

City of Park Hills

Special Event Permit Application

1. Application Submission: Applications for Special Event Permits must be submitted at least 45 days prior to the proposed event date.

2. Application Requirements: The application shall include the following information:

- 1. Name and Contact Information of the Event Organizer:**
 - Name:
 - Address:
 - Phone Number:
 - Email Address:
- 2. Date, Time, and Location of the Proposed Event:**
 - Date:
 - Time:
 - Location (Address):
- 3. Estimated Number of Attendees:**
 - Number of Attendees:
- 4. Detailed Description of the Event:**
 - Description:
- 5. Site Plan Showing Event Layout:**
 - [Attach or include a detailed site plan]
- 6. Plans for Parking, Traffic Control, and Waste Management:**
 - Parking Plan:
 - Traffic Control Plan:
 - Waste Management Plan:
- 7. Proof of Liability Insurance:**
 - [Attach proof of liability insurance]
- 8. Any Additional Information Required by the City Administrator:**
 - [Include any additional information as required]

3. Review and Approval: The special event committee shall review the application and make an official recommendation to the City Council for approval.

Signature of Event Organizer:

- Signature:
- Date:

City of Park Hills

Special Event Permit Ordinance

Section 1. Purpose and Intent

The purpose of this ordinance is to establish a process for permitting and regulating special events within the City of Park Hills to ensure public safety, minimize impacts on city services, and protect the rights of residents and businesses.

Section 2. Definitions

"Special Event" means any outdoor gathering, activity, parade, or festival on public property or public right-of-way that is likely to: a) Require city services beyond those normally provided; b) Impact normal vehicular or pedestrian traffic; c) Involve more than 50 people; or d) Include the sale of food, beverages, or merchandise.

Section 3. Permit Required

No person or organization shall conduct a special event without first obtaining a Special Event Permit from the City Council.

Section 4. Application Process

A. Applications for Special Event Permits must be submitted at least 45 days prior to the proposed event date.

B. The application shall include:

1. Name and contact information of the event organizer
2. Date, time, and location of the proposed event
3. Estimated number of attendees
4. Detailed description of the event
5. Site plan showing event layout
6. Plans for parking, traffic control, and waste management
7. Proof of liability insurance
8. Any additional information required by the City Administrator

C. The special event committee shall review the application and make an official recommendation to the City Council for approval.

Section 5. Approval Criteria

The City Council shall approve a Special Event Permit if: A. The event will not unreasonably disrupt traffic or create a public safety hazard B. Adequate provisions have been made for waste disposal, sanitary facilities, and emergency services C. The event complies with all applicable city ordinances and state laws D. The event will not cause undue hardship to adjacent businesses or residents

Section 6. Conditions and Restrictions

The City Council may impose conditions or restrictions on the permit to ensure public safety and minimize community impacts.

Section 7. Fees

A. Application Fee: \$25 for events with fewer than 100 attendees; \$50 for events with 100 or more attendees B. Additional fees may be charged for city services required for the event

Section 8. Revocation

The City Administrator may revoke a Special Event Permit for violation of any provision of this ordinance or other applicable laws.

Section 9. Appeals

All decisions made by the City Council are final.

Section 10. Exemptions

This ordinance does not apply to: A. Funeral processions B. Events sponsored by the City of Park Hills C. Gatherings on private property that do not impact public rights-of-way.

Section 11. Penalties

Any person violating any provision of this ordinance shall be subject to a fine not exceeding \$500 or imprisonment not exceeding 90 days, or both.