

**BOARD BILL NO. 303 INTRODUCED BY: ALDERWOMAN PHYLLIS YOUNG
AND ALDERMAN TERRY KENNEDY**

1 An ordinance recommended by the Board of Estimate and Apportionment relating to special
2 events; with definitions of terms; establishing a Special Events Office as a division of the
3 Department of Public Safety; providing procedures for the issuance of special events permits;
4 authorizing regulations; with a severability provision.

5 **WHEREAS**, special events in the City of St. Louis contribute to the quality of life for all
6 residents;

7 **WHEREAS**, special events necessitate the provision of various City services and affect traffic;

8 **WHEREAS**, a clear set of procedures and rules for the conduct of special events will benefit the
9 organizers of special events and city residents;

10 **BE IT ORDAINED BY THE CITY OF ST LOUIS, AS FOLLOWS:**

11 **Section One Definitions**

12 As used in this ordinance the following terms have the following meanings:

13 **“Clear”** means that there is not, to the knowledge of the Special Events Office, a Special Event
14 scheduled at the same time and in the same place as a Special Event for which an application is
15 filed with the Special Events Office and that there is no Established Special Event entitled to
16 such time.

17 **“Established Special Event”** means a Special Event which has occurred on substantially the
18 same days of the same week or weeks in the same month, at substantially the same place, for
19 five or more years.

1 **“Festival”** means an organized social, cultural, religious, artistic, athletic or like event taking
2 place on one or more days which involves use of Public Right of Way/Property and which is not
3 a Parade.

4 **“Organizer”** means the entity which is organizing and in charge of the conduct of a Special
5 Event.

6 **“Parade”** means an organized movement by a group of people along City property for social,
7 cultural, religious, artistic, festive, expressive, commemorative, or like reasons or purposes.

8 **“Private property”** means all property that is located within the boundaries of the City, except
9 for property that is owned by the city or by a governmental entity that is not subject to City
10 regulation.

11 **“Production Zone”** means one or more areas, not necessarily contiguous to each other, used by
12 a Special Event Organizer for the production of the Special Event, including, but not limited to,
13 stages, barricades, parked vehicles, booths, tents or other temporary or permanent structures,
14 temporary signage and/or utility poles, and the area immediately surrounding them.

15 **“Public Right of Way/Property”** means any property that is owned or controlled by the City,
16 including but not limited to streets, sidewalks, parks, plazas, malls, and public buildings.

17 **“Related Departments”** means City and non-City government departments or agencies which
18 the Special Events Program Executive believes will be involved in facilitating, regulating and
19 assisting a particular Special Event. Related Departments may vary, depending on the size,
20 nature and location of particular Special Events, and may include, by way of example and not by
21 way of limitation, i) the Mayor; (ii) the President of the Board of Aldermen; (iii) the Fire Chief;
22 (iv) the Commissioner of Emergency Management; (v) the Excise Commissioner; (vi) the
23 Directors of the Streets, Parks, Recreation and Forestry Departments; (vii) the Water

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1 Commissioner; (viii) the Director of the Business Assistance Center; (ix) the Commissioner of
2 Facilities Management; (x) the License Collector; (xi) the Collector of Revenue; (xii) the Port
3 Authority Director; (xiii) the Chief of Police; (xiv) the Operational Planning office and Traffic
4 Division of the Police Department; (xv) Metro; (xvi) the National Park Service; (xvii) the
5 Convention and Visitors Commission; (xviii) the St. Louis Sports Commission; (xix) the Coast
6 Guard; (xx) the Illinois and Missouri Departments of Transportation and (xxi) the Director of
7 the Health Department.

8 **“Special Event”** means an organized non-City government event taking place on Public Right
9 of Way/Property, including but not limited to Parades, charitable runs or walks, street fairs, and
10 Festivals. “Special Event” does not include picnics or barbecues or sports activities at park
11 facilities under permits from the Department of Parks, Recreation and Forestry, or block
12 observances of National Night Out.

13 **“Special Event Zone”** means the entire area in which a Special Event occurs and includes the
14 Production Zone, all vending locations connected with the event, temporary signage, and the area
15 expected to be occupied by persons attending the event.

16 **Section Two Special Events Office**

17 There is hereby established a Special Events Office as a division of the Department of Public
18 Safety, which Office shall consist of:

19 A. A Special Events Program Executive, who shall be appointed by the Director of
20 Public Safety in accordance with Article XVIII of the Charter. The Program
21 Executive shall be the executive head of the Special Events Office, shall have general
22 direction and control of such Office, and shall be responsible for carrying out the
23 duties of such Office. The Program Executive shall receive a salary fixed in

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1 accordance with ordinance provisions. The Program Executive shall have such
2 additional authority, duties and responsibilities as may be authorized by this
3 ordinance or by subsequent ordinances.

4 B. A Special Events Office staff, to consist of such technical, clerical, stenographic, and
5 other personnel as deemed necessary by the Manager. The Program Executive shall
6 appoint and supervise the Special Events Office's personnel pursuant to the civil
7 service provisions of the Charter and ordinances, and when they are to be
8 compensated, may make such expenditures within the appropriations therefor, or
9 from other funds made available, as may be necessary to carry out the purposes of
10 this ordinance. In all applicable cases, the system of personnel administration in the
11 Special Events Office shall be in accordance with the merit system requirements of
12 Article XVIII of the Charter, as supplemented by
13 ordinance, rules or regulations.

14 **Section Three Duties of Special Events Office**

15 The Special Events Office shall:

16 (a) Maintain and make available to the public standardized written descriptions of the City's
17 requirements for different types of Special Events.

18 (b) Issue permits consistent herewith for Special Events.

19 (c) Maintain and distribute a current schedule of i) future Special Events in the City for
20 which permits have been issued and ii) Established Special Events unless the Special
21 Events Office is notified by the Organizer of an Established Special Events that the event
22 will not occur.

1 (d) Assist Organizers of Special Events to obtain permits needed from other City
2 Departments.

3 (e) Act as a liaison/coordinator among all governmental agencies and departments in the
4 City which have duties or functions relating to Special Events.

5 **Section Four Date and Location Preference for Established Special Events.**

6 The Special Event Office shall reserve the dates and location of a Special Event which has
7 become an Established Special Event. Unless the Special Event Office has been notified by the
8 Organizer of the Established Event that the Established Special Event does not wish to continue
9 to reserve its dates and location, the Special Events Office shall not issue a permit for another
10 Special Event for such dates and location.

11 **Section Five Applications for Special Event Permits**

12 (a) An application for a Special Event Permit other than a Parade shall be filed with the
13 Special Events Office not less than sixty calendar days before the first proposed day of
14 the Special Event.

15 (b) An application for a Special Event which is a Parade shall be filed with the Special
16 Events Office not less than ninety calendar days before the proposed day of the Parade.

17 (c) An administrative processing fee of twenty-five dollars (\$25.00) shall be paid with the
18 application for any Special Event Permit, with the exception of neighborhood block
19 parties, which will be free of such administrative processing fee. This fee is separate
20 from and not in lieu of any other fee required for any permit or authorization relating to
21 the Special Event.

22 (d) An application for a Special Event Permit shall be made on a form prescribed by the
23 Special Events Office and shall contain the following information, together with

1 additional information which the Special Events Office may determine appropriate from
2 time to time:

- 3 (i) the name and general nature of the proposed Special Event;
- 4 (ii) the dates and beginning and ending times of day of the proposed Special Event;
- 5 (iii) the location of the proposed Special Event;
- 6 (iv) The identity of the Organizer of the Special Event and the names, residential and
7 business addresses, and telephone numbers of such organization's board of
8 directors or committee and of its manager or staff director;
- 9 (v) an estimate of the number or participants or attenders of the proposed Special
10 Event;
- 11 (vi) whether the proposed Special Event will involve aquatic or aerial activities, or
12 pyrotechnics/fireworks;
- 13 (vii) the times, dates and locations of specific events proposed as part of the Event,
14 e.g. concerts and a description of such events;
- 15 (viii) The boundaries of the proposed Special Event Zone and the locations of the
16 Production Zone within the Special Event Zone;
- 17 (ix) A detailed description of food and beverage service and vending proposed during
18 the Special Event, together with menus and a list of items proposed to be sold
19 during the Special Event;
- 20 (x) The name and address of the security firm that will provide security services to
21 the Special Event and the name, addresses and telephone numbers of the
22 responsible person at such firm;

1 (xi) The name, address, telephone number and contact person of the insurance broker
2 which will provide insurance for the Special Event;

3 (xii) If the Special Event has one or more corporate sponsors, the names thereof and
4 the nature of their business, and the name, addresses and telephone number of the
5 responsible person at such corporation;

6 (xiii) The name and telephone numbers of the Organizer's representative responsible
7 for any required permits from other governmental agencies which are not part of
8 City government;

9 (xiv) Information concerning temporary signage proposed for the Special Event site,
10 including the Production Zone;

11 (xv) A trash pick-up and recycling plan for the Special Event;

12 (xvi) If the Special Event is a Parade the Special Event Permit Application shall
13 contain the following additional information:

14 (aa) the proposed route of the Parade;

15 (bb) the anticipated number of participants in the Parade;

16 (cc) whether the Parade will include motor vehicles or animals; and

17 (dd) the estimated number of spectators.

18 **Section Six Processing of Applications for Special Event Permits**

19 A. Upon receipt of a completed Special Event Permit application and the fee, the Special Events
20 Office shall:

21 (a) Immediately determine if the proposed Special Event dates are Clear, and if they are not,
22 immediately advise the applicant.

23 (b) Distribute the application for comment to the appropriate Related Departments, if any.

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1 (c) If it deems such a meeting necessary because of the size of the Special Event, or for
2 any other reason, convene a meeting of the Special Event organizer and
3 representatives of the appropriate Related Departments.

4 (d) Advise the applicant within ten days (fifteen days in case of a Parade) of all permits
5 other than the Special Event Permit which the office believes will be required for the
6 Special Event.

7 (e) Advise the applicant within ten days (fifteen days in case of a Parade) of all insurance
8 requirements for the Festival.

9 (f) Advise the applicant within thirty days if the Special Event permit will be issued upon the
10 applicant's obtaining all other necessary permits and insurance, whether there will be any
11 other conditions on the permit, or if the permit is denied.

12 B. If an applicant has been advised that the Special Event permit will be issued upon the
13 applicant's obtaining all other necessary permits and insurance, the Special Events Office
14 shall issue the permit upon proof that all such permits and insurance has been obtained, and
15 shall send copies of the permit to the Related Departments.

16 **Section Seven Vending, Liquor Sales and Temporary Signage in Special Event Zones.**

17 After a Special Event permit has been issued, no new permit shall be issued for temporary
18 vending, temporary liquor sales or temporary signage within such Special Event Zone for a
19 period of thirty days before the beginning of the Special Event until the end of the Special Event
20 without the written consent of the Special Event Permit Holder.

21 **Section Eight Time Deadlines**

22 It is the policy of the City to encourage the holding of Special Events within the City.

23 Accordingly, for good cause as determined by the Special Events Program Executive, time

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1 deadlines provided for in this Ordinance may be reduced or waived provided such reduction or
2 waiver is consistent with public health and safety.

3 **Section Nine Regulations**

4 The Special Events Office is authorized to promulgate regulations consistent with this Ordinance
5 and other applicable law to facilitate the regulation of Special Events. Such regulations shall be
6 approved by the City Counselor's office and the Director of Public Safety prior to issuance and
7 shall be filed with the Register.

8 **Section Ten Severability Provision**

9 Each provision of this ordinance shall be severable. In the event any provision of this ordinance
10 is found by a court of competent jurisdiction to be invalid , the remaining provisions of this
11 ordinance are valid, unless the court finds the valid provisions of this ordinance are so essentially
12 and inseparably connected with, and so dependent upon, the invalid provision(s) that it cannot be
13 presumed that the Board of Aldermen would have enacted the valid provisions without the
14 invalid one(s); or unless the court finds that the valid provisions, standing alone, are incomplete
15 and are incapable of being executed in accordance with the legislative intent.