



Special Event Permit Overview and Review of Related Fees

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BACKGROUND

- **1979:** Policy 000-09 “Police Services for Special Events” adopted
- **1988:** Chapter 11-40 amended to establish permit requirements for Public Parades
- **1991:** Policy 000-09 amended to establish procedures for permitting special events
- **1992:** Policy 000-09 amended to establish a processing fee and renamed the policy “Procedures for Permitting Special Events and Obtaining City Sponsorship”
- **2008:** Chapter 11-40 amended waiving insurance and fees for traffic and public safety services for Free Speech Marches, except for processing fee
- **2017:** Policy 000-09 amended to provide updated and comprehensive procedures for issuing permits for events and film production; Chapter 11-40 amended to expand permit regulations to all special event activity taking place on a City street, sidewalk, alley or public parking area; Event Permit Fees added to the fee schedule





PERMIT TYPES & VOLUME

- Special Event/Civic Site Permits
 - ~70 issued annually, including Civic Sites/CHS

- Block Party Permits
 - ~20 issued annually

- Film Permits
 - ~10 issued annually



PERMIT PROCESS



CURRENT FEES

Fee Type (permit fees are per day)	Fee
Special Event Permit Application Fee	\$75
Special Event Permit	\$125
Block Party Permit Application Fee	\$25
Block Party Permit	No Fee
Film Permit Application Fee	\$75
Film Permit	\$175
Seasonal Street Market Annual Fee	No Fee
Civic Site Permit Application Fee	\$50
Civic Site Permit for Civic Sites (except Courthouse Square)	\$50
Civic Site Permit for Courthouse Square (Non-Profit)	
	1-250 ppl \$50
	251-750 ppl \$100
	751-1500 ppl \$200
	1501+ ppl \$350
Civic Site Permit for Courthouse Square (Commercial)	
	1-250 ppl \$100
	251-750 ppl \$200
	751-1500 ppl \$400
	1501+ ppl \$700
Add-on fee for use of Courthouse Square side streets	\$25 ea



ADDITIONAL COSTS

Refundable Damage Deposit	up to \$2,500
Park Maintenance	Burdened Rate
Traffic Control Plan Review	Burdened Rate
Police Services	Burdened Rate
Fire Services	Burdened Rate
Reserved or blocked parking spaces	Current meter rate, plus cost of signs (event is responsible for posting signs)



ANALYSIS

- Increasing size and/or complexity of permitted events requires increased staff time to review application, set conditions and establish requirements
- Reunification of Courthouse Square has contributed to increase by approx. 50%
- Departmental capacity to support special events has been impacted by staffing shortages, budgetary restrictions and crisis management diversions
- Current fee schedule does not take into consideration cost of City services and resources to review application, set conditions and establish requirements



COST RECOVERY OPTIONS

Fee Type (permit fees are per day)	Current	Option 100% Cost Recovery	Option 75% Cost Recovery	Option 50% Cost Recovery
Special Event Permit Application Fee	\$75	\$75	\$75	\$75
Special Event Permit	\$125			
Basic event		\$225	\$169	\$112
Moderate event		\$550	\$412	\$275
Complex event		\$1,200	\$900	\$600
Seasonal Street Market Application Fee (annual fee per location)	\$75	\$75	\$75	\$75
Seasonal Street Market Permit (annual fee per location)	No Fee	\$1,200	\$900	\$600
Block Party Permit Application Fee	\$25	\$25	\$25	\$25
Block Party Permit	No Fee	\$50	\$38	\$25
Film Permit Application Fee	\$75	\$75	\$75	\$75
Film Permit	\$175			
Basic set up		\$225	\$169	\$112
Moderate set up		\$550	\$412	\$275
Complex set up		\$1,200	\$900	\$600



COST RECOVERY OPTIONS

Fee Type (permit fees are per day)	Current	Option 100% Cost Recovery	Option 75% Cost Recovery	Option 50% Cost Recovery
Civic Site Permit Application Fee	\$50	\$75	\$56	\$38
Civic Site Permit for Civic Sites (except Courthouse Square)	\$50	\$75	\$56	\$38
Civic Site Permit for Courthouse Square (Non-Profit)				
1-250 ppl	\$50	\$150	\$112	\$75
251-750 ppl	\$100	\$225	\$169	\$112
751-1500 ppl	\$200	\$350	\$262	\$175
1501+ ppl	\$350	\$700	\$525	\$350
Civic Site Permit for Courthouse Square (Commercial)				
1-250 ppl	\$100	\$300	\$150	\$150
251-750 ppl	\$200	\$450	\$338	\$225
751-1500 ppl	\$400	\$700	\$525	\$350
1501+ ppl	\$700	\$1,400	\$1,050	\$700
Add-on fee for use of Courthouse Square side streets	\$25 ea	eliminate		



COMMUNITY PROMOTIONS FUND

- Council Policy 000-47
- \$125,000 typical annual allocation
- Funds traditionally awarded to non-profit orgs primarily to fund City services for events that generate revenue to the City, have broad based community participation and open to the public, and take place within city limits
- Examples: Rose Parade, Wednesday Night Market, Human Race
 - Police, Fire, Public Works services
 - The amount awarded has never been adequate to cover the actual cost of services and the City has greatly subsidized these and other events for many years



QUESTIONS

- Cost Recovery Options
- Community Promotions Funding
- Other

