TOWN OF LISBON SPECIAL EVENTS POLICY

INTRODUCTION

The purpose of this policy is to outline the issuance of permits for special events in excess of 100 people that occur on Town of Lisbon property or involve road closures, and any ticketed event on private property in excess of 250 people for 2 hours or longer, in order to protect the public health, safety, welfare and peace of the inhabitants of the town.

(*This policy excludes ARTICLE VI. - AFTER HOURS ENTERTAINMENT EVENTS which is the issuance of licenses for after-hours entertainment events in order to protect the public health, safety, welfare and peace of the inhabitants of the town. Please see that Ordinance for events between 12:00 am and dawn.)*

Any event that is sponsored by a Town Department (Recreation, ECD, Police, Fire, School Dept. etc.) shall be required to comply with the requirements of this policy but shall be exempt from completing the special event application and paying application fees.

Any event which falls within this description shall be regulated by this policy regardless of the name of the gathering, the type of entertainment, or any other factor. Special events exclude private gatherings, such as weddings, on private property with less than 500 attendees.

No Special Events Applicant may conduct or cause to be conducted a special event without first having obtained a permit to do so from the town clerk. Such permit requirements for a special event shall be in addition to, and not in replacement of, any other permits or licenses required of that venue or Special Events Applicant.

The town clerk will issue the permit required in this policy only after all conditions precedent set forth in this policy have been met. In addition, the chief of police, code enforcement officer and/or the fire chief shall have the right and authority hereunder to attach and enforce such conditions to the issuance of the permit as may be required to assure that the standards hereunder will be met, or as may be necessary to protect the health, safety, welfare, and peace of the community.

Any permit issued hereunder shall be for a single event and shall not act as general permission to conduct multiple entertainment events, with the exception of scheduled recurring events as described in this policy.

FEES AND DEPOSITS

A $35 nonrefundable deposit shall be paid at time of application. Upon approval by the town, and a decision to move forward by the applicant, the balance of the processing fee shall be due. Cost breakdown (See below) is based on expected size of event.

SPECIAL EVENT FEE SCHEDULE

Event Fees and Number of Police Officers

MINOR	Up to 250 attendees	$ 50.00	0-1*
	251 to 500 attendees	$ 100.00	2
	501 to 1,000 attendees	$ 150.00	3
MAJOR	1,001 to 5,000 attendees	$ 250.00	4*
	Over 5,000 attendees	$ 500.00	2 per 500*

** At the discretion of the Police Chief or their designee.*

TRANSFERABILITY

Any permit issued under this article shall be issued only to the Special Events Applicant listed in the application and may not be transferred to any other person or entity.

APPLICATION REQUIREMENTS

1. Filing deadline. A completed permit application shall be filed for events in excess of 1,000 people or parades (Major event) with the town clerk not less than 90 days before the date of the scheduled event. Events with less than 1,000 people (Minor Event) shall be submitted 45 days prior to event.

2. Contents. Each application shall be in the form of an affidavit and shall contain a statement that the contents of the affidavit are true and accurate, that there are no misstatements, and that the Special Events Applicant upon issuance of the permit will comply with all the requirements of this article together with all other applicable ordinances, rules and regulations that may apply to the event or the premises upon which the event is to occur. In addition, the application shall contain the following:

    a. The name, principal residence at the time of application and date of birth of the Special Events Applicant.
    b. Identification of the premises at which the event is scheduled to occur which identifies the location of the premises, the ownership of the premises, if private and the portion of the premises involved in the event. If the premises are not owned by the Special Events Applicant, then a written statement from the owner indicating that permission for use of the premises has been acquired.
    c. If the event is scheduled to occur in a building or structure, to include a tent, then a floor plan of the layout which shall include the following:

        - Site plan to include structure location, access paths, parking areas, fire hydrant locations and access to street;
        - Exterior dimensions;

- Layout of the structure to include the use of all rooms, location and sizes of doors and windows, location of emergency equipment including, but not limited to, fire exits and sprinkler systems;
- Location of all restrooms and sanitary facilities;
- Location of each entrance and exit;
- Location of the main fuse box and all auxiliary fuse boxes;
- Such other information as may be required by town departments in order to determine building code and safety code compliance.

d. The capacity of the facility and any current permits or permits issued to the facility including the type of permit or permit, the duration of the permit or permit, and the issuing agency.

e. A criminal records history of all persons falling within the definition of a Special Events Applicant or if none, an indication that individual has no such record.

STANDARDS OF DENIAL

The town clerk shall deny any permit application where it is determined that any of the following circumstances exist:

1. Where any person who meets the definition of a Special Events Applicant, and has been convicted of a violent or sexual crime. Also, convictions for a Class A, B, or C Felony crime in this State or similar crime in another jurisdiction for an offense relating to the unlawful manufacture, distribution, prescription or dispensing of a controlled substance;
2. Where any of the requirements of this article concerning the staging of the event, the facilities involved in the event, or the standards required for the event are not met;
3. Where the Town ordinances, codes, or land use are not in compliance;
4. Where such use violates the terms and conditions of any other permit or permit issued to the Special Events Applicant or the premises.

PERMIT DISPLAY

Any permit issued by the town clerk under the provisions of this article, together with any conditions that may be attached to that permit, shall be available for public inspection upon request during the event.

ADVERTISING/SIGNAGE

Lisbon has an over the road banner system that is installed for use in marketing upcoming events when available. Please contact Lisbon Economic and Community Development for more information/policies on this system. All other signage must be in accordance with the Lisbon sign ordinance available on the Town website.

PARKING

Municipal parking lots are available for parking.

CODES

The Special Events Applicant shall assure that all building, life, safety, fire and health codes shall be met prior to and during the course of any permitted event and shall particularly establish and maintain unobstructed exits in order to permit the safe and rapid egress of all attendees.

RIGHT OF ENTRY

Upon issuance of a permit to the Special Events Applicant, the Special Events Applicant agrees to permit the entry in and upon the premises for which the event is permitted, during normal business hours prior to the event, and during the time when the event is scheduled to occur, any law enforcement officer, member of the fire department, codes enforcement officer or designee of the town, or any agent or officer from another jurisdiction acting on behalf of the town. This access shall include every part of the structure or establishment. The Special Events Applicant, as well, shall render all aid and assistance necessary in order to enable town officials or their agents to make a full, thorough and complete examination in order to determine compliance with licensure requirements, other town code requirements, and the requirements of applicable state laws and regulations.

DURATION

Any single event for which a permit is issued under this article, may not be fewer than 2 hours and not exceed 18 continuous hours in duration. With the exception of recurring events as stated the paragraph below.

RECURRING EVENTS

Multiple events, presented by the same organizer, providing the same service or theme, and repeating on a schedule during the same calendar year at the same location (i.e Farmers Market every Sunday) will be treated and approved as one event. All dates and times shall be included in the application. The Town reserves the right to require adjustments during the season if the event grows in attendance beyond the expected attendance.

PUBLIC SAFETY

The applicant will be required to provide a minimum number of sworn officers of the Lisbon Police Department or, if the size of the gathering warrants, and at the sole discretion of the town police chief, sworn members of other police organizations, in accordance with the following requirements:

Number of Attendees	Number of Officers
250-500	2
501-1000	3
1001-5000	4

5001+	2 Officers for each additional 500 attendees, or any portion thereof may be required depending on the event

The chief of police may require additional officers beyond the requirements above if alcohol is served at the event or there are circumstances which he determines require additional police protection in order to insure the safety of the attendees and/or the health, safety, welfare or peace of the community. All costs associated with the police presence at the event shall be borne by the Special Events Applicant. Any additional private security support, provided by applicant, shall be approved at the discretion of the Lisbon Police Chief.

TRAFFIC CONTROL

The Special Events Applicant shall provide a plan to provide traffic control at the applicant's expense which will ensure the safe movement of pedestrians and vehicles on or about the premises where the event is scheduled to occur as well as on all other adjacent public and private ways. The responsibility for traffic control shall commence at least two hours prior to the scheduled event and shall extend to at least two hours after the conclusion of the event unless some other time frame is determined by the chief of police to be appropriate to that particular event. The Special Events Applicant will describe in detail their proposed methods of traffic control in the application and will incorporate specific traffic control requirements that may be imposed by the chief of police. All events at the Worumbo Riverfront Event Center, exceeding 250 attendees at one time will require a trained and certified crossing guard to be posted at the Route 196/Main Street/Canal Street intersection to assist pedestrians crossing Rt. 196.

SANITATION FACILITIES

The Special Events Applicant shall provide free and clean, well-equipped restroom facilities as may be required by the town's health officer or his designee and as required by local and state health code requirements. Where necessary, the Special Events Applicant may be required to provide additional portable toilet and hand-washing facilities to include ADA accessible facilities.

SOUND AND NOISE

Notwithstanding any other ordinance or code provision, a Special Events Applicant shall not allow the permitted event or any other activity on the premises permitted for the event to generate amplified sound or noise after 10:00 pm.

HIGH RISK EVENTS

Any high risk event or presence of special hazards may require the presence of the Fire Dept. This will be determined after review of the Fire Chief.

FIRST AID/EMERGENCY PREPAREDNESS

Events with over 1,000 people are required to provide a plan to provide for first aid services and to provide an Emergency Action Plan in case of emergencies.

VOLATIONS, PENALTIES, REVOCATION, AND DISQUALIFICATIONS

In upholding the integrity of our community and ensuring adherence to our town ordinances, it is imperative to delineate the consequences of violations, penalties, revocations, and disqualifications. These provisions serve as the regulatory framework, showing accountability and safeguarding the well-being of our residents. By understanding and enforcing these measures, we strive to maintain a safe and compliant environment that reflects the values and standards of our community.

Violation. It shall be a violation of this article, for any event to be staged or allowed to occur without the appropriate permit having been issued by the town clerk, or to stage such an event in a manner which violates any requirement of this policy, including any conditions that may be attached to a permit, or in violation of any other applicable code, rule, statute, or regulation of the town or the state.

Penalties.

1. *Revocation.* Any violation of this article may result in a revocation of the permit issued.
2. *Penalty amount.* Any violation will be punished by a civil penalty of $500.00 for the first offense, $ 1,000.00 for the second offense, and $ 2,000.00 for the third or subsequent offense regardless of the time between the offenses. All penalties will include the costs of prosecution including, but not limited to, attorney's fees. Each act of violation and every day upon which any violation occurs constitutes a separate offense.
3. *Abatement.* In addition to any town penalty or revocation, the town shall seek to abate any violation by appropriate action.
4. *Costs.* In any action prosecuting violations under this article, should the town prevail, it will be entitled to its costs of suit, including reasonable experts' fees, attorney's fees and investigative costs.

Revocation.

The Chief of Police and/or Town Manager shall have the authority to revoke any permit issued under this article where they determine that any of the permit requirements, including any conditions attached to the permit, as well as any other applicable state or local code, ordinance, statute or regulation, are not being met or the Special Events Applicant refuses to meet.

Disqualification.

In addition to the penalties provided in subsection above, any Special Events Applicant found in violation of this policy will be disqualified from obtaining a permit during legal proceedings and for a 12-month period which shall commence at the time of final adjudication of the violation. This disqualification shall apply to any person defined as a Special Events Applicant under this policy.