

CITY OF EUREKA

Category: ADMINISTRATION

POLICIES & PROCEDURES

Subject: SPECIAL EVENTS

Date Adopted: November 18, 2003

File Number 1.61

Date Revised: September 19, 2017

Date Revised: March 19, 2019

POLICY OBJECTIVE

To establish procedures for obtaining a permit for Special Events, Parades and Assemblies in the City of Eureka.

ASSIGNED RESPONSIBILITY

City Manager

APPLICABILITY

Applicable to all persons or groups wishing to hold a Special Event on public property in the City of Eureka.

POLICY

1. Advance Notice for Approval: An applicant will be required to submit an application 30 days prior to the date on which such person desires to conduct an activity for which a permit is required. Special Event Permit Applications are available through the City Manager's office. Applications will be routed through City departments for approval to ensure that the proposed event meets the requirements of each respective department. While all special events require the same application, the application review period and required permit(s) may vary depending on the type and location. No events should be publicized until the applicant has received all necessary permits and approvals from the city.

Applicant Responsibilities:

- a. Attach route or event map – a map is required for all events.
- b. Notification to **any affected** residents and/or businesses is required for any street or sidewalk blockages/closure.
- c. Certificate of Insurance and Endorsement – the City requires liability insurance coverage. If the applicant is serving alcohol, liquor liability is required. The Certificate and Endorsement need not be submitted with the application but must be provided prior to the permit being issued and approved by the Risk Manager.
- d. All electrical or water requests must be noted on the application – events requiring electricity or water may need City personnel to provide and require special scheduling.

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- e. Temporary Restrooms – events held in parks or other areas that do not have adequate restroom facilities will be required to provide temporary porta-potties.
 - f. Garbage containers and removal – all events are responsible for adequate garbage containers and for removal.
2. Conditions for Serving Alcohol in Public Spaces and Streets:
- a. Alcohol is allowed at Coast Guard Plaza, Madaket Plaza, Clarke Plaza, Romano Gabriel Garden or the Gazebo.
 - b. Street closures where alcohol will be served must allow for a clear line of sight where alcohol is served and consumed.
 - c. Business owners adjacent to areas where alcohol is to be served, must be notified of the event.
 - d. A defined perimeter must be established using signage or barricades with a designated entry area. If there are no barricades used, event security personnel must patrol the area to ensure that the alcohol is confined to that area.
 - e. Signage must be posted to inform the public that “No Alcoholic Beverages are Allowed Beyond this Point”. Signage must be posted 10 feet from the established perimeter.
 - f. No alcohol will be allowed when the special event involves vehicles such as a cruise, parade, or motorcycle run, etc.
 - g. Beer, wine or hard cider are allowed. Distilled spirits may be served as a specialty cocktail limited to 2 offerings per event. Local breweries, distilleries, wineries are encouraged and will be given priority thru the permitting process.
 - h. The amount of alcohol served is limited to 2 drinks per each adult attendee and tracked by the server. It is the server(s) responsibility to ensure compliance with this rule. An “adult” is defined as a person 21 years of age or older.
 - i. Drink size shall be no larger than 16 oz for beer and cider; 8 oz for wine; and 1.5 oz of spirits.
 - j. Those drinking alcoholic beverages must show proof of age and then be issued a wrist band or other approved identification and tracking system prior to purchasing alcohol.
 - k.
 - l. Reusable containers may be used with pre-approval from EPD.
 - m. No glass or bottles are allowed for consumption containers.
 - n. Private security must be provided.
 - o. The Police Chief and/or the City Manager (or their designee) reserve the right to not allow alcohol at events based on public safety concerns.

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- p. The Police Chief and/or the City Manager (or their designee) reserve the right to limit special events serving alcohol to one event per calendar day.
 - q. Alcohol will not be permitted at any time during Fourth of July events.
 - r. A one-day special ABC License is required to serve.

- 3. Clean up: The permittee shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use and the cleanup of trash and debris. The area used shall be cleaned of trash and debris upon completion of event and restored to the original condition before leaving the site.

- 4. Reserved Parking/Street Closure:
 - a. Parking areas/street closures needed for Special Events must be posted by the applicant no later than 24 hours prior to the start of the Special Event at that location. “No Parking” and “Street Closure” signs/barricades that meet City specifications must be provided by the applicant.
 - b. Twenty-four hours (24-hours) advance notice (via leaflets) will be required; notifying adjacent properties (within 200 feet) of the parking restriction/street closure. Notices shall include information on dates, times of the event, a contact phone number and contact name.

- 5. Traffic Control: For a Parade or Special Event that would impair traffic flow, an applicant may be required to use local law enforcement personnel, volunteers or a combination of those resources, and comply with all traffic control requirements deemed necessary.
 - a. An applicant shall furnish and install advance warning signs and any other traffic control devices in conformance with the Traffic Safety Plan provided by the City of Eureka. All appropriate safety precautions must be taken.
 - b. Traffic may be restricted to one 12-foot lane of traffic and/or stopped intermittently. The period of time that traffic may be restricted will be determined by the city, based on location.
 - c. Traffic shall not be detoured across a double line without prior approval of the Traffic Engineer from Public Works.

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- d. Any emergency roadwork or construction by city crews and/or private contractors, under permit or contact to the appropriate department, shall have priority over Special Event activities.
6. Parking Lots: When parking in a parking lot, an applicant may be billed according to the current rate schedule established by the city. In order to assure the safety of citizens in the surrounding community, access roads, which serve as emergency service roads, must never be blocked.
56. Permit Approval/Disapproval: In issuing a permit for a special event, the City considers whether:
 - a. The event is reasonably likely to cause injury to persons or property, create a disturbance, cause disorderly conduct or encourage or result in violation of the law;
 - b. The event will substantially interfere with the safe and orderly movement of pedestrians and vehicular traffic in the area;
 - c. The proposed location is adequate for the size and nature of the event;
 - d. The event does not unreasonably interfere with the intended use of the area;
 - e. City equipment and services are available.
7. Change of Date: Upon the request of the applicant, the City Manager shall have the power, upon a showing of good cause, to change the date for which the permit has been issued, provided establish limitations are complied with in respect to time and location.
8. Discretion to Waive or Add Requirements: Section 96.06 of the Eureka Municipal Code permits the City Manager to waive or add requirements. If the City Manager decides to waive a requirement of Chapter 96 of the Eureka Municipal Code or add a requirement not listed therein, the decision shall be in writing. The decision shall describe how the waiver or addition achieves one or more of the purposes of Chapter 96 in a way that could not be achieved through strict application of that Chapter. Furthermore, the City Manager shall state why such waiver or addition is consistent with the public interest.
9. Spontaneous Events:
 - a. No permit shall be required for a public assembly occasioned by unexpected news or affairs coming into public knowledge within the last 48 hours. However, the organizer of any such event shall, if practicable, provide notice to the City Manager's Office at least 24 hours in advance of such event.

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- b. The City Manager shall promulgate a rule or regulation, pursuant to section 96.04 of the Eureka Municipal Code, providing a location or group of locations for such spontaneous events. The City Manager shall publicize this rule or regulation, and any subsequent changes, to make the public aware of the approved location(s).
 - c. In selecting one or more locations or amending the rule or regulation in the future, the City Manager shall consider:
 - i. The proximity of the designated area(s) to a seat of governmental or political authority;
 - ii. The interests and goals listed in section 96.01 of the Eureka Municipal Code;
 - iii. The difficulties inherent in ensuring the purposes of Chapter 96 of the Eureka Municipal Code are achieved on very short notice at the location(s), and;
 - iv. Any facts that would support or require denial of a permit if one was requested in advance for an event at this location(s).
10. Reimbursement of Costs Shall Be Content Neutral: The costs to be reimbursed under section 96.04(E) of the Eureka Municipal Code, including but not limited to police services, shall not depend in any way upon either the content of any speaker's message or the cost to maintain order in the face of opposition to any speaker's views.

PROCEDURES

1. Applications are issued from and processed through the City Manager's office.
2. If a City park or facility is used for the Special Event, arrangements for the rental of that facility must be made through the Community Services department or directly with the facility.
3. Applications are distributed to departments for comments, conditions and approval.
4. City Manager's office compiles the responses, review comments, and forwards permit to the City Manager for signature.