

CITY OF EUREKA

Category: ADMINISTRATION

POLICIES & PROCEDURES

Subject: SPECIAL EVENTS

Date Adopted: November 18, 2003

File Number 1.61

POLICY OBJECTIVE

To establish procedures for obtaining a permit for Special Events, Parades and Assemblies in the City of Eureka.

ASSIGNED RESPONSIBILITY

City Manager

APPLICABILITY

Applicable to all persons or groups wishing to hold a Special Event on public property in the City of Eureka.

POLICY

1. Advance Notice for Approval: An applicant will be required to submit an application 30 days prior to the date on which such person desires to conduct an activity for which a permit is required. Special Event Permit Applications are available through the City Manager's office. Applications will be routed through City departments for approval to ensure that the proposed event meets the requirements of each respective department. While all special events require the same application, the application review period and required permit(s) may vary depending on the type and location. No events should be publicized until the applicant has received all necessary permits and approvals from the city.

Applicant Responsibilities:

- a. Attach route or event map – a map is required for all events.
- b. Signatures of affected residents and/or businesses – required for any street or sidewalk blockages or closure.
- c. Certificate of Insurance and Endorsement – the City requires liability insurance coverage of a minimum of \$1,000,000. The Certificate and Endorsement need not be submitted with the application but must be provided prior to the permit being issued and approved by the Risk Manager.
- d. All electrical or water requests must be noted on the application – events requiring electricity or water may need city personnel to provide and require special scheduling.
- e. Temporary Restrooms – events held in parks or other areas that do not have adequate restroom facilities will be required to provide temporary porta-potties.
- f. Garbage containers and removal – all events are responsible for adequate garbage containers and for removal.

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2. Clean up: The permittee shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use and the cleanup of trash and debris. The area used shall be cleaned of trash and debris upon completion of event and restored to the original condition before leaving the site.
3. Reserved Parking/Street Closure:
 - a. Parking areas/street closures needed for Special Events must be posted by the applicant no later than 24 hours prior to the start of the Special Event at that location. "No Parking" and "Street Closure" signs/barricades that meet City specifications must be provided by the applicant.
 - b. Twenty-four hours (24-hours) advance notice (via leaflets) will be required; notifying adjacent properties (within 200 feet) of the parking restriction/street closure. Notices shall include information on dates, times of the event, a contact phone number and contact name.
4. Traffic Control: For a Parade or Special Event that would impair traffic flow, an applicant must use local law enforcement personnel and comply with all traffic control requirements deemed necessary.
 - a. An applicant shall furnish and install advance warning signs and any other traffic control devices in conformance with the Manual of Traffic Controls, State of California Department of Transportation. All appropriate safety precautions must be taken.
 - b. Traffic may be restricted to one 12-foot lane of traffic and/or stopped intermittently. The period of time that traffic may be restricted will be determined by the city, based on location.
 - c. Traffic shall not be detoured across a double line without prior approval of the Traffic Engineer from Public Works.
 - d. Any emergency roadwork or construction by city crews and/or private contractors, under permit or contact to the appropriate department, shall have priority over Special Event activities.
5. Parking Lots: When parking in a parking lot, an applicant may be billed according to the current rate schedule established by the city. In order to assure the safety of citizens in the surrounding community, access roads, which serve as emergency service roads, must never be blocked. .

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5. Permit Approval/Disapproval: In issuing a permit for a special event, the City considers whether:
- a. The event is reasonably likely to cause injury to persons or property, create a disturbance, cause disorderly conduct or encourage or result in violation of the law;
 - b. The event will substantially interfere with the safe and orderly movement of pedestrians and vehicular traffic in the area;
 - c. The proposed location is adequate for the size and nature of the event;
 - d. The event does not unreasonably interfere with the intended use of the area;
 - e. City equipment and services are available.

PROCEDURES

1. Applications are issued from and processed through the City Manager's office.
2. If a City park or facility is used for the Special Event, arrangements for the rental of that facility must be made through the Public Works department or directly with the facility.
3. Applications are distributed to departments for comments, conditions and approval.
4. City Manager's office compiles the responses, review comments, and forwards permit to the City Manager for signature.