

## **SPECIAL EVENTS**

(Note: ~~strike through~~ = deleted text. **Red** = added text)

### **Sec. 1-2. Definitions.**

*Special event.* The words "special event" mean: ~~the sale, display or storage of any merchandise, material, article or other thing which is to be made on a tract of land, lot or premises other than in a building which is completely enclosed, in the C-1 commercial district.~~

**A planned event, activity or temporary grouping of people in any zoning district that deviates from the normal land use that occurs on the site on City, public, or privately owned property, and interferes with the normal flow or regulation of pedestrian traffic, vehicular traffic, or parking in any manner. This shall also include any event, activity or temporary grouping of people which will require special City services which include, but are not limited to, provision of barricades, signage, special traffic or parking arrangements, and/or special police services or protections.**

**(1) Examples of special events include but are not limited to: parades, bicycle races, fairs, outdoor music performances/concerts including events with DJs and live bands, craft fairs, block/neighborhood parties, ~~large private parties~~, carnivals, shows, outdoor cultural/community events, fund-raisers, organized run/walks, exhibitions, public speaking events, and/or sales and promotions.**

### **(Appendix A, Article XVI)**

#### **Section 25. Special events.**

**Purpose:** The purpose of these regulations is to permit special events on public and private property provided that the property rights, health and safety, or general wellbeing of nearby residents, businesses, property owners, or community are not negatively impacted. A special event permit is a privilege not a right. Such permits will only be issued if the departments of police, public works and code enforcement are satisfied the event is planned in a manner to minimize disruption to the community and presents no danger to the public health, safety, or welfare.

- (a) *[Permission.]* Written permission shall be obtained from the owner of the property on which the special event shall be held. Such written permission shall be provided to the City in conjunction with the permit application. In the case of commercial property, permission may be granted by an authorized leasing agent of the property.**
- (b) *[Public safety.]* The ~~police department~~ **city** shall refuse issuance of any permit requested under any provision of this section 25 where investigation shows that public safety shall be effected adversely by such event.**
  - (1) ~~Single day (i) subdivision block parties or (ii) parades as provided for in article 15, § 206 may be allowed by permit obtained in accordance with paragraphs (d) and (e).~~**
- (c) *[Authorized.]* Notwithstanding the provisions of section 22, special events may be conducted in areas other than a totally enclosed building on the premises **of a parcel in the R1, R1A, R2, R3, R4, R5, PA, MXD, or PSD zoning, OR premises** of an occupant or contiguous occupants of businesses in the C-1 ~~commercial~~, **C-2, C-3 or S-1 zoning** districts upon the following conditions:**

- (1) Permit **and application fee (where applicable and subject to permit approval)** required. A permit issued by the city shall be obtained by the company, person or organization sponsoring the event ~~at least five working days before any special event~~ **by making application prior to specified deadline and remitting application fee (where applicable and subject to permit approval) according to the following schedule:**

**\*\*\*Application Fee – Estimate provided, actual fee will be assessed based on cost of City Services: i.e.—plan review, inspections, cost of delivery/pick up of traffic control devices.**

Event Class	Type of Event	Application Deadline	Application Fee
<b>SMALL SPECIAL EVENT</b>	Residential, Subdivision, Commercial or Charitable Events: <ul style="list-style-type: none"> <li>Without tent(s) larger than 120 square feet or capacity of more than 10 persons</li> <li>Single day event</li> <li>No required city inspections</li> <li>No required city services/assistance except barricade drop off and pick up</li> <li>No anticipated public impact/disruption to area vehicular traffic, parking, or pedestrian traffic</li> <li>Event contained entirely upon applicants property (with exception of block parties and subdivision parades).</li> </ul>	<b>15 Business Days prior to Event</b>	<b>NO FEE</b>
<b>MEDIUM SPECIAL EVENT</b>	Residential, Subdivision, Commercial or Charitable Events: <ul style="list-style-type: none"> <li>With tent(s) larger than 120 square feet or capacity of more than 10 persons, requiring tent permits</li> <li>Single day event</li> <li>City tent and/or electrical inspections required</li> <li>No required city services/assistance except barricade drop off and pick up</li> <li>Limited anticipated public impact/disruption to area vehicular traffic, parking, or pedestrian traffic</li> <li>Event contained entirely upon applicants property</li> <li>Use of amplified outdoor music, entertainment or public address</li> </ul>	<b>30 Business Days prior to Event</b>	<b>\$25***</b>

LARGE SPECIAL EVENT	<p>Residential, Subdivision, Commercial or Charitable Events:</p> <ul style="list-style-type: none"> <li>▪ With tent(s) larger than 120 square feet or capacity of more than 10 persons, requiring tent permits</li> <li>▪ Single or multiple day events (must be consecutive days to qualify as one event)</li> <li>▪ City tent and/or electrical inspections required</li> <li>▪ Required city services/assistance</li> <li>▪ Significant anticipated public impact/disruption to area vehicular traffic, parking, or pedestrian traffic with traffic control required</li> <li>▪ Events utilizing city streets, city property or non-owned property (including shopping center parking lots)</li> <li>▪ Use of amplified outdoor music, entertainment or public address</li> <li>▪ Any event with anticipated participants in excess of 500 attendees over the course of the event</li> <li>▪ Required to submit insurance certificate with the city as additional insured if event uses city owned property or public street</li> </ul>	60 Business Days prior to Event	\$100***
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**The city reserves the right to determine the most appropriate classification of the special event based upon review of the application. Any event, in the city's opinion, which meets criteria of a larger classified event, shall be subject to the larger classification.**

- (2) *[Other requirements for permit.]* The provisions of this ordinance are intended to augment and be in addition to the provisions of the general licensing ordinance of this city [chapter 14 of the Code]. Where this ordinance poses a greater restriction upon persons, premises, businesses or practices than is imposed by the general licensing ordinance of the city, this ordinance shall control.
- (3) ***[Special Privileges]* The provisions of this ordinance, and the subsequent issuance of a permit in accordance to said ordinance, does not create, extend, entitle or guarantee to the applicant or event any special privileges, variances, or exemptions from following all existing State, County, and Local laws.**
- (3) ~~*[Disqualification.]* Any person who is not an owner of a business advertised or described in the application for permit hereunder for a period of at least six months prior to the date of proposed sale shall not be granted a permit.~~
- (4) *[Duration, frequency--Generally.]* In no event shall more than four special events be held by any permittee hereunder in any one calendar year. The permit issued hereunder shall extend for a period of not more than four days, measured in continuous 24-hour periods, Sundays and legal holidays included.
- (5) ~~*[Same--Exceptions.]* The nonprofit groups organized for the purpose of promoting and supporting amateur sports, business or civic leagues, education, employees or labor, hospitals, military service or veterans, political, public charity, public safety or religion may be issued a permit in accordance with this section 25, paragraph (b).~~

(5) **[School Events—Exempt]** Generally, school events, such as athletic competitions and most school fundraisers, shall be exempt from requiring a special event permit for events held upon a school grounds/campus. However, a special event permit is required when a for-profit business or a non-school related non-for-profit organization conducts an event on a school campus

(d) *Restricted location.* ~~Where~~ **When** a person **or entity** applying for a **special event** permit operates more than one place of business **or controls more than one property**, the permit issued shall apply only to the one ~~store or~~ location specified in the application; and no other **location** ~~store branch~~ shall advertise or represent that it is cooperating with it or in any way participating in **any way with** the ~~permit sale~~ **special event**; nor shall the **location** ~~store or branch~~ conducting the ~~permit sale~~ **special event** advertise or represent that any other **location** ~~store or branch~~ is cooperating with it or participating in any way in the ~~permitted sale~~ **special event**.

(e) *Application requirements.*

(1) A person **or entity** desiring to conduct an event regulated by this section 25 shall provide the city, by written application, the following information:

- (i) The true name and address of the owner of the goods to be the object of the sale or display, ~~or~~ **AND/OR** the name and address of the organization and/or person sponsoring the event.
- (ii) **The special event permit application must be accompanied by a site plan, which shows the locations of all existing & proposed structures, all activity areas & support facilities, paths for emergency vehicles, parking areas, etc. A route map must be provided for events involving parades, runs, walks, etc.**
- (iii) A description of the place where said event, sale and/or display is to be held.
- (iv) The nature of the occupancy, whether by **simple ownership**, lease or sublease and the effective date of termination of said occupancy, if applicable.
- (v) The dates **and times** of the period in which the event, sale and/or display is to be conducted.
- (vi) The means to be employed in advertising such event, if applicable.
- (vii) **In the case of charitable events, the charitable cause, organization, and/or benefactor must be disclosed on the application.**
- (viii) **Any applicant subject to the business license requirements of Chapter 14 and/or liquor license requirements of Chapter 3 must provide proof of valid business and/or liquor licenses upon application. No Special Event Permit shall be issued without valid business and liquor licenses issued by the City to include the entire event period.**
- (ix) **In the case of events held on city owned property or public streets (Large Event Classification), applicant shall be required to provide insurance certificate with the City as additional insured. Coverage amounts shall be in compliance with those specified by the public works department.**
- (x) **Under St. Louis County Health code, sponsors of most specials events, at which a minimum of 100 people are expected to be present at peak hour(s) where sewerer toilets are not readily available to accommodate anticipated attendance are required to provide portable toilets and hand washing facilities. If you intend to, or are required to, provide portable toilets/restrooms, you must obtain a permit to Operate Portable Sanitations Units from St. Louis County Department of Health.**

- (xi) **All fireworks displays are required to obtain permits from St. Louis County Public Works in addition to any city Special Event Permit if the city does not provide specific inspection and permitting processes for fireworks.**

(f) *Effective permit.* A permit shall be issued under the following terms:

- (1) *Permit.* The license shall authorize the event described in the application.
- (2) *Nature of the event.* The permit shall authorize only the one type of special event described in the application at the location named therein.
- (3) *[Transfer.]* Any permit hereunder provided shall not be assignable or transferable.
- (4) *[Police approval.]* Approval of the police department is obtained prior to issuance of any permit granted hereunder.
- (5) ***Fee. The permit application fee, if applicable and subject to permit approval, has been remitted to the city.***
- (6) ***Additional requirements. Special event permits may be issued with additional requirements attached as conditions of the permit's approval and issuance. Such additional restrictions must be met at all times.***
- (7) ***Permit Available. The applicant shall keep the special event permit and any letter of conditions on the premises during the event; however, these documents need not be posted.***