

Cleveland
MISSISSIPPI

SPECIAL EVENTS POLICY

City of Cleveland Special Events

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This policy guide has been developed to clarify and carry out the City’s mission statement related to special events that occur on or at City facilities throughout the community.

Mission Statement

The City of Cleveland seeks to ensure events that take place within the City are as safe and well-organized as possible for the protection of all those who attend. Special events in The City of Cleveland offer a myriad of benefits to the local community. The City of Cleveland* works collaboratively with event coordinators in an efficient and clear manner to process and carry out permits in compliance with this policy.

**" The City of Cleveland" collectively refers to the Mayor and Board Aldermen and all City Staff.*

Contact Information

The City Clerk is available to assist and answer any questions related to the special events process:

Web: Special Events Page: <https://www.cityofclevelandms.com/events>

Phone: (662) 846-1471

Email: dominique.green@cityofclevelandms.com

Address: 100 North Street, P.O. Box 1439 Cleveland, MS 38732

1. General Information + Frequently Asked Questions

When do I need a Special Events Permit?

Organized activities held on public property such as the examples listed below.

- Fair, concert, carnival, festival, or other similar activity.
- An activity taking place on a designed route on the public right of way (sidewalk/street), park or other city open space.
- Fun run, bike or foot race, parade, walk-a-thon or other similar activity.
- An event open to the public which utilizes temporary structures such as tent and/or trailers, etc.

How do I apply for a special events permit?

The application, timing of submittal, and other applicable information is available on the City of Cleveland website and questions may be directed toward the City Clerk:

- Special Events Page - <https://www.cityofclevelandms.com/events>

Applications must be filled out in an electronic format, fully completed, and accompanied with an application fee in order to be processed and reviewed. Incomplete applications will be returned to the applicant.

What findings are needed to approve a special event permit?

A special events permit may be issued upon finding that:

1. The applicant reimburses the City for all costs incurred by the City in connection with the event, including public safety, traffic control and monitoring.
2. The number of estimated attendees can be accommodated at the proposed location and surrounding area.
3. The applicant is capable and qualified to manage the event in a competent, professional manner in accordance with all conditions of approval.
 - a. NOTE: One factor to consider is whether the applicant has successfully abided by the conditions and requirements set forth by the Mayor and Board of Aldermen at previous events, if applicable.
4. Adequate provision has been made for traffic control (as requested and determined by the Cleveland Police Department).
5. Adequate provision has been made for security, crowd control, ingress and egress, and clean-up.
6. The applicant provides required insurance, deposits and indemnification of the City.

Are private events allowed?

Events held on the Downtown Walking Trail, Gazebo, within any public parks or swimming pool, or within a public right of way must be open to spectators/general public free of charge. Participant entry fees are permissible. Events held in the Willard Samuels Gymnasium may be private pending approval.

How will this policy be enforced?

The special events policy will be strictly enforced by City officials and employees. Events, either permitted or unpermitted, found to be violating the City's rules or failing to comply with any of the requirements of the City of Cleveland Municipal Code will be shut down and may be subject to penalties or fines.

Special events, and any of its participants, vendors, or spectators, found to have caused damage or be in violation of any City rules may be subject to greater deposits, regulation, or restrictions when submitting special events applications in the future.

Where are special events allowed?

To ensure adequate space and resources are available, and to limit potential disturbances to residents, special events are limited to the following locations. Events requested to be held at public property not listed below are not permitted, unless otherwise approved by the Special Events Committee and Board of Aldermen.

- Downtown Walking Trail
- Downtown Green Strip/Gazebo
- Willard Samuels Gymnasium
- Within a public right of way (please note that any event, race, or block party within the public right of way which is subject to approval by the Chief of Police, Fire Inspector and Public Works Director – see the **Block Party Policy**);
- The following City Parks and Facilities
 - Amzie Moore Park
 - Bear Pen Park
 - Bear Pen Park Softball Complex
 - Bear Pen Park Baseball Complex
 - Eastside Park
 - Eastside Swimming Pool
 - Exchange Club Park
 - Fireman's Park

2. Use Classifications + Impact Characteristics

The Special Events Committee (The Committee) will review each application and determine the Impact Level of the event.

Special Events will be categorized as a Level I or II event based on information provided in the impact characteristics matrix and special event application. If an event is requesting a multi- year contract with the City of Cleveland it is automatically classified as a Level II and subject to approval by the Board of Aldermen.

The Impact Level of the event will be used to determine:

- o applicable fees;
- o requirements for a pre event meeting and/or post event walk through; and
- o level of review for approval (Special Events Committee or Board of Aldermen)

Below is a summary of the special events impact characteristic worksheet included in the application form.

Characteristic	Impact Level I	Impact Level II
Event is expected to include:	0-100 participants	100 or more participants
Event has previously occurred in the City of Cleveland:	1 or more years	New event
Event will be located at:	Walking Trail, Gazebo or park	Gymnasium
Event will occur on the following day(s) of the week:	Monday – Sunday	On a holiday
Event will occur for consecutive days:	1 day	More than 1 day
Event will be held on multiple occasions:	1 event/year	More than 1 event/year
Additional requests such as (cooking/grilling, food sales, ticketed admission, mobile stage, amplified sound) are needed:	0-2 additional requests	2 or more additional requests
Requesting the lift of the “Open Container Alcohol” ordinance	No	Yes
Total category selected:	4 or more applicable =	3 or more applicable =
Impact Level	Impact Level I	Impact Level II

The Committee may determine that clarifications or additional information may be necessary for proper consideration of an application; therefore, additional time may be necessary to make a final decision. To facilitate the process, an applicant shall promptly provide such clarification for additional information.

The Committee may approve or recommend approval, approve with conditions, or deny an application. If the Committee determines at any time after approval that the event is not in compliance with the Permit, the Committee may recommend revocation of the Permit. A majority vote or consensus is required for any decision of the Committee. Level II events will require a majority or consensus vote from The Board of Aldermen as recommended by the Committee. The City of Cleveland does not discriminate on the basis of race, creed, national origin, political or religious beliefs, gender, age, sexual preference or disability.

3. Special Events Approval Guidelines and Process

Event Approval Findings

A special events permit may be issued upon finding that:

1. The applicant reimburses the City for all costs incurred by the City in connection with the event, including public safety, traffic control and monitoring.
2. The number of estimated attendees can be accommodated at the proposed location and surrounding area.
3. The applicant is capable and qualified to manage the event in a competent, professional manner in accordance with all conditions of approval.
4. Adequate provision has been made for parking and traffic control (as requested and determined by the Cleveland Police Department).
5. Adequate provision has been made for security, crowd control, ingress and egress, and clean-up.
6. The applicant provides required insurance, deposits and indemnification of the City.

Application Submittal Deadlines

Special Events Applications must be submitted as follows:

- **Level II events:** Must be submitted at least ninety (90) days prior to the requested event date. Upon approval by the Special Events Committee and Board of Aldermen, permits will be processed and issued by the City Clerk.
- **Level I events:** Must be submitted at least thirty (30) days prior to the requested event date. Upon approval by the Special Events Committee recommendation, the City Clerk may process and issue permits. Should the Special Events committee recommend denial of a Special Event, that decision may be appealed to the Board of Aldermen.

At the discretion of the Special Events Committee, applications may be submitted and approved after the application submittal deadline has passed, provided the event can still meet all of the event approval findings (as noted above).

Once approved, the event information will be posted/linked on the City website calendar available on the City's Special Events Page - <https://www.cityofclevelandms.com/events>

Event Day Expectations

In order to immediately address any issues or changes that may arise during the course of an event, the event coordinator is responsible for:

- Providing a cell phone number upon which City Staff may contact the event coordinator
- Being available on-site or providing a designated contact at all times during the event.
- Maintaining copies of all applicable Special Events permits and any other permits issued by the City of Cleveland on-site during the event.

Pre/Post Event Meetings

Pre-event meetings and post-event walkthrough/evaluations with City staff and event contacts may be required for Level II events.

A "pre-event meeting" may be scheduled prior to the actual event date as determined by City staff. The goal of this meeting is provide information to any and all City departments involved or impacted by your event. The Special Events Committee may require any event to have an "on-site meeting" prior to the event and a final site map must be presented at this time. City staff may require multiple meetings if the event details requires further discussion or if additional information is requested.

Permits will also specify a time for a "post-event walkthrough" (if required). The applicant, event coordinator, or another authorized representative of the applicant is required to be present during the "post-event walkthrough" inspection, as staff will walk through the site and assess the condition it was left in.

First-time events that expect to be recurring events may also be required to attend a "post-event meeting", generally held within 2 – 4 weeks after the event. This is a time to discuss any problems or ideas for the next year, while items are still fresh in everyone's mind.

The Special Events Committee will invite representatives from other City Departments to these meetings if they were involved or affected by your event. It is important that you make the designated times, as several people are usually scheduled for these meetings. If you cannot make the designated times, please call in advance to re-schedule. Failure to participate in pre or post meeting events, may jeopardize your approved event or future events in The City of Cleveland.

4. Applicable Fees

There are three categories of fees associated with special events:

- Application Fees – paid at the time an application for special events is submitted
- Special Event Permit Fees – paid once event has been approved/authorized by appropriate review body, but at least 14 days prior to event
- Cleaning Deposit – paid once event has been approved/authorized by appropriate review body, but at least 14 days prior to event

Application Fees

All applications must be received with a non-refundable event application fee of \$25.00. This fee will not be applied to special event permit fees. Applications submitted without the application fee will be considered incomplete and will not be reviewed.

Special Event Permit Fees

Events are subject to permit fees based on the designated event impact level.

Additional fees may be required for:

- the reservation of City Facilities
- presence of police, fire, or city staff on site before, during or after event
- application for business license (transient vendor license)

The Police Chief will consider multiple factors (number of expected people, presence of alcohol, event location impacts a public-right of way, etc.) in determining if police presence is necessary on site before, during or after the event.

In the event off-duty police officers are required to work the event, a fee of \$25 per officer/per hour will be charged.

Payment of applicable special event permit fees shall be due following event approval and must be submitted at least 14 days in advance of the scheduled event.

The City Clerk has the discretion to revoke a permit or place a hold on processing future event applications if all applicable fees are not paid in a timely manner.

Cleaning Deposit

Certain events may be subject to a cleaning deposit of \$100 to cover any potential damage to City facilities. All or a portion of the deposit may be refunded upon post event inspection or sign-off by Public Works, Chief of Police, or other applicable City staff. Events will be billed for the costs to repair or replace any City property damaged as a result of the event if the damage exceeds the deposit provided.

Refund or Cancellation Policy

The permit application fee is non-refundable. Once a permit is approved and issued, the special event permit fees may be refunded when written notice is given to the City Clerk at least five days prior to the event date and provided that no staff services are incurred.

Fee Waivers

The Board of Aldermen will consider the benefit to the community, size/scale of the organization, and the beneficiaries or groups receiving the money raised by the organization when approving organizations to be eligible for fee waivers.

An approved organization may request to have the special event permit fees waived. The application fee is non-refundable and will not be waived, unless otherwise approved by the Board of Aldermen.

5. Permit Procedures

Applicant Information

Applications are available on the City of Cleveland Special Events Page.

Applications must include the name, address, telephone number and other identification information about the person or organization responsible for organizing the event, including its commercial/nonprofit status.

Applications must be FULLY completed, filled out in an electronic format, dated and signed by the organizer or its authorized agent attesting to the truth, completeness and accuracy of the contents of the application. Separate applications should be submitted for each event (tournament, race, concert series, etc.), even if each event has similar characteristics.

Applications deemed incomplete by the City Clerk will be returned to the applicant and will not be reviewed until fully completed.

Runs and Walking Events Maps

For runs and walking events that are requesting the use of public right of ways, outside of the use of the Downtown walking/bike trail, a detailed map of the route must be submitted with event application to allow for review by the Special Events Committee.

Amplified Sound

Amplified sound (Public Address system for announcements, etc.) is limited to the hours of 10:00 AM and 9:00 PM up to a total of four hours in any day. Exceptions may be approved for special events, in conjunction with the Special Event approval. Events must comply with the [Article V. - Unreasonable Noise](#) Ordinance. Requests should be noted when submitting a special events permit application to the Special Events Committee to ensure proper coordination with the Chief of Police. The Chief of Police will consider the following in the issuance of amplified sound permits:

1. The volume and intensity of the noise, particularly as it is experienced within a residence or place of business;
2. Whether the noise is prolonged and continuous;
3. How the noise contrasts with the ambient noise level;
4. The proximity of the noise source to residential and commercial uses;
5. The time of day; and
6. The anticipated duration of the noise

Food, Beverage, or Merchandise Sales

The sale of food and non-alcoholic beverages must be approved by the Board of Aldermen. The sale of any other commodity, merchandise, wares, products are not allowed.

Applicant is responsible for obtaining any applicable food or beverage permits.

If the sale of alcohol is included in a special event application, approval from the Board of Aldermen is required. City officials may place restrictions on the way in which alcohol is

managed at a proposed event.

Insurance Requirements

At least ten (10) days prior to the event, applicants will provide the City with a certificate of insurance providing liability insurance naming the **“City, its officers, employees, and agents as additional insured”** (exact verbiage is required) with a minimum coverage of \$1 million combined single limit coverage.

The policy shall also contain the statement that the City will be notified thirty (30) calendar days prior to termination, reduction, cancellation, suspension, or expiration of the policy.

Applicants and Event Organizers must agree to hold the City harmless and to indemnify the City. Approved events will require the authorized applicant or event organizer to sign an Indemnification Agreement on the permit itself. Events with vendors or active participants require a vendor and or participant waiver that indemnifies the City. Please include a copy of the waiver for City review and approval.

6. Compliance

Applicable Codes and Regulations

The City of Cleveland Municipal Code governs the approval, review, and enforcement of Special Events. The Special Event Policy rules and regulations must be strictly adhered to and all pertinent City Ordinances shall be enforced.

Enforcement and Fines

The above policy will be strictly enforced by City officials and employees. Events, either permitted or unpermitted, found to be violating the City's rules or failing to comply with any of the requirements of the City of Cleveland Municipal Code, will be shut down and may be subject to penalties or fines.

Special events, and any of its participants, vendors, or spectators, found to have caused damage or be in violation of any City rules may be subject to greater deposits, regulation, or restrictions when submitting special events applications in the future.

7. Other Events

Birthday Parties

Birthday parties are limited to the following City Parks.

- Amzie Moore Park
- Bear Pen Park
- Eastside Park
- Fireman’s Park

Birthday party events will not be allowed at any other City facility, outside of the parks listed above. Birthday parties may be held during the hours of 8:00 AM to 8:00 PM or until sunset, whichever is earlier.

Reservations should be made using the [Special Reservation Form](#) available on the City of Cleveland Special Events page.

<https://www.cityofclevelandms.com/events>

Reservations should be made at least 14 days in advance of the event.

There is no application fee for Birthday Reservations, however a \$50.00 cleaning deposit is required to be paid at least 10 days in advance of the scheduled event. All or a portion of the deposit may be refunded upon post event inspection or sign-off by the Parks and Recreation Staff. Events will be billed for the costs to repair or replace any City property damaged as a result of the event if the damage exceeds the deposit provided.

Approved birthday parties will require the authorized applicant to sign an Indemnification Agreement prior to the event.

Block Parties

See the City of Cleveland Block Party Policy available on the City of Cleveland Special Events page.

<https://www.cityofclevelandms.com/events>