



City of Riverside Special Event Policy

Adopted by the Board of Aldermen November 2, 2016

This document sets forth guidelines for the implementation of a Special Events Policy by the City of Riverside. It defines, categorizes and sets a fee structure for Special Events.

1.0 Purpose

It is the purpose of this policy to regulate special events held in the City of Riverside so that such events can be held with the health and safety of the participants in mind, the protection of public property considered and the impact of the events on non-participating citizens minimized. This policy, with limited exceptions, also ensures that those who benefit from an event are responsible for the costs of the event.

Community festivals and special events can promote tourism, showcase local talent, and expose artists and performers to new audiences. Events can also invigorate community spirit, revitalize neighborhoods and the downtown, and contribute substantial economic and social benefits to the community. It is the policy of the City of Riverside to encourage events that promote these benefits.

2.0 Special Event Definition

A special event is any activity that occurs upon public or private property that affects or interferes with the ordinary use of parks, public streets, rights-of-ways or sidewalks by the public. Special events may include, but are not limited to, such activities as festivals, fairs, tours, concerts, holiday celebrations, races and runs, parades and marches.

3.0 Special Event Applications Process

- A. Each applicant must submit a completed package no more than 18 months in advance and at least 6 months prior to the event date to the designated special event coordinator.
- B. The City reserves the right to approve or disapprove of special events based on available space, availability of resources, practicality of event proposed, frequency of same or similar events, conflict with previously approved events, public safety, or any other reason at the sole discretion of the City.
- C. Upon approval of the event, the applicant must remit the determined rental fee within 7 days following approval.
- D. Cancellation Policy: An applicant must submit in writing to the designated special event coordinator, a cancellation notice at least 30 days prior to the date of the proposed special event. The return of the rental fee shall be determined by the terms of the special event contract.

4.0 Fees and Charges

- A. Service Fees and Charges: Special event applications will be reviewed by the Police, Fire and Public Works Departments. Upon review, the City may require police, fire, medical and/or public works personnel to be present at the event.
- Event organizers must contract with the City of Riverside or a Riverside approved vendor for these services.
 - The City will provide a cost estimate for required services at least 60 days prior to the event and reserves the right to alter staffing needs based on actual event attendance or other factors as determined in the sole discretion of the City.
 - If staffing levels change during the event, a refund will be given or additional invoice will be issued. Any fees, expenses, or charges above the original estimate are due within 30 days following the event.
- B. Rental Fees: The special event rental fee will be due during the time of reserving the park which shall be no less than 6 months prior to the event.

5.0 City Facility Reservation

- A. All reservations for special events are coordinated through the designated special event coordinator
- B. Booking requests for specific dates will be made on a first come, first serve, and space available basis. **Park space is available for special events from April through the first weekend of October only.** Only two special events may be scheduled per month and all events must be at least two weeks apart during this time frame.
- C. The maximum time for advance scheduling is 18 months before the proposed usage date.
- If an event is intended to be an annual event on regularly scheduled dates, the current year's application may include the following year's requested dates. Approval of the current year's application may include information regarding the next year's proposed dates. However, the reservation will not constitute approval of the next year's event, which must have its own timely application submitted for City approval.
- D. To officially reserve the date on the City's calendar the rental fee must be received within 7 days following approval of the special event application.

6.0 Cancellation Notice

- A. Any cancellation notices must be in writing and delivered to the designated special event coordinator at least 30 days before the proposed event. The return of the rental fee, if any, shall be determined by the terms of the facility reservation contract.
- B. If flooding conditions are forecasted or the park has reoccurring flooding, the City of Riverside will make the decision to not allow use of the facilities at least 7 days before the scheduled event. A second location for the event is highly recommended in case of cancelation especially during the flooding season. (April – June)
- C. For park events, all dates that require any substantial set up or tear down in the park area must be reserved as well. Event organizers will be able to access the park for equipment deliveries after 2 p.m.

the day prior to the beginning of the reservation and until 12 p.m. the day following the end of the reservation. Any work done in the park during this allowed time on the day prior to and day following the event must not disrupt the public's use of the park. Any equipment or other items placed in the park are the sole responsibility of the event organizer. Any use of the park by event organizers prior to the times allowed in the event contract or by city policy shall be charged an extra rental fee for such usage. In addition, any use on the day prior to or following the event which disrupts the public use of the park shall also be charged an extra rental for such usage.

7.0 Facility Inspection / Additional Fees

- A. Event organizers will be held responsible if the area used is not left in as good or better condition at the end of the event as it was found to be at the beginning. The area used for the special event shall be inspected following the event.
- The City will schedule a time to walk through the area where the event is scheduled prior to setup for the event. A walk-through after the event will take place at a predetermined time after the event concludes, but no later than 12 p.m. the following day and after the last vendor or contractor has removed all materials and left the park. The walk-through after the event will not occur until event clean-up is substantially completed. It is the responsibility of the event organizer to ensure a representative of the organization is present at such inspection times.
 - All property, material and other items brought in by the event organizers or in relation to the event (trailers, tents, vendors, etc.) which are not removed by the end of the rental period or other time agreed to in writing by the City will be deemed abandoned and may be removed and destroyed or stored by the City at the expense of the event organizers. The event organizer assumes all risk of loss and liability for damage to any property as a result of the removal.
- B. If there is damage, extra cleanup required and/or additional services furnished by the City, the event organizers shall be billed the appropriate amount to be paid in full no more than 30 days following the event. If payment is not received from the organizer within that time, all future special event requests will be denied until such time as payment is received. In addition, the City may take any other legal action or remedy available to recover the costs incurred by the City, including but not limited to attorney fees and costs of collection.
- C. If the City finds the event organizers significantly deviated from the event plan submitted by the event organizers and approved by the City, the City may refuse to allow the event organizer to hold subsequent events on City owned property.

8.0 City Facility Use

- A. The Organization and/or Applicant are required to setup and cleanup any facilities used unless prior arrangements have been made with the City of Riverside.
- B. The City of Riverside will not be responsible for damage to property or items stolen or lost during or as part of a special event.
- C. The applicant/organization and special event participants shall honor all City of Riverside rules, policies and codes.

9.0 Rules and Regulations

- A. **Adherence to City Ordinances and Rules** – All applicants must adhere to all City ordinances and posted park/facility rules, with the exception of any items extended by written permission only.
- B. **Admission Fees** – All events taking place on City property must be free to the public unless explicit written permission is given by the City of Riverside.
- C. **Alcohol** – If alcohol is to be served or sold, sponsors must take those measures required for compliance with the Alcoholic Beverage Ordinance.
- D. **Camping** – Vendors, event organizers and/or event attendees will not be allowed to stay overnight in City facilities unless explicit written permission is given by the City of Riverside.
- E. **Enforcement** – City of Riverside staff may request that an event organizer or participant leave any park or public facility for violation of rules and regulations.
- F. **Fireworks** – Fireworks are not permitted without prior approval from the City of Riverside Fire Marshal's Office.
- G. **Food** – Any intention to sell food must be indicated in the application. It is the responsibility of event organizers to contact the Platte County Health Department and obtain any necessary permits. Any food vendors cooking with grease must have a Class K fire extinguisher in the food truck/trailer.
- H. **Noise** – The volume of all sound equipment for special events shall be regulated by the City of Riverside Department of Public Safety.
- I. **Resource Estimates** – The City of Riverside reserves the right to be the final authority in estimates of attendance, need for additional staff hours, and/or assignment of manpower and equipment to special events.
- J. **Restroom Facilities** – The City may require event sponsors to provide temporary toilet facilities. It is the event organizer's responsibility to make all arrangements (drop-off, pumping during the event, and pick-up) and pay any applicable fees.
- K. **Trash** – The event organizer is responsible for making arrangements with an outside vendor for additional trash receptacles and an onsite dumpster and pay any applicable fees for such services. All trash receptacles should be dumped upon completion of the event into pre-determined receptacles or dumpsters and prior to the park opening the next day. Dumpster locations shall be approved or determined by the City during application review. Organizer is responsible for can liners during event.
- L. **Utilities** – Any utility requirements beyond those which already exist at the special event site must be provided by the event organizer through a licensed contractor. The City Building Inspector and/or Fire Marshal must approve all additional electrical work on the site. Specific requirements for use of electricity must be submitted and approved at the time of application.

10.0 Facility Layout/Route Map

- A. Tables, chairs, stages, tents and other setup equipment are permitted on public property with prior approval. A layout of the event area, including locations of all tables, chairs, tents, stages, vendor setup, portable restrooms, road closures, parking plans and other equipment must be submitted with the application. Approval will be given prior to the event. No equipment will be provided by the City of Riverside. A final layout and/or route map must be submitted two weeks prior to the event.
- B. Tents with a total area of 200 sq. ft. or canopies with a total of 400 sq. ft. require an inspection by the Fire Marshal and/or City Building Inspector. Organizer will be held responsible for damage to underground infrastructure caused by installing tent stakes and damage to equipment caused by tent stakes that have not been removed after the event. All exposed tent stakes shall be painted with fluorescent orange paint.
- C. Parking is permitted in designated areas only. Parking is not allowed on the grass at City parks without explicit written permission prior to the event. The Fire Marshal requires that all entries, exits and fire lanes be maintained. The City may require a set number of spaces be designated for Public Safety vehicles based on the size and type of event.
- D. Off-site parking may be required for large events. If required, the event organizer is responsible for securing such parking, paying any applicable fees and arranging transportation/shuttle routes, both of which must be approved by the City of Riverside prior to the event.
- E. Streets may only be closed if explicit written permission is given by the City of Riverside. The City will work with event organizers to establish a map and plan for street closures. Event organizers are responsible for all costs associated with street closures.

11.0 Public Performance

- A. Pursuant to RSMo 143.148, event organizers are required to deduct and withhold state tax from payment to individuals, partnerships and corporations who are not residents of Missouri or that are not registered as a corporation in this state for any vocal, instrumental, musical comedy, dramatic, dance or other similar performance in this state before a live audience, if the amount of payment is in excess of \$300. The amount of tax is 2%.
- B. If copyrighted music will be played during the event, a license from the copyright holder or an organization like ASCAP or BMI is required. Event organizers must provide the designated special event coordinator with a proof of copyright licensing 14 days prior to the event.

12.0 Signs and Banners

- A. The City of Riverside may display up to five banners that are 8' x 3' at predetermined public locations for up to two weeks prior to the event date, advertising the special event. Banners must be provided to the designated special event coordinator at least 21 days before the event date. Event Organizers can pick up the banners at the Public Works Department the second work day after the event concludes. Any banners not picked up within 7 days after the event concludes will be discarded.
- B. In accordance with Section 400.680 of the Riverside Municipal Code, off-site signs are allowed with the following provisions:

- a. Signs shall not exceed four square feet in area with a maximum height of four feet.
- b. Signs shall only be placed on private property, provided prior permission has been obtained from the property owner.
- c. Signs may not be placed in any street right-of-way, median, highway interchange, public park or other publicly owned facility.
- d. Signs shall be limited to the days the event occurs.

13.0 Insurance

- A. The applicant must provide a certificate of insurance for liability coverage in the amount of no less than \$1,000,000 per occurrence naming the “City of Riverside, its officers, employees, and agents” as additional insured. Insurance coverage must be maintained for the duration of the event including setup and dismantle dates.
- B. A certificate of insurance is due to the designated special event coordinator no less than 14 days prior to the scheduled event. If an event is approved, it will be approved pending receipt of the insurance certificate.

14.0 Release and Indemnity

The Organization/Applicant agrees for itself and its employees, agents or volunteers associated or to be associated with the event to waive and relinquish all claims that may result in any manner against the City of Riverside, its agents, public officers, officials or employees and authorized volunteers for said event or activity, except for acts caused by gross negligence or willful misconduct by employees of the City of Riverside acting within the scope of their employment.