

## **PUBLIC Special Event Request Policy for Parks, Park Shelters, Special Events, and Street Closures**

*This policy will be reviewed and updated as necessary to reflect changing circumstances and requirements.*

### **Policy Purpose:**

This Special Event Request Policy outlines the guidelines and procedures for individuals or organizations seeking to host special events within the city. The purpose of this policy is to ensure that special events are planned and executed in an organized and efficient manner while respecting the needs of the city and the priority of pre-existing events.

### **Procedure for Special Event Requests:**

1. Event organizers must complete the official Special Event Request Form on the city's website.
2. The city will schedule a meeting with the event organizer to discuss the event details and requirements.
3. Event organizers will be notified of the city's decision within a reasonable timeframe after the meeting.
4. If approved, event organizers must adhere to the conditions set by the city and coordinate all necessary logistics and payments for any associated expenses.

### **1. Event Request Submission Timeline:**

All requests for special events must be submitted to the City with a minimum notice of 14 calendar days before the proposed event date. This advance notice is necessary to allow for proper planning, evaluation, and coordination of resources.

### **2. Priority for Pre-Existing Events:**

Events that have been previously scheduled and approved for the same date and location will be given priority. Special event requests will be considered in relation to the existing event calendar. If a requested date and location conflict with a pre-existing event, the city may suggest alternative dates or locations.

### **3. Mandatory Meeting with the City:**

Approval for new special events will not be granted until a meeting has been held with city representatives. This meeting is intended to ensure that the event aligns with city regulations, public safety, and logistical considerations. The event organizer should be prepared to discuss the event's objectives, anticipated attendance, security measures, and any other relevant information.

### **4. For-Profit & Non-Profit Events Responsibility for Expenses:**

All events will be responsible for covering any associated expenses incurred by the city for services such as security, traffic management, cleanup, or other support services. These expenses will be determined in consultation with city officials and must be paid by the event organizer after the event takes place. Should you choose to decline city services, the event promoter assumes responsibility for all services. Failure to adhere to the guidelines specified in this policy may result in charges incurred by the city.

### **5. Same-Year Event Request Submission:**

Requests for special events must be submitted within the same calendar year as the proposed event. Early submissions for events in the following year will not receive approval until the new year begins. This is to ensure that the city can allocate resources and coordinate with the event organizer effectively for the specific year in question.

### **6. Confirmation of Reservation**

- 1) Once your reservation is approved, a confirmation of the reservation will be sent to the email address provided in the reservation form. This confirmation will include important details, such as the date, time, and location of your reservation.
- 2) A "Reserved" sign, if applicable, will be provided and placed on the shelter for your event.
- 3) Park Operating Hours
  - a) City parks generally close at dusk, except for the following parks that close at 10:00 p.m.:

- i) Washington Square, Allen Park, and Fox River Park
- 4) Alcohol Policy
  - a) In accordance with city regulations, no alcohol is permitted in city parks except for special events open to the public, such as festivals.
  - b) For special events where alcohol service is requested, written approval must be obtained from the Commissioner of Public Improvements and the Mayor, in accordance with ordinance 027-2021.
- 5) Cleanliness and Maintenance
  - a) It is the responsibility of the reservation holder to ensure that all trash, litter, and garbage generated during the event are properly disposed of in the designated receptacles.
  - b) After the event, all table coverings, decorations, and other materials brought to the park or park shelter must be removed, and the area must be left in a clean and orderly condition.
- 6) Feather Banners
  - a) Feather banners are prohibited in C-4 Central Core Business District, C-5 Secondary Central Business District, and C-6 Downtown Transition District (see attached map)

**Compliance:**

Failure to comply with this Special Event Request Policy may result in denial of event requests or other appropriate actions deemed necessary by the city authorities. Furthermore, the city reserves the right to charge the requestee for any city expense incurred during your event.

**For questions, concerns, or to initiate a reservation request, please contact:**

Alaina Iverson

Phone: 815-433-0161, extension 110

Email: [reservations@cityofottawa.org](mailto:reservations@cityofottawa.org)