

SPECIAL EVENTS POLICY AND PROCEDURES

1. Purpose: The public health, safety and welfare of the citizens of Wyandotte require the regulation of special events within the city. Accordingly, special events involving the use of the city parks, building, grounds and other City owned properties may be permitted in the city only upon recommendation of the Special Events Committee and approval of the Mayor and City Council.

2. Policy: Special Events Committee – Department of Legal Affairs, Special Event Coordinator, Recreation Director, Police Chief, Fire Chief, Director of Public Service.

Definitions – “Special Events” means any transient amusement enterprise, outdoor temporary gathering, and any similar event, including but not limited to a theatrical exhibition, musical performance, public show, entertainment, amusement or other exhibition. All city sponsored events would be excluded.

Special Events Categories –

a. Low Hazard – No physical activity by participants and no severe exposure to spectators, such as but not limited to – indoor and outdoor meetings, small theatrical performers, auctions, and social gatherings (no alcoholic drinks).

b. Medium Hazard – Limited physical activity by participants and no severe exposure to spectators, such as but not limited to – dances, animal shows, political rallies, flea markets, picnics, parades with no floats, and “family type concerts”. Crowd size of events – under 10,000.

c. High Hazard – Major participation by participants and/or moderate to severe exposure to spectators, such as but not limited to: team or individual sporting events (nonprofessional), circuses and carnivals with rides, parades with floats and marathons or similar races or any event with crowd size of over 10,000 but under 25,000.

d. Special Hazard – Rock concerts, professional or collegiate sporting events, rodeos, all vehicle races, and firework displays, all events with crowd size over 25,000 and all functions where alcoholic beverages are served for any type of event.

Permit Required – A person shall not sponsor, conduct or promote a special event on city property unless the person first obtains a permit for the event on city property unless the person first obtains a permit for the event. Use of Bishop Park Dock facility (city property) is excluded from this permit as policy is already established.

3. Procedures: Application for Permit – Application for a permit to conduct a special event must be made on the forms and in the manner prescribed by the City. The application for a permit must be received by the Office of City Clerk within sixty days of event date for Low Hazard and Medium Hazard projects; ninety days from event date for High Hazard and Special Hazard projects.

4. Hold Harmless and Indemnification Agreement : All events will require a written hold harmless and Indemnification Agreement holding harmless and indemnifying the City and City Officials. The City and City Officials shall also be named as additional insured on all required insurance policies as required and approved by the Department of Legal Affairs. The Hold Harmless and Indemnification Agreement are to be submitted to the City Clerk’s Office 14 days prior to event.

5. Insurance Requirements for the Various Categories of Special Events:

Low Hazard – Specific coverage for most events in this category can be waived based upon a review of the special events committee and approval of Mayor and City Council. If a private, and/or nonprofit group is sponsoring this event, a minimum of \$300,000, per occurrence and/or aggregate limit of liability for personal injury, bodily injury and property damage.

Medium Hazard – General liability – with broadform general liability endorsement or equivalent. Limits of liability shall not be less than \$500,000, per occurrence and/or aggregate combines single limit for personal injury, bodily injury and property damage.

High Hazard – General liability – with broadform general liability endorsement or equivalent. Limits of liability shall not be less than \$1,000,000 per occurrence and/or aggregate combines single limit for personal injury, bodily injury and property damage.

Special Hazard – To be reviewed on an individual basis, but in no instance shall the insurance required be less than that required for High Hazard events.

6. Insurance or Detail of Permit: The City shall, upon receipt of an application for a permit, issue, set conditions prerequisite to the issuance or deny the permit within 15 days for a low hazard and medium hazard, and 45 days for a high or special hazard event.

7. Revocation: The City may revoke a permit whenever the Permittee fails to comply with any provision or the permit or when it is determined to be in the best interest of the City.

8. Application Permit Fee : \$100

9. Permit/Rental Fee for use of city property: To be determined by the Special Events Committee and approved by Mayor and City Council.



CITY OF WYANDOTTE APPLICATION FOR SPECIAL EVENT

A. NAME OF APPLICANT: _____

PHONE: _____ EMAIL: _____

HOME ADDRESS: _____

AGENT (IF DIFFERENT FROM ABOVE) _____

PHONE: _____ EMAIL: _____

MAILING ADDRESS: _____

If the person making the application is a partnership, corporation or other association, you must provide the above information for all partners, officers, directors or members. If the applicant is a corporation, a copy of the articles of incorporation or other pertinent data may be required.

B. DESCRIPTION OF THE PROPOSED EVENT: _____

C. SITE OF PROPOSED EVENT: _____

D. TIME OF PROPOSED EVENT: _____

E. ESTIMATED MAXIMUM NUMBER OF PERSONS EXPECTED AT THE EVENT FOR EACH DAY: _____

F. IS ALCOHOL GOING TO BE SERVED OR PROVIDED AT THIS EVENT? _____

DO YOU HAVE A LICENSE? _____

G. SUBMIT A DETAILED EXPLANATION, INCLUDING DRAWINGS AND DIAGRAMS WHERE APPLICABLE, OF YOUR PLANS TO PROVIDE FOR THE FOLLOWING—

1. POLICE/SECURITY AND FIRE PROTECTIONS
2. FOOD, WATER AND ELECTRICAL SUPPLY
3. HEALTH AND SANITATION FACILITIES
4. MEDICAL FACILITIES AND SERVICES, INCLUDING EMERGENCY VEHICLES AND EQUIPMENT
5. VEHICLE ACCESS AND PARKING FACILITIES
6. CAMPING AND TRAILER FACILITIES, IF OVERNIGHT STAYS ARE ANTICIPATED
7. ILLUMINATION
8. COMMUNICATION
9. FACILITIES FOR CLEAN UP AND WASTE DISPOSAL
10. NOISE CONTROL AND ABATEMENT
11. INSURANCE AND BONDING ARRANGEMENTS
12. CLEAN-UP PROCEDURE

Date: _____ Signature: _____