

Special Event

(Sec. 24-73)



Application is received through online system; Event Services Specialist receives all applications and sends to City Event Committee.



City Event Committee

Meets 3rd Wednesday
of each month if
needed

Each respective department
representative sends back
comments, questions, approvals or
information requests through the
online portal.

No Issues

City Event Services Specialist
works with organizer to resolve
issues and/or suggest
alternative options.

Issues

If approval from departments
is garnered, final approval is
issued through online portal.

If issues are resolved
or alternative
options chosen:

Final approval is
issued through
online portal.

****Alcohol Waivers, Operations Agreements
with coordination of city services, and
sponsorship agreements go to City Council
for approval.****

**** Event organizers can withdraw or request their
application be cancelled at any time during the
process if they no longer deem a permit necessary
for their event.**