CHAPTER 4

AMUSEMENTS*

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ARTICLE I. PERMITS FOR STREET FAIRS, ETC.

Section 4-1. When Required.

It shall be unlawful for any person to erect, operate or maintain and conduct within the City limits any show, street fair, carnival or tent theatrical exhibition without first applying to the City Council or designee for permission so to do and without receiving from the City Council or designee a permit to operate such show, street fair, carnival or tent theatrical exhibition. The City Council or designee shall, on receipt of such application, make investigation as to the character of show, fair, carnival or theatrical exhibition proposed and grant such permit subject to cancellation or revocation if the City Council or designee shall determine that the amusement is operated in such a manner as to constitute a public nuisance or that the entertainment offered is obscene, as defined by State Law.

Source: Ordinance No. 1363-2000, Art. I, §4-1, 3-7-00

Section 4-2. Term.

The permit authorized in Section 4-1 shall not be good for a period of more than thirty (30) days after its date.

Source: Ordinance No. 1363-2000, Art. I, §4-2, 3-7-00

Section 4-3. Operation Subsequent to Revocation.

If any permit under this article is revoked by written notice from the Mayor, it shall be unlawful for the permittee to thereafter operate or maintain within the City limits such show, street fair, carnival or tent theatrical exhibition.

Source: Ordinance No. 1363-2000, Art. I, §4-3, 3-7-00

Sections 4-4 --- 4-10. Reserved.

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*__Cross References__ -- Licenses and business regulations, Ch. 12; parks and recreation, Ch. 17; zoning, App. A.

State Law References -- Power of City to regulate amusements, Miss. Code 1972, §21-19-33; local privilege tax on amusement parks, Miss. Code 1972, §27-17-21.

ARTICLE II. PERMITS FOR SLOT AMUSEMENT MACHINES*, ETC.

Section 4-11. Definitions.

The words, terms and phrases, when used in this article, shall have the meaning ascribed to them herein:

(a) **"slot amusement machine"** or **"machine"** means any mechanical device or contrivance which is operated, played, worked, manipulated, or used by inserting or depositing any coin, slug, token, or thing of value, in which may be seen any picture or heard any music, or wherein any game may be played, or any form of diversion had.

(b) **"Officer collecting the tax"** means the City Clerk of the City of Laurel.

(c) **"Person"** means and includes any individual, firm, partnership, joint venture, association, corporation, estate, trust, or other group or combination acting as a unit and includes the plural as well as the singular in number.

Source: Ordinance No. 1363-2000, Art. II, §4-11, 3-7-00

Section 4-12. Exemptions.

This article shall not apply to any machine operated for legal gaming purposes at a gaming establishment licensed by the Mississippi Gaming Commission, to bingo or pull-tab machines which are located on the premises of charitable bingo licensees, to any machine kept at a regular place of business of distributors or manufacturers for sale or lease without being operated, to any pool table operated in a place of business commonly known as a pool hall or billiard parlor where the gross income from the operation of such pool table is taxable under the Mississippi Sales Tax Law, or to any antique coin machine as defined in § 27-27-12 of the Mississippi Code of 1972.

Source: Ordinance No. 1363-2000, Art. II, §4-12, 3-7-00
State Law Reference – Sales tax on billiards, pool or domino parlors, Miss. Code 1972, § 27-65-23

Section 4-13. Penalties.

(a) Any person engaged in the business of owning or placing on location for the purpose of operation any slot amusement machine without the payment of the tax imposed in this article shall be liable for the amount of the tax and fifty percent (50%) of the amount of the tax as penalty.

(b) Any person who has paid the tax for the operation of a machine, but who has failed to affix the license to the machine shall also be liable for fifty percent (50%) of the amount of the tax as penalty.

*** State Law Reference** – Sales tax on billiards, pool or domino parlors, Miss. Code 1972, §27-65-23

(c) It shall be unlawful for any person to place on location any machine without paying the tax levied in this article.

Source: Ordinance No. 1363-2000, Art. II, §4-13, 3-7-00

Section 4-14. Records.

It shall be the duty of every person taxable under this article to keep and preserve for a period of three (3) years adequate records showing the location on which each machine is placed for the purpose of operation, type of machine and the size coin required to operate the machine one (1) time.

Source: Ordinance No. 1363-2000, Art. II, §4-14, 3-7-00

Section 4-15. License.

(a) Every person engaged in the business of owning or placing on location for the purpose of operation any amusement machine shall first, before commencing the same, apply for, pay for and procure from the City Clerk a privilege license authorizing him to engage in the business or exercise the privilege specified therein.

(b) The license shall entitle the owner or the person placing the machine on location for the purpose of operation to operate a machine of the type specified until December 31 next. If a machine for which a license has been issued should be destroyed or be transferred to another machine of the same type by procedure to be specified by the City Clerk. Where a slot is changed to require additional coins or money to operate a machine, an additional license shall be obtained and a tax paid at the rate set out in this article to be prorated for the months remaining on the original license, and the licensee shall be allowed credit for the tax paid for the months remaining on the original license.

(c) A license under this article may be renewed without penalty during the month of January.

Source: Ordinance No. 1363-2000, Art. II, §4-15, 3-7-00

Section 4-16. Tax---Levied.

1. There is hereby levied and imposed the tax described in this Section as authorized by §27-27-5, Mississippi Code 1972, as amended, upon each person engaged in the business of owning or placing on location for the purpose of operation any slot amusement machine, annual license taxed according to the following schedule.

    (a) For each machine wherein may be seen any picture or heard any music, a license tax for each such machine the sum of Twenty-seven Dollars ($27.00).

    (b) For each machine (not elsewhere specifically taxed in this Section) wherein or whereby any game may be played or any form of diversion

had, a license tax for each such machine the sum of Forty-five Dollars ($45.00).

(c) For each machine (not elsewhere specifically taxed in this Section wherein or by means of which children may obtain a ride upon a "hobby horse" or the figure of any animal, or upon the figure of a boat, airplane, rocket, or other such machine, a license tax of Eighteen Dollars ($18.00) for each machine.

Source: Ordinance No. 1363-2000, Art. II, §4-16, 3-7-00

Section 4-17. Same---In Addition to Other Taxes.

The license tax levied by this article shall be in addition to all other taxes levied by law.

Source: Ordinance No. 1363-2000, Art. II, §4-17, 3-7-00

Section 4-18. Same---Payment.

The tax levied under this article shall be due and payable one year from the date of the issue of license.

Source: Ordinance No. 1668-2017, 10-17-2017

Section 4-19. Same---Fraction of Year.

The amount of the license tax to be paid for a period of less than twelve (12) months shall be that proportionate amount of the annual license tax that the number of months, or fractional part thereof, remaining until January 1 next bear to twelve (12) months.

Source: Ordinance No. 1363-2000, Art. II, §4-19, 3-7-00

Section 4-20. Same---Transfer of Ownership.

When ownership of a machine upon which a valid license under this article is attached is transferred to another person, no additional tax shall be required. In no case may a license be transferred from one (1) machine to another.

Source: Ordinance No. 1363-2000, Art. II, §4-20, 3-7-00

Section 4-21. Same---Refund.

No refund shall be allowed for failure or inability to exercise the privilege granted after a license under this article has been issued.

Source: Ordinance No. 1363-2000, Art. II, §4-21, 3-7-00

Sections 4-22 --- 4-30. Reserved.

ARTICLE III. ENFORCEMENT

Section 4-31. Enforcement.

All of the general provisions of §27-17-1 et seq., Miss. Code 1972, insofar as they apply to municipalities, shall apply to and are hereby adopted as the means by which the provisions of this Chapter may be enforced and the taxes and penalties imposed may be collected.

Source: Ordinance No. 1363-2000, Art. II, §4-31, 3-7-00

ARTICLE IV. FESTIVALS, CARNIVALS, AND SPECIAL EVENTS

Section 4-32. Title.

This article will be known as "Festivals, Carnivals, and Special Events Regulations, City of Laurel".

Source: Ordinance No. 1549-2009, Art. IV, §4-32, 12-8-09

Section 4-33. Purpose.

The regulations in this article are ordained to assure the public health, safety, and general welfare of the community. These regulations are intended to establish reasonable standards for the conducting of public events, to be defined hereinafter, and to establish a system for handling the interaction of police, fire, sanitation, maintenance and other City functions and/or services in connection with such events for the purpose of minimizing detriments to the adjoining properties, recovering costs incurred by such events against the City's budget, and providing a workable framework for the scheduling and permitting of such events. Special events as defined hereinafter may not be undertaken more than once by the same party within a six (6) month period and may not exceed four (4) days of activity including set up and take down. These regulations do not apply to any event which is under the sponsorship of the City of Laurel.

Source: Source: Ordinance No. 1549-2009, Art. IV, §4-33, 12-8-09; Ordinance No. 1778-2025, Art. IV, §4-33, 12-16-25

Section 4-34. Definitions.

For the purpose of the article the following definitions will apply:

Applicant shall refer to any person, organization or group who seeks a special events permit from the City in order to conduct and/or sponsor an event as defined hereinafter. An applicant must be twenty-one (21) years of age or older.

Approved public location is any portion of a public way designated by the Special Events Committee for occupancy by a vendor, including but not limited to street food vendors.

Athletic Event shall refer to an occasion in which a group of personal collectively engage in a sport or other form of physical exercise on any city street, sidewalk, alley or other public right-of-way and/or property owned or controlled by the City, in which said event by its nature obstructs, delays, impedes, impairs, and/or interferes with the usual and normal pedestrian and/or vehicular traffic, and/or does not conform to traffic laws and controls. Such activity may include but is not limited to bicycling, foot races, and skateboard exhibitions. Such restrictions are not

intended to include such activities performed by a single person or a group of persons as a means of daily exercise or enjoyment but is noted that such activities shall conform to accepted traffic laws and controls. For the protection of both the athlete and the public at large, the riding of bicycles or skateboards is prohibited on or in any park and/or property owned or controlled by the City, except in areas specifically designated for such activity. This prohibition does not apply to streets, sidewalks, alleys or other public right-of-ways as long as such activity is done in accordance with the traffic laws and controls of the City.

Banner shall refer to an advertising device, which is constructed of canvas, nylon, or vinyl, that is designed to announce and/or advertise a specific event. All banners must have proper implements for installation. Banners shall conform to those regulations as outlined in *Article VI* of the *City of Laurel Comprehensive Zoning Ordinance,* including those regulations which prohibit their installation under certain guidelines.

Block Party shall refer to a gathering of neighbors or businesses for the purpose of fellowship, community activity and/or cultural enjoyment, which involves the blocking of City streets and/or some other way obstructs, delays, impedes, impairs, and/or interferes with the usual and normal pedestrian and/or vehicular traffic. This includes but is not limited to barbeques, picnics, art shows/ exhibitions, music concerts and/or dances.

Busker shall refer to a person who performs in specified public areas; accepts donations from the public.

Busking/Street Performance shall refer to singing and playing musical instruments.

City Sponsored Event shall refer to an event in which the City is the organizer and/or directly funds and agrees to sponsor or co-sponsor said event.

Fair or Carnival shall refer to an enterprise that offers amusement attractions or rides either free or for a fee. The operation of said events shall conform to Mississippi State Code Sections 75-75-15 through 75-75-19.

Festival shall refer to any or all of the following: A gathering of people for the buying and selling of goods including sustenance; a public celebration; an event for the benefit of a charity; public institution or neighborhood organization; or any such event which includes entertainment, games and/or the sale of goods and/or sustenance.

Food shall refer to any organic substance or nonalcoholic beverage to be hand-delivered from a booth or pushcart, capable of being consumed by humans, including, but not limited to, any bread, meat, sauce, garnish or vegetable. Perishable items such individual servings of juice or milk shall be considered as food when dispensed in the afore-described manner. Such items as honey, molasses, preserves, and jellies in sealed containers shall be considered as goods rather than food when sold in connection with a festival, street fair or other similar event. Plate lunches sold for fund-raisers are considered as food only if sold in a festival type situation. Cakes, pies, breads, roasts, casseroles or other dishes of multiple-serving size traditionally designed for consumption by more than one (1) average person may be sold in connection with bake sales but

items requiring refrigeration must be kept at proper temperature until the point of sale. Fresh vegetables, met and other farm produce from the garden or land of the person offering the same for sale will not be sold at such events but may be sold in a "farmer's market type" setting as allowed by law.

Float shall refer to a vehicle with two or more wheels without brakes and/or an engine for its own propulsion, which is towed or pulled by a pull vehicle, animal or person(s), and which contains an artistic design but may or may not include riders.

Float Walker shall refer to one or more individuals who walk and/or escort a float and its pull vehicle in or through a designated area during a parade or other public function. The float walker shall have the responsibility for preventing entry into any hazard area around the float while it is moving or stopped and for preventing entrance to or exit from the float at any time during the parade, whether in motion or not. The walker is also responsible for notifying the designated spotter and/or driver of the pull vehicle of any problem which would require the float to be stopped.

Game shall refer to any amusement or competitive activity, which may or may not include the winning of a prize.

Other special event shall refer to those activities not specifically referenced above which include, but are not limited to, street fairs and carnivals, church carnivals, art and craft shows, musical concerts, art exhibitions, barbeques, picnics, dances, rallies, promotional or fund raising activities, community and religious celebrations and observances, and/or any other similar event, which may occur on any city street, sidewalk, alley or other public right-of-way, or other property owned and/or controlled by the city and which may impede, obstruct, impair, delay, or interfere with the usual and normal pedestrian and/or vehicular traffic, and/or which requires, in the judgment of the Chief of Police, the deployment of peace officers for crowd control.

Parade shall refer to a procession consisting of, but not limited to floats, bands, marching organizations, and motor vehicles. This definition shall include marches, processions, pageants, reviews, or other ceremonies or exhibitions consisting of persons, animals, vehicles, or a combination thereof, which is conducted in, upon, or along any portion of any street, sidewalk, alley, or other right-of-way, and/or other property that is owned and controlled by the City, said event having the potential to obstruct, delay, impede, impair or interfere with the usual and normal pedestrian or vehicular traffic, and/or does not comply with the traffic laws or controls.

Pre-established route shall refer to a route or course of travel along designated streets, sidewalks or other public rights-of-way that has been established by the Chief of Police or his designee as suitable for use in connection with special events.

Public way shall refer to any public street, avenue, alley, highway, stream, creek and the creek bank, park, public parking lot and/or other public lands within the corporate limits of the City.

Pull vehicle shall refer to any vehicle, truck, car, or trailer that is suitable in size and

weight to pull a float of the size that is attached to its rear trailer hitch.

Pushcart shall refer to a mobile non-motorized cart, wagon or other similarly constructed object, upon which is attached and located equipment and facilities for storage, refrigeration and/or heating of any food (as defined under this article) which is to be hand-delivered to customers for off-premises consumption. Pushcarts are allowed at special events but are not allowed for permanent use [See *City of Laurel Comprehensive Zoning Ordinance* Section 408.02.08 for regulations on placement and use of mobile/manufactured units].

Special events committee shall refer to the committee designated to review applications for special events permits.

Special events coordinator shall refer to that representative appointed by the Mayor to receive all permit applications pursuant to this article, to classify special events for purposes of imposing any permit fee and/or deposit, and to issue final permits upon approval by the Special Events Committee.

Street Food Vendor shall refer to any person, firm or corporation that sells food from a booth or pushcart at an approved public location within the City.

Source: Ordinance No. 1549-2009, Art. IV, §4-34, 12-08-09

Section 4-35. Creation of Special Events Committee.

There is hereby created a special events committee, which is designated to review all requests for permits pursuant to this article. The committee shall be comprised of the following members, representing city departments or divisions:

1. Police Chief or designee
2. Fire Chief or designee
3. Director Public Works or designee
4. Director Parks and Recreation or designee
5. Building Inspector or designee
6. Electrical Inspector or designee
7. Public Relations Director or designee
8. City Clerk or designee
9. Superintendent of Inspection or designee
10. Planning and Zoning Coordinator or designee

The City Attorney will serve as an advisor to this committee. The Mayor and Chief Administrator will serve as ex-officios.

Said committee shall have the authority to establish regulations for the enforcement and administration of this article in compliance with the provisions of the article.

Source: Ordinance No. 1549-2009, Art. IV, §4-35, 12-08-09

Section 4-36. Permit required; exemption.

Any person desiring to conduct or sponsor within the City a special event such as a parade, athletic event, block party, festival or other special event as defined under this article shall first register with the City Clerk's Office and obtain any required permits and/or pay any required fees. All utility consumption and/or expenses to be incurred toward the City's budget are to be reimbursed to the City.

A special event permit will not be required for the following:

1. Any parade, athletic event, block party, festival, exhibition or other special event sponsored by the City.
2. Funeral procession.

Source: Ordinance No. 1549-2009, Art. IV, §4-36, 12-08-09; Ordinance No. 1762-2024

Section 4-37. Application procedure.

1. Any person desiring to sponsor a parade, athletic event, block party, festival or other special event which is not exempted by Section 4-36 of this article shall apply for a special event permit by filing an application with the City Clerk's Office on a form supplied by that office.

2. Applications must be received not less than thirty (30) days nor more than one hundred eighty (180) days before the event date. Upon a showing of good cause, the special events coordinator may consider an application that is received after the filing deadline, provided there is sufficient time to process and investigate the application and to schedule police services, if required. Good cause is demonstrated when the specific circumstances of the application were such that the participants did not have reasonable time to meet the application deadline. In the case of an application that does not meet the deadline, the applicant must select a pre-established route.

Source: Ordinance No. 1549-2009, Art. IV, §4-37, 12-08-09; Ordinance No. 1668-2017, 10-17-2017

Section 4-38. Contents of application form.

The application for a special event permit shall provide the following information:

1. *All events*.

    a. If the event is sponsored by a private citizen: Name, address and at least two telephone numbers for the applicant and two alternate contacts.

    b. If the event is sponsored by an organization or group: Name, address and telephone number of that organization or group, name of the authorized head of the organization or group (if the application is not signed by the authorized

head, written authorization to apply for the special events permit signed by an officer of the organization will be required); name, address and at least two telephone numbers for two additional contacts;

c. Name, address and at least two telephone numbers of the person who will be present and in charge of the event on the day of the event;

d. Type of event and purpose of the event;

e. Date and estimated starting and ending time of the event;

f. Location of the event;

g. Estimated number of participants in the event;

h. Type and estimated number of vehicles, animals, floats, etc. that will be used in the event;

i. Description of any sound amplification equipment that will be used at the event and estimated decibel level;

j. Whether any food or beverages or merchandise will be sold at the event;

[**NOTE: Serving of alcohol will not be allowed unless specifically permitted by the Special Events Committee in accordance with Section 3-67 of Article IV, Chapter 3**]

Source: Ordinance No. 1598-2012, 12-4-2012

k. Whether private security will be employed at the event or the City will need to provide security;

l. Location of water, toilets and first aid facilities to be provided for the participants;

m. Any other information which the Committee may deem necessary.

2. *Parades, races and other events occurring along a route.*

a. Assembly point for the event and the time at which participants will begin to assemble;

b. Route to be traveled;

c. Minimum space to be maintained between the participants in a parade or other event;

d. The number, types and size of floats, if applicable;

e. All routes must be approved by Chief of Police or his designee and such approval becomes a part of the event permit.

3. *Supplemental information.* Applicants will be required to provide any supplemental information which the Committee shall find reasonably necessary, under the particular circumstances of the special event application, for use in determining whether to approve, or conditionally approve a special event permit.

4. *Certification of understanding.* All applicants must certify that they understand and accept that the granting of any permit under this article shall not be deemed a waiver on the part of the City of the terms of any other ordinance or policies which may apply.

Source: Ordinance No. 1549-2009, Art. IV, §4-38, 12-08-09

Section 4-39. Action on application.

The special events committee may approve, conditionally approve, or deny any application. Action shall be taken no later than ten (10) days after receiving a completed application for any event which will follow a pre-established route. Action on all other special event applications shall be taken not later than fifteen (15) days after receiving a completed application, except in the case that the applicant is requested to provided additional or supplemental information, in which case the action may be delayed until such time as that information is received by the special events committee. If the application is denied, the applicant shall be informed in writing of all reasons behind such denial, including any information that was received through sources other than the applicant. At the time of issuance, the applicant will also be notified of any conditions or stipulations placed on the permit. If the coordinator refuses to consider a late application under the terms outlined in 4-37(2), the coordinator shall inform the applicant of the reason for the refusal. The applicant will be notified of his right of appeal any of the above decisions.

Source: Ordinance No. 1549-2009, Art. IV, §4-39, 12-08-09

Section 4-40. Grounds for denial of application or revocation of a special event permit.

1. The special events coordinator or his designee shall approve an application for a special permit unless it is determined from consideration of the application or other pertinent information, that any of the following conditions exist.

   a. Information contained in the application, or supplemental information requested from the applicant, is found to be false in any detail; or

   b. The applicant fails to complete the application form within five (5) calendar days after having been notified of additional information or documents required; or

   c. Another special event permit application has been received prior or has already been

approved which schedules another event at the same time and place requested by the applicant; or so close in time and place as to cause undue difficulty in the scheduling of the event; or

d. Another special event permit application has been received prior or has already been approved which renders the police department unable to meet the needs for police services for both events; or

e. The time, route, or size of the event will substantially interrupt or impair the safe and orderly movement of vehicular traffic contiguous to the event site or route, or disrupt the use of a street during a time when such safe and orderly movement is a matter of public safety; or

f. The concentration of persons, animals and vehicles at the site of the event, or the assembly and disbanding areas around an event, has the potential to impair or prevent proper police, fire, or ambulance services to areas contiguous to the event; or

g. The size of the event will require such a concentration of police officers to ensure the public safety, to ensure all participants stay within the boundaries or route of the event, or to protect participants in the event, that it will be a burden on the resources of the department so as to prevent normal protection to the remainder of the city; or

h. The parade, or other event moving along a route, will not progress from its point of origin to its point of termination within three hours or less; or

i. The location of the event will substantially interfere with any construction or maintenance work, either previously scheduled or scheduled as an emergency, which will commence upon or along the city streets, or along any public right-of-way, included in the route or impede construction work which has been scheduled in connection with a previously granted encroachment permit; or

j. The event shall occur at such time as to cause conflict with school sessions or daily activities connected with hospitals or emergency agencies in such a way as to cause either severe traffic congestion and/or create a noise level which would substantially disrupt the said activities, or would cause a disturbance which would be detrimental to the well-being of any patients at the hospital; or

k. The event is a parade that is a parade that is scheduled to begin after the hour of 7:00 P.M.

The above information shall also be justified for the special events coordinator to revoke a previously issued permit.

2. Nothing herein authorizes denial of a permit because of public safety concerns if reasonable conditions can be imposed which will allow for adequate protection of event participants by use of private security or City police officers.

3. When grounds for denial of an application for permit specified in subsection 4-40(1a) through 4-

40(1j) above can be corrected through changing the date, time, duration, route, or location of the event, the special events coordinator may, instead of denying the application, conditionally approve the application contingent upon the applicant's acceptance of certain conditions for permit issuance. The conditions imposed shall only provide such modifications as are necessary to achieve compliance with subsections 4-40(1a) through 4-40(1j) above.

Source: Ordinance 1549-2009, Art. IV, §4-40, 12-08-09

Section 4-41. Permit conditions.

1. The special events coordinator may issue a special events permit contingent upon conditions or stipulations to the time, place and manner of event, and/or may impose any such requirements as necessary to protect the safety of persons and property, and provide control of traffic, provided such conditions shall not unreasonably restrict the right of free expression. Such conditions may include, but are not limited to the following:

   a. Change or alteration of the date, time, route or location of the event as proposed on the event application;

   b. Conditions in relation to the area of assembly;

   c. Contingency measures to allow disbanding of a parade or other events occurring along a route;

   d. Conditions related to traffic flow as to accommodating pedestrian or vehicular traffic, to include but not be limited to restricting the event to only a portion of a street;

   e. Requirements for the use of traffic cones, barricades and other safety measures;

   f. Requirements toward the providing of sustenance, first aid, or sanitary facilities;

   g. Requirements in regard to the use of event administrators or supervisors and the policy of providing notice of any conditions or stipulations to participants;

   h. Restrictions on the number and type of banners, floats, vehicles, animals, or structures taking part in the event, and inspection and approval by the Fire Department of all floats, structures and decorated vehicles under the regulations governing fire safety;

   i. Compliance with laws and ordinances in regard to treatment and protection of animals;

   j. Requirements in regard to sanitation, including but not limited to the use of garbage containers, and the cleanup and restoration of City property;

k. Restrictions on the use of amplified sound in accordance with the noise ordinance; and

l. Proof of prior notification of the event to businesses and residents which are located along the route or street(s) where the event will be held.

2. All events must comply with any and all relevant ordinances or laws, including but not limited to, ordinances governing the construction and safety of temporary structures, booths or tents; ordinances and laws on the obtaining of any legally required permits, licenses or certificates, including, but not limited to, any necessary business permits, fire safety inspection permits; and state health department permits.

Source: Ordinance No. 1549-2009, Art. 4, §4-41, 12-08-09

Section 4-42. Special provisions.

The special events committee shall have the authority to establish rules of procedure and Safety provisions to govern special events. Said rules of procedure will be available for dispersion to the public.

Source: Ordinance No. 1549-2009, Art. IV, §4-42, 12-08-09

Section 4-43. Appeal procedure.

1. The applicant shall have the right to appeal the denial of a permit or to appeal any condition placed on a permit condition to the City Council of the City of Laurel by the filing of a notice of appeal with the special events coordinator within ten (10) days of notification of said denial or permit condition.

2. The City Council shall hold a hearing at the next available regularly scheduled meeting of the Council. The decision of the City Council shall be final.

Source: Ordinance No. 1549-2009, Art. IV, §4-43, 12-08-09

Section 4-44. Indemnification agreement.

Prior to the issuance of a special event permit, the permit applicant and/or sponsor must sign an agreement to reimburse the City for any costs incurred by the City for utility use, repairing of damage to City property which occurred in connection with the permitted event due to the actions of the applicant/sponsor and/or any officer, employee, or agent, or other person who was under the auspices/control of the applicant/sponsor insofar as permitted under the law. The applicant/sponsor shall also file a hold harmless agreement, providing that the applicant/sponsor shall hold harmless, indemnify and defend the city, its officials, members, agents and employees from any claim of injury or damage arising from or immediately caused by actions of the applicant/sponsor, its officers, employees, or agents, or any person who was under the auspices/control of the applicant/ sponsor, in connection with the permitted event, regardless of whether the city is actively negligent or passively negligent, except for those claims, costs, damages, demands, liability and/or notices, which were directly and solely a result of the negligence and/or willful misconduct of the City and/or its employees or agents. Persons who merely join in a parade or event are not considered to be “under the control” of the

applicant/sponsor based solely on their participation in the event.

Source: Ordinance No. 1549-2009, Art. IV, §4-44, 12-08-09

Section 4-45. Insurance.

1. The applicant/sponsor organization of an event must possess or obtain public liability insurance to protect against loss from liability imposed by law for damages resulting from bodily injury and/or property damage arising from the event. Such insurance shall name on the policy or be endorsement as an additional insured party the City, its officers, employees and agents. Insurance coverage must be maintained for the duration of the event. Coverage shall be a comprehensive general liability insurance policy with the following minimum limits:

   $1,000,000.00 each occurrence combined single
   Limit bodily injury and property damage.

2. A copy of the policy or certificate of insurance, along with any and all necessary endorsements, must be filed with the City Clerk's Office no less than seven (7) business days before the date of the event. The special event permit shall not be issued by the special events coordinator until after the insurance policy and/or certificate of insurance, along with any and all necessary endorsements, has been filed by the applicant/sponsor and approved by the special events committee/City Clerk's Office.

3. The insurance requirements above shall not apply to any special event Classified as a Class D special event. Nothing herein shall waive the requirement to complete the indemnification agreement as required by Section 4-44.

4. The insurance requirements above may be waived by the special events committee for non-athletic events, if the applicant or sponsor and/or agent signs a verified statement that the event's purpose is First Amendment expression, and it has been determined that the cost of obtaining insurance would be so financially onerous that it would constitute an unreasonable burden on the right of First Amendment expression. The statement shall include the name and address of at least one insurance agent or other source for insurance coverage who was contacted to determine insurance premium rates for insurance coverage as an attestation that the cost of insurance would effectively outsource the benefit of the event. The committee shall review such statement before any determination regarding waiver of insurance. Nothing herein shall be constituted as a waiver of the requirement to complete the indemnification agreement.

Source: Ordinance No. 1549-2009, Art. IV, §4-45, 12-08-09; Ordinance No. 1778-2025, Art. IV, §4-45, 12-16-2025

Section 4-46. Fees.

1. The special events coordinator shall classify each application according to the following criteria:

   a. The anticipated amount of extra personnel which the City must furnish to ensure the necessary public safety, sanitation, and other components of the special event. If the applicant/sponsor is furnishing some or all of the

personnel required, the anticipated personnel requirements for classification purposes will be reduced accordingly. Proof of the furnishing of such personnel must be in the form of a written and endorsed contract;

b. The type and amount of City services required above and beyond that of extra personnel hours; and

c. The anticipated number of persons attending the event during the duration of the special event.

2. The classes of special event permits shall be as follows:

Class A permit. A special event which will require between 25 and 50 extra personnel hours and for which the total anticipated attendance over the duration of the special event will be in excess of 2,500 person.

Class B permit. A special event which will require between 5 and 25 extra personnel hours for which the total anticipated attendance over the duration of the special events will be between 500 and 2,500 persons.

Class C permit. For a special event which will require fewer than 5 extra personnel hours and for which the total anticipated attendance over the duration of the event will be less than 500 person.

Class D permit. A special event which will require minimum or no City services. Class D permits will be issued for events such as Memorial Day services, Veteran's Day programs, National Day of Prayer programs, victim and crime recognition events, and similar programs.

Source: Ordinance No. 1612-2014, 4-22-2014; Ordinance No. 1617-2014, 10-7-2014

Class E permit. A Class E permit shall be available for qualifying events and shall be exempt from fees, deposits and costs – Exceptions may apply. Events eligible for Class E permits shall include parades in connection with schools and educational events; inaugural parades related to schools and educational events; inaugural parades for elected officials; the annual Christmas Parade; the American Heart Association Heart Walk; and other similar events. The Class E permit applicant organization other than a public school or municipality must be a 501 (c) 3 entity as certified by the IRS, with proof of such certification available for inspection and copying by the Special Events Committee if requested.

Source: Ordinance No. 1611-2014, 3-4-2014; Ordinance No. 1617-2014, 10-7-2014; Ordinance No. 1778-2025, 12-16-2025

3. When a special event permit is approved, one of the classifications noted above will be assigned by the special events coordinator. The applicant/ sponsor will obtain the permit upon acceptance of said classification and by paying applicable permit fee(s) and sanitation deposit. Such fees shall be determined according to the following schedule:

FEE SCHEDULE:

APPLICATION FEE	PERMIT FEE	SANITATION DEPOSIT	CLASS	ATTENDANCE	EXTRA PERSONNEL HOUR
$10.00	$50.00	$500.00	A	Excess of 2500	25-50
$10.00	$25.00	$500.00	B	500 to 2500	5-25
$10.00	$15.00	$500.00	C	Less than 500	Less than 5
-0-	N/A	N/A	D	N/A	0 hours and minimal or no city services required

NOTE: The right of appeal of any portion of Item 3 is found under Section 4-43.

1. Any special event requiring or resulting in an excess of the extra personnel hours and/or city services listed in the application and approved on the permit shall reimburse the City for the excess personnel and services costs as an addition to the initial permit fee.

2. The Sanitation deposit is refundable if the property is cleaned to the satisfaction of the Public Works Department.

3. The special events coordinator may waive all fees, other than the application, in situations where the event does not involve the sale of food and/or beverages, and where there is no requirement to block any streets or otherwise impede the flow of vehicular traffic.

4. Payment will be required for any utilities used in connection with the events.

Source: Ordinance No. 1549-2009, Art. IV, §4-46, 12-08-09

Section 4-47. Cleanup deposits for certain special events.

1. All applicants/sponsors shall be responsible for the cleanup of the site or route. Such cleanup shall be completed within twelve (12) hours of the conclusion of the event. To ensure such cleanup, the applicant/sponsor shall be required to pay a cleanup deposit prior to the issuance of a special event permit. The cleanup deposit shall be based on the classification of the special event in accordance with the chart in Section 4-46.

2. At the conclusion of the event, an inspection of the site and/or route may be conducted to assess compliance with the permit issued.

3. If the site and/or route has not been properly cleaned or restored, the City shall do so, and the applicant/sponsor may be billed for any cost that exceeds the amount of the deposit. Any additional fees shall be come due and payable to the city upon the

applicant's receipt of the bill. If the applicant/sponsor disputes the bill, an appeal may be made to the City Council within ten (10) days after receipt of the bill and such appeal will be considered at the next scheduled City Council meeting.

Source: Ordinance No. 1549-2009, Art. IV, §4-47, 12-08-09

Section 4-48. Duties of applicant/sponsor of event.

1. The applicant/sponsor shall comply with any and all terms and conditions outlined in the special event permit with the provisions of this article and with any other applicable state, federal or local laws.

2. Each applicant/sponsor shall ensure that the special event permit is held by the person leading a parade or other event along a route, or the person in charge of any other event for duration of the event.

Source: Ordinance No. 1549-2009, Art. IV, §4-48, 12-08-09

Section 4-49. Unlawful to sponsor or participate in an event without a permit.

1. It shall be unlawful for any person to sponsor or conduct a parade, athletic event, block party, festival or any other special event for which a permit is required without first obtaining a permit for that event and it shall be unlawful for any person to participate in such an event if no permit has been issued. This applies only to those events which require a permit.

2. It shall be unlawful for any person to interfere with or disrupt a lawful parade, athletic event, block party, festival or other special event.

Source: Ordinance No. 1549-2009, Art. IV, §4-49, 12-08-09

Section 4-50. Unlawful to exceed scope of permit.

The special event permit authorizes the applicant/sponsor to conduct only such event as is outlined in the permit, in accordance with the terms and conditions stated in the permit. It shall be unlawful for the applicant/sponsor to willfully violate the terms and conditions of the permit and/or for any event participant who has knowledge of the terms and conditions of the permit to willfully violate those terms and conditions.

Source: Ordinance No. 1549-2009; Art. IV, §4-50, 12-08-09

Section 4-51. Penalties.

Any person violating any provision of this article shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed $1,000 for each violation of the article. A special event operated which is not operated in accordance with this article shall be deemed a public nuisance which may be abated or terminated to such degree as allowed by law. Such violations may also be addressed by civil action and any violator shall be liable for the actual full costs incurred by the City in connection with the event.

Source: Ordinance No. 1549-2009; Art. IV, §4-51, 12-08-09