

EVENT PERMIT AND REGULATIONS FOR USE OF CITY STREET

§95.100 DEFINITIONS

Unless the context otherwise requires, the definitions of terms as used in this chapter shall be as follows:

- A. "Event" is any parade, march, ceremony, show, exhibition, pageant or procession of any kind, sponsored run or walk event, block party, or any similar display, in or upon any City street.
- B. "Event permit" is a permit as required by this chapter.
- C. "Person" includes a firm, partnership, association or persons, corporation, organization or any other group acting as a unit, as well as an individual.

§95.101 PERMIT - REQUIRED

No person shall engage in, participate in, aid, form or start any event, unless an event permit has been obtained from the City of Wahoo.

§95.102 PERMIT – APPLICATION – PROCEDURE FOR FILING

Any person seeking issuance of an event permit shall file an application with the City Clerk on forms provided by the City of Wahoo.

- A. *Filing Period.* An application for an event permit for all events except those described below shall be filed with the City Clerk not less than fourteen (14) days before the date on which the event is proposed to be conducted:
 - 1. Not less than thirty days (30) for an event that requires a liquor license, security, or other approval by the City Council, as deemed necessary by the City Clerk and Mayor of the City of Wahoo;
- B. *Contents.* The application for an event permit shall set forth the following information:
 - 1. The date when the event is to be conducted;
 - 2. The route to be traveled, the starting point and the termination point, or the location of the event;
 - 3. The hours when such event will start and terminate including set up, take down and the times of the actual event;
 - 4. The location of the event including route, pre and post staging areas, or areas to be blocked off from public use;
 - 5. The time at which units of the event will begin pre-event staging at any such area or areas;
 - 6. The location of streets or parking areas of any staging areas for such event;
 - 7. The approximate number of persons who attend the event and in the case of a parade, the type of animals and the description of the vehicles which will constitute such parade;

8. Any additional information which the City Clerk shall find reasonably necessary to make a fair determination as to whether a permit should issue.
 9. The name, address and telephone number of the person who will be the event chairman and who will be responsible for its conduct;
 10. The name, address and telephone number of the person seeking to conduct such event, or if the event is proposed to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization, and of the authorized and responsible heads of such organization;
 11. If the event is designed to be held by, and on behalf of or for, any person other than the applicant, the applicant for such permit shall file with the City Clerk a communication in writing from the person proposing to hold the event, authorizing the applicant to apply for the permit on his behalf;
- C. *Late Applications.* The City Clerk where good cause is shown therefore shall have the authority to consider any application under this chapter which is filed less than the dates described in paragraph A. before the date such event is proposed to be conducted.
- D. *Fee.* There shall be paid at the time of filing the application for an event permit a fee of ten dollars, excepting all events sponsored by the City of Wahoo.
- E. *Late Fee.* There shall be paid at the time of filing a late application a late fee of ten dollars.
- F. *Liability Insurance.* All applicants shall present a certificate of insurance, covering the City of Wahoo as an additional insured. A statement of pending coverage shall be presented with the application. The certificate may be presented after approval of a permit is given, but must be presented prior to the event. If the certificate is not presented, the City Clerk shall revoke the permit and the event shall be cancelled. The following limits are required:

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| General Aggregate | \$1,000,000 |
| Bodily Injury/Property Damage | \$1,000,000 each occurrence |
| Personal Injury Damage | \$1,000,000 each occurrence |
| Contractual Liability | \$1,000,000 each occurrence |
| Products Liability & Completed Operations | \$1,000,000 each occurrence |
| Fire Damage | \$100,000 any one fire |
| Medical Expense | \$5,000 any one person |

§95.103 PERMIT – APPLICATION - STANDARDS

The City Clerk shall issue a permit as provided for under this chapter when, from a consideration of the application and from such other information as may otherwise be obtained, he finds that:

- A. The conduct of the event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route;
- B. The conduct of the event will not require the diversion of so great a number of police officers of the City to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the City;

- C. The conduct of such event will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the City other than that to be occupied by the proposed line of march and areas contiguous thereto;
- D. The concentration of persons, animals and vehicles at the event or at the assembly points of the event (in the case of a parade) will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such assembly areas;
- E. The conduct of such event will not interfere with the movement of firefighting equipment en route to a fire;
- F. The conduct of the event is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or create a disturbance;
- G. The event is scheduled appropriately, with substantial time for set up, take down, and staging;
- H. The event is not to be held for the sole purpose of advertising any product, goods, or event, and is not designed to be held purely for private profit.

§95.104 PERMIT – APPLICATION – NOTICE OF REJECTION

The City Clerk shall act upon the application for an event permit within reasonable time after the filing thereof.

§95.105 PERMIT – APPLICATION – NOTICE TO CITY AND OTHER OFFICIALS

Immediately upon the issuance of an event permit, the City Clerk shall send a copy thereof to the following: 1) Mayor; 2) City Administrator; 3) Street Supervisor; 4) Fire Chief; and 5) Parks and Recreation Director

§95.106 PERMIT – APPLICATION - APPROVAL

An application shall be considered approved after the City Clerk has signed the area designated for approval on the application. However, if approval of a permit requires consideration by the Mayor and Council, the application shall be considered approved only after action has been taken by the Council to approve the request, and the application has been signed by the Mayor.

§95.107 PERMIT - REVOCATION

The City Administrator or Chief of Police shall have the authority to revoke an event permit issued under this chapter upon application of the standards for issuance as set forth in this chapter.

§95.108 APPEAL PROCEDURE

Any person aggrieved shall have the right to appeal the denial of an event permit to the City Council. The appeal must be filed within ten days after receipt of a notice of denial.

§95.109 ALTERNATIVE PERMIT

The City Clerk, in denying an application for an event permit, shall be empowered to authorize the conduct of the event on a date, at a time, or over a route different from that named by the applicant. An applicant desiring to accept an alternate permit shall, within ten days after notice of the action of the City Clerk, file a written notice of acceptance with the City Clerk. An alternate event permit shall conform to the requirements of, and shall have the effect of an event permit under this chapter.

§95.110 DUTIES OF PERMITEE

A permittee under this chapter shall comply with all permit directions and conditions and with all applicable laws and ordinances.

§95.111 PUBLIC CONDUCT DURING EVENTS

Provisions relating to the conduct of the public during an event shall be as follows:

- A. *Interference.* No person shall unreasonably hamper, obstruct or impede, or interfere with any event or event assembly or with any person, vehicle or animal participating or used in an event.
- B. *Driving Through Events.* No driver of a vehicle, street or trackless trolley shall drive between the vehicles or persons comprising an event when such vehicles or persons are in motion and are conspicuously designated as an event, such as a parade.
- C. *Parking on Route.* The Chief of Police shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along a highway or part thereof constituting a part of the route or location of an event. The Chief of Police shall post signs to such effect, and it is unlawful for any person to park or leave unattended any vehicle in violation thereof. No person shall be liable for parking on a street unposted in violation of this chapter.

§95.112 EXCEPTIONS

This chapter shall not apply to:

- A. Funeral processions;
- B. Students going to and from school classes or participating in educational activities; provided, that such conduct is under the immediate direction and supervision of the proper school authorities;
- C. A governmental agency acting within the scope of its functions.