

## CHAPTER 20

### 1. SPECIAL EVENTS.

#### CHAPTER 1

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##### SECTION

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**20-101. Event permit required.** Whenever any person, group, association, club, business, firm, or corporation desires to sponsor any "event," as hereinafter defined, such person, group, association, club, business, firm or corporation shall first obtain an "event permit" from the Town of Cumberland Gap.

**20-102. "Event" defined.** An "event" is any festival, parade, race, dance, celebration or other gathering involving the use of public facilities in the Town of Cumberland Gap, including, but not limited to parks, streets, alleys, sidewalks, or other city owned facilities which necessitates additional services as described in § 20-107 of this chapter, and which includes a general invitation to all members of the public to either participate in and/or view such event, or part thereof.

**20-103. Exemptions.** Any/all government or not for profit organizations shall be exempt from paying any cost under § 20-107 of this chapter but shall not be exempt from obtaining an "event permit" from the Town of Cumberland Gap. Such governmental or not for profit sponsors are not exempt from obtaining the required insurance coverage.

**20-104. Application contents and fee.** Event permits shall be issued only upon the submission of an application therefore which will be filed with the city recorder a minimum of forty-five (45) days prior to the anticipated date of the event. Such application must contain the following information:

(1) A detailed description of the event, including all associated events and/or uses; and the date or dates, and hours of the event. Event permits shall not be

issued for more than three (3) days, unless otherwise approved by the board of mayor and alderman. A site plan shall be submitted upon request.

(2) A detailed description of the specific area where the event shall be held, and, if street closure is requested, a complete listing of such streets or portions thereof, together with the dates and hours of closures.

(3) A description of any city services and/or utilities that shall be needed.

(4) The approximate number of citizens expected to either participate in and/or view the event.

(5) The exact name of the person, group, association, club, business, firm, or corporation sponsoring said event, together with the complete name, address, and telephone number of the person to contact for all communications from the town.

(6) Certificate of insurance naming the Town of Cumberland Gap as an additional insured, with same/equal limit of one million dollars (\$1,000,000.00) general liability and one million dollars (\$1,000,000.00) per occurrence.

(7) The payment of five dollars (\$5.00) for processing fee of the application. Additional fees/deposits may apply. The town reserves the right to waive the five dollars (\$5.00) processing fee for any government and/or non-profit organization.

**20-105. Approval of application.** The board of mayor and alderman will review, approve or reject all such applications.

**20-106. Issuance of event permit.** After the approval of the application, the event permit shall be issued by the board of mayor and alderman only after the sponsor has presented the town with a certificate of insurance, with same/equal limit one million dollars (\$1,000,000.00) general liability and one million dollars (\$1,000,000.00) per occurrence, with the Town of Cumberland Gap named as additional insured; protecting the town from any and all claims and liabilities arising out of the event.

**20-107. Additional Services.** All town services and utilities which are required by the event over and above the normal level of service provided to the general public shall be charged to the sponsor at the rates established by this chapter. The Town of Cumberland Gap shall be compensated for the use of vehicles and equipment operated by Town employees for the benefit of Sponsor(s) and the event at the rate of ten dollars (\$10.00) per hour, per vehicle. No vehicles or equipment owned by the Town may be operated by employees of the Sponsor(s) or any other individual not employed by the Town and approved as an operator of such equipment. The wages of any Town employee required to provide services for the event shall likewise be paid by the Sponsor(s). Where possible, such additional services shall be paid within forty-five (45) days upon the receipt of a statement from the Town of Cumberland Gap.

Additional Services/Charges: Other: Any expenses incurred above the normal level of service to accommodate the permit holder i.e., port-

o-johns, additional electrical services, seating, etc. shall be at the event permit holder's expense.

**20-108. Concession booths and vendors.** The event sponsor shall be in charge of all concession booths and vendors. The sponsor shall determine what booths and vendors shall be allowed, and see that they comply with all ordinances, statutes, rules and regulations, including, but not limited to: public health, safety requirements, and anti-discrimination laws.

**20-109. Revocation.** The mayor or his/her designee shall have the authority to immediately review the permit for a violation of any section of this chapter or if there is any direct threat to the health or safety of the general public.

**20-110. Routes for 5K events.** The event sponsor must provide a map of the proposed route for the 5K event. This map must be provided in a time and manner that will allow the board of mayor and alderman ample time to make a thorough consideration of the proposed route. The event sponsor must provide an appropriate number of volunteers to provide safety to not only the event participants, but also the general public. The map must show the proposed location of all volunteers and will be reviewed by the board of mayor and alderman for approval or sent back to the event sponsor with necessary changes.

If the approved number of volunteers are not present on the day of the event, the Town of Cumberland Gap reserves the right to cancel the event without notice.