



105 Cockrell Hill Road, Ovilla, Texas 75154
Office: (972) 617 - 7262 Fax: (972) 515 - 3221

SPECIAL EVENT PERMIT APPLICATION

Application Fee: \$150.00

Application must be filed 30-days prior to Special Event

Date of Application: _____

Event Information:

Date(s) and day(s) of the week of the event: _____

Official name of event: _____

Theme or reason for event: _____

Brief description of event: _____

Estimated length of event (Days, Hours, Minutes): _____

Start time: _____ End time: _____

Will the solicitation of money, items, and/or other services be involved? _____ Yes _____ No

Address(es) or block number(s) and street(s) to be used for assembly:

Address(es) or block number(s) and street name(s) of dispersal area:

Estimated number of persons expected to participate in event: _____

For a parade: Estimated number, if any, of animals (with or without riders), animal-drawn units, floats, motor vehicles, motorized displays and/or marching units or organizations such as bands, color guards, and drill units:

Applicant/Organization Information:

Name of applicant (Person requesting permit): _____

Address of applicant including zip code: _____

Telephone numbers of applicant including area code:

Business: _____ Residence: _____ Cell: _____

E-mail Address: _____

Name of requesting organization, firm, or corporation on whose behalf application is being made:

Title or position of applicant with requesting organization: _____

Address of requesting organization, firm, or corporation including zip code:

Telephone number of requesting organization including area code: _____

Vendors, unless non-profit, MUST have a Texas Sales Tax Permit. If non-profit, furnish evidence of non-profit status.

If food or beverages will be served or sold, include copies of any licenses or permits issued by the appropriate agencies for such vendors.

Food vendors, except non-profit, MUST have a Texas Sales Tax Permit and a Texas Department of Health Certificate. If a food vendor does not have a Texas Sales Tax Permit and a Texas Department of Health Certificate, they MUST obtain one PRIOR to participating in the event.

All licenses and permits required by this code or other city ordinances or by state law for the conduct of this special event have been obtained. If yes, attach copies of all licenses and permits.

Copies attached? _____ Yes _____ No

On separate paper, specify in detail the following information (please initial):

_____ A sketch showing the area to be used during the special event including with proposed structures, tents, fences, stages, seating, awnings, canopies, vendors, food service booths, first aid stations, temporary structures, barricades, cones, signs, banners, and restroom facilities or temporary bathrooms.

_____ The proposed location of parking areas and the number of spaces provided for the special event. If any portion of the special event is to be held on private property, including parking, written permission for the holding of the special event or parking from the owner of the property or his authorized representative is required.

_____ The proposed location of entrances and exits and a plan of evacuation in case of emergency.

_____ Describe how applicant will provide security, fire, medical, and traffic control, if needed. (Attach copies of all certificates and licenses of personnel.)

_____ Details of the sale of merchandise or sale or serving of food or beverages at the special event. Include the number of vendors, designating any street or food vendors or peddlers involved. (Attach copies of all certificates and licenses required.)

_____ Details of how the applicant will clean up the area used after the special event if on public property.

_____ Route of parade or run from assembly point to dispersal or termination point.

The permit holder must remain in compliance of the city's noise ordinance during the event. A copy of this ordinance is available at City Hall.

Submit application and accompanying documents to the City Secretary's Office, 105 S. Cockrell Hill Road.

This application must be signed by the applicant and sworn to before an officer authorized to administer oaths. (Notary Public)

Applicant

Scribed and sworn to before me, this the _____ day of _____, 20_____

Notary Public in and for Ellis County, Texas

Approved by City Manager

Date

Denied by City Manager

Date

DISTRIBUTION:

City Manager

Fire/EMS

Public Works

Police

Chapter 15

SPECIAL EVENTS

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ARTICLE 15.01
GENERAL PROVISIONS

§ 15.01.001. Purpose.

The city recognizes that special events are essential for a vibrant community and provide a distinct benefit to the local culture and economy. This article creates a uniform, fair, and simple process for the safe and orderly implementation of special events which utilize city infrastructure, assets, and personnel. This article enables industry professionals to effectively communicate their needs while protecting the public health, safety, and welfare.

(Ordinance 2021-13 adopted 7/12/21)

§ 15.01.002. General authority.

The city manager or his/her designee will carry out the responsibilities under this article including but not limited to:

- (1) Review all special event permits and approve or deny applications in compliance with the rules adopted under this article.
- (2) Impose reasonable conditions on the special event based on health, safety, and welfare requirements.
- (3) May establish a special events district.
- (4) Coordinate permit issuance or authorization for the special event with other city departments, maintaining a special events committee.
- (5) Adopt rules and fees governing the administration and enforcement of this chapter, including application requirements, provisions for interdepartmental review.

(Ordinance 2021-13 adopted 7/12/21)

§ 15.01.003. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Applicant. A person who has filed a written application for a special event permit.

City manager. The city manager of the City of Ovilla or his or her designee.

Permittee. The person to whom a special event permit is granted pursuant to this article.

Special event. A planned temporary accumulation of people or attractions for a common purpose, including but not limited to, street fairs, arts and crafts shows, carnivals, circuses, rallies, public entertainments, festivals or other similar events or attractions, that:

- (1) Interfere with the normal flow or regulation of pedestrian or vehicular traffic; or
- (2) Require special city services, including but not limited to, street closure, provisions of barricades, special parking arrangements, special electrical services or special police services.

Special event permit. The written approval from the city manager for a special event.

(Ordinance 2021-13 adopted 7/12/21)

§ 15.01.004. Permit required; exemptions.

It shall be unlawful for any person to conduct a special event without first having obtained a special event permit from the city unless it falls within the following exempted activities:

- (1) An event conducted entirely on city park land that uses only parks and recreation department facilities, personnel and equipment;
- (2) An event conducted in a city facility that requires only facilities, personnel, or equipment related to that facility;
- (3) A spontaneous event that is occasioned by news or affairs coming into public knowledge less than forty-eight (48) hours before the spontaneous event and that is conducted on sidewalks or city park land;
- (4) An event solely on private property;
- (5) The armed forces of the United States of America, the military forces of the state and the forces of the police and fire departments acting within the scope of their duties;
- (6) Funeral processions proceeding by vehicle under the most reasonable route from a funeral home, church, or residence of the deceased to the place of service or place of interment; or
- (7) Sidewalk processions which observe and comply with traffic regulations and traffic-control devices utilizing that portion of a sidewalk nearest the street, but at no time more than one-half of the sidewalk.

(Ordinance 2021-13 adopted 7/12/21)

§ 15.01.005. Application for permit; fee.

- (a) A person seeking a special event permit shall file an application with the city upon forms provided by the city, which shall be accompanied with an application fee of \$150.00. In the event of good cause shown, the city manager shall have the authority to lower or waive the fee.
- (b) The city manager shall ensure that other licenses and permits, restrictions, regulations, fees for the city services, safeguards or other conditions deemed necessary by individual city departments for the safe and orderly conduct of a special event be requested, submitted and approved before the special event permit is granted. City services and permits may include but are not limited to: health permit applications; agreement with the police department for police coverage; agreements for the provision of fire department and emergency medical services; agreement with the public works department regarding costs associated with street closures; agreement with the parks and recreation department for the use of any park facilities.
- (c) No person, firm or other entity shall be permitted to hold a special event in the city more than once per calendar quarter.

(Ordinance 2021-13 adopted 7/12/21)

§ 15.01.006. Filing period.

- (a) Applications for a special event permit shall be filed not less than thirty (30) days before the special event is to begin and no more than three hundred sixty-five (365) days before the special event is to begin.

- (b) Applications filed less than thirty (30) days before a special event shall be subject to a late fee in the amount of \$75.00. In the event of good cause shown, the city manager shall have the authority to lower or waive the late fee. The application for a special event permit shall set forth as a minimum the following information:
- (1) The name, address, telephone number, and email address of the person seeking to conduct the special event;
 - (2) If the special event is to be held for or by an organization, the name, address and telephone number of the headquarters of the organization and name, address, telephone number, and email address of the authorized representatives of such organization;
 - (3) If the special event is to be held by or for any person other than the applicant, the applicant shall file a written statement from that other person showing authority to make the application;
 - (4) The name, address, telephone number, and email address of the person who will be the person responsible for the special event;
 - (5) The time at which on-site activities in preparation for the special event will begin;
 - (6) The dates and times the special event will start and terminate;
 - (7) The details pertaining to sanitation and cleanup;
 - (8) The location, size and number of stages, seating, tents, awnings, canopies, food service booths, first aid stations, portable restrooms or other temporary structures shall be shown;
 - (9) The proposed location of entrances and exits and a plan of evacuation in case of emergency;
 - (10) The proposed location of parking areas and the number of spaces provided for the special event;
 - (11) If food or beverages will be served or sold, include copies of any licenses or permits issued by the appropriate agencies for such vendors;
 - (12) The number, size, material and location of any planned signage shall be included;
 - (13) When public address systems will be used, the location and orientation of those speakers shall be shown;
 - (14) If any portion of the special event is to be held on private property, including parking, written permission for the holding of the special event or parking from the owner of the property or his authorized representative;
 - (15) Copies of permits and agreements with all county officials or state agencies shall be included with the application for a special event permit;
 - (16) A copy of a certificate of insurance that complies with the requirements set forth in this article;
 - (17) Any other information which the city manager shall find necessary under the standards for issuance.

(Ordinance 2021-13 adopted 7/12/21)

§ 15.01.007. Standards for issuance.

A special event permit will be issued if, upon review, the city manager finds that the applicant has secured

the police, fire and emergency medical services required under this article; all applicable fees have been paid; and that the special event will be conducted in such a way that:

- (1) It is not likely to cause injury to persons or property;
- (2) It will not substantially interrupt the safe and orderly movement of traffic near its location or route;
- (3) There will be adequate sanitation and other required health facilities made available in or adjacent to any public assembly areas; and
- (4) There are sufficient parking places on the site of the special event to accommodate the number of vehicles reasonably expected to be parked in accordance with section 19-58 or the applicant has made adequate arrangements for off-site parking and transfer of attendees;
- (5) It will not require the diversion of so great a number of police officers to properly police the special event location or line of movement and the adjacent areas as to unduly interfere with the normal protection for the city; or
- (6) It will not require the diversion of so great a number of police, fire protection or emergency medical services personnel so as to unduly interfere with the provision of these services to portions of the city other than that to be occupied by the special event and adjacent areas;

(Ordinance 2021-13 adopted 7/12/21)

§ 15.01.008. Denial or revocation.

- (a) The city manager may deny a special event permit if:
 - (1) The special event, in the opinion of one (1) or more city departmental directors, would unduly hinder or compromise the delivery or performance of normal city services, including previously scheduled construction or maintenance services, or emergency services, or constitutes a public threat, or if the special event will conflict in time and location with another special event, parade or assembly for which a permit has already been granted;
 - (2) The applicant fails to submit a complete application or fails to provide any additional information requested by the city manager;
 - (3) The proposed date or time for the special event or the location of the special event or parking for such special event would unduly interfere or disrupt the educational activities of a school when such school is in session;
 - (4) The applicant fails to comply with or the special event will violate an ordinance of the city or any other applicable law;
 - (5) The applicant makes or permits the making of a false or misleading statement or omission of material fact on an application for a special event;
 - (6) The applicant has been convicted of violating this article, has had a special event permit revoked within the preceding twelve (12) months, or has failed to pay any additional costs assessed by the city for a previous special event within the previous two (2) years;
 - (7) The applicant has previously been issued a special event permit in the same calendar quarter;
 - (8) The applicant fails to provide proof of a license or permit required by this article or another city ordinance or by state law;

- (9) The applicant is unable or unwilling to provide any required insurance or surety bonds that may be required under this article; or
 - (10) The applicant is unable or unwilling to pay any additional costs as may be required by the city manager.
- (b) A special event permit shall be revoked upon the following conditions:
- (1) The applicant made or permitted to be made a false or misleading statement or omission of material fact on an application for a special event permit;
 - (2) In the event that the police chief, fire chief, director of utilities, other city officials or their designated representatives find that any of the provisions of this section, another city ordinance, or state or federal law is being violated, they shall immediately notify the city manager, and the special event permit issued hereunder shall be revoked;
 - (3) When, in the judgment of the above-named officials, a violation exists which requires immediate abatement, they shall have authority to revoke a special event permit in the absence or unavailability of the city manager.
- (c) The city manager shall act upon a complete application for a special event permit within ten (10) days after the filing thereof. If the city manager does not approve the application, the applicant shall be mailed a notice of this action stating the reasons for the denial of the application.
- (Ordinance 2021-13 adopted 7/12/21)

§ 15.01.009. Notice to adjoining property owners.

The city manager shall have authority to require that permittee send notices of the special event to adjoining property owners when, in the city manager's judgment, the special event is of a scope and nature that will impact those owners.

(Ordinance 2021-13 adopted 7/12/21)

§ 15.01.010. Inspection of special event.

The city may enter and inspect any property, building, or premises before, during, or after a special event for the purposes of verifying the accuracy of the information on the permit application, ensuring compliance with this article and all city ordinances, and determining if there are any conditions on the premises that are contrary to the health, safety, or welfare of the public or any participant.

(Ordinance 2021-13 adopted 7/12/21)

§ 15.01.011. Permit to be maintained on-premises.

The special event permit shall be maintained at all times on the premises and shall be made available to any police officer or other authorized city employee or representative.

(Ordinance 2021-13 adopted 7/12/21)

§ 15.01.012. Parking.

- (a) An applicant shall submit evidence that sufficient parking will be available to accommodate the projected number of users with a ten (10) percent surplus. The number of spaces deemed sufficient will be determined by the nature of the event, number and age of people attending, including event staff, participants and performers during peak times. If said parking is to be on private property

adjacent to the special event, written evidence that the applicant has a right of possession of said property through ownership, lease, license, or other property interest must be provided. When the location is not an established parking area, a parking and traffic plan shall be submitted which will show how the needed parking will be achieved and arranged. The number of parking spaces and layout of parking area, including aisle widths, size of parking spaces and whether parking attendants will be provided, shall be included in the submittal.

- (b) When adequate parking is not available at or immediately adjacent to the site of the special event, off-site parking may be used. When off-site parking and transfer of attendees is used the parking and traffic plan will show how this will be accomplished.
- (c) The city shall have the authority, when reasonably necessary as determined by the police department, to prohibit or restrict the parking of vehicles along a street or highway or part thereof adjacent to the site of the special event. The city shall post signs to such effect, and it shall be unlawful for any person to park or leave unattended any vehicle in violation thereof.

(Ordinance 2021-13 adopted 7/12/21)

§ 15.01.013. Amusement rides.

Rides and/or attractions associated with special events shall conform to the statutory rules and regulations set forth in Texas Occupations Code chapter 2151, designated the Amusement Ride Safety Inspection and Insurance Act.

(Ordinance 2021-13 adopted 7/12/21)

§ 15.01.014. Hours of operation.

A special event may be conducted only between the hours of 7:00 a.m. and 11:59 p.m. daily. The police department shall be responsible for enforcing this provision. The city manager may waive the time limit on certain special events when good cause is previously demonstrated by the applicant in writing.

(Ordinance 2021-13 adopted 7/12/21)

§ 15.01.015. Tents and temporary structures.

Any special event which includes the use of a stage, seating, tent, canopy, or other temporary structure shall meet the requirements of the city's fire code and building code except that a separate permit is not required when a special event permit has been obtained. Fire lanes for emergency equipment must be provided and the site prepared in a manner so as not to be a fire hazard as determined by the fire chief.

(Ordinance 2021-13 adopted 7/12/21)

§ 15.01.016. Food and beverage service..

Where food or beverage service is provided or sold, said operation shall be in compliance with all provisions of the food and food establishment ordinances of the city, including ordinances regulating mobile food vendors, as well as all other applicable state and local laws.

(Ordinance 2021-13 adopted 7/12/21)

§ 15.01.017. Restroom facilities.

- (a) The organizer shall provide ample restroom facilities for the event. If the event site does not provide sufficient permanent restroom facilities, the organizer shall arrange for a sufficient number of portable restrooms to be on site.

- (b) Restrooms shall be located in close proximity to the event site or venue.
 - (c) Portable restrooms shall be delivered no earlier than 24 hours before the start of the event and shall be removed from the site no more than 24 hours after the conclusion of the event. Failure to remove portable restrooms within this time period may result in additional fees.
 - (d) Portable restrooms shall comply with all applicable requirements under the American Disabilities Act, as it exists or may be amended.
- (Ordinance 2021-13 adopted 7/12/21)

§ 15.01.018. Noise.

The organizer shall be responsible for ensuring that the event complies with all applicable provisions of the city's noise ordinance, set forth in chapter 8, article 8.03 of this code, at all times. Failure to comply with a requirement from the city's police department concerning noise may result in the immediate revocation of the special event permit and/or prosecution under applicable law.

(Ordinance 2021-13 adopted 7/12/21)

§ 15.01.019. Alcohol.

- (a) It is the responsibility of the applicant to ensure that if alcoholic beverages will be possessed and consumed during a special event, that they have obtained all necessary city approvals for such possession and use.
 - (b) For special events requiring a permit from the Texas Alcoholic Beverage Commission (TABC), a copy of the state permit shall be required prior to the issuance of a special event permit.
- (Ordinance 2021-13 adopted 7/12/21)

§ 15.01.020. Street closure plan.

- (a) Certain streets within the city may be temporarily closed to limit or exclude vehicular or pedestrian traffic before, during or after a special event. An organizer requesting one or more street closures for a special event shall submit for approval a street closure plan showing the layout of all barricades, traffic-control devices and signs as part of the permit application. The special event review committee shall consider such request in evaluating the application and may require additional or fewer street closures. Some street closures may require the organizer to obtain the consent of businesses, property owners or other persons in the area. Should street closures be approved, the city shall supervise the placement of all barricades and signs placed on public streets or other public rights-of-way.
- (b) The city's police and public works department shall determine the type and number of traffic-control devices required to close a public street or other public right-of-way. Such traffic-control devices shall meet the standards of the then-current Texas Manual of Uniform Traffic-Control Devices.
- (c) The city's police or public works department may require the use of electronic changeable message signs to direct event and nonevent traffic on major roadways.
- (d) Electronic changeable message signs shall be used within the public right-of-way when road closure or special parking situations require them. Such signage shall not be used to identify or promote an event.
- (e) Any event equipment or other property that is permitted to be located within the public right-of-way during the event shall be removed in a timely manner to facilitate the reopening of a closed street as

soon as possible. For races and rallies, equipment and other property shall be removed as soon as the last participant passes that point of route. For other events, the organizer shall start removing equipment and other property no later than the advertised end time of the event. The organizer shall prioritize removing equipment and other property that is in the public right-of-way before taking down equipment or other property in other areas.

(Ordinance 2021-13 adopted 7/12/21)

§ 15.01.021. Police/security services.

- (a) Sufficient security measures will be approved solely by the city.
- (b) If required, the city police department will have final say on the number of security personnel needed for the event and the manner in which they are deployed.
- (c) The city police department may require the organizer to deploy certain security measures during the event at the expense of the organizer.
- (d) The organizer shall be responsible for all costs of police and security services.

(Ordinance 2021-13 adopted 7/12/21)

§ 15.01.022. Fire/emergency medical services.

- (a) Fire and emergency medical services for special events shall be provided by the city fire department, unless specific provisions are authorized by the fire chief in accordance with the city's emergency medical services. Prior to the issuance of a special event permit, the organizer must coordinate with the city's fire department to discuss the specific needs of each event and make arrangements to retain the services of the city's fire department personnel. The city shall have final say as to the extent of the services required to properly serve the special event.
- (b) Venues that are specifically designed for events and that hold a certificate of occupancy for such activity are required to enter in to a service agreement with the city for police, fire and emergency medical services. Provisions of such agreements shall include:
 - (1) Compensation of personnel as employees of the venue;
 - (2) Worker's compensation or employer's liability insurance through the venue's insurance provider;
 - (3) Hourly rates for services determined by the city; and
 - (4) Adherence to city medical direction instructions and protocols.

(Ordinance 2021-13 adopted 7/12/21)

§ 15.01.023. Sanitation.

- (a) An applicant shall submit evidence in the form of a waste, recycling and sanitary plan that sufficient waste resources will be available to accommodate the projected number of users with a ten (10) percent surplus. The amount of waste receptacles (including dumpsters, bins and recycling bins) and sanitary facilities deemed sufficient will be determined by the nature of the event, number and age of people attending, including event staff, participants and performers during peak times.
- (b) Waste from animals used in any such special event shall be removed daily from the grounds. Should animals be kept within the city limits at night, they shall be kept not less than three hundred (300)

feet from any developed residential or commercial districts.

- (c) The applicant shall make their best effort to arrange for recycling:
 - (1) The number of recyclable containers at special events shall be equal to the number of trash containers.
 - (2) Recycling and trash containers next to each other throughout the event.
 - (3) Each recyclable container should be clearly identified as a recycling receptacle and display a list of types of recyclable materials accepted.
 - (4) Organizers can determine types of recyclables to be collected.
 - (5) The event's coordinator must ensure that all recyclable materials are delivered to a recycling facility, and not to a landfill.
 - (6) The use of disposable expanded polystyrene foodware is prohibited due to its tendency to easily break apart and create litter. Alternatives such as plastic, paper, or reusable plates/cups are required instead.
- (d) If facilities are used on private property adjacent to the special event, written evidence that the applicant has a right of possession of said property through ownership, lease, license, or other property interest must be provided.
- (e) Contents of required waste, recycling and sanitary plan:
 - (1) Name and contact info of contracted vendor;
 - (2) Number of and placement of sanitary facilities;
 - (3) Number, placement and size of dumpsters;
 - (4) Number and placement of trash and recycling bins; and
 - (5) Pickup schedules.
- (f) Water usage and disposal of wastewater:
 - (1) Any special event or related activity desiring use of water from the city water system must coordinate with the utilities department to obtain a temporary meter. Deposit for the meter and payment for water used shall be in accordance with ordinances of the city.
 - (2) An applicant shall submit a plan for the disposal of wastewater and the utilities department shall approve the plan.

(Ordinance 2021-13 adopted 7/12/21)

§ 15.01.024. Signage.

- (a) All signs used to advertise, promote or provide information relating to a special event must comply with all then-current applicable ordinances, rules, and regulations of the city.
- (b) Written permission from the city must be obtained prior to placing signs/inflatables on public property. The design of signs placed on public property must be approved by the city. Signs placed on public property must be designed and constructed such that they do not leave adhesive residue on

property when removed. Inflatable signs promoting special events are permitted on property hosting event; however, inflatables must be anchored to the ground - not a building or other structure. Staking signs deeper than 12 inches is prohibited. Please refer to the city's sign ordinance.

- (c) Permanent existing signs may not be removed.
 - (d) Notwithstanding any other provision of this chapter, no signs, banners, streamers, lights, vehicles, balloons, inflatables or any other materials or devices advertising, promoting or providing information relating to the event may be displayed on or within public right-of-way.
- (Ordinance 2021-13 adopted 7/12/21)

§ 15.01.025. Liability insurance.

- (a) When a special event is partially or fully contained on the city rights-of-way, the applicant for a special event permit shall furnish the city manager with a certificate of general liability insurance with limits of one million dollars (\$1,000,000.00) per occurrence/two million dollars (\$2,000,000.00) aggregate and naming the city as an additional insured.
- (b) The city manager shall have the right to lower, waive, or increase the public liability insurance limits based upon the type of special event, equipment, machinery, location, number of people or animals involved and other pertinent factors or risks associated with the special event.
- (c) An applicant shall have the right to show cause why the insurance requirement should be reduced or waived, and to present such request to the city manager. Upon receipt of such request, the city manager shall consult with the city's attorney. The city manager shall respond to an applicant's request for lower insurance or waiver within five (5) days from date of request.
- (d) If a mutually agreeable insurance limit cannot be agreed upon, the application shall be considered denied.

(Ordinance 2021-13 adopted 7/12/21)

§ 15.01.026. Indemnification.

When a special event is partially or fully contained on city property, an applicant shall agree to indemnify and hold harmless the city, its officers, employees, agents, and representatives against all claims of liability and causes of action resulting from any death, personal injury and/or damage or property arising out of the special event.

(Ordinance 2021-13 adopted 7/12/21)

§ 15.01.027. Additional costs and reimbursements.

- (a) In the event the city manager determines, upon a review of the application, that a special event may require the special attention and involvement of city personnel or facilities, the city manager shall so notify the applicant. In such event, prior to the issuance of a special event permit, the applicant and the city manager shall agree upon the cost of city services including but not limited to: policing, fire, emergency medical services, cleaning, closure of roads, and the applicant shall pay that amount to the city upon application. Prior to the issuance of a special event permit, the applicant shall agree in writing to pay any additional costs to the city incurred as a result of the special event within five (5) days of the date upon which the city informs the permittee of the amount of such additional costs. Should the permittee not pay such additional costs, no future special event permits shall be issued to the same permittee for a period of three (3) years. Nothing herein shall preclude the city from enforcing any legal or equitable remedy against the permittee for recovery of such additional costs.

- (b) The chief of police or his/her designee shall determine whether and to what extent additional police services are reasonably necessary for the special event for traffic control and public safety. The chief of police shall base this decision on the size, location, duration, time and date of the special event, and the need to detour or preempt citizen travel and use of the streets and sidewalks. If possible, without disruption of ordinary police services or compromise of public safety, off-duty personnel will police the special event. If additional police services for the special event are deemed necessary by the chief of police, he shall so inform the applicant for the special event permit. The applicant then shall have the duty to secure the police services deemed necessary by the chief of police.
 - (c) The organizer shall be required to pay the city for certain costs and expenses incurred by the city for activities associated with the event, including the following:
 - (1) Utility services provided to the special event, including all the costs of installation, maintenance and connection;
 - (2) Barricades and traffic cones;
 - (3) Electronic changeable message signs;
 - (4) Repair, maintenance and removal of real property, facilities, equipment and other property damaged during the course of the event in the event of a failure of organizer to do so;
 - (5) Repair of public right-of-way, parks and other public property damaged during the course of the event;
 - (6) Police protection;
 - (7) Fire protection;
 - (8) Emergency medical service;
 - (9) Trash and recycling disposal and cleanup;
 - (10) Traffic control; and
 - (11) Other direct costs associated with the special event.
- (Ordinance 2021-13 adopted 7/12/21)

§ 15.01.028. Offenses and penalty.

- (a) It is hereby determined that this section governs public health and safety and, therefore, any person violating or failing to comply with any of the provisions of this section shall, upon conviction, be liable for penalty not to exceed two thousand dollars (\$2,000.00). Each day that a violation of this article is found to exist or continue shall constitute a separate, punishable offense.
 - (b) A culpable mental state is not required for the commission of an offense under this section.
- (Ordinance 2021-13 adopted 7/12/21)