforcement with the authority to recommend the level of security as deemed necessary. For more information please call the municipality.

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SET-UP/TEAR-DOWN

This will describe the time or area needed for setting up and tearing down the event. Please include the hours anticipated for both setup and tear down. If your event requires sound checks, the time(s) and date(s) of sound checks must be included in your application.

SITE PLAN AND/OR ROUTE MAP

To ensure proper review of your event, a site plan must be submitted at the first scheduled planning meeting. This applies to moving routes and fixed venues. Please include all portable structures, restrooms, stages, bleachers, tables, tents, fencing, trash containers, dumpsters, food areas, beer gardens, generator locations, etc. in your plan. Identification of all event components must meet accessibility standards. A narrative should supplement your site plan or route map.

SPONSOR/PROMOTER

An entity or organization that assumes full responsibility for the production of the event including staffing, funding, planning and total liability.

TRAFFIC CONTROL PLAN/STREET CLOSURES

If there are any requested street closures, a detailed Traffic Control Plan (TCP) is required from a certified barricade company. The municipality must approve the TCP before the event can be held.

TRASH REMOVAL

Describe the plan for removing the trash generated by the event. This plan must include removing trash caused by the event that filters into areas surrounding the event, the neighborhood and on parking lots used by the event patrons and/or spectators. The plan should include clean up during and after the event. Fines may be imposed for unscheduled and/or emergency services to clean the site. The municipality reserves the right to require the applicant to provide additional trash receptacles and/or roll-off bins for the event. The event organization would incur any costs.

SPECIAL AREAS For any SPECIAL AREAS, monuments, historical spaces, recreational area utilization for events, please call the municipality for other considerations.