

Special Events Permit

Purpose: These standards are intended to govern the time, place, and manner in which special events may be conducted on county roads, county property or private property. These standards are necessary to ensure that an event's demands for health, fire, police, transportation, and other public facilities and services do not exceed the level of service that is normally provided in a particular area of the county and that the event does not create undesirable impacts on the residents of that area of the county.

Specifically, the purposes of these standards are to ensure that special events:

- a. Are conducted in a safe and orderly manner by requiring adequate provision of access, parking, sanitary facilities, utilities, security, ensuring the structural integrity and safety of temporary facilities, and requiring appropriate guarantees for site cleanup and restoration;
- b. Are reasonably suitable for the neighborhood, considering the duration and intensity of the proposed special event, and will minimize any significant impacts of the event on surrounding landowners, residents and businesses;
- c. Do not create public disturbances or become public nuisances, endanger life, health or public safety, disrupt traffic or threaten or damage public or private property.
- d. These standards are also intended to ensure that the organizers and sponsors of special events coordinate with governmental agencies and neighbors well in advance of the date the event will be held and accommodate the requirements of those agencies and the concerns of neighbors in planning for and conducting the event.

Definitions:

Special event – an event, gathering, or activity including but not limited to parades, bike races, marathons, fun runs, parties, concerts, carnivals or festivals.

Applicability/Permit Required: These standards shall apply to any special event proposed to occur on public or private property that meets any of the following criteria:

- a. Any event on public right of way
- b. Events of 50 or more participants where outdoor amplified sound or live band is provided
- c. Events of 75 or more participants where alcohol is present
- d. Events of 100 or more participants

Exemptions:

- a. Weddings of the property owner or family and friends
- b. Funerals
- c. Private yard sales on residential lots
- d. Church events that are conducted solely on property owned or leased by the church
- e. School events that are conducted solely on property owned or leased by the school

- f. Existing approved event venues with an approved operations plan are exempt from permit requirements but must comply with all special event regulations.

General Application Requirements:

- a. Every application for a special event permit shall be completed and submitted on forms furnished by the Development Services Department.
- b. Applications must be filed with the Development Services Department 45 days prior to the proposed event date.

Application Review Standards: The following standards provide an overall checklist for the applicant and County staff to use in preparing and reviewing a permit application. The County staff is hereby authorized to determine which of these standards should apply to the application, based on the type, scale and location of a special event that the applicant is proposing.

- a. **Water Supply:** The applicant shall provide an adequate and safe supply of potable water that complies with the requirements set forth by the Mississippi State Health Department.
- b. **Sewage Disposal:** The applicant shall provide an adequate number of portable toilets, including ADA accessible toilets, along with an adequate number of hand washing stations, as determined by these standards. Separately enclosed toilets shall be provided for males and females. All portable toilets shall be removed immediately following the conclusion of the event.
- c. **Solid Waste:** The applicant shall present to the Lafayette County Solid Waste Department a plan for the sanitary collection and disposal of solid waste from the event. The plan shall describe the number of trash receptacles that will be provided and the location of said receptacles. Provision shall be made to ensure receptacles are emptied when they become full. Trash shall be removed from the site immediately following the conclusion of the event.
- d. **Safety/Emergency Services:** The applicant shall provide a safety and operations plan that includes procedures for dealing with on-site medical emergencies and crowd control. The plan shall address the following elements:
 - 1. First aid and other emergency services shall be provided on-site. The number of certified medical providers that shall be on-site and the required types of standby equipment that shall be available shall be determined by the Lafayette County Fire Coordinator and Sheriff.
 - 2. Adequate private security personnel, as determined by the Sheriff, shall be provided for crowd and traffic control at the event. The Sheriff shall have the authority to require that law enforcement personnel be on-site at the applicant's expense to monitor crowd control and to regulate traffic.
 - 3. The event, including structures, access, and etc., shall comply with all applicable building codes and fire codes. Any fireworks displays or temporary tents shall require a permit issued

by the appropriate County agency. All electrical cables, wires and equipment shall be covered, concealed, secured and or located in such a manner that event participants will not be placed at risk.

4. The applicant shall provide a plan for on-site parking with a minimum number of spaces provided to accommodate the maximum anticipated attendance. **There shall be no parking permitted on County Roads or State Highways.** The applicant shall demonstrate to the Director of Development Services that an appropriate number of entrance and exit locations will be provided and that those entries and exits offer adequate sight distances. Safe and efficient circulation routes shall be provided within the parking area. The applicant will employ an adequate number of persons to monitor and direct traffic.
- e. Noise: Noise that is incompatible with the surrounding area shall not be permitted. No exterior amplifiers, speakers or similar equipment shall be permitted outside at special events unless specifically authorized by the permit.
- f. Lighting: For events held at night, the area of assembly and primary circulation routes shall be adequately illuminated to provide for safety of participants and safe egress from the site. Lighting sources shall be shielded and directed away from adjacent properties.
- g. Dust Control: The applicant shall provide for reasonable dust control at the event site. The applicant shall apply water to unpaved parking areas and circulation routes at least twice a day so as to mitigate dust. The applicant shall also ensure there is adequate dust control during site setup and teardown, including controlling dust on any unpaved routes event personnel will use to access the site.
- h. Time Limitations:
 1. The special event permit shall specify the hours of operation for the event and shall specify the number of days a special event may be conducted.
 2. Any temporary structures that were erected shall be removed from the property within 24 hours after the conclusion of the special event unless the permit specifies a more or less restrictive time limit.
- i. Food and Beverage Service: If food and beverages, including alcoholic beverages, will be sold or given to participants, food service and alcoholic beverage licenses shall be obtained as required by the State of Mississippi.

Issuance: The Director of Development Services shall issue a permit or deny an application within 15 days upon receiving the application.

Appeals: Decisions of the Director of Development Services regarding the issuance of a special event permit, the imposition of fees, additional restrictions, or conditions upon the granting of a special event permit may be appealed to the Board of Supervisors. If an appeal is made to the Board of Supervisors,

the party aggrieved shall submit a written request to the Department of Development Services one week preceding any regularly scheduled meeting of the Board of Supervisors at which the aggrieved party desires to be heard.

All appeals shall be in writing and shall include a copy of the original application for a special event permit.

Right of Entry:

1. The appropriate licenses and permits shall be displayed at the location of the special event.
2. Zoning inspectors, law enforcement officers, fire department personnel and any other county personnel on official business shall have the power to enter, free of charge, during the special event and to request the exhibition of the special event permit and any other required permits from any person conducting the special event.

Violations:

1. The issuance of a special event permit shall not be construed as an approval of the violation of any other Lafayette County or State of Mississippi code, ordinance, policy or regulation.
2. It shall be a violation for any person to host or produce a special event without a Lafayette County permit.
3. It shall be a violation for any person in charge of or responsible for the conduct of a duly permitted special event to fail to comply with any condition of the special event permit.

Penalties:

1. Any person who shall violate a provision of this Ordinance or fail to comply with any of the requirements thereof shall be guilty of a misdemeanor, punishable by a fine of not more than _____ dollars or by imprisonment not exceeding _____, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.