

Recommended Revisions to the Special Event Policies and Procedures

- **Event Organizer Responsibilities:**
 - Attend the Special Event Team Meeting and Wrap-Up Meeting.
 - Be on-site for Move-in, Vendor Inspections and Move-out.

- **Tent Permits and Inspections:**
 - Inspections will be conducted on all tents, but fees will only be assessed for tents larger than 10 X 10.

- **Vendors:**
 - Family Friendly, no adult entertainment businesses.
 - A five foot set-back distance from all sidewalks for each vendor booth will be required. No sidewalks may be blocked.
 - There will be a ten foot space between every three non-food tents and a ten foot space between each food tent.

- **Park Capacity:**
 - Large events will be requested to provide a park and ride plan.

- **Signage:**
 - No banners or signs on any park shelters or shade structures.

- **Set-Up on the Concert Venue:**
 - No set-up under or within ten feet of any park shade structure.
 - No tents in front of the stage except for a small tent for sound production associated with concerts.
 - No tents may be staked on the concert lawn grassed area.

- **Golf Carts and ATV's:**
 - Reduce number allowed by event organizers. The City Special Event Team will review the number requested by each event organizer.
 - No ATV's without turf tires.