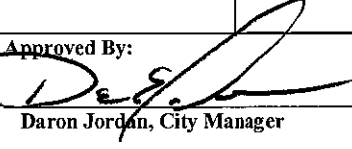
	<b>ADMINISTRATIVE POLICIES &amp; PROCEDURES MANUAL</b>		<b>Subject:</b> Special Event Permitting	
	<b>Number</b> GA-41	<b>Revisions</b> 1	<b>Effective Date:</b> July 26, 2023	
	Supersedes Policies and Procedures for Public Assembly Permit for the City of Paducah, Kentucky		<b>Approved By:</b>  Daron Jordan, City Manager	

**Purpose** – The City of Paducah desires to provide an efficient and effective special event process for applicants who are interested in conducting a special event in the City. This policy and procedure shall compliment the codification of a “Special Events Ordinance.”

**Definitions** – The following terms are defined in the Code of Ordinance of the City of Paducah Sec. 98-141 as follows:

**Special Event** means any meeting, demonstration, picket line, rally, festival, carnival, procession, parade, walk, autocade, bike ride, block party, fair, sport event, production, fund raiser, gala, celebration, ceremony, race, tournament, activity, general assembly or other events of more than twenty-five (25) persons, which the general public is invited to participate or attend, that is organized, promoted, conducted, or sponsored by the city or any other person, corporation, partnership, company, association, organization, or other entity, and which involves the use of publicly owned, leased, or controlled property, including public parks, facilities, right-of-way, and/or city services.

Special events shall also include the above-mentioned events held on private property or county owned property that require street closures or would have a direct impact on traffic congestion and flow to and from the event or which would appreciably impact the need for police, fire, or other public safety and emergency services.

**Applicant** shall mean the authorized officer, employee, representative or agent of the organization or group who completes the application and who will be the primary contact for the special event.

**Organizer** shall mean the person, business, corporation (profit or nonprofit), partnership, company, association, organization, or other entity responsible for the special event to be held.

**Permit Required by Ordinance** – Except as expressly excluded herein, no person, agency, organization, shall organize or conduct a Special Event on any public street, alley, sidewalk, park, or other public area unless such person, agency, or organization shall obtain a permit and comply with the provisions set forth herein. Additionally, no person shall participate in any Special Event as defined above unless a permit has been issued for the Special Event.

**Administrative Policy** – Pursuant to Code of Ordinances Section 98-144 the Board of Commissioners has authorized and charged the City Manager with creation and maintenance of a policy for the administration and oversight of Special Events in the City of Paducah not inconsistent with the ordinance. As such, approval of an Application and issuance of a Special Event Permit shall be premised upon the following requirements:

- (1) The Applicant completes and submits a complete Application for a Special Event Permit in accordance with the requirements of this section.
- (2) Absent exigent circumstances, as deemed by the City Manager, the Applicant submits the Application with sufficient advance notice as follows:
  - a. Events anticipating up to 150 people be submitted at least three (3) weeks before Event;
  - b. Events anticipating between 150 and 500 people be submitted at least four (4) weeks before Event;
  - c. Events anticipating over 500 people be submitted at least eight (8) weeks before the Event;
  - d. Events which will be moving and not on a pre-set route be submitted at least ten (10) weeks before the Event.
- (3) An Applicant whose late Application is approved must pay an expedited late processing fee.
- (4) The Applicant provides proof of liability insurance coverage of at least \$1,000,000 in which the City of Paducah is named as an Additional Insured on the Certificate of Insurance, with provision for an amount in excess of \$1,000,000 for Events with higher risk factors.
- (5) The Applicant provides proof of a City Business License, if required.
- (6) There are no other Special Events or other Planned Events pending and/or approved for the desired Event location.
- (7) There are sufficient City staff and resources to meet the requirements of the planned Event, including, but not limited to solid waste and security/policing needs.
- (8) A determination that the planned Event will not create a fire hazard, will not unnecessarily or unreasonably impact traffic flow and businesses, and will not be in violation of noise ordinances unless a noise variance is obtained as outlined in the Paducah Code of Ordinances.

**Exclusions permitted by Ordinance** - City Special Events Ordinance provides the following express exclusions:

- (1) Funeral processions generally and funeral/memorial services conducted within Oak Grove Cemetery;
- (2) A reserved public meeting facility utilized for its intended purpose and occupancy such as a convention center, civic center, ballfields, City Hall or similar facility unless the event would have a direct impact on traffic congestion or which would require police, fire, or other public safety and emergency services.
- (3) Private or personal events such as family reunions and other gatherings not open to the public, which occur in public parks, unless said activity impacts traffic flow or the ability of others to utilize the park; and
- (4) Events and activities that do not anticipate more than twenty-five (25) people in attendance at any one given period of time during the duration of the event, unless said activity impacts traffic flow or the ability of others to utilize the public space; and
- (5) A governmental agency acting within the scope of its functions.

**Special Event Pre-Planning Meetings** – When requested by the applicant or when in the view of City Staff it is necessary, City Staff shall conduct pre-planning meetings with the Special Event Applicant/Organizer. These meetings shall be organized and overseen by the Customer Experience Department. The purpose of these meetings is to assist and support the event Applicant/Organizer, as he or she prepares for the event. Members of the Special Event Permit Team will attend these meetings.

**Special Event Applications are Required** – All requests to conduct a Special Event as outlined within these policies and procedures shall be submitted to the City’s Customer Experience Department located on the 1<sup>st</sup> floor of City Hall located at 300 South 5<sup>th</sup> Street Paducah Kentucky or via email at: [customerexp@paducahky.gov](mailto:customerexp@paducahky.gov). The application may also be found on the City’s website: [www.paducahky.gov](http://www.paducahky.gov) or a copy can be sent to you at your request by contacting Customer Experience at 270-444-8800. Applications, which shall include an organizer acknowledgement, must be signed by the applicant in order to be considered.

**Special Event Application Advance Notice Required** – The City requires a minimum amount of advance notice to review and consider an applicant’s request to conduct a Special Event as defined herein. This advance notice is required to ensure the city has adequate staff review time, the required insurance is in place, and to make sure there are no conflicting scheduled events for the desired event location. Applicants that do not meet the application timeline requirement as outlined below will be asked to delay the date of their proposed Special Event to comply with the advanced application requirements or to pay an expedited processing **fee of \$150.00**.

<b>Event Type</b>	<b>Application Timeline Requirement</b>
Events Anticipating Up to 150 People	3 Weeks Before Event
Events Anticipating 150-500 People	4 Weeks Before Event
Events Anticipating Over 500 People	8 Weeks Before Event
Moving Events Not Using a Pre-set Route	10 Weeks Before Event

**Waiver of Advance Notice Requirements** – There may be exigent circumstances that necessitate a waiver of the advance notice requirements noted herein. The waiver shall only be used under an extreme amount of urgency. An advance notice waiver request may be made in writing by the event organizer to the City Manager. The City Manager shall have a minimum of 3 business days to consider the waiver of advance notice request. Waivers may be issued under the following conditions:

1. Enough time remains before the event to allow for an expedited approval process; and
2. The necessary insurance policies can be obtained prior to the date of the event; and
3. The expedited processing fee of \$150.00 is paid in full prior to the issuance of the Special Event Permit.

The City reserves the right to issue a special event permit without advance notice and without expedited processing fees when in the opinion of the City Manager, an emergency exists that necessitates the event or when the event is held by a governmental entity.

**Special Event Permit Denial/Approval** – The Customer Experience Department shall be the approving authority for all Special Event permit requests. The Department shall issue the requested permit or a written letter of denial within a reasonable amount of time after all required application forms, information and liability insurance has been received by the Customer Experience Department.

**Special Event Denial Appeal** – Any event Applicant/Organizer that desires to appeal a written determination of denial, may appeal the decision of the Customer Experience Department to the City Manager. Said appeal must be requested in writing within seven calendar days of the denial. The City Manager will provide a ruling on the denial within seven days of the requested appeal. The intent of these time requirements is to ensure the planned event can proceed, if the appeal for the permit is granted.

**Special Event Application** – The City’s Special Event Application (attached hereto as Exhibit A) may be amended from time to time to better meet the needs of the event Applicant/Organizers and the City Staff. In order to obtain a Special Event Permit, applicants must complete the Special Event Application in full.

## City Services Fees – General Fees

Certain services and support may be made available at the following fees:

- City-owned Electrical Boxes - \$30.00 per box, per day
- Paducah Power Systems Boxes – provided by Paducah Power Systems separately
- Water Connection – \$15 per spigot, per day
- Dumpsters - \$75.00/per unit including one collection, plus \$75 for each additional collection
- Rollouts
  - \$25.00 for up to 6 rollouts – includes a one-time dump. There is a \$15.00 fee per additional rollout collection.
  - \$45.00 for 7 to 10 – includes a one-time dump. There is a \$15.00 fee per additional rollout collection.
  - \$25 per hour charge for deliveries outside normal working hours that require overtime.
- Police Security Services utilizing Off-Duty Officers are pursuant to the contractual rate as set by the Police Department.
- Noble Park Closure & Rental - \$100 per hour
- Coleman Park Closure & Rental - \$30 per hour
- Noble Park Pool - \$200 per hour
- Recreation Center:
  - Full Day Rental - \$400/day
  - Hourly Rate (up to 4 hours) - \$30/ hour
  - Non-profit rate - \$300/day
- Noble Park Arts & Crafts Building - \$75/day
- Noble Park Anna Baumer Building - \$75/day
- Shelters
  - Small Shelters (up to 10 people) - \$25/day
  - Medium Shelters (up to 30 people) - \$50/day
  - Large Shelters (up to 150 people) - \$75/day
  - Noble Park Pavilion (Shelter 16) - \$100/day
- Wilson Stage - \$100/day
- Bandstand - \$75/day
- Amphitheater - \$100/day
- Farmers Market Pavilion - \$100/day
- Baseball/Softball Fields - \$10/hour
- Electrical Inspection – Minimum \$60/temporary pole
- Special Temporary Alcoholic Beverage Fees:
  - State Fee: \$100/event

- Special Temporary License Local Fee (non-profit): \$0
- Special Temporary License Local Fee (for-profit): \$100
- Special Temporary Auction License (non-profit & for-profit): \$100

**City Service Fees – Damaged Items** - If an item is damaged or not returned after the event, the City shall bill the Special Event permit holder the actual replacement cost of item.

**City Service Fees – Other Items**

Items such as barricades, cones, tables, portable restrooms, etc. shall be rented from rental equipment suppliers. The City of Paducah supports our local businesses and highly encourages every Special Event Applicant/Organizer to utilize local rental equipment suppliers to meet their Special Event logistical needs when possible.

In the event that items are required for the event and cannot be obtained by the event organizer utilizing a vendor, they may be provided at the discretion of the Director of Parks & Recreation at rates designated by the Director of Parks & Recreation which are comparable to market rental rates.

Additional items and services may be made available for City Organized and City Co-sponsored events as approved by the City Manager and in accordance with the allocated annual budget. However, if the City does not possess needed equipment, the City will not be responsible for renting, borrowing, delivering or purchasing any equipment specifically for a special event regardless of whether the event is a Co-sponsored or Other event.

Additional services and items may be authorized if in the opinion of the City Manager, said services and items are necessary for public safety reasons.

**City Funding of Special Events** – The City of Paducah may choose to fund in whole or in part some Special Events as follows:

- A. City Operated Events:** The City may operate certain special events directly. The City will fund the full cost of these events.
- B. Co-Sponsored Events:** The City may co-sponsor certain events in partnership with other organizations, when authorized by the City Manager. The City may provide financial and personnel support to these events as approved by the City Manager.
- C. Other Special Events:** All other events that are not City Operated or City Co-Sponsored shall be subject to all fees for City of Paducah equipment and services as outlined in this policy.

**Power Needs** – It is the responsibility of the Special Event Organizer to indicate all power needs and locations in the Special Event Application. In order to ensure power availability, Event Organizers should understand and comply with one of the following based on needs and availability:

- **Areas where power outlets are readily available (noble park shelters, downtown gazebo, downtown planters):**
  - Ensure that the Customer Experience Department has the exact location where power is needed and any special amperage and voltage requirements.
  - Issue payment to the Paducah Parks Department in an amount of \$30/box/day.
- **Areas where power is not readily available and temporary power sources are required:**
  - Verify the exact address and location(s) where temporary power service is required.
  - If renting temporary power pedestals and poles from the City of Paducah, contact the Customer Experience Department to schedule a walk-through of the location with City staff.
  - Contact Paducah Power Service desk to sign up for temporary service.
  - A bonded, licensed, insured, electrician will need to be hired to set a temporary power service apparatus to successfully accommodate the needs of the event planner.
  - The electrical contractor or event organizer must call to have the temporary inspected by the Fire Prevention Division, pay the inspection fee (minimum \$60/temporary pole) and obtain the electrical permits.
  - The Fire Prevention Division will call Paducah Power dispatcher and confirm inspection.
  - Paducah Power will release signer sheet/work order to have temp service energized.
  - Paducah Power will invoice the event organizer for power used.

**Special Event Permit Team Leader** – The Senior Customer Experience Representative will act as the Special Event Permit Team Leader. The Team Leader and Director of Customer Experience will be responsible for overseeing the implementation of these policies and procedures.

**Application Review Process** – Once an application for a Special Event permit is received the Special Event Team Leader will review the application to insure it is thoroughly completed. If the application is incomplete, the team will follow-up with the applicant to complete the application. If the application is complete, the Special Event application will prepare a permit and disseminated said permit to the following Special Event Permit Team members for their review and response:

- a. Risk Manager – to review insurance requirements and consider individual risk considerations based upon the nature of the application.
- b. Public Works – to consider solid waste needs.
- c. City Manager’s Office – to consider noise variances and city impacts.

- d. Parks and Recreation – to consider park ground and service utilization requests and programming.
- e. Fire Department & Fire Prevention – to consider any fire hazards, fire lanes and permitting.
- f. Police Department – to consider safety, security, traffic impact and noise issues.
- g. Communications Manager – to consider public messaging issues related to the event.
- h. Finance – to consider business license concerns and requirements.
- i. City Clerk’s Office – to consider Liquor License implications.
- j. Planning Department – to consider Downtown Business implications.

The team members shall review the application and respond to the Special Event Team Leader as soon as possible in order for the permit to be issued or denied under the time requirements defined herein.

**Pre-Approved Parade Routes** – In order to make the Special Event process simpler and more effective for Special Event Applicants/Organizers the following five parade routes have been pre-approved for use within the City of Paducah:

- 1. City Plaza Route 6<sup>th</sup> Street to Farmer’s Market (Veteran’s Day Parade)
- 2. 2<sup>nd</sup> to Fountain Ave on Broadway (Labor Day Parade and Christmas Parade)
- 3. Walter Jetton Route - Kentucky to Coleman Park (8<sup>th</sup> of August Parade)
- 4. Park Avenue Civic Center to MLK Monument (Martin Luther King Jr. Celebration)
- 5. Broad – 6<sup>th</sup> – Park – Bob Noble Park (Biker’s Toy Run)

Minor variations to these standard routes may be approved through the Special Event Permit process.

**Pre-Approved Run/Walk Routes** – In order to safely meet the demands of the numerous walks and running events scheduled within the City throughout a calendar year, the following pre-approved routes have been established:

- 1. Noble Park Routes – Outer Loop, Inner Loop, and Turnaround Trail
- 2. Iron Mom Route (Half Marathon)
- 3. Greenway Trail Routes (3)
- 4. Downtown/Riverfront Route
- 5. Jefferson Routes (Turkey Trot & BBQ 5k/10k)

Minor variations to these standard routes may be approved through the Special Event Permit process.



### **Other Route Approval**

New routes for Run/Walk or Parade Events, increase the burden on City Staff to provide services and lengthen review times for applications. For this reason, special requests to utilize new routes for Run/Walk or Parade Events must follow the following guidelines in order to be considered for approval:

1. Be made in writing to the Customer Experience Department.
2. Include a detailed map of the route and a detailed description of all turns.
3. New routes must only utilize City of Paducah roadways. State Highways cannot be part of the route.
4. Be received by the Customer Experience Department no later than 10 weeks before the event.
5. Special Event Applicants must attend a required meeting with staff to discuss the event.

**Special Event Notice** – To increase the effectiveness of the Special Event leading up to and on the day of the event. The Special Event Team Leader shall work with the City’s Communication Manager, the Planning Department, Convention & Visitors Bureau, and the Special Event Applicant/Organizer to ensure that Paducah residents, businesses and visitors are aware of the event.

Special Event Organizers shall be required to notify residents and businesses of road closures which will impact their ability to access their home or business. These notifications must be made by signage and direct communication (e.g. letter or e-mail) no less than 72 hours in advance of the event. Additional notification requirements may be necessary based on the scale and nature of the event.

Express written notice of each Special Event Permit issued shall be made to the following critical team members:

1. Mayor and Board of Commissioners
2. Chief of Police
3. Fire Chief
4. Parks and Recreation Director
5. City Clerk/Customer Experience Department Director
6. Finance Director
7. City Manager
8. Communications Manager
9. Assistant City Manager
10. Public Works Director
11. Risk Manager

**Liability Insurance Requirements** – At a minimum, the City shall require all Special Event permit holders to obtain liability insurance with coverage of at least \$1,000,000. The events permit holder shall be required to name the City of Paducah as an Additional Insured on the Certificate of Insurance. The City may require higher levels of insurance based on risk factors related to each individual event. The City’s Risk Manager will evaluate the risks associated with each event and make a recommendation to the Special Event Team Leader, if the Risk Manager desires to request more than the minimum \$1,000,000 amount. Additional liability insurance may be required for participating vendors when in the opinion of the City of Paducah, said vendor poses additional risk to the public or City of Paducah.

**Right-of-Way Closures** – Right-of-Way (ROW) Closures may be permitted as part of Special Event Permits under the following conditions:

- **Barricade Grade** – The types and grades of barricades, barrels, delineators and traffic cones allowed for right-of-way closures will be set out in the Special Event Permit based on the closure location, event type and risk.
- **Volunteers** – The City of Paducah reserves the right to require volunteers at closed intersections for pedestrian and vehicular safety. Additionally, volunteers will be required to set out and remove any barricades and road closure equipment.
- **State ROW Closures** – Generally, Kentucky State roads may not be closed for the duration of an event. However, certain State road intersections may be temporarily closed for a run/walk/ride/parade to pass through the intersection. In such event, said intersection may only be overseen by the Department of Emergency Management or the Paducah Police Department. It is the responsibility of the Special Event Organizer to request this assistance with enough advance notice.
- **Fire Lanes** – Fire lanes of 20’ must be maintained at all times to allow for emergency vehicles to access the area if an emergency situation arises. Fire lanes must be coordinated with the Fire Prevention Division at least one week before the event to ensure fire lanes are established.

ROW Closures are only permitted during the times and at the locations specified within the permit. Said closures may be changed at any time by directive of the Police Department, Fire Department, Emergency Management, City Manager, Assistant City Manager, or Director of Customer Experience when unforeseen circumstances require that a change be made to the closure.

**Indemnity Agreement** – The Special Event permit holder shall agree to indemnify the City and save it harmless from any damage to City property incurred during the event and any claims made against the City which was incurred during and as a part of such event.

**Multiple Requests** – In the event that two or more Special Event Applications are received for the same date, same time, and same location prior to the approval of either event, the Special

Event Team Leaders shall first attempt to work with Event Organizers in an attempt to determine if both events can take place with minor changes. If it is not possible for both events to take place with minor changes, the Special Event Permit Team shall consider the requests on a first come first serve basis. Applications will not be accepted for events scheduled over a year in advance.

**Event Day Contact** – Each Special Event Organizer/Applicant shall be supplied with a phone number for city staff that can be contacted on the day of the event. Unless otherwise noted, that contact number shall be the Police Department Non-Emergency Line (270) 444-8550.

**Special Event Clean-up Required** – The Special Event permit holder shall be responsible for cleaning up the Special Event venue after the completion of the event. It is critical that the event area be restored to pre-event conditions within 24 hours after the completion of the event. The City reserves the right to request a cash bond from the Special Event permit holder in the amount deemed necessary by the Special Event Permit Team to make sure the area is restored appropriately. Failure to clean-up a special event area shall incur a fee of \$100 per hour for City staff time utilized to clean the area plus actual replacement cost for any damaged items. Failure to clean-up a special event area shall be grounds for the future denial of special event permit.

**Revocation/Suspension of Permit** – The City Manager, Assistant City Manager, Risk Manager, Fire Chief, and Police Chief have the authority to revoke or suspend a Special Event permit if the conditions of the permit are not being met, if an emergency situation arises which threatens public safety, or if it is deemed that the public health, safety, or welfare would be better served if the event was suspended or cancelled.

**Possession of Permit** – A copy of the final, signed permit shall be kept at the location of each event for the duration of the event.

**Business License** – The Special Event Organizer understands that all participating vendors must have a current business license with the City of Paducah in order to participate in the event. A vendor list must be provided by the Event Organizer to the City of Paducah no less than 15 days prior to the event. Alternatively, the Event Organizer may choose to acquire a tradeshow license which covers the business licensing for all participating vendors.

**Food Vendors** – The Special Event Organizer understands that food vendors must obtain all required Health Department Food Permits, Mobile Food Vendor Permits, and all necessary inspections in order to operate at the Special Event. Vendors which are not in compliance at the time of inspection may be asked to leave the event.

**Special Event Infrastructure** – All events utilizing temporary structures (e.g. tents of 400 square feet or greater), temporary stages, carnival rides, cooking equipment, generators, or other electrical equipment within the city limits of Paducah must be inspected and may require permit prior to opening to the public. Any component of the event not conforming to the minimum requirements of the adopted codes/ordinances shall not be allowed to operate.

**Restrooms** – The Special Event Organizer will be required to identify the type, number, and location of restrooms that will be made available to attendees at the event. Portable restrooms may be rented by the Special Event Organizer from a portable restroom vendor.

**Noise Variance** – Noise Variances for Special Events may be issued by the City Manager in accordance with Paducah Code of Ordinances Section 42-107.

**Additional Requirements** – The City of Paducah reserves the right to impose and enforce additional requirements as necessary for special events as may be required for public safety, risk reduction, city staffing levels, and local, state, and federal law compliance.