1. PURPOSE

The purpose of this policy is to establish a fair, consistent, and efficient process for receiving, reviewing, approving, conditioning, and denying applications for Special Event Permits within the City of Nixon.

This policy is intended to protect public health, safety, welfare, property, and access while allowing community, civic, charitable, commercial, recreational, cultural, and similar temporary events to occur in an orderly manner.

2. APPLICABILITY

A Special Event Parade Permit is required for a temporary event conducted on city streets.

3. APPLICATION DEADLINE

A complete Special Event Permit application should be submitted to the City of Nixon Code Compliance Department at least **30 calendar days before the proposed event**.

Applications submitted fewer than 30 calendar days before an event may be accepted when sufficient time remains for all required departments and agencies to complete their review.

Submission of an application does not constitute approval. No applicant should advertise City approval, close or obstruct public property, or conduct activities requiring City authorization until the applicable permit has been issued.

4. APPLICATION REQUIREMENTS

The applicant shall submit a completed Special Event Parade Permit application containing, as applicable:

- Applicant and sponsoring organization name and contact information;
- Event name, purpose, date, hours, and location;
- Security plan;
- Proof of insurance naming the City of Nixon as an additional insured party.
- Any additional information reasonably necessary for the City to determine compliance with applicable health, safety, traffic, fire, building, zoning, sanitation, and other requirements.

5. APPLICATION FEE

The applicant shall pay the Special Event Permit application fee based on the event's need for extraordinary City services, including law enforcement, traffic control, public works, sanitation, barricades, equipment, or other requested services.

Application fees are non-refundable unless City policy provides otherwise.

6. DEPARTMENTAL REVIEW

The Code Compliance Department shall coordinate the review of an application and may distribute it to appropriate departments or officials, including:

- Police Department;
- Fire Department or applicable fire authority;
- Public Works;
- Administration; and
- Other governmental agencies when necessary.

Each reviewing department may recommend approval, approval with conditions, or denial based upon requirements within its jurisdiction.

7. INSURANCE AND LIABILITY

For events using City property, the City requires the City of Nixon to be identified as an additional insured to the extent authorized and appropriate.

Applicants remain responsible for damage caused by their event, employees, contractors, vendors, participants, or equipment as provided by applicable law or agreement.

8. APPLICANT RESPONSIBILITIES

The permit holder is responsible for:

- Maintaining a copy of the approved permit at the event site;

9. ADMINISTRATION

The **City of Nixon Code Compliance Department** is designated as the primary department responsible for receiving and coordinating Special Event Permit applications.

The Code Compliance Officer may develop administrative forms, checklists, site-plan requirements, departmental review procedures, and other materials necessary to implement this policy, provided those administrative procedures are consistent with applicable City ordinances and law.