

## 609 Temporary Special Event License

609.01. Purpose. This ordinance regulates those temporary events which are not otherwise licensed; events which by their nature could be expected to significantly affect the public health, safety or welfare in any of the following ways: increased traffic volume or congestion, a need for additional sanitary waste facilities, a need for additional police or fire protection, or disruption to the character of any business or residential neighborhood. These events include, but are not limited to: parade, race, procession, carnival, festival, residential block event, street dance or fundraiser.

609.02. License Required. No person shall engage in an event as listed in 609.01 unless a license shall have been obtained from the city as herein provided.

609.03. Application Requirements. A person seeking issuance of a license shall file an application with the city clerk on forms provided by the city. Application shall be made by the organizers or sponsors and include the signature of the land owner(s) of the property on which the event is to occur, and if it be on public property, then only the signatures of the organizers or sponsors shall be required.

- (1) Application for an event other than a residential block event shall include the following:
  - A. A description of the proposed event;
  - B. A legal description of the property or property address;
  - C. The name, address and phone number of the applicant;
  - D. Date and time of the proposed event.
  
- (2) Application for a residential block event must be submitted by a resident that has property that abuts a portion of the street wherein the event is to be held and who has made a good faith attempt to deliver to each residence or building management abutting such portion of the street a notice containing the following information:
  - A. A description of the event;
  - B. The date and hours of the event;
  - C. The name, address and phone number of the sponsor;
  - D. That anyone objecting to the block event may petition the city council for a hearing to protest the issuance of a license for such event.

Application for a residential block event must be accompanied by a petition containing signatures representing seventy-five (75) percent of the households on the block or blocks abutting the street approving the event. Location of barricades, if any, must be submitted with the application. Application for all licenses shall be made not less than thirty (30) days before the special event.

609.04. Application Conditions. The applicant (s) will sign documentation on forms provided by the city that contain the following:

- (1) Applicant agrees to defend and hold the city harmless from all claims, demand, actions or causes of action, of whatsoever nature or character, arising out of or by reason of conduct of the event for which the license is granted.
- (2) Applicant will indemnify the city for all damages that may result to city property, including any portion of such street as a result of the event.
- (3) Applicant will, without expense to the city, immediately clean up, remove and dispose of all litter or material of any kind which is placed or left on city streets or city property because of the event and that if the applicant neglects or fails to proceed with the cleanup within the two-hour period immediately following the end of the event, or if cleanup is done in an inadequate manner, the city public works department is authorized to do the cleanup and the applicant shall be charged for said cost.
- (4) The applicant will be responsible for the placement, maintenance and removal of barricades which may be required.

609.05. Application Review. All applications will be reviewed for approval and signature by the following: the City Administrator, the City Public Works Director and the City Fire Chief.

609.06. Insurance. All applicants, with the exception of residential block parties, must furnish proof of liability insurance coverage for the event.

609.07. Restrictions. A for profit business that sponsors an event where 100% of the profits are not donated to a non-profit business or charity are limited to one event in any twelve month period.

609.08. Exception. The Annual Memorial Day Parade and Annual River Days Festival are considered city ordained events and all of the conditions listed above may not be required. The set up, installation of no parking signs and/or street barricades, traffic control and clean up may be furnished by the city.

609.09. Violation. Violation of this ordinance shall constitute a misdemeanor, punishable as prescribed by State law. (Added by Ordinance No. 95-09, passed May 23, 1995)