

City of Elizabethtown Special Event Planning Packet



Table of Contents:

Special/Organized Events.....3

Requirements.....3

Process.....5

Street Closure.....5

Carnival Rides/Inflatables.....6

Occupational License.....7

Electrical.....7

Emergency Medical Personnel.....7

Portable Restrooms.....8

Rentals.....8

City Property.....8

Tents/Temporary Structures.....8

Waste Management.....8

Checklist.....10

1. Special/Organized Event:

A special/organized event is defined as a pre-planned event, whether publicly and/or privately sponsored where the public is invited and is proposed to be held on publicly owned, leased, or controlled property, including but not limited to parks, streets, parking lots, sidewalks or other public spaces. First year events will not be granted access to closing City or Federally owned streets until street closures are deemed necessary. All special events and Event Organizers are required to file an Event Permit Application with the City of Elizabethtown Events Program Manager at Elizabethtown City Hall, 200 West Dixie Avenue (P O Box 550). Any additional permits within the City will be coordinated after the application has been received. In some cases, applicants will work directly with Elizabethtown Police Department.

a. Terms and Definitions:

Event Organizer

The Event Organizer, as referred to in this document, is the main point of contact for the submitted event(s). The Event Organizer will be held responsible for submitting all required documentation and adhering to guidelines and requests set by the City Events Program Manager.

Festival/Public Gathering

Festival/public gathering means any organized assembly, demonstration, rally, gala, ceremony, festival, celebration, or other gathering of persons on a specified date(s) upon public right-of-way (street, sidewalk, alley, easement, etc.), public property, park space, or combination.

Procession/Parade

Procession or parade means a public or private march, walk, auto-cade, demonstration of any kind, or any other gathering of persons that occurs on public right-of-way (street, sidewalk, easement, etc.), in a park, or such sites which are normally used for public access.

2. Requirements on behalf of Event Organizers:

- a. First year events will likely not be approved to shut down major roadways and/or Federal highways to disrupt traffic. Until the event has proven the need for major street shut downs for safety of patrons, events will need to be held on private property or approved for a potential City parking lot or City streets.

- b. The applicant **must procure and maintain at its expense commercial general liability insurance with a limit of not less than \$1,000,000** per event. Proof of insurance, along with a certificate naming the *City of Elizabethtown* as additional insured, is required for any event on City of Elizabethtown public property, right-of-way or City Park and must

be submitted to the Events Program Manager along with the application. The policy must cover the entire length of the event from load- in/set-up through the load-out/break-down of the event.

- c. Each **vendor serving food**, or providing services that are potentially hazardous/dangerous in nature, must provide the City with proof of liability insurance of not less than \$1,000,000 in coverage AND list the City of Elizabethtown as additional insured. Examples include: selling of food, pyrotechnics, amusement rides, hot air balloons, inflatable games, motorsports, or operating equipment that patrons, visitors, guests or event attendees could cause themselves or others personal injury or property damage. The coverage for each vendor must be submitted at a minimum of 30 days prior to first day of the event. The coverage must be submitted along with the application. Do not submit separately. Application will not be considered by the Events Program Manager unless each vendor's proof of insurance has been received with the application.
- d. If there is a request for alcohol to be served/sold/consumed, contact Events Program Manager immediately. If approved, Event Organizer will be required to pay on-duty police officers for the entire event alcohol will be served. The number of officers will be determined by the police department personnel. Cost per officer is \$50 per hour, or \$25 per hour for 501c3 organizations. Please note that all requests for alcohol must be made to the City of Elizabethtown ABC Officer with notifications of points of sale/distribution and consumption areas and must be held within approved policy areas per City Council approved mapping.
- e. The City of Elizabethtown reserves the right to require insurance of applicant/event producer for activities other than those specifically mentioned above, or to increase the minimum acceptable limits of liability with reasonable notice to the applicant/event producer.
- f. Each vendor must provide a copy of a City of Elizabethtown **Business License**. This can be obtained by visiting Elizabethtown City Hall Tax Office, 200 West Dixie Avenue, (first floor, second window) during business hours which are Monday-Thursday 8:00a-5:00p and Friday 8:00a-4:30p.
- g. The applicant must provide an up-to-date copy of their **501c3 status** with the application for street closures to receive the non-profit rate.
- h. The applicant must provide an entire event layout including booths, vendors, and all activities at time of applying.

- i. The applicant must submit a separate map showing only street closures with the application.
- j. The applicant must **retrieve a signature of each business** or owner of property that will be affected by any closure indicating specific approval. By “affected” this means their normal parking for owners, employees, patrons or customers and/or disruption to business of any kind. For a list of businesses, contact the City Events Program Manager.
- k. The event **must be open to the public** and equally accessible to all visitors and citizens of Elizabethtown.
- l. The event and event applicant must be in good standing with the City (both financially and by following policy and procedures with previous events).

3. Process:

- a. Event Organizer submits completed *Street Closure Permit Application* with all required support documentation (see checklist) to the City of Elizabethtown Events Program Manager no less than 90 days prior to the first day of the event.
- b. Application is reviewed for any missing documentation by the City Events Program Manager.
- c. The City Events Program Manager sends application to necessary departments such as Police, Public Works, and Fire (others may be necessary depending upon street closures requested) for review.
- d. The City Events Program Manager will communicate with the Event Organizer regarding questions, issues with applications, or other additional information to fully process the application.
- e. After the application has been approved (within 30-45 days of submission) by the necessary City Departments, the City Events Program Manager will contact the Police Department for street permit and Mayor’s Office for the approval letter. After the permit and letter are received by the Event Organization, it is the Event Organizer’s responsibility to contact the Kentucky Transportation Cabinet Highway Department (if applicable) to submit the application to receive a State Highway permit. A copy of the State permit must be sent to the City Event Program Manager no less than 30 days prior to the event.

4. State or Federal Street Closure:

a. Kentucky Transportation Cabinet permits require that traffic control be provided which complies with the State and Federal standards or is under the direction of the Police Department. Kentucky Transportation Cabinet permits will be based upon one of the following conditions:

- The local City Police Department will be responsible for traffic control during the entirety of the event. The Public Works Department will be in control of shutting down streets in coordination with police efforts. **However, it is your responsibility and requirement to notify the Hardin County Emergency Services of your street closure at least two weeks prior to the event.**
- The Event Organizers will work directly with the Kentucky Transportation Cabinet to hire a 3rd party for all traffic control, barricades, signage, or other required devices. The City will be required to provide the State with a letter stating that the City is aware of the street closure, but will not be responsible for traffic control. The two private companies that are approved by Kentucky Transportation Cabinet for such services are:

Highway Safety Services
480 Roberts Avenue
Louisville, KY
(502) 366-5602

Saf-Ti-Co
2400 Millers Lane
Louisville, KY
(502) 772-2511

b. Each City department will play a significant role in developing the following requirements per closure:

- If the City will be providing Police staffing and Public Works assistance (i.e. barricades, staffing, other traffic control measures/devices) then fees as outlined below will be charged.
- The rates for **for-profit** organizations are:
Police Officers – \$50.00 per hour per officer
Public Works/City Personnel – \$40.00 per hour per employee
- Non-profit organizations rates will be discounted to one-half of total charges and any other fees incurred during the event (not including rental of equipment). Total charges must be a minimum of \$200.00 before discount can be applied.

5. City Street Closure:

a. In the case of street closures that are not State or Federally owned and operated, the Event Organizer must fill out required paperwork directly with the Police Department. The City Events Program Manager will send point of contact information after all necessary Department approvals have been acquired.

6. Carnival Rides/Inflatables:

a. Carnival rides licensed by the State Department of Agriculture, Office of Regulations are allowed for events. However, Event Organizers are required to provide the City a copy of the operator's commercial general liability insurance of \$1,000,000 policy which must list the City of Elizabethtown as additional insured for the length of the event including set-up and load-out.

b. For further information regarding licensing for carnival ride operators:

Kentucky Department of Agriculture
Division of Regulations and Inspections
Attention: Branch Manager of Amusement Rides and Attraction
107 Corporate Drive
Frankfort, KY 40601
502-573-0282

7. Occupational License Ordinance:

According to the Elizabethtown Occupational License Ordinance requires any person, firm, business entity, non-profit organization or corporation engaging in the business of selling a product within the City limits, to obtain a Business License from the Tax Office located at City Hall before operation is permitted. City coordinated events are not included in the four times rule. To obtain an application and/or license, call the Tax Office at 270-765-6121. Each license must be posted during operational hours of the entire event.

8. Electrical:

The existing electrical service on City owned property may be utilized for the event. However, contact with City Events Program Manager must be made for more information on availability and permission. Event Organizer and/or vendors may not tamper with any electrical services on City property or public right-of-ways.

9. Emergency Medical Personnel:

a. It is ultimately the Event Organizer's responsibility to ensure the safety of all participants and spectators of the proposed event. The Event Organizer is responsible for securing medical personnel through the Hardin County Emergency Services (EMS) if required.

CHECKLIST:

- Street Closure Permit Application;
- Map of event layout;
- Copy of 501c3 letter (as part of the event application);
- Signatures from affected businesses per street closure (if applicable);
- Copy of liability insurance (for sponsoring organization) listing City of Elizabethtown, 200 West Dixie Avenue, Elizabethtown, KY 42701 as additionally insured;
- Vendor's proof of insurance listing the City of Elizabethtown, 200 West Dixie Avenue, Elizabethtown, KY 42701 as additionally insured as described on page three, section 2; b. Must be submitted to Events Program Manager no later than 30 days prior to event;
- Copy of Business License (or list of names that Events Program Manager can check with City personnel to confirm) for each vendor as described on page seven, section seven. Must be submitted to Events Program Manager no later than 30 days prior to event.
- Notify Hardin County Emergency Services of your street closure(s) at least two weeks prior to the event. This includes ALL streets Federal and/or City owned.