



TO: Parks & Recreation Advisory Committee
FROM: George Schaaf, Parks & Recreation Director
DATE: November 29, 2023
RE: Fiscal Note – Proposed Large Event Permit

The Parks & Recreation Department has proposed a regulation that would require a permit and conditions for any gathering of more than 100 people within the limits of a municipal park or recreation area.

Staff recommend the following fee structure, which reflects the anticipated actual costs to process and administer the permit. A higher fee is proposed for larger events that would require coordination with other departments and agencies (i.e. Juneau Police Department, Capital City Fire/Rescue, CBJ Streets Division, etc.):

# of Attendees	Proposed Fee	Estimated Staff Time Req'd
100-250	\$100	≤1 hour
250-500	\$250	2-4 hours
500+	\$50 per 100 attendees	Varies

The fees proposed are significantly lower than those charged by other municipalities in Alaska and surrounding states; for example:

Anchorage

1 - 300	301-500	501 - 1,000	1,001 - 3,000	3001 - 5,000	5,001+
\$150	\$250	\$350	\$500	\$600	\$700

<https://www.muni.org/Departments/parks/pages/specialeventinformation.aspx>

Fairbanks

\$1.00/person in excess of 200 people

<https://fnsb.gov/DocumentCenter/View/3942/User-Fees---Public-Records-Request-PDF>

Portland, Oregon

1 - 499	500 - 999	1,000 - 1,499	1,500 - 1,999	2,000 - 2,499	2,500 - 2,999	3,000 - 3,999	4,000 - 4,999	5,000 - 5,999	10,000+
\$204	\$335	\$660	\$984	\$1,319	\$1,639	\$1,964	\$2,310	\$2,657	\$2,946

<https://www.portland.gov/parks/public-events#toc-rental-fees-and-rates>