

## **SPECIAL EVENT PERMIT POLICY**

### **Applicability**

This policy shall apply to all parades and special events that utilize city right-of-way. The City reserves the right to categorize events.

Funeral processions are not governed by this policy. Please contact the Abilene Police Department (APD) for information on funeral processions.

The reservation of City of Abilene Parks and Recreation facilities, Convention Center grounds, and the City Hall lawn is not governed by this policy. Any event utilizing or entering park property, Convention Center grounds or the City Hall lawn requires a Request To Use Parks Facilities application. Please contact the Parks & Recreation Department to make a reservation.

### **Single Day Local**

Single Day Local Street events do not require the use of cones, barricades or other traffic control devices in traffic lanes and shall occur only on local streets. A Single Day Local event may also require police traffic control at designated intersections.

### **Single Day**

Single Day events may require full or partial control or use of the street but are less than 10 continuous hours a calendar day in duration. Single Day events are restricted to local streets, including the Downtown Area. Except for processions, Single Day events shall not occur during the hours of 7:30am to 5:30pm Monday through Friday on North 1st, Pine, Cypress, Oak, or Chestnut Streets within the Downtown Area.

### **Multi-Day/Major Impact**

Multi-Day events require full or partial control or use of the street and are either a multiple day event or a single day event with a community wide focus or major impact. Events utilizing fireworks shall be Multi-Day events. Except for processions, Multi-Day events may not occur on arterial streets and may not occur during the hours of 7:30am to 5:30pm on North 1st, Pine, Cypress, Oak, or Chestnut Streets within the Downtown Area.

### **Processions**

A procession is a number of people or vehicles moving forward in the right-of-way in an organized fashion (parade, fun run, walk, etc.). Processions on a local street adjacent to residential areas do not require a permit when organized by residents. All other processions require a Single Day or Multi Day and paid police escort.

## **Downtown Parades**

Downtown Parades are processions that follow the established downtown route as depicted in the route map maintained in the City Secretary's Office. Staging shall occur within the staging area in the South Downtown Area. Dates, times, duration and other parade elements are subject to review and approval as part of the permit process.

## **Application**

Every event applicant must fully complete the event permit application.

Applications for the following events must be submitted before the following deadlines:

- Single Day Local event with no control over streets – no later than **Fourteen (14) days** prior to the event.
- Single Day event requiring control over local streets - no later than **Thirty (30) days** prior to event.
- Multi-Day and Procession event –no later than **Sixty (60) days** prior to the event.
- Parade – no later than **Sixty (60) days** prior to the event.

Applications will be reviewed by departments including, but not limited to: APD, Traffic, AFD Fire Marshall, Public Works, Traffic & Transportation Division, Risk, Legal, Parks and Recreation and Environmental Health. If necessary, the City shall set a time for a review meeting and **the applicant or event organizer shall have a representative in attendance.**

## **Permit Fee**

- Please reference the City of Abilene Fee Schedule on record with the City Secretary.

## **Agreement for Street Closures and Parades**

If an event requests to close a street or multiple streets, 100% of the businesses located in the street closure area must be notified prior to event approval. 51% of the businesses located in the street closure area must agree to the street closure by signing the form prior to event approval. See Attachment A. A copy of the notification and list of impacted businesses must be submitted with Attachment A.

## **Agreement and Insurance**

Commercial public liability insurance naming the City of Abilene as an additional insured is required for Single Day, Multi-Day and Parades.

Approval for Single Day and Multi-Day events and Parades require full approval by the City of Abilene.

## **City Services**

Unless the City co-sponsors an event through a formal written agreement, no city services will be donated as part of the issuance of a Special Event Permit. Certain city services may be available for a fee. Otherwise all required services will be the sole responsibility of the event organizer or responsible party, either through qualified volunteers or through privately contracted services. Event organizers shall coordinate security with APD. All required services shall be clearly identified and secured, and are subject to review by the Special Event Permitting Department.

## Quick Reference Table

	Single Day Local	Single Day	Multi-Day	<b>Downtown Parades</b>	<b>Outside of Downtown</b>
<b>Criteria</b>	no control over the street; staff pre-approved route;	less than 10 hours in duration; requiring control of local streets;	multiple day event or major impact; requiring control of streets; fireworks	closed streets, approved route in the Downtown Area	any other private use upon any public street alley, sidewalk or public way
<b>Application Available</b>	Parks & Recreation Department	Parks & Recreation Department	Parks & Recreation Department	Parks & Recreation Department	Parks & Recreation Department
<b>Application due before event</b>	14 days	30 days	60 days	60 days	60 days
<b>Applicant must attend review meeting</b>	No	No	Yes	Yes	Yes
<b>Agreement</b>	Approved Application	Approved Application	Approved Application	Approved Application	Approved Application
<b>Indemnity required</b>	Yes	Yes	Yes	Yes	Yes
<b>Insurance required</b>	No	Yes	Yes	Yes	Yes
<b>License fee</b>	\$25.00	\$50.00	\$100.00	\$200.00	\$100.00
<b>Coordinating City department</b>	Parks and Recreation Department	Parks and Recreation Department	Parks and Recreation Department	Parks and Recreation Department	Parks and Recreation Department

ATTACHMENT A

NOTIFICATION OF STREET CLOSURE

NAME OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

STREET(S) TO BE CLOSED: \_\_\_\_\_

TIME OF EVENT: \_\_\_\_\_ TIME OF STREET CLOSURE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APPROVE: YES \_\_\_\_\_ NO \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APPROVE: YES \_\_\_\_\_ NO \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APPROVE: YES \_\_\_\_\_ NO \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APPROVE: YES \_\_\_\_\_ NO \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APPROVE: YES \_\_\_\_\_ NO \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APPROVE: YES \_\_\_\_\_ NO \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APPROVE: YES \_\_\_\_\_ NO \_\_\_\_\_

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