

ORDINANCE 37A VENDOR PERMITS AND SPECIAL EVENTS

THE ORDINANCE IS TO ESTABLISH VENDOR PERMIT FEES FOR A ONE TIME VENDOR PERMIT OR A RECURRING VENDOR PERMIT AND TO DETERMINE WHICH EVENTS ARE CONSIDERED SPECIAL EVENTS. THIS ORDINANCE WILL OUTLINE THE RULES AND REGULATIONS FOR SUCH FEES AND EVENTS. ANY AND ALL VENDORS, EVENTS, OR SPECIAL EVENTS REQUIRE A PERMIT, NO EXCEPTIONS; CERTAIN VENDORS, EVENTS, AND SPECIAL EVENTS MAY REQUIRE COUNCIL APPROVAL.

SECTION I: PURPOSE

The following list will determine the areas of the city where vendors and special events can be held. See attached diagrams on p. 7 and 8. All available areas are subject to size of event and equipment being used i.e., food trucks, trailer, sound systems. The only event that does not apply to this ordinance is Fishing tournaments, which is covered in Ordinance 27 Parks.

- A. Red Barn
- B. Baseball/softball field
- C. Empty area between the Red Barn and Ball field
- D. Tournament Side of Park
- E. Family area of Park
- F. City Hall Parking Lot
- G. Boat Dock/Pier

Any vendor, event, or special event that will require electricity usage will be regulated to use the following areas (See Attached Diagrams p. 7 and 8):

- A. Small wattage: Red Barn (A) and/or tournament side of park (D).
- B. Large amps: Empty area between Red Barn and baseball field (C) and/or tournament side of park (D).

SECTION II: RULES AND REGULATIONS

The following are the rules and regulations for any vendor, event, or special event. All rules and regulations are subject to change, with or without notice, and are at the discretion of the City of Log Cabin. Fees for vendors and events are detailed in Section IV of this ordinance.

- A. Any vendor/event that anticipates 50 or more attendees and/or has alcohol must have approval from the city council by filling out an application and going before the council during their regular scheduled council meeting, which is the 3rd Thursday of every month. Applications must be submitted at City Hall no later than 72 hours prior to the regular scheduled meeting. These types of events will also require one or more off-duty officers depending on the size of the vendor or event.
- B. All vendor/events will require a permit to be obtain prior to setting up, operating, or beginning an event. An application must be filled out and approved by the code enforcement officer, excluding vendors or events outlined in Section II A, which must be approved by city council.
- C. No vendor/event shall operate outside the areas operating hours. Operating hours are as follows:
 - a. Red Barn – 8am to Midnight

- b. Baseball/softball field – 8am to 8pm
 - c. Empty area between the Red Barn and Baseball field – 8am to 8pm
 - d. Tournament Side of Park – 8am to 8pm
 - e. Family area of Park – 8am to 8pm
 - f. City Hall Parking Lot – 8am to 8pm
 - g. Boat Dock/Pier – 8am to 8pm; open 24 hours for fishing ONLY
- D. No one may damage, change, or remove any city property for the events purpose. All property is to be used as is. Decorating is allowed, Canopies and accessories may be used so long as no wall coverings, buildings, grounds etc. are damaged and all items are removed at the end of the event.
 - E. The City of Log Cabin reserves the right to refuse, remove, or close a vendor or event if it directly violates a city ordinance or becomes disruptive to the health and safety of the citizens/attendees.
 - F. At no point can a vendor/event block someone's home, city or private roads, or public entrances.
 - G. Any event that is commercial activity must have an approved permit and follow all local, state, and federal laws.
 - H. Overnight occupation in vendor booths or event areas is prohibited, except at the RV/Tent Camping area.
 - I. All equipment to be used must be included on permit application and approved by council.
 - J. Normal admission fees for public areas are still effective during any event or where a vendor is present.
 - K. No one under the age of 18 may fill out an application for vendor or event and may not solely operate a vendor booth or event.
 - L. Number of permissible vendor booths will be determined by the amount of available space and available electrical outlets in chosen event area to ensure safety of vendors and attendees.
 - M. ALL VENDORS AND EVENT HOLDERS MUST COMPLY WITH ORDINANCE 58 DOCK AND PIER REGULATIONS AND ORDINANCE 27 PARK RULES, AS APPLICABLE.

SECTION III: APPLICATION FOR PERMIT

All persons, firms, group, organizations, corporations, residents, and visitors to the City's facilities, open areas, Red Barn, Boat Ramp, and/or any other City buildings or property, will be required to fill out an application for any vendor, event, or special event. Each application will be required to have the following information:

- A. Name, address, phone number/s, of the person(s) responsible for event or vendor booth.
- B. Proof of insurance (subject to event/vendor).
- C. Type of event.
- D. Anticipated number of attendees.
- E. What the vendor will be selling/marketing to the public.
- F. What area the event/vendor booth wishes to use.
- G. Duration of event and/or how long the vendor booth plans to be there hours/days etc.

SECTION IV: FEES

INDEPENDENT VENDOR PERMIT FEES: The following are the fees for any Independent Vendor Permits. An Independent Vendor Permit refers to a vendor that is not associated with any event.

- A. Single day use permit: \$15.00 per day Monday-Friday or \$20.00 per day Saturday and Sunday.
- B. Weekend Friday-Sunday: \$35.00
- C. Summer pass: Memorial Day weekend - last weekend of July: \$175.00 (Friday-Sunday only)
- D. One year, Sunday through Saturday, January 1st through December 31st: \$500

EVENTS WITH LESS THAN 50 ATTENDEES WITH VENDORS: The following are the fees for Events and with vendors. Events are defined by having less than 50 attendees and no alcohol.

	<u>Duration</u>	<u>Event Fee</u>	<u>Vender Fee per Vendor</u>
A. Non-Holiday	1-2 days	\$50.00	\$25.00
B. Holiday	1-3 days	\$100.00	\$40.00

SPECIAL EVENTS 50 OR MORE ATTENDEES WITH VENDORS: The following are the fees for a special event that will have vendors and 50 or more attendees. Special Events are defined by having 50 or more attendees and/or alcohol. Alcohol fees will apply.

	<u>Duration</u>	<u>Event Fee</u>	<u>Vender Fee per Vendor</u>
A. Non-Holiday	1-2 days	\$100.00	\$50.00
B. Holiday	1-3 days	\$150.00	\$65.00

EVENTS/SPECIAL EVENTS WITHOUT VENDORS: The following are the fees for Events and Special Events without vendors. Examples of these events include weddings, graduation parties, birthday parties, family reunions, memorial services, etc. Alcohol fees may apply.

- A. Red Barn will follow Ordinance 27's fee schedule.
- B. Tournament side of park: \$100 per 4 hours; \$150 per 8 hours; \$200 per 12 hours
- C. Park, Dock, Ball field, Open Area outside: \$200 per 4 hours; \$250 per 8 hours; \$300 per 12 hours.

DEPOSITS AND ALCOHOL FEES: The following fees will be required in addition to the event fees.

- Deposits:
- 1. Events/Special Events with Vendors at the Red Barn: \$500 refundable deposit to cover any property damages and \$200 nonrefundable cleaning fee.
 - 2. Events/Special Events without Vendors will follow Ordinance 27 Red Barn fees.
 - 3. Any outside area will have a \$250 refundable deposit to cover any damages and a \$100 nonrefundable fee for cleaning.

Alcohol: Alcohol fees are non-refundable and vary depending on anticipated number of attendees and/or required off-duty officers, as follows:

- 1. Any event with less than 50 attendees will have an additional fee of \$200 per day.
- 2. Special Events having 50 to 100 attendees will have an additional fee of \$400 per day.
- 3. Any event with over 100 attendees will be subject to additional fees depending on the anticipated number of attendees and/or required off-duty officers. This fee will be determined prior to permit approval.

CITY SPONSORED EVENTS: If the city is holding an event with vendors, each vendor will be charged \$50 per permit and a possible refundable deposit of no more than \$100, depending on vendor products and location. Vendor deposit will be nonrefundable if alcohol is present.

SECTION V: CITIZEN ACCESS

Citizens have access to all public-use areas of the city for an Event without Vendors at no cost except for:

- A. Where fees already apply, Red Barn and Park Area.
- B. When there will be alcohol present.
- C. Where the city must close a public-use area off to the public for an event. Events of this type will incur an additional fee to compensate the city for the loss of revenue. Such fee will be determined based on duration of event and number of attendees and will be disclosed prior to permit approval.

All citizens who wish to hold an Event without Vendors will still need to fill out an application and schedule such event as to not conflict with other events that are scheduled, whether the event will require fees or not.

SECTION VI: OFFENSES AND PENALTIES

Any vendor, event holder, attendee, or citizen who violates this ordinance shall commit a misdemeanor punishable by a fine of no less than \$100 but not to exceed \$500 for each offense, per day. Any damages to City property during the use of the events or by vendors or attendees will be liable for the cost of damages, replacement of damaged items, and/or reimbursing the city for the cost of said damages not covered by deposits. A culpable mental state is not required and need not be proved for an offense punishable by this ordinance. A motor vehicle and/or watercraft found in violation may be subject to impoundment at the owner's expense.

SECTION VII: DEFINITIONS

ATTENDEES – any person(s) that attends a gathering that not is not employed by event holder or vendor.

CITIZENS – any person(s) that lives within the city limits and provides evidence of residency via a Log Cabin water bill.

COMMERCIAL ACTIVITY – an activity that advertises or provides a good, service, class, or instructional activity in exchange for compensation. This includes providing a good service, class, or instructional activity without compensation but as an inducement of advertisement for a class or instructional activity for compensation.

COUNCIL – governing body of the city.

EVENT – any gathering with less than 50 attendees.

EVENT HOLDER – a person(s) who is responsible for acquiring the event application, paying said fees, and is responsible for all activities during the event.

FEES – any money, thing of value, payment, reward, tip, consideration, donation, gratuity, or profit paid to, accepted by, or received by the city.

FISHING TOURNAMENT – any person(s) or groups(s) holding a tournament for the sole purpose of fishing, in accordance with Ordinance 27 Parks.

PUBLIC USE – area used by the public for an activity or special event that does not include commercial activity.

INDEPENDENT VENDOR PERMIT – any vendor that wishes to request a vendor permit and is not associated with any event.

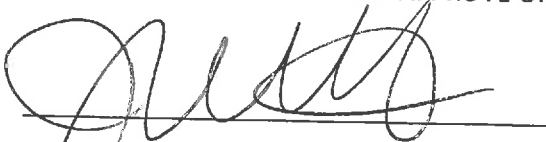
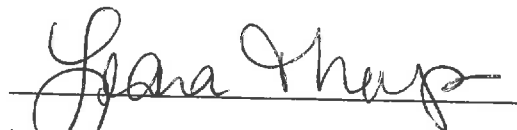
RECREATION FACILITY – a facility owned or operated by the city and used primarily for recreational activities.

SOUND EQUIPMENT – loudspeaker, microphone, public address system, amplification system, turntable, or other similar digital or analog device that amplifies a voice or other sound.

SPECIAL EVENT – any event with 50 or more attendees and/or the presence of alcohol.

VENDOR PERMIT – a certification of approval and allowance to sell items on city property.

THIS ORDINANCE PASSED AND APPROVE ON THIS 19TH DAY OF AUGUST, 2021.


Jennifer Williams, Mayor
Leana Thorp, City Secretary

