

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: 06/26/23
Re: Ely Park Rules

During the review of the City's Fee Schedule, the Council subcommittee asked to review the Ely Park Rules.

They are attached for review and comment.

The City Manager recommends a new form is created and a process outlined for larger special events that includes:

- Applicant & applicant type (nonprofit, for profit, individual)
- Sponsoring organization
- Event Coordinator and information including emergency contact information
- Detailed daily event information
- Event location requested & a map as appropriate
- the estimated number of event attendees
- if alcohol will be available
- if rides or inflatables will be used during the event
- if there will be animals at the event
- if food will be available
- what city services are being requested (utilities, restrooms, sound, seating, police, cleanup, etc)
- what streets are being requested to be closed
- insurance requirements
- requirements for attachments (insurance, licenses, permits, maps, etc)
- indemnification agreement
- Expanded guidelines and rules that include:
 - rules for consuming alcohol
 - rules/info for vendors
 - route markings for parades, runs, etc.
 - parking and vehicles in the park
 - street closures
 - barricades
 - insurance
 - use of tents or park shelters
 - use of public restrooms
 - clean up and trash expectations
 - damages and expectations
 - fees and charges
 - emergencies and afterhours issues