

**RECOMMENDED SPECIAL EVENT FEES
BY THE SPECIAL EVENT BUSINESS PROCESS IMPROVEMENT EVENT**

Special Event Fees to be Paid by Organizer

Fee Description	Current Approved Fees	Proposed Fees
Late application fee	\$100	<i>no change</i>
Late insurance fee / fee for late changes or not notifying City of inflatable entertainment, etc.	\$300	<i>no change</i>
Changes to equipment order after intial approved application	\$0	\$50/change order
Clean-up & repair or replacement	time & materials	<i>no change</i>
Cancellation fee - 1 week or more in advance	\$0	\$50
Cancellation fee - less than 1 week in advance	\$0	\$100
Cancellation fee - weather-related	\$0	<i>no change</i>

Special Event Fees to be Paid from Room Tax Monies

Special Event Fee*	\$0	\$50/event
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*The Special Event Fee would be placed in a separate fund to help offset replacement of equipment used for special events as well as additional janitorial expenses, such as cleaning & paper supplies, etc.