

## PARKS SPECIAL EVENT REVIEW TEAM POLICY

### TEAM COMPOSITION:

Fire, Parks, Police, Public Health, Traffic Engineering

### PURPOSE:

The purpose of the team is to support and better manage large community events conducted on public park property.

### GOALS:

1. Ensure public safety before, during and after an event.
2. Mitigate impacts on surrounding neighborhoods and other park activities.
3. Streamline the event planning process by providing direct and organized access to key city personnel involved in the support of the event.

### THE FOLLOWING CONDITIONS WOULD INDICATE THE NEED FOR THE PARKS SPECIAL EVENT REVIEW TEAM ACTION:

1. Events anticipating attendance of 1000 persons or more or exceeding the normal capacity for that park venue.
2. Events with probable significant impacts on adjoining neighborhoods such as extended park hours, parking problems, noise problems or general congestion in the areas of the event.
3. Events with probable significant impacts on other park events or services such as the need to close off boat launch facilities or deny access to public park areas for extended periods of time.
4. Events requiring paid admissions or areas of the park fenced off to control access.
5. Events proposing carnival rides or other carnival attractions.
6. Events proposing the display of live animals such as a circus performance.
7. Outdoor concerts or dances with either paid or free admissions.
8. Events requesting fireworks displays.
9. Large fund raising events such as walks, runs, or bike events that extend beyond the actual park boundaries. (Should an event of this nature be reviewed by the Street Use Team, referral is not required to the Parks Special Event Team.)
10. Any event specifically referred to the team by an Alderperson.
11. Any event specifically referred to the team by the Park Commission.
12. Any event that has the sale of alcohol.