# TOWN OF HILLSBOROUGH
# PERSONNEL POLICY

POLICY 407 LAST REVISED 2/9/09

**SUBJECT: FUNDRAISING EVENTS**

**PURPOSE:** To outline the process for making an application to hold fundraising events.

**STATEMENT OF POLICY:**

On a case-by-case basis, the City Council will approve certain applications for permits by charitable organizations to hold fundraising events. Applications for permits can be obtained at Town Hall, 1600 Floribunda Avenue, and a non-refundable application fee may be required. Applications must be received at least 70 days prior to the City Council meeting.

Each application shall be reviewed by staff in the Building, Fire and Police departments in order to ensure that the event would not have unacceptable adverse impacts on residents. Staff will make recommendations to ensure the health, safety and welfare of residents and event participants.

Property owners within a 500 foot radius of the fundraising event property shall be provided with advance notice of the event, and the opportunity to express any concerns about the event.

After staff has evaluated the application, staff will present the recommendation to the City Council, which will approve or deny the application. The City Council's decision is final and cannot be appealed.

Event organizers are responsible for meeting any special requirements recommended by the Building, Fire and Police departments, such as posting "No Parking" notices. If the organization fails to meet the requirements, or if the event creates a nuisance, Town staff may shut down the event.

No event may feature more than 4 locations.