



TOWN OF LAKE HAMILTON

Policies Governing Large Group Events in Public Parks

Definition of large group event: Any activity in a public park or space which could have 25 or more participants during any one hour period. Exceptions will be granted for Lake Hamilton residents, ongoing organized athletic events, civic activities, town or other government sponsored events.

Application: Responsible persons are required to submit an application in the form provided by the Town of Lake Hamilton, which requires a non-refundable application fee of \$25.

Insurance: A Certificate of Liability Insurance listing the Town as an additional insured is required at the time of the application with limits of \$500,000 per each person; \$1 million for each occurrence for bodily injury liability; and \$100,000 for each occurrence on property damage.

Security Deposit: A refundable or partially refundable deposit of \$100 is required for clean-up and damage to facilities at the park. If the area is left in the condition it was found the deposit will be refunded in full. Damage or clean up beyond the amount of the fee will be determined by the Town and assessed to the responsible applicant.

Streets and Parking: If the event will need the temporary use of public streets, the applicant must submit a plan showing and describing how streets serving the event will be kept open to non-event traffic and to emergency vehicles and include a parking plan. The plan must be submitted one month prior to the event to the Lake Hamilton Police Department for review and approval.

Alcohol vending or consumption: The serving or consumption of alcoholic beverages in a public park is strictly prohibited.

Off-Duty Officers: If the event will require the employment of off-duty police officers, arrangement shall be made, approved and scheduled with the Lake Hamilton Police Department. The police department will determine if this is required and what the costs will be. The applicant will be required to pay this fee upfront.

Trash: If needed, the applicant organization shall provide additional trash collection containers and recycling receptacles for the event and shall provide for their removal and the disposal of accumulated trash and recyclables.

Miscellaneous: If additional electrical service (including generators) is needed and if the event will include arts & crafts, inflatables for children or animals, the applicant must discuss these needs with a Town representative.

Waiver: Any waivers to the policy must be approved by the town council, which meets the first Tuesday of every month.



TOWN OF LAKE HAMILTON

SPECIAL EVENTS APPLICATION

(TO CONDUCT A LARGE GROUP EVENT ON CITY PROPERTY OR OTHER PUBLIC PROPERTY)

1. **APPLICANT:** _____

Name of Organization: _____

Address: _____

Phone: _____ Fax: _____

2. **EVENT:** _____

Purpose: _____

Profit: _____ Non-Profit: _____ Date: _____

Time Start: _____ End: _____

Estimated # of participants: _____ Estimated # of spectators: _____

Location of event: _____

(Attach map to show route, if applicable)

3. **APPLICATION FEE:** The application fee is \$25.00, which shall accompany this fully completed form and shall be submitted to the Town Clerk for review and processing. This Special Events Application must be submitted at least one month (30 days) before the first day of the event

4. **INSURANCE:** Attach Certificate of Insurance naming Town of Lake Hamilton as an additional insured: Limits \$500,000 each person; \$1 Million each occurrence for bodily injury liability; \$100,000 each occurrence on property damage liability.

5. **FACILITY CLEAN-UP/DAMAGE REPAIR:** There is a deposit required of \$100 to cover cost of applicant litter clean-up and facility repair. Applicant agrees to reimburse the Town if its clean-up/damage repair costs exceed the \$100 deposit. If no clean-up/damage repair is required, the deposit will be returned. **NOTE:** Applicant is responsible for providing adequate "recycling" containers to dispose of recyclable material.

6. **SPECIAL SERVICES:** the applicant certifies that she/he has discussed the need for traffic control, off-street parking and crowd control with the Lake Hamilton Police Department, and agrees to hire off-duty police officers to provide any and all special services for the event when deemed necessary by the Department.

7. **CODE COMPLIANCE:** Any placement of placards, banners, signs, etc., must be cleared with the Chief of Police and the Town Planner in compliance with the Town Code.

Applicant hereby affirms that none of the activities involved in this request involve any nudity or acts which could be construed as lewd, offensive to the senses, or offensive to the decency of an individual or the Town.

Applicant: _____ Date _____

Print Name: _____ Title: _____

Contact phones: _____ Cell: _____

Email: _____



1. Police Department _____ Date _____

2. Town Planner _____ Date _____

3. Code Enforcement _____ Date _____

4. Town Clerk _____ Date _____

5. Mayor _____ Date _____

Enclosures: Certificate of Insurance Yes ___ No ___ Waived ___

Clean up/ Repair Deposit Yes ___ No ___ Waived ___

Application Fee Yes ___ No ___ Waived ___

Special Conditions Yes ___ No ___ Waived ___