

# SPECIAL EVENTS POLICY

1. Outdoor community and special events requiring temporary closures of rights-of-way must have the written approval of the Mayor for the closure prior to the event. Permits may be granted at the discretion of the Mayor after considering safety, traffic disruption, availability of alternate traffic routes, and other impacts of the closures. Outdoor events using parks and City-owned property are subject to the Mayor's approval. The Mayor shall report to the Council all events requiring insurance. If there is a question on whether the event is a special event, the City Clerk will contact MMIA to verify.
2. All producers or organizers of special or community events may be required to provide a damage/cleaning deposit for their particular event. Deposits will be collected by the City Treasurer and will be held until the event is over and damage or loss can be determined. A list of deposits is shown below:
  - a. Residential Block Parties (requesting temporary closure of right-of-way)
  - b. Parades and other temporary closures of right-of-way
  - c. Parks (group use, reservation requested)
  - d. Use of City Hall facilities
3. Consumption of alcoholic beverages and smoking will not be permitted on City property.
4. Expenses incurred by the City as the result of an event will be reimbursed according to the following schedule:
  - Overtime costs incurred by the Street Department, or any other department must be reimbursed. Overtime estimates can be obtained from the City prior to an event. Fees based upon the estimates will be collected by the City Treasurer. Any overpayment will be returned to the event organizers or producers. In the event that the Streets Department or any other departments are called out, a four (4) hour minimum will be charged.
5. Park fees shall be set by the City Council.
6. Permits must be filed with the City Clerk's office 3 weeks prior to the event being held. Multiple day events must have a permit specifying all days involved
7. Special Events Liability Insurance may be required on certain events. The City of Harlem must be named as an additional insured. Proof of insurance must be filed with the City Clerk's office 1 week prior to the event being held.
8. Sponsors/Organizations of the special event will have the sole responsibility for the clean up of garbage, candy debris, horse manure, etc.
9. No throwing of candy from floats/rides will be allowed. Candy may be distributed by individuals walking along the parade route.
10. Parades will be required to supply a mapped route with the permit application.