



**City of Elmira**  
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## **Special Events Ordinance**

### CHAPTER 18 ARTICLE III SPECIAL EVENTS

#### Sec. 18-18. Definitions.

The term "Special Event" as used in this chapter shall mean and include any public outdoor event, spectacle or show staged or intended to take place partly or entirely within corporate limits of the City of Elmira and which is intended to take place entirely or partly upon City property, a City sidewalk, a City street or right of way and which is intended to draw participants, spectators or the general public.

The term "Special Event Policy" or "Policy", as used in this Chapter, shall mean the written policy adopted by the City Council, as amended from time to time, regarding Special Events.

The term "outdoor vendor" as used in this chapter shall mean and include any person, either principal or agent, who, in any public street or public place, on foot or from an animal or vehicle standing in the street, sells or barter, offers for sale or barter or carries or exposes for sale or barter any goods, wares or merchandise during and at any Special Event. The term "outdoor vendor" shall not include any non-profit organization.

#### Sec. 18-19. Event License Required.

No person shall stage a Special Event in the City of Elmira without first having obtained and paid for and having in full force and effect an event license therefore as provided in this chapter.

#### Sec. 18-20. Special Events Committee.

There is hereby created a Special Events Committee of members. The function of this committee shall be to review and approve each Special Event's application in accordance with the Special Events Policy then in effect and to grant variances upon good cause show from the requirements set forth in the Special Events Policy. The City Manager shall appoint the members annually and shall have the authority to remove any member at any time.

#### Sec. 18-21. Application for an Event License.

Every applicant for a Special Event license is required to submit to the City Clerk a written application on a form provided by the City. The application shall include but not be limited to information regarding the nature, time and duration of the Special Event; the geographic location of the Special Event; the agenda or program offered; the names and addresses of all persons and organizations sponsoring or staging the event; whether the event will require the temporary closing of public streets; whether police protection or other security is required; and whether the organizers have obtained general liability insurance naming the City as a co-insured.

Upon receipt, the City Clerk shall forward the application to the Special Events Committee.

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Sec. 18-22. License Fee.

- (a) The fee to organizers or persons staging a Special Event shall be Fifty Dollars (\$50.00), payable to the City of Elmira.
- (b) Additionally, any organizer issuing permits to outdoor vendors, as provided in this article, shall pay to the City a fee in the amount of Fifteen Dollars (\$15.00) per vendor per day for each food vendor and Ten Dollars (\$10.00) per vendor per day for non-food vendors, payable to the City of Elmira.

Sec. 18-23. Proof of Insurance.

No application for an event license shall be issued except upon approval of the application by the City Clerk and upon proof by the organizers of the Special Event of an insurance policy naming the City of Elmira as a co-insured. The amount of said insurance shall be set by the City.

Sec. 18-24. Issuance.

Upon receipt of the application, fee and proof of insurance and upon approval by the Special Events Committee, the City Clerk may grant an event license authorizing the applicant to stage a Special Event in the City in accordance with the description set forth in the application. The event license shall expire at the earliest of the following times:

- (1) The conclusion of the event,
- (2) The time set forth in the application, or
- (3) Upon revocation of the license by the City.

Sec. 18-25. Restrictions.

The event license is intended to be a temporary license and is non-transferrable. The City Clerk may, in his or her discretion, deny such license for good cause and may revoke any license granted should any terms and conditions of the license be violated or should it be determined by the Special Events Committee that the applicant made a misrepresentation on its application.

Sec. 18-26. Outdoor Events.

No person shall hereinafter act as an outdoor vendor or carry on the business of vending outdoors within three (3) city blocks of a Special Event without the express permission of the organizers of said event. Each outdoor vendor shall obtain a permit from the license holder and shall produce said permit upon request by the license holder or any law enforcement official enforcing this ordinance. The license holder may collect a fee for the issuance of said permit as follows; Food vendors \$15.00; Non-food vendors \$10.00.

Section 2. All Ordinances inconsistent with any provision or provisions of this ordinance are hereby repealed.

Section 3. Effective Date. This Ordinance shall take effect immediately upon adoption and publication according to law.