



LEGAL SERVICES DEPARTMENT

Office of the City Clerk

Kami Lynch, Clerk

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To: William Siebers, Safety & Licensing Committee Chair, Safety & Licensing Committee Members

From: Kami Lynch, City Clerk

Date: January, 22, 2021

Re: Temporarily Extending Special Event Fee Carry-over due to COVID-19


The Special Events Policy currently allows for fees of cancelled events to be carried over and used within one calendar year of the event date. The majority of 2020 special events were cancelled due to the COVID-19 pandemic.

Special Events Policy-
D. Fees

(6.) Non-Refundable. All fees are non-refundable with the exception of fees for events that are cancelled by the applicant and/or the City due to weather conditions or by the City for the unforeseen or unexpected unavailability of the event venue that is not caused by an act or inaction of the applicant, in which case the fees will revert to a credit the applicant can use for rescheduling the event or for a similar event. The credit must be used within one (1) calendar year from the date of the cancelled event. No cash refunds will be given if the full value of the credit is not used by the applicant. If the event is cancelled by the applicant due to weather conditions, notification to the City Clerk must be made as soon as reasonably possible.

The Special Events Committee has met to discuss options for event holders in 2021, as the COVID-19 pandemic continues and would like to offer the opportunity to extend the fee carry-over of unused 2020 fees into 2022 if requested by applicants. The request is for a temporary extension of carry-over fees into 2022, due to the COVID-19 pandemic.

Respectfully,



Kami Lynch, City Clerk