

Background Information for City Code Change 919.06

DEFINITIONS

Event

An event is defined as a planned social function, occurring either one-time, on an annual basis or as part of a series. A permit is required for events held on public property. Events often celebrate a community, neighborhood, local heritage and/or cultural experiences through the presence of live performances, food and merchandise, and/or interactive exhibits.

- **Special Activity**

Any non-commercial, organized activity in a City park, with minimal impact on the park or amenities. Typically special activities include picnics, weddings, reunions, revivals, filming, photoshoots, and other passive activities with invited guests only, but may also include rallies, demonstrations and first-amendment activities.

- **Special Event**

Any organized activity utilizing City parks and/or streets that draws a crowd, requires set-up/installation of support items, or use of park space beyond normal use. Typically Special Events include concerts, festivals, private functions, ceremonies, rallies, and/or promotional events (weddings, family reunions fitness/personal training classes or programs are not considered special events).

- **Block Party**

Any recreational, organized activity that requires the temporary closure and use of residential City streets and sidewalks for the purpose of hosting an event.

- **Marine Event**

Any non-commercial, organized activity that occurs on a City managed waterway. Fishing activities are exempt from needing an event permit.

- **Race Event**

Any organized activity where participants register for a timed, fixed distance or fundraising event in which participants follow an approved race event course with a designated start/finish location at a defined start time. For the purposes of this chapter, "race event" shall include any combination of walking, running, skating, cycling, or operation of a non-motorized device with the exception of parades.

Normal Use

Activity in park spaces that does not impact or inhibit use by the general public, that does not otherwise alter or damage the space, and does not generate trash that exceeds the park container limits.

POLICIES

Special Activity Permit

The CRPD Office of Special Events issues Special Activity Permits to individuals and organizations conducting picnics, weddings, reunions, revivals, filming, photoshoots, rallies, demonstrations and first-amendment activities at public parks. Special Activities including, but

not limited to, 50 – 100 participants require a permit. In addition Special Activities have minimal participant safety concerns, or do not meet the department threshold for being required to have insurance for the activity. Any concessions, alcohol and/or temporary structures requiring city permits are not permitted under a Special Activity Permit. Typically Special Activities are private, but must be free to attend. Applications filed less than 7 days are subject to a \$50 expediting fee if processing is possible. Inflatable amusements such as bounce houses, slides, etc. are not permitted unless the permit holder obtains public liability insurance naming the City of Columbus as an additional insured for \$1,000,000 as required by policy. The Event Coordinator is responsible for following all park policies.

Special Event Permit

The Special Event Permit is required when activities such as food vending, merchandise sales, concerts, fireworks, fundraising, exhibits, or alcoholic beverage sales are planned. Typically a permit is needed when the event attendance is over 100 participants. Frequently these events include street closing and are marketed citywide or regionally and involve extensive planning and coordination by multiple city departments. Special Event Permits are issued for events held within city parks and/or downtown streets. Event coordinator must submit a detailed site map and certificate of insurance with the Event Application online. The deadline to submit an Event Application for a Special Event Permit is 60 days prior to the event.