

Attachment A - Matrix Compared to Other U.S. Cities (Block Clubs, Festivals, Parades Races Events)

City	St. Paul (MN)
Type of Event	Block Parties and Community Festivals * Special option for city parks. A person or organization authorized by the department of parks and recreation to use city park property need not apply for a permit so long as the block party or community festivals will occur wholly on park property (excluding parkways adjacent to public streets), and the number of people expected to attend is five thousand (5,000) or less.
Method of Administration	Facilitative & Individually handled by the necessary department
Fees	
Application Fee	Nonrefundable fee of \$10.00 PLUS any cost for the use of any city property or if any city services if required for parade, race or public assembly. The applicant shall pay, prior to the issuance of a permit, the charges for those services in accordance with a schedule of service costs approved by the city council by resolution.
Police	Yes, management of traffic control may apply.
Other	<ul style="list-style-type: none"> • Parks Permit = Yes, if applicable. • DSI = Yes (fees are required for noise variance fees, carnival rides, additional power needs, food, liquor, peddler licensing fees and animals permit fees). • Public Works = Yes (fees for public right of way permits, rental cost of barricades for street closure fees, hooded parking meters fees and "No Parking" signage fees). • Mayor's Office - Banner fees. • Fire = Medical plan fees. • Fire Works display fees • Firearms (e.g., starter's pistol)

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City	St. Paul (MN)
Process	
Restrictions of the Permit	Permit granted subjected to amendment or issuance of alternative permit. (e.g., limiting the portion of the street or alley that may be used for the event, the hours thereof, and the type and number of blockades or warning devices that are to be provided for the safety of motorists and the protection of those persons participating in the block party or community festival)
Length of Process	Application must be submitted to the Police Chief at least thirty calendar days prior to the event; provided, however, that the time limit may be waived by the chief of police in his or her discretion upon a determination of hardship to the applicant and no adverse effect on public health, safety or welfare.
Waiver/Exception	<p>Yes, fees or length of time may be waived by the applicable department.</p> <ul style="list-style-type: none"> • (NNO) There are NO FEE'S for the Class B Permit if the barricades, or registration if the event is held on the NNO designated date. Permits must be notarized before submissions and permit MUST have the signature of 60% of the neighbors in the area affected by barricades being in place.

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City	St. Paul (MN)
Approval/Appealing Authority	<ul style="list-style-type: none"> • The committee shall have the power to recommend. The City Council, upon notice and hearing, shall have the power to impose reasonable conditions in response to resident complaints about the orderliness, safe operation and impact on the surrounding neighborhood of any block party or community festival. Such conditions may include, but are not limited to, time, manner and place restrictions on the sale of alcoholic beverages, the furnishing by the applicant(s) of security services for the event and restrictions on the location and use of loudspeakers. • An applicant can appeal to the city council upon denial. The appeal must be made within five days after receipt of the denial by filing a written notice with the chief of police and a copy of the notice with the city clerk. The city council shall act upon the appeal at the next scheduled meeting following receipt of the notice of appeal. Also, if the city council rejects an applicant's appeal, the applicant may file an immediate request for review with a court of competent jurisdiction.
Notification	<ul style="list-style-type: none"> • Notice to City/Other Officials - upon the issuance of a parade, race or public assembly permit, the chief of police shall send a copy to (a) The mayor; (b) The fire chief; (c) public works director; (d) metropolitan transit commission manager; and (e)the city council. • Neighborhood Notification - The committee have discretion to require the permittee to give notice to any property owner or organization which may be affected by such block party or community festival and/or to any neighborhood or community-based organization through or in whose organizational area the block party or community festival may take place.

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City	St. Paul (MN)
Type of Event	Parades/Races/Public Assemblies
Method of Administration	Facilitative & Individually handled by the necessary department
Fees	
Application Fee	Initial fee of \$50.00 for events not more than one city block in length and \$25.00 for each additional block (block party or community festival), and up to a maximum fee of \$200.00.
Police	Yes, management of traffic control.
Other	<ul style="list-style-type: none"> • Parks Permit = Yes, if applicable. • DSI = Yes (fees are required for noise variance fees, carnival rides, additional power needs, food, liquor, peddler licensing fees and animals permit fees). • Public Works = Yes (fees for public right of way permits, rental cost of barricades for street closure fees, hooded parking meters fees and "No Parking" signage fees). • Mayor's Office - Banner fees. • Fire = Medical plan fees. • Fire Works display fees • Firearms (e.g., starter's pistol)

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City	St. Paul (MN)
Process	Where the event is in an area covering two blocks or less of sidewalks, streets or public property, the application must include a signed statement stating that all the addresses of any properties that abut the location of the parade, race or public assembly, have received notification of the event.
Restrictions of the Permit	Permit granted subjected to amendment or issuance of alternative permit. (e.g., limiting the portion of the street or alley that may be used for the event, the hours thereof, and the type and number of blockades or warning devices that are to be provided for the safety of motorists and the protection of those persons participating in the block party or community festival)
Length of Process	<ul style="list-style-type: none"> • Application (generally) must be submitted to the Police Department at least sixty days prior to the event to ensure the timely appeal in the event of a permit denial. • For single, nonrecurring parades, races or public assemblies (less than 200 participants, or 30 vehicles and animals) = 7 business days in advance of the proposed event. • For single, nonrecurring parades, races or public assemblies (more than 200+ participants, or 30+ vehicles and animals) = 10 business days in advance of the proposed event. • For public assemblies (less than 100 participants with no interference with normal flow or regulation of vehicular traffic) = 5 calendar days in advance of the proposed event. • For public assemblies (more than 100+ participants and regardless of size will interfere with normal flow or regulation of vehicular traffic) = 7 business days in advance of the proposed event. • No application shall be filed more than 180 days before the proposed event is allowed. • The Police chief may waive the filling period under various conditions. <p>Application must be submitted to the Police Department at least sixty days prior to the event.</p>
Waiver/Exception	

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City	St. Paul (MN)
Approval/Appealing Authority	<ul style="list-style-type: none"> • The Police Chief shall have the power to approve under various standards. • An applicant can appeal to the city council upon denial. The appeal must be made within five days after receipt of the denial by filing a written notice with the chief of police and a copy of the notice with the city clerk. The city council shall act upon the appeal at the next scheduled meeting following receipt of the notice of appeal. Also, if the city council rejects an applicant's appeal, the applicant may file an immediate request for review with a court of competent jurisdiction.
Notification	<ul style="list-style-type: none"> • Notice to City/Other Officials - upon the issuance of a parade, race or public assembly permit, the chief of police shall send a copy to (a) The mayor; (b) The fire chief; (c) public works director; (d) metropolitan transit commission manager; and (e)the city council. • Neighborhood Notification - The committee have discretion to require the permittee to give notice to any property owner or organization which may be affected by such block party or community festival and/or to any neighborhood or community-based organization through or in whose organizational area the block party or community festival may take place.

Attachment A - Matrix Compared to Other U.S. Cities (Block Clubs, Festivals, Parades Races Events)

City	Boston (MA)
Type of Event	<p>Public Events (A public event is an event opened to the general public; it can be held on a public or private property; it may feature entertainment, amusements, food and beverages; it may be classified as a road race, block-party, festival, fundraising party, or parade.)</p> <p>* Note: There is no fee for a Parks & Recreation Department permit. However, there are costs associated with parks events that include cleanup fees, public safety fees, electrical/power hook up fees, and sponsorship fees for commercial events.</p>
Method of Administration	<p>Centralize (via Office of Special Events, Tourism and Film)</p>
Fees	
<i>Application Fee</i>	<p>Varies, however, all applicable costs will be determined prior to approval and reviewed by applicant.</p>
<i>Police</i> <i>Other</i>	<p>included as part of the application process</p>

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City	Boston (MA)
Process	<ul style="list-style-type: none"> • Requires the applicant to sit down with the public event committee prior to the scheduling of the event. The following steps must be completed before the meeting with the committee: <ul style="list-style-type: none"> - An online application (via the Public Event Portal) is to be filled by applicant prior to meeting with the committee. - A detailed site plan addressing handicap, pedestrian and fire access; dimensions of stages and tents; and type of equipment or generators & placement of any vendors and any outdoor toilet facilities. - An itemized list and cost analysis of city services proved to the organizers from Transportation, Boston Fire, Boston Police, Emergency Management Systems and Inspection Services Department (Building, Health, Electrical Inspectors). - Additional Requirements <ul style="list-style-type: none"> * Private Site Permission (if applicable) for sites of the event that is privately owned, including a letter from the landlord giving the applicant the right to use the property. * Public Site Permission (if applicable) for sites of the event that is publically owned: <ul style="list-style-type: none"> • Park - If the event is to be held in a park, a Special Event Application must be submitted to the Boston Parks Department. • City Street - If the event is to be held on a city street that needs to be closed to host the event, the Street Closing Permit Application must be submitted to the Boston Parks Department. • Road Race, Walk, Bike Ride, or Parade on City Streets – Information detailing the events must be submitted to the Boston Transportation Department (i.e., name of the group, date of the event, the route that the road race or parade will take, formation point for participants, starting time, expected number of participants and name, address and daytime telephone number of the organizer. * List of Event Features, including contracts for sound, stage, cleaning, security, catering or food services <ul style="list-style-type: none"> • Entertainment - If the event is featuring entertainment, a list of all performances must be provided. • Rides and Games - If the event is featuring amusement rides, a list of all rides and games must be provided. * Letters of Support from the local community and business organizations are required if the event is new.
Restrictions of the Permit	<ul style="list-style-type: none"> • Organizers are required to make efforts towards minimizing neighborhood impact such as ending at a reasonable hour, limiting noise, and conducting outreach and obtaining approval from residents or the local community and civic groups. • Each organizers are responsible for cleaning up before and after the event and for any damage to public property. Fees for damages to public property would be assessed against organizers and would lead to denial of future permits.
Length of Process	<p>Special Events Committee (assuming that all other permitting applications have been completed and individually approved by the applicable departments (see below for details))</p> <ul style="list-style-type: none"> • 30 days for large events • 14 days for smaller events <p>The Committee will determine if the event is feasible, and will indicate to the applicant what agency approvals are still required. Event organizers are responsible for applying for and obtaining all the individual permits and certificates from various City departments. For example, public events typically require the following approvals:</p> <ol style="list-style-type: none"> 1. Police: requires approval of the local police captain. 2. Inspectional Service Department, Health Division: requires for events with food via a Temporary Food Permit. The organizers is charged with obtaining the permits for all vendors, and for providing an individual trained in food sanitation to oversee the proper storage, display, preparation, temperature logs, and service of food to the public. 3. Inspectional Service Dept., Building Division: requires organizers to obtain a Temporary Building Permit if a tent, stage, lighting, electrical wiring, signs floats, propane tanks, gas/electric generator are going to be used. 4. Fire Department: requires organizers to obtain a Temporary Fire Permit if even will have open flame cooking, tents that exceed 10 feet x 10 feet, and/or pyrotechnic displays. This applies to use of propane, charcoal, gasoline and or any other fuel. All vendor are also required to have a fire extinguisher on site. Each vendors are allowed one 20 lb. propane tank. Spare tanks are not allowed. According to state law, individual vendors must be 10 feet apart.
Waiver/Exception	

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City	Boston (MA)
Approval/Appealing Authority	Special Events Committee
Notification	Built into the application process where organizers are required to conduct neighborhood outreach and approval from residents or the local community and civic groups before application is approved by the Committee.

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City	Chicago (IL)
<p>Type of Event</p>	<p>Block Parties</p>
<p>Method of Administration</p>	<p>Centralize (via Cultural Affairs and Speical Events)</p> <p>Application also requires</p> <ul style="list-style-type: none"> • Site plan • Security Plan • Insurance • Appointment with the local Alderman and Commander where event is to occur • Completion of an Art and Entertainment Survey (as it applies to music and entertainment) • For Athletic events, an athletic application is required for review by Chicago Department of Transportation • For Parades (that also include festivals), a Aparade application is required for review by Chicago Department of Transportation • Recycling Plan (requires review by the Department of Streets & Sanitation) • Noise Control Plan (requires review by the Department of Environment; organizers are subjected to revisions in locations, hours, and management of amplified music) <p>* There is only one application required to be filled out for all other events. (NOTE: Applicants are asked to fill in all the relevant sections for followup from the various applicable department after review by the Office. For Block Clubs permit, a recreational street closing application requires support from Alderman where the Block permit is located and the approval of Chicago's Department of Transportation.)</p>
<p>Fees</p>	
<p><i>Application Fee</i></p>	<p>Block parties do not require special event licenses but does require that the resident of the block contact their Alderman for a permit (Recreational Street Closing; no permit fee required). Block permits do not receive city services assistance.</p>
<p><i>Police</i></p>	
<p><i>Other</i></p>	

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City	Chicago (IL)
Process	
Restrictions of the Permit	<ul style="list-style-type: none"> • Block Party Permits will not be issued on any Federal Aid Urban Streets (i.e., arterial streets) or on a bus route. • Block Party Permits will not be issued for more then one day in succession or to close any street for a commercial purpose. • A block party permit will only be issued for a single block (intersection to intersection). • Access to any parking spaces controlled by meters or pay boxes must be maintained at all times. • In addition, Department of Transportation may deny the permit for the following reasons: <ul style="list-style-type: none"> - Incomplete application (missing information) - Traffic control issues - Issues related to other permits issued in the vicinity of the event
Length of Process	<ul style="list-style-type: none"> • Permits from the Aldermanic Offices must be received by the Department of Transportation within three business days prior to event to insure the permit is issued for the event. Permits are issued on a first come, first served basis.
Waiver/Exception	Not Applicable.

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City	Chicago (IL)
Approval/Appealing Authority	
Notification	

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City	Chicago (IL)
<p>Type of Event</p>	<p>Community Festivals, Parades, Races and Public Assemblies</p> <p>* An organization (i.e. church, non-for-profit, for-profit) is required to obtain Special Events licenses to conduct any outdoor festival, street fair or carnival located on the public way or outdoors on private property.</p>
<p>Method of Administration</p>	<p>Centralize (via Cultural Affairs and Speical Events)</p> <p>Application also requires</p> <ul style="list-style-type: none"> • Site plan • Security Plan • Insurance • Appointment with the local Alderman and Commander where event is to occur • Completion of an Art and Entertainment Survey (as it applies to music and entertainment) • For Athletic events, an athletic application is required for review by Chicago Department of Transportation • For Parades (that also include festivals), a Aparade application is required for review by Chicago Department of Transportation • Recycling Plan (requires review by the Department of Streets & Sanitation) • Noise Control Plan (requires review by the Department of Environment; organizers are subjected to revisions in locations, hours, and management of amplified music) <p>* There is only one application required to be filled out for all other events. (NOTE: Applicants are asked to fill in all the relevant sections for followup from the various applicable department after review by the Office. For Block Clubs permit, a recreational street closing application requires support from Alderman where the Block permit is located and the approval of Chicago's Department of Transportation.)</p>
<p>Fees</p>	
<p><i>Application Fee</i></p>	<p>Varies, however, all applicable costs will be determined prior to approval and reviewed by applicant.</p>
<p><i>Police</i></p>	
<p><i>Other</i></p>	<ul style="list-style-type: none"> • Additional fees may be assessed for traffic aides/personnel to assist with traffic control. See details under 'Criterion'. • Also, includes a \$25 fee per day fee for street closures.

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City	Chicago (IL)
<p>Process</p>	<ul style="list-style-type: none"> • Parades proposed for a downtown location are not to exceed two hours and fifteen minutes. • For race events, all routes require review and approval from the event coordinator and the Chicago Department of Transportation. <ul style="list-style-type: none"> - Street closing require barricades, detour signs and street closure signs and are not provided by the City. - If bike stations are located within the street closure, review of the application will also be sent to Chicago Department of Transportation. - If the event is an athletic event built in with a festival which uses city streets and/or sidewalks or crosses city streets, a Public Right of Way permit is required. The Separate permits must be obtained from the Permit Division for reviewing stands, exhibits in the public way, etc. associated with the event. - A map is required for where a bus route street is closed. - A community outreach plan is required to notify residents and businesses of street closures and parking restrictions. • Temporary Food License Application is required for all food vendor participants. (\$250/food vendor). • Liquor License Application, for Profit organization (Department of Business Affairs and Consumer Protection) for the sale of beer and wine - \$150/liquor license (NOTE Restrictions: Liquor may not be sold or consumed after 10:00PM. Liquor sales cannot begin before 11:00AM on Sundays.) <ul style="list-style-type: none"> • Special Event Liquor License Application (allows an Illinois-licensed liquor retailer to transfer a portion of its alcoholic liquor inventory from its licensed retail premises to a designated site for a special event. A permit must be obtained for each location and cannot exceed 15 days in duration.) is required for each booth serving liquor must obtain a liquor license and the application must be received by the Illinois Liquor Control Commission at least 14 days in advance of the scheduled event. 1-day fee/event location, \$50.00 / 2-15 days/event location, \$100.00 (including the late fee of \$25.00 in the event that the Commission does not receive the application at least 14 days prior to the scheduled event. The Commission requires lead time to schedule site inspections.) • Itinerant Merchant Application is required for each vendor and they must obtain the Itinerant Merchant license. (\$25.00/merchant) • Tent, Canopy & Platform Application (erecting over 400 sq. ft) must be submitted to the Department of Building for review and approval. • Stage/platform (erecting over 24 inches in height) must be submitted to the Department of Building for review and approval. • Carnival operator must obtain an electrical permit and an elevator permit from the Department of Buildings. • Department of Streets and Sanitation fees for snow fence, refuse drums, refuse collections and street sweeping (including letter to the Department's commissioner highlighting the needed services and equipment). All associated fees are subject to overtime costs and availability. (See, Attachment B for details) • Temporary Animal Exhibition Permit Application (Commisionon Animal Care and Control) for exhibition of animals less than 30 days
<p>Restrictions of the Permit</p>	
<p>Length of Process</p>	<ul style="list-style-type: none"> • An application must be submitted forty-five calendar days prior to the date of the event including all other special event permit applications. <ul style="list-style-type: none"> - Temporary Food License Application must be submitted 20 working days prior to the event (A temporary food vendor license is required for all food vendor participants. \$250/food vendor). - Special Event Liquor License Application must be submitted 20 working days prior to the event. Each booth serving liquor must obtain a liquor license.) - Itinerant Merchant Application must be submitted 20 working days prior to the event. Each vendor must obtain the Itinerant Merchant license.) - • Temporary Animal Exhibition Permit Application (for exhibition of animals less than 30 days) requires submission of at least 30 days before the exhibition • Changes to the application after it has been submitted begins a new 45 day timeline. <p>NOTE: Once the event has been approved, organizers must notify the Department of Cultural Affairs and Speical Events and Chicago Police Department of any changes in the application at least 20 days prior to the date of the event.</p>
<p>Waiver/Exception</p>	<ul style="list-style-type: none"> • Fees may be waived at the discretion of the Cultural Affairs and Speical Events Advisory Committee that oversees this office.

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City	Chicago (IL)
<p>Approval/Appealing Authority</p>	<p>Cultural Affairs and Speical Events Committee Advisory with input from local Alderman and District Commander</p>
<p>Notification</p>	<ul style="list-style-type: none"> • Built into the application process where an appointment with the local Alderman and District Commander are required. • Built into the application process which requires a community outreach plan to notify residents and businesses of street closures and parking restrictions.

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City	Fort Worth (TX)
<p>Type of Event</p>	<ul style="list-style-type: none"> • Special Events Permits: For single temporary daily outdoor gathering or a temporary celebration or series of related consecutive outdoor daily gatherings or celebrations • First Amendment Permits: For all expressive and associative activity on public streets that is protected by the United States and Texas Constitutions, including speech, press, assembly and the right to petition on public rights-of-way, but does not include sidewalks • Neighborhood Permits (formerly known as 'Block Clubs'): For all outdoor gatherings, celebrations or parades on residential streets that are sponsored by a neighborhood association or by persons living on the block that require the use, occupation or full or partial closure of a street, sidewalk or public right-of-way • Parade Permits: For a procession of pedestrians, vehicles or animals or any combination thereof, traveling in unison along or upon a street, road, or highway • Park Permits: For all Events with one or more persons that requires the use of a park outdoor facility, such as a park pavilion. Does not apply to Events under contractual agreement with the City
<p>Method of Administration</p>	<p>Centralize (in 2010; the City wanted to have the ability to allocate necessary City services and recoup the City's costs while encouraging and promoting outdoor events in the City)</p>
<p>Fees</p>	
<p><i>Application Fee</i></p>	<p>\$150</p> <ul style="list-style-type: none"> • No Permit fees charged for a political march or rally conducted on public sidewalks or in City parks or plazas, or for other non-commercial exercise of rights guaranteed by the First Amendment of the United States and the Texas Constitution.
<p><i>Police</i></p>	<p>included as part of the application process</p>
<p><i>Other</i></p>	

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City	Fort Worth (TX)
Process	<ul style="list-style-type: none"> • Public Events Department will be responsible for overseeing the issuance of all event permits, except those events held in the City's public parks • The Outdoor Events Manager will coordinate the meetings, review applications and implement, administer and enforce the ordinance • Events Calendar will be created for each year by the Outdoor Events Manager • Organizer's application serves as its notice of intent to hold an event • Organizer must: <ul style="list-style-type: none"> - Pay fees 120 days prior to event - Submit all required event plans - Provide insurance and execute a user agreement - Provide notification for Events Calendar and thirty (30) days prior to event as required by the ordinance • Parks Department will handle all park events without duplication by Outdoor Events Manager and maintain a standard Traffic Control Plan for street closures in park systems • Outdoor Events Manager will serve as point of contact for street closures but defer to Traffic Engineer to have flexibility to consider collector streets as residential streets • Neighborhood Consent: At least 50% plus one (1) of the residents on the street affected by the Neighborhood Event must sign a petition on the City's approved form granting permission and must be signed no earlier than sixty (60) days before the proposed event, including submission to the Outdoor Events Manager no later than fifteen (15) days prior to the proposed event. <p>OTHER RESTRICTIONS: No perimeter fencing on public property except for gated events in city parks and VIP areas; permits required for use of portable restrooms, alcohol and food; emergency services and fire safety, traffic control and parking plans required; security deposit required (Neighborhood and First Amendment Events excluded); certified Fort Worth peace officers required; tents must comply with the City's Fire Code; organizers must provide insurance; organizers must execute a user agreement; unless authorized by the Special Events Permit, attendees may not: bring in musical instruments, bull horns, glass bottles, spray paint to Event area; perform acts in Event area; and sell food, beverages or merchandise. (NOTE: If the City is required to respond to an Event to provide additional City services, organizers are responsible for all related costs, including the salaries of the responding police, fire and emergency officers and City employees.)</p>
Restrictions of the Permit	<ul style="list-style-type: none"> • Downtown Special Events District: non-income producing Events held on the Sundance Flying Saucer Lot and the Sundance Square Chisholm Trail Lot that do not involve a street closure allowed to submit an application for all planned events for the next calendar year and receive an Annual Permit; other than events contained entirely on private property, no food or beverage (other than water) shall be sold, served or distributed for any Event with an estimated attendance of less than five thousand (5,000) attendees per day; amplified music must end by 10:30 pm; and enhanced plans for attendee parking, support vehicle parking, trash disposal and noise mitigation. • Stockyards Special Events District: non-income producing Events held on private property allowed to submit an application for all planned events for the next calendar year and receive an Annual Permit; cannot barricade a street for more than four hours in any forty-eight (48) hour period; amplified outdoor music allowed until midnight; and Enhanced plans required for attendee parking, support vehicle parking,
Length of Process	<ul style="list-style-type: none"> • 120 days for events with 500 participants or more • 60 days for Parades, Runs, Walks, Processions (with less than 500 participants) • 210 days for Large Outdoor Events with over 2,500 attendees in the Downtown Outdoor • 210 days for Events District • 15 days for Neighborhood Events • 2 days for First Amendment Events that require a street closure <p>Of Note:</p> <ul style="list-style-type: none"> • The outdoor events manager shall create an events calendar for each fiscal year beginning in October for the purpose of setting the city's calendar for upcoming special events and parades in the city. • A written application to hold a special event or parade shall be submitted to the outdoor events manager to be placed on the city's yearly events calendar no earlier than three hundred sixty-five (365) days prior to a special event or parade. The outdoor events manager may reduce the time frame required for an applicant to submit an application as authorized by the director of public events or his/her designee.
Waiver/Exception	<p>No permit fee for</p> <ul style="list-style-type: none"> • An event conducted entirely on the property of a church, educational institution, college or university campus; • City owned property subject to a contract, lease or agreement; • Events conducted entirely on property containing an occupied private residence; • Funeral processions; • Sports facilities located on City property; • House moving, demolition and construction activities; • Events on commercial property held in compliance with the zoning and its Certificate of Occupancy and if applicable, the City Council has approved the partial or full closure of a street, road or highway; • Events at Texas Motor Speedway; • Special Event Holidays; and • First Amendment Activity conducted entirely on sidewalks, in public parks or on Private Property

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City	Fort Worth (TX)
Approval/Appealing Authority	<ul style="list-style-type: none"> • Initial Review: Events Calendar Committee (comprised of City Staff, two citizen representatives appointed by the Director of Public Events and one representative from the The Fort Worth Transportation Authority; The Fort Worth Convention and Visitors Bureau; Sundance Square; Downtown Fort Worth Inc.; The Cultural District; and The Stockyards) may deny organizer’s request for specific date, time and location based on: lack of safety services due to competing events or comments from churches, schools, registered neighborhood associations and property owners based on safety and prior violations of the ordinance; and must offer alternative dates, times and/or location • Final Review: Special Events Manager <ul style="list-style-type: none"> - may approve the application as submitted, approve the application with modifications or deny the permit following considerations/recommendations from Events Calendar Committee and applicable City departments, - may modify, deny or revoke a permit when the Event would require the diversion of such a number of police person that normal police protection elsewhere in the City cannot be provided continuously and safely for the duration of the Event, or - shall deny the permit if the organizer is unwilling or unable to meet the requirements of the ordinance, has previously failed to comply with the ordinance, or has failed to pay for prior damage to City property • Appeal: Applicant may appeal a denial of the decision of the Events Calendar Committee or the Special Events Manager to the Appeals Hearing Committee (comprised of the Director of Public Events Department; Director of Transportation and Public Works Department; Fire Chief; Police Chief; and a representative from the City Manager’s Office as designated by the City Manager) within 15 calendar days of receipt of appeal; Appeals Committee may affirm, modify or reverse all or part of the decision; and the decision of the Appeals Committee is final.
Notification	<p>Notices must be sent no later than 30 days before the event, organizers are required to send notices to registered neighborhood associations, churches and schools within ¼ mile surrounding the events and all property owners along the block faces of the event. Notices may be made by US mail, electronic mail, signs posted on private property, published in one issue of a local section of a newspaper with general circulation in the City, or hand delivered. A copy of the notice is also sent to the City’s Outdoor Events Manager. Notices are sent at organizers' expense. (Additional requirements for Downtown Special Events District - Walks and Runs must provide notice to owners around staging area and any street closures.)</p>

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City	San Jose (CA)
<p>Type of Event</p>	<p>Outdoor Special Event</p>
<p>Method of Administration</p>	<p>Centralize with a facilitative approach (to streamline the process for Special Events); the process is housed within the Office of Cultural Affairs (OCA) but the responsibilities are shared jointly between OCA and Parks, Special Park Use Unit (SPU). If an event is held in a downtown City park, the Office of Cultural Affairs and the Special Park Use Unit will jointly authorize and coordinate the event. SPU has sole responsibilities for coordinating and authorizing events that occur on all public parks.</p> <p>NOTE: San Jose explored this process for several years and has not yet adopted ordinance changes to establish a comprehensive permit process for outdoor special events on or at City streets, parks, paseos and plazas. Public input was conducted at its Community and Economic Development Committee and the City Council plans to adopt relevant regulatory changes on April 8, 2014 meeting.</p> <p>Six departments supports the coordination and permitting of outdoor special events in the public realm (e.g., parks, street, paseos). They include include Parks, Recreation and Neighborhood Services (PRNS); Office of Economic Development (OED); Department of Public Works; San Jose Police Department (SjPD); San Jose Fire Department (SJFD); and the Department of Transportation.</p>
<p>Fees</p>	
<p>Application Fee</p>	<p>Varies. At the pre-event meeting, the Coordinator will determine which services must be provided by City staff for event support services at full cost recovery for Police traffic and crowd control; Street sweeping, litter pickup, trash removal; Tow zone sign posting/removal; Fire inspection (food booths, tents, floats, fireworks); Electrical power hookup; Street banner installation and removal; City-owned stage setup; Barricade, cone, fence delivery/ installation/ removal; Park support (steam cleaning, litter pickup, trash recycling, removal and site management). Because some of those services can be handled by private vendors hired by the organizers, those services may be taken out of the City's cost estimate.</p> <p>NOTE: The City's initiatives are aimed at innovating service delivery models and has not yet made recommendations regarding permit fees increase and cost recovery fees. Additional studies are needed to better understand permit fees charged to event organizers and reviewing of controlling City service costs for outdoor special events are ongoing.</p>
<p>Police</p>	
<p>Other</p>	<ul style="list-style-type: none"> • Other required permits (and are the responsibilities of the organizers) depending on the event planned (e.g., Park use permit, Tow zone permit, Carnival permit, Street closure permit, Light pole banner approval, Fire Dept. activity permit, Paseo/Plaza use permit, Temporary beer or wine permit (tents, floats, fireworks, etc), Parade permit, etc.) must be obtained and copies provided to OCA. • The Organizer must submit copies of any of the above-required permits to OCA before the event can be reviewed and approved. Also, an appointment with Secondary Employment Unit is required for alcohol, street closure and/or parade permit. • Events with food and items for sale requires that the organizers check that event vendors obtained the Temporary event food permits and Temporary seller's permit. • The Organizer must obtain and maintain insurance as determined by the City of San José Office of Risk Management Division. Before any event activity can begin, OCA or SPU must have received and approved Organizer's certificate of insurance. The Organizer must submit a copy of the certificate of insurance to OCA or SPU (if in a park) no later than 14 days before the event or risk cancellation of the event.

Attachment A - Matrix Compared to Other U.S. Cities (Block Clubs, Festivals, Parades Races Events)

City	San Jose (CA)
<p>Process</p>	<ul style="list-style-type: none"> • Requires organizers to create an account and to fill out an online 'One-Start Outdoor Special Event Permit Applications' or to fill out an application either for the Office of Cultural Affairs or the Special Park Use Unit. This application is required for all public property events, including all downtown City Parks, streets, paseos and plazas, ninety days prior to the requested event date. The Special Park Use Unit schedules park use, issues the park use permits and establishes park use conditions. Event applications must be received at least 30 days prior to event. • The applicant must also include a written description of the event theme, purpose, schedule of activities, entertainment, food, beverages (including alcohol), cleanup plan, trash and recycling plan, sound and electrical, security, advertising, insurance, first aid and other information. • The application should indicate all City services required to support the event. An event site diagram and/or route map must accompany the application, indicating the layout of all equipment (booths, stages, portable toilets, fencing, etc.); all street closures (including number of lanes to be closed) and parking tow zones; the direction of travel of any parade, race, run or walk; and all other proposed event activities. • Pre-event meeting is required with a Special Event Coordinator approximately 30 to 60 days before the event. The meeting includes the coordinator, the organizer and representatives from City departments, other governmental agencies and the community (if applicable). At this meeting, the organizer will present the proposed event plan and the City will finalize an event plan that will meet public health and safety standards, provide for delivery of City services and address concerns of the community. The necessary number of portable toilets, waste containers, medical personnel, security personnel, etc., will be jointly determined and the Organizer will be informed of all required permits and insurance. (Note: Post-event meetings may be held for larger events to evaluate the event plan's success.)
<p>Restrictions of the Permit</p>	<p>The Director of Office of Cultural Affairs is authorized to attach reasonable restrictions and conditions to activities to occur at the event, including but not limited to, the duration, frequency, and restrictions on fires, amplified sound, consumption of alcoholic beverages, sports, the use or presence of animals, the use of equipment or vehicles, the number of persons to be present, the location of any bandstand or stage within a specific Park area, or the creation of any sounds, smoke, light, smell or any other thing which appears likely to create any unreasonable risk of harm or substantial annoyance to any person using the Park or to the public, or damage to any public or private property.</p>
<p>Length of Process</p>	<p>The Outdoor Special Event Permit Application to OCA or SPU (for park events) must be submitted no later than 90 days prior to the event. If an application is submitted less than ninety days before an event, the City may be unable to deliver the required City services and/or to authorize the event. Events on parks requires SPU's verification for dates of availability before an application is submitted.</p>
<p>Waiver/Exception</p>	<p>Festival, parade and celebration grants are available to help underwrite event costs.</p>

Attachment A - Matrix Compared to Other U.S. Cities (Block Clubs, Festivals, Parades Races Events)

City	San Jose (CA)
<p>Approval/Appealing Authority</p>	<p>Director of Office of Cultural Affairs/Parks</p> <p>To appeal a decision denying a Permit or the conditions imposed on a Permit, the applicant must submit a written request for hearing addressed to the City Manager at the address indicated on the notice of decision no later than the close of business on the second Business Day after service of the notice of decision to the applicant. Upon receipt of a timely written request for hearing, the City Manager shall schedule a hearing to be held no later than the day before the proposed date of use of the Park Use Area.</p>
<p>Notification</p>	<p>Outreach and event notification is required. Three step process:</p> <ul style="list-style-type: none"> • Pre-event meeting notifications: OCA staff, stakeholder representatives, event organizers, other City staff, Council District representative and neighborhood business associations affected by the event meet discuss the event. • Three weeks prior to the first event day: organizers must submit to OCA staff a sample of their outreach and share details of events with Council Offices and Neighborhood Associations. • Publication of events via local community newspapers, e-newsletters, neighborhood association websites and business district websites a minimum of two weeks prior to the first event day. Written or electronic notification is required within a 300 feet radius and to those who will be “land locked”; adjacent businesses; residents; churches/schools in the immediate area; event staging area; along the event location/footprint/route; Council District Representative’s Office; and Neighborhood and Business Associations.

Attachment A - Matrix Compared to Other U.S. Cities (Block Clubs, Festivals, Parades Races Events)

City	Seattle (WA)
<p>Type of Event</p>	<p>Special Events</p>
<p>Method of Administration</p>	<p>Centralize (via Seattle Special Events Office)</p> <p>The Special Events Committee is comprised of Police, Fire, Health, Metro, Parks, and Liquor Enforcement.</p>
<p>Fees</p>	
<p>Application Fee</p>	<p>Fees are broken down by categories: type of event, anticipated attendance, and whether an entry fee is charged. All fees must be paid at least 30 days prior to the event. See Attachment C for details.</p>
<p>Police</p> <p>Other</p>	<ul style="list-style-type: none"> • Organizers are responsible for setting up no-parking barricades to prevent parking in accordance with a Street Use or Special Event Permit. • Organizers are responsible for obtaining a Valet Parking Permit if a portion of a street will be need for vehicles to drop off and pick up passengers at a special event. • Organizers are responsible for ensuring that vendors involved with the event obtain the following permits limited to: Fire Marshall’s Office (Temporary Place of Assembly Permit, Temporary Place of Storage Permit, Temporary Place of Sale Permit, Temporary Place of Storage Permit, and Temporary Place of Storage Permit); Seattle & King County Public Health (Mobile Food Permit, Temporary Food Permit, Catering Permit); Washington State Department of Licensing (Special Occasions License, Banquet Permit, Extended Alcohol Service Area, Alcohol Caterers); and Revenue & Consumer Protection Division (Seattle Business License, Temporary Business License, and Temporary Business License Admission/Cover Charges).

Attachment A - Matrix Compared to Other U.S. Cities (Block Clubs, Festivals, Parades Races Events)

City	Seattle (WA)
<p>Process</p>	<ul style="list-style-type: none"> • An event planned to be held in a park or other public place that meets all three of the criteria: (1) is reasonably expected to cause or result in more than fifty (50) people gathered in a park or other public place; and (2) is reasonably expected to have a substantial impact on the park or other public place; and (3) requires the provision of substantial public services; OR • An event planned to be held on private property that meets all three of the criteria: (1) is reasonably expected to cause or result in more than five hundred (500) people gathered on private property; and (2) is reasonably expected to have a substantial impact on the park or other public place; and (3) is reasonably expected to require the provision of substantial public services; OR • Any other planned event in a park or other public place if the event organizer requests the City to provide any public services in addition to those that would normally be provided by the City in the absence of the event. <p>NOTE: A meeting will be the initial starting point for organizers if the event is new and/or complex; or if organizers had been cited for deficiencies in previous events. The Committee will determine what permits need organizers will need to obtain (i.e., number of barricades, security requirements, health requirements for food service, etc.). The process usually takes two to three months or more depending on the complexity of the event, community notification and the number of City department reviews. Special events should not be advertised until all appropriate permits are approved. Organizers are told to provide as much time as possible by submitting applications as soon as event plans are known. The Special Events Committee will try to expedite the permit application process for proposed time-sensitive constitutionally protected events utilizing parks should submit their Park Use Application on the first business day of the year. Parks are reserved on a first-come, first-served basis.</p> <ul style="list-style-type: none"> • Maps are required that details the perimeter of the event (including street names), directional arrow, twenty-foot (20') fire lanes, fencing/barriers, street closures, bleachers, booths, canopies/tents, cooking areas, generators, vehicles, beer gardens (and separate map required), number and dimension of entrances/exits, staging areas, etc. with directional arrows, etc. • Equipment planned for the events (i.e., Staging/Scaffolding, Fireworks, Amplified Sound, Tents/Canopies (number), Inflatables/Bouncy Toys, Signage, Generator Stations, Portable Restrooms, etc.) • Events held on Parks property (entirely) or any portion of the event takes place in a Seattle Park require a separate Park Use Permit, with additional fees. (Applicable if your event is protected by the First Amendment to the U.S. Constitution, which makes the application fee \$50; and • Public Safety Plan (for events with 1,000 or more attendees) - conditions and requirements will be set by the Seattle Fire Marshal, Seattle Police Department, and other agencies (where necessary to ensure the health and safety of neighboring residents) • Noise Variance
<p>Restrictions of the Permit</p>	
<p>Length of Process</p>	<ul style="list-style-type: none"> • Application must be submitted at least ninety (90) days prior to the first day of the event.
<p>Waiver/Exception</p>	

Attachment A - Matrix Compared to Other U.S. Cities (Block Clubs, Festivals, Parades Races Events)

City	Seattle (WA)
<p>Approval/Appealing Authority</p>	<p>Special Events Committee</p>
<p>Notification</p>	<p>Neighborhood and community outreach (*)and notification plans are required and must adhered to the following timetable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit copies of notification and media materials, notification area, methods of delivery and plan for review [60 days before event] <input type="checkbox"/> Notify affected neighbors in writing [60 days before event] <input type="checkbox"/> Obtain sign-offs from neighbors and businesses along street closures [60 days before event] <input type="checkbox"/> Notify affected neighbors in writing (second round) [30 days before event] <input type="checkbox"/> Submit sign-offs to Neighborhood District Coordinator [30 days before event] <input type="checkbox"/> Submit the completed and signed Outreach Checklist Form to Neighborhood District Coordinator [30 days before event] <p>* All residential, business neighbors, residential associations, chambers and community stakeholders within a minimum of a one block radius of the held event. If required, the Neighborhood District Coordinator will notify the organizers.</p>