

Special Event Policy
City of Brookings
Parks and Recreation Department



Wild Rogue Relay 2016

POLICY STATEMENT

The purpose of a Special Event Policy (Policy) is to support and facilitate the process of administering large events that offer a valuable public purpose, such as the promotion of tourism and/or economic development, or the provision of recreational, informational, or enriching activities that benefit the greater Brookings community. It is further the policy of the City of Brookings (City) to ensure that the necessary public support that must be provided to outside organizations to ensure the safe and effective operation of large special events will not be subsidized by Brookings citizens.

GENERAL

The Policy applies to facility use requests that will attract more than 500 participants, include the sale of alcoholic beverages or require the exclusive use of an entire City park and associated parking lots. Events with promoters, organizers and event producers who prepare events and activities in which the City is a co-sponsor will be negotiated on a case-by-case basis. Depending upon the nature of a proposed co-sponsored event, policy and fees outlined in the Special Event Policy may or may not apply. The policy is administered by the City.

Permits for events of the size and nature described above will be considered for approval only for Azalea Park and Stout Park, or suitable Public Open Space. Events that occur beyond normal park use hours are required to be completed (including clean up) no later than 11:00 PM.

The policy is adopted to guide the use of City parks for large special events. Approval for any events will not be considered final until a Special Event Park Use Permit is signed, all fees and deposits are paid, necessary permits are obtained and appropriate certificates of insurance are filed with the City.

Application for a Special Event Use Permit under the policy must be filed at least 30 days prior to the date of the event. All plans requiring approval must be submitted to the city at least 14 calendar days prior to occupying the park. A \$500 expedited plan review fee shall apply if the City accepts a late Plan. The additional fee must be paid at the time the Plan is submitted. In the interest of protecting public safety and City property, the City may elect to apply special conditions to its approval of a Special Event Use Permit application, such as a restriction on the location that may be utilized for the event and limitations on the days and hours that the event may be open to the public.

EVENT NARRATIVE

The event organizer will be required to provide a written narrative, which fully describes the nature of the event, including the days and hours of operation, anticipated attendance, an explanation of each event activity, and the number of vendors.

EVENT AREA

The event location (park) and the exact area within a park, for the event operation will be agreed upon between the City and the event organizer. However, if mutually agreeable terms cannot be reached, the City's decision on the location and park area shall be final.

CONTACT PERSON

Event organizers will ensure that the specified contact person(s) for the event shall remain on site and be available during the entire period of the event. The City will supply the event organizer with a telephone number for a designated contact. Off hours emergency contact shall be through police dispatch.

RENTAL FEES

Event organizers shall pay the City the appropriate rental fee(s), as established by City Council Ordinance (Master Fee Schedule). The event organizer shall remit payment of the rental fee to the City upon execution of a Special Event Park Use Permit.

SECURITY DEPOSIT

Upon execution of a Special Event Park Use Permit, event organizers shall deposit with the City a sum equal to the first day's park use fee as a security deposit to be applied toward the cost of repairing damages to the park or to the City property caused by the event organizer or event participants, or to remedy other default under the permit. As special circumstances arise, the City may require security deposits in excess of a sum equal to the first day's park use fee. Within thirty (30) days following the event, the City shall either refund the security deposit to the event organizer or shall provide the event organizer a written accounting stating the basis of the City's claim to all or part of the security deposit. If costs of repairing damages to the park exceed the amount of the security deposit, the event organizer will be assessed the charges for all excess costs.

GROUND SET- UP PLAN

Event organizers shall be required to submit a Ground Setup Plan to the City for approval at least fourteen (14) calendar days prior to occupying the park. The City, at its discretion, may elect to accept a Ground Setup Plan not meeting the (14) fourteen calendar days requirement.

Ground Set-up Plan shall specify the location of:

- A. All temporary fence lines including entrance gates, emergency exits and access lanes and service entrances
- B. Rides and attractions
- C. First Aid stations
- D. All food and beverage and other vending locations
- E. Utility vehicle, ambulance and event truck parking
- F. Ticket sales booths
- G. Security personnel
- H. Portable toilets
- I. Areas where propane gas will be used
- J. Stages for entertainment and amplified sound
- K. Supplemental lighting
- L. Power generators
- M. Pedestrian circulation routes

The Ground Set-up Plan is subject to review by the City. The City will respond to the Ground Setup Plan within seven (7) calendar days of its receipt. The response will indicate approval, approval with conditions or rejection. If the Plan is rejected, the City will explain the reasons for rejection to the event organizer and provide a deadline for a revision of the Plan to be re-submitted. The Special Event Park Use Permit is not valid without an approved Ground Set-up Plan. The event organizer shall abide by the approved Ground Set-up Plan as a condition of the Permit.

PARKING PLAN

Event Organizers shall be required to submit a Parking Plan for the City's approval at least fourteen (14) calendar days before occupying the park and shall:

- Identify all designated parking areas, including those located off-site.
- Describe the measures that the event organizer has taken to reduce on-street parking in surrounding neighborhoods.

- Document agreements with off-site parking lot owners to park cars for the event and any agreements with a bus or transit company to shuttle event attendees to and from the site.
- If utilized, shall include shuttle schedules, routes, pick up and drop off locations at the off-site parking lots and the park where the event is taking place.

The City, at its discretion, may elect to accept a Parking Plan not meeting the (14) fourteen calendar days requirement.

The City will respond to the Parking Plan within seven (7) calendar days of its receipt. The response will indicate approval, approval with conditions or rejection. If the Plan is rejected, the City will explain the reasons for rejection to the event organizer and provide a deadline for a revision of the Plan to be re-submitted. The Special Event Park Use Permit is not valid without an approved Parking Plan. The event organizer shall abide by the approved Parking Plan as a condition of the Permit.

SECURITY PLAN

Event organizers shall be required to submit a Security Plan to the Public Safety Director for approval at least fourteen (14) calendar days prior to occupying the park. The City, at its discretion, may elect to accept a Security Plan not meeting the (14) fourteen calendar days requirement.

The Security Plan shall include the following:

- A. The number of security monitors, the locations where each security monitors will be stationed and the hours each security monitor is scheduled to work at the event.
- B. A description of the uniforms worn by security monitors working at the event.
- C. The minimum age required of security monitors permitted to work at the event.
- D. A crowd control plan. The crowd control plan shall include:
 1. A description of how the security monitors intend to manage the crowd throughout the event.
 2. A description of the specific steps the monitors will take to monitor specific activities within the event, such as soccer matches, dances, or any high profile entertainment performances.
 3. A description of the monitors standard for exclusion from the event (i.e. violent, threatening, unsafe or criminal behavior, vandalism, etc.)
 4. A description of how the monitors will interface with the Brookings Police Department to facilitate exclusions or manage emergency situations.
 5. The name of and cellular telephone number for the on-site monitor.
- E. Proof of bonding if a private security company is used.
- F. Proof of license and certification of the private security company by the Oregon Department of Public Safety Standards and Training.

The City will respond to the Security Plan within seven (7) calendar days of its receipt. The response will indicate approval, approval with conditions or rejection. If the Plan is rejected, the City will explain the reasons for rejection to the event organizer and provide a deadline for a revision of the Plan to be re-submitted. The Special Event Park Use Permit is not valid without an approved Security Plan. The event organizer shall abide by the approved Security Plan as a condition of the Permit.

ON-SITE VEHICULAR TRAFFIC

To ensure the safety of event visitors, organizers and exhibitors, vehicular traffic within the park during the hours the event is open to the public will be prohibited. This prohibition includes delivery and/ or transport vehicles. All deliveries shall be scheduled to occur during the hours the event is closed to the public. Approved off-hours vehicular movement will be restricted to designated paths, roads and parking areas. The City, at their discretion, may authorize specific exemptions to the on-site vehicular traffic prohibition, provided that the safety of the public in attendance at the event can be maintained.

RESTROOMS

The event organizer shall be required to provide one portable restroom for every 125 expected visitors at any given time the event is open to the public. Five percent of all portable restrooms must meet the requirements set forth by the Americans with Disabilities Act. When restrooms are required in two or more locations, each location must include an ADA approved restroom. Organizers will clean and service these facilities on a frequent basis throughout the event. The Azalea Park band shell restroom can accommodate up to 500 people. The event organizer shall be required to provide one portable restroom for each additional 150 expected visitors at any given time the event is open to the public.

TRASH CONTAINERS AND DUMPSTERS

Event organizers are to provide an appropriate amount and sized dumpster(s) for the event. The concessionaires shall dispose of the trash in an appropriately sized dumpster(s) provided by the event organizer. The event organizer shall ensure that all trash is removed from the park at the end of the event. Location of the dumpster shall be indicated on your event plan.

CLEAN-UP

Event organizers shall be required to perform ongoing daily litter and trash cleanup of the entire permit site throughout and at the conclusion of the event. At the conclusion of the event, the event organizer shall be required to restore the event site to the original condition of the area prior to the event.

If the event organizer fails to perform the required daily litter clean up described above, they will be provided with notice that their failure to comply with the clean-up policy will result in revocation of the Special Event Use Permit.

PROMOTION OF SPECIAL EVENT

Any promotion of events covered by a Special Event Park Use Permit shall be entirely by Event Organizers at their own expense. Event Organizers shall not publicize, promote, or otherwise advertise the event at a City park location until a Special Event Use Permit is issued, unless such promotion is authorized in advance by the Parks & Planning Manager or designee. On-site banners or signs are allowed two (2) weeks prior to event but not before or during a preceding event.

INSURANCE

Event organizers must provide and maintain at their own expense, comprehensive general liability insurance and comprehensive auto liability insurance with a combined single limit of at least \$1,000,000 per occurrence. Depending upon the nature of the event planned, the City may require additional insurance coverage. Such insurance shall be primary to other insurance maintained by the City and shall name the City as additionally insured.

COMPLIANCE WITH PARK RULES

Event organizers must agree to comply with all policies, rules, and laws governing the operation of the City park, and not alter or damage the park's natural or cultural resources or man made improvements in any way through the support or operation of the event activities, and to be responsible for and fully repair all damage to park facilities and resources which may result from any operations under their permit. Under no circumstances, shall event organizers allow nails to be placed in park trees; nor shall stakes shall be placed into the ground at a depth exceeding eight inches. All supplemental lighting systems shall be free standing. No attachments shall be made to existing park systems. Event organizers will be provided with notice that their failure to comply with park rules will result in revocation of their permit. Nothing in this provision shall limit the City's authority to issue citations for violations of any city ordinance or applicable laws.

SOUND AMPLIFICATION

In Accordance with Brookings Municipal Code 12.25.012, Rules and Regulations Specific to City-Owned Parks, amplified sound and/or music is allowed in City parks provided it is contained within the immediate area of the activity. Event organizers will be required to estimate sound output if musical entertainment is included in the event. If it is determined that the decibel of sound is beyond allowable limits, City management or police department will regulate the sound volume. If the violation continues, event organizers will be provided with notice that their failure to comply with park rules has resulted in revocation of their permit. Sound amplification will not be allowed beyond 10:00 PM.

VENDORS & EXHIBITORS PERMITS

Event Organizers shall be held responsible for communicating all park and event rules, regulations and permit requirements to any vendors and/ or exhibitors they authorize to participate in their event. The City will reserve the right to expel from a facility any vendor that the City determines is not in compliance with provisions of the Special Event Park Use Permit or City rules & regulations. The City will report suspected code violations to appropriate regulatory agencies.

PRE-EVENT WALKTHROUGH

Event Organizer and City will conduct a pre-event walk through at the Event location at least one day prior to the start of the Event. Event Organizer must agree to comply with any additional instructions, site set-up changes and/ or restrictions issued by City that result from this walk through.

ALCOHOLIC BEVERAGES

Alcohol dispensing will **only** be allowed at Azalea Park, and only with the appropriate OLCC Temporary Sales/Special Event License or an OLCC Temporary Use of Annual License for an event at an unlicensed location. Applications will only be considered for beer and wine; no spirits or hard liquor:

- A. A detailed plan (including notations on the Ground Setup Plan) on how Event Organizer plans to manage and separate minor patrons from adult alcohol consumers.
- B. How Event Organizer will check adult patrons' ID.
- C. The number and location of security monitors assigned to supervise the alcohol service area.
- D. How the Event Organizer will comply with OLCC regulations regarding food service for patrons being served alcohol.

Event organizers that authorize the sale of alcohol in violation of these policies will be provided with notice that their failure to comply with the terms of these policies will result in revocation of their permit. Nothing in this provision shall limit the City's authority to issue citations for violations of any city ordinance or applicable laws.

OTHER APPROVALS AND PERMITS

Event organizers will be notified that, apart from the requirements set forth in these policies, it might be necessary for them to obtain other permits and approvals in order to conduct their event, including, but not limited to:

- A. Event organizers must require food vendors to obtain a temporary restaurant license from the Curry County Health Department.
- B. Temporary Business License for vendors who do not hold City business licenses.
- C. For any amusement rides, event organizers must obtain inspection and approval of the State of Oregon, Building Codes Division and display a current operating permit for each ride.
- D. An emergency access plan for the Event must be approved by the City.
- E. No signage may be displayed by event organizers unless a Temporary Sign Permit has been issued by the Community Development Department. No signs will be permitted in the public right-of way.
- F. An Event Permit must be issued by the City for any parades on City streets or in the public right-of-way and a detailed parade route must be provided.

The City may revoke the permit if the event organizer fails to obtain all of the necessary permits and approvals for any specific activity in which it engages.

AUTHORITY TO SUSPEND OR CANCEL

In the event that the City Manager, Parks & Planning Manager, Public Works Director, Police Chief, or other City official designated by the City Manager determines that activities conducted under a Special Event Park Use Permit endanger the health and safety of any person, or will cause damage to real property, or that an event organizer has not complied with any of the terms and conditions of the Special Event Policies or Special Event Park Use Permit, the City, through the action of any of the above-named City officials, may suspend or cancel said Permit. The City reserves the right, at its discretion, to suspend or cancel said Permit at any time without incurring any liability to the event organizer whatsoever. The event organizer shall be required to immediately cease all activities and events within the park upon notice of suspension or cancellation of the Permit.

ANTI-DISCRIMINATION/COMPLIANCE WITH LAWS

Event organizers shall be prohibited from discriminating against any individuals on account of color, race, gender, religion, sexual orientation including gender identity, ancestry, or national origin and to comply with all applicable federal, state and local rules, regulations and ordinances.