

CITY OF MILLWOOD
SPECIAL EVENTS PERMIT INFORMATION

The purpose of the Special Events Permit Process is to allow for the reasonable and safe use of public property by the public for those events, which by their nature, attract the public's attention and interest while minimizing any negative impacts to the City and its residents and businesses during such events.

The permit process includes completing the attached application form and returning it to the City office with documentation of current general liability insurance stating the amount of coverage, a copy of a performance bond, a traffic control plan, restroom access agreement, a security and emergency medical plan, a clean up plan and evidence of compliance with any required permits from outside agencies.

The applicant shall provide the City a copy of documentation of current general liability insurance with a combination single limit of \$1,000,000 per occurrence. Evidence of insurance shall be filed with the application and shall name the City of Millwood as an additional named insured. Depending on the nature of the special event and its apparent risk to the public, the clerk-treasurer, upon advice of the City's legal counsel, may increase the required liability limits.

Prior to issuance of the Special Events Permit, the applicant shall agree to reimburse the City for any costs incurred by the City in repairing damage to City property occurring in connection with the permitted event. The holder of the permit shall further agree to defend, indemnify and hold harmless the City of Millwood and its appointed and elected officers and employees from and against all loss or expense, including but not limited to, judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the City, its appointed and elected officers or employees for damages because of personal or bodily injury, including death, at any time therefrom, sustained by any person or persons and on account of damage to property or loss therefrom, arising out of any activity under or in connection with the special event, except only such injury as shall have been occasioned by the sole negligence of the Town of its appointed or elected officers, or employees,

A performance bond or deposit shall be required as guarantee that the public property will be cleaned and restored to the condition in which it was found. The amount of the bond or deposit shall not be less than \$1,000.00. Depending on the nature of the special event, its estimated cost for clean up or other potential expenses, the Clerk-Treasurer, upon advice of the Town staff and legal counsel, may increase the required bond or deposit.

An application for a special event may be denied based upon a determination that:

- A. The event would seriously endanger public safety
- B. The event would seriously inconvenience the general public
- C. The event would unreasonably infringe upon the rights of abutting properties and/or property owners
- D. The event would conflict with another proximate event or interfere with construction or maintenance work in the immediate vicinity
- E. There is not sufficient law enforcement and/or safety personnel or other necessary Town staff to accommodate the event
- F. The applicant failed to complete the application form after being notified of the additional information or documents required

No event shall continue to occur after the special event permit is revoked, suspended, or expired. The Town shall only refund fees in the event of an emergency not created by the applicant or the applicant's action or inaction. If the applicant requests the cancellation of the permit or cancels the event, the permit shall be revoked and no refund of fees shall be issued.