

## **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.
- **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.
- **Supply Trailers and Vehicles for Vendors:**
  - Supply Trailers and/or Vehicles not part of the vendor set-up may not be left in the park behind or near any vendor booth during the event or overnight.
- **Set-Up on Concert Venue Lawn:**
  - No set-up under or within ten feet of any park shade structure. Exception: If the concert venue is rented for a private event, the shade structures may be reserved.
  - The Park Shade Structures are for public use.
  - No tents may be set-up in front of stage area that will obstruct view. Exception: A small tent for sound production for concerts will be allowed.

