

SPECIAL EVENTS PUBLIC SAFETY ORDINANCE

PURPOSE

The provisions of this article are to ensure the public's health, safety, welfare and property during the instance of a special event. No part of this regulation shall create an undue burden on any nonprofit, civic organization, for profit business, or religious organization. The Town of East Hampton has many organizations that hold special events that require additional notification of all the branches of emergency services and regulatory agencies in order to ensure safety.

DEFINITIONS

Special event- Any public gathering, other than the normal operation of the hosting organization, of more than 1000 persons assembled at one time for one particular event.

Host - The individual(s) and/or organization(s) that sponsors the Special event.

Emergency services- refers to the East Hampton Police Department, Fire Department and Ambulance Association.

Regulatory agencies- Shall include but is not limited to the Health Department, Building Department and Fire Marshal.

EXCEPTIONS

No organization or business shall be assessed a fee for their application. Family events and reunions shall be exempt from the provisions of this article.

APPLICATION

The host must complete a Special Events form application and provide it to the Town Managers office a minimum of 5 business days prior to the event occurring. There will be no fee associated with the application and all applications shall be approved unless identified below in section 271-5 or the event is deemed unsafe or in violation by a head of any of the Emergency Services and/or Regulatory agency in accordance with any Connecticut General Statute.

PENALTIES FOR OFFENSE

In the instance the Hosts fails to provide an application form in the following format will be followed for penalties:

First Offense- written warning

Second Offense- \$50 fine

Third Offense- \$100 fine

Fourth Offense- denial of any future application for one calendar year from the date of the event.

APPEAL

In the instance that a fine is levied on the Host of an event they will have the opportunity to appeal the fine. Appeals will be directed in writing to the Town Managers office and will be heard by an appeals review committee consisting of:

- The Town Manager;
- A Council member from each of the represented political parties appointed by the Council Chair;
- The Chiefs of the Fire Department, Police Department and Ambulance Association.

The Appeals review committee decision shall be made in writing and will be final and binding.

Adopted by Town Council: June 9, 2015

Published: June 12, 2015

Effective: July 2, 2015

DATE: _____



SPECIAL EVENTS PUBLIC SAFETY
APPLICATION

HOST OF EVENT INFORMATION:

NAME: _____

PHONE: _____

EMAIL: _____

MAILING ADDRESS: _____

EVENT INFORMATION:

LOCATION ADDRESS: _____

ESTIMATED NUMBER OF ATTENDEES: _____

DATE OF EVENT: _____

DESCRIPTION OF EVENT AND ACTIVITIES: _____

Please return the Application to the Town Manager's Office at least 5 days prior to the Event.