

Special Event Permit Application



Fee Waiver Policy

Purpose

The purpose of the fee waiver policy is to establish fiscally responsible guidelines to equitably evaluate and consider fee waiver requests for one-time events through the Special Event Permit Application process. These guidelines establish parameters for waiving the Special Event Permit Application deposit for community-wide events, homeowner associations or community associations events and other activities or events which provide a direct benefit to the public. For purposes of this policy, the term “fee waiver” is the granting of a reduction or dismissal of the deposit required for filing and processing the Special Event Permit Application.

Special Event

A special event is any temporary event, as further described herein, not exceeding thirty days whether indoors or outdoors, or on improved or unimproved public or private property. It also refers to any event or activity that may result in the closure of any public streets, or any activities which may temporarily require the installation of materials or devices using building, electrical, mechanical, plumbing, flammable or similar materials. Special events may include, but are not limited to, short-term events such as any show, circus, concert, festival, carnival, dance open to the public, exhibition, walk-a-thon, marathon run, cycling event, pumpkin patch, outdoor sales and other event as identified in Beaumont Municipal Code Chapter 9.03 Regulation of Special Events.

Eligible Applicants

Fees may be waived when such action is determined by the City of Beaumont to serve a public purpose and be in the best interest of the City, its residents, and the service applicant. Eligible organizations include the following:



Intergovernmental Cooperation

Non-Profit Organization

Entity whose event positively meets the consideration criteria

Official City of Beaumont Sponsored or Co-Sponsored event (Per Approved Sponsorship)

Evaluation Criteria

The city will consider the following when reviewing a special event fee waiver request:

1. Whether the event is a benefit to the community.
2. Whether the event creates positive publicity for the city.
3. The city's cost of providing services for/to the event.
4. Whether there are revenues that can be used to offset the impact of a fee waiver on the general fund.
5. Whether the event promotes education, public health, public welfare or public safety.

Eligible and Ineligible Fees and Events


Eligible:

1. Special Event Permit Application deposit
2. Banner Permit or other temporary, event related signage permit fee

Organizations can receive up to four Special Event Permit Application fee waivers within a 12- month period.

Ineligible Costs or Fees:

1. Staffing or labor costs (i.e. overtime for staff working outside of normal operations), security costs, utility reimbursement costs, deposits for



damages to facilities, refuse removal cost, custodial costs, maintenance costs, and any other applicable costs


2. Insurance or other fees as required by the City and/or ordinance
3. Any fees, permits or other items required by outside agencies
4. City of Beaumont business license fees unless otherwise specified in the Beaumont Municipal Code

Ineligible Events:

1. Organizations based outside City of Beaumont (unless the demonstrated benefits are primarily to the residents of Beaumont)
2. Events or activities that are not open to the public
3. Events that are political in nature or by individuals seeking political office or elected officials for the purpose of an election campaign
4. Religious organizations seeking space or facilities for religious services
5. Corporate events
6. Family or social gatherings
7. Events that provide no community benefit
8. Trainings that charge for participation
9. Events which charge a fee for entry
10. Projects or organizations who have failed to fulfill their obligations during previous events or activities or failed to comply with conditions of approval resulting in an impact to public health or safety
11. Events scheduled that would conflict with already planned City of Beaumont community events (e.g., Freedom Festival, Blizzard Bash, etc...)

Policy and Procedures

The Community Development Department recognizes the value of working with and supporting organizations to provide services and programs that benefit the Beaumont community. Charging fees is a standard practice when individuals, private groups, government or non-profit groups wish to process requests to hold events. Fees charged for applications help cover the cost of providing such



services. This policy is established for determining when applicable fees (e.g., application deposit) established by the City of Beaumont's adopted Fee Schedule may be waived.

The policy is effective to the extent a fee waiver can be considered without negatively impacting the City's budget or current operations.

Submit a written request for fee waiver with the Special Event Permit Application with all other required materials to the Planning Department.

If the request involves approval from other City departments, the request will be forwarded as part of the review process.

Fee waiver requests will be assessed by the Community Development Department and City Manager's Office, based on the requirements in this policy.

Upon review, the City Manager or his or her designee, will make a recommendation to the City Council for final approval or denial.

The Planning Department will notify the applicant in writing of the final decision.

Within forty-five (45) days of completion of the event for which a fee waiver was given, the organization should provide a written report to the Planning Department, to include at a minimum the number of participants, event revenue and expenses, and a description of the benefit to the City.

Failure to abide by the procedures set forth in this policy or conditions of approval for the application may result in the respective permittee being denied the current and any future fee waiver requests. Organizations that fail to cancel the approved event less than 30 days before their scheduled event and/or that fail to abide by this policy may forfeit their ability to request future fee reductions or waivers or enter into Partnerships with the City for the following twelve (12) months.