

**City of Ridgeland Application for
SPECIAL EVENTS PERMIT
(Please Allow 3 Weeks for Approval)**

Name & Address _____
Of _____
Individual/Business: _____

Type of Event: (Details) _____

Location of Event: _____

Date(s) of Event: _____ to _____

Hours of Event: _____ to _____

Estimated Crowd Size: _____

What arrangements will be made for adequate restroom facilities: _____

What arrangements will be made for clean-up at completion of event: _____

Contact Person: _____ Phone: _____

Signature of Contact Person: _____ Date: _____

You must do the following before your application will be considered:

- 1). You must present to the Chief of Police or his designee your plan for parking and traffic control. You must state in this plan whether or not police or private security personnel will be needed to direct and handle traffic and parking.
- 2). If the event is to have outdoor music, a written statement will be required from the applicant stating that the applicant will comply with the noise ordinance of the City of Ridgeland, MS.
- 3). If there is a need for Police Department and/or Public Works Department personnel to work in controlling the special event, the applicant will agree in writing to pay this cost.
- 4). The applicant must post a bond in the minimum amount of One Thousand Dollars (\$1,000.00). Please submit a separate check in that amount made payable to the City of Ridgeland with your special event application. This is to insure that the event area is immediately cleaned up after its conclusion and any City employee who works overtime as a result of the special event will be compensated from the bond proceeds.
- 5). Submit the above application and information to the Patrol Division Commander with a non-refundable filing fee of One Hundred Dollars (\$100.00), together with the above referenced bond. Upon receipt, the Patrol Division Commander and/or his designee will review and make a

recommendation to the Chief who will review the application and present same to the Board of Aldermen for subsequent approval. Please allow a minimum of three weeks to complete this process.

- 6). If the event will involve a race and/or walk, please submit a map reflecting the proposed route, together with a description of the route. If any portion of the route will include portions of the Natchez Trace, you must first obtain approval from the Natchez Trace Chief (Phone No. 662-680-4014; Ridgeland Office: 601-856-7321) and documentation reflecting this approval must be submitted with the application.
- 7). If the event is to be held at Old Trace Park, you must first seek approval from PRVWSD Parks & Recreation (601-856-6319) and obtain a facility use application which must be submitted with your application.

Approved Chief of Police or Designee _____

Denied Date: _____

***A copy of the Special Events Ordinance should be attached to this permit when applicant receives it.**

ARTICLE II. SPECIAL EVENTS**DIVISION 1. GENERALLY****Sec. 10-31. Definitions.**

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section except where the context clearly indicates a different meaning:

First aid station means an identifiable station for receiving emergency first aid, to be manned by a minimum of one emergency medical technician (EMT) who has been certified by the state.

Identification band means a band constructed of plastic which can be attached to a person's wrist, but cannot be removed without destroying the band. The identification band shall be used to identify individuals 21 years of age or older for the purpose of purchasing beer.

Off-premises parking means a parking area to be arranged for, identified and located away from the premises or the site of a special event. The off-premises parking area shall be identified, advertised and arrangements made for the transportation of the people from the off-site parking area to the location of the special event.

Restroom facilities mean portable facilities stationed throughout a special event area for the use of the visitors of the special event.

Security means provisions which are made for the presence of off-duty police officers or trained security personnel to ensure the safety of the crowd and the policing of the wristbands for the purchase of beer at a special event. Security personnel shall be identified by distinguishing uniforms.

Special events mean activities conducted within the city limits to which the general public is invited or participates, and shall include, but not be limited to, balloon festivals, fairs, circuses, outdoor parties (specifically including those conducted by established and existing business entities, such as crawfish boils or other similar events, and which are expected to attract more than the permitted occupancy of such business entity and to require more parking than is provided on-site), musical activities and parades. This term shall not include the normal day to day activities of any business in the city.

(Ord. No. 930030, § I, 10-19-1993; Ord. No. 980008, § 2, 4-7-1998)

Cross references: Definitions generally, § 1-2.

Sec. 10-32. Permit required.

A permit shall be required for all special event activities conducted within the city limits. Such events shall include, but not be limited to, balloon festivals, fairs, circuses, outdoor parties (specifically including those conducted by established and existing business entities, such as crawfish boils or other similar events, and which are expected to attract more than the permitted occupancy of such business entity and to require more parking than is provided on-site), musical activities and parades.

(Ord. No. 930030, § II, 10-19-1993; Ord. No. 980008, § 3, 4-7-1998)

Sec. 10-33. Permit application requirements.

The following requirements shall be met as a part of the application for a special event permit within the city:

- (1) If beer is being served as part of the special event, a plastic wristband shall be

issued to each individual after the individual has shown proper identification that they are at least 21 years of age. No one will be able to purchase beer at such special event without a wristband. The sponsor of the special event shall take all necessary precautions to ensure that no one in attendance at the event becomes intoxicated.

- (2) Adequate security shall be provided at the special event on the basis of one security guard per 400 people in attendance. The number of security guards to be furnished shall be based upon the estimated attendance of the special event. Private security may be hired, but preference shall be given to the hiring of off duty city police personnel.
- (3) Restroom facilities shall be provided at the special event at the rate of one restroom per 150 people in attendance.
- (4) Outside entertainment may be allowed at the special event pursuant to chapter 46, article IV of this Code.
- (5) On-premises and off-premises parking shall be provided at a special event so that no part of chapter 110, article IV of this Code is violated.
- (6) If necessary, traffic barricades shall be provided for safety by the sponsor of the special event.
- (7) Within three days after completion of the special event, income and sales tax data shall be provided to the city.
- (8) Cleanup of the special event area must be completed by noon following the last day of the special event. If such cleanup is not completed by noon following the last day of the special event, the city shall perform the cleanup and shall charge against the sponsor and bond, as necessary.
- (9) One first aid station shall be located on the property of the special event and manned by at least one state certified emergency medical technician (EMT).

(Ord. No. 930030, § III, 10-19-1993)

Sec. 10-34. Permit application procedures.

The following procedures are established for the filing of an application for a special event permit, as well as the requirements set forth in section 10-33:

- (1) The applicant shall present in writing to the chief of police or his designee the applicant's plan for parking and traffic control at the special event. Such plan shall state whether or not police or private security personnel will be needed to direct and handle traffic and parking for such special event. Once the chief of police or his designee is satisfied that traffic control and parking will be adequately provided for the special event, he shall transmit a letter to the city clerk advising that the parking and traffic control requirement for the special event has been satisfactorily met.
- (2) The applicant shall present to the city clerk in writing the following information:
 - a. The location of the proposed special event;
 - b. An estimate of the anticipated crowd size at the special event;
 - c. Arrangements for adequate restroom facilities for the special event;
 - d. The hours and days of the special event; and
 - e. Arrangements for cleanup at the completion of the special event.
- (3) A nonrefundable filing fee of \$100.00 shall accompany the filing with the city of the application for a special event permit.
- (4) If outdoor music is planned for the special event, a written statement shall be required from the permit applicant stating that the applicant will comply with chapter 46, article IV.

(5) If police department and/or public works department personnel are required to work in controlling the special event, the permit applicant shall agree to pay the cost therefor.

(6) The permit applicant may be required to post a bond in the minimum amount of \$1,000.00 with the city clerk. The bond shall be utilized to ensure that the special event area is immediately cleaned up after the conclusion of the special event, and any city employee who works overtime as a result of the special event shall be compensated from the bond proceeds.

(Ord. No. 930030, § IV, 10-19-1993)

Sec. 10-35. Consideration of application by mayor and board of aldermen.

Once an applicant for a special event permit has obtained the approval of the police department, and provided all of the information required in section 10-34 to the city clerk, the city clerk shall then transmit in writing all of the information to the mayor and board of aldermen for their consideration. The mayor and board shall approve the application unless they find:

- (1) The plan fails to adequately provide for the public health by providing adequate restroom facilities.
- (2) The plan will create a traffic hazard.
- (3) The plan will create a public safety hazard.
- (4) The plan fails to address the requirements set forth in this division.
- (5) Compliance with the plan would violate other ordinance provisions of the city.
- (6) Compliance with the plan would create a public nuisance.

(Ord. No. 930030, § V, 10-19-1993; Ord. No. 980008, § 4, 4-7-1998)

Sec. 10-36. Issuance of permit.

Upon the approval of the special event permit application by the mayor and board of aldermen and the posting of the bond as set forth in section 10-34(6), the city clerk shall issue a special event permit to the applicant.

(Ord. No. 930030, § VI, 10-19-1993)

Sec. 10-37. Waiver due to special instances.

The requirements of this division may be waived by the mayor and board of aldermen in special instances.

(Ord. No. 930030, § VII, 10-19-1993)

Secs. 10-38--10-60. Reserved.

DIVISION 2. PARADES*

***Cross references:** Streets, sidewalks and other public places, ch. 94.

State law references: Military parades, MCA 1972, §§ 33-1-11, 33-1-31, 33-7-3.

Sec. 10-61. Permit required.

Any person desiring to sponsor, conduct, hold, stage or have a parade upon any of the streets, avenues or sidewalks of the city shall first obtain a parade permit.

(Code 1977, § 9-20)

Sec. 10-62. Permit application.

Any person desiring to sponsor, conduct, hold, stage or have a parade within the city shall file an application for a parade permit with the mayor not less than 72 hours prior to the time of the parade. The application shall contain the name of the person making the application, the time and date of the parade, the duration of the parade, the nature and purpose of the parade, the approximate number of persons and types of vehicles to be engaged in the parade, the exact route of the parade, including the names of the streets, avenues or sidewalks which will be used. Upon receipt of the permit application, the mayor shall issue a permit to the applicant for the parade, unless the parade shall violate any state laws or city ordinances, or shall be inimical to the public health, safety or welfare.

(Code 1977, § 9-21)