



**CITY OF WARREN POLICY AND PROCEDURE:
SPECIAL EVENT CLEANUP AND TRASH DISPOSAL
EFFECTIVE DATE: APRIL 20, 2021**

1. **PURPOSE:**

To recover costs incurred by the City of Warren for cleanup and trash removal in relation to Special Events held on City property.

2. **STATEMENT OF POLICY:**

In accord with Chapter 144, Article II, of the Code of the City of Warren, Special Event Organizers (Organizers) are required to leave City-owned property clean and free of any trash and/or debris which may occur as a result of the event. It shall be the responsibility of Organizers to provide for cleanup and trash removal required as the result of an event held on City-owned property. Organizers will have two (2) options and shall make their selection at the time a Special Event application is submitted to the Special Events Committee.

Option 1 Pay a security deposit (based upon the size and nature of the event) in advance of the event and collect and dispose of trash and debris. The security deposit will be returned to the Organizers if, following the conclusion of the event, the site has been cleaned and trash and debris removed prior to an inspection by City personnel. If the site is not left in satisfactory condition and further cleanup and/or trash removal by the City's third-party contractor is necessary, the expense for such cleanup and/or removal shall be deducted from the Security Deposit and any expense amount in excess of the Security Deposit will be billed to the Organizers.

Option 2 Pay a security deposit in advance of the event which will include estimated costs (based upon the size and nature of the event) for cleanup and/or removal of trash expected to be generated by the Special Event and performed by the City's third-party contractor. At the conclusion of the event, the actual expense for cleanup and/or trash removal will be subtracted from the Security Deposit and any excess funds in the Security Deposit will be refunded to the Organizers; likewise, any expense for cleanup and/or trash removal in excess of the Security Deposit amount will be billed to the Organizers.

Nonpayment of any amounts due in regard to this policy may result in legal action and/or denial of future requests made by Organizers.

3. **AUTHORITY:**

Chapter 144, Article II, of the Code of the City of Warren:

§144-5.D The special event organizer ("organizer") must pay for all municipal reservation/use fees, security deposit, and 50% of the cost of all estimated municipal services in advance of the event.

§144-22.B.(2) Support Services fee. This fee includes the actual cost of services provided by the Departments of Public Works, Police, and the Fire Department.

§144-2.B.(9) Event cleanup and preparation fee. This fee includes any requested additional cleaning of facilities, parking lots or streets prior to the special event and any cleanup after the event.



**CITY OF WARREN POLICY AND PROCEDURE:
SPECIAL EVENT CLEANUP AND TRASH DISPOSAL
EFFECTIVE DATE: APRIL 20, 2021**

§144-2.C. The Organizer is required to pay a security deposit before final approval for the event will be given. This deposit will be based on the size of the event, nature of the event, and the number of facilities and type(s) of municipal equipment being used.

§144-2.D. At the pre-event meeting, municipal staff will determine which municipal services are required. Based on the event plan developed at the pre-event meeting, municipal departments will submit cost estimates. If municipal staff finds it necessary to request changes to the event plan after the pre-event meeting, the municipality will advise the organizer of the changes and any related cost increases or decreases. If the organizer requests changes to the event plan after the pre-event meeting, it is the organizer's responsibility to inform the Special Event Review Committee immediately. No changes will be accepted less than 30 days prior to the event date. Revised cost estimates will be prepared based on the current information. All plans are subject to final acceptance and approval by City department heads.

§144-22.E. Following the event, an accounting of labor, vehicle and equipment use, and any other costs incurred in providing event support will be compiled. The City will prepare and mail an invoice to the organizer for those costs within 30 days after the event. The City of Warren provides requested services on a full-cost-recovery basis. Departmental billings will reflect the actual costs of delivering municipal services for the event, and the final billing may be higher or lower than the cost estimates. All questions concerning the invoice are to be directed to the City Manager's office. Payment is due within 30 calendar days from the date of invoice.

§144-23.D. Before any special event activity may begin, the organizer shall sign the final authorization letter and agree to:
(2) Reimburse the City for the actual costs of municipal services within 30 days from the date of invoice (less the fifty-percent service charge deposit).



Nancy K. Freenock, City Manager

Policy Date: April 20, 2021

Special Event Organizer: As the Special Event Organizer, or designated Event representative, I hereby acknowledge receipt of the foregoing policy and select the option indicated below.

_____ Option 1 as described under Statement of Policy

_____ Option 2 as described under Statement of Policy

Organizer's Printed Name

Organizer's Signature

Date