

## **WHAT IS A SPECIAL EVENT?**

- Event which is scheduled to take place, in whole, or in part, on city property, including events which will be conducted on a city street, sidewalk, alley or other right-of-way, or other public areas (BMC 7.01.020)
- May include street closures, amplified music, admission charges, alcohol consumption, sales of goods or services, a large number of attendees, or use of City property or personnel.

## **WHAT IS NOT A SPECIAL EVENT?**

- Standard Picnic Rentals (applications processed online)
- Indoor/ Outdoor Facility & Field Rentals with approved reservation permits

# CURRENT SPECIAL EVENT PROCESS

## 1. Applications & Fees

Completed applications with event details are submitted to the Parks and Recreation Department along with the application fee.

## 2. SERT Meetings

The SERT team consists of representatives from the City departments that are involved in special events including Parks and Recreation, Engineering, Public Works (Streets) and the Police Department.

## 3. Conditional Approval

After the SERT review and recommendations, the conditional approval is provided to event host. The COA lays out all the requirements for hosting the special event (including requirements from other agencies). Event host signs and returns to City.

## 4. Event

Currently, event hosts run the full event start to finish without City Staff with the exception of street closures.

## 5. Post Event Followup/Recap

SERT team review and follow up with event host. Documentation for future special event applications.