

# Clearfield City Corporation

## Special Events Policy

*Revised February 2015*

Sec. 1 PURPOSE

- a. Purpose. The purpose of this Policy is to ensure that special events staged in or affecting the use of the public way are conducted to minimize the impact on traffic and neighborhood and to establish a consistent City-wide general approach to special events.
- b. Objective. The objective of this Policy is to designate methods by which special events will be fairly and expeditiously managed by the City and to establish a consistent City-wide general approach to special events.

Sec. 2. DEFINITIONS. As used in this Policy

- a. A special event is defined as an activity or series of activities, specific to an identifiable time and place, produced in conjunction with community organizations often held on public property, and which may occur on a one-time or a recurring basis. Such events may include but are not limited to street closures, filming, protests and rallies, block parties, fund raisers, street parties, runs, races, walks, and other community events. They may occur on streets and/or sidewalks, parks, and other City-owned property. For the purposes of this policy, special events shall not include privately sponsored events which rent indoor space.
- b. Application fee means a fee charged by the city for the cost for reviewing and processing the Special Event Application
- c. Support Fee means a fee charged by the City for the cost of providing police protection, park maintenance, or other required City services.
- d. Organizer means the individual or organization responsible for event arrangements and payment of support fees.
- e. Level of Events: Events vary in complexity, number of participants and level of City services required. For the purpose of this policy, events will be characterized in one of three levels:
  - i. Level 1 Events- generally smaller events that are not open to the general public, for which an admission fee is not charged and with no commitment of City resources. These events might include a neighborhood block party, a small-group protest or rally and/or use of a city street or facility for small-scale filming.
  - ii. Level 2 Events- medium sized events with up to 300 participants and involving some level of City participation in traffic control, use of barricades, etc. These events might include 5K or 10K races, festivals, parades, larger protests or rallies, or medium sized events held in city parks.

- iii. Level 3 Events- large scale events with more than 300 participants and/or involving extensive City support in traffic control, setup, cleanup, use of city equipment, etc. These events might include marathons, triathlons, bicycle races, large scale parades, significant filming sets and other events of similar size and scale.

Sec. 3. APPLICATION AND EVENT REQUIREMENTS AND RESTRICTIONS

- a. Applications to hold special events must be submitted to the Community Services Director. Approval of the event by City staff is required before advertising for that event commences. The Community Services Director will notify the petitioner of approval or disapproval within 30 days.
- b. Applications must be submitted in advance for event permits. An application may not be submitted more than 18 months in advance of an event's proposed date. Minimum application periods in advance of the event include:

- i. 30 days in advance for Level 1 events
- ii. 45 days in advance for Level 2 events
- iii. 90 days in advance for Level 3 events

- c. Application Fees. The City requires payment of fees at the time of application based on the need for City review of the application. Fees will be established as a part of the City's consolidated fee schedule, and include the following:

- i. Application fee for a Level I Event: \$5.00
- ii. Application fee for a Level 2 Event: Non-profit (501 c(3) designation) organizers: \$25.00(2)For-profit organizers: \$50.00
- iii. Application fee for a Level 3 Event: \$150.00

Events with over 500 participants will require a mass gathering permit. For more information regarding the Mass Gathering Permit, please contact the Davis County Health Department at 801-525-5000.

Other permits may also be required by other government jurisdictions. Applicants must ensure that they meet the requirements and secure permits from any other governmental entities as necessary.

- d. Applications must include the following information:

- 1. Name of the organizer, contact person and telephone number.
- 2. Type of event.
- 3. Date and time the event is proposed to be held.
- 4. Map of the proposed route or site with barricade plan.
- 5. Expected length and duration of event.
- 6. Expected number of attendees.
- 7. Services requested from the Parks (electrical power, water, stage, sound system, garbage cans, etc.), Police, Fire, Public Works, or other City departments.
- 8. The admission fee or donation to be charged or requested.

9. A request for fee waiver, if applicable.
- e. When necessary, City support will be provided, at roughly the City's anticipated cost. Fees to cover said costs must be paid in advance by the event organizer, for special events. Costs may include an administrative overhead charge.
    1. An estimate of any applicable support fees will be provided to the event organizer with a notice of conditional approval.
    2. Upon receipt of the notice of conditional approval to hold the event or begin filming, the event organizer will be required to pay the estimated support fees.
    3. City support costs include, but are not limited to, police, park maintenance, garbage pickup and other costs to City directly attributable to the special event.
    4. City support will be limited to the minimum believed necessary to ensure a successful event based upon the information provided by the event organizer.
      - Police protection needs will be determined and assigned by the Chief of Police or designee.
      - Park maintenance will be performed by the Parks Department.
      - The Public Works Department will administer closure of roads and streets in cooperation with the Police Department.
      - The Utility Administration Department will coordinate garbage can delivery and pickup.
    5. The event organizer will be billed by the City for any additional support fees to cover costs, if any, no later than 30 days after the event has been held or film production closed. Amounts due are payable within 30 days of the date of invoice. Any refund due the organizer will be paid by the City within 30 days after the event.
    6. Any special electrical power needs will be coordinated with the Clearfield City Parks Department. Estimated costs of special power needs will be paid by organizer to Clearfield City in advance of installation of electrical support facilities. Retirement of special electrical facilities will be included in the estimated costs.
  - f. The event organizer must provide police and fire protection and traffic and crowd control to the extent determined by the City's Police Chief or designee of the affected public safety department, at the sole expense of the organizer.
  - g. Barricades must be provided by the event organizer and must meet the requirements established by the Police Department. The Public Works Department may provide event organizers with the names of companies that lease suitable barricades.
  - h. The use of a park facility for the start and finish of races, runs, walks, bicycle races, etc., are subject to charges for services and will be held in accordance with Parks Department policies and procedures.
  - i. The City assumes no liability for the safety of participants or spectators.
  - j. Event insurance: The City requires for all events at Levels 2 and 3 the following:

1. An indemnification agreement prepared by the Legal Department and signed by the applicant.
  2. **Level 2 Events:** Contractors, subcontractors, vendors shall be required to have liability limits of at least \$1,000,000 per Occurrence and \$2,000,000 Aggregate for Premises & Operations, Products and Completed Operations, Personal and Advertising Injury. There shall also be at least \$5,000 for Medical Payments to Others. Clearfield City must be named as an additional insured limit naming Clearfield City, its officers, employees and volunteers as additional insureds. The certificate must also state that coverage will not be cancelled without ten days prior written notice to the City. *Level 2 events including the use of inflatable bounce houses or other similar equipment will be subject to the same insurance requirements as a level 3 event.*  
**Level 3 events:** A certificate of insurance with coverage of at least \$2 million per occurrence with a \$3 million aggregate limit naming Clearfield City, its officers, employees and volunteers as additional insureds. The certificate must also state that coverage will not be cancelled without ten days prior written notice to the City.
  3. Contractors, subcontractors, vendors shall be required to have statutory limits for Workers Compensation for all of their employees. If there are no employees (only the owners), they shall be required to provide a Workers Compensation waiver policy.
  4. If any motorized vehicles are used on city property, or for the purpose of any contract, contractor, subcontractor or vendor shall provide certificate of insurance as proof of liability coverage with limits of at least \$1,000,000 per accident
- k. Organizer is strictly liable to City for any damage to City property caused by the organizer, its employees and agents, and by attendees or audience members at the event.
- l. Movie and commercial filming events are subject to the following additional requirements:
1. Production and support vehicles may not be parked overnight on any street in a residential zone without express permission from the City.
  2. Use of any pyrotechnic or similar flammable visual display is prohibited without express prior written approval from the City.
  3. The organizer's contact person must notify neighboring businesses and residents in advance of filming and inform about the potential impact of the event. The City may determine the extent of this notice requirement.

Sec. 4. APPLICATION REVIEW PROCESS

- a. Each Special Event Application will be reviewed by a committee comprised of representatives of each of the following City departments:
- Administrative Services Department
  - Community Services Department
  - Legal Department
  - Police Department
  - Public Works Department

- b. The steps in the review process include:
  - i. Event impacts: The Committee will evaluate the economic impact to the City of an event, the proposed sponsorship of any non-profit entities and potential conflicts with other events. Event applications may be rejected at this point if the event does not meet City criteria for these impacts.
  - ii. Location logistics: The Committee will review traffic routing plans, emergency access plans, event scope in relation to the proposed location, notification standards for impacted residents and businesses, notification of the neighborhood representatives and feedback from city departments involved.
  - iii. Requested and required city services: The Committee will review any and all services requested from the City and other governmental or quasi public entities
  - iv. Permit, license and insurance information: The Committee will review the issuance of applicable permits and licenses, required event services contracts, agreements with the City to provide contracted services if any, and required insurance certificates and/or indemnifications.

Sec. 5. SUPPORT FEE WAIVER

- a. City Support Fees may be waived, at the City's discretion, for:
  - 1. Events sponsored by civic and governmental organizations, as determined by the Mayor and City Council.

Sec. 6. APPEAL PROCESS

- a. The applicant or organizer may appeal a decision made under this Policy to the City Manager. The appeal must be made in writing and filed in the Office of the City Recorder within 10 days of the date of issuance of the decision that is being appealed.

Sec. 7. CRITIQUE OF EVENT

- a. All City departments involved in the review and execution of special events are required to submit a "Critique of the Event" to the Police Department within 30 days following the event. The Police Department will use the critiques to evaluate annual events for problem solving purposes as new petitions are submitted and will report accordingly to the Community Services Director
- b. Event organizers are encouraged to submit a "Critique of the Event" to the Police Department as well for retention in the file.