

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: pop-ups, framed and staked.
 - Tent placement on any City Street requires prior approval through the event application process.
 - Tent placement on any City Sidewalk or Parking Spaces in the downtown must also obtain prior approval through the event application process and will not be permitted in front of any business without the written approval from the business owner/operator.
 - Fees will be assessed for tents with the following exceptions:
No fee will be charged for any pop-up tents.
- **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.
 - Event Organizers will recommend a designated Golf Cart Parking Area to the City Special Event Team for their approval.

- 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.
 - Special exceptions to this regulation may be requested by the Event Organizer and approved by the City Special Event Team during the SET Meeting.

- 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 the stage area that will obstruct the view of the stage. Exceptions: Small tents for sound production and merchandise sells will be allowed during concerts.