

CHAPTER 868
Special Events

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CROSS REFERENCES

Minors' curfew - see GEN. OFF. 660.01

Disorderly conduct - see GEN. OFF. 660.02

Licensing in general - see B.R. & T. Ch. 804

Garbage and rubbish collection and disposal - see S.U. & P.S. Ch. 1060

868.01 SPECIAL EVENT DEFINED.

For purposes of this chapter, a "special event" means a block party, festival, celebration, concert or any similar occurrence or event to be conducted for a charitable, historical, educational or public or civic purpose and not for profit within any zoned district within the City of Litchfield.

(Ord. 95-3. Passed 5-8-95.)

868.02 PERMIT REQUIRED; LOCATION REQUIREMENTS.

(a) No person shall participate in, advertise for or in any way promote, organize, control, manage, solicit or induce participation in a special event unless a permit has first been obtained from the Chief of Police. No person shall violate any of the terms of a permit issued for a special event or the terms of this chapter, nor join or participate in any permitted activity under this chapter over the objection of a permit holder or in any manner interfere with the progress or orderly conduct of a special event.

(b) A person shall be allowed to conduct a special event in any zoned area within the City of Litchfield if he or she or it has first secured a permit pursuant to this chapter.

(Ord. 95-3. Passed 5-8-95.)

868.03 PERMIT APPLICATION; TIME OF FILING.

(a) Application for Permit. An application for a permit for the holding of a special event shall be made upon a form provided by the Chief of Police and shall contain all of the following information:

- (1) The name, residence and business address and telephone number of each person and organization sponsoring the special event. If an organization, the application shall contain the name, residence and business addresses of the president or chairman thereof;
- (2) The date or dates and the beginning and ending hours of the special event;
- (3) The designation of the street address or intersection in which the special event will be conducted or occur;
- (4) Specification of any streets or intersections which the applicant is asking to be closed on a temporary basis.
- (5) Whether parking is requested to be restricted or prohibited during the special event and, if so, in what areas;
- (6) Whether any sound amplification equipment is proposed to be used and, if so, information describing such sound amplification equipment;
- (7) Whether charity, gratuity or offerings will be solicited or accepted or sales of approved beverages or other merchandise will occur; and
- (8) Such other information as the Chief of Police deems reasonably necessary in order to carry out his or her duties under this chapter.

(b) Time of Filing. The application for a permit shall be filed not less than ten days prior to the scheduled date of the special event. Failure to file on time will result in the denial of a permit. (Ord. 95-3. Passed 5-8-95.)

868.04 GARBAGE AND LITTER REMOVAL REQUIRED.

Applicants shall provide for the collection and removal of all trash, garbage, and litter caused by or arising out of the special event. Each applicant shall enter into a written agreement specifying the duties to be performed under this section. The written agreement shall be in a form approved by the City Attorney.

(Ord. 95-3. Passed 5-8-95.)

868.05 INDEMNIFICATION.

Applicants shall agree in writing to assume the defense of and indemnify and save harmless the City, its Councilpersons, boards, officers, employees and agents, from all suits, actions, damages or claims to which the City may be subjected, of any kind or nature whatsoever, resulting from, caused by, arising out of or as a consequence of the special event. (Ord. 95-3. Passed 5-8-95.)

868.06 PERMIT CONDITIONS.

Any permit granted under this chapter may contain conditions reasonably calculated to reduce or minimize the dangers and hazards to vehicular or pedestrian traffic and the public health, safety, tranquility, morals or welfare, including, but not limited to, changes in time, duration, number of participants or noise levels. (Ord. 95-3. Passed 5-8-95.)

868.07 PERMIT ISSUANCE.

A permit shall be issued by the Chief of Police when, from a consideration of the application and from such other information as may otherwise be obtained, he or she finds that all of the following circumstances exist:

- (a) The applicant has not knowingly and with intent to deceive, made any false, misleading or fraudulent statements of material fact in the application for a permit or in any other document required pursuant to this chapter;
- (b) The applicant has met the standards in this chapter and agrees to such conditions as are imposed in the permit;
- (c) The time, the duration and size of the special event will not substantially disrupt the safe movement of traffic;
- (d) Any required or necessary street closure is of a size or nature such that it will not require the diversion of so great a number of police officers so as to prevent normal police protection to the City;
- (e) The concentration of persons will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to that area where the special event is being held; and
- (f) Any required or necessary temporary street closure will not unduly interfere with the moving of fire-fighting equipment on the way to a fire and, further, will not unduly interfere with the orderly operation of parks, hospitals, churches, schools or other public and quasi-public institutions of the City.

(Ord. 95-3. Passed 5-8-95.)

868.08 PERMIT ISSUANCE OR DENIAL; NOTICE.

Written notice of the issuance or denial of the permit shall be provided to the applicant within five days of receipt of an application or as soon as practicable if received less than ten days in advance of the proposed date of the special event. If a permit is denied, said written notice shall state the reason for denial. (Ord. 95-3. Passed 5-8-95.)

868.09 APPEALS.

(a) Appeals Procedure. Upon the denial of a permit by the Chief of Police, the applicant may appeal by filing the appeal within forty-eight hours or two City working days, whichever is longer, with the City Manager or his or her designated representative, who shall set the appeal for hearing within forty-eight hours. The City Manager will notify the applicant orally and in writing of the date and time of the hearing. After holding the hearing, the City Manager may reverse, affirm or modify in any respect the determination of the Chief of Police.

(b) Waiver of Time Limitations. For good cause shown, the Chief of Police may waive the time limitation set forth in Section 868.03(b) for filing an application and the City Manager may waive the time limitation set forth in subsection (a) hereof for filing an appeal.
(Ord. 95-3. Passed 5-8-95.)

868.10 PERMIT REVOCATION.

Any permit for a special event issued pursuant to this chapter may be revoked by the Chief of Police at any time when, by reason of emergency, disaster, calamity, disorder, riot, extreme traffic conditions, violation of this chapter or any permit conditions, or undue burden on public services, he or she determines that the health, safety, tranquility, morals or welfare of the public or the safety of any property requires such revocation. Notice of revocation of the permit shall be delivered in writing to at least one person named upon the permit by personal service or by certified mail, or if the closure has commenced, orally, or in writing, by personal contact or service, or by telephone. Continuance after such notice has been delivered is unlawful. (Ord. 95-3. Passed 5-8-95.)

868.99 PENALTY.

(EDITOR'S NOTE: See Section 202.99 of the Administration Code for the general Code penalty if no specific penalty is provided.)