

Policies and Procedures for Special Event Applications for the City of Paducah, Kentucky

These policies for general assemblies* (henceforth referred to as special events) cover all special events and the commercial filming of locations and events in the City of Paducah. Any organization wishing to sponsor or hold a special event in the City of Paducah will be required to complete the City of Paducah Special Event Application form.

**Excerpt from
General
Assemblies
Ordinance**

*(Article VII: General Assemblies Sec. 98-181) General assembly shall be defined as any meeting, demonstration, picket line, rally, or gathering of more than 25 persons for a common purpose as a result of prior planning that interferes with or has a tendency to interfere with the normal flow or regulation of pedestrian or vehicular traffic or occupies any public area in the place open to the general public to the hindrance of others. General assembly shall include but not be limited to festivals, organized celebrations, and other special events.

**Special Event
Defined**

A special event within the City of Paducah that will be conducted on the streets, parks or other public areas, is required by Ordinance 98-181, as amended, to be approved by the Parks Services Department. Applications to conduct a special event must be made in writing to the Parks Services Department. Applications are available from the Parks Services office, City Manager's office, City Clerk's office, Paducah Main Street, or the Convention and Visitor's Bureau.

**When to submit
the permit
application**

Applications shall be submitted to the Paducah Parks Services office prior to the event as follows:

<i>Classification</i>	<i>Expected Participants</i>	<i>Timeline</i>
Class 1	1 to 250	30 days
Class 2	251 to 1,000	60 days
Class 3	1,000 plus	90 days

The City of Paducah may hold its own special events, it may contract with one or more organizations to perform special event services, or it may jointly sponsor a special event with one or more organizations. In such cases, the City and the participating organizations shall submit a special event application to Parks Services.

The City will provide a complete review of any special event application, including consultation with the applicant as may be reasonably necessary to resolve problems, at no charge to event sponsors.

City Services Provided For Special Events

**City Services
Provided**

The City will provide support to special events on the following basis:

- a. City Operated Events: The City will operate certain special events directly. The City will fund the full cost of these events.
- b. Co-Sponsored Events: The City will co-sponsor certain events with other organizations, when the Special Events Review Committee determines that the event is of general interest to the public and advances the City's public image, the City will provide financial support to these events as determined

by the economic impact of the event. These events must meet the other requirements of the special events policy (and must reimburse the City for any City costs in excess of the support level authorized by the City Manager and City Commission).

Fees For Special Events

Fees shall be charged for City services provided to Special Events as follows:

**Fees for
Electrical and
Water Use**

- a. A \$30.00 fee (per box/per day) for city-owned electric boxes for power. Fee to be paid at the Parks Services office at 1400 H.C. Mathis Drive.

Fees and arrangements for electrical boxes owned by Paducah Power should be made by calling Paducah Power directly.

**Fees for
Borrowing City-
Owned Items**

- b. A \$15.00 fee (per spigot/per day) for water source. Fee to be paid at the Parks Services office at 1400 H.C. Mathis Drive.
- c. The City may require a deposit for use of City-owned items (up to \$500.00)
- d. Pursuant to Ordinance 94-33 dumpster fee is \$75.00 plus dumping fee to be paid directly to Public Works.
- e. Pursuant to Ordinance 94-31, there will be a charge for rollouts provided to private parties and for-profit events. There will be no charge to neighborhood associations or churches that provide a seven-day notice request. The fees will be paid directly to Public Works and are as follows:
 - \$20.00 for 1 to 6 rollouts for an overnight or weekend event. This includes delivery, pickup, and one time dump.
 - \$35.00 for 7 to 10 rollouts for an overnight or weekend event. This includes delivery, pickup, and one time dump.
 - \$5.00 per dumpster charge for each additional dump.
- f. A replacement cost for any of the following items if damaged, lost, or stolen:

Public Works:

Orange Cones.....	\$14.00 each
Barricade Horse	64.00 each
Type II Barricade.....	60.00 each
Pre-made Sign	35.00 each
Sign Stand.....	90.00 each

Parks Services:

Picnic Table.....	\$300.00 each
Bleachers	\$2500.00 each

**Replacement
Costs for Lost,
Stolen. Or
Damaged Items
Borrowed from
the City.**

• Other _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Purchased or Rented Materials

Equipment Charges

Cost for City Employees Services

- g. Purchased or Rented Materials shall include all direct costs for all materials purchased or rented by the City of Paducah for use at the event.
- h. Equipment Charges shall be the current equipment rental rates charged by the City of Paducah.
- i. Straight Time shall be the hourly cost for any employee working on a special event during the "normal work day," including the actual cost for fringe benefits. (When applicable, a list of fees will be provided.)
- j. Overtime shall be the hourly cost for an employee working on a special event during a time period, which would be considered overtime for City Payroll records, including the actual cost for fringe benefits. (When applicable, a list of fees will be provided.)

Parking Considerations for Special Events

Enforcement of handicapped zones, theater parking zones, and all fire lanes shall be enforced at all times. Parking during or beyond restricted time limits where posted shall only be granted if requested by the applicant and approved by the City. Event coordinators will have the right to issue parking passes to select individuals within the festival area.

Civic Organizations and Merchants in Special Events

It is the desire of the City that local non-profit organizations, and local merchants in the vicinity of the special event being held, are given the opportunity to participate in the special event to the greatest extent practical, consistent with the nature and purpose of the event.

Signage

Special Event Signs

The special event application shall include a description of the signs advertising the event. The use of signs shall conform to the description contained in the permit. Except as expressly approved otherwise by the City, event signs erected prior to the first day of the event shall be subject to the following restrictions:

- a. All such signs shall comply with the provisions of the City sign ordinance.
- b. No such sign shall be erected sooner than 14 days prior to the first day of the event, nor remain beyond the first day following the last day of the event;
- c. No such sign shall be erected on any property without the express permission of the owner

Additional signs may be erected as needed at the site of the event during the event's occurrence.

Video or Film Production

Video or Film Production

Organizations that request any location in the city of Paducah as a location for a commercial video or film production shall be required to coordinate the production with the Parks Services office. The Parks Services office shall have the authority to grant permission for commercial video or film production in the City and to allow use of City facilities for this purpose. Approval is required from departments whose facility is used. All commercial video or film productions shall be required to pay the actual costs of all straight time and overtime for all city employees and equipment. In addition, a rent could be charged for the use of public right-of way areas or property. The rent shall be set by the City based on the overall impact of the production on the public areas being used.

Liability Insurance

Liability Insurance Requirements

In order to comply with the City's insurance liability carrier, the city shall require that all sponsors of special events or commercial video or film crews carry liability Insurance with coverage of at least \$1,000,000 except for Hazard Level A events approved by the City as provided below. An event sponsor shall be required to provide a valid certificate of insurance naming the City of Paducah as an additional insured prior to the event. The City may require higher levels of insurance based on risk factors and past experience (i.e. Summer Festival, BBQ on the River).

The City of Paducah Risk Manager is intended to provide a risk control guide for the handling of the increased liability associated with special events. Special events are defined as activities which are not directly related to the day-to-day operations of the City of Paducah, but which may occur on premises owned or controlled by the City of Paducah.

It shall be the policy of the City to not routinely require insurance coverage for events classified by the Special Event Committee Hazard Level A. These would be events that include no physical activity by participants and no severe exposure to spectators. This waiver of the insurance requirement is meant to cover small gatherings or ceremonies that do not involve more than 50 people, are limited to passive participation by the public, and require no city services. All other events are required to provide insurance as outlined in this policy.

The Risk Manager may place additional requirements on any event. These requirements may include specific staffing levels for Police, Fire, Paramedic, Public Works, or other personnel. Expenses for these requirements will be billed to the sponsoring organization under the terms of this policy.

The Risk Manager will review each Special Event Application received and assess the potential liability risk of the City of Paducah based on the following risk categories:

Hazard Levels:

Any event categorized a Level B, C, or D will require liability insurance in the amount of \$1,000,000 with the City of Paducah named and waived on the policy.

Hazard Level A involves no physical activity by participants and no severe exposure to spectators. Examples of events in this category include, but are not limited to, meetings, seminars, social gatherings, and auctions.

Hazard Level B involves limited physical activity by participants and no severe exposure to spectators. Events in this category include, but are not limited to, amateur team sports, dances, animal shows, political rallies, flea markets, picnics, theatrical performances, and parades with no floats.

Hazard Level C involves major participation by participants and/or moderate exposure to spectators. Events in this category include, but are not limited to, parades with floats, marathons or races, circus/carnivals, and semi-pro team sporting events.

Hazard Level D involves severe exposure to spectators and/or participants. Examples of events in this category include, but are not limited to, rock concerts, alcoholic beverage sales, vehicle races, fireworks displays, ice carving events, professional or collegiate sporting events.

As a result of the review of the event by the Risk Manager, the City may place special conditions on the event. The City's Risk Manager or someone acting as his agent shall be available to meet with event organizers to review the special conditions and ensure that all conditions are met before the event begins. Some events may require that the Risk Manager or his agent be on site during the event.

The Risk Manager or Parks Director has the authority to cancel or stop an event, if the special conditions required for approval of the event are not being met. In addition, the Risk Manager, Parks Director, or City safety officials have the authority to cancel or stop an event, or place additional restrictions on the event, if it is deemed that the public health, safety, or welfare would be better served with additional restrictions.

Traffic Control and Safety Requirements

The special event sponsor shall be responsible for complying with all traffic control and safety procedures required by the City during the event. The requirements will be indicated in the Permit, and the City may make additional requirements during the event as may be necessary for the safety of the public.

All special events that include participants soliciting funds in street intersections shall comply with the safety requirements and use of traffic cones as specified in the Police Chiefs attached instructions.

Participant Waiver of Liability

The special event sponsor shall be responsible for obtaining all signed indemnification agreements as required by the City. Samples of the basic agreements are attached to these guidelines. The specific requirements for each event will be indicated in the Permit.

Vendor Compliance and License Requirements

All vendors are responsible for any applicable city, state, or federal licenses.

License Requirements

All vendors must complete the concession waiver of liability prior to opening of the vending operations. Vendors must comply with food and health regulations as set forth by the Purchase Area Health Department.

All food vendors must post a valid temporary food license as authorized by the Purchase Area Health Department. Food vendors are responsible for any and all fees related to obtaining a food license.

However, there is a blanket license clause under the Festival Ordinance. If operating under a Festival group and the group has a business license, individual vendors would not be required to have a business license to operate at the Festival.

Consideration for two or more events on the same date

Two or More Event Applications for the Same Date

In the event that two or more Special Event Applications are received for the same date and same time prior to the approval of either event, the economic impact on the City and surrounding area will be considered. Once a Special Event Permit has been granted, it shall be the policy of the City not to award additional permits for the same date, same time, and same location.

Reservation of Annual Event Dates

If an event is intended to be an annual event at regularly scheduled dates, the current year's application may include the following year's requested dates. Approval of the current year's application will include reservation of the next year's proposed dates. However, it will not constitute approval of the next year's event, which must have its own timely permit application submitted for City approval. (See event classification description on page one for the timeline for submitting a permit application.) In general, the City will not approve Special Event dates more than one year in advance.

Application Procedures and Process

Procedures and Process

A Special Event application form should be completed and submitted to the Parks Services office. Applications are available at Paducah Main Street, the Convention and Visitor's Bureau, the City Manager's office, or City Clerk's office and can be completed and brought to the Parks Services office at 1400 H.C. Mathis Drive.

Once an application is received, a memo will be routed to the Parks Services Director, and to the appropriate City department heads—Police Chief, Fire Chief, Public Works Director, Risk Manager, and when appropriate the Director of Inspections—for approval.

Written Confirmation of Approval

Written Confirmation of City Approval

A written confirmation as to the action of the application review will be forwarded to the individual or organization requesting the event by the Paducah Parks Services office. Confirmation of approval will outline any special conditions. A signature block at the bottom of the letter must be signed in order for the permit to be valid. Once signed, it must be returned to Parks Services—a self-addressed, stamped return envelope will be provided.

**City Support
Services
Organizational
Meeting**

Coordination of Large Events

Large events will require a meeting with the event coordinator(s) and members of the appropriate City departments. The Parks Services Director will convene such meetings including the appropriate departments providing support services. A final billing of fees due City departments for services or for lost, stolen, or damaged borrowed items will be sent in a timely manner, and a wrap-up meeting will be scheduled for the event coordinator and city support services departments.