

## **TOWN OF SALEM SPECIAL EVENTS POLICY**

### **Purpose**

Special Events present an opportunity to invigorate civic pride and to celebrate the social and cultural aspects of our community.

It is the purpose of this policy to regulate Special Events held in the Town of Salem, on town-owned property, so that such events can occur with the safety and health of the participants in mind, the protection of public property considered, and the impact on non-participating citizens minimized.

### **Definition**

A Special Event is defined as an event sponsored by an individual, group and/or organization proposed to be held in the Town of SALEM on any town-owned property. Special Events are events which will impact normal vehicle and pedestrian traffic and/or the safety of citizens and visitors, and which may require town services. Examples of such events include but are not limited to public events such as foot races, bike races, parades/marches, festivals, concerts, celebrations, tours, shows, sales, block parties, or private events such as family gatherings, receptions, etc. held on Town property.

### **Criteria for Evaluating and Scheduling Special Events**

The First Selectman or his/her designee is charged with the responsibility of determining whether or not an application to hold a Special Event shall be approved.

Factors to be considered will include but not be limited to:

- The frequency with which a recurring event is held.
- The impact of the event on the general public.
- The applicant's apparent ability to execute the event.
- The budgetary, manpower, and health and safety implications of the event.

### **Special Event Permit Application Submittal**

Parties who wish to make a request to hold a Special Event shall contact the Town during office hours to complete the Special Event Policy Application forms. The completed request form shall be submitted to the Town no fewer than 21 days prior to the requested date. The Town will make every effort to respond to requests in a timely manner. Town officials are available to help applicants comply with the Special Events Policy.

Applicants must file a detailed event plan including a map for the event if required.

## **Application Review Policy**

The First Selectman or his/her designee shall initially review the application to ensure that all necessary information is provided and that the proposed event does not conflict with previously-scheduled events.

The application may be subject to review by various Town officials or departments, such as the following:

Police Department  
Fire Marshall/Public Works  
Sanitation/Health Department  
Building Official  
Planning and Zoning

This review will determine if special services and/or additional licenses, permits or fees are required.

## **Fees and Charges**

Rental fees will be charged, based on the fee schedule approved by the Board of Selectmen. All fees should be considered nonrefundable, though under special circumstances the First Selectman or his/her designee may make exceptions or waive fees.

Security deposits, payable by separate check or money order to the Town of Salem, will be required to cover potential damage or clean up. In the absence of such damage or clean up, these deposits will be returned following the event.

## **Application Approval/Denial Notification**

The Town shall notify the applicant(s) of approval or denial of all special event requests. If the application is approved, the area will be reserved exclusively for the applicant's event. If disapproved, the party shall be notified in writing. Applicants may request review by the Board of Selectmen.

All participants in special events shall abide by all local, state and general codes, regulations and laws, and will assume responsibility for their actions and any consequence thereof, associated with the special event.

## **Insurance/Hold Harmless and Indemnification**

Sponsors of special events and any applicable vendors must provide to the First Selectman or his/her designee, no later than seven days prior to the event:

- A Certificate of Insurance listing the Town of Salem as Additionally Insured. Limits of insurance liability shall be no less than \$1,000,000 per occurrence. Limits and types of insurance may change because of the differing activities of each special event.
- A completed Town Hold Harmless and Indemnification Agreement.

Failure to produce any of these items by the above deadline may result in cancellation of the special event.

## **Regulations**

The event sponsor (applicant) shall be responsible for compliance with the following regulations:

1. Alcohol: No Alcoholic Beverages are allowed on Town property.
2. Food Sales: The special event sponsor is responsible for ensuring that all food sales meet federal, state and local health department requirements. A temporary food permit must be obtained from the Town of Salem at least seven days prior to the event.
3. Vending: Any vendors present must be uniformly identified as part of the special event. Vendors shall have and display all licenses necessary to operate. Any person or business setting up a booth (or something comparable) to sell, advertise, or give away items at the event must also meet the Insurance requirements stated in the **Insurance/Hold Harmless and Indemnification** section of this policy.
4. Waste Removal: The special event sponsor must make arrangements for the proper cleanup of the special event site both during and after the special event. An unkempt special event site may result in forfeiture of the event deposit and/or refusal of future use.
5. Security: A minimum level of security may be required by the Town for the event. If required, the appropriate number of security personnel shall be determined by the Town Police Department in consultation with the special event sponsor.
6. Traffic Control: When required, traffic control on roads shall be performed by police officers. Any off-duty police officer(s) hired by the sponsor of the

event will operate under the direction of the First Selectman or his/her designee. All costs of police officers and/or security personnel shall be paid by the event sponsor. A special event application will not be approved until a security plan has been finalized for the event.

7. Toilets: It is the responsibility of the sponsor to provide and pay for an acceptable number of additional toilets as determined by the Town Sanitarian.
8. Electricity: Specific requirements for electricity must be submitted at the time of application for a special event.
9. Music and Entertainment: Entertainment including sound amplification must show good judgment and be aware of surrounding neighbors. Complaints may be justification for discontinuance of amplified music and entertainment.
10. Parking: Vehicles may be parked only in designated parking areas.

### **General**

All Special Events are subject to terms established in this application process. Failure to meet these terms may be grounds for the Town to revoke the permit.

Approved by the Salem Board of Selectman: April 3, 2012

Effective Date: April 4, 2012