

## **Special Events General Information Acknowledgement**

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The City of Easton is pleased to facilitate your community events. Our commitment is to provide well-maintained facilities and offer professional assistance to meet your needs. However, there are some limitations which restrict the type of activity which can take place and the timing of the events. Therefore, appropriate request and application shall be made prior to your event.

### **Application:**

Written application must be made to the City of Easton through completion of the Special Events Request Form and /or vendor application, when applicable. Applications must be received by the City of Easton at least ten (10) working days prior to the event. Upon approval, event organizers and/or vendors are responsible for providing certificate of insurance and any other information or materials so requested. Events necessitating street closings, traffic control and other special arrangements may require meeting(s) with the City Logistics Team

### **Scheduling:**

Dates and times must be approved by the city. For events involving street closures and/or rerouted traffic patterns, police department approval is necessary. Large events are most appropriately planned for weekends. Sunday events in the downtown may not be scheduled (when traffic flow is likely to be affected) before 12:00 p.m.

### **Security**

Event organizers are responsible for security of their property and the acquisition of security persons. Off-duty city police officers can be contracted via the Chief's office; however, private security agencies are typically acquired at a lower cost. Event organizers must provide a clause holding the City of Easton harmless regarding security of the event property and event activities.

### **Insurance**

Event organizers as well as vendors participating in events are required to provide a Certificate of Insurance naming the City of Easton as "Additional Insured". The policy must show the organization is insured

for a minimum of \$1,000,000 bodily injury and property damage combined liability limit per occurrence during the times the events are to take place.

**Rules of Conduct**

City facilities may only be used for the purpose designated or implicit in their character. All rules, regulations and ordinances of the City of Easton are to be enforced and adhered to by event organizers. Further, event organizers are responsible for group conduct and for guaranteeing that the rules are followed. Failure to enforce these rules may result in damage charges, additional personnel costs and or legal prosecution.

**Fees**

As set forth by the Fee Ordinance and as stipulated by the Parks and Recreation Department, security deposits, rental and license fees and /or labor expense fees may be applicable. Fees for use of city pavilions and parks are non-refundable. Most commonly referenced fees for special events are listed below. A copy of the City of Easton Fee Ordinance is available upon request.

<b>Security Deposits:</b>	
City Areas (such as circle, Amphitheater)	\$100.00
Pavilions	\$ 25.00
<b>Rentals:</b>	
Amphitheater	\$ 0.00 (with call-out for labor costs)
Bandwagon (within city limits)	\$ 75.00
Bandwagon (every day beyond 1st)	\$ 20.00

<b>City of Easton overtime coverage</b>	Based on labor costs

The city may impose and pass on other real costs to the event organizers not outlined within the above list. Overtime costs for the city personnel during, and as a result of the event, will be invoiced listing costs as associated. Full payment is expected within thirty (30) days of receipt.

Vendors are required to have a Special Events Vending license at a cost of \$10.00 if they do not currently have a City of Easton Business license. Non-profit organizations receive a license fee waiver upon furnishing proof of the non-profit status. Food vendors must also submit a Food Vending License request and pay the appropriate inspection fee. All food vendors must receive and pass inspection on the day of the special event. Each location, food cart, wagon, table or other type of preparation and/or packaging area requires an inspection at a cost of \$20.00 each. Fees for inspections are not waived for non-profit organizations. For more information about the vendor requirements, please refer to the Vendor Application.