

CITY OF ROUNDUP SPECIAL EVENTS POLICY

Greetings and Disclaimer: Thank you for your interest in holding a special event in the Roundup City Park. Please review the following information carefully and fill out your application as completely as possible. All aspects of the application are important in the planning of a successful event. The City Council will review and approve your application. No dates are secure until final approval.

A complete application and all necessary attachments must be submitted to the City of Roundup at least 10 days prior to the scheduled event. An untimely submittal may be summarily denied. The submittal of an application for a special event permit in no way obligates the City of Roundup to issue a Special Events Permit. The issuance of a Special Events Permit by the City of Roundup in no way is to be construed that the City of Roundup is sponsoring, sanctioning or is in any way responsible for the special event.

Definition of a Special Event: If any of the following conditions are met, a Special Events Permit must be submitted to the City Council Parks and Golf Committee and approved by the Roundup City Council.

_____ Event with 300 or more persons

_____ Event which charges the public an entrance fee

_____ Event which serves and charges the public for food,
alcohol or other beverages

_____ Event which requires a City street closure

Special Events Conditions:

- i. **Compliance with Law.** Permittees shall obey all City Ordinances, rules and the guidance of City supervisory employees pertaining to the use of City park property, including the location and storage of vehicles and equipment, crowd control and the restoration of premises to their original condition after use for special events purposes.
- ii. **Location Approval.** Permittee shall confine its activities to the locations and time schedules approved by the City of Roundup prior to a special event on City streets and in other public areas.
- iii. **Commercial Reference to City.** Reference to the City of Roundup and/or use of official City logo is prohibited on film or in other advertising of the event unless written approval is granted by the City of Roundup.
- iv. **Relationship to Parties.** Neither Permittee, nor its agents, employees, servants or helpers shall be or deemed to be, the employee, agent or servant of the City. None of the benefits provided by the City to its employees, including, but not limited to, medical insurance, compensation insurance and unemployment insurance are available to Permittee or its employees, agents, servants or helpers.
- v. **Special Events.** A security deposit in the amount of \$100 is payable upon approval of the application for special event. Said deposit is refundable upon satisfactory clean-up of the area. In addition, a non-refundable fee in the amount of \$50 per day shall be charged for use of the Community Stage. Permittee shall not conduct any event on City park property intended to attract or entertain the public or charge fees to spectators without the specific approval of the City in writing. No alterations or changes to City park property will be

allowed without prior written permission from the Director of Public Works or his/her designee.

- vi. **Limitations.** Use of City park facilities are conditioned upon provision of proof of insurance coverage, including limits of liability, written assurance of compliance with security requirements and other requirements.
- vii. **Appointment of Agent.** Permittee shall designate a local agent to sign this Agreement, who shall have authority to represent Permittee in all matters relating to exercise of the privileges herein granted and who shall be responsible for compliance with these conditions.
- viii. **Use of City Park Property.** Arrangements for use of City park property, i.e., buildings, streets/alleys, sidewalks, parks, Community Stage, swimming pool or other public places or property owned by the City must be approved by the City Council in writing in advance of actual use. *Note: The community swimming pool is open to the public and is not available for private use unless authorized by the Roundup City Council. See Pool Policy.*
- ix. **Use of City Equipment.** If Permittee finds it necessary or desirable to use City equipment, only City employees will be allowed to operate said equipment, unless prior arrangements in writing are made and then only with the prior written approval of the Director of Public Works.
- x. **City Animal Policy.** Permittee shall comply with all City Ordinances regarding animals permitted on City property. Dogs are excluded from the City Park with exception of licensed service animals and periods designated by the City Council. If Permittee finds it desirable to permit dogs at the event applied for, Permittee shall present a written request at the time the Special Event Application is made. In the event permission is granted, Permittee shall be responsible for cleaning up following a special event which allows dogs.