

# CITY OF HIGHLAND



## SPECIAL EVENT APPLICATION

Authorized under City Ordinance Sec. 64-3-1

**PURPOSE:** The City of Highland supports various community activities and festivals throughout the year. Establishing public safety and coordinating needs between the events and the city are the overall goals of this process. It is the responsibility of the specific event Sponsors to obtain, complete, and follow through the application process for city approval.

### **DEFINITIONS and FEES:**

**Special event:** A “Special Event” is defined as: (1) any event, race, gathering, demonstration, or service; (2) that occurs partially or completely within the jurisdiction of the City of Highland; (3) is expected to draw crowds in excess of one hundred fifty (150) attendees; and (4) is expected to or could disrupt normal daily functions within the City of Highland including but not limited to traffic congestion and excess noise; or could create a public health/safety concern without proper precautions or prior planning. Specific examples would include (but are not limited to): The Kirchenfest, Schweizerfest, 5K runs, parades, Art in the Park, Fourth of July Festivities, Madison County Fair, etc. The City Manager will make the final determination as to whether an event qualifies. This will be based upon the totality of the circumstances presented.

**Ongoing Event:** An "Ongoing Event" is defined as any event that occurs partially or completely within the jurisdiction of the City of Highland consecutively for a period of time that exceeds more than two times monthly. Specific examples would include (but are not limited to): automobile races, re-occurring sporting events not affiliated with HUSD5, weekly music festivals, and other weekly reoccurring events). The City Manager will make the final determination as to whether an event qualifies. This will be based on the totality of the circumstances presented and will require approval depending on requests of individual departments by their Directors.

### **Highland Public Safety Fees for Special Events:**

**Police Department:** The Highland Police Department will be paid at a rate of \$50.00 per officer per race event (runs or bicycle) when required for traffic control. The Highland Police Department will be paid at a rate of \$100.00 per officer per day, per event when officers are requested outside of the normal day-to-day operation.

**Emergency Medical Services Department:** No additional fees for Special Events unless organizers require service outside of the normal day-to-day operation.

### **Fire Department:**

No additional fees for Special Events unless organizers require service outside of the normal day-to-day operation.

### **Highland Public Safety Fees for On-Going Events:**

**Police Department:** The Highland Police Department will be reimbursed at a rate of 1 ½ times the rate of the officer working the ongoing event. Scheduling will be arranged and agreed upon by the organizer, the Chief of Police or his/her designee.

### **Emergency Medical Services Department:**

The Highland Emergency Medical Services Department will be paid at a rate of \$75.00 per half hour when requested for an ongoing event. Scheduling will be arranged and agreed upon by the organizer and the EMS Chief or his/her designee. The following are details of provided additional service:

- Two crew members to provide medical services throughout the event.
- Fuel charges consistent with leaded mile rate.
- Medical supplies used during the event
- Wear and tear on the truck for idle state

Trucks must remain in an idle state throughout the course of the event for patient comfort and to maintain moderate temperatures for medications and I.V. fluids. Scheduling will be arranged and agreed upon by the organizer and the Emergency Services Chief or his/her designee.

### **Fire Department:**

The Highland Fire Department will be reimbursed at a rate of \$21.00 per firefighter per hour working the ongoing event. Scheduling will be arranged and agreed upon by the organizer and the Fire Chief or his/her designee.

### **PROCEDURE:**

1. All Requests will be directed to Highland City Hall, to the attention of the Director of Support Services.
2. Applications will be available at Highland City Hall, Monday-Friday, 8:00 am to 5:00 pm or online through the City's web site.
3. Applications will be completed by the Event Sponsor and submitted at least 60 days prior to the event. The application must be signed by the Event Sponsor Responsible Party. Incomplete applications will not be accepted. If an application is accepted and later determined to be incomplete, the applicant will be notified by the Director of Support Services. Failure to provide information will result in denial of application.
4. The Director of Support Services will forward the application to all city departments that have responsibilities relating to the event. If necessary, a committee meeting involving the event Sponsor and city stakeholders may take place to clarify questions, determine specific needs, and address concerns.
5. The event Sponsor is required to obtain final approval for the special event from the City Manager. The City Council may announce the special event to the public at a scheduled Council meeting.

**CITY OF HIGHLAND-SPECIAL EVENT APPLICATION**

**Name of Event:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_ Festival \_\_\_\_\_ Race \_\_\_\_\_ Other Fundraiser \_\_\_\_\_ Service \_\_\_\_\_ Parade  
\_\_\_\_\_ Other (please specify): \_\_\_\_\_

**Description of Event:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Sponsoring Organization/Individual:** \_\_\_\_\_

**Event Responsible Party:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone(s): \_\_\_\_\_  
Email: \_\_\_\_\_

**Date(s) of Set-up:** \_\_\_\_\_

**Event Date(s) / Times:** \_\_\_\_\_

**Date(s) of Tear-down:** \_\_\_\_\_

**Expected Attendance:** \_\_\_\_\_

**Alcohol License Required:** \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, application submitted: \_\_\_\_\_ Yes \_\_\_\_\_ No

**Sound Amplification System utilized:** \_\_\_\_ Yes \_\_ No (*Only available for the Square*)  
If yes, hours of operation: \_\_\_\_\_

**Funding request of the Council:** \_\_\_\_\_ Yes \_\_\_\_\_ No  
Amount requested: \$ \_\_\_\_\_  
Purpose for Funding: \_\_\_\_\_

**Street Dept:** Signage, Barricades, Street Closures (Specify): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Electric Dept:** Electrical Service, Lighting (Specify):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Public Safety:** If anything needed in addition to below (Specify):

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**HCS Services:** Wi-Fi or other technological needs (Specify):

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**Other City Services:** Restrooms, City Officials (Specify):

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**Refuse Dumpsters (Charges Apply):** Contact Republic Services at 618-656-6883 to request a temporary dumpster.

**Signs:** Per the City of Highland’s Municipal Code, signs are disallowed on public right-of-way. If you wish to display signs on right-of-way, please indicate the requested location of signs: \_\_\_\_\_

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*If approval is granted, signs must not be displayed within roundabouts or within any area that is difficult for vehicles to see around and creates a traffic safety issue. All signs within right-of-way must be displayed no more than two weeks prior to the event unless specifically requested and removed within two days after the event.*

**Specify Special Event or Ongoing Event** (as defined above) \_\_\_\_\_

**Specify Route Option #** \_\_\_\_\_ (listed on attached Maps)

Route must be approved by Public Safety director before application can be brought to council for approval.

**Check the boxes below for what Services apply and number of each service needed**

(See Page 1 & 2 and Race Option/Maps provided for more information)

- Police** – Number of officers needed for Event \_\_\_\_\_
- EMS** – Number of Emergency Medics needed for Event \_\_\_\_\_
- Fire** – Number of Firefighters needed for Event \_\_\_\_\_

**Application Checklist (Attachments):**

- Council Meeting Scheduled for approval
- Certificate of Insurance: (Must attached for approval)
  - Must be General liability
  - \$1 Million per occurrence/\$2 million aggregate
  - City named as “additional insured” If Event is on city property.
- Site Plan Rendering
- Evacuation Plan
- Fire Plan
- Parking Plan

**City Services Requested:** – Please attach additional documents such as maps, flyers or any other detailed information.

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**Event Sponsor Responsible Party**

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Date

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**City Manager**

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Date