

# 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

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

No Issues

Issues

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

Meets 3<sup>rd</sup> Wednesday of each month if needed

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

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.**