

## **Ordinance #359**

**SECTION 1. “EVENT Permit” required.** Whenever any person, group, association, club, business, firm or corporation desires to sponsor any “event”, as hereinafter defined, such person, group, association, club, business, firm or corporation shall first obtain an “Event Permit” from the Town of Ashland City.

**SECTION 2. “EVENT” defined.** An “event” is any festival, parade, race, dance, celebration or other gathering involving the use of public facilities in the Town of Ashland City, including, but not limited to parks, streets, alleys, sidewalks, or other city owned facilities which necessitates additional services as described in SECTION 7 of this ordinance, and which includes a general invitation to all members of the public to either participate in and/or view such event, or part thereof.

**SECTION 3. EXEMPTIONS.** Any/all government or not for profit organizations shall be exempt from paying any cost under SECTION 7 of this ordinance but shall not be exempt from obtaining an “Event Permit” from the Town of Ashland City.

**SECTION 4. Application contents and fee.** Event permits shall be issued only upon the submission of an application therefore which must be filed with the City Clerk a minimum of 45 days prior to the anticipated date of the event. Such application must contain the following information:

1. A detailed description of the event, including all associated events and/or uses; and the date, or dates, and hours of the event. Event permits shall not be issued for more than three (3) days, unless otherwise approved by the “Review Board”. A site plan shall be submitted upon request.
2. A detailed description of the specific area where the event shall be held, and, if street closure is requested, a complete listing of such streets or portions thereof, together with the dates and hours of closure.
3. A description of any city services and/or utilities that shall be needed.
4. A complete list of any city owned facilities that shall be used.
5. The approximate number of citizens expected to either participate in and/or view the event.
6. The exact name of the person, group, association, club business, firm, or corporation sponsoring said event, together with the complete name, address, and telephone number of the person to contact for all communications from the City.
7. Certificate of insurance naming the city as secondary insured, with same/equal limit 1,000,000 general liability and 1,000,000 per occurrence.
8. The payment of \$25.00 for processing fee of application.

**SECTION 5. Approval of Application.** The “Review Committee” shall review all such applications. This committee shall consist of but not limited to the Mayor, his staff, and Department Heads. Committee shall grant final approval of event permit.

**SECTION 6. Issuance of Event Permit.** After the approval of the application, the Event Permit shall be issued by the Event Committee only after the sponsor has presented the city with a certificate of insurance, with same/equal limit 1,000,000 general liability and 1,000,000 per occurrence, with the Town of Ashland City named as secondary insured; protecting the City from any and all claims and liabilities arising out of the event.

**SECTION 7. Additional Services.** The city reserves the right to require one or more Ashland City Police officers or other city personnel are present at any and all events that occur within the city limits. Please budget for this request at \$40.00 per hour or overtime salary + percentage at a minimum of two (2) hours. All city services and utilities which are required by the event over and above the normal level of service provided to the general public shall be charged to the sponsor at the rates established by this ordinance. Where possible, such additional services shall be paid for in advance at the time the permit is issued. Where this is not possible, such services shall be paid within 45 days upon the receipt of a statement from the Town of Ashland City.

**Additional Services/Charges:**

Other: Any expenses incurred above normal level of service to accommodate the permit holder i.e., port-o-johns, additional electrical services, seating, etc. shall be at the event permit holders expense.

**SECTION 8. Concession Booths and Vendors.** The event sponsor shall be in charge of all concession booths and vendors. The sponsor shall determine what booths and vendors shall be allowed, and see that they comply with all ordinances, statutes, rules, and regulations, including, but not limited to, public health, safety requirements, and anti-discrimination laws. For events which have multiple vendors, a form must be completed for each vendor that contains: Name and Location of Business, Name of Managing Agent, and copy of Managing Agent's driver's license. Background checks may be conducted on any vendor. A map/drawing of the event should be returned to the City with the application that shows location of each vendor.

**SECTION 9. Revocation.** The Event Committee or his/her designee shall have the authority to immediately revoke permit for violation of any section of this ordinance or if there is any direct threat to the health or safety of the general public.

This ordinance shall become effective 20 days after passage.