

Proposed Special Events Policy Revisions & Updates

What is Being Edited	Reason
Page 3: Outline when Special Event Permit is required	Helps to answer a Frequently Asked Question
Page 4: Guiding Policies: Outside entities receiving financial assistance for Special Events from the City are required to provide the Special Events Committee with a business plan and/or provide a full disclosure of all expenses and revenues related to the event.	This is not currently practiced.
Page 4: Guiding Policies: It is the intention of staff to seek private and corporate sponsorships that help to offset the cost of City-funded and co-funded events, programs and activities, so that these events move towards becoming cost neutral to the City.	Note that sponsorships are allowed, but not required, for City-produced events.
Page 5: Management of Special Events Add "State" codes as an authorization for the Special Events Committee	Some of the code compliances are related to state codes, not just City codes.
Page 5: Management of Special Events Allow for flexibility with the composition of the Special Event Committee	List possible departments, but not be too specific.
Page 5: Management of Special Events In #5, note that it is the responsibility of the applicant to notify nearby businesses and residents	Be clearer about who is responsible for notification.
Page 6: Classification of Special Events Change City sponsored to City produced	Provides clarification on who is responsible for producing the event.
Page 6: Classification of Special Events - Parades Clarify information about parades	Note that there are three parades. Information about parade support has been removed from the Policy and will be addressed annually as part of the budget development.
Page 6: Classification of Special Events – Foot Races Add information about Foot Races	Information about foot races did not appear in the previous policy.
Page 6: Classification of Special Events – Assemblies/Protests/Rallies Add information about First Amendment events	Policy language for First Amendment events such as assemblies, protests, and rallies, did not appear in the previous policy.
Page 6: Classification of Special Events – Weddings Add information about weddings	Policy language for weddings did not appear in the previous policy.
Page 6: Classification of Special Events – Cost Sharing	This is not currently practiced.

Delete information about financial support for events	
Page 8: Application Submittal Change the application filing to 180 days for all events.	This change will allow enough time for Committee review and staffing.
Page 10: Approval #8 delete "Events in Old Town with anticipated attendance over 500 are limited to no more than one such event every other weekend in a calendar year. A weekend is defined as beginning Friday, 5 p.m. and continuing through Sunday, 6 p.m."	This change will allow events in Old Town on consecutive weekends without having to obtain permission from City Council.
Page 10: Approval Delete #11 "The number of foot races in Old Town is limited to those approved by Council."	City Council does not set the number of foot races in Old Town.
Page 13: City Financial Support of Events Delete this section	This is not currently practiced.
Page 13: Sponsorship of City Funded Events Delete this section	This is managed by the RPCA Parknership Program.
Page 15: Special Event Fees Delete information about specific event fees	Fees change annually and can be easily updated in the Special Event Guide and appropriate fee schedules.
Page 15: Earnest Deposit Update this information to match current practice.	This section has been updated to align with current practice.
Page 18: Permit Process for Special Events Update this information to match the current process.	This section has been updated to align with current processes.
Page 18: Additional Permits Remove all information in reference to specific policies and contact information.	The policies and requirements are apt to vary throughout time. It would be better to have the applicant reach out to the respective department for up-to-date policies.
Page 18: Additional Permits Delete "If bottled water is provided, a reasonable fee (not to exceed \$1.00) may be changed to the public for each bottle of water."	This is not currently practiced.