CITY OF Owensboro

Special Event Planning Packet













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Special Events

A special event is defined as a pre-planned event, whether publicly and/or privately sponsored where the public is invited and is proposed to be held on publicly owned, leased, or controlled property, including, but not limited to parks, streets, sidewalks (excluding indoor events at the Sportscenter, Edge Ice Center, RiverPark Center, Owensboro Convention Center, etc.). All special events require a Special Event Permit issued by the City of Owensboro. Any event requesting City services must also obtain a Special Event Permit. Special events include, but are not limited to:

Procession/Parade

Procession means a public or private march, walk, autocade, parade of any kind, or any other gathering of persons that occurs upon public right-of-way (street, alley, easement, etc.), park, or both that is normally used for vehicular traffic.

Festival/Public Gathering

Festival/Public Assembly means any organized neighborhood or public gathering, demonstration, rally, gala, ceremony, festival, celebration, or other gathering of persons on a specified date(s) upon public right-of-way (street, sidewalk, alley, easement, etc.), park space, or both.

Organized Competitive/ Sports Event

Organized Competitive Event means any planned race, fun run, derby, tournament, or event, whether powered or non-powered, that involves a contest or display of athletic ability, skill(s) and/or strength and takes place upon public right-of-way, park, or waterway.

City of Owensboro Sponsorship of Special Events

In February of 2002, the City of Owensboro created the Special Events Committee to oversee special events in Owensboro.

The City of Owensboro realizes the impact that special events have on a community. Special events support charitable organizations in the region, provide entertainment, and add to the quality of life in our community. The Special Events Committee wants special event organizers to have a great experience in working with the city to manage the special event permit process by providing a simple permit process and professional support of the special event.

To support special events in Owensboro, the Special Events Committee has a program of City Sponsorship which provides financial support through a discount on city services for non-profit organizations.

Guidelines

- The applicant must provide an up-to-date copy of their 501c3 status with the Special Event Application
- The event must occur on city-owned property and must comply with all policies and procedures set forth of the Special Event Committee
- The event is open to the public and equally accessible to all attendees regardless of age, race, gender, creed, national origin, and sexual orientation
- The event and event applicant is in good standing with the City (both financially and by following policy and procedures with previous events)
- City of Owensboro logo must be prominently displayed on event promotional materials.

Benefit

- Events that meet the above guidelines are eligible for a discount of 60% of the City and OMU services provided for staff time/man hours. The 60% discount does not apply to facility or equipment rentals including, but not limited to, Edge Ice Center, Showmobile, etc. (The discount does not apply to the Sanitation Dept. and agencies that provide non-city services such as AMR Ambulance or to security services through OPD that do not involve traffic management on City right-of-way).

Requirements

- Event must pay the event charges (40% of total charges for city services for the event, not including rental items which are charged at 100% of equipment rental rates) within 30 days of invoice.

Special Event Permits

A Special Event Permit is the official document authorizing the event organizer(s) to operate their event on city property. To obtain a Special Event Permit, applicants must submit a completed Special Event Application to the office of the Director Public Events **a minimum of 90 days prior to the first day of the event**. Submission and acceptance of the application is not to be construed as an approval of the request for a permit. If any information provided in the application is false or if the application does not comply with the timeframes, deadlines, and requirements, the permit may be denied.

Any Special Event Application received 30 days – 90 days prior to the first day of the event will incur a late processing fee of $50.00.

Any Special Event Application received less than 30 days prior to the first day of the event will incur an urgent processing fee of $100.00.

The City of Owensboro Special Events Committee meets regularly to review Special Event Applications. Each application is assessed by the requested date, location, timeframe, nature of the event, and impact on the surrounding area to determine if the application will be recommended for approval for permitting and the amount of support the City of Owensboro can provide or will require. Applications will not be considered complete until all required supporting documents have been submitted to the office of the Director of Public Events. Applications will not be assessed by the Special Events Committee until they are complete. Please Note: No more than three special event permits will be granted for any one event organizer in a calendar year.

Applicants may be required to attend a Special Events Committee meeting to provide further details about their event and answer questions on specific event details. Special Events Committee meetings take place the first week of each month. If you are required to attend, the location, date, and time for the meeting will be provided to you by the office of the Director of Public Events.

Upon completion of the assessment by the Special Events Committee, a recommendation will be made to the City Manager to approve or deny the Special Event Application.

Non-Profit/Charitable Organizations

An organization and/or corporation actively registered through the Commonwealth of Kentucky as a non-profit corporation is entitled to a discount on the city services provided to support the organizations event. A copy of the IRS non-profit letter of determination must be submitted along with the Special Event Application to be eligible for the discount. The applicant's name and address must match the name and address on the IRS non-profit letter of determination.

Application Requirements and Process

Site Map

Each Special Event Application is required to provide a **READABLE** site map. The site map is a visual representation of all the operational event elements that are described in the permit application. To properly assess the event, the site map should be submitted along with the Special Event Application and should include the following elements:

1	Name of the area (park, street, private property address, etc.) you intend to use including surrounding streets
2	The overall event area including diagrams of any requested street closures, no parking areas, etc.
3	The location of all physical equipment being placed by the event producer and/or the City of Owensboro including, but not limited to, showmobile, stage(s), tent(s), vendor(s), portolet(s), barricade(s), vehicle(s), electrical power, fireworks shoot site, etc.
4	Location of temporary alcohol sales (where sales will occur and where consumption will occur) including dimensions of the area, perimeter of the consumption area, location of staff/security to enforce that alcoholic beverages do not leave the permitted area
5	Indicate the 18' wide fire lane clearance of any obstacles inside a street closure
6	Any other details you think are helpful in the physical description of the event

Waiver

Each Special Event Application must have the signature of the event organizer. Without a signature of the Hold Harmless Clause at the bottom of the application, the permitting process will not begin for the application.

Insurance

Any special event held on public property must submit a certificate of liability insurance naming The City of Owensboro as the additional named insured, whereby the City of Owensboro and its employees are held harmless from any claims arising from the event. Note: see sample form on page 14 of this packet.

Process

1) Event Organizer submits completed application with all required support documentation.
2) Application is reviewed for any missing documentation by the office of the Director Public Events office.
3) Application is reviewed by the Special Events Committee at a regularly scheduled monthly meeting. *Note: Event Organizers may be required to attend this meeting to provide additional details about their event and requested City support. If attendance is required, the Event Organizer will be notified by the Director Public Events office.*
4) If City services are requested to support the event, an estimate is provided to the Event Organizer via email for their approval.
5) Application is submitted to the City Manager for recommendation to approve or deny the application.
   *Please Note: All required documentation including site maps, insurance, etc. must be received 30 days prior to the first day of the event to be considered for final approval of the event. Any application submitting all required documentation less than 30 days prior to the first day of the event will be charged a $100 urgent processing fee.
6) Special Event Permit is then provided to the Event Organizer or an explanation for why the application was denied.
7) Any appeal of a denied application can be appealed to the board of commissioners by filing a written notice of to the city clerk (City of Owensboro, PO Box 10003, Owensboro, KY 42302) within 5 business days of the notice the application was denied.
8) All appeals will be heard no later than 20 days after the notice of appeal is filed or prior to the date of the proposed special event, if it is proposed to occur sooner than the 20 days. The appeal shall be based on the record, except when the board of commissioners, in its sole discretion, requests additional evidence from interested parties or other witnesses.

Special Event Components

Alcoholic Beverages

If alcoholic beverages will be sold or served on public property at an event that is open to the public, a temporary license must be obtained from both the City of Owensboro and the Kentucky Department of Alcoholic Beverage Control (ABC).

If alcoholic beverages will be sold or served on private property that is open to the public, a temporary license must be obtained by both the City of Owensboro and the Kentucky Department of Alcoholic Beverage Control (ABC).

Please note: City Ordinance prohibits consumption or sale of alcohol in any city park space. Any request for exemption of this ordinance must be directed to City Manager through the Director of Public Events.

Requirements for State ABC Temporary License

- Applicant must be at least 21 years of age and a resident of the Commonwealth of Kentucky.
- Applicant must be a charitable organization, civic organization, or community event.
- If the applicant is not a charitable organization, civic organization or community event, it must work in conjunction with one and provide a letter of agreement from the charitable organization, civic organization, or community event.
- A lease or letter of permission from the property owner for the requested dates giving permission for use of the property for the event.
- Criminal background check

Requirements for City of Owensboro ABC Temporary License

- Applicant must be at least 21 years of age and a resident of the Commonwealth of Kentucky.
- Applicant must be a charitable organization, civic organization, or community event.
- If the applicant is not a charitable organization, civic organization or community event, it must work in conjunction with one and provide a letter of agreement from the charitable organization, civic organization, or community event.
- Insurance naming the City of Owensboro as additional insured on the liquor liability policy for the event

State Permit Fees

Special Temporary License - includes Beer/Distilled Spirits/Wine (per event) $90
Special Temporary Auction License – Distilled Spirits and Wine (per event) $110

City Permit Fees

Temporary Beer by the Drink (per event) $25.00
Temporary Liquor and Wine by the Drink (per event) $166.66
Temporary Wine by the Drink (per event) $50

For Further information regarding alcoholic beverage permits, please contact:

State:
KY Alcoholic Beverage Control
1003 Twilight Trail
Frankfort, KY 40601
(502) 564-4850
http://www.abc.ky.gov/licensing/

City:
Alcoholic Beverage Control
PO Box 10003
Owensboro, KY 42302
(270) 687-8538

Entertainment Destination Center

The City of Owensboro Entertainment Destination Center, commonly known as "The District," is a geographical area in which alcoholic beverages purchased from licensed downtown businesses are able to be carried in a specified logoed cup. For more information on The District, including a map of the area and participating businesses, please visit www.thedistrict.owensboro.org.

Carnival Rides/Inflatables

Carnival rides licensed and insured by the State Department of Agriculture, Office of Regulations are allowed for special events.

Event organizers wishing to have carnival rides and/or Inflatable's at their event are required to provide the City a copy of the carnival/inflatable operator's commercial general liability insurance of $1 million which must list City of Owensboro as additional insured for the length of the event including set-up and load-out.

For further information regarding licensing for carnival ride operators:
Kentucky Department of Agriculture
Division of Regulations and Inspections
107 Corporate Drive
Frankfort, KY 40601
502-573-0282

Cost Estimates

A cost estimate for city services will be prepared by the Special Events Committee for each event based on the information submitted in the Special Event Application. Upon the applicant's agreement to pay all associated event costs, the event coordination and permit process will begin.

A security/damage deposit may be required for events. The deposit will be refunded upon verification by city staff that the event area has been returned to a condition similar to that prior to use. In the event of damages, the applicant will be responsible for all costs associated with damages to City of Owensboro facilities, equipment, furnishings, grounds, and right-of-ways, including by not limited to labor, materials, and equipment required to complete repairs.

Electrical Service

The existing electrical service at a park or in the city owned right-of-way may be inadequate for many special events. It is the responsibility of the event organizer to ensure that there is adequate electrical capacity to hold the event and to obtain additional electrical supply if needed.

The City of Owensboro has a minimum supply of temporary electrical services that could be used to assist with power needs for special events. The following restrictions apply to temporary electrical services:

- May be provided only for special events requiring a special events permit
- Will not be provided for events held on private property
- Any hard-wired connection to temporary services will be made by City personnel
- Any specialized equipment needed to make connections shall be provided by the event organizer and/or vendor
- City personnel will not correct or modify any event organizer and/or vendor equipment

Any temporary electrical service provided by the City will be billed for equipment and labor charges.
Temporary Electrical Service - $150 per box

Emergency Medical Personnel

It is ultimately the organizer(s) responsibility to ensure the safety of all participants and spectators of the proposed event. The event organizer is responsible for securing emergency medical personnel based on the requirements of OFD for each special event application.

OFR will determine if and how many medical personnel will be required for the proposed event. OFR will make determination based on a number of planning variables including: type of event (i.e. 5K run, mountain bike or road race event, sporting event, etc. Competitive events will usually require on-site medical personnel) estimated number in attendance, availability of alcoholic beverages, event location, estimated weather conditions, time of day for the event, and the history of the event.

Additional emergency personal may be obtained at the organizer(s) discretion.

For assistance with emergency medical personnel at your special event, contact:
AMR of Owensboro Daviess County
1101 Alsop Lane,
Owensboro, KY 42303
270-297-3461

Fireworks

In order to have a professional fireworks display, a special event permit must be obtained as required by State law.

Applications for a fireworks display must be submitted to the Owensboro Fire Department at least thirty (30) days prior to the first day of the event. The pyrotechnic company must maintain commercial general liability insurance of at least $ 2 million and the City of Owensboro must be listed as additional insured for the length of the event, including set-up and load-out.

For specific questions about pyrotechnic displays:
Owensboro Fire Department
Fire Marshal
512 W. 9th Street
Owensboro, KY 42301
270-687-8407

Insurance

The applicant must procure and maintain at their expense commercial general liability insurance with a limit of not less than $1,000,000 per occurrence. Proof of insurance, along with a certificate naming the City of Owensboro as additional named insured, is required for any event on City of Owensboro public right-of-way and must be submitted to the Director Public Events a minimum of 30 days prior to the first day of the load-in/set-up of the event. The policy must cover the entire length of the event from load-in/set-up through the load-out/break-down of the event.

Insurance Requirements:

Commercial General Liability Insurance – If the applicant is a business or group, a Commercial General Liability Policy, or its equivalent, written on an occurrence basis, with a minimum limit of $1,000,000 per occurrence for bodily injury, personal injury and property damage. If food or beverages are to be served, then products and completed liability coverage must also be included with a minimum limit of $1,000,000 per occurrence.

Liquor Legal Liability Insurance – If there is a vendor handling the sale of alcohol on behalf of the applicant/event producer, the vendor must also name the City of Owensboro as additional insured on their liquor liability insurance policy for the event. A copy of that policy must be submitted to the Director Public Events no later than 30 days prior to the first day of the event.

- If the applicant/event producer is a business which will serve or sell alcoholic beverages at the event, and is not in the business of manufacturing, distributing, selling or serving alcoholic beverages, their Commercial General Liability Insurance policy shall not contain an exclusion for this Incidental Liquor Liability Coverage.
- If the applicant/event producer is in the business of manufacturing, distributing, selling or serving alcoholic beverages, a separate Liquor Legal Liability Insurance policy shall be provided with a minimum limit of $1,000,000 per occurrence.

Additional Insured Requirements –

- The City of Owensboro must also be named additional insured by any vendor for the event that is providing services of a potentially dangerous/hazardous nature on city owned property including, but not limited to, pyrotechnics, amusement rides, hot air balloon, inflatable games, motorsports, etc.
- The City of Owensboro reserves the right to require insurance of applicant/event producer for activities other than those specifically mentioned above, or to increase the minimum acceptable limits of liability with reasonable no
tice to the applicant/event producer.

Sample Certificate of Liability Insurance

Client#: 41KCTCS1

ACORD. **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A :	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Event Organizer
Address

SAMPLE

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X GENERAL LIABILITY				07/01/2012	07/01/2013	EACH OCCURRENCE	$1,000,000
	COMMERCIAL GEN						PIV IN*EnE'ro*cga' nce)	$1,000,000
	CLAIMS-MA						MED EXP (Any one person)	$10,000
							PERSONAL & ADV INJURY	$1,000,000
							GENERAL AGGREGATE	$3,000,000
	GEN AGGREGATE POLICY X	LIMITS PRO	X	LOC			PRODUCTS - COMP/OP AGG	$3,000,000
								$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N/A				WC STATU-TORY LIMITS OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
RE: Event Name and Date
Certificate Holder is named as Additional Insured as respects to the General Liability policy

CERTIFICATE HOLDER

City of Owensboro 101
East 4th Street
Owensboro, KY 42303

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Owensboro Police Department

The Owensboro Police Department (OPD) is Owensboro's law enforcement agency whose mission is to protect the lives, property, and constitutional rights of the public by maintaining and promoting order in the community and respect for the law. The Owensboro Police Department provides a supplementary service to special events through uniformed on-duty and/or secondary employment.

Based on the information provided in the Special Event Application, OPD will determine if and how many officers are required for each event based on a number of planning variables including, but not limited to, estimated attendance, location, times of the event, availability of alcoholic beverages, street closures, and history of a particular event. OPD will assess how much support they can provide through on-duty officers based on the information in each application. Any officers required for the event that cannot be provided by on-duty officers must be contracted and provided through OPD secondary employment. Costs associated with having the required number of officers for an event are the responsibility of the applicant.

OPD will not provide on-duty support for the following types of event security needs (these needs must be handled directly through OPD secondary employment):

- Gate & Stage Security
- VIP security
- Security for money handling or event equipment
- Overnight security or security outside of event hours
- Private parking lot security

Any event organized by a non-profit organization requiring officers for traffic management for a fundraising walk, competitive bike or running race, parade, or procession are eligible for City Sponsorship which provides a discount of 60% of charges for up to 10 officers per event (add'l officers required based on the evaluation elements listed above will be billed at 100% of the hourly cost). Any other type of event requesting officers for traffic management including but not limited to festivals, sports tournaments, block parties, etc. are required to contract officers directly through OPD Secondary Employment and will be billed at 100% of the contracted rate.

Events involving the sale and/or consumption of alcohol may be required to hire OPD officers through secondary employment for the safety of attendees. If OPD officers are required, the applicant must contact OPD directly regarding the agreement for officers through secondary employment. All costs associated with the officers for the temporary sale of alcohol will be billed directly to the applicant at 100% of the secondary employment costs (no discount for City Sponsorship will be given for non-profit/charitable organizations for secondary employment officers for temporary alcohol sales locations).

Noise Variance

For all events that have live or amplified music of any kind adjacent to residentially zoned property, the event organizer must complete the Noise Variance Application. If the Noise Variance Application requests amplified music prior to 7:00 am or between 8:00 pm – 11:00 PM at a residential location, the event organizer also must submit a petition with signatures from the affected residential property owners. The Director Public Events will consult with OPD and will provide applicants with the list of affected property owners for each application that will be required on the petition.
Please Note: No noise variance will be granted after 11:00PM.

Noise Variance Applications can be downloaded from the Special Events page under Departments on www.owensboro.org.

Occupational License Ordinance

The Occupational License Ordinance requires any person, firm, Business entity, Nonprofit organization or corporation engaging in the business of promoting, operating, or otherwise conducting a temporary event such as a flea market, trade show, expo, consumer show, or sporting activity which engages in leasing, renting, or providing the use of temporary booths or other like spaces to two or more vendors, shall be required to pay a permit event fee of $5.00 per booth leased, rented or otherwise provided, and such permit shall be valid for a period not to exceed seven days and shall be valid only for operations at the permitted location.

Based on the number of booths at your event you will be billed $5.00 per booth at the close of your event. The City will include costs in the final invoice for the event.

Portable Restrooms

Special events held on publicly owned, leased, or controlled property, including, but not limited to parks, streets, sidewalks are required to have restrooms available for participants, spectators, and event staff. Depending on the location of the event in each application, permanent restrooms could be available. If permanent restrooms are not available or are not determined to be sufficient based on the length of the event and estimated size of the crowd for the event, portable restrooms will be required.

It is the responsibility of the event organizer to provide the required number of portable restrooms and hand washing stations based on the recommendation of the Special Events Committee. Delivery and pick-up times of portable restrooms must be approved by the Special Events Committee.

Rentals

The following items are available for rent through the City of Owensboro to support your event.
(Prices are not eligible for 60% discount for non-profit organizations.)

Bleachers	$200 per set
Electrical (temp service panel)	(Rates vary based on OMU services required)
Picnic Tables	$30 per table (minimum 8 tables)
Showmobile Stage	$500 + $1,000 damage deposit
Trash Toters (96 gallon)	$10 per toter

Street Closures

All event applications that request the closure of a public right-of-way (street, sidewalk, alley, etc.) must submit a Street Closure Application along with the Special Event Application. Parade, block party, festival, etc. are all examples of events that could require a street closure.

Please note: If you're holding a road race, bike ride, march, etc. you may not need a street closure. Due to the typical length of time for street closure for these events, no street closure application is required. The only exception to the Street Closure procedure is a request for temporary closure if you need the street closed for less than 4 hours. If your road race requests a street closure of more than 4 hours, you will be required to abide by the street closure application procedure stated above.

If any portion of your event requests a street closure in a residential neighborhood, you must also complete and submit the street closure petition. This petition must be signed by the owners of the affected properties inside of the street closure area.

If your event requests a street closure of more than 4 hours in a commercial/business area, you must notify the affected businesses at least 60 days prior to the first day of your event.

Street Closure Applications can be downloaded from the Special Events page under Departments on www.owensboro.org.

Barricades

Barricades and signage are required by Federal and/or State law for any event involving the closure of a street or right-of-way. All requirements for barricades and signage (type, quantity, location, etc.) will be determined by the City of Owensboro Street Department and the Owensboro Police Department.

For Block Parties, The City of Owensboro will drop off barricades at the nearest street corner. Event organizers will have the responsibility to place the barricades and signs for their Block Party at the time approved in their permit, and remove the barricades and signage at the designated time in order to reopen the street(s) to normal vehicle traffic.

Event Organizers for Block Parties will be responsible for all costs associated with barricades or signage that is stolen or damaged.

Costs for damaged or replacement barricades are:

Type II Barricades	$52.00 each
Type III Barricades	$140.00 each
Cones (18" – 28")	$15.00 each







Tents/Temporary Structures

Any event organizer planning to erect a tent or temporary structure must submit a site map of event location. The map must include:

- A site plan showing the location of any temporary structure on the property including any 10' x 10' (easy up) tents
- Measurements on the site plan showing length and width the tent(s)

It is the responsibility of the event organizer to sandbag, tie down, or secure all tents and structures for the safety of all event participants. Due to underground wiring and irrigation systems, no stakes are permitted unless pre-approved through the Public Events Department.

New state law requires any tent or temporary structure exceeding 400 square feet to obtain a state permit. It is the event organizers responsibility to abide by all state and federal regulations. Tent permit and structure forms and information can be found at:
http://dhbc.ky.gov/bce/bc/Pages/tent.aspx

Vendors

The event organizer is required to provide a list of all vendors for their event to the Director of Public Events a minimum of 10 days prior to the first day of the event. The vendor list must include the following:

- map of event site showing vendor locations
- list of vendors including:
    - name of company
    - product (s) being sold

Organizer(s) will be required to pay a permit event fee of $5.00 per booth leased, rented or otherwise provided.

Any vendor selling or serving food or drink that is not pre-packaged is required to get a permit from the Department of Health and will be inspected on-site following event set-up and prior to the start of the event:
Daviess County Health Center
1600 Breckenridge
Owensboro, KY 42303
270-686-7747

Waste Management

The event organizer is responsible for cleaning the permitted special event area, disposing of waste/trash, and returning the area to a condition similar to that prior to use. Litter shall be picked-up before, during, and after the completion of the event. It is the responsibility of the event organizer to ensure that there are a sufficient number of trash cans located throughout the event site and that they are emptied during the event in order to prevent overflow. Following the event the organizer is responsible for proper clean up and disposal of all waste (trash, cooking grease, etc.).

To assist with garbage control at events and with trash removal following the event, organizers can rent rolling trash toters from the City of Owensboro Solid Waste Department.
Toters (96 gallon) are $10 per unit.

In addition, dumpsters can also be provided at the following rates:
8 yard dumpster: $20.00 per week (minimum of 1 week)
Delivery Charge: $35.00
Service charge for dump during event: $30.00
After hours dump: $75.00
Saturday and Sunday dump: $70.00