



City of Canton Special Events Policy

A special event is any planned gathering that occurs on City public property. If you are unsure if your event is covered by this policy, please contact the Public Outreach Manager.

Read through all of the information contained herein to ensure you are aware of all City requirements and associated costs. Then complete the Special Event General Application and the applicable Event Application. Submit the applications to the Public Outreach Manager as follows:

- (1) Not less than seven (7) days prior to a Free Speech Event (as defined in Section 10-133 of the City Code);
- (2) Not less than two (2) weeks prior to an event if the anticipated crowd will be less than 100 people;
- (3) Not less than ninety (90) days prior to an event if the anticipated crowd will be more than 100 people but less than 500 people;
- (4) Not less than ninety (90) days prior to an event if road closures are required for the event;
- (5) Not less than six (6) months for any event which is anticipated to have more than 500 people in attendance;
- (6) Not more than one (1) year prior to an event; at least 90 days prior to the event.

Allow 30 days processing of your applications.

All necessary documentation, such as certificate of insurance and any permits not issued by the City, must be submitted as soon as possible but at least 2 weeks prior to avoid cancellation of the event. The City of Canton reserves the right to cancel any scheduled event.

The standards for granting a permit are as follows:

- (a) The conduct of the event will not substantially interrupt the safe and orderly movement of other pedestrians or vehicular traffic in or contiguous to the route or location of the event.
- (b) The conduct of the event will not require the diversion of so great a number of public safety personnel or equipment of the city to properly secure the event area and the areas contiguous thereto as to prevent the current level of public safety services from being furnished to other parts of the city.
- (c) The concentration of persons, animals and/or vehicles at the event will not unduly interfere with proper fire and police protection or ambulance service to areas contiguous to the event area and other areas of the city.
- (d) Adequate sanitation and other required health facilities are or will be made available in or adjacent to the event area and the applicant has agreed to clean the right-of-way or public property of rubbish and debris, returning it to its pre-event condition, within 24 hours of the conclusion of the event with the understanding that failure to do so will result in the city conducting the clean-up and charging the applicant with any and all costs associated with the clean-up.
- (e) The conduct of the assembly will not result in noise at a level inappropriate for the area(s) surrounding the event.
- (f) There are sufficient parking places near the event to accommodate the approximate number of automobiles reasonably expected to be driven to the assembly, such number to be estimated by the chief of police.

Special event applications may be declined for the following reasons:

- (a) failure to meet the above standards, and public safety and infrastructure concerns, size of the event, lack of required permits, inability to accommodate request for use of City property or personnel, or failure of the event organizer to satisfactorily comply with City requirements at a previous event.
- (b) The event will disrupt traffic within the city beyond practical resolution.
- (c) The event will interfere with access to fire stations and/or fire hydrants.
- (d) The location of the special event will cause undue hardship to adjacent businesses or residents.

- (e) The event will require the diversion of so many public employees that allowing the event would unreasonably deny service to the remainder of the city.
- (f) The application contains incomplete or false information.
- (g) The applicant fails to comply with all terms of this article including failure to remit all fees and deposits or failure to provide proof of insurance/certificate of insurance, proof of authorization from applicable outside entities such as licenses or permits required by federal, state or county officials for alcohol licenses, food service, fireworks, bonds, and a save harmless agreement to the city.
- (g) Cannon Park and Downtown Canton are limited to one event per month that is not an event that is put on by the City or one of its component units which will require the closing of city streets.

We recommend not announcing or advertise your event until the applications have been approved.

Changes and/or modifications to event permit require a new permit to be submitted for review and is subject to denial.

We recommend the applicant meet with the City of Canton Public Outreach Manager to review application to support a successful event.

Finance

All events not sponsored by the City or held by a City supported component unit must be paid for by the event organizer. **There is a Special Event Application fee of \$250 which is non-refundable.** There are no additional charges for required signage, street barriers, and trash barrels. There may be separate fees for the use of City parks or facilities, personnel, vehicles, and other items or services.

There is a permit fee, which shall be the estimated costs of providing city personnel for the event. All City employees, including Police, will be paid off duty hourly wage established by the City that will be reimbursed by the event organizer; there is a two (2) hour minimum for the use of any City employees. The permit fee shall be paid at least two weeks prior to the date of the event. An estimate of costs will be made once the event final plans have been completed. All invoices for City services beyond that paid for in the permit fee will be sent to the event organizer by the City's Finance Department. Final payment for services provided by the City is due upon receipt of the invoice.

Should the event require Fire/EMS services, you must contact Cherokee County Fire Services to arrange.

All events require a minimum refundable security deposit of \$500.00 that will be used if the area has not been properly cleaned up or any damage has occurred.

***For events over 1,000 people, event fee and deposit may be determined on a case by case basis.**

Any clean up or damage repair by the City will be paid for from the security deposit and the remaining amount refunded. If the cost of clean up or damage repair exceeds the security deposit, the event organizer will be billed. If the event area is left clean and in good condition, the entire security deposit will be refunded.

In case of cancellation of the event less than 2 weeks before the scheduled date, all fees and deposits will be forfeited.

Food and Alcohol

All food vendors are required to have been inspected and approved by the Cherokee County Environmental Health Department in order to serve at your event. All inspection reports must be on site and visible to the public.

A *Special Event Alcohol Permit* is required for alcohol to be sold, possessed, or consumed on public property during a special event (Canton Code Section 6-379) and must be applied for by the event organizer when submitting the Special Event General Application. The applicant must provide the boundaries of the event and whether or not alcohol will be permitted throughout the event boundaries or limited to an enclosed area. When alcohol is served, there must be signs at exit areas indicating that possessing alcohol beyond that point is not permitted. These signs will be furnished by the City. There is no fee for this permit.

A *Business License* and an *Alcohol License* are required for any vendor to sell alcohol in the City of Canton. These licenses are applied for through the business license clerk; fees for the licenses vary. Business and Alcohol Licenses from other municipalities are accepted and must be displayed at all times.

An *Off Premises Permit* is required for any licensed alcohol beverage caterer who will be serving alcohol at an event not held on its premises. (Canton Code Section 6-341 and 342). There is no fee for this permit for businesses that hold Business and Alcohol Licenses from the City of Canton. The off premises permit fee for businesses from other municipalities is \$50.00 per event.

An *Alcohol Servers Permit* is required for any person pouring/serving alcohol at a Special Event. The permit is applied for at the Canton Police Department for a fee of \$25.00 and must be displayed on the person at all times.

Every business must have a copy of its business and alcohol licenses and off premises permit if applicable, available for inspection.

Any event which requires the closing of any street on which an alcohol establishment is located shall permit attendees to purchase alcohol from any alcohol establishment within the event boundary.

Insurance

The event organizer is required to have commercial general liability insurance in the amount of at least one million dollars listing the City of Canton as an additional insured party. A copy of the insurance covering the event from time of set up through clean up is required at the time the application is submitted. An insurance policy covering the special event only is acceptable.

If alcohol is served, liquor liability coverage must be obtained. A Certificate of Insurance must be submitted to the City which lists the City as an additional insured.

The event organizer must provide written notice to EVERY resident and business along streets that will be closed at least a week ahead of the event. The notice must provide the date(s) and time(s) that the street is expected to be closed. A copy of the notice must be provided to the Public Outreach Manager with a list of who letters were distributed to.

The following supplies are available for rent from the City of Canton:

Portable power pack: \$75 each

Electricity for lights at Boling Park walking track: \$45 an hour

Stage: \$250 rental fee per day, plus \$500 deposit plus fee for staff

setup and tear down time
Recycle Bins: Provided by the City upon request

The City of Canton reserves the right, at any time, to suspend the right to use any event site, or roadway or other route, due to weather conditions, deviation from permitted event or any other occurrence that may be potentially dangerous to the participants and/or residents.

Public Safety

Based on event application and previous events, event public safety needs will be assessed by Canton Public Safety officials.

If the actual attendance exceeds the estimated attendance, the city may require the event organizer to make provision for the additional personnel required. If the police chief determines that the actual attendance creates a risk to the safety of the attendees of the event or creates an unreasonable risk to the safety or security of other citizens or property, the police chief may order the event to be closed and the crowd disbursed.

Events where alcohol is permitted or served shall have at least one police officer and one EMT regardless of the number of people attending.

Events that create a special fire hazard as determined by the fire marshal may be required to have firefighting personnel at the event.

Garbage/Trash

The event organizer is expected to leave the event area, including streets, clean. If the area is not left in good condition the event organizer will be billed by the City for the resulting clean up, trash removal, and damage if the costs exceed the \$500 security deposit. As an alternative, the City will provide personnel to clean up the event site for a fee. The City Park / Gazebo / Streets must be restored to its original state prior to occupancy. All decorations must be removed before leaving the premises. No staples, tape or nails are allowed on the Gazebo. Only non-marking 3M strips with hooks are permitted but must be removed completely after the event.

Trash shall be left in a dumpster. If the anticipated crowd is more than 500, the event organizer shall provide dumpsters.

Parades/Races

The applicant for a special event involving a parade or road race shall select one of the routes established by the City. No deviation from the established routes shall be permitted.

Street Closures

Any event permit application that includes a request to close any public street in the City must be approved by the City Council, in addition to all other requirements.

Miscellaneous Information

Glass Containers shall not be allowed at special events. All beverages shall be served in plastic cups.

Police personnel will be arranged by the City of Canton. The City of Canton Police Chief has the final approval on overall public safety needs or requests.

If your event includes fireworks, a permit must be obtained from Cherokee County Magistrate Court and submitted to the City at least 30 days prior to approval of the event. A letter of permission from the owner is required if the event is held on private property.

Signage and advertising for the event should not be put up more than a week before the event and should be removed immediately after the event. Signs can be no larger than 4' X 8' and cannot be placed on the City's right of way.

The event, including restrooms facilities, must be ADA accessible. All state and federal disability access requirements apply and will be enforced by the City of Canton Fire Marshal.

Any tent or membrane structure having an area in excess of 200 square feet and any canopy in excess of 400 square feet shall not be erected, operated, or maintained for any purpose without first obtaining approval from the City of Canton Building Department and Fire Marshal.

Solicitation activities such as requesting contributions or taking orders for items to be delivered at another time are not allowed in City Parks without prior authorization from the Public Outreach Manager.

The City's noise ordinances, Sections 33-127 through 146 are available at the City's website. Generally, excessive noise between the hours of 11:00 p.m. and 7:00 a.m. is prohibited.

The event organizer is responsible for providing the staff/volunteers needed for set up, take down, and clean up.

The City encourages recycling and has containers available for use with request to the Public Outreach Manager.

Recommendation: Porta- johns - 1 for every 250 people (minimum of 1 being handicapped accessible).

DENIAL/APPEAL

Should the application be denied, the Public Outreach Manager will notify the applicant by personal delivery or certified mail within seven business days of the denial. A copy of this notification will include the reasons for the denial of the permit.

Any denied applicant has the right to appeal the denial of a permit or revocation of permit to the City Council. The appeal should be submitted by the applicant within five business days after receipt of the notice of denial by filing a written notice of appeal with the City Manager. The City Council will then hear the appeal at the next scheduled city council meeting.