

OLDHAM COUNTY SPECIAL EVENT PERMIT APPLICATION



Name of Event: _____
Official Name of Event, Festival, or Advertised Name

Event Producer: _____
Name of Organization, Group, Individual holding Event or Agency Contracted to Produce Event

Primary Contact: _____
Person to contact regarding application, event or in case of Emergency

Primary Contact Information: _____ / _____
Phone Number Alternate Phone Number

_____ / _____
Email Address Fax Number

Contact Address: _____
Address City State Zip Code

Alternate Contact: _____
Alternate Person to contact regarding application, event or in case of Emergency

Alternate Contact Information: _____ / _____
Phone Number Alternate Phone Number

_____ / _____
Email Address Fax Number

- EVENT TYPE:**
- | | |
|---|---|
| <input type="checkbox"/> Parade | <input type="checkbox"/> Walk / Run / Race |
| <input type="checkbox"/> Rally / Public Gathering | <input type="checkbox"/> Festival |
| <input type="checkbox"/> Film / Commercial Shoot | <input type="checkbox"/> Bicycle Race / Event |
| <input type="checkbox"/> Other (Specify): _____ | |

Event Start Date: _____ Event Start Time: _____

Event End Date: _____ Event End Time: _____

Event Venue or Location: _____

Total Attendance Expected: _____ Peak Attendance Expected: _____

OLDHAM COUNTY SPECIAL EVENT PERMIT APPLICATION



OLDHAM COUNTY SPECIAL EVENT ORDINANCE RECEPTION/ACKNOWLEDGEMENT

The Applicant/Event Producer acknowledges receipt of the Oldham County Special Event Ordinance and understands aforementioned ordinance and agrees to abide by all provisions in such ordinance.

_____ / ___ / ____
Printed Name of the agent duly authorized by the Special Event Permit applicant to bind it Date

X _____ / ___ / ____
Signature of the agent duly authorized by the Special Event Permit applicant to bind it Date

HOLD HARMLESS AND INDEMNIFICATION CLAUSE

The Applicant/Event Producer shall indemnify, hold harmless and defend Oldham County Government and the, their elected and appointed officials, employees, agents and successors in interest from all claims, damages, losses and expenses including attorneys' fees, arising out of or resulting, directly or indirectly, from the Applicant/Event Producer's (or Applicant/Event Producer's subcontractors, if any) performance or breach of the contract provided that such claim, damage, loss, or expense is: (1) attributable to personal injury, bodily injury, sickness, death, or to injury to or destruction of property, including the loss of use resulting there-from, or breach of contract, and (2) not caused by the negligent act or omission or willful misconduct of Oldham County Government, their elected and appointed officials and employees acting within the scope of their employment. This Hold Harmless and Indemnification Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of this Special Event Permit Application. Only applicants in good standing with Oldham County will be considered for approval. Any misrepresentation in this application or deviation from the final approved specifications and activities described herein or failure to abide by all Federal, State and Oldham County Laws, ordinances, policies and procedures may result in the immediate revocation of the approved permit and/or refusal to issue a permit in the future.

_____ / ___ / ____
Printed Name of the agent duly authorized by the Special Event Permit applicant to bind it Date

X _____ / ___ / ____
Signature of the agent duly authorized by the Special Event Permit applicant to bind it Date

OLDHAM COUNTY SPECIAL EVENT PERMIT



Name of Event: _____ Event Date: _____
Official Name of Event, Festival, or Advertised Name

Event Permit Coordinator: _____
Name of County Permit Coordinator for Event

Event Permit Coordinator Contact Information: _____ / _____
Phone Number Alternate Phone Number

Email Address

- Event Checklist: Completed Application Map(s) of route(s)
 Proof of Liability Insurance Examples of Signage

SAFETY RECOMMENDATIONS

Traffic Control Officer(s) Needed: Yes No

Locations for Traffic Control Officers:

Start Time	End Time	Street Name	# of Officers	Intersecting Street or Address Number

(attach additional sheets if necessary)

EVENT APPROVAL:

- Approved with above safety recommendations Denied (attach explanation)
 Approved with above safety recommendations & following changes:

- FEE FOR EVENT: \$50 Fee Paid in Full Fee Waived
 \$50 Fee Due (must be paid prior to event for final approval)

Event Permit Coordinator: _____ Date: _____
Signature

COMMONWEALTH OF KENTUCKY

ORDINANCE NO. – KOC 12-300-114 OLDHAM COUNTY EVENT ORDINANCE

AN ORDINANCE OF THE OLDHAM COUNTY KENTUCKY FISCAL COURT PERTAINING TO ORGANIZED EVENTS. PROVIDING FOR PERMITS FOR ORGANIZED EVENTS; CONTROLLING REQUIREMENTS FOR ORGANIZED EVENTS; AND FOR PROVIDING FOR ENFORCEMENT AND PENALTIES.

WHEREAS, the Oldham County Fiscal Court is authorized by KRS 67.023, to adopt ordinances and resolutions necessary for the exercise of its powers and prescribes fines and penalties for the violation of ordinances in accordance with law; and

WHEREAS, the Fiscal Court deems it to be in the best interests of the citizens of the County that an Event Ordinance be enacted in accordance with law;

NOW THEREFORE, BE IT ORDAINED and IT HEREBY IS ORDAINED, pursuant to Kentucky law and the powers vested in the Fiscal Court, that the Oldham County Event Ordinance is adopted as follows:

SECTION I – PURPOSE

The purpose of this ordinance is to provide for safety of residents and visitors of Oldham County during an organized “Event”.

SECTION 2 – DEFINITIONS

Chief of Police shall mean the Chief of the Oldham County Police Department or such person as that shall be designated from within the Police Department by the Judge-Executive.

Events shall mean a sponsored exposition, or exhibition or training activity consisting of 50 or more participants for a non-commercial venture or any number of participants for a commercial venture, intended to be conducted on a public right of way, which has the potential to interfere with, impede, or is intended to integrate with the normal flow or regulation of pedestrian or motorized vehicular traffic, including emergency vehicles.

Permit (Coordinator) shall mean the employee of the Oldham County Government who is designated by the Oldham County Judge-Executive to implement the provisions of this Ordinance.

Peace Officer shall mean an officer as defined in KRS 431.005(4) and 15.380(1).

Permit shall mean a Sponsored Event permit issued by the Permit Coordinator as required by this Ordinance.

Person shall mean individual, partnership, corporation, or unincorporated group or association.

Police Department shall mean the Oldham County Police Department.

Street shall mean every public road, avenue, alley, or boulevard, bridge, viaduct or trestle and the approaches to them and includes off street parking facilities offered for public use.

Functional Signs shall mean a sign whose purpose is to be used with an event to enhance the safety and efficient operation of the event.

SECTION 3 - PERMIT REQUIRED

- (1) No person shall participate or take part in, promote, organize, form, hold or assist in organizing any sponsored "Event" within Oldham County unless a permit has been obtained from the Permit Coordinator.
- (2) The Permit Coordinator shall issue a permit in all cases where the time, place and manner are in conformity with the rules and restrictions of the ordinance.
- (3) The event will be approved or denied based upon a safety plan developed by the Oldham County Police Dept. Acceptance of the safety plan is mandatory for the "Event" to occur.
- (4) No permit shall be issued without proof of liability insurance. The liability insurance shall be a minimum of at least one million dollars (\$1,000,000.00) covering the entire "Event". The Permit Coordinator may require liability insurance exceeding the minimum amount for the safety of the participants and the community.

SECTION 4 – APPLICATION FOR PERMIT

- (1) Persons seeking issuance of an "Event" Permit shall file an application with the Permit Coordinator in a manner specified on forms provided for that purpose. Every applicant shall be furnished information about the requirements of this Ordinance including a copy of this Ordinance with the application form.
- (2) An application shall be filed with the Permit Coordinator not less than thirty [30] days before the date on which the "Event" is proposed to take place.
- (3) An applicant shall submit the following information:
 - (a) The full name, address, and contact number[s] of the person[s] seeking to conduct the "Event";
 - (b) If the "Event" is proposed to be conducted for, on behalf of, or by an organization, the name, address, and contact number[s] of the principal office of the organization and of the officers of the organization authorized to apply for the permit;
 - (c) The name, addresses, and contact number of any officer or representative of the applicant, other than the applicant, who will be responsible for the conduct of the "Event";
 - (d) The date when the "Event" is to be conducted;
 - (e) The location of the "Event", the exact route to be traveled, beginning with its starting point and concluding with its termination point;

- (f) The approximate number of persons who will participate in the "Event"; including updating the Permit Coordinator of additional participants following the issuance of a permit.
 - (g) The hours when the "Event" will start and terminate;
 - (h) The location by street of any assembly area;
 - (i) A map showing the route of the "Event" and any traffic control that, to the knowledge of the applicant, will be needed to facilitate the route;
 - (j) Examples of signage to be used (signage must comply with State Law and Oldham County Ordinances);
 - (k) Proof of liability insurance required under section 3.
- (4) The application form shall contain a statement, which the applicant shall sign, that:
- (a) The applicant has received and read and understood a copy of this Ordinance, and
 - (b) the applicant understands that a permit, if issued, may be revoked for failure to comply with any of the terms or conditions contained in the permit, or for a violation of any of the provisions of this Ordinance; and
 - (c) The applicant acknowledges that a permit may be denied or revoked on the grounds of material false statements made in the application.
- (5) After the filing of an application for a permit, the Permit coordinator shall determine if any police or other public safety resources be deemed necessary for the event, it will be the responsibility of the event organizer or the sponsoring organization to pay all costs. Costs will be estimated in advance and payment of those costs including a filing fee will be required prior to the issuance of a Permit. Organizers will be responsible for all additional costs of public service due to changes to the "Event", such as additional participants or longer event hours. All costs will be charged in accordance with the Event Fee Schedule.
- (6) The Permit Coordinator has the discretion to waive sections of the ordinance deemed not appropriate to the organization or the applicant.

SECTION 5 - STANDARDS FOR ISSUANCE OF PERMIT

The Permit Coordinator shall issue a permit unless, from consideration of the application, if one or more of the following circumstances exist:

- (1) The time, route and size of the "Event" will substantially disrupt the use of any street, public place and will substantially interrupt the safe and orderly movement of other traffic, including emergency traffic contiguous to its route; or
- (2) The "Event" is of a size or nature that its conduct will require the diversion of so great a number of police officers to properly police the line of movement and the area contiguous thereto that allowing the "Event" may deny reasonable police protection to Oldham County; or
- (3) The "Event" is of a size and nature that its conduct may interfere with the proper fire and police protection or ambulance service to the areas contiguous thereto, or may interfere with the movement of ambulances, police or fire vehicles and equipment, or other similar emergency vehicles or equipment; or

- (4) Where approval of the "Event" will cause disruption to public safety, order or welfare.
- (5) Requirements of this Ordinance are not met.

SECTION 6 - NOTICE OF REJECTION OF PERMIT

The Permit Coordinator shall act on the application for a permit within ten [10] business days after the filing thereof. If the Permit Coordinator denies the application, in whole or in part, the applicant will be notified immediately by telephone, certified U.S. mail, or electronic mail (if available), in which notice shall state the reason[s] for denial of the permit or any part thereof. Should the permit be denied, in full or part, the applicant may submit a second permit, at no cost, addressing the deficiencies or recommended changes.

SECTION 7 - CONTENTS OF A PERMIT

Each permit shall state the following information:

- (1) Starting date, time, and duration of the "Event";
- (2) The exact proposed route of the "Event" including any portions of any public right of way, sidewalk or park to be traversed, utilized, or occupied;
- (3) The maximum length of the "Event" in miles or fractions thereof;
- (4) Such other information as the Permit Coordinator shall find helpful, informative, or necessary to the enforcement of this ordinance;
- (5) A printed notice that any violation of the express terms and conditions of the permit, or of any provision of this Ordinance will constitute grounds for revocation of the permit.

SECTION 8 - DUTIES OF APPLICANT

An applicant shall comply with all terms and conditions set forth in a permit, with the provisions of this Ordinance, and with all other applicable laws and ordinances. The applicant or designated officer or representative of the applicant who is responsible for the conduct of the "Event" shall carry the permit on their person during the entire duration of the "Event". The applicant will also announce the "Event" by publication in the Oldham Era at least 10 days prior to the event in the legal section by a minimum of a three (3) inch column.

SECTION 9 - PUBLIC CONDUCT DURING EVENTS

- (1) *Interference.* No person shall hamper, obstruct, impede, or interfere with any person participating in the "Event" or with traffic during the event.
- (2) *Driving through an "Event".* Unless prohibited by a police officer, drivers are allowed to use the public right of way during an "Event".
- (3) *Parking on the route or in the vicinity of an "Event".* The Chief of Police shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along a street or public way, or any part thereof, constituting a part of the route of an "Event" or vicinity of "Event". The Chief of Police shall post signs of such prohibitions or restrictions and it shall be unlawful for any person to park or leave unattended any vehicle in violation thereof. Violators will be towed at owner's expense.

SECTION 10 - REVOCATION OF PERMIT

The Permit Coordinator may revoke an issued permit on any of the following grounds:

- (1) The applicant has made a material false statement or representation. For purposes of this section, a false statement or representation shall include, but not be limited to, a material omission.
- (2) The applicant has failed to comply with any of the terms and conditions of the permit, or with any of the provisions of this Ordinance.
- (3) Where revocation of the permit is clearly necessary to ensure public safety, order, or welfare.

SECTION 11 - PROHIBITED CONDUCT IN CONNECTION WITH AN EVENT

- (1) It shall be unlawful for any person to stage, present, promote, advertise, or conduct an "Event" without first having obtained a permit as herein provided;
- (2) It shall be unlawful for any person to participate in an "Event" for which the person knows a permit has not been granted.
- (3) It shall be unlawful for any person in charge of, or responsible for the conduct of an "Event" to knowingly fail to comply with any term or condition of a permit for the same.
- (4) For public safety, except as specifically authorized by the Permit Coordinator in the permit, it shall be unlawful for any person, other than a peace officer, participating in an "Event" to carry or possess any length of metal, lumber, wood, or composite material for purposes of displaying a sign, banner, poster, plaque, or notice, unless such object is one-half inch [$\frac{1}{2}$ "] or less in thickness and two inches [2"] or less in width or, if not generally rectangular in shape, such object shall not exceed one inch [1"] in its thickest dimension.
- (5) Except as specifically authorized by the Permit Coordinator, it shall be unlawful for any person, other than a peace officer, participating in an "Event" to carry or possess any sign, banner, poster, or plaque, whether or not mounted on a length of material as specified in subsection (4), above, unless such sign, banner, poster, or plaque consists or is constructed of cloth, paper, or flexible plastic or composite material.
- (6) With the permission of the Permit Coordinator, functional signs will be permitted.
 - a) Approved functional signs may not be installed any sooner than 72 hours before the event and must be removed by 72 hours after the event.
 - b) Permanent marking of surfaces or property is not permitted.
- (7) It shall be unlawful for any person to engage in any activity at or in the immediate vicinity of an "Event" which would constitute a substantial hazard to public health or safety.

- (8) Any person or organization will be in violation of the ordinance if they attempt or make any effort to circumvent the ordinance.

SECTION 12 - ALTERATION OR CANCELLATION OF EVENT

At any time during an "Event" based on public safety concerns, the "Event" may be altered or cancelled by the Permit Coordinator or their designee.

SECTION 13 - REFERENCES TO STATUTES AND OTHER ORDINANCES

Any Kentucky state statute, permits or administrative regulation, or any ordinance of the Oldham County Government cited, referred to, or incorporated by reference in this Chapter shall be deemed to refer to or incorporate by reference any amendment, revision, or successor to the statute, regulation, or ordinance so cited, referred to, or incorporated by reference.

SECTION 14 – EXCEPTIONS

- (1) Ordinance does not apply to any incorporated city that employs its own fulltime police department and the "Event" is solely within its incorporated area. The incorporated city limit is defined as the boundary that has been drawn the date this ordinance goes in effect. Cities are solely responsible for the conduct and liability of an "Event" that is held within its incorporated area.
- (2) Ordinance does not apply to activities sponsored by the Oldham County Parks & Recreation Department.

SECTION 15 – SEVERABILITY

If any provision of this chapter as now or later amended or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions that can be given effect without the invalid provision or application.

SECTION 16 – PENALTY

Any person who violates any provision of this ordinance shall be guilty of a violation and shall be fined as follows:

Violation of Section 11: subsections 1, 3, 7 and 8 - \$500.00 per occurrence


Violation of Section 11: subsection 2, 4 and 5 - \$50.00 per occurrence

Violation of Section 9: all subsections - \$50.00 per occurrence

Violation of Section 11: subsection 6 - \$50.00

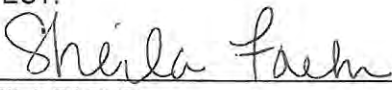
This Ordinance shall become effective upon its passage and advertisement according to law.

Dated this 4 day of September, 2012.



DAVID VOEGELE
Oldham County Judge-Executive

ATTEST:



SHEILA FAEHR
Oldham County Fiscal Court Clerk