

SPECIAL EVENT APPLICATION

City of Magee
 123 Main Avenue North
 Magee, MS 39111
 Ph:601-849-3344



APPLICANT'S INFORMATION

Applicant's Name: _____ Phone: _____
 Applicant's Email: _____

EVENT INFORMATION

Event Name: _____ Is this a reoccurring event?
 Yes No
 Organization's Name: _____ Organization Type?
 Non-Profit For Profit
 Organization's Address: _____
 On-Site Contact Name: _____ Mobile Number: _____
 For non-profit organizations, the 501c3 Certificate is attached: Yes No
 Event Type: Walk/Run Procession Concert Street Closing Event Sale/Market
(select all that apply) If Other, Please Specify: _____

Estimate the approximate expected attendance at the event:

Event Start (from) _____ (to) _____
 (date) (time) (date) (time)
 Event Setup and Takedown (from) _____ (to) _____
 (date) (time) (date) (time)

Will alcohol (beer and light wine only) be associated with this Special Event? Yes No

CITY SERVICES BEING REQUESTED AS PART OF THIS EVENT:

Police Department <input type="checkbox"/> Yes <input type="checkbox"/> No Building Inspection <input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Department <input type="checkbox"/> Yes <input type="checkbox"/> No Emergency Management <input type="checkbox"/> Yes <input type="checkbox"/> No	Park and Rec Department <input type="checkbox"/> Personnel Facilities	Public Works Department <input type="checkbox"/> Barriers for street closures <input type="checkbox"/> Trash collection	Please explain exactly how these services will be used (use back of page for additional space):
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SIGNATURES FOR ALL THE REQUESTED SERVICES FROM ABOVE IS REQUIRED FOR APPROVAL (OFFICIAL USE ONLY)

MPD cost: _____ (signature) (date)	Public Works Dept. cost: _____ (signature) (date)	Building Inspector cost: _____ (signature) (date)
MFD cost: _____ (signature) (date)	Park and Rec Dept. cost: _____ (signature) (date)	Other cost: _____ (signature) (date)

With my signature below, I am affirming that I have read and understand the City of Magee's Special Event Policy. I agree to comply with the Special Event Policy and will cooperate in the implementation of the Special Event Policy:

Applicant's Signature: _____ Date: _____

THIS INDEMNITY PROVISION IS SOLELY FOR THE BENEFIT OF THE CITY, ITS OFFICIALS, OFFICERS, EMPLOYEES, AND AGENTS, AND IS NOT INTENDED TO CREATE OR GRANT ANY RIGHTS, CONTRACTUAL OR OTHERWISE TO ANY OTHER PERSON OR ENTITY.

THIS INDEMNITY AGREEMENT SURVIVES THE TERMINATION OR EXPIRATION OF THE EVENT, WHICH IS THE SUBJECT OF THIS APPLICATION, AND THE TERMINATION OR EXPIRATION OF ANY CONTRACT BETWEEN THE INDEMNITOR AND THE CITY.

The undersigned officer, representative, and/or agent of the Indemnitor is the properly authorized officer, representative, and/or agent of the Indemnitor and has the necessary authority to execute this Agreement on behalf of and to bind the Indemnitor, and the Indemnitor hereby certifies to the City that any necessary resolutions or other act extending such authority have been duly passed and are now in full force and effect.

In the event of any action hereunder, venue for all causes of action shall be instituted and maintained in Simpson County, Mississippi. The parties agree that the laws of the State of Mississippi shall govern and apply to the interpretation, validity and enforcement of this Agreement; and, with respect to any conflict of law provisions, the parties agree that such conflict of law provisions shall not affect the application of the law of Mississippi (without reference to its conflict of law provisions) to the governing, interpretation, validity and enforcement of this Agreement.

AGREED:

APPLICANT/INDEMNITOR

By: _____

Title: _____

ATTEST:

By: _____

Title: _____

SPECIAL EVENTS POLICY

The City of Magee appreciates your interest in hosting a Special Event with us. The City welcomes a wide variety of events that enrich the community for both visitors and residents. Applications submitted for events will be reviewed on a case-by-case basis.

It is the goal of the City of Magee to be receptive and responsive to the concept of Special Events within our city limits. Well planned, interesting, unique and creative special events allow the City to be showcased in a positive way and are beneficial to the image and development of the City.

It is the responsibility of the Applicant to provide the justification for the City to provide services for the special event request. Approval of City expenditures or in-kind participation for special events is the decision of the Magee Board of Aldermen, depending upon the number of in-kind services required or the appeals process, as outlined below.

These guidelines are designed to assist Applicants through the process of applying for a Special Event Permit. The Special Events Committee will review the application and will work with you through this process to help you hold a successful event. The City of Magee does not discriminate on the basis of race, color, creed, national origin, political beliefs, religious beliefs, gender, age, sexual preference or disability.

REQUIREMENTS TO APPLY FOR A SPECIAL EVENT PERMIT

- Application
- Map of the event area and /or road closures requested
- Application Fee
- Copy of Insurance Certificate (20 days prior to event; see Section 2)
- Copy of Non -profit, 501c3 Certificate (if required)
- Signed Indemnification Form
- Signed Acknowledgement Form

Applications for a Special Event Permit can be submitted by mail, by email to paguirre@cityofmagee.com or in person at City Hall, located at 123 Main Avenue North in Magee.

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logistics of the event and to determine the amount of City services that would be required. The cost associated with any proposed services will be forwarded to the Board of Aldermen for consideration. The Board of Aldermen shall make the final decision on any Special Event requests. The Special Events Committee shall notify the Applicant when the application shall be reviewed by the Board of Aldermen. If the application is approved, the Applicant shall be notified of any specific requirements imposed by the Board of Aldermen and the time frame for completing such requirements. When the application is reviewed by the Board of Aldermen, the applicant is expected to attend the Board of Aldermen meeting and respond to any questions. Appeals of the decision of the Board of Aldermen shall be made consistent with state statute.

The Special Events Committee and the Board of Aldermen may consider the following when making a decision about the approval/denial of an application:

- 1.2.1. Does the application establish that there will be ample opportunity to properly plan and prepare for the Special Event?
- 1.2.2. Do the proposed dates and/ or location for the Special Event conflict with a current or planned Special Event or activity within the City?
- 1.2.3. Does the Applicant have previous experience with hosting a Special Event of this nature or scope?
- 1.2.4. Has the proposed Special Event been held in the City on a previous occasion?
- 1.2.5. Is the Special Event likely to promote tourism by attracting visitors and tourists?
- 1.2.6. Is the Special Event likely to have a positive economic impact by generating revenue for Magee hotels, restaurants and other merchants of the City?
- 1.2.7. Will police, fire, and other City services be unduly burdened or adversely affected by the Special Event?
- 1.2.8. Is the Special Event reasonably likely to cause injury to persons or property, to provoke disorderly conduct or create a disturbance?
- 1.2.9. Does the Applicant owe any taxes, fines, or other fees to the City?
- 1.2.10. Any other factors that the Mayor or Board of Aldermen may deem necessary or important in evaluating an application.

2. INSURANCE REQUIREMENTS

2.1. The Applicant or host and all contractors, subcontractors, and vendors shall purchase and maintain insurance at their own expense in the following minimum amounts during the event as well as during setup and teardown periods. Proof of applicant's insurance is required a minimum of 20 days prior to the event. All such insurance shall meet the following requirements:

- 2.1.1. Name and contact for Insurance Provider that is licensed to do business in the State of Mississippi
- 2.1.2. Policy Number
- 2.1.3. Statutory Limits of Workers Compensation Insurance (if applicable)
- 2.1.4. Employers Liability \$1,000,000.00

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ordinances, rules or regulations of the City.

- 4.4. The Applicant shall notify the Special Events Committee in writing if he or she intends to cancel or change the dates of the event. Notice must be made in writing at least 10 working days in advance. Groups who fail to cancel permits within at least 10 working days prior to the event will forfeit fees paid.
- 4.5. If the event is cancelled or postponed due to a force majeure event, the Applicant may reschedule the event at no charge within ninety (90) days following the original date of the event, subject to availability of the scheduled location and city personnel.

5. EXCEPTIONS

- 5.1. The City of Magee may hold itself exempt from these guidelines.
- 5.2. The events that do not fall under the criteria of special events in terms of attendance or dates, i.e., events that are regularly scheduled to occur during a month or season such as a Farmer's Market, and are requesting city services, shall be considered as a single event and shall be treated for the purposes of the policy as a single event. Any request for City participation or a waiver of fees, deposits, etc. shall be considered in the same manner as any event that is held annually or as a one-time event. Said participation, if approved, shall be considered to apply to the entire event timeframe or season unless specifically differentiated by the Board of Aldermen.
- 5.3. Events that take place entirely within a City park and do not require additional City services beyond services already given by the Parks Department may be exempt from these guidelines. However, the Director of the Parks Department may require a Special Events Permit for any proposed event in the park.

6. GENERAL RULES AND REGULATIONS

6.1. Event Type - These rules and regulations apply to events like these:

- 6.1.1. **Walk/ Run** – Any walk, run or bicycle event that follows a predetermined course that does not involve vehicles or floats that requires a street closure.
- 6.1.2. **Procession** – This includes marches and parades that are not part of a First Amendment Assembly. An event whose primary purpose is the procession of people, animals, vehicles, floats, or combinations upon any public street, sidewalk, alley, or other public places owned or under control of the City. Funeral processions are exempt.
- 6.1.3. **Concert** – An event that includes a live performance (s) for the purpose of entertainment.
- 6.1.4. **Street Closing Event** – Any special event activity which requires the closing of any public street, sidewalk, or alley and which requires rerouting of normal or usual traffic flow.
- 6.1.5. **Sale/Market** – An event whose primary purpose is the sale of food, goods, products or services.

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litter containers on the site of the event, and by encouraging event patrons to dispose of trash in the proper containers. The Applicant shall line all trash containers with appropriately sized plastic bags. The Applicant must get approval from the City of Magee Public Works Department regarding the placement of all trash receptacles to be located on public streets or any public rights- of-way. The rental cost of such trash receptacles shall be the responsibility of and paid for by the Applicant.

6.2.2.2. Overnight storage of garbage, trash, or other debris shall be in containers with lids. All fees for services provided by the Public Works Department shall be determined by the Special Events Committee.

6.2.2.3. Services Provided for Water and Sanitary Sewer– Providing for the disposal of wastewater (any water from food preparations, handwashing facilities, ware washing facilities, ice water draining from canned or bottled drinks, etc.) in the sanitary sewer. No waste or wastewater is to be dumped into or down the storm sewer or be allowed to pool on or drain into the ground. All fees for services provided by the Magee Public Works Department shall be determined by the Special Events Committee.

6.2.3 Fire Department

6.2.3.1 Services Provided – Fire prevention, fire protection, emergency medical response, weather monitoring, and closing or postponement of events due to dangerous or life -threatening weather. The number of fire and emergency personnel required will depend upon the type of Special Event and estimated attendance. If the Applicant desires pyrotechnics for an event, a written request for pyrotechnics displays shall be included with the application. Open pit fires and bonfires are strictly prohibited. All fees for services provided by the Fire Department shall be determined by the Special Events Committee.

6.2.4. Building Inspector

6.2.4.1. Services Provided for Electric – Providing electrical connection to permanent City owned power sources and installation of banner signs on Main Street. The Applicant shall use only a licensed electrical contractor for the connection and use of temporary power. Power connection to permanent power sources shall be coordinated with the Magee Public Works Department. All fees for services provided by the Magee Building Inspector and the Public Works Department shall be determined by the Special Events Committee.

6.6. Temporary Structures – The Applicant shall illustrate on the Event Site Map the location of all temporary structures and/ or temporary services. Examples of temporary structures or services include, but are not limited to freestanding tents, stages, fences, bleachers, electrical service, portable lights, portable toilet facilities, and telecommunications service.

6.7. Restroom Facilities – Portable toilets may be required to be located at the event site by and at the sole cost of the Applicant based on the nature and scope of the event and the estimated attendance at the event. A minimum of one handicap portable toilet is required. Depending on the scope of the event and the area encompassed, more may be necessary. Such determination will be made by the applicable federal, state, and local codes. The Applicant is responsible for maintenance and cleanup of the permanent restroom facilities and portable toilets. The Applicant may use the following formula as a guideline in determining how many restrooms will be needed at the event; however, additional units may be required depending on various aspects such as female /male ratio, food and beverages served, length of event, attendance, etc.

Attendance	1-4 Hours	5-10 Hours
1-500	1	2
501-1000	2	3
1000-2500	3	4
2501-5000	4	6
5001-7500	5	8
7500-10,000	8	10
10,001-12,500	10	12
12,500-15,000	12	15
15,000+	15	20

6.8. Animals – All animals that are part of a Special Event shall be on a leash, within a pen, or under similar control at all times. The Applicant shall maintain responsibility for all animals within the Event area and assumes the liability for any damage that may occur to persons or property from or by any such animal.

6.9. Carnival Rides – Carnival rides are restricted to the streets, hard surface parking lots and unimproved fields.

6.10. Noise – No loud, excessive or unusual noise is allowed between the hours of Midnight and 7 a.m. during setup, operation, or teardown of an event. Failure to comply with a request from the Police Department concerning noise may result in the suspension of all activities associated with the event and possible revocation of the Permit.

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Employees, and agents shall not be liable for any damage to or loss of any Personal Property. The Applicant shall indemnify the City, its officials, officers, employees and agents against all claims for any such damage or loss.

6.13. Private Property – The Applicant shall not damage or disturb any private property. The applicant shall be responsible for any damage that occurs during the Special Event. The City and its officials, officers, employees, and agents shall not be liable for any damage to or loss of any Private Property. The Applicant shall indemnify the City, its officials, officers, employees, and agents against all claims for any such damage or loss.

6.14. Discrimination

6.14.1. No person shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in connection with a Special Event based on the grounds of race, color, national origin, political or religious beliefs, gender, age, sexual preference or disability.

6.14.2. Americans With Disabilities Act –The Applicant's Special Event will comply with the Americans with Disabilities Act.

6.15. Compliance with Ordinances, Laws and Regulations

6.15.1. In addition to complying with all conditions of the Special Event Permit and all applicable City ordinances, regulations, rules, policies, and guidelines, the Applicant must comply with all applicable federal, state, and county laws, rules and regulations. It is the responsibility of the Applicant to obtain all licenses and/or permits necessary to conduct the event and all licenses and/or permits required by other governmental authorities shall be obtained and adhered to.

6.15.2. Issuance of a required federal, state or county permit (other than a Special Event Permit) does not authorize permission to hold an event. A City of Magee Special Event Permit must be issued with the approval of the Board of Aldermen and will constitute authorization from the City to hold the event.

6.16. Transferability – The holder of a Special Event Permit shall have no authority to assign, sell, transfer, pledge, encumber or otherwise convey a Special event Permit or any rights, duties, responsibilities or obligations thereunder, and any such conveyance shall be null and void and may, in the discretion of the City, result in the revocation of the Special Event Permit. No rights granted by a Special Event Permit shall create rights in anyone other than the holder.

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- 7.7. Special Event Committee-** (The Committee) means a committee consisting of representatives from the City, Police Department, Fire Department, Public Works Department, The Parks and Recreation Department, and other such additional City staff as deemed necessary and appropriate by the City.
- 7.8. Special Event Permit** - or Permit means a Special Event has been approved by the Board of Aldermen to hold a Special Event. The Board of Aldermen may impose terms and conditions upon approval of a Special Event.