
Sec. 78-155. Reservation of dates, application fee and deposit.

- (a) Special events on public property and/or in the public right-of-way:
 - (1) High impact special events on public property and/or in the public right-of-way are scheduled approximately one year in advance. Applications for such high impact special events should be submitted no less than 12 months in advance, but may be submitted no later than three months in advance. Other special events on public property and/or the public right of way are often also reserved one year in advance, but applications may be submitted no later than six weeks in advance.
 - a. Application fee due at time of application;
 - b. A security deposit is due two weeks after the city's issuance of the confirmation letter reserving the date. Should another party request the date, the deposit is due within five days after notice that the dates reserved have been requested by another applicant.
 - (2) The terms for deposit refunds are as follows:
 - a. The entire deposit will be refunded within 60 days after the event if the deposit has been paid on time and the application has complied with all conditions contained in the special event permit.
 - b. Fifty percent of the deposit will be returned if the event is cancelled at least three months prior to the first date of the event.
 - c. No deposit refund will be paid if the event is cancelled within three months of the first date of the event.
 - (3) See section (d) below applicable to special events applications to hold large group feeding events.
- (b) Special events on private property:
 - (1) Application for a special event on private property must be submitted to the city no later than four weeks prior to the event start date.
 - a. Application fee due at time of application;
 - b. There are no refunds of permit application fees for special event on private property.
- (c) Neighborhood block party:
 - (1) Application for a neighborhood block party must be submitted to the city no later than four weeks prior to the event start date.
 - a. Application fee due at time of application;
 - b. There are no refunds of permit application fees for special event on private property.
- (d) *Large group feeding*:
 - (1) Application for a large group feeding must be submitted to the city at least four weeks prior to the planned large group feeding event, and shall not be submitted any earlier than eight weeks prior to the proposed large group feeding event date.
 - (2) In addition to information required by section 78-153, the application must contain the following information:
 - (i) The name of the individual(s) or organization that will be serving or distributing food;
 - (ii) The date(s) when food is anticipated to be served or distributed;

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- (iii) The times of day when food service and distribution is anticipated to be served or distributed on each date listed in the notice;
 - (iv) The approximate or expected number of food preparers and servers on the site where the food is anticipated to be served or distributed; and
 - (v) The approximate or expected number of individuals who will be served.
- (3) Large group feeding permits will be limited to not more than two large group feeding permits issued to the same person, group, or organization for large group feedings for the same public space and/or city-owned park listed herein in (3)(a) thru (e), in a 12 consecutive month period:
- a. Currie Park;
 - b. Waterfront Commons, including the trellis/covered area and the outdoor area surrounding the Lake Pavilion;
 - c. Nancy M. Graham Centennial Square;
 - d. The Meyer Amphitheatre at Sunfest Park;
 - e. Post Park.

Large group feeding permits at these locations listed in (a) thru (e) will be issued on a first come, first served basis, based on availability.

- (4) Organizations who submit applications for a large group feeding permit through individuals without those individuals disclosing their association with the organization will be subject to being precluded from receiving large group feeding permits for a period of up to 12 months.
 - (5) The permit holder shall remove or cause the removal of substantially all trash or debris from the feeding site that was generated by the service or distribution of food and deposit the trash or debris in the provided public trash receptacle(s) or in a private trash receptacle if permission from the receptacle owner was obtained.
 - (6) The mayor's designee shall act to approve or deny a timely filed, fully completed application for a large group feeding permit using the criteria contained in section 78-154(a)(1) and (3)-(17); (b); and (e)(1). The large group feeding permit may be denied on the grounds provided in section 78-154(b) and (e)(1), (4), (11), (13), (14), (15), (18), or (19). Such permit application shall be reviewed, and approved or denied on or before the tenth business day following receipt, excluding weekends and holidays. The city shall provide approvals and denials as set forth in section 78-154 (f) and (g). The subsections of section 78-154 not specifically included herein are not considered in granting or denying a large group feeding permit application.
 - (7) Appeal of a denial of a large group feeding permit shall be per section 78-162.
- (e) The application fee and deposits required shall be established by the resolution of the city commission from time to time.
- (1) The established application fee and security deposit are waived if applicant certifies the proposed activity is public expressive conduct or speech in nature.
- (f) Alternate Permit. The mayor's designee, in denying an application for a large group feeding permit may, in the interest of traffic control and public safety, authorize the large group feeding in a different location from that named by the applicant. An applicant desiring to accept the alternate permit, shall within five (5) days after notice of the action of the director, file a written notice of acceptance with the director.

(Ord. No. 4976-21, § 4, 2-7-2022; Ord. No. 5037-23, § 2, 3-20-2023; Ord. No. 5078-23, § 4, 12-11-2023)