



# Special Events Application Procedures & Requirements for City of Artesia Permit

## When do you need City Council to approve your special event?

Any temporary outdoor gathering which involves one or more of the following on private or public property where otherwise prohibited:

- Restricting access to public property;
- Sale of merchandise, food, or beverage (nonalcoholic and/or alcoholic);
- Erection of a tent or canopy (list dimensions to know if obtaining a permit is required);
- Installation of a temporary stage, band shell, outdoor projection, trailer, van, grandstand, bleachers, or portable toilets for public use;
- Use of Baish Veterans Park
- All moving events – runs, walks, parades, processions;
- Placement of event signage including temporary no parking, directional, oversized, sponsor, or identical signs or banners that are placed in or over a public right-of-way, or on private property where otherwise prohibited by ordinance;

## When should you start the application process?

- **We recommend you apply the Tuesday Before Council if your event is:**
  - Private gatherings with no closures:
- **We recommend you apply 30 Days prior if your event:**
  - Is for the public
- **We recommend you Apply 45 Days prior if your event will require State Approval.**
  - Serves alcohol
  - Parade or closure of state highway or roadways



## 1. Gather information required on the Application for Public Event

- ❖ Complete site plan, parking plan, and secure property authorizations if applicable.

**It is imperative to read and understand the application and its requirements in full.**

## 2. Complete Application

- ❖ Numerous City Departments are involved in the application process and must sign off for approval. If it is a new event, it will need review by Event Committee, please call City Clerk's office to schedule an appearance with Event Committee. Reoccurring events only require city staff to sign off (page 7 of application) Submit application in person to City Hall within the allotted time prior to the day of setup for your event. Incomplete applications will not be processed.

## 3. Applicant Submittals

- ❖ As the reviews are completed, any additional requirements from vendors, insurance agencies, licensing regulation, etc. must be completed and submitted with the application to issue your permit.

## 4. Council Approval

- ❖ Must submit all required items of your event application prior to a City Council Meeting for approval.

## 5. Payment of Fees

- ❖ Once approved by Council, the Clerk's office will notify you via email with any balance due. All fees must be paid to secure your dates, venue/location.

## 6. Resolution and Final Conditions

- ❖ Upon confirming all requirements have been met, the application will list the conditions and/or restrictions for which the applicant must uphold.

**City of Artesia is not responsible to obtain any documents outside of City of Artesia entities for your event.**

Click here to view [Public Events Guidebook](#).