1. Application Submittal—Event organizer submits an application for a permit. Staff reviews the application to ensure that all the necessary information needed to evaluate the event are present. Staff will make a determination on if it qualifies as a City defined event, and if so what level event is it.

2. Coordination & Review—Special Event staff work with other City departments, outside agencies, and other stakeholders to coordinate the operations of the event. Staff also creates an estimated cost of City services and determination of required insurance to host the event and send that to the event organizer.

6. Debrief—Staff works to gather feedback from City departments, business community, and residents on the performance of the event and what possible changes could be made in the future to make the event more successful and bring increased economic and community value. Invoice for any unwaived City Service fees is sent to the organizer as well.

EVENT PERMITTING

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3. Staff Report & Draft Permit—Staff creates a staff report for City Council for any <u>new</u> Level 3 event or any Level 3 event that has <u>substantial changes</u> along with a draft permit. The draft permit contains the conditions of approval and mitigation requirements which is a list of all the things that the event organizer must completed for the event to occur.

5. Event Execution—The event organizer puts on the event. City staff monitor the event to ensure that conditions If approval are met as well as helps to solve operational/logistic challenges as they occur.

4. Approval—City Council has approval authority for all Level 3 Events that are new or have significant changes from the previous year. City Staff have administrative approval rights for any returning Level 3 event with minimal changes along with all Level 2 & Type 1 Events. *First Amendment Events are reviewed and approved depending on the level of event they are determined to be.

Special Event Advisory Committee &

Event Permitting Process

COMMUNITY VALUE

SEAC

Community Event Survey

ECONOMIC VALUE

Resorts, Chamber, HPCA,

Lodging & Restaurant Assoc., etc.

STAFF RECOMENDATION

All Departments, as well as County & School District

PUBLIC INPUT

STAFF REPORT

Provides background, input from three areas, City budget implications, alternatives for City Council.

CITY COUNCIL

Provides direction/approval on policies and makes final permitting decisions.

PUBLIC INPUT