

VILLAGE OF NORTH BRANCH – SPECIAL EVENTS RULES AND REGULATIONS

A. SPECIAL EVENT APPLICATION REQUIRED:

Any person, group or organization wishing to sponsor or hold a Special Event in the Village of North Branch will be required to complete the Village of North Branch Special Event Application. Applications are available at the Village Offices or the Village Website-www.northbranchvillage.org.

The Village of North Branch may hold its own special events, it may contract with one or more organizations to perform special event services, or it may jointly sponsor a special event with one or more organizations. In such cases the Village Council and any participating organization(s) shall submit a special event application to the Village which shall include an itemization of the Village's financial participation and, if applicable, the co-sponsoring organization's financial participation. Requests for joint sponsorship with the Village will be considered during the budget appropriation process.

The Village will provide a complete review of any special event application, including consultation with the applicant as may be reasonably necessary to resolve problems, at no charge to event sponsors.

Sponsors of Special Events should be aware that noise generated by the event could have an impact on the neighborhoods near the event site. Sponsors must be considerate of the neighbors and be aware of the Village ordinance provisions dealing with sound and noise.

B. FEES FOR SPECIAL EVENTS:

This section shall take effect August 18, 2022.

Fees shall be charged for Village Services provided to Special Events as follows:

1. **HOURLY RATE** shall be the hourly cost for any employee working on a special event as established by the Village Council. Hourly rate shall exclude expenses related to the employee including fringe benefits and overhead.
2. **OVERTIME** shall be the overtime hourly cost for any employee working on a special event during a time period that would be considered overtime for Village Payroll records, excluding the actual cost for fringe benefits.
3. **PURCHASED OR RENTED MATERIALS** shall include all direct costs for all materials purchased or rented by the Village of North Branch for use at the event. An administrative fee shall be added to all purchased or rented material to cover costs related to order processing and vendor payment.
4. **EQUIPMENT CHARGES** shall be the current equipment rental rates charged by the Village of North Branch.

C. BILLINGS FOR SPECIAL EVENTS:

Special Event billings by the Village shall be itemized as follows:

DPW Employee Straight time/Overtime \$
Police Employee Straight time/Overtime \$
Equipment Charges \$
Purchased Materials \$

D. **CIVIC ORGANIZATIONS AND MERCHANTS IN SPECIAL EVENTS:**

Local non-profit organizations and local merchants in the vicinity of the special event being held shall be given the opportunity to participate in the special event to the greatest extent practical, consistent with the nature and purpose of the event.

E. **SPECIAL EVENT SIGNS:**

The special event application shall include a description of the advertising signs which are proposed to be used for the event. The use of the signs shall conform to the description contained in the application, or as modified by the Village Council in its approval resolution. All signs are subject to the approval of the Village. **There will be no Village/Park sidewalk or walking path/street painting with permanent paint. Non-permanent paint and wash away chalk will be allowed.**

F. **LIABILITY INSURANCE REQUIREMENTS:**

All sponsors of special events shall carry general liability insurance with coverage for bodily injury, death, and property damage of at least \$1,000,000 per occurrence and \$1,000,000 aggregate. An event sponsor shall be required to provide a valid certificate of insurance naming the Village of North Branch as an additional insured prior to the event.

G. **SPECIAL EVENT REVIEW COMMITTEE:**

The Special Event Review committee shall consist of the Village Council, Police, Fire Chief and the Public Works Supervisor.

H. **TWO OR MORE APPLICATIONS FOR THE SAME EVENT DATE:**

In the event that two or more Special Event Applications are received for the same date and time the date and time that each application was received by the Village of North Branch shall determine the order of preference. Once a Special Event Permit has been granted further permits for the same date, time, and general location will not be allowed unless the Village Council is convinced that no additional staffing or other Village resources would be required and/or that the holding of the two special events would not cause any interference or confusion between them and that they would complement each other.

In the event that two or more Special Event Applications are received at the same time for the same date and time the Village Council has authority to resolve date and time conflicts with the sponsors filing each application.

I. **RESERVATION OF ANNUAL EVENT DATES:**

If an event is intended to be an annual event at regularly scheduled dates, the current year's application may include the following year's requested dates. Approval of the current year's application may include a reservation of the next year's proposed dates. However, it will not constitute approval of the next year's event, which must have its own timely application submitted for Village approval. In general, the Village will not approve Special Event dates more than one year in advance.

J. **WRITTEN CONFIRMATION OF CITY APPROVAL:**

Upon approval of the Special Event Application a written confirmation as to the action of the Village Council will be forwarded to the individual or organization requesting the event by the Village Clerk's Office. This confirmation will outline any special conditions that must be met if the event is to be held. The Village of North Branch Special Event Application form must be completed for all special events that take place on property owned or controlled by the Village of North Branch.

ADOPTED: 10/06/2022