



CITY OF PETERSBURG

SPECIAL EVENT POLICY & PROCEDURE

Read this policy carefully and completely answer every item in the attached application.

GENERAL POLICY STATEMENT

The City of Petersburg encourages the sponsorship of special events that enhance the quality of life for its citizens and visitors.

I. Purpose

The purpose of this policy is to regulate special events held in the City of Petersburg in order to preserve the health, safety, and welfare of the citizens, visitors and participants, and to protect the City's public property. This Policy also provides a uniform procedure for processing requests for special events and provides a mechanism of cost recovery for City expended resources.

II. Definitions

1. Special Event—A special event, as used in this policy, is defined as follows:
 - a. Any organized activity conducted for a common or collective use, purpose or benefit that uses or impacts a public property, park or facility requiring City services beyond those conveyed in the normal and usual City operation.
 - b. Any organized activity conducted by a person, organization, or company that proposes to utilize any public property, park or facility in a manner inconsistent with the design and normal and usual function of such property, park, or facility.
 - c. Any organized activity conducted by a person, organization, or

company on any public property, park, or facility that plans to charge an admission fee.

d. Any organized activity to be held on any public property, park or facility that will include the sale of alcohol.

e. Any activity occurring on **public property or utilizing the public rights-of-way** defined as stated below:

i. Community Event—an organized, open to the public assemblage for social enjoyment or edification. Examples include but are not limited to: athletic events, concerts, public dances, fund-raising events, marathons, walkathons, triathlons, other running events, candle-light vigils, trade shows, festivals and fairs, or other similar events.

ii. Block Party—an organized private social function that typically involves residents of one neighborhood and their guests.

iii. Parade—an organized formation, procession or

assembly on any street or traveling in unison on any street which does not comply with normal or usual traffic

regulations or controls.

III. Delegation of Authority

1. The City Manager shall establish a Special Event Permit Review Committee, hereinafter the "Committee". The Committee shall review and make recommendations to the City Manager for approval or denial of all Special Event applications.

2. The Committee is authorized to :

a. Recommend issuance of permits for special events occurring within the city limits pursuant to the procedures established in this policy. The recommendation may set forth reasonable conditions placed upon the applicant in order to preserve the public health, safety, and welfare.

b. Determine the special event venue.

- c. Set reasonable boundaries for the special event venue, balancing the special event requirements and public health, safety, and welfare.

IV. Special Event Review Committee Composition

The Committee shall be composed of the following or their designated representatives: Risk Manager, Director of Tourism, Commissioner of Revenue, Fire Marshall, Health Department Inspector, Chief of Police, Fire Chief, Director of Public Works, Director of Parks and Leisure Services. Additional members may be added at the City Manager's discretion. The Committee shall meet at a designated time (s) each month to review timely submitted applications and; if necessary, to interview applicants.

V. Requirement for Special Event Permit

Any person, organization, or company wishing to conduct, promote, manage, aid or solicit attendance at a special event must first submit an application to the Committee for approval to obtain a Special Event Permit.

VI. Exemptions to the Special Event Permit Requirement

The following are exempted from the requirement of a Special Event Permit; however, all City code regulations and department specified facility use requirements must be adhered to.

1. This policy does not apply to fund-raising activities conducted solely on private property.
2. This policy does not apply to City of Petersburg events, City sponsored athletic contests and related athletic activities or the Petersburg Department of Parks and Leisure Services approved scholastic sports events.
3. This policy does not apply to golfing or related events held at the Dogwood Trace Golf Course.
4. This policy does not apply to funeral processions by a licensed mortuary.

VII. Special Event Permit Application Deadline

The Special Event Permit Application must be submitted at least 90 calendar days prior, but not greater than, 1 year prior to the proposed event start date.

VIII. Determination of A Completed Application

1. The Special Event Permit application is deemed complete when the

applicant has provided all of the information required and requested on the Special Event Permit application.

2. The Committee shall make the ultimate determination of whether the application is complete.
3. The application is deemed incomplete if the Committee requires additional explanation or clarification of any required and requested information. In that case, the Committee shall set-up a meeting with the applicant.

IX. Application Deemed Fully Executed

A Special Event Permit application is deemed fully executed when all requested information has been received and reviewed by the Committee and the City Manager has approved the application.

X. Application Fee

No Special Event Permit application shall be considered unless or until the applicant pays a \$50.00 non-refundable application fee in the form of cash or a cashier's check.

XI. Indemnification and Reimbursement Agreement

No Special Event Permit application shall be considered unless the applicant has executed an agreement included in the application, in which the applicant promises and covenants to reimburse the City for any costs incurred by the City, and to indemnify the City and hold it harmless from any liability to any person resulting from any damage to or injury occurring in connection with the special event caused by the action of the permit holder, the event organizer, its officers, employees or agents or any person under their control, insofar as permitted by law.

XII. Insurance

1. The applicant shall procure and maintain at all times during its use of the event venue, insurance obtained from a carrier in the State of Virginia with an A.M. Best rating of A- or better of an amount no less than \$1,000,000.00 evidenced by a Certificate of Insurance and policy endorsement that names the City, its officials, employees and agents as additional insured.
2. The Certificate of Insurance and policy endorsement as prescribed above must be presented to the City, no later than, 10 working days prior to the event.

XIII. Cost Recovery for Special Events

1. The City shall charge all special event applicants for the actual cost of City services. However, the cost of City services for City sponsored special events may be fully or partially paid for by City provided funding.
2. An amount in the form of a security deposit for the City's estimated personnel, equipment, supplies and possible restorative costs (i.e. cleaning, damage repair or replacement, etc.) associated with the event shall be paid no later than 10 working days prior to the event, in the form of cash or cashier's check placed on account with the City.
3. The total fee for the event shall be computed as the sum of the following: (see attached Labor/Fee schedule)
 - a. The hourly rates of each City staff person involved in the event support including but not limited to, traffic control, security, and fire safety.
 - b. The actual cost of providing City equipment and other non-personnel expenses.
4. Departments involved in supporting a special event shall submit a written report detailing total staffing and equipment costs to the Committee, no more than, 15 days after the conclusion of the event. If the actual cost to the City (which will also include any costs relative to restoring the venue and equipment, if applicable, back to the same condition prior to the sponsored event) is greater than the deposit of the estimated cost paid by the applicant, the City shall bill the event sponsor for the difference, and the event sponsor shall pay the bill within 30 days of receipt of the bill.
5. If the actual cost to the City is less than the deposit paid by the applicant, the City shall refund the difference within 30 days of the conclusion of the event.

XIV. Issuance of the Special Event Permit

1. No Special Event Permit will be issued without the following:
 - a. A fully executed application
 - b. Payment of all related fees
 - c. A Certificate of Insurance
2. Conditional Approval
 - a. Conditional event approval may be granted to Special Event Permit applications that are fully executed but require insurance, or additional fee payment (s).

- b. The conditional approval will automatically expire if additional fee payment(s) or insurance is not filed with the City within the time periods prescribed by this policy, or if any other terms/ conditions have not been met.

c. The City is not responsible for any losses (monetary or otherwise) suffered by the applicant in preparation for the event prior to the issuance of the Special Event Permit.

XV. Compliance with other State and City Agency Requirements

1. The issuance of a Special Event Permit does not relieve any event organizer or person from the obligation to obtain any other permit or license required pursuant to City or State Code (i.e. The Code of The City of Petersburg sec. 26-42 Permit from Chief of Police as a Prerequisite to the Issuance of Certain Business Licenses, City Business License Requirements, State ABC License Requirements, Fire Code Requirements, Health Department Requirements, Office of Consumer Affairs—Virginia Solicitation of Contributions Law, etc.)
2. The issuance of any other permit or license pursuant to City Code does not relieve any event organizer or person from the obligation to obtain a Special Event Permit pursuant to this policy.

XVI. Permits Not Transferable

No Special Event Permit approval may be transferred.

XVII. Use of City Logo or Name

Use of the official City Logo or the words "The City of Petersburg" or "City of Petersburg" in the title, promotional materials, or in any means of marketing the special event is prohibited, unless prior approval is attained from the City Manager.

XVIII. Order of Processing

Special Event Permit applications shall be considered and processed in order of receipt by the Committee. The use of a particular public event venue or part thereof shall be allocated in order of receipt of completed applications accompanied by the application fee.

XIX. Cancellation of Event by Applicant

Applicant has the responsibility to immediately inform the Committee of the event's cancellation. Rain dates must be listed on the application to be reserved.

XX. Amendment or Revision of Application

1. Any amendment or revision of a Special Event Permit application shall for purposes of determining its order of priority, relate back to the original filing date. However, the time in which the City shall grant or deny the application for the permit and serve notice of such granting or denial shall be computed from the date of the amendment or revision.
2. No amendment or revision of a Special Event Permit application, except those related solely to minor venue layout changes or other minor event logistics, will be accepted within 60 calendar days from the start of the proposed Special Event.

XXI. Conditions for approval are as follows:

1. Block Party
 - a. A block party may not be held without an approved special event permit application.
 - b. A signed petition by a majority of the residents and businesses in the area who reside on any street proposed to be blocked must be submitted with the application.
 - c. Block parties cannot commence prior to 10:00a.m. and all activities (including equipment removal) must be completed and the event concluded by 10p.m., unless granted prior special permission by the Committee.
 - d. Music and/or sound amplifying shall conform to levels listed in the Code of The City of Petersburg Chapter 50, Article II. Noise.
 - e. Applicants must provide a traffic control plan with the application to be approved by the Committee. The traffic control plan should provide an adequate number of lighted barricades to control anticipated traffic and attendance. Barricades must be rented from the City, and be located in a manner so as to ensure the safety of participants. Additional traffic control devices may be required to be purchased or rented at the applicant's expense. Layout drawings are to be submitted with application.

- f. Adult supervision must be present at all times.
- g. Possession of open alcoholic beverage containers in public parks, playgrounds, or public streets is prohibited except that consumption may be allowed at Albert Jones Field and Lee Park upon City Council authorization and established conditions (Code of The City of Petersburg Chapter 10, section 10-2.).
- h. At least one three-yard trash container or, at the discretion of the Director of Public Works, three (3) 90-gallon residential trash containers if planned attendance is 50 persons or less. One ninety gallon recycling receptacle shall be provided for every 50 persons in attendance.

2. Community Event

- a. All events scheduled in the public right-of-way should be held on streets that have the least impact on vehicular and pedestrian traffic, which create the least inconvenience for merchants and/or residents in the area, and which provide maximum public safety. A Traffic Control Plan, with drawings, shall be submitted for review & approval prior to permit issuance.
- b. All events should occur at the time of day that has minimal impact on vehicular and pedestrian traffic. Some exceptions may apply at the Committee's discretion.
- c. A signed statement of permission from all property owners of parcels that will be used for the event purposes (i.e. parking) must be submitted with the application.
- d. Applicants shall ensure that all of the following are present during the entire event:
 - 1) Adequate potable water for all event participants.
 - 2) At least one toilet for every 250 persons in attendance if the event will involve 1,000 or more participants and the event will last three (3) hours or longer. At least one (1) toilet shall be ADA compliant. All City events require one (1) ADA toilet if under 1,000 attendees and extends over 3 hours.
 - 3) At least (1) hand washing station to every 3 toilets.
 - 4) At least one three-yard trash container or, at the

discretion of the Director of Public Works, three (3) 90-gallon residential trash containers if planned attendance is 50 persons or less. One 90 gallon recycling receptacle shall be provided for every 50 persons in attendance.

- 5) Security, as approved by the Police Department, is required based upon the number of people in attendance.
 - 6)
 - 7) An adequate number of lighted barricades to control anticipated traffic and attendance. Barricades must be rented from the City and be located in a manner so as to ensure the safety of participants. Additional traffic control devices may be required to be purchased or rented at the applicant's expense. Layout drawings and a traffic control plan are to be submitted with application for Committee approval.
 - 8) Adequate communication equipment for use by event monitors.
 - 9) Adequate first aid provisions.
- e. All applicants shall clean and otherwise restore the event site to its pre-event condition within twenty-four (24) hours of the conclusion of the event. The City's Public Works Department shall conduct pre-event and post-event inspections. If the post-event condition of the site is not the same as its pre-event condition, the City shall conduct the work necessary to restore the site to its pre-event condition and shall bill the event sponsor for the costs of such work. A cleaning deposit is to be submitted with the application.
 - f. Possession of open alcoholic beverage containers in public parks, playgrounds, or public streets is prohibited except that consumption may be allowed at Albert Jones Field and Lee Park upon City Council authorization and established conditions (the Code of The City of Petersburg Chapter 10, section 10-2.).

XXII. Denial or Revocation of Special Event Permit

1. An application for a Special Event Permit shall be denied or revoked by the Committee if one or more of the following grounds exist:

- a. The applicant has unpaid fees associated with a prior event.
 - b. The applicant has failed or refused to comply with the terms of this policy.
 - c. The applicant has failed to pay all related fees according to the terms of this policy.
 - d. The applicant has failed to provide complete answers to the questions on the application or has failed to provide the required supporting documentation.
 - e. The applicant has knowingly made a false, misleading, or fraudulent statement of material fact in the application, or on a prior occasion, has made a material misrepresentation regarding the nature or scope of an event or activity for which a previous permit was obtained, or has violated the terms of a prior Special Event Permit.
 - f. The location of the proposed event does not comply with applicable health, zoning, fire or safety regulations.
 - g. The activity or location of the activity unreasonably limits, obstructs, or curtails the free flow of traffic and pedestrians on any public street or sidewalk.
 - h. The conduct of the event or any activity which may be part of the event is prohibited by the Federal, State or Municipal law.
 - i. The event will unreasonably interfere with:
 - 1) The public peace, health, safety or welfare,
 - 2) Another scheduled event or
 - 3) The public's ability to use public property for activities unrelated to the event.
 - j. The applicant has not obtained the approval of any other public agency within whose jurisdiction the event, or a portion thereof, will occur.
 - k. The applicant has not obtained the necessary permit from any applicable public agency.
 - l. The applicant is legally incompetent to contract or to sue or be sued.
 - m. The Permit was issued in error.
2. The City of Petersburg reserves the right to inspect the premises at any time during the event and terminate the permit for cause.

XXIII. Written Notice of Approval or Denial

1. Applicant shall be notified within 60 calendar days of the date on which a complete Special Event Permit filed with the City is fully executed. However, the Committee may extend the period of review for an additional 15 days by issuance of written notice of extension.
2. Written notice of denial or notice of extension shall be served on the

applicant by personal delivery, or by United States mail to the name and address set forth for the contact person on the application permit.

3. Verbal notice to the applicant may be given when an emergency situation requires immediate revocation of a Special Event Permit.
4. Written notice of denial shall state the grounds upon which the permit was denied and, where feasible, shall state procedures necessary for permit approval (i.e. supply additional information or amend original application).
5. In the event of a prior fully executed application for the same time and/or venue, the City shall propose an alternative time, or if feasible, an alternative venue for the same time.

XXIV. Appeal Process

1. An event organizer may within 7 calendar days of official notification by the Committee of a denial or approval with a specific restriction or requirement that the applicant considers unreasonable, file a written appeal with the City Manager.
2. The appeal shall set forth the grounds for modification or reversal of the decision and include a copy of the application, written notice of the denial, restriction, or requirement and any other documentation relevant to the decision.
3. The City Manager shall respond in writing via U. S. Mail within 7 calendar days from the date the appealed was received.

