



NEW EVENTS REVIEW TEAM

PROCESS & CRITERIA FOR REVIEWING REQUESTS FOR NEW SPECIAL EVENTS

Proposal for SERT Review of new Special Events Requests & Proposals

First-time or new special event requests must submit a proposal for initial review and evaluation by the New Events Review Team (NERT) at least six months before the desired event date. If approved by NERT, event holders may proceed with the special event application and City Council approval process. Events that do not receive NERT approval will not be considered further.

The current process for new Special Event Requests

At least four months before the requested event date, applications submit a Special Event application and if their event date and location are available, the event goes before City Council for approval.



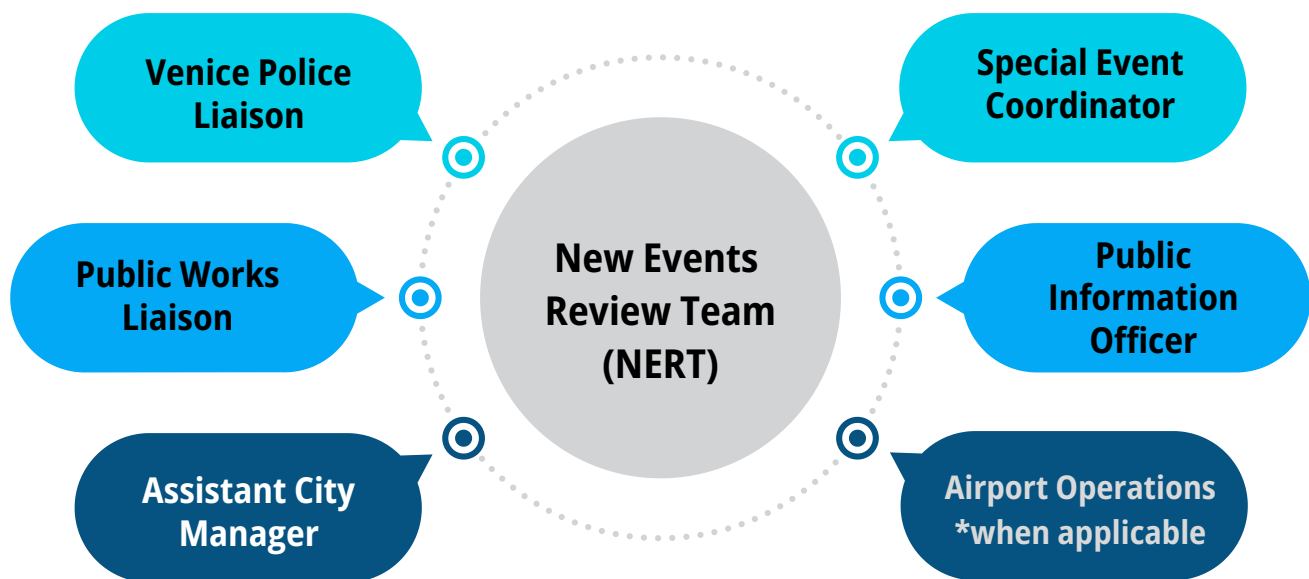
NEW EVENTS REVIEW TEAM

SPECIAL EVENTS REVIEW TEAM MEMBERS & PURPOSE

The New Events Review Team (NERT) evaluate new event proposals and make recommendations on whether an event should not proceed or should move forward for City Council review and final approval. NERT is comprised of City staff:

- ▶ who create Special Events policies, rules, and standards;
- ▶ who review and issue Special Event permits;
- ▶ who coordinate, plan, execute, and evaluate Special Events.

NERT members possess historical institutional knowledge of recurring and heritage events, as well as returning events, and impacts to downtown businesses and public spaces. The five-member team has a flexible sixth position that activates when appropriate, limiting disruptions to operations.



The Assistant Manager or designee serves as the issuing authority for Special Event permits. The Special Event Coordinator is responsible for reviewing and preparing event permits and plans. The Public Information Officer oversees promoting and communicating information about events. The Public Works Liaison manages Solid Waste needs and public space impacts. The Venice Police Liaison or designee, is the authority on roadway impacts, public safety requirements, and related considerations. The Airport Manager or Operations Manager, or their designee, handles impacts to the Airport Festival Grounds, FAA requirements, and other relevant matters.



NEW EVENTS REVIEW TEAM

REQUIREMENTS FOR NEW SPECIAL EVENT PROPOSALS AND RECURRING EVENTS REQUESTING CHANGE(S)

You must read the Special Event venue limitations, scheduling commitments, and standards, rules, and guidelines outlined in the Special Events Guide before submitting your event proposal. Proposals that do not meet the requirements outlined below will not be considered for review

New Special Event proposals must include the following:

1. Event Holder Information

- a. Event holder's contact information
- b. Partner organization and non-profit/501(c)3 status*
- c. Organization's mission statement

*Organizations that do not have 501(c)3 status MUST partner with a non-profit organization in the community to qualify for City sponsorship

2. Event Information

- a. Event type
- b. Event name
- c. Event date including first; second and third preferences
- d. Event location including first; second and third preferences
- e. Event purpose statement
- f. Site map or plan indicating event entrance/exit, on-site or off-site parking plans, vendor set-up, stages, portable restrooms, barricades or MOT/TTCP implementation or detours, etc.
- g. Overview of vendors including mobile food vending (food trucks), alcohol service, merchandise sales, portable restrooms, children's activities, etc.
- h. Inclement weather plan

3. Event Support, Needs and Amenities

- a. Solid Waste (trash and recycling)
- b. Venice Police* or Emergency Medical personnel
- c. Tents larger than 10-feet by 10-feet, stages or carnival rides
- d. Generators, metered water or electric utility services
- e. Event signage

*Venice Police are required for events with alcohol sales or distribution.