

BY THE MAYOR OF THE CITY OF SPRINGFIELD

E X E C U T I V E   O R D E R

*Licensing of  
temporary outdoor  
places of  
amusement*

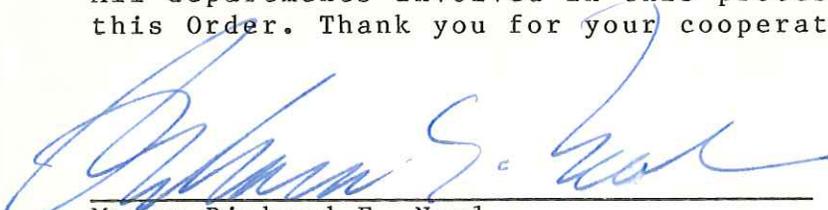
On May 25, 1984, the City Council passed an ordinance creating a special license for temporary outdoor places of amusement or recreation which include "carnival type rides". At the request of my office, the Law Department has prepared an application. The application is presently in use.

However, due to the questions that have arisen about the procedures to secure a "carnival type license", I ask that the following procedures be established.

Applications will be available at the Mayor's Office for Community Affairs. MOCA shall provide technical assistance to the organizations that take out applications. A completed application, along with the required fee, must be stamped in by the Mayor's Office at least 30 days prior to the proposed event. The non-refundable fee shall be forwarded immediately to the City Clerk's Office.

The organization applying for the license must receive approval for their event from the following departments: the Building Department; Fire Department; Health Department; and the Police Department. Following the approvals by the afore-mentioned departments, the application will be submitted to the Law Department for review. After the approval of the Law Department, the application will be submitted to the City Clerk's Office. The City Clerk will approve the application for proper form and signature, and then prepare a license for the Mayor's signature. The license will be submitted to the Law Department for review and then to the Mayor's desk for signature.

All departments involved in this process will receive a copy of this Order. Thank you for your cooperation in this matter.



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Mayor Richard E. Neal