BILL NO. 60 -2010

AN ORDINANCE

Amending the City of Reading Codified Ordinances Chapter 15 Motor Vehicles and Traffic Part 12 Parades, Special Events and Public Gatherings by Adding a Regulations for Vendors and the Types of Merchandise That Can Be Sold and Dispensed.

SECTION 1. Amending the City of Reading Codified Ordinances Chapter 15 Motor Vehicles and Traffic Part 12 , Special Events and Public Gatherings by adding a definition for Vendors and the types of merchandise that can be sold and dispensed

SECTION 2. Amending §15-1202. Definitions. By adding a definition of Vendors as follows:

> **Vendor** - A merchant or a person who sells a merchandisable property, product or goods

SECTION 3. Amending §15-1204. Application Section M. m. as follows

> m. Vendors: List each vendor, including products and services offered. The products and services offered cannot be in violation of the duly enacted the City of Reading Codified Ordinances and cannot include items that are "adult" related and can only be sold to persons over 21 years of age. All Vendors must also provide a valid tax ID number, as required by Pennsylvania law and a valid City of Reading business license. ~~Pennsylvania law requires valid tax ID number for each vendor.~~

SECTION 4. Amending §15-1211. Street Activity and Route Restrictions as follows:

> 7. The merchandise, products and services offered cannot be in violation of the duly enacted City of Reading Codified Ordinances and cannot include items that are "adult" related that can only be sold to persons over 21 years of age.

SECTION 5. All other parts of the Ordinance remain unchanged.

SECTION 6. This Ordinance shall be effective ten (10) days after passage.

I, LINDA A. KELLEHER, City Clerk of the City of Reading, Pa., do hereby certify, that the foregoing is a true and correct copy of the original passed by the Council of the City of Reading, on the 23 day of Aug A. D. 2010. Witness my hand and seal of the said City this 26 day of Aug A. D. 2010

CITY CLERK

Enacted Aug 23, 2010

President of Council

Attest:

City Clerk

Submitted to Mayor: _____
Date: 8/24/10
Received by the Mayor's Office: _____
Date: 8/24/10
Approved by Mayor: _____
Date: 8/25/10
Vetoed by Mayor: _____
Date: _____

PART 12

PARADES, *SPECIAL EVENTS, AND PUBLIC GATHERINGS*

§15-1201. Short Title.

This Part shall be known and cited as the "Parade ***and Special Events"*** Ordinance of the City of Reading, Pennsylvania."

§15-1202. Definitions.

APPLICANT - a person who has filed a written Application for a Special Event Permit

CHIEF OF POLICE - the Chief of Police of the City of Reading, Pennsylvania

CITY - the City of Reading, ***Pennsylvania***

COMMUNTY EVENT SITE RESERVATION - means a temporary event, gathering, or organized activity on any City Street, public property, or in any City park, building, or other facility, when use of a site is desired by a community or group of citizens but no disruption of other citizen's passage occurs or any use of city services is needed.

Neighborhood groups requesting block parties may request the use of city barricades for a fee. Site Reservation Permit must be filed within 30 days of the planned event.

Examples of Site Reservation activities are small gathering of person distributing information and/or literature on advocacy, political, religious, or other topics while exercising the rights of free speech and peaceful assembly.

COMMUNTY EVENT SITE RESERVATION PERMIT - written, signed authorization to hold a site reservation shall be on an abbreviated application form and issued by the Reading Police Department and approved by Reading's Risk and Safety Coordinator, and the City Solicitor.

PARADE - any parade, march or procession of any kind in or upon any street or public park within the City

PERSON - any person, firm, partnership, association, corporation, company or organization of any kind

SIDEWALK - that portion of a Street between the curb lines or lateral lines of a roadway and the adjacent property lines intended for the use of pedestrians

SPECIAL EVENT - means a temporary event, gathering, or organized activity on any City Street, public property, or private property, or in any City park, building, or other facility, when an organized activity is conducted involving one (1) or more of the following factors:

1. Closing of a public Street, Sidewalk, or alleyway;

2. Blocking or restricting public property;

3. Blocking or restricting access to private property of others;

4. Use of pyrotechnics or special effects;

5. Use of open flame, explosions, or other potentially dangerous displays or actions;

6. Use or display of animals, aircraft, or watercraft only when such use or display could create a disturbance or affect the public safety of persons attending or in the immediate area of the event;

7. Sale or service of merchandise, food, or non-alcoholic and alcoholic beverages on public and private property where otherwise prohibited by Ordinance;

8. Installation of a stage, band shell, vehicle(s) of any kind, trailer, van, portable building, booth, grandstand, or bleachers on public property; or on private property where otherwise prohibited by Ordinance;

9. Placement of portable toilets on public property; or on private property where otherwise prohibited by Ordinance;

10. Placement of "No Parking" signs or barricades in a public right-of-way;

11. Amplification of music, voices, sounds, or activities that require a noise permit;

12. The Public Works, Fire or Police Departments reasonably determine that the event will result in substantial impact on City resources, facilities, or public safety services in response thereto;

13. Examples of Special Events include but are not limited to: Concerts, dances, assemblages, processions, parades, circuses, amusement rides, fairs, festivals, block parties, community events, marathons and other running events, bicycle races and tours, football games, basketball games, baseball games, golf tournaments, boat races, and other organized activity conducted for the purpose of fundraising for profit, non-profit fundraising, community promotion, or charity.

14. The Police Department Traffic Unit shall determine if a Special Event Permit is required.

SPECIAL EVENT PERMIT - written, signed authorization to hold a Special Event issued by the Reading Police Department and approved by Reading's Risk and Safety Coordinator, the City Solicitor, the Public Works Director, and the Fire and Police Chief

SPECIAL EVENT VENUE - that area for which a Special Event Permit has been issued

STREET - the entire width between the boundary lines of every publicly-maintained right-of-way when any part thereof is open to use by the public for the purpose of vehicular traffic

VENDOR – a person or entity who promotes or exchanges goods or services for money

§15-1203. Permit Required.

1. Except as provided in this Ordinance, no person or entity shall conduct, facilitate, promote, manage, aid, or solicit attendance at a Special Event or Community Event Site Reservation activity until an applicable permit has been issued by the City of Reading

Exceptions. This Part shall not apply to:

A. Funeral processions by a licensed mortuary.

B. House moving and construction activities

C. Activities of a governmental agency acting within the scope of its authority

D. Lawful exercise of free speech and right to assemble on sidewalks or other public property where such demonstration does not impede the passage of others and all laws, ordinances, and regulations are obeyed.

E. A governmental agency acting within the scope of its functions.

F. Students traveling to and from classes or participating in school district sanctioned educational activities provided such conduct is under the immediate direction and supervision of the proper school authorities.

§15-1204. Application.

An individual requiring a Special Event Permit shall pick up and submit a completed Application for a Special Event Permit at the City's Police Department Traffic Office. Each Applicant shall be required to pay a Processing Fee and a Security Deposit Fee, neither of which will be waived, as specified in Exhibit B: Fee Schedule. A copy of the receipt from the city's Treasury Office must accompany the application through the approval process in order for the permit to be issued.

A Special Event Permit shall be submitted to the City at least sixty (60) days (two [2] months) but no more than one hundred eighty (180) days (six [6] months) prior to the date proposed for the Special Event. The Mayor, where good cause is shown, may, but is not required to, consider an Application filed less than sixty (60) days prior to the proposed date of said event or activity only if all requirements for the permit can be met.

A Community Event Site Reservation Permit is an abbreviated application and is free of charge and without need for a security deposit, except for a fee for Block Parties and the use of city barricades, and must be filed within 30 days of the planned event.

Filing Period. An application for a special event permit shall be filed with the Chief of Police not less than 60 days before the date on which it is proposed to conduct the parade or special event. A Community Event Site Reservation Permit must be filed within 30 days of the planned event. The application shall be signed by the applicant or its authorized agent.

Contents. The application for a special event permit shall set forth the following information:

A. The name, address and daytime telephone number, fax, cell phone number, and email address of the person seeking to conduct such event.

B. If the event is proposed to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorized and responsible heads of such organization.

C. The name, address and telephone number of the person who will be the event chairman and who will be responsible for its conduct.

D. The location of the event.

E. The purpose of the event.

F. The date, days, and times when the event is to be conducted.

G. The setup, tear-down, and cleanup dates and times.

H. The route to be traveled, the starting point and the termination point for parades.

I. The approximate number of persons who, and animals and vehicles which, will constitute the parade; the type of animals and description of vehicles.

J. The hours, when such event will start and terminate.

K. A statement as to whether the event will occupy all or only a portion of the width of the streets proposed.

L. The location by streets of any assembly areas for such event.

M. Maps detailing proposed site locations and/or routes along with written descriptions of the following:

a. Amplification Devices: Types used and for what purposes.

b. Electrical Requirements: Voltage, amperage, and apparatus associated with electrical needs for activities, vendors, etc.

c. Emergency Medical Stations: First aid or emergency medical services based on Special Event risk factors, as determined by the City Manager or City Manager's designee.

d. Equipment: Types of equipment used to service Special Event and/or to be showcased in the event.

e. Fire Lanes: Contingency plan for access by fire-fighting and emergency medical vehicles, equipment, and personnel.

f. Fireworks or Pyrotechnic Displays: Amount, type, and fire safety plans, including proof of application for state permit. All pyrotechnic/fireworks/flame display plans must be reviewed by the Fire Marshal's office and a member of the Fire Marshal's staff must be present at the time of the display.

g. Litter Control: Number, size, and location of trash receptacles, as well as trash removal and disposal.

h. Parade, Race, Other Similar Activities: Including but not limited to marathons, "fun-runs," "walk-a-thons," trail rides, cycle and motorbike tours, watercraft events, scavenger hunts, etc. Show start and finish locations.

i. Portable Toilets: The number of portable sanitation facilities based on the Portable Sanitation Association International (PSAI) policy, City policies, and City codes, including quantity that will be ADA accessible.

j. Signage: Type of proposed on-site and off-site signage, including quantity, dimensions, and materials.

k. Street Closures and Detours: A statement as to whether the Special Event will occupy all or only a portion of the width of the Streets, Sidewalks, or other public rights-of-way proposed for pedestrian and vehicular traffic control.

l. Structures: All temporary structures, including but not limited to booths, buildings, stages, bleachers, fences, tents, awnings, and canopies.

(a) If any temporary structure is equal to or larger than two hundred (200) square feet in diameter, a certificate confirming the use of flame-retardant material shall be provided by Applicant.

m. Vendors: List each vendor, including products and services offered. ***The merchandise, products and services offered cannot be in violation of the duly enacted City of Reading Codified Ordinances and cannot include items that are "adult" related and can only be sold to persons over 21 years of age. All Vendors must also provide a valid tax ID number, as required by Pennsylvania law and a valid City of Reading business license.*** ~~Pennsylvania law requires valid tax ID number for each vendor.~~

n. Vehicles: Types of vehicles used to support services to the Special Event and/or to be showcased in the event.

N. Admission Fees: The cost of admission, if any, and whether the event is a public or private event.

O. Alcoholic Beverages:

a. Conditions and restrictions on the use of alcoholic beverages.

b. Submit a list all vendors who will be providing alcohol, along with copies of their TABC certificates.

Note: Alcoholic Beverages are prohibited in all City parks, playgrounds and facilities except as specifically authorized by the city and in compliance with the PLCB .

P. Animals: A description of the types of animals anticipated to be part of the Special Event, if any. Refer to the Animal Control Ordinance for requirements for proper control and handling of animals and animal waste during Special Events.

Special Events applications including the use of animals will be reviewed by the Animal Control Agency.

Q. Attendance:

a. The approximate number of persons who will be attending the Special Event each day for the duration of the Special Event Permit.

b. The approximate number of persons who will participate in the event as volunteers or workers.

Note: The PA Department of Health requires an ambulance on standby at the event for all events expecting 5,000 or more people.

R. Insurance: Proof of comprehensive general liability insurance in the amount of one million dollars ($1,000,000.00), naming the City of Reading as additional insured. Also, include additional affected entities, i.e., BEDC.

S. Miscellaneous: Any special or unusual requirements that may be imposed or created by virtue of the nature or operation of the proposed Special Event activity, as well as any other information required by the Police Traffic Office.

T. Water/Wastewater: If applicable, a plan for the disposal of waste water, including capture and containment, which plan shall be approved by the Public Works Department. All water generated must be disposed of through an approved sanitary sewage system that is constructed, maintained, and operated according to law.

U. Liability insurance covering the City for any claim or claims by any persons or entities arising out of the conducting of said parades or special events shall be required as a condition to granting the applications with respect to those parades or special events which considering the nature thereof, and the activities involved, in the discretion of Chief of Police, on the recommendation of the Safety and Risk Manager of the City, require insurance in such amounts as the Chief of Police shall determine on the advice of the Safety and Risk Manager of the City.

V. Any additional information which the Chief of Police shall find reasonably necessary to a fair determination as to whether a permit should be issued.

Late Applications. The Chief of Police, where good cause is shown therefore, shall have the authority to consider any application hereunder which s filed less than 60 days before the date of such special event is proposed to be conducted.

§15-1205. Fees, Time Limit, and Cost

Fees. Due and payable at the time of filing Application. A copy of the receipt from the city's Treasury Office must accompany the application through the approval process in order for the permit to be issued.

1. Processing Fee will NOT be waived:

a) With proof of non-profit status (i.e., document of incorporation or, 501-C status): One hundred dollars ($100.00).

b) All others: Three hundred dollars ($300.00).

c) For Community Special Event Site Registration – Block Parties requiring barricades: Fifty dollars ($50.00).

d) If the event is cancelled or not held after the permit has been issued by the city, the processing fee will be refunded, minus a $50 administrative processing fee.

2. Security Deposit will NOT be waived:

a. Five hundred dollars ($500.00).

b. Refundable if the location of the Special Event is clean and free of litter and damage and city services costs are paid.

c. The Security Deposit must be paid with a separate check so that it can be placed in escrow for easy return if applicable.

3. Use of City Personnel Resources for Event:

a. Fire and EMS, Police, and Public Works will determine the number of and duration of personnel needed to provide services for the event based on the nature, the location, and the number of expected attendees. Extra employees will often have to be scheduled as to not significantly interfere with regular city operations.

b. Costs for needed services shall be paid according to the current City hourly rate for the personnel involved in the event and in adherence to conditions set forth in bargaining agreements, such as the minimum number of hours to be paid for such employee service. The overtime rate for employees will most likely be applicable.

c. Cost estimates will be provided to the Applicant at least 14 days prior to the event. Estimated city services that will cost above $500 require one-half payment seven days before the event. Failure of the permit holder to reimburse the city for services will result in the costs being taken from the security deposit and undertake collection procedures.

d Any complaints concerning the amount and cost of personnel needed to provide a clean and safe event will be heard and decided by the director of Finance or the City Managing Director.

§15-1206. Time Limit for Filing and Changes.

A timely Application for Special Event Permit shall be filed no less than sixty (60) days and no more than one hundred and eighty (180) days prior to the date on which the proposed Special Event shall occur.

The Mayor, where good cause is shown, may, but is not required to, consider an Application filed less than sixty (60) days (two [2] months) prior to the proposed date of said event or activity.

Any proposed changes to the Application prior to the date of the event must be approved by the Police Department with possible consultation with Public Works, Fire, Risk and Safety and the City Solicitor.

§15-1207. Date of Special Event Not Confirmed Until Permit Issued

Notwithstanding the Police Traffic Unit's acceptance of a completed Application, no date for a Special Event shall be considered confirmed until an Applicant has fully complied with all necessary requirements and the Special Event Permit has been approved and issued by the City of Reading. If an Application for a Special Event has been submitted for a specific date but is waiting for approval, no other Application can be accepted for that same date until a decision on the first Special Event Application has been made.

Certain annual Special Events have a "standing tentative reserved date," such as the Holiday Parade and the Labor Day Parade. These dates will be honored providing the Applicant submits the Special Event Permit Application in accordance with this Ordinance.

To avoid double-booking a City facility, the person responsible for City facilities should be notified immediately of the proposed date and event so that the venue can be tentatively reserved for said date.

§15-1208. Conditions for Issuance of a Special Event Permit

The City of Reading Police Traffic Office may issue a Special Event Permit when:

1. An Application is successfully completed and filed in accordance with this ordinance; and

2. All of the following conditions are satisfied:

    a. The Special Event will not substantially interrupt the safe and orderly movement of vehicular and pedestrian traffic.

    b. The Special Event will not require the diversion of police officers, fire department personnel or other department employees so as to significantly

impact the City department's ability to respond appropriately to regular City duty throughout the remainder of the community.

c. The concentration of persons, animals, vehicles, or things at the staging and disbanding areas, as well as along the event or street activity route, will not unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the streets.

d. The Special Event is not being conducted for an unlawful purpose, nor will it violate any Ordinance of the City or any other applicable law.

e. The Special Event will not substantially interfere with any other Special Event for which a Special Event Permit has already been issued; nor shall it substantially interfere with the provision of City services in support of other scheduled events or unscheduled government functions.

f. The Special Event will not have any unmitigated adverse impact upon residential or business access and traffic circulation in the same general venue.

g. All sponsor(s), participants, and attendees at special events are subject to all laws, ordinances, and regulations not specifically exempted by the special event permit, including but not limited to noise volume, disorderly conduct, and intoxication. Police, fire and code officers may order the shutdown of a special event that becomes disorderly or hazardous.

§15-1209. Denial or Revocation of a Special Event Permit

The Police Department Traffic Office, in consultation with the City Mayor or Managing Director, may deny or revoke a Special Event Permit Application if the Applicant fails to satisfy or violates any of the requirements set forth in this ordinance; or

1. The Applicant has made or permitted the making of a false or misleading statement or omission of material fact on the Special Event Permit Application; or

2. The Applicant has violated this Ordinance or has had a Special Event Permit revoked within the preceding twelve (12) months.

3. The Applicant violates or has violated within the past twelve (12) months another City Ordinance or State law

§15-1210. Notice of Decision

If the Application is rejected, the Police Department Traffic Office shall provide by facsimile transmission, e-mail, telephone, and/or U.S. mail directed to the Applicant within ten (10) business days after the date upon which the Application was filed, a notice of its action, stating the facts and conclusions which are the basis for the denial of the Permit.

§15-1211. Street Activity and Route Restrictions

Special Events shall comply with the following restrictions. The Police Department and/or City Managing Director may alter the time restrictions stated herein upon review of the Special Event's location, time, type, safety concerns, the City's capabilities, and proximity to residential properties.

1. Special Events held on public property within the City limits or on a publicly maintained right-of-way may begin staging (setting up) at 6:00 a.m. and shall disband (shut down) at 10:00 p.m. Cleanup must be completed by midnight.

2. Special Events held primarily in a residential area may begin staging (setting up) at 10:00 a.m. and shall disband (shut down) by 8:00 p.m. Cleanup must be completed by 10:00 p.m.

3. Special Events held primarily in a residential area and requiring street closures, the appropriate safety/security measures must be approved by the Chief of Police and/or the Managing Director for the duration of the Special Event and at the expense of the Applicant.

4. Noise levels for such Special Events shall not exceed maximum permissible sound levels in accordance with City noise Ordinance. This includes but is not limited to air horns and other horn blowing apparatus, whistles, and amplified music, speech, and other sounds.

5. Throwing any items, including but not limited to candy, gum, food, beads, confetti, balloons, and toys, from any and all kinds of moving vehicles, equipment, trailers, bicycles, motorcycles, animals, etc. during Special Event parades is strictly prohibited. However, such items may be handed to individuals curbside.

6. Only licensed drivers may operate motorized vehicles and equipment during parades. This includes but is not limited to automobiles, tractors, trucks of all makes, all-terrain vehicles (ATV), and go-carts.

7. The merchandise, products and services offered cannot be in violation of the duly enacted City of Reading Codified Ordinances and cannot include items that are "adult" related and can only be sold to persons over 21 years of age.

§15-1212. Temporary Signs for Special Events

It is unlawful for any person to place, post, paint, erect, display, secure, or maintain any sign, banner, lighting, or advertising without the prior written approval of the Public Works Department. In case of conflict with the City's sign regulations in the Code of Ordinances, the City's sign Ordinance shall control.

All Special Event signs, banners, flyers, or advertisements of any kind shall be contained within the boundaries of the event location and shall be removed within twenty-four (24) hours of the completion of the Special Event. A Special Event sign not removed in compliance with this section may be removed by the City at the expense of the Applicant to include costs incurred by the City for removal of same. If a Special Event sign, banner, flyer, or advertisement becomes a hazard to the public's safety or welfare due to inclement weather, inadequate maintenance, accidental damage, or other cause, the City shall remove the sign immediately at the sole cost of the Applicant. After removal by the City, the City may store, dispose, destroy, or otherwise handle the sign as it deems appropriate and shall have no liability to the Applicant or sign owner related to same. All banners not picked up by the Applicant or designee within one (1) week after completion of said Special Event, may be disposed, destroyed, or otherwise handled as deemed appropriate with no liability on the part of the City.

§15-1213. Appeal Procedure.

Any person aggrieved by the action of the Chief of Police shall have the right to have the action of the Chief of Police reviewed by the Mayor of the City upon written request to the Mayor delivered by registered mail at the Mayor's office. The Mayor shall thereupon review the action of the Chief of Police and the reasons for his action and notify the aggrieved party by mail within 10 days of the receipt of the appeal of his action thereon.

Where a late application has been denied by the Chief of Police, the action of the Chief of Police may be reviewed by the Mayor, upon receipt of a written request for review by the

aggrieved party. Failure to issue a permit within 3 days of the receipt of the appeal shall be deemed notice of dismissal of the appeal.

§15-1214. Alternative Permit.

The Chief of Police in denying an application for a special event permit shall be empowered to authorize the conduct of the special event on a date, at a time, or over a route different from that named by the applicant. An applicant desiring to accept an alternate permit shall, within 5 days after notice of the action of the Chief of Police, file a written notice of acceptance with the Chief of Police. An alternate special event permit shall conform to the requirements of, and shall have the effect of a special event permit under this Part.

§15-1215. Notice to City and Other Officials.

Immediately upon the issuance of a parade permit, the Chief of Police shall send a copy thereof to the following:

A. The Mayor.
B. The City Solicitor.
C. The Fire Chief.

§15-1216. Duties of Permittee.

A permittee hereunder shall comply with all permit directions and conditions and with applicable laws and ordinances.

Possession of Permit. The parade chairman or other person heading or leading such activity shall carry the parade permit upon his person during the conduct of the parade.

§15-1217. Public Conduct During Special Event.

Interference. No person shall unreasonably hamper, obstruct or impede or interfere with any special event or with any person, vehicle or animal participating or used in a special event.

Driving Through Events. No driver of any vehicle shall drive between the vehicles or persons comprising an event when such vehicles or persons are in motion and are conspicuously designated as a special event.

Parking on Special Event Routes. The Chief of Police, Police Traffic Supervisor, City Managing Director or designated representative shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along a highway or part thereof constituting a part of the route of a special event.

§15-1218. Inspections

Amusement rides and/or attractions associated with Special Events shall conform to statutory rules and regulations set forth in the Commonwealth of Pennsylvania. Copies of inspection or approval reports shall be required prior to use in the City limits and verified by authorized City personnel. Amusement rides in enclosed areas greater than one thousand (1,000) square feet are required to be "fire-sprinkler-ready" with an external Fire Department connection (FDC) and be inspected by the Fire Marshal's office.

All temporary structures, including but not limited to booths, buildings, stages, bleachers, fences, tents, awnings, and canopies. If any temporary structure is equal to or larger than two hundred (200) square feet in diameter, a certificate confirming the use of flame-retardant material shall be provided by Applicant. And shall be inspected by the Fire Marshal's office.

Special electrical and water/wastewater needs must be inspected prior to the event.

§15-1219. Animal Waste

Refer to the Animal Control Ordinance for requirements related to Special Event activities involving animals. Applicants are responsible for properly controlling and handling all animals and animal waste.

§15-1220. Insurance Required to Conduct Special Event

An Applicant for a Special Event must provide proof of comprehensive general liability insurance in the amount of one million dollars ($1,000,000.00) to protect the City against loss from liability imposed by law for damages on account of bodily injury and/or property damage arising from any aspect of the Special Event. Such insurance shall name the City of Reading, its officers, employees, agents, and, if required, any other public entity involved in the Special Event, as additional insured on a separate endorsement maintained for the duration of the Special Event. Notice of limitation, reduction, or cancellation of insurance coverage shall be provided immediately to the City of Reading by the carrier and the Applicant.

The insurance required shall encompass all liability insurance requirements imposed for other permits required under other sections of this Ordinance and is to be provided for the benefit of the City and not as a duty, expressed or implied, to provide insurance protection for spectators or participants.

The insurance required must be submitted to the Police Traffic Office no later than two (2) weeks prior to the event. Before this time, a letter of intent to insure from the event's insurance agency must be on file with the Application that states the City of Reading will be additionally insured. Failure to provide the insurance or the letter of intent for insurance could result in the denial/revocation of the Special Event Permit.

§15-1221. Indemnification

The Applicant for a Special Event Permit shall indemnify and hold harmless the City, its officers, employees, agents, and representatives against all claims of liability and causes of action resulting from injury or damage to persons or property arising out of the Special Event.

§15-1222. Conditions for Premises After the Special Event

The Applicant is required to bring the premises back to the same or better condition; and failure to comply, will result in no future events to be held by the Applicant or organization.

§15-1223. Revocation of Permit.

The Chief of Police shall have the authority to revoke a special event permit issued hereunder upon violation of the standards for issuance as herein set forth.

§15-1224. Penalties.

1. It shall be unlawful for any person to stage, present, or conduct or attempting to stage, present or conduct an event without first having obtained a permit therefore as herein provided or who shall otherwise violate any of the provisions of this Part.

§15-1225. Penalty for Violations of Ordinance

A person commits a summary offense if he/she:

1. Knowingly commences or holds a Special Event without a Special Event Permit or with a permit that has expired or has been revoked; or

2. Knowingly violates any terms or provisions of this Ordinance; or

3. Violations of this Ordinance shall be treated as strict liability offenses regardless of intent.

4. This Ordinance governs fire safety and public health, safety, and general welfare. Accordingly, any person, firm, corporation, or organization violating or failing to comply with any of the provisions of this Ordinance shall be subject to the penalty as provided for in the City of Reading Code of Ordinances.

5. The penalty upon conviction of any violation of this section is $500.00

§15-1226. Fee Schedule

Fees for All Special Events	
Processing Fee with proof of non-profit status	$100.00
Processing Fee for all others This fee will <u>not</u> be waived. Due at time of filing Application. Must be in the form of a Cashier's Check or a Money Order issued by U.S. Post Office.	$300.00
Fee for cancelled events	$50.00
Security Deposit for damages/cleanup This fee will <u>not</u> be waived. Due at time of filing Application. Pay at Treasurer's Office Must be in the form of a Cashier's Check or a Money Order issued by U.S. Post Office.	$500.00
Inspection Fee required for amusement rides, temporary structures, and special electrical and water/wastewater needs Applicant is responsible for fee.	$50.00

This fee will not be waived. Due at time of filing Application. Must be in the form of a Cashier's Check or a Money Order issued by U.S. Post Office.	
Re-inspection Fee required for above-described items This fee will not be waived. Due at time of filing Application. Must be in the form of a Cashier's Check or a Money Order issued by U.S. Post Office.	$75.00

Fees Include the Following Services Where Applicable	
Administrative time	
Ant and mosquito spraying as needed	
Banner Permit	
Bathrooms cleaned and stocked with paper products	
Mowing and other preparations	
Street closures with placement of cones and barricades	
Traffic, Crowd, and/or parking control	
Trash receptacles and disposal of contents	
Other:	

NOTE: ***If damages or cleanup fees exceed the $500.00 Security Deposit Fee, the Applicant is responsible for procuring payment of said incurred costs. The applicant is responsible for payment of said incurred costs.***

If additional costs are incurred during the production of a Special Event, such as the rental of rugs, equipment, etc., the Applicant is responsible for payment of said incurred costs. Invoice(s) will be sent to Applicant upon receipt of same.