

**CITY OF BROOKSVILLE**  
201 Howell Avenue  
Brooksville, FL 34601

**COUNCIL WORKSHOP**  
**AGENDA**

September 9, 2014

6:00 P.M.

**A. CALL TO ORDER**

**B. FEES AND FEE WAIVERS**

Discussion of Special Events/Fee Waiver Policy, including Jerome Brown Center and Park Facilities Fees.

Presentation: City Manager

Attachment: Memo from City Manager dated  
09/05/14,

**C. ADJOURNMENT**



**WORKSHOP  
AGENDA ITEM  
MEMORANDUM**

**TO: HONORABLE MAYOR AND CITY COUNCILMEN**  
**FROM: T. JENNENE NORMAN-VACHA, CITY MANAGER**  
**SUBJECT: SPECIAL EVENTS/PARKS/JBCC FEES AND FEE WAIVERS**  
**DATE: SEPTEMBER 5, 2014**

Attached we have worked to provide City Council information requested regarding Special Events/Parks/Jerome Brown Community Center Fees and fee waivers. We are providing the following:

- ✓ Current Brooksville Special Event Fee Waiver Policy No. 3-2012 with Council minutes from date of adoption, October 15, 2012 (Attachment 1)
- ✓ Current Temporary Street Closure Application Form (Attachment 2)
- ✓ City of Brooksville Fee Waivers for FY2013 and FY2014, with breakdown of costs (Attachment 3)
- ✓ Parks and Recreation Department Fee Schedule/Charges (Attachment 4)
- ✓ Jerome Brown Community Center Facility Use Agreement (Attachment 5)
- ✓ Jerome Brown Community Center, Enrichment Center and Parks Facilities Rentals for FY2014, inclusive of fee waiver events (Attachment 6)
- ✓ Memorandum from Chief George Turner discussing use of Police (Attachment 7)
- ✓ Fair Labor Standards Act of 1938, as Amended, 29 U.S.C. 201, et seq., Section (7)(p) and Department of Labor, Title 29: PART 553—Application of the Fair Labor Standards Act to Employees of State and Local Governments, Section 553.227. (Attachment 8)
- ✓ Various Sample Fee Waiver Grants and/or Policies, including forms from other Cities (Attachment 9)

# Attachment 1



**AGENDA ITEM  
MEMORANDUM**

**TO:** HONORABLE MAYOR AND CITY COUNCILMEN  
**FROM:** T. JENNENE NORMAN-VACHA, CITY MANAGER *TJV*  
**SUBJECT:** SPECIAL EVENT FEE WAIVER POLICY NO. 3-2012  
**DATE:** OCTOBER 7, 2012

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**GENERAL SUMMARY/BACKGROUND:** City Council adopted a budgeted amount of \$7,000 within its departmental budget for fiscal year 2012-13 for the availability of fee waivers for special City events. During the Final Budget Hearing, City Council indicated that a City policy governing the approval for City fee waivers was needed.

Staff has prepared a Special Event Fee Waiver Policy for your consideration. The draft Policy is provided as Attachment 1.

**BUDGET IMPACT:** The adoption of this Policy does not create a budget impact; however, if the Policy is adopted, subsequent Fee Waivers that would be approved by City Council would have an impact to the budget. Fee Waiver funding in the amount of \$7,000 is currently available within the General Fund budget for fiscal year 2012-13, line item 001-010-511-5901.

**LEGAL REVIEW:** The City is vested with home rule authority pursuant to Article VII, Section 2 of the Constitution of the State of Florida and Chapter 166, Florida Statutes to consider matters of fiscal and intergovernmental benefit.

**STAFF RECOMMENDATION:** Staff recommends that the City Council review the attached Policy and provide any changes and/or correction for approval.

**ATTACHMENT:** Policy 3-2012

*City of Brooksville*  
*Policy No. 3-2012*

## **Special Event Fee Waiver Policy**

### **Section 1. Definitions**

**“Fee Waiver”** is a waiver of city fees for providing a service or facility use.

**“Special Event”** is any private activity conducted wholly or partly on public property that requires the use of city services, such as closure of a street or park, or provision of traffic control, or other services. Special Event includes, but is not limited to, a parade, festival, exposition, show, sale, party, or other similar activity. Special Event also includes events on private or other public property for which the City provides services.

**“Special Event Permit Fees”** are based on the actual costs of the City providing the service requested, and may include personnel, benefit costs, facility fees and equipment costs.

### **Section 2. Special Event Fees and Waivers**

- A. Fee Waiver funding is available as determined at the sole discretion of the City Council.
  
  - B. Applicants may request a full or partial Fee Waiver of Special Event Permit Fees. A request for a Fee Waiver must be submitted with a Special Event permit application. The City may, in its discretion, approve all, part, or none of a Fee Waiver request. The following will be considered in review of a request for a Fee Waiver:
    - 1. The event must be held within the city boundaries and is a benefit to the community.
  
    - 2. The event is open to the public. Preference will be given to those events where all or a majority of activities (75 percent or more) are available at no cost to attendees.
  
    - 3. The event is supported by business, community and service groups. Preference will be given to events that have been coordinated with and supported by business, community and service groups within the specific city area where the event will take place.
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4. The event creates a positive impact for the city's citizens and/or local businesses.
  5. The event creates positive publicity for the city.
  6. The City will give greater consideration to those events with higher anticipated attendance.
  7. The City's cost of providing services for/to the event.
  8. Whether there are revenues that can be used to offset the impact of a Fee Waiver on the city's General Fund. The City Council will give greater consideration for those events that demonstrate that the Fee Waiver will allow the event to become more self-sustaining in future years.
  9. The City Council will give greater consideration to those events that promote education, public health, public safety or provide a service to mankind.
  10. Whether the event is operated by a non-profit organization.
- B. Unless waived, all fees required for the Special Event must be paid prior to the issuance of a permit. In no event, will the Fee Waiver be more than the City's cost of providing service for the event.

### **Section 3. Special Event Applications**

- A. All persons who wish to conduct a Special Event must complete and submit an application form to the City Clerk. Event organizers should submit completed application no less than 30 days prior to event. Special Event application forms are available on the City's website at [www.cityofbrooksville.us](http://www.cityofbrooksville.us) and in person from the City Clerk. Special Event permit applications shall be reviewed by the City Manager following the procedures and standards of this Policy. If a Fee Waiver is requested, the completed application and Fee Waiver request will be forwarded to the City Council for consideration.
- B. Applications deemed incomplete will be denied if details about the Special Event are insufficient for staff to properly analyze and determine the impact on city services, or if submitted with insufficient time to allow for city staff to

evaluate the impact and coordinate the city services required to allow the event to proceed.

- C. Applications must include evidence of compliance with required permits from other governmental agencies (e.g., health department, liquor license, etc.), as may be requested by the City.
- D. Special Event organizers will be required to maintain liability insurance for the event in an amount deemed acceptable by the City Manager, with the City named as an additional insured. Typical insurance requirements will include commercial general liability coverage in the amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate. Insurance must be placed with Florida admitted insurers rated B+ or better by A.M. Best's rating service. Documentation of insurance will be required at least three (3) business days prior to the event.
- E. The City Manager is delegated the authority to establish rules, procedures, and policies to implement and supplement this Policy and to develop application forms and other standard materials to be used in the application process.

#### **Section 4. Approval/Denial of Special Event Permit**

- A. The completed application will be reviewed by appropriate department directors. The applicant may be required to provide additional information. Denied applications may be amended and resubmitted.
- B. Reasons for denial of a Special Event permit include, but are not limited to:
  - 1. The City lacks the resources to provide the services that are required for the event.
  - 2. A requested facility or site is not available at the time requested.
  - 3. The event requests use of city streets at a time, or for a duration, that would create too great an impact on the public transportation system/city traffic or public safety.
  - 4. The applicant submitted false information in connection with the application.

5. The applicant has failed to complete all aspects of the application and/or provide insurance certificates in the amounts stated in Section 3. D. of this policy.
- C. If the Special Event application is approved and no Fee Waiver has been approved, the City Clerk will collect the appropriate fee and issue the permit. If the Special Event application is approved and a Fee Waiver has been approved in full or part, the City Clerk will issue the permit after the collection of fees due, if any.
- D. If the Special Event application is denied, the City Clerk will notify the applicant in writing and give the reason for denial. If time permits, the applicant may correct the reasons for denial and resubmit the application for approval. If an applicant is again denied a permit, the applicant may appeal the denial, within 14 days of the date of the written denial by filing a written notice of appeal with the City Manager. The appeal shall be heard at the next available Regular Session of the City Council, following the date the appeal is filed. The appeal shall be decided by the City Council and is final.

### **Section 5. Effectiveness of Special Event Permit**

Special Events shall be approved for only the specified dates, times, and locations stated in the permit.

### **Section 6. Violation of a Special Event Permit**

- A. Any event subject to the provisions of this Policy that is staged without complying with all conditions of this Policy shall be subject to closure.
- B. The City may revoke a permit if it is determined by the City Manager that the event is being operated in violation of the Brooksville Municipal Code.
- C. The City may revoke a permit and/or apply a fine of up to \$500 per day if it determines an applicant has violated this Policy.

## REGULAR COUNCIL MEETING MINUTES – October 15, 2012

### Policy No. 3-2012 – Special Event Fee Waiver

Consideration of policy stating criteria and guidelines for allocation of fee waivers for activities.

City Manager Norman-Vacha reviewed the policy.

Council Member Burnett referenced #3 on page 1 of 4 and suggested it read “The event is supported by business, community and/or service groups. He also suggested deleting #6 on page 2 of 4 “The City will give greater consideration to those events with higher anticipated attendance.”

Council Member Bernardini agreed to delete #6. He stated there was a past event where the anticipated attendance was much lower than expected.

Council Member Hohn agreed to delete #6. It is very arbitrary and has no bearing on the value of the event.

Vice Mayor Bradburn referenced #9 and suggested it read “The City Council will give greater consideration to those events that promote significant positive economic impact. The applicant must provide an economic impact statement.”

Council Member Burnett felt not all events create an economic impact and that could create a problem. He suggested it read “The City Council will give greater consideration to those events that provide a service to mankind.” Vice Mayor Bradburn did not support Council Member Burnett’s suggested verbiage.

Council Member Burnett referenced #8 but did not agree with “...the Fee Waiver will allow the event to become more self-sustaining in future years”. There are many events that will never become self-sustaining such as the Veterans’ Appreciation Parade. He suggested that part be deleted.

Vice Mayor Bradburn has always supported fee waivers for events that have a positive economic impact. She felt as the Veterans’ Parade grows they will become self-sustaining and will have a potential positive economic impact. Events such as Hernando High Homecoming Parade will not have a positive economic impact.

Council Member Bernardini referenced #9 and suggested adding “one or more of the following...”

City Manager Norman-Vacha pointed out #4 reads “The event creates a positive impact for the city’s citizens and/or local businesses.” Vice Mayor Bradburn did not agree that statement directly relates to economic impact. Council Member Hohn felt economic impact is arbitrary that has no value in deciding who should get a fee waiver. He agreed with Council Member Burnett in supporting those events that are important for a community purpose rather than an economic purpose. He felt those events with economic impact are able to raise money to pay the City fees. The Veterans’ and Homecoming Parades do not have sponsorship so they should be given preference. He did not agree that the applicant submit an economic impact document because it is not relevant to issue a fee waiver. He suggested adding “This must be a non-political event.”

## REGULAR COUNCIL MEETING MINUTES – October 15, 2012

Mayor Johnston pointed out he supports events that provide a positive economic impact on the City and believes \$7,000 is not enough to cover those events. He stated not everyone who requests a fee waiver will be approved. He has suggested approving half of what is requested and he has certain criteria that he will be looking for. He agreed to delete #6 because it is only a guess and exempt political events.

Council Member Bernardini clarified political events can request a street closure but not a fee waiver.

Council Member Burnett stated some organization events will not have an economic impact but they are doing a great thing on behalf of mankind. He felt the fee waivers will be considered as they always have, on a case by case basis.

Vice Mayor Bradburn agreed they have to be looked at individually but emotions can enter into play. She felt not every event is worthy of taxpayer funding so there has to be a line drawn and that should be in helping the economy.

### **Motion:**

Motion was made by Council Member Burnett and seconded by Council Member Hohn for removal of Item B6 under Section 2 on Page 2 of 4. Motion carried 5-0.

There was further discussion of housekeeping items. Vice Mayor Bradburn referenced Section 3.A. on Page 2 of 4 and suggested adding "All persons who wish to conduct a Special Event in which fee waivers are requested must complete a form" because later on it contradicts that. City Manager Norman-Vacha clarified if they are doing a Special Event they have to complete the Special Event application. It goes further to say "If a Fee Waiver is requested, the completed application and Fee Waiver request will be forwarded to the City Council for consideration."

Vice Mayor Bradburn referenced Section 4.C. and suggested revision to "If the Special Event application is approved and no Fee Waiver has been approved, the City Clerk will collect the appropriate fee before issuing the permit." And "...the City Clerk will issue the permit after collection of remaining fees, if any."

Vice Mayor Bradburn referenced Section 4.D. and suggested adding "If the Special Event application is denied, the City Clerk will notify the applicant in writing within 3 days and give the reason for denial."

Council Member Bernardini preferred the City Clerk notify the applicant orally immediately and within 3 days in writing. He preferred revising "The appeal shall be heard at the next available Regular or Special Session..."

Mayor Johnston suggested eliminating "Regular" to cover either meeting.

Council Member Burnett referenced Page 3 of 4 Section 3.D. and asked why are Special Event organizers required to maintain additional liability insurance for the event when the City carries insurance. Mayor Johnston clarified they are insuring people involved in their event and the City's insurance covers City staff. City Manager Norman-Vacha confirmed the

## REGULAR COUNCIL MEETING MINUTES – October 15, 2012

City does not have control over the event and they are liable should a mishap occur.

Council Member Bernardini referenced Section 3.D. on page 3 of 4 “Special Event organizers will be required to maintain liability insurance for the event in an amount deemed acceptable by the City Manager...” and questioned flexibility for the City Manager to say less or more than the typical insurance requirements. City Manager Norman-Vacha stated it gives the option in the case of fireworks or alcohol consumption that require other types of coverage.

Mayor Johnston suggested changing the word “typical” to “minimum” insurance requirements.

Council Member Bernardini felt documentation of insurance at least 3 business days prior to the event is too short a notice. City Manager Norman-Vacha indicated some special events policy binders will not be issued prior to that time and this wording was put in to accommodate event organizers.

Mayor Johnston pointed out that Section 6 addresses any event that does not comply with provisions can be cancelled.

Council Member Bernardini referenced Section 3.E. and felt the City Manager being delegated the authority should be brought back to City Council for approval. City Manager Norman-Vacha explained this section was intended to implement the policy not to change it. She indicated staff would change the wording for clarification.

Mayor Johnston suggested changing the word “supplement” with “support”.

Council Member Bernardini suggested adding the organizers use recycling containers during their event. Vice Mayor Bradburn agreed. City Manager Norman-Vacha indicated City staff has provided recycling containers but find other materials thrown in them.

Vice Mayor Bradburn asked for Council support in keeping economic impact in the policy. Mayor Johnston supported keeping those criteria in the policy. Council Member Burnett agreed there will be some events with an economic impact.

Mayor Johnston reviewed all the suggested changes. He felt the policy is non-binding and are guidelines to follow in determining fee waivers.

### **Motion:**

Motion was made by Council Member Burnett and seconded by Council Member Bernardini for approval of the policy as amended. Motion carried 5-0

# Attachment 2

# CITY OF BROOKSVILLE

## TEMPORARY STREET CLOSURE APPLICATION

**INSTRUCTIONS: COMPLETE TOP PORTION OF FORM AND RETURN TO CITY CLERK'S OFFICE** at 201 Howell Avenue, Brooksville, FL 34601 for processing. A broad form type events coverage or other insurance policy acceptable to the City is required to protect the City from any and all claims for injuries, or damages occurring during or resulting from this event in an amount of not less than \$100,000 for each individual and \$300,000 for event. Applicant will be notified of estimated cost; receipt of the deposit and the Certificate of Insurance are required not later than three (3) business days before the event.

Certificate Attached Yes No

Waiver Requested Yes No

Approved by Council Yes No

<b>Name or Organization Sponsoring:</b>		<b>Event</b>	
<b>Contact Person:</b>		<b>Address</b>	<b>Telephone:</b>
<b>If unavailable (Alternate Name)</b>		<b>E-Mail:</b>	<b>Telephone:</b>
<b>Date of Event:</b>	<b>Starting Time:</b>	<b>Ending Time (approx):</b>	<b>Estimated Number of Participants:</b>
<b>Proposed Route (include Street/Avenue, attach location map)</b>			
<p>I/We _____ assume responsibility for reimbursing the City's cost as estimated below, and all liability for injuries and damages and will hold the City harmless from any claims arising directly or indirectly from the event, including or as a result of City's closure of the street(s) to facilitate the event, and, if applicable, authorization to use copyrighted materials. If applicant is a corporation, association, or partnership, the undersigned warrants he/she is authorized to execute binding contracts on behalf of the applicant.</p>			
<p>_____ Signature</p> <p>State of Florida County of Hernando</p> <p>The foregoing instrument was acknowledged before me this ____ day of _____ 20____, by _____ who is personally known to me or who presented _____ as identification, and who (did) (did not) take an oath.</p>			
[Signature of Notary Public]		[Printed, typed or stamped name of Notary Public]	

- PROCESSING:** City Clerk's Office will accept application, process through Police Department, Public Works & Fire Department for related costs as well as City Council if waivers are being requested.
- APPROVAL:** Chief of Police and City Manager will approve or deny application.
- DISTRIBUTION:** **Original:** Return to Applicant  
**Copies:** Chief of Police, Director of Public Works, City Manager and City Clerk
- PUBLIC NOTICE:** **A LIST OF STREETS BEING CLOSED WITH DATES AND TIMES WILL BE RELEASED TO THE PRESS NO LESS THAN 5 DAYS PRIOR TO THIS EVENT.**

<b>NOTICE: PERMIT NOT VALID UNLESS APPROVED BY DESIGNATED CITY REPRESENTATIVE.</b>			
Total Deposit \$ _____		Received By: _____	Date _____
<b>Police Chief</b>	<b>Date</b>	<b>City Manager</b>	<b>Date</b>

# CITY OF BROOKSVILLE

## TEMPORARY STREET CLOSURE APPLICATION

201 Howell Avenue  
(352)540-3853

Event: \_\_\_\_\_  
Starting: \_\_\_\_\_ End: \_\_\_\_\_

**Police Department**

Personnel \_\_\_\_\_ @ \$ \_\_\_\_\_ per hr. X \_\_\_\_\_ hours = \$ \_\_\_\_\_  
 \_\_\_\_\_ @ \$ \_\_\_\_\_ per hr. X \_\_\_\_\_ hours = \$ \_\_\_\_\_  
 \_\_\_\_\_ @ \$ \_\_\_\_\_ per hr. X \_\_\_\_\_ hours = \$ \_\_\_\_\_  
 Equipment \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**POLICE DEPARTMENT TOTAL \$ \_\_\_\_\_**

**Fire Department**

Personnel \_\_\_\_\_ @ \$ \_\_\_\_\_ per hr. X \_\_\_\_\_ hours = \$ \_\_\_\_\_  
 \_\_\_\_\_ @ \$ \_\_\_\_\_ per hr. X \_\_\_\_\_ hours = \$ \_\_\_\_\_  
 \_\_\_\_\_ @ \$ \_\_\_\_\_ per hr. X \_\_\_\_\_ hours = \$ \_\_\_\_\_  
 Equipment \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**FIRE DEPARTMENT TOTAL \$ \_\_\_\_\_**

**Public Works**

Personnel (St.) \_\_\_\_\_ @ \$ \_\_\_\_\_ per hr. X \_\_\_\_\_ hours = \$ \_\_\_\_\_  
 \_\_\_\_\_ @ \$ \_\_\_\_\_ per hr. X \_\_\_\_\_ hours = \$ \_\_\_\_\_  
 Equipment \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 Personnel (Gar) \_\_\_\_\_ @ \$ \_\_\_\_\_ per hr. X \_\_\_\_\_ hours = \$ \_\_\_\_\_  
 \_\_\_\_\_ @ \$ \_\_\_\_\_ per hr. X \_\_\_\_\_ hours = \$ \_\_\_\_\_  
 Equipment \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**PUBLIC WORKS TOTAL \$ \_\_\_\_\_**

**Community Development**

Tent Rental \$ \_\_\_\_\_

**COMMUNITY DEV. TOTAL \$ \_\_\_\_\_**

**ESTIMATED TOTAL DUE CITY \$ \_\_\_\_\_**

TOTAL Actual Costs \$ \_\_\_\_\_ Billed \$ \_\_\_\_\_  
 Payment Received By: \_\_\_\_\_

# Attachment 3

**FEE WAIVERS APPROVED BY COUNCIL FOR FY2012/13**

Council Meeting Approved	Date of Event	Organization/Event	Departmental Fees Requested				Sponsor Contribution	Approved Amount	Balance of Funds
			Police	Fire	Streets	Community Dev.			
10/1/2012		<b>Council Approved Allocation</b>							
10/15/2012	10/20/2012	Brooksville Cycling Classic	1,750.00	0.00	215.00	100.00	2,065.00	7,000.00	
11/5/2012	11/19/2012	Christian Life Assembly of God - Thanksgiving Dinner						4,935.00	
11/5/2012	12/8/2012	Kwanis/Brooksville Christmas Parade	1,512.00	622.29	596.00		305.00	4,630.00	
1/7/2013	4/13/2013	Week of the Young Child					1,000.00	2,899.71	
2/4/2013	5/9-10/13	Art in the Park					300.00	2,599.71	
3/4/2013	5/4-5/13	Blueberry Festival					475.00	2,124.71	
3/5/2013	5/4-5/14	Blueberry Festival					1,740.00	384.71	
9/16/2013	9/21/2013	Bluesapalooza					3,580.00	-3,195.29	
			416.00		290.00		706.00	-3,901.29	
<b>TOTALS</b>							<b>11,901.29</b>	<b>10,901.29</b>	
							<b>1,000.00</b>	<b>-3,901.29</b>	

FEES WAIVERS APPROVED BY COUNCIL FOR FY2013/14

Council Meeting Approved	Date of Event	Organization/Event	Departmental Fees Requested					Total Request	Sponsor Cont.	Approved Amount	Balance of Funds
			Police	Fire	Streets	Community Dev.	Parks & Recreation				
<b>10/1/2013</b>		<b>Council Approved Amt.</b>								<b>7,000.00</b>	
8/19/2013	10/4/2013	HHS Homecoming Parade	527.40					527.40		527.40	6,472.60
9/16/2013	10/12/2013	JSL Fun Run	280.80					280.80		280.80	6,191.80
9/16/2013	10/19/2013	Brooksville Cycling Classic	2,574.52	502.88	100.00			3,177.40		3,177.40	3,014.40
9/16/2013	11/9/2013	Veteran's Parade	624.50					624.50		624.50	2,389.90
10/7/2013	3/15&16/14	Art in the Park				600.00		600.00		600.00	1,789.90
10/7/2013	11/2/2013	Thanksgiving Dinner				305.00		305.00		305.00	1,484.90
11/4/2013	12/14/2013	Christmas Parade	1,973.26	576.59	651.00			3,200.85	1,000.00	2,200.85	-715.95
1/6/2014	1/21/2014	MLK Parade	1,540.62	120.00				1,660.62		1,660.62	-2,376.57
1/6/2014	5/5/2014	Children's Week				370.00		370.00		370.00	-2,746.57
3/3/2014	3/22/2014	Grace World Outreach 5K				275.00		275.00		275.00	-3,021.57
3/3/2014	4/5/2014	Blueberry Festival Kickoff	295.20		100.00			395.20		395.20	-3,416.77
3/3/2014	4/12&13/14	Blueberry Festival	5,551.86	1,509.84	4,900.00			11,961.70		11,961.70	-15,378.47
4/21/2014	5/3/2014	H.C. Downtown Country	415.00					415.00		415.00	-15,793.47
5/6/2014	8/2/2014	Early Learning Coalition				212.50		212.50		212.50	-16,005.97
5/6/2014	9/13/2014	Dawn Center 5k				275.00		275.00		275.00	-16,280.97
6/16/2014	6/21/2014	CF Benefit Concert	368.00					368.00		368.00	-16,648.97
7/21/2014	8/2/2014	Wal-Mart Kickball Tourn.				350.00		350.00		350.00	-16,998.97
7/21/2014	9/26/2014	F.K. Elk's Lodge				390.00		390.00		390.00	-17,388.97

**TOTALS**    25,388.97    1,000.00    **24,388.97**

# Attachment 4



# PARKS AND RECREATION DEPARTMENT FEE SCHEDULE

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## Park and Recreation Department Fee Schedule

Quarry Golf Course Golf Course Fees	Morning		Afternoon 12 – Close	
	Previous Fee	Current Fee	Previous Fee	Current Fee
<b>DESCRIPTION</b>				
<b>Green Fees 9 Holes :</b>				
Regular – Walk	\$8.00	\$8.00	\$6.00	\$6.00
Regular – Ride	\$13.00	\$13.00	\$10.00	\$10.00
Student - Walk (13-17 Half Price)	\$4.00	\$4.00	\$3.00	\$3.00
Student – Ride (13-17 Half Price)	\$6.50	\$6.50	\$4.00	\$4.00
Age 12 Under	Free	Free	Free	Free
Members – Walk	\$1.00	\$1.00	\$1.00	\$1.00
Members – Ride	\$2.00	\$2.00	\$2.00	\$2.00
<b>Green Fees 18 Holes:</b>				
Regular – Walk	\$12.00	\$12.00		\$8.00
Regular – Ride	\$18.00	\$18.00		\$12.00
Student - Walk (13-17 Half Price)	\$6.00	\$6.00		\$4.00
Student – Ride (13-17 Half Price)	\$9.00	\$9.00		\$6.50
Age 12 Under	Free	Free	Free	Free
Members – Walk	\$1.00	\$1.00		\$1.00

<b>Quarry Golf Course Golf Course Fees</b>	<b>Morning</b>		<b>Afternoon 12 – Close</b>	
	<b>Previous Fee</b>	<b>Current Fee</b>	<b>Previous Fee</b>	<b>Current Fee</b>
Members - Ride	\$2.00	\$2.00		\$2.00
Single – 1 Full Year	\$450.00	\$450.00		
Family – Full Year–1 Additional Player	\$550.00	\$550.00		
Single - 6 Months	\$275.00	\$275.00		
Family – 6 Months- 1 Additional Player	\$375.00	\$375.00		
<b>Driving Range:</b>				
Small Bucket	\$2.50	\$2.50		
Medium Bucket	\$4.50	\$4.50		
Large Bucket	\$5.00	\$5.00		
Driving Range Plan - 25 baskets any size must use within 30 day period.	\$40.00	\$40.00		
<b>Disc Golf:</b>				
9 or 18 Holes – Walk	\$3.00	\$3.00		
9 or 18 Holes – Ride	\$9.00	\$9.00		
<b>Miscellaneous Rentals:</b>				
Cart Fee For Non Playing Rider	\$6.00	\$6.00		
Pull Cart	\$3.00	\$3.00		
Golf Club Rental	\$6.00	\$6.00		

## Park and Recreation Department Fee Schedule

<b>Park and Recreation Department Fee Schedule</b>				
<b>Building Rentals (Plus Tax)</b>				
<b>ECI/JBCC – CONFERENCE ROOM</b>	<b>Mon – Fri 8 am – 4 pm</b>	<b>Mon – Fri 5 pm – 11pm</b>	<b>Sat - Sun Holiday 8am-4pm</b>	<b>Fri-Sat Holidays 5pm- 11pm</b>
First Hour	\$25.00	\$35.00	\$45.00	\$55.00
Each Additional Hour	\$10.00	\$15.00	\$20.00	\$20.00
Kitchen	\$25.00	\$25.00	\$50.00	\$50.00
Security Deposit	\$100.00	\$100.00	\$100.00	\$100.00
<b>ECI/JBCC – COMMUNITY CENTER HALL</b>	<b>Mon – Fri 8 am – 4 pm</b>	<b>Mon – Fri 5 pm – 11pm</b>	<b>Sat – Sun Holidays 8am-4pm</b>	<b>Fri - Sat Holidays 5pm-11pm</b>
First Hour	\$40.00	\$55.00	\$75.00	\$85.00
Each Additional Hour	\$20.00	\$25.00	\$35.00	\$35.00
Kitchen	\$25.00	\$25.00	\$50.00	\$50.00
Security Deposit	\$200.00	\$200.00	\$200.00	\$200.00
Non – Profit Youth Sport Organization(Per Hour)	\$11.00	\$11.00	\$11.00	\$11.00
<b>ECI/JBCC – HALL AND CONFERENCE ROOM</b>	<b>Mon – Fri 8am – 4pm</b>	<b>Mon – Fri 5pm – 11pm</b>	<b>Sat – Sun Holidays 8am – 4pm</b>	<b>Fri – Sat Holidays 5pm – 11pm</b>
First Hour	\$50.00	\$75.00	\$100.00	\$100.00
Each Additional Hour	\$35.00	\$45.00	\$45.00	\$50.00
Kitchen	\$25.00	\$25.00	\$50.00	\$50.00
Security Deposit	\$300.00	\$300.00	\$300.00	\$300.00
<b><i>INSURANCE – If liability/property damage insurance is required, applicants need to provide a Certificate of Insurance with minimum limits of \$100,000/300,000/100,000 (or \$300,000 CSL), with the City as an additional named insured.</i></b>				

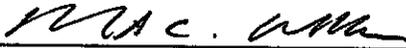
## Park and Recreation Department Fee Schedule

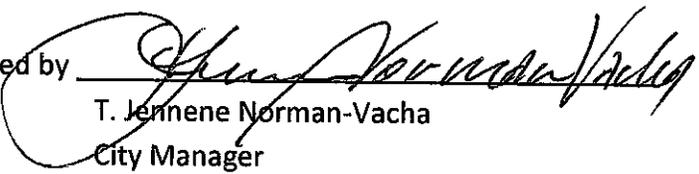
<b>PICNIC SHELTER &amp; OUTSIDE AREAS</b>	<b>CURRENT FEES</b>	
<b>TOM VARN PARK – PAVILION McKETHAN PARK – PAVILION RUSSELL ST. PARK - GAZEBO (ALL DAY RENTAL)</b>	\$45.00	
<b>COMMUNITY ACTIVITY SECTION – FIRST DAY SECOND DAY EACH ADDITIONAL DAY</b>	\$275.00 \$200.00 \$125.00	
<b>OUTDOOR FACILITIES –</b>	<b>LEAGUE FEES</b>	<b>LIGHTS</b>
SOFTBALL	\$250.00	\$15.00
BASKETBALL	\$250.00	\$15.00
TENNIS	\$50.00	\$15.00
RACQUETBALL	N/A	N/A
HORSESHOES	\$100.00	\$10.00
TOURNAMENT FEES	\$100.00	
TOURNAMENT PER TEAM FEE	\$25.00	
<b>PLAYERS FEES – ADULT LEAGUE</b>	<b>PLAYER FEE</b>	
CITY/NON-RESIDENTS	\$30.00	
<b>MISCELLANEOUS FEES –</b>	<b>CURRENT FEE</b>	
Key Deposit (per key)	\$25.00	
Field Chaik (per bag)	\$7.50	
Field Paint (per case of 12)	\$42.00	

<b>RECREATION PROGRAMS SUMMER, WINTER, SPRING</b>	<b>Current Fee</b>
<b>Description</b>	<b>Cost Per Week</b>
Basketball @ JBCC	\$60.00
Tennis @ McKethan Park	\$60.00
Baseball @ JBCC	\$60.00
Flag Football @ JBCC	\$60.00
Golf @ Quarry	\$60.00
Volleyball @ JBCC	\$60.00
<b>After Care for All Programs</b>	\$25.00
<b>Special Programs</b>	<b>Cost Per 6 Wk. Session</b>
Little Buddies Tennis (T-Shirts)	\$50.00
Little Buddies Baseball (T-Shirts)	\$50.00
Little Buddies Golf (T-Shirts)	\$50.00
Little Buddies Soccer (T-Shirts)	\$50.00
Little Buddies Basketball	\$50.00
Toddler Program – Cost per	\$3.00 Per Child
After School	Free

Memorial Tree Program	Current Fee
15 Gallon Tree and Plaque	\$200.00
30 Gallon Tree and Plaque	\$250.00

Approved by City Council this 21<sup>st</sup> day of July, 2014.

Authorized by   
 Michael C. Walker  
 Director of Parks/Facilities and Recreation

Approved by   
 T. Jennene Norman-Vacha  
 City Manager

# Attachment 5

# CITY OF BROOKSVILLE

## PARKS & RECREATION DEPARTMENT

### FACILITY USE AGREEMENT



Jerome Brown Community Center   
  Hall   
  Conference Room   
  Kitchen  
 Other Facility \_\_\_\_\_

Name of applicant (User): \_\_\_\_\_

If an organization, name of representative: \_\_\_\_\_

Not-for-Profit (attach copy of certificate)   
  Government Agency   
  City Co-Sponsored

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact person: \_\_\_\_\_ Day Telephone \_\_\_\_\_ Evening \_\_\_\_\_

Alternate contact person: \_\_\_\_\_ Day Telephone \_\_\_\_\_ Evening \_\_\_\_\_

Description of event: \_\_\_\_\_

Anticipated attendance: \_\_\_\_\_

Attendees will be: Adult  Teen  Elem.  Preschool  If youth event, number of supervising adults: \_\_\_\_\_

Day(s) of event: M - T - W - Th - F - Sa - Su    Start date of event: \_\_\_\_\_ Ending date: \_\_\_\_\_

Time event begins: \_\_\_\_\_ AM / PM    Time event ends: \_\_\_\_\_ AM / PM

Set-up: Date \_\_\_\_\_ From \_\_\_\_\_ AM / PM, To \_\_\_\_\_ AM / PM

Will event be open to the general public? Yes  No  Admission/donation/fee\*\*:  No  Yes \$ \_\_\_\_\_

Food/merchandise sales\*:  No  Yes    Describe: \_\_\_\_\_

Refreshments served:  No  Yes    Describe: \_\_\_\_\_

Number of paid security officers (if applicable): \_\_\_\_\_ Scheduled from \_\_\_\_\_ AM / PM To \_\_\_\_\_ AM / PM

#### RATES & FEES

**User Fees:** The base user fee for the requested facility is \$ \_\_\_\_\_ (plus Florida sales tax, if applicable) for the period set forth in this application. If applicable, each additional hour or part thereof, and the cost of additional equipment, supplies and services, will require an additional fee.

**Deposit:** An initial deposit equal to the Security Deposit is due when the Facility Use Agreement is signed. If the projected rental and fees exceed the basic Security Deposit, such additional amounts are to be paid not less than ten (10) days prior to the event. The User is responsible for leaving the facility in a clean and satisfactory condition upon the conclusion of the activity. The deposit will be refunded less any amount due for additional rental charges, damages or other additional services. If actual costs exceed the amount of the Deposit, such additional amounts will be due from User upon notice.

**Refunds:** (A) 75% of the deposit will be refunded if cancellation by applicant is received thirty (30) or more calendar days before the event date, or (B) 50% if canceled less than thirty (30) calendar days and the facility is subsequently leased for the same day/time period to another user, 25% if not re-leased.

USE AGREEMENT TERMS

1. Use rates include utilities and waste removal. Damages are the responsibility of User, reasonable wear and tear accepted, as well as the cost of any additional rental periods or services.
2. Alcoholic beverages are prohibited in City Parks except within the Jerome Brown Community Center if/when an Alcoholic Beverage Distribution/Consumption Permit has been issued by the Parks and Recreation Director or authorized agent. Smoking is prohibited inside facilities. No illegal drugs, gambling or games of chance are allowed anywhere in City Parks. Any violation of the terms of this Agreement could at the City's option result in forfeiture of the deposit, and/or arrest and prosecution.
3. No activities are permitted to extend beyond 12:00 a.m. (midnight), unless approved in advance of the activity by the City's Parks and Recreation Director or authorized agent.
4. If required by the City, the User shall hire at his/her own expense, law enforcement officers for crowd control at events. Brooksville Police Officers will be utilized when available.
5. No admission charges or sale of items will be allowed without prior written permission from the Director of Recreation. If approved, User will be responsible for collection and payment of applicable sales and any other taxes.
6. User will be responsible for obtaining all necessary licenses and permits, including Alcoholic Beverage License, and any required Health Department permits, for provision of food.
7. Applications are to be submitted a minimum of ten (10) days prior to the requested lease dates, unless this requirement is modified by the Parks and Recreation Director or authorized agent. Fees are tentative and this application is subject to review and approval by the Parks and Recreation Department Director. The City reserves the right to cancel, postpone, or reschedule this event due to facility maintenance, inclement weather, public safety requirements or if facility is needed for emergency or other use by the City. The City's liability in such instances will be limited to the amount paid by applicant to use the facility, and upon refund to applicant, will serve as a general release of liability. The City's only obligation to the User will be refunding User's full deposit.
8. User assumes responsibility for any damages to the facility and injury to participants which are the result of the conduct or negligence of User and/or User's agents and guests. Liability and Property Damage Insurance is required for the use of the Jerome Brown Community Center and other designated facilities. A Certificate of Insurance with minimum limits of \$100,000/300,000/100,000; or \$300,000 Combined Single Limit, with the City as an Additional Named Insured and Certificate Holder, is to be provided to the City not less than seven (7) calendar days before the event. The City reserves the right to request higher limits to a maximum of \$100,000/300,000/500,000 or \$500,000 CSL depending on the proposed usage.
9. The City shall not be responsible for any damage or injury that may happen to the User, its agents, assistants, employees, patrons, guests, invitees, servants, or property from any cause whatever (unless occasioned by the sole negligence of the City) during the period covered by the Agreement. The User for itself, its agents, assistants, and employees expressly releases the City and agrees to hold the City harmless and to indemnify the City against any claim for loss, damage, injury or other liability arising out of the actions, fault, or negligence of the User, its agents, assistants, or employees, during the term of this Agreement.
10. The parties hereto understand that this Agreement will be interpreted pursuant to the laws of the State of Florida and the parties further agree that the venue of any legal action concerning the Agreement will be Hernando County.
11. This application, when executed by both parties, becomes a legally enforceable contract and User agrees to comply with all the terms and conditions set forth herein, and to all City Rules and Regulations. The undersigned warrants that if the applicant is not an individual, he/she has the authority to bind applicant.

To the best of my knowledge, all information on this application is correct. I have received, read, understand, and will comply with the provisions of this Facility Lease Agreement, and that this Agreement is not approved until execution by the City.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant/User

Insurance Required: <input type="checkbox"/> No <input type="checkbox"/> Yes; Certificate naming City as "Additional Insured" attached <input type="checkbox"/> No <input type="checkbox"/> Yes			
Alcoholic Beverage Distribution/Consumption Permit <input type="checkbox"/> No <input type="checkbox"/> Yes (Attach copy of signed permit)			
Base Rent \$ _____	Other \$ _____	Total Estimated Cost \$ _____	Total Estimated Deposit \$ _____
Initial Deposit (minimum 50% of estimated total) \$ _____		Received by _____	Date _____ Balance Due (10 days prior to event) \$ _____
Application Approved By: _____		Date: _____	
<b>Not valid unless signed by Director of Parks and Recreation or Authorized Agent.</b>			

# Attachment 6

**JBCC FACILITY RENTAL**

<u>ORGANIZATION</u>	<u>PROGRAM</u>	<u>ROOM</u>	<u>DATE</u>	<u>SEE</u>	<u>PAID</u>
I9 Sports	Youth Basketball Games	Hall	9/28/13-11/23/13	\$528.00	\$528.00
The ? Point Church	Church Services	Hall/Conf	10/1/2013	\$1,290.20	\$1,290.20
The ? Point Church	Church Services	Hall/Conf	11/1/2013	\$1,290.20	\$1,290.20
Hernando County Intergroup	Annual Pot Luck Dinner	Hall/Kith	11/19/2013	\$545.00	\$545.00
The ? Point Church	Church Services	Hall/Conf	12/7/2013	\$1,556.75	\$1,556.75
Church of God/FirstBorn	Church Meetings	Hall	12/12/13-12/31/13	\$680.00	\$680.00
HYL Basketball	Youth Basketball Games	Hall	12/28/13-2/15/14	\$500.00	\$500.00
The ? Point Church	Church Services	Hall/Conf	1/5/2014	\$1,290.20	\$1,290.20
The ? Point Church	Church Services	Hall/Conf	2/16/2014	\$1,290.20	\$1,290.20
The ? Point Church	Church Services	Hall/Conf	3/9/2014	\$1,422.75	\$1,422.75
YMCA of the Suncoast, Inc.	Spring Break Camp	Hall	3/14/14-3/21/14	\$80.01	\$80.01
I9 Sports	Youth Basketball Games	Hall	3/29/14-5/24/2014	\$528.00	\$528.00
The ? Point Church	Church Services	Hall/Conf	4/13/2014	\$1,150.20	\$1,150.20
The ? Point Church	Church Services	Hall/Conf	5/12/2014	\$1,150.20	\$1,150.20
Pierre Paige	Timmons Family Reunion	Hall/Kitchen	5/24/2014	\$275.00	\$275.00
Cynthia Jackson	Graduation Party	Hall	6/7/2014	\$265.00	\$265.00
YMCA of the Suncoast, Inc.	Summer Camp	Hall	6/9/14-8/14/14	\$1,179.99	\$1,179.99
The ? Point Church	Church Services	Hall/Conf	6/23/2014	\$1,387.75	\$1,387.75
Yolanda Thomas	Graduation Party	Hall	7/18/2014	\$255.60	\$255.60
The ? Point Church	Church Services	Hall/Conf	7/24/2014	\$1,150.20	\$1,150.20
Hernando County Sheriff's Office	Annual Health & Benefits Fair	Hall	8/7/2014	\$275.00	\$275.00
HC Supervisor of Elections	Primary&General Election Day	Hall/Kitchen	08/26/14 & 11/04/2014	\$0.00	\$0.00
<b>TOTAL =</b>				<b>\$18,090.25</b>	<b>\$18,090.25</b>
<b>DIFFERENCE =</b>					<b>\$0.00</b>

**PARK FACILITY RENTAL**

<u>ORGANIZATION</u>	<u>PROGRAM</u>	<u>ROOM</u>	<u>DATE</u>	<u>FEE</u>	<u>PAID</u>
Community In Schools- HC	HHS Harvest Festival	TVP/Pond Area	10/19/2013	\$275.00	\$275.00
HHS Band - Winterguard Team	Adult/Co-Ed Softball Tournament	Adult Fields	12/7/2013	\$100.00	\$100.00
Human Society	Pet Expo	TVP/Pond Area	12/7/2013	\$275.00	\$275.00
Hern. Co. Sheriff's Office	Special Olympics Torch Run	TVP/Jefferson Street Lawn	4/11/2014	\$0.00	\$0.00
Kiwanis Club of Brooksville	Easter Egg Hunt & BBQ	TVP Pavilion/Jefferson Street Lawn	4/19/2014	\$0.00	\$0.00
FL Womens Half Century Softball League, Inc.	Adult Softball Tournament	Adult Fields	5/24/2014	\$225.00	\$225.00
Kiwanis Club of Brooksville	Summer Slip & Slide Event	TVP Jefferson Street Lawn	6/7/2014	\$0.00	\$0.00
A&K Energy Conservation, Inc.	Corporate Picnic	TVP Stadium/Lawn	6/21/2014	\$275.00	\$275.00
Grace World Outreach	Community Cookout & Family Fun	TVP/Pond Area	7/4/2014	\$275.00	\$275.00
The ? Point Church	Wedding Ceremony	TVP/Pond Area	7/25/2014	\$275.00	\$275.00
			<b>TOTAL</b>	<b>\$1,700.00</b>	<b>\$1,700.00</b>
			<b>DIFFERENCE =</b>		<b>\$0.00</b>

**ECI FACILITY RENTAL**

<u>ORGANIZATION</u>	<u>PROGRAM</u>	<u>ROOM</u>	<u>DATE</u>	<u>FEE</u>	<u>PAID</u>
Hernando Native Plant Society	Monthly Meeting	Hall	10/7/2013	\$92.50	\$92.50
Hernando Native Plant Society	Monthly Meeting	Hall	11/7/2013	\$92.50	\$92.50
Hernando Native Plant Society	Monthly Meeting	Hall	1/6/2014	\$92.50	\$92.50
The ? Point Church	Wedding Reception	2nd FL Comm Rim	7/25/2014	\$275.00	\$275.00
			<b>TOTAL =</b>	<b>\$552.50</b>	<b>\$552.50</b>
			<b>DIFFERENCE =</b>		<b>\$0.00</b>

**CITY COUNCIL WAIVED FEES**

<u>ORGANIZATION</u>	<u>PROGRAM</u>	<u>ROOM</u>	<u>DATE</u>	<u>FEE</u>	<u>PAID</u>
Junior Service League-Brooksville	Masquesade Mini Marathon	Russel Park/Trail	10/12/2013	\$275.00	Fee Waived
Christian Life Assembly of God	Community Thanksgiving Dinner	Hall, Conf/Kit	11/25/2013	\$305.00	Fee Waived
Hernando Co. Fine Arts Council	30th Annual Art in the Park	TVP/Pond Area	3/14/14-3/16/2014	\$600.00	Fee Waived
Grace World Outreach	Run For Freedom/5K Run/Walk	TVP/Pond Area	3/22/2014	\$275.00	Fee Waived
Devereaux Kids	Week of the Young Child	Hall, Kit	4/5/2014	\$570.00	Fee Waived
Jerome Brown Youth Foundation	Willie Brown Family Gathering	Hall, Kit	5/3/2014	\$265.00	Fee Waived
Walmart Distribution #6020	Charity Kickball Tournament	JBCC/Hall, Kit	8/2/2014	\$100.00	Fee Waived
Early Learning Coalition of Pasco/Hernando	Preschool Palooza	Hall	8/2/2014	\$212.50	Fee Waived
Dawn Center	"Dash for Dawn Center" 5k/walk	TVP	9/13/2014	\$275.00	Fee Waived
Frederick Kelly's Elks #1270	Annual Meeting	JBCC/Hall, Kit	9/26/2014	\$390.00	Fee Waived
			<b>TOTAL =</b>	<b>\$3,267.50</b>	<b>\$0.00</b>
			<b>GRAND TOTAL =</b>	<b>\$23,610.25</b>	<b>\$20,342.75</b>

# Attachment 7



## MEMORANDUM

**TO:** T. JENNENE NORMAN-VACHA, CITY MANAGER

**FROM:** GEORGE TURNER, POLICE CHIEF *George Turner*

**SUBJECT:** USE OF OFFICERS FOR SPECIAL EVENTS & OFF-DUTY DETAILS

**DATE:** SEPTEMBER 5, 2014

The following are staffing methods used by the Brooksville Police Department to support special details/special events in the City of Brooksville.

- 1) CITY PAID DETAIL:** An event that requires police officer(s) to be assigned exclusively and be dedicated to a detail (ie: traffic post, parade etc.) must be paid in accordance with Fair Labor Standards Act/Wage and Hour Law. Typically this requires payment at time and one-half the regular hourly rate of pay (overtime rate). Should an event be scheduled on a City holiday, staff would be paid in accordance with City policy at a rate of time and one-half (overtime) plus holiday pay.

Regular on-duty Police Officers **cannot** be utilized for special details, as Officers must be available to answer calls for service/emergency responses.

**OFF-DUTY DETAIL:** Officers are available to work special details for events such as funeral escorts, crowd control at special events, and temporary security details. Off-duty details are compensated at a flat rate of \$25 per hour per dedicated officer (3 hour minimum). Off-duty payments are paid by the organization/individual/employer that is hiring/requesting the Officer's service. Payment is made directly to the Officer. Federal Internal Revenue Service (IRS) rules apply.

"Off-Duty" Officers are technically off-duty and serve in private contract with the group/employer paying for their services. By policy, "Off-Duty" Officers are under direction of City & Police Department's Rules & Regulations.

This rate **cannot** be paid by the City (as an employer) to the Officer (as an employee) without doing so in accordance with the Fair Labor Standards Act, including overtime pay requirements.

- 2) CITY PAID ON-DUTY DETAILS:** Some events of very short duration that do not require a dedicated Officer can be covered by on duty personnel. (i.e. allowing a group to cross an intersection at a specific highway, etc.).

However, should an emergency police call occur during such an event, Officers would leave the "event post" and immediately respond to the emergency call. This could mean that such an event may need to be cancelled/rescheduled and/or not supported by law enforcement without advanced notice. (i.e. a need to cross that intersection would have to follow Florida Traffic Pedestrian Laws).

- 3) USE OF VOLUNTEERS :** The City Police Chief and City Manager are required to sign off and take responsibility for the safety and control when a street/road is closed in the City. The liability is on the City, therefore it is extremely important that events are planned and covered with a high priority review given for traffic safety and crowd control. Because the City is not able to shed or mitigate its responsibilities and liabilities for direct oversight/control, it is imperative that the City and City law enforcement direct and manage actions regarding street closure/crowd management on City streets, roads, right-of-way or properties.

Volunteers that are trained and certified are welcomed, with an emphasis on trained and certified. We have experienced issues with volunteers as to reliability for fulfilling the obligation. (i.e. Brooksville Police Department utilizes the Florida Highway Patrol Auxiliary. They never disappoint and are trained and certified. Brooksville Police Department utilizes Hernando County C.E.R.T. They also are trained and certified for specific assignments.)

Allowing an organizer to arrange for their own volunteers is not recommended, as we have no control over training, competence and/or reliability for a specific assignment.

- 4) USE OF SHERIFF'S DEPUTIES:** City Police Department and Hernando Sheriff's Office have an agreement that off-duty details in the City are handled by City Officers (with agreed exceptions), while details outside the City limits are handled by off-duty Sheriff Deputies. This arrangement allows Brooksville Police Department's Officers to have opportunity for off duty work. Brooksville Police Department does not accept any outside City limits off-duty work. That arrangement has worked well for the last 7 years. It is fair to all.

**OFF-DUTY DETAIL,** the Sheriff's Office charges the same rate as City Police, \$25 per hour, with a 3 hour minimum. This provides no savings for the payee. Liability and responsibility still rests with the City.

**FEE WAIVER CITY PAID**, City would be asking the Sheriff to waive his manpower fees for a specific organization/group or to provide on-duty/overtime Deputies. The City would still have the liability of the event, with no/or limited control over the event. With that said, Police Department and the Sheriff's Office work very well together. Any event that requires more personnel than the City can provide would be supplemented with volunteers, Florida Highway Patrol Auxiliaries and/or Sheriff's Office Deputies.

# Attachment 8

# **The Fair Labor Standards Act of 1938, As Amended, 29 U.S.C. 201, et seq.**

*U.S. Department of Labor, Wage and Hour Division*

## **§Sec. 207(p)(1)**

(7) (p) Special detail work for fire protection and law enforcement employees; occasional or sporadic employment; substitution

- (1) If an individual who is employed by a State, political subdivision of a State, or an interstate governmental agency in fire protection or law enforcement activities (including activities of security personnel in correctional institutions) and who, solely at such individual's option, agrees to be employed on a special detail by a separate or independent employer in fire protection, law enforcement, or related activities, the hours such individual was employed by such separate and independent employer shall be excluded by the public agency employing such individual in the calculation of the hours for which the employee is entitled to overtime compensation under this section if the public agency—
  - (A) requires that its employees engaged in fire protection, law enforcement, or security activities be hired by a separate and independent employer to perform the special detail,
  - (B) facilitates the employment of such employees by a separate and independent employer, or
  - (C) otherwise affects the condition of employment of such employees by a separate and independent employer.

## **§553.227 Outside employment.**

- (a) Section 7(p)(1) makes special provision for fire protection and law enforcement employees of public agencies who, at their own option, perform special duty work in fire protection, law enforcement or related activities for a separate and independent employer (public or private) during their off-duty hours. The hours of work for the separate and independent employer are not combined with the hours worked for the primary public agency employer for purposes of overtime compensation.
- (b) Section 7(p)(1) applies to such outside employment provided (1) The special detail work is performed solely at the employee's option, and (2) the two employers are in fact separate and independent.
- (c) Whether two employers are, in fact, separate and independent can only be determined on a case-by-case basis.
- (d) The primary employer may facilitate the employment or affect the conditions of employment of such employees. For example, a police department may maintain a roster of officers who wish to perform such work. The department may also select the officers for special details from a list of those wishing to participate, negotiate their pay, and retain a fee for administrative expenses. The department may require that the separate and independent employer pay the fee for such services directly to the department, and establish procedures for the officers to receive their pay for the special details through the agency's payroll system. Finally, the department may require that the officers observe their normal standards of conduct during such details and take disciplinary action against those who fail to do so.
- (e) Section 7(p)(1) applies to special details even where a State law or local ordinance requires that such work be performed and that only law enforcement or fire protection employees of a public agency in the same jurisdiction perform the work. For example, a city ordinance may require the presence of city police officers at a convention center during concerts or sports events. If the officers perform such work at their own option, the hours of work need not be combined with the hours of work for their primary employer in computing overtime compensation.
- (f) The principles in paragraphs (d) and (e) of this section with respect to special details of public agency fire protection and law enforcement employees under section 7(p)(1) are exceptions to the usual rules on joint employment set forth in part 791 of this title.
- (g) Where an employee is directed by the public agency to perform work for a second employer, section 7(p)(1) does not apply. Thus, assignments of police officers outside of their normal work hours to perform crowd control at a parade, where the assignments are not solely at the option of the officers, would not qualify as special details subject to this exception. This would be true even if the parade organizers reimburse the public agency for providing such services.
- (h) Section 7(p)(1) does not prevent a public agency from prohibiting or restricting outside employment by its employees.

# Attachment 9

Sample Fee Waiver  
Grants &/or Policies  
from Other Cities

City of  
Kissimmee, FL

# **FEE WAIVER GRANT APPLICATION PROCESS**

## **Exhibit A**

### **FEE WAIVER GRANT - APPLICATION PROCESS**

**(Approved 2/12/2014)**

Some organizations have the opportunity to apply for a grant to waive certain fees for free, open to the public community events. Grant funds are intended to supplement the costs of the event and are not intended to cover the total cost of the event. There are 2 application periods. Generally, the timeframes for the application periods are:

#### **APPLICATION PERIOD I**

April 1st Application Period Opens  
May 2nd Application Period Closes  
May 5th – May 23rd Application Review Period  
May 27th **MANDATORY** Grant Application Review Meeting  
June 2nd – June 13th Grant Review and Ranking Process  
July 1st Fee Waiver Grant Requests Submitted to City Commission  
July Budget Workshop Final Approval by City Commission  
July 31st Notification is sent to Applicants

#### **APPLICATION PERIOD II**

August 1st Application Period Opens  
September 2nd Application Period Closes  
Sept 8th – Sept 26th Application Review Period  
September 30th **MANDATORY** Grant Application Review Meeting  
Oct 6th – Oct 17th Grant Review and Ranking Process  
November 4th Fee Waiver Grant Requests Submitted to City Commission  
November 18th Final Approval by City Commission  
November 24th Notification is sent to Applicants

The submission of a Fee Waiver Grant Application does not guarantee award of the grant or approval of an event. All organizations, whether applying for a grant or not, must complete an event reservation application and provide a security deposit to hold the date of the proposed event. Organizations that do not receive a grant will be charged accordingly. Should an organization going through the fee waiver grant process wish to cancel their event for any reason, written notification must be provided 5 working days after notification to the applicants is supplied. If written notification is not received by that deadline, the event will be cancelled.

**Eligibility:**

**In order to be eligible to apply for a fee waiver grant the organization must meet at least 1 (one) of the following criteria:**

In order to be eligible to apply for a fee waiver grant the organization must meet at least 1 (one) of the following criteria:

- 1) Non-profit organization with a current 501(C)3 certificate
- 2) Government agency
- 3) An agency in which the City is a member

**Ranking Criteria:**

All Fee Waiver Grant Applications will be ranked by the Parks and Recreation Advisory Board based upon 4 criterions shown below. Point values will be assigned to each ranking criterion in the amounts shown below. The highest score is 100.

**1). Organization and Experience 25 Points**

How does the proposed event benefit the City of Kissimmee?

What is the uniqueness of the proposed event?

How long has the sponsoring organization been in operation?

Has the sponsoring organization previously produced an event(s) in Kissimmee?

If so, please identify those events.

Does the sponsoring organization have staff or volunteers to facilitate this event?

**2). Budget and Economic Impact 25 Points**

Provide an itemized budget for the proposed event.

Identify the amount of money the sponsoring organization will commit to the event.

Identify all funding partners and the amount of funds pledged by the partners.

Provide the percentage of funds you expect to receive from the grant in comparison to the funds the sponsoring organization will provide. I.E. Grant \_\_\_X\_% Sponsoring Organization \_X\_%

Will the proposed event impact local business and if so, please describe that impact?

**3). Marketing 25 Points**

How will the sponsoring organization market the event, if approved?

Identify all forms of advertisements to be used.

Provide a timeline for all promotions and advertising.

How much money will the sponsoring organization commit towards advertising?

**4). Collaboration 25 Points**

Is the sponsoring organization collaborating with any other non-profit group?

If so, please state the commitments of all other groups.

Will the sponsoring agency use collaborative advertising and promotions?

If so, provide details including all groups involved and all forms of media to be used.

Has the sponsoring organization solicited local vendors to support the event?

If so, please identify all vendors that have committed to the event.

**Important Notice:** If you have previously received a fee waiver grant and did not complete all commitments or failed to perform in any way, points may be deducted from your current fee waiver ranking or your submittal may be eliminated altogether from the fee waiver grant process. That determination will be made by the individuals ranking this application.

**Funding Cap:**

There is a funding cap of \$5,000 per applicant. No applicant shall receive a grant in an amount greater than \$5,000. This is not a cash grant. Funds awarded may only be used for City services which includes but are not limited to:

Staffing costs

Equipment Rentals

Facility Rentals

Traffic / Street / Sanitation Services

Permit Fees (excluding Kissimmee Police Department alcohol permit fee)

Event must be held on City owned property. Special circumstances for equipment rentals shall be approved by the Parks, Recreation & Public Facilities Director or designee. The Kissimmee Parks and Recreation Advisory Board (PARAB) is a nine (9) member board that will conduct the review and ranking of all applications. The PARAB also determines the amount of each fee waiver grant. All PARAB decisions will be submitted to the City Commission for final approval. The Parks, Recreation and Public Facilities Director or designee will notify each applicant of the outcome of their individual fee waiver grant within 1 week of City Commission approval.

**Grant Final Report:**

After City Commission approval the sponsoring organization shall enter into a License Agreement/Contract with the City of Kissimmee. Included in the License Agreement/Contract are reporting requirements to validate that all funds were used appropriately and in accordance with all established policies. Organizations are obligated to report to the City how granted funds were used. Please provide the following information no later than 30 days after the event:

1. Actual Event Budget including Profit and Loss Statement and Revenue Report.
2. Complete list of all vendors associated with the event including their contact information.
3. A copy of all marketing material used to market, promote and advertise the event.

**EVENT APPROVAL:**

The Kissimmee Parks, Recreation & Public Facilities Department will provide written notification of the approval or denial of any special requests, IE: insurance amendments, contract revisions, fees, policy amendments or any other special requests submitted in writing by the event organizer. No revisions and/or amendments to the final Contract/License Agreement or related items may be made without prior written notification and written approval from the Kissimmee Parks, Recreation & Public Facilities Director or designee

The Kissimmee Parks, Recreation & Public Facilities Department will provide a copy of the signed Contract/License Agreement to the event organizer to confirm final approval of the event.

All applicants that receive a grant in any amount must utilize the City seal/logo on all marketing, promotional and advertising materials including but not limited to print media, radio, television, website and social media.

Approved 2/12/2014

**\*\* Click Here to Proceed to Fee Grant Application Form Online \*\***

**City of  
Monroe, WA**



**City of Monroe  
Parks & Recreation  
806 W Main St  
Monroe WA 98272  
360-863-4559**

## **SPECIAL EVENT INFORMATION SHEET**

Dear Applicant:

We are pleased that you are planning a special activity in the City of Monroe. By working together we can make the necessary arrangements to make your event a success.

A special event is defined as any kind of activity that is out of the norm for activities typically occurring in the area where the event is proposed to take place, or an activity that may impact public places, areas or facilities. Events involving 30 or fewer people are usually exempt from this permitting process, but please check with the City to be certain.

A special process has been developed to address the needs of special events in order to protect the health, safety and welfare of all citizens, while facilitating, to the extent reasonable, activities that enhance the quality of life. As far as possible, the rules and regulations are designed, based upon experience, to provide for the specific needs for each special event, anticipating and addressing potential problems or areas of concern before they develop. This process was also meant to provide you with "one stop shopping," eliminating the need to contact multiple city departments.

The following are some of the general requirements for a special event permit. You may wish to request a complete copy of MMC 5.28, which governs special events, for more detail on conditions, exemption, waivers and appeals procedures

### **1. APPLICATION DEADLINE**

Any person or organization desiring to sponsor a special event not exempted by ordinance, shall apply for the special event permit filing a complete application with the city on a form supplied by the city. For large events this application should be filed not less than 90 days in advance of the proposed event date(s). It is in the best interest of the applicant to submit the application as early as possible to insure that adequate time is available to develop and comply with the requirements of the specific permit. It will also allow the applicant time to use the appeal process if need be. Applications submitted on notice too short for adequate staff review will not be guaranteed approval.

### **2. ADMINISTRATIVE FEE**

A **\$55.00** non-refundable administrative fee is due with completed application. There may be other fees due depending on your location and request of facilities. (All fees subject to local City of Monroe sales tax)

### **3. INDEMNIFICATION AGREEMENT**

The permit applicant must sign an agreement to defend, indemnify and hold the City of Monroe harmless from any claims arising out of event prior to the issuance of their event permit.

### **4. INSURANCE REQUIRED**

The applicant/sponsor of the event must possess or obtain public liability insurance. Coverage shall be commercial general liability policies with a minimum limit of \$1,000,000 each occurrence, \$2,000,000 aggregate. A certificate of insurance shall be submitted as evidence of liability insurance coverage.

An endorsement adding the City of Monroe on your organization's liability coverage as an additional insured for the date(s) of your event is usually required.

If you have difficulty meeting these insurance requirements, please contact the City's Park & Recreation Administrative Assistant. In some circumstances, the insurance requirements may be reduced or waived, particularly with small family sponsored events.

### **Questions?**

Contact Denise Jacobsen, Parks & Recreation Administrative Assistant @ 360-863-4559, or [djacobsen@monroewa.gov](mailto:djacobsen@monroewa.gov)



**City of Monroe  
Parks & Recreation  
806 W. Main St  
Monroe WA 98272**

**For Special Events and Athletic Field Use**

**Liability Insurance and Additional Insured Language Requirements**

The City of Monroe requires that applicants for most special events and athletic field use and lessor's of city property provide evidence of commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence, \$2,000,000 aggregate. Participant coverage is generally required for special events and athletic field use.

It is also required that the city be named as an additional insured on the applicant's liability policy for the duration of the activity on public property. *An endorsement must be issued and accompany the insurance certificate.* This is generally done on a CG 2012 form or a recognized equivalent.

The following language is preferred for the additional insured endorsement:

*"The City of Monroe, a municipal corporation for the State of Washington and/or its duly elected and appointed officials, any employee or authorized volunteer."*

Questions may be directed to ~

Denise Jacobsen  
Parks & Recreation Administrative Assistant  
The City of Monroe  
806 W Main  
Monroe WA 98272.  
(360) 863-4559 (w)  
(360) 863-4601 (fax)  
[djacobsen@ci.monroe.wa.us](mailto:djacobsen@ci.monroe.wa.us)

Date received \_\_\_\_\_

**CITY OF MONROE**  
**SPECIAL EVENT APPLICATION**

**APPLICATION INFORMATION**

Applicant or Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Person Present and in Charge at the Event: \_\_\_\_\_

**EVENT INFORMATION**

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Time (set-up): \_\_\_\_\_ Ending Time (take-down): \_\_\_\_\_ Start Time of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Nature and Purpose of Event: \_\_\_\_\_

Will city facilities be used? (i.e.: parks, gazebo, streets, buildings, etc.) Yes [ ] No [ ]

If yes, identify which facility and the proposed activities: \_\_\_\_\_

Will you be requesting services from the city or other agencies? Yes [ ] No [ ]  
(i.e.: Police, Fire or Public Works)

Please describe requested services: \_\_\_\_\_

**SCOPE OF EVENT**

**Location** – Attach Map(s) showing the following (*does not need to be to scale*):

- a. All streets and sidewalks used;
- b. Road closures desired;
- c. 20 ft. fire lane placements on blocked roads;
- d. Parking areas;
- e. Placement of vendor booths;
- f. Placement of tents;
- g. Placement of Stages;
- h. Placement of children’s games and rides;
- i. Placement of demonstrations and other activities;
- j. Staging and disbanding areas for parades;
- k. Parade or procession route.

Please provide flyers or pamphlets of your event when they are available.

- 1. Will there be a parade? Yes [ ] No [ ]
  - a. Will children participate in parade? Yes [ ] No [ ]
  - b. Will there be motorized floats in parade? Yes [ ] No [ ]
  - c. Will there be horses or other animals in parade? Yes [ ] No [ ]

If yes, describe parade route, staging and disbanding areas, and times for assembling, starting and approximate ending:

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- 2. Will children participate in your event? Yes [ ] No [ ]  
If yes, please describe \_\_\_\_\_

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- 3. Will you have animals at your event? Yes [ ] No [ ]  
If yes, please describe \_\_\_\_\_

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- 4. Will there be live music or dancing? Yes [ ] No [ ]
  - a. Will there be public participation? Yes [ ] No [ ]
  - b. Will there be a stage? Yes [ ] No [ ]
  - c. Will the stage be on public property? Yes [ ] No [ ]
  - d. Will amplification equipment be used? Yes [ ] No [ ]

If yes, describe in detail including the name(s) of the music source, performance times, and describe the amplification equipment:

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5. Will there be tents, trailers or campers? Yes [ ] No [ ]  
 a. Will they be on public property? Yes [ ] No [ ]

If yes, please describe in detail the locations of tents, trailers or campers:

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6. Will there be amusement rides? (bouncy houses etc..) Yes [ ] No [ ]  
 a. Do you have approval from the Gambling Commission? Yes [ ] No [ ]  
 b. Do you have approval from Dept. of L & I? Yes [ ] No [ ]

If yes, identify the vendor and describe each ride, where it will be located and hours of operation:

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7. Will there be demonstrations? Yes [ ] No [ ]  
 (i.e.: gymnastics, skateboarding, fireworks)  
 a. Will they be held on public property? Yes [ ] No [ ]  
 b. Will there be public participation? Yes [ ] No [ ]

If yes, list all demonstration, performances times and a contact person for each:

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8. Will there be marine events? Yes [ ] No [ ]

If yes, identify the location(s) including the landings or launches, times of operation and describe the activities:

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9. Will there be liquor sales or consumption? Yes [ ] No [ ]  
 a. Do you have approval from the State Liquor Control Board? Yes [ ] No [ ]

If yes, give license number, license holder, and describe location and activity, including hours of operation:

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10. Do you have liability insurance? (some events require insurance) Yes [ ] No [ ]

If yes, state amount of coverage, your insurance company, agent, phone number & provide a copy of certificate:

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11. Will food or non-alcoholic beverages be sold or served? (circle) Yes [ ] No [ ]

Please list what you will sell or serve:

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12. If a food item will be sold or served please fill out the additional concessions requested form.

13. Will a commercial product (t-shirts, cups etc...) or service be sold? Yes [ ] No [ ]

Please describe:

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**AFFIDAVIT OF APPLICANT**

I, \_\_\_\_\_, do hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I also certify that I have read and understand the rules and regulations governing the proposed activity, and that this application is made subject to the rules and regulations established by the city council, the mayor or his designee.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

NAME OF EVENT: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 LOCATION: \_\_\_\_\_

FOR OFFICE USE ONLY	
Application Filing Fee (non-refundable)	\$55
Gazebo Rental Fees	
Field Fees	
Clean Up Fees	
Deposit	
Actual Cost (if any)	
Difference - Refund [ ] Bill [ ]	
City Service Fees	
Estimated Cost	
Actual Cost (if any)	
Difference - Refund [ ] Bill [ ]	

PERMIT IS: APPROVED [ ] DENIED [ ]

CONDITION ON APPROVAL: \_\_\_\_\_

REASONS FOR DENIAL:

Acknowledgement of terms and conditions

The undersigned, being an authorized representative of the sponsoring organization or applicant, hereby acknowledges and agrees to the terms and conditions under which this special event permit is issued.

\_\_\_\_\_  
 Applicant / Sponsor Date





**PARKS & RECREATION DEPARTMENT**

806 W Main St., Monroe, WA 98272-2198  
 360-863-4559 (office) 360-863-4601 (fax)  
 E-mail: [djacobsen@monroewa.gov](mailto:djacobsen@monroewa.gov)

**Tournaments ~**

**RENTAL APPLICATION FOR BALLFIELDS**

Applicant/Organization		Age Group:	Today's Date:
Person in Charge:		Title:	% Of Players Living In Monroe School District:
Home Phone:	Work Phone:		Cell Phone:
Email Address:			FAX #:
Billing Name/Address:			
Name of Contact Person on site & cell ph#:		Number of people expected to attend activity or event:	



<b>ADMINISTRATION FEES:</b>		RESIDENTS -	<u>IN-CITY</u>	<u>OUT</u>
	All groups scheduling under 75 games/practices		\$60.00	\$ 70.00
	All groups scheduling 76-200 games/practices		\$120.00	\$130.00
	All groups scheduling over 200 games practices		\$175.00	\$185.00

**LEAGUE USER FEES:** Applied to Sky River, Lake Tye & Monroe Rotary Fields (Soccer, Softball, Baseball & Football). User fees effective as of January 1, 2011. *All fees are subject to City of Monroe local sales tax of 8.6%...*

	~RESIDENTS~		~ RESIDENTS~	
<b>PRACTICE</b>	<u>IN CITY</u>	<u>OUT</u>	<b>GAMES</b>	<u>IN CITY</u> <u>OUT</u>
Adult: per hr	\$11.00/\$18.00	\$16.00/\$23.00	Adult: per game	\$28.00/\$35.00      \$33.00/\$40.00
Youth: per hr	\$ 7.00/\$14.00	\$12.00/\$19.00	Youth: per game	\$15.00/\$22.00      \$20.00/\$27.00

**NOTE \*\*\*\*\* Monroe Rotary Field Fees in Red**

**TOURNAMENT FEES:** A flat rate will be charged, which includes user and maintenance fees. **DEPOSIT WILL BE REQUIRED**

- DEPOSITS:** A non-refundable fee is required per event. \$120.00 for In-City Residents, or \$130 for Outside Residents.
- FEES:** \$30.00 per game. Remaining fees are due within five (5) working days following the tournament.
- SCHEDULES:** Must be received two (2) weeks prior to tournament. Games will not be scheduled before 9:00 AM.
- FIELD MAINTENANCE:** Sponsors are required to schedule staggered maintenance breaks throughout the day, at least twenty (20) minutes after every third game.

**MISCELLANEOUS FIELD/COURT USE:**      Adult Practice-\$11per hr- In City Resident      \$16per hr - Outside City Resident  
 Youth Practice-\$7per hr- In City Resident      \$12per hr - Outside City Resident

**INSURANCE:** Organizations must submit, with their application packet, an original Certificate of General Liability Insurance in the amount of \$1,000,000 per occurrence, \$2,000,000 aggregate, and listing the City of Monroe as an additional insured. Private renters may also be required to provide insurance depending on scope of event.

**CONCESSIONS:** Request for concession sales must be approved by the City Administrator if there is not a current concession contract.

**OTHER REGULATIONS:**

1. Drinking of alcoholic beverages in City buildings or on City park grounds is prohibited.
2. All groups must leave the facility in a condition satisfactory to the City of Monroe. If not, violator must accept the Director's estimated damage appraisal.
3. The User shall comply with all applicable anti-discrimination and affirmative action ordinances, laws and statutes.
4. The City of Monroe reserves the right to revoke any permits where it deems such action advisable for the best interest of the Department.

**RAINOUTS:** The City of Monroe will determine the field conditions by 3:30 PM on weekdays and umpires will make the call on the weekends. The Rainout Information Line (360) 863-4508 should be called for field conditions. If the message has not been changed, you should assume the fields are playable.

**CANCELLATIONS:** Cancellations must be made at least 30 days prior to event. The cost will be refunded minus a \$20.00 administrative cost. No refund will be given if cancellation is less than 30 days.

**RETURNED CHECKS:** A \$30.00 fee is charged for all returned checks.





**PARKS & RECREATION DEPARTMENT**

806 W. Main St., Monroe, WA 98272-2198

360-863-4559 (office) 360-863-4601 (fax)

E-mail: [djacobsen@ci.monroe.wa.us](mailto:djacobsen@ci.monroe.wa.us)

**APPLICATION TO WAIVE FEES**

(Attach to Reservation Application)

<b>Applicant/Organization:</b>		<b>Today's Date:</b>
<b>Person In Charge:</b>		<b>Title:</b>
<b>Home Phone:</b>	<b>Work Phone:</b>	<b>Cell Phone:</b>
<b>Email Address:</b>		<b>Fax Number:</b>
<b>Mailing Name/Address:</b>		
<b>Date of Event:</b>	<b>Time of Event:</b>	<b># of people expected to attend activity or event:</b>

Explain how your organization meets all 4 criteria requirements to qualify for a Waiver of Fees.



**Criteria to qualify for a Waiver of Fees**

**\*All 4 Requirements Must Be Met\***

1. The activities are conducted by a non-profit organization.
2. The activities are open to the public without discrimination.
3. The activities will benefit the public health, safety or welfare.
4. There is no charge for admission, participation, or a vendor fee (except for pledges for events such as a walkathon).

**FOR OFFICE USE ONLY**

**Date Received** \_\_\_\_\_

**Route to Park & Recreation Director**

**Waiver of Fees Approved?**

- Yes, fees have been waived.**
- No, fees have not been waived.**

**Comments**

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**Date Approved** \_\_\_\_\_

**Signature** \_\_\_\_\_

City of  
Hermosa Beach, CA



## **SPECIAL EVENT PERMIT RULES AND REGULATIONS**

*City of Hermosa Beach ~ Community Resources Department*  
710 Pier Avenue • Hermosa Beach, CA 90254  
310.318.0280 • 310.372.4333 (fax) • [www.hermosabch.org](http://www.hermosabch.org)

**Permits are required for any group or organization requesting use of a public outdoor area or facility within the City of Hermosa Beach.**

### **GENERAL INFORMATION**

1. All groups or organizations shall address requests to the Department of Community Resources, 710 Pier Avenue, Hermosa Beach, CA 90254. Phone: 310-318-0280.
2. The Special Event Policy and all pertinent rules and regulations will accompany the permit. These rules and regulations must be strictly adhered to and all pertinent City Ordinances shall be enforced.
3. The Department of Community Resources will review the permit and either approve or deny the request. All requests will be sent to the Parks and Recreation Advisory Commission and City Council for their review and/or final approval.
4. Applications must be submitted to the Department of Community Resources by October 1st of the prior year along with a Non-refundable \$500 Event Application Fee.

### **CLASSIFICATION OF USE**

#### **Commercial Groups**

Any individual or group that is not registered as a non-profit organization or any event/activity sponsored by commercial entities/advertisers. Event must be open to the general public.

#### **Non-profit Groups**

A) Any group or organization registered with the Federal Government as a non-profit corporation and that has a verifiable non-profit corporation number.

B) Any group or organization recognized by the City of Hermosa Beach as a local service organization. Event must be open to the general public.

In order to qualify for nonprofit status:

1. 100% of all proceeds collected on behalf of the event (after operational and permit expenses are met) must go to the non-profit organization. This includes all entry, TV and sponsorship proceeds.
2. A Registered non-profit organization must be the Permit Applicant.

#### **Private Groups**

Special Event permits will be not granted to private groups.

## Pass-Through Events

A Pass-Through Event is exactly what the name implies, the events that just pass through the City of Hermosa Beach.

The event does not begin or terminate in the City. The participants merely pass through on their way to their destination. A Special Event Application is required.

### FEES AND CHARGES

Application Fee (non refundable)	\$500
Amplified Sound Permit (Police Department)	\$49 per day
Street Banner Fees (Public Works Department)	\$480 per banner
Light Pole Flags (Public Works Department)	\$256 per pole
Temporary Business Sign Permit (Public Works Dept.)	\$255
Business License Fee (Cashier's Office)	\$386
Commercial Event Co-Sponsor	\$250 per sponsor
Event Set Up/Tear Down	\$200 per location per day
Community Resources Staff	\$300 per day
Paramedic	\$131 per hour
Parking Meter Space Fee	\$22 per space, per day
Special Event Permit Fee Category I.....	\$2,389
Special Event Permit Fee Category II.....	\$2,628
Special Event Permit Fee Category III.....	\$4,778
Police	\$103 per hour
Fire Inspection	\$157 per hour

Special Event Filming – Application Fee	\$478
Special Event Filming – Location Fee	\$1,115 - \$2,500 per day

In addition to fees listed here, all costs incurred by the City on behalf of the event shall be assumed by the applicant. Those costs shall be determined upon finalization of the permit.

**Additional fees may include:**

- Public works pre and post cleanup, barricades, dumpsters, etc.
- Police and Safety fees
- City may request damage deposit.

**Commercial Groups**

Amount shall be negotiated between the City and applicant with a minimum amount set at \$2389.00 per day.

**Non-profit Groups**

Fee shall be \$1.00 per participant and spectator up to 1,500 people. The organization shall be subject to contract negotiations with the City and will be in the same category as Commercial Groups with participants and spectators numbering more than 1,500.

**Non-Profit: Pass-Through**

Permit processing fee: \$160.00

**Special Event Filming**

A Film Permit Application is required and can be obtained at <http://www.hermosabch.org/help/permits/filmingpermit.pdf>

Application Fee: \$478 Location Fee: Minimum \$1115.00 per location per day

**Still Photography**

Permit Processing Fee: \$100.00 Non-Refundable

Location Fee: \$200.00 for 1st location and \$100.00 each additional location per day.

Additional fees will be charged for vehicles and equipment in excess of one camera, one backdrop, and a maximum of 4 lights.

## Commercial Event Categories and Criteria For Event Fees

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### CATEGORY I: MODERATE IMPACT

FEE: Daily Minimum of \$2,389.00 and a \$200 set-up and tear-down fee per day.

A Category I event meets the criteria of a commercial event and:

Impacts public areas for no longer than one (1) day including set-up. Is conducted in the off season (not between Memorial Day and Labor Day or any holiday)  
Participant/Spectator crowds do not exceed 3,000

Has no television coverage (except news)

A non-profit entity is the beneficiary of the net revenues (100%)

Does not meet the identifying criteria for a Category II or III event

---

### CATEGORY II: MEDIUM IMPACT

FEE: Daily Minimum + 10% plus = \$2,628.00 and a \$200 set-up and tear-down fee per day.

A Category II event meets the criteria of a commercial event and does not qualify as a Category I event:

Impacts public areas for more than one (1) day including set up

Has television coverage

Has more than \$3,000 and less than \$50,000 in prize money

Does not meet any of the identifying criteria for a Category III event

---

### CATEGORY III: HIGH IMPACT

FEE: Daily Minimum +100% = \$4,778.00 and a \$200 set-up and tear-down fee per day and a (if applicable) percentage of gross admission revenues.

A Category III event meets the criteria for a commercial event and has one or more of the following:

Has network television coverage

Estimated participant/spectator crowds exceed 5,000

Prize money in excess of \$50,000

Charges admission to spectators Gross revenues in excess of \$50,000

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**Special Event Permit Application (PDF File)**



**City of Hermosa Beach  
Special Event Application  
Rules and Regulations**

Applications and other required documents must be submitted to:  
City of Hermosa Beach Community Resources Department  
710 Pier Avenue, Hermosa Beach, CA 90254  
Office Phone: 310.318.0280 Email: [hbconnect@hermosabch.org](mailto:hbconnect@hermosabch.org) Fax: 310.372.4333

\*\* Street Banner applications are available at and submitted to:  
Public Works Department, 1315 Valley Drive.

**NO LATE APPLICATIONS WILL BE ACCEPTED**

Application, application fee and all required documents **must** be submitted to the Department of Community Resources on or before **October 31, 2013** or **March 1, 2014** (depending on when your event is scheduled) to be considered. You will be notified by City staff if your application was **not** accepted for review.

All Category II or larger Special Event Applications will be reviewed by the Parks, Recreation and Community Resources Advisory Commission at the Commission meeting scheduled December 3, 2013. You, or your representative, are required to attend this meeting. If the Commission recommends your event for the City Council to approve, you or your representative may be required to attend a City Council meeting. Failure to follow these directions will result in denial of a permit.

**Special Event Permit Checklist:**

**YOU MUST SUBMIT THE FOLLOWING:**

- APPLICATION AND GREEN MATRIX:** Complete the application and Green Matrix in their entirety. To avoid processing delays, do not leave any blanks. Indicate items that do not apply with an N/A. Attach additional sheets to the application if more space is required for descriptions.
- APPLICATION FEE:** Submit non-refundable \$758 application fee (\$505 for nonprofits) payable to the City of Hermosa Beach, with completed application, to the Department of Community Resources by the required deadline. **Applications received without the application fee will not be processed.**
- FOR NON-PROFITS:** Applications with a valid non-profit identification must submit a copy of their non-profit designation letter along with the \$505 non-refundable application fee **and** a copy of their current Form 990. Pending status does not qualify. Non-profit organizations must apply under their own name and not borrow the non-profit status of another entity.
- EVENT DATES:** On your application, you are required to submit a requested date/s and an alternate date/s. Requested dates are subject to approval. The date/s you request may not be available for your event. Staff will contact you if an alternate date/s assignment is necessary.

- **SITE PLAN:** Attach a site plan to illustrate the location of stages, tents, portable toilets, dumpsters, registration areas, fencing, barricades, bleachers, generators and all other items for your event. Facilities, equipment placement, parking needs, ingress and egress routes and street closure requests must be included. The City may require a certified Traffic Control Plan (TCP).

**YOU WILL BE REQUIRED TO ABIDE BY THE FOLLOWING RULES AND REGULATIONS:**

\_\_\_\_\_ **APPLICATION REVIEW:** Special event plans may require review by the Special Event Team, Parks and Recreation Commission and/or City Council. Need for review is based on size, scope and impact of event.

\_\_\_\_\_ **CERTIFICATE OF INSURANCE:** The City requires submission of an insurance certificate a *minimum* of **30 days** prior to your event date. The City requires \$2 million in general liability and the City of Hermosa Beach, its agents, officers and employees must be named as additional insured.

\_\_\_\_\_ **FEES:** The application fee is non-refundable and is submitted with the application. All other event fees are due ten (10) days prior to the event.

\_\_\_\_\_ **PORTABLE RESTROOMS:** Depending upon the duration or size of your event and the availability of public restrooms, you may need to rent portable chemical toilets to accommodate participants and spectators. The City recommends availability of seven toilets for every 500 people, or portion thereof. The figure is based on the maximum number at your peak event time. The total number of toilets you need to provide will be determined on a case by case basis.

\_\_\_\_\_ **MARKETING OF EVENT:** You must receive approval for your event before you promote or market your event. Submission of your application does not automatically constitute a guarantee of the date, location or automatic approval of your event.

\_\_\_\_\_ **CLEAN UP:** All debris and trash must be removed from your event site immediately after the event. Failure to do so will require the City to call upon the Public Works Department. All expenses will be the responsibility of the event applicant. The applicant is required to arrange for recyclable receptacles at the event.

\_\_\_\_\_ **DAMAGE DEPOSIT:** The City may require a damage deposit of up to \$1500 depending upon the size and scope of the event.

**AGREEMENT AND SIGNATURE:**

I the undersigned representative have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Name (printed)	Signature:
Driver's License or CA ID#	Date:



**EVENT INFORMATION**

**Event Type** (please select all that apply):

- Race (run, walk, bike, etc.)
- Parade
- Street Fair/Festival
- Concert

- Tournament Type: \_\_\_\_\_
- Pass-Through
- Fundraiser Benefitting: \_\_\_\_\_
- Other \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Set-Up Date: \_\_\_\_\_

Set-Up Time: \_\_\_\_\_

(If set up includes multiple days, please include additional pages with a daily set-up schedule).

Break Down Date: \_\_\_\_\_

Break Down Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Estimated # of Participants: \_\_\_\_\_

Age of Participants: \_\_\_\_\_

Estimated # of Spectators (daily): \_\_\_\_\_

Total Estimated Attendance: \_\_\_\_\_

**Overall Event Description** - Briefly explain event and activities:

**Street Closure Information** – For Parades, Races, Walk/Runs, etc. taking place on City streets.

Names of Streets to be closed (please include additional sheets if necessary):

_____	between	_____	and	_____	am/pm	to	_____	am/pm
_____	between	_____	and	_____	am/pm	to	_____	am/pm
_____	between	_____	and	_____	am/pm	to	_____	am/pm
_____	between	_____	and	_____	am/pm	to	_____	am/pm
_____	between	_____	and	_____	am/pm	to	_____	am/pm

**Event Route** (official map must be submitted with application)

Assembly Area/Event Start: \_\_\_\_\_

Disbanding Area/Event End: \_\_\_\_\_

**Sponsors**

List **ALL** proposed/anticipated Co-Sponsors. Each Co-sponsor is a \$250 per co-sponsor fee. Co-sponsors may sample only, not sell.

**Parking (\$1.25 per hour or \$30 per space per day)**

Will you need reserved parking spaces?  Yes  No

If YES, please list requested parking times for each day of request:

Date _____	from _____	am/pm	to _____	am/pm
Date _____	from _____	am/pm	to _____	am/pm
Date _____	from _____	am/pm	to _____	am/pm

Will official event merchandise be sold at the event (*Business License required*)?  Yes  No  
*(Note: No sales on beach per HBMC)*

Does your event involve the sale or consumption of alcoholic beverages?  Yes  No  
*Alcohol is prohibited on the beach per HBMC 12.26.300*

Will the event have amplified sound?  Yes  No  
*-If YES, please describe (live music, PA, number and size of speakers, microphone, bullhorn, etc):*

Is this a fundraising event?  Yes  No  
*-If YES, please describe:*

Will there be any fenced areas?  Yes  No  
*-If YES, please describe:*

Will there be construction of stages or structures, including any tents or awnings?  Yes  No  
*-If YES, please describe:*

What is your clean-up plan post event?

Will you be requesting street banners?  Yes  No

Will you be requesting light pole banners?  Yes  No

Will you be filming or having television coverage?  Yes  No

Entrance or Registration Fee: \_\_\_\_\_

Methods of Registration (please check all that apply):

- Website
- Active.com
- Mail
- Other \_\_\_\_\_

Prizes (including anticipated cash prizes):

**SAFETY/SECURITY/VOLUNTEERS**

Have you hired a security company to handle security arrangements for this event?  Yes  No

-If YES, please include the following information:

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_ # of Guards: \_\_\_\_\_

Guard Schedule:

Do you plan on utilizing volunteers?  Yes  No

-If YES, please describe:

Please describe your procedures for both crowd control and internal security:

**EVENT PROMOTION INFORMATION**

Please describe marketing and promotional efforts for this event. Include event website, social networking sites, radio play, etc.

**EQUIPMENT INFORMATION (ATTACH SITE PLAN)**

**A DIAGRAM OF YOUR SITE PLAN THAT INCLUDES ALL FACILITIES, EXACT PLACEMENT OF ALL EQUIPMENT, STREET CLOSURES, INGRESS AND EGRESS ROUTES, SHUTTLE ROUTES, FENCING, ACCESSIBILITY PLAN, AND PARKING MUST BE ATTACHED TO THE APPLICATION.**

**YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT A SITE PLAN**

Please check all the boxes that apply to the equipment that will be on site for your event and specify the number and size of each (if applicable).

- |   |  |
|---|--|
| <input type="checkbox"/> Cars _____   | <input type="checkbox"/> Porta Potties _____ |
| <input type="checkbox"/> Semi-Trucks _____  | <input type="checkbox"/> Motor Homes _____   |
| <input type="checkbox"/> Generator _____  | Size: _____                                  |
| Size/Type: _____  | <input type="checkbox"/> Trailer _____       |
| <input type="checkbox"/> Vans _____   | Size: _____                                  |
| Size: _____   | <input type="checkbox"/> Stage _____         |
| <input type="checkbox"/> Sound Equipment _____                                    | Measurements: _____                          |
| <input type="checkbox"/> Enclosed Tents _____                                     | <input type="checkbox"/> Canopies _____      |
| <input type="checkbox"/> Other (please attach list with description of each item) |  |

**GREEN MATRIX (ENVIRONMENTAL PROTECTION PLAN) - REQUIRED**

**COMPLETE THE ATTACHED GREEN MATRIX AND ATTACH TO YOUR APPLICATION.**

**ACCESSIBILITY PLAN**

It is the applicant's responsibility to comply with all City, County, State and Federal disability access requirements applicable to the event, including the American with Disabilities Act (ADA). All indoor and outdoor sites, activities and programs must be accessible to persons with disabilities.

Please describe your accessibility plan:

**INSURANCE**

Unless greater or lesser coverage is requested, applicant agrees to furnish the City of Hermosa Beach evidence of \$2 million comprehensive general liability insurance in the form of a certificate, including endorsement, covering the entire period of this permit, naming the City of Hermosa Beach, its officers, agents and employees as additionally insured. Permittee waives claims against the City of Hermosa Beach, its officers, agents and employees, for fees or damages caused, arising out of or in any way connected with the exercise of this permit.

**APPLICANT AGREES TO COMPLY WITH ALL APPLICANT'S LAWS AND AGREES TO MAINTAIN PREMISES IN GOOD  
CONDITION AND RETURN IN THE SAME CONDITION AS BEFORE SAID USE.**

I certify that the information contained herein is true and correct to the best of my knowledge. I have read and agree to comply with the City of Hermosa Beach Sustainability Measures. All fees, charges and other material will be paid and or furnished to the Department of Community Resources as mutually agreed to by both parties.

---

Company Representative (signature)

---

Date

---

Department of Community Resources

---

Date

## All Event Applications must include the completed GREEN MATRIX (Environmental Protection Plan)

Events in Hermosa Beach are expected to implement measures to reduce impacts and costs to the environment, the city, and the community. Specify how you will comply with applicable measures (or mark not applicable). If your contract is for several years, show how you will increase compliance in subsequent years.

Event Name: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

MEASURE	APPLIES TO:	HOW WILL YOU COMPLY? (use additional sheets if needed)
<b>Recycling and Waste Reduction</b>		
<b>1. Reduce waste and single-use items</b>		
<ul style="list-style-type: none"> <li>▪ Limit single-use paper, plastics, packaging, and décor items</li> </ul>	All events	
<ul style="list-style-type: none"> <li>▪ Reduce size/bulk of plates, containers, cups</li> </ul>	All events	
<ul style="list-style-type: none"> <li>▪ Use products with high recycled content</li> </ul>	All events	
<ul style="list-style-type: none"> <li>▪ Avoid sale or give-away of single-use plastic bottled drinking water</li> </ul>	All events	
<ul style="list-style-type: none"> <li>▪ Provide free drinking water in large dispensers (people can refill their own bottles, or use paper cups)</li> </ul>	500 or more	
<ul style="list-style-type: none"> <li>▪ At 'beer or drink gardens' recycle cups (provide dump station for liquids)</li> </ul>	2000 or more	
<ul style="list-style-type: none"> <li>▪ Recycle fry-grease for bio-diesel fuels</li> </ul>	2000 or more	
<ul style="list-style-type: none"> <li>▪ Limit and reduce size of handouts, flyers and give-aways (print several per page, double-side, do not use dark color inks)</li> </ul>	500 or more	
<b>2. Recycling containers:</b>		
<ul style="list-style-type: none"> <li>▪ Place well-marked recycle containers adjacent to every trash container</li> </ul>	500 or more	
<ul style="list-style-type: none"> <li>▪ Provide onsite 'monitors' directing people to recycling at prime locations, or provide secondary trash sorters</li> </ul>	2000 or more	
<b>3. Staging</b>		
<ul style="list-style-type: none"> <li>▪ Recycle or reuse event construction materials</li> </ul>	2000 or more	
<ul style="list-style-type: none"> <li>▪ Use 'no emission/no VOC' paints/sealants</li> </ul>	500 or more	
<b>Transportation</b>		
<ul style="list-style-type: none"> <li>▪ No-idling policy for all vehicles</li> </ul>	All events	
<ul style="list-style-type: none"> <li>▪ Sponsor free shuttle or low cost bus passes</li> </ul>	2000 or more	
<ul style="list-style-type: none"> <li>▪ Use hybrid, electric or CNG vehicles</li> </ul>	2000 or more	
<b>Energy</b>		
<ul style="list-style-type: none"> <li>▪ Use energy-efficient lighting</li> </ul>	All events	
<ul style="list-style-type: none"> <li>▪ Turn lighting and devices off when not in use</li> </ul>	All events	

▪ Turn off generators when not in use for significant period of time	All events	
▪ Using alternative energy (solar, wind, fuel cell) to supply some power	2000 or more	
▪ Use alternative fuel generators (CNG, fuel cell, biodiesel) (biodiesel- minimum B20 (20% blend); B99 is preferred)	2000 or more	
<b>Marine environment</b>		
▪ Avoid use of single-use plastic bags. <u>Events on Pier Plaza, Pier Avenue and Hermosa Avenue: NO single-use plastic bags.</u>	All events	
▪ Avoid Styrofoam for outdoor events, take-out cups or containers. <u>Events on Pier Plaza, Pier Avenue and Hermosa Avenue: NO Styrofoam for outdoor events, take-out cups or containers.</u>	All events	
▪ No hosing of surfaces unless specifically allowed by city	All events	
▪ Full containment of all wastes	All events	
▪ Full containment of all six-pack plastic rings. <u>Events on Pier Plaza, Pier Avenue and Hermosa Avenue: Full containment of all six-pack plastic rings.</u>	All events	
▪ Provide recycling containers and litter control	All events	
▪ Beach and street cleaning required	500 or more	
<b>Education</b>		
▪ Event and vendors to make reducing waste and recycling a prominent theme	500 or more	
▪ Provide one booth, kiosk or space for green education sponsored by city or designee	2000 or more	
▪ Advertise green measures and rules in all event advertising and on website	500 or more	
▪ Demonstrate that vendors and service providers will comply with green measures	500 or more	
<b>Monitoring</b>		
▪ Report on compliance with above applicable measures	500 or more	



## **SPECIAL EVENT FEES**

<b>Application Fee (non-refundable)</b>	\$758	
<b>Application Fee NON PROFIT (non-refundable)</b>	\$505	
<b>Damage Deposit (refundable) Required Cat. II-IV</b>	\$1,500-\$10,000	
<b>Amplified Sound Permit (Police Department)</b>	\$141	
<b>Street Banner Fees (Public Works Department)</b>	Contact Public Works	
<b>Light Pole Flags (Public Works Department)</b>	Contact Public Works	
<b>Temporary Business Sign Permit (Public Works Dept.)</b>	Contact Public Works	
<b>Business License Fee (Required All Commercial)</b>	Cashier's Office	
<b>Event Co-Sponsor (Council Approval Required)</b>	\$253 per sponsor	
<b>Event Set Up/Tear Down</b>	\$202 per location per day	
<b>Community Resources Staff (Required Cat. II-IV)</b>	\$303 per day	
<b>Paramedic</b>	\$131 per hour	
<b>Parking Meter Space Fee</b>	\$30 per space, per day	
<b>Non Profit Permit Fee</b>	\$2.00 participant and spectator combined	
<b>Special Event Permit Fee</b>	<i>*Detailed descriptions of each category on next page</i>	
Category I.....		70/30%
Category II.....		\$2,413
Category III.....		\$2,654
Category IV.....	\$4,826	
<b>Police</b>	\$104 per hour	
<b>Fire Inspection</b>	\$157 per hour	
<b>Special Event Filming – Application Fee</b>	\$483	
<b>Special Event Filming – Location Fee</b>	\$1,126 - \$2,525 per day	

- **ADDITIONAL FEES MAY BE ASSESSED ACCORDING TO IMPACT:**
  - Public Works pre and post cleanup, barricades, dumpsters, etc.
  - Police and Safety Fees
  - Community Development Plan Checks, Permits and Inspection Fees
- **Damage deposit** is set according to impact.
- **City may require attendance at Pre and Post Operations meetings**



## **SPECIAL EVENT CATEGORIES**

### **CATEGORY I**

***Category I Commercial Event: minimal impact (less than 500 people) 70/30%***

- ✓ Does not meet the identifying criteria for a Non-Profit, Category II, III or IV event.

### **CATEGORY II**

***Daily minimum of \$2,413 per day in addition to any other fees deemed necessary by the Community Resources Department.***

- ✓ Impacts public areas for no longer than one (1) day including set-up
- ✓ Is conducted in the off-season (not between Memorial Day and Labor Day or on any holiday)
- ✓ Participant plus Spectator crowd above 500 but does not exceed 3,000 people.
- ✓ Has no television coverage (except news).
- ✓ A non-profit entity is the beneficiary of the net revenues (100%).
- ✓ Does not meet any of the identifying criteria for a Category III or IV event.

### **CATEGORY III**

***Daily minimum of \$2,654 plus 10% per day in addition to any other fees deemed necessary by the Community Resources Department.***

- ✓ Impacts public areas for more than one (1) day including set up.
- ✓ Participant plus Spectator crowd does not exceed 5,000 people.
- ✓ Has no television coverage (except news).
- ✓ Has more than \$3,000 and less than \$50,000 in prize money.
- ✓ Does not meet any of the identifying criteria for a Category IV event.

### **CATEGORY IV**

***Daily minimum of \$4,826 plus 100% per day in addition to any other fees deemed necessary by the Community Resources Department. If applicable, a percentage of the gross admission revenues may be required to be paid to the City of Hermosa Beach.***

- Meets Category III Criteria and has one or more of the following:
- Has network television coverage or
- Estimated participant/spectator crowds exceeds 5,000 people or
- Prize money in excess of \$50,000 or
- Charges admission to spectator Gross revenues in excess of \$50,000.



Please identify the hardship incurred *(please attach additional pages, if necessary)*:

Please identify how your organization benefits the City of Hermosa Beach as outlined in the criteria below.  
Please be specific *(attach additional pages, if necessary)*:

**CRITERIA CONSIDERED**

The city will consider the following when reviewing a special event fee waiver request:

- Raises funds to supplement City budgeted services.
- Raises funds for programs normally funded by the City.
- Raises funds for Non-Profit groups, which have contributed substantially to the community.
- Nationally or State affiliated program which provides programs for local youth.
- Raises funds for elderly citizens or youth organizations.

\_\_\_\_\_  
Company Representative (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Community Resources

\_\_\_\_\_  
Date

City of  
Rio Vista, CA

# City of Rio Vista



## Fee Waiver for Facility Use Permits, and Event Permits Policy

Adopted July 1, 2010

*The City of Rio Vista recognizes the value of partnering with other agencies and organizations in providing services that benefit the community and its residents. In an effort to provide support for organizations providing valuable community services that the City would otherwise provide or is unable to provide, and to provide uniform and consistent guidelines for a Fee Waiver Request within the City the following guidelines have been established for determining when permit and facility fees may be waived. In-kind services may be considered only if the City is a sponsor or co-sponsor of an event.*

Fees charged for the use of City facilities (Facility Use Permit Fees) or for a special event held on or impacting public right of way (Special Event Permit Fees) may be waived by the City Manager or his/her designee, if the applicant requests a fee waiver under one of the following categories and the appropriate criteria are met.

#### I. Intergovernmental Cooperation

A. Fees may be waived for events or uses when the applicant is another government agency and the use is related to the performance of its normal functions and is a benefit to residents of Rio Vista. Fee waiver requests for the ongoing use of City facilities by other governmental agencies will be sent to City Council for consideration.

#### II. Department Sponsored Program

A. Fees may be waived for events and programs that are sponsored or co-sponsored by the City. The City Council may choose to sponsor or cosponsor an event or program if the City Manager determines that all of the following criteria are met:

1. The organization/agency requesting sponsorship by the City has a 501(C) status;
2. Appropriate recognition as Sponsor or co-Sponsor of the event or program is provided for the City of Rio Vista on all promotional materials and at the event or program; and
3. All resources provided by the City in sponsorship of the event (fee waiver or in-kind service) must be provided for within the Department's current budget allocations without a reduction or increase of services or costs.

#### III. Financial Hardship / Non-profit

A. The City Manager or his/her designee may waive fees for a non-profit agency or community service organization if the City Manager or his/her designee determines that all of the following criteria are met:

1. The organization is requesting use of a City facility for an event that full benefits the community organization, and
2. The imposition of the fees would create a financial hardship on the organization as demonstrated on the Organization Financial Information Form or the imposition of the fees would make it prohibitive for the event to be held as demonstrated on the Event Financial Information Form; and

3. The proceeds generated from the event in which the fees are proposed to be waived by an organization will not be used for administrative costs (i.e. salaries, benefits, membership).
4. The program or event is of significant value to the community or to a significant portion of its residents; and
5. The event or program is open to the public and is in compliance with the City's non-discrimination policy; and
6. A fee shall not be charged at the event or program.

B. The waiver of fees does not relieve the facility user of insurance requirements and requirements related to providing security guards, where applicable.

For all uses, the following standards will apply.

I. Good cause exists and substantial evidence supports conclusions that fees would be a burden on the agency and will not be recoverable through fee for service or other method.

II. Scheduling and use of facilities and events are subject to availability of requested facilities.

III. Reasonable steps shall be made by permittee to minimize impacts to City facilities, programs and residents.

IV. The City Manager may, at his discretion, place conditions upon the permit to minimize impacts to facilities or costs to the City or to restore facilities used to pre-event condition.

#### Appeals

All decisions of the City Manager may be appealed to the City Council for review. If the Council finds that the City Manager's interpretation of the fee waiver policies for an appealed request are not consistent with the intent of these guidelines or are not in the best interest of the community the City Council may overturn the decision of the City Manager.

#### Auditing

Staff will provide quarterly reports to the City Council regarding all fee waivers that have been approved or implemented during the past quarter.

# City of Rio Vista

## FACILITY RENTAL FEE WAIVER REQUEST FORM

### Organization

Name: \_\_\_\_\_

Organization Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Organization: \_\_\_\_\_ 501 (c) 3, \_\_\_\_\_ 501 (c) 4, \_\_\_\_\_ Governmental Agency  
Other: \_\_\_\_\_

Date of Event: \_\_\_\_\_ City Facility Requested: \_\_\_\_\_

Name and Purpose of Event: \_\_\_\_\_

Is this activity an **annual** event or a **one time only** event? \_\_\_\_\_

I have read the Facility Rental Fee Waiver policy. I am applying for a fee waiver based on the belief that my organization qualifies under the following category: (Check One)

\_\_\_\_\_ I. Intergovernmental Cooperation

\_\_\_\_\_ II. Youth Sports Programs Open To All Rio Vista Youth

\_\_\_\_\_ III. City Sponsored or Co-Sponsored Program or Event

\_\_\_\_\_ IV. Financial Hardship/Non-Profit\*

\*Non-Profits requesting a rental fee waiver for financial hardship must complete and submit the following: 1) Organization Financial Statement 2) Event Financial Statement 3) Provide copy of the letter from the IRS proving non-profit status.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City of Rio Vista

**FEE WAIVER REQUEST  
ORGANIZATION FINANCIAL STATEMENT &  
EVENT FINANCIAL STATEMENT**

**Organization Name:** \_\_\_\_\_ **Tax ID #:** \_\_\_\_\_

**Organization Contact:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Organization's Fiscal Year Begins:** \_\_\_\_\_, 2010 and Ends \_\_\_\_\_, \_\_\_\_\_.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Total Amount Currently In Organization's Checking and Savings Account \$ \_\_\_\_\_

Total Amount Currently Invested In CD's, Other Investments \$ \_\_\_\_\_

**ANTICIPATED INCOME IN CURRENT FISCAL YEAR:**

Memberships and/or Dues	
Donations and/or Gifts	
Fundraisers	
Grants	
Interest Income	
Other:	
<b>TOTAL</b>	

**ANTICIPATED EXPENSES IN CURRENT FISCAL YEAR:**

Rent, Facility Expenses	
Office Supplies, Postage, Printing	
Other Supplies	
Advertising	
Activity Costs	
Other:	
Other:	
Other:	
<b>TOTAL</b>	

## EVENT FINANCIAL STATEMENT

**EVENT NAME:** \_\_\_\_\_

**EVENT DATE:** \_\_\_\_\_

### PROJECTED REVENUE

#### FROM THE EVENT:

Fundraising	
Donations	
Admission Fees, Ticket	
Advertising Revenue	
Raffle, Auctions	
Other:	
Other:	
<b>TOTAL</b>	

#### PROJECTED INCOME FROM THE EXPENSES:

Entertainment	
Advertising	
Rental Equipment	
Food or Catering Costs	
Refreshments	
Supplies	
Security Guards	
Insurance	
Printing	
Postage	
Decorations	
Other:	
Other:	
Other:	
<b>TOTAL</b>	

City of  
Shoreline, WA



## **CITY MANAGER'S POLICY – FEE REDUCTION OR WAIVERS**

On occasion, the City is asked by various groups to waive fees for special events. Fee waivers and reductions are granted by the City Manager on a case-by-case basis according to the eligibility outlined in the Shoreline Municipal Code. It is important to note that fee waivers or reductions do not eliminate the requirements to obtain a permit or meet the conditions of the permit. Depending upon the event and location, these requirements typically include liability insurance, traffic control, notification to affected parties, and event clean-up. For more information, contact the City Manager's Office at (206) 801-2214.

Eligibility for fee waivers or reductions largely depends on the event sponsor and the nature of the event. Events that provide a civic benefit to the entire City or a recognized neighborhood area, and are open to all City residents are best suited for obtaining a fee waiver. Events that are essentially small gatherings among neighbors, which are of little public benefit, are not suited for a fee waiver.

### **Examples of Special Events Well Suited to Receive a Fee Waiver or Reduction**

- A large street party that is hosted once a year by a recognized neighborhood association for the entire neighborhood as a "get to know you" event. Such an event would bring neighbors together to meet one another, establish friendships and develop a sense of community.
- A street parade sponsored by the School District such as a high school homecoming event. Such an event is sponsored by the School District and provides a benefit to the entire community to promote community pride and spirit, for both young and old.
- A neighborhood association hosted ice-cream social that takes place at a park picnic shelter or recreation room. Such an event would bring together neighbors to meet one another and establish friendships.

### **Examples of Special Events Not Well Suited to Receive a Fee Waiver or Reduction**

- A group of neighbors independently getting together to hold a Fourth of July party and closing off the street in front of their homes. Such an event is not well suited because it lacks a community-wide or neighborhood-wide civic purpose.
- A family that is hosting neighbors and family for a family event, such as a birthday, wedding or anniversary, and wants to block the street to allow a place for people to park and caterers to set up equipment. This is a private function that is not intended to be open to the public.

City of  
Monroe, MI

**RESOLUTION  
CITY OF MONROE  
SPECIAL EVENT FEE WAIVER POLICY**

WHEREAS, the City of Monroe desires to establish and maintain a policy whereby City Administration has standard guidelines for parties requesting the use and/or waiver of fees for City facilities, equipment, services or personnel.

NOW, THEREFORE BE IT RESOLVED, that the City of Monroe adopt the following guidelines whereby events will not be individually reviewed at the City Council level subsequent to adoption of this policy.

Application – Requests for City services or facilities are to be made on an application specific to this purpose at least **60** days prior to the event, whenever possible. The requestor will be required to provide within the application as much information as necessary to determine the eligibility for services and any potential reduction in fees. Examples of such information are; designation of a responsible individual, proof of organization tax status, proof of insurance, etc.

**FEE STRUCTURE**

- I. Private individuals or groups – Permit fees, rental fees, labor costs, contract services, insurance, deposits and any other related costs are the full and complete responsibility of the requesting party and as further detailed in Item II below.
- II. Charitable/Non-Profit groups, Civic/Community Groups – Permit fees and rental fees for City facilities and equipment will qualify for a 50% reduction in the customary charges. Personnel costs will be waived fully if the work can be performed during normal scheduled work hours. Overtime personnel costs will be charged at 50% of actual costs. Some form of security to pay these costs will be required, deposit or other acceptable proof of responsibility for payment, prior to the event (14 days). Costs for contractual services such as portable toilets, dumpsters, tents, chairs, etc. are the full responsibility of the requesting party. Depending on the type of needed contractual service, the applicant may be asked to arrange for the service, but if the City arranges for the service, payment must be made no later than 14 days prior to the event. Proof of insurance in an amount acceptable to the City Finance Director naming the City as additional insured will also be required.
- III. Governmental – If the requesting unit is one with which the City has an agreement or arrangement for mutual cooperation of service provision, there will be no charge for permits, rental of facilities or equipment. There

will be no charge for personnel if the costs are incurred during normal scheduled work hours. Any overtime personnel costs will be negotiated between the units prior to the event. Contractual service costs will be the responsibility of the requesting Governmental unit unless otherwise agreed to.

- IV. Community Events – Public Events such as the Memorial Day, Fair, High School Homecoming and Holiday parades, Fife and Drum Muster and Christmas Tree Lighting will be supported. Major events such as the Jazz Festival, Fourth of July Concert/Fireworks, Downtown Barbecue and Hoedown will have fees negotiated on a case by case basis with the City Manager given authority to make a final decision on fees and/or cost sharing.
- V. City Facilities – the City owns facilities such as the Arthur Lesow Community Center, Dorsch Library, Navarre Library, Multi-Sports Complex, Sawyer Homestead, and others. While the City typically allows other entities to operate these facilities for specified purposes under various types of agreements, any events held at these locations, including buildings, parking lots, and adjacent grounds, outside of their respective typical operations will be subject to this policy as appropriate depending on the type of event. This shall also apply to other entities owned in fee simple or held in public easement, such as all streets, alleys, Riverwalk, etc.
- VI. Fee Schedule – The Department of Public Services, in conjunction with the Recreation, Police, and Fire Departments as necessary, shall set a fee schedule, which shall be revised if necessary each year. The City Manager or his / her designee shall be given the authority to approve this fee schedule without further Council resolution.
- VII. Amendment – Any material amendments to this policy shall be made by City Council resolution, however, the City Manager shall reserve the right to alter minor provisions and requirements as necessary when necessary to protect the public health, safety, and welfare.

**CITY OF MONROE  
FEE SCHEDULE**

FACILITY/EQUIPMENT	RESIDENT FEE	NON RESIDENT FEE	CORPORATE, FESTIVAL NON PROFIT, ETC.
Munson Park Shelters	\$ 60.00	\$ 78.00	\$ 138.00
St. Mary's, Soldiers & Sailors Veteran's Park Shelters	\$ 45.00	\$ 60.00	\$ 105.00
Other Park Shelters	\$ 35.00	\$ 50.00	\$ 82.00
St. Mary's Bandshell	\$ 100.00	\$ 200.00	\$ 225.00
Bandshell Weekends	\$ 200.00	\$ 250.00	\$ 300.00
Portable Stage (does not include set up labor)	\$ 125.00	\$ 150.00	\$ 150.00
Ball diamonds (charge is per field)	\$ 100.00	\$ 100.00	\$ 100.00
Bleachers	\$ 75.00	\$ 75.00	\$ 75.00

\* Deposits and insurance requirements will be determined based on the size and type of event

\* Labor charges will be determined as required by the event and will range from \$35.00 - \$50.00 per hour depending on service required.

\* Other services, facilities or equipment not listed will have fees established by the City Manager at time of request.

City of  
Manitou Springs, CO

**City of Manitou Springs**  
**Fee Reduction, Waiver and Special Consideration Policy**

**GENERAL**

This policy establishes parameters for waiving fees for temporary use of City facilities.

**PURPOSE**

The purpose of this policy is to provide an equitable method for issuing fee waivers, in full or in part, for use of City facilities.

**RESPONSIBILITY**

Fee reduction, waiver and special consideration are determined by the City Administrator or Designee who shall ensure that department staff follow the procedures set forth in this policy.

**POLICY**

- Fee reductions and waivers are for facility permit fees only. Direct costs including but not limited to vehicles and staff time are not eligible for fee waiver or reduction under this policy.
- Fee Reduction. Not for profit organizations and non-profit entities that have a documented federal tax exempt status will qualify for a fifty percent (50%) reduction of the permit fee.
- Waiver. A total waiver of the permit fee will be made for any event pertaining to City business, general or municipal elections, or an event benefiting a City department, agency or facility.
- Special Consideration. Any applicant regardless of its for-profit status or tax exempt status may have its permit fee reduced, further reduced (beyond the fee reduction above), or waived if the said organization or entity provides an in-kind or other contribution of goods, services, or programs that will benefit the City of Manitou Springs or its residents. All proposed Special Consideration must be equal to or exceed the value of the reduced fee or provide a substantial but immeasurable benefit.
- Other Obligations. Any reduction in or waiver of Permit fees allowed above will not affect the obligation of a Permittee to comply with the remaining qualifications, restrictions and criteria of this policy or to pay other costs or to provide a security deposit or insurance as required by this policy or by ordinance. Liquor license fees will not be waived or reduced.
- Applicants that fail to abide by the policy and procedures set forth in this document will be ineligible to request future fee waiver and or fee reductions for a period of at least one year.

**PROCEDURE**

- Requests for a fee reduction, waiver or special consideration must be made in writing by using the attached application and must be submitted at least 30 days prior to the event, but not more than six months prior to the event. Requests made within less than 30 days of an event will not be considered.
- Scheduling and use of City facilities are subject to the availability of the requested facilities.
- Applicants are required to adhere to all applicable rules, regulations, laws, and ordinances of the City of Manitou Springs and other applicable governmental entities.
- Decisions made by staff can be appealed to the City Council.

# **City of Manitou Springs Event Sponsorship Policy**

## **GENERAL**

This policy establishes parameters for sponsoring special events through waiver of City direct costs and permit fees or through direct cash payment.

## **PURPOSE**

Council is regularly approached to sponsor events within the City. Sponsorship is an important part of meeting Councils' obligations to support and encourage economic development and tourism to the City and the region. This policy is designed to provide an equitable means for community organizations to access Council funds, to establish mutually beneficial partnerships between Council and the community, and to effectively control the manner in which the City provides event sponsorship to the community.

## **DEFINITION**

A "special event" is defined as any planned activity that requires use of public property which is not within the normal and ordinary use of the property or which, by nature of the activity, may have a greater impact on City services or resources, neighborhoods, businesses or the community as a whole than would have occurred had the activity not taken place, including, but not limited to, parades, gatherings, arts and crafts shows/fairs, festivals, and athletic events. The City Clerk or her designee shall determine whether or not an activity is considered a special event.

## **RESPONSIBILITY**

Sponsorship is determined directly by City Council at the time of request. The number of special events the City sponsors will depend on budget and operating impacts and will vary annually. All events must occur within the year they are budgeted to occur.

## **POLICY**

### **General Principles**

Eligible Events/Activities: Sponsorship is available to a variety of events including sporting, tourism, cultural, general and major community events.

Projects not funded:

- Individuals
- Activities primarily of a fundraising or charitable nature unless the funds directly benefit City of Manitou Springs facilities.
- Organizations or groups that are unincorporated.
- Private functions.
- Political parties, lobby groups or religious groups.
- Recipients of any other financial or other type of assistance from Council within the same calendar year.
- Organizations raising funds on behalf of another group which is a recipient of financial assistance from Council or is a federal or state government funded initiative.
- Organizations based outside the Manitou Springs city limits (unless the demonstrated benefits are primarily to the residents of Manitou Springs).
- Projects or organizations who have not satisfactorily fulfilled their obligations from previous Manitou Springs City Council sponsorships

### **Evaluation Criteria**

The following criteria must be addressed and will be taken into account by the Council in evaluating the priority of the application.

The event must:

- Raise the profile of Manitou Springs through prominent acknowledgement of its support and assistance.
- Create opportunities for local businesses.

Preference will be given to events that:

- Have a high number of expected attendees.
- Are compatible with Council priorities e.g. Rainbow Vision Plan, Climate Action Plan, etc.
- Benefit the residents of Manitou Springs.
- Involve more than one Manitou Springs community group.

### **Level of assistance available**

- The maximum level of sponsorship per event will be limited to \$1500 or 50% of total costs, whichever is less, subject to the availability of Council funds.
- Greater funding may be available if the significance or scale of the event warrants it, however additional conditions such as commercial advertising and promotion of the city and event will be required.
- Preference will be given to growing new and innovative events on a regular basis.

### **Acknowledgement**

All sponsorship recipients shall acknowledge City Council's contribution in all publicity relating to the events or activity. This includes logos and statements in all advertising and promotional material, media releases and in other promotional contexts. Promotional opportunities should be detailed in the event application. .

### **PROCEDURES**

Requests for sponsorship must be made in writing by using the attached application and delivered along with a copy of the organization's IRS 501(c) determination letter to the City Clerk at: **606 Manitou Avenue, Manitou Springs, CO 80829.**

Applications must be submitted at least 60 days prior to the event, but not more than six months prior to the event. Requests made within less than 60 days of an event will not be considered.

Applicants will be required to submit their organization's financial statements from the prior year and the proposed budget for the current year's event. Applicants sponsoring an event for the first time will only be required to submit the current year's proposed budget.

The City Clerk will forward the request to the appropriate departments to evaluate eligibility and estimate fees and then onto the City Council for action. Eligible applicants will be notified of fee estimates and the date for Council action.

Scheduling and use of City facilities are subject to the availability of the requested facilities. Co-sponsored events do not have preference over City programs and activities or previous commitments to third parties.

Decisions made by City Council cannot be appealed.

**CITY OF MANITOU SPRINGS**

**APPLICATION FOR SPECIAL EVENT FEE WAIVER, FEE REDUCTION OR EVENT SPONSORSHIP**

**IF REQUESTING EVENT SPONSORSHIP, REQUESTS MUST BE SUBMITTED AT LEAST 60 DAYS PRIOR, BUT NOT MORE THAN SIX MONTHS PRIOR, TO THE EVENT. APPLICANTS FOR EVENT SPONSORSHIP ARE REQUIRED TO SUBMIT THEIR ORGANIZATION'S FINANCIAL STATEMENTS FROM THE PRIOR YEAR AND THE PROPOSED BUDGET FOR THE CURRENT YEAR'S EVENT. IF REQUESTING A FEE WAIVER OR REDUCTION, REQUESTS MUST BE SUBMITTED AT LEAST 30 DAYS PRIOR, BUT NOT MORE THAN SIX MONTHS PRIOR, TO THE EVENT.**

**REQUESTS MADE WITHIN LESS TIME THAN REQUIRED WILL NOT BE CONSIDERED.**

<b>REQUESTING:</b>
FEE WAIVER _____ FEE REDUCTION _____ EVENT SPONSORSHIP _____
AMOUNT REQUESTED: \$ _____
<b>NOTE: FEE WAIVERS ARE MADE ONLY TO NOT FOR PROFIT ORGANIZATIONS AND NON-PROFIT ENTITIES THAT HAVE A DOCUMENTED FEDERAL TAX EXEMPT STATUS.</b>

<b>TYPE OF EVENT:</b>	
<b>DATE OF EVENT:</b>	<b>TIME OF ACTUAL EVENT:</b>
<b>LOCATION OF EVENT:</b>	

**DATE(S) AND TIME(S) FOR WHICH PERMISSION IS REQUESTED INCLUDING SETUP AND CLEANUP:**

<b>DATE:</b>	<b>FROM:</b>	<b>TO:</b>
<b>DATE:</b>	<b>FROM:</b>	<b>TO:</b>

**NAME OF ORGANIZATION:** \_\_\_\_\_

<b>ADDRESS:</b>	<b>TELEPHONE:</b>
<b>NAME OF PERSON RESPONSIBLE FOR EVENT:</b>	
<b>ADDRESS:</b>	<b>TELEPHONE:</b>

**ATTACH DOCUMENTATION SHOWING THAT ORGANIZATION HAS DOCUMENTED FEDERAL TAX EXEMPT STATUS AND SERVES THE CITIZENS OF MANITOU SPRINGS.**

<b>ESTIMATED NUMBER OF PARTICIPANTS:</b> _____
<b>ESTIMATED NUMBER OF SPECTATORS:</b> _____
<b>STARTING LOCATION:</b> _____
<b>FINISH LOCATION:</b> _____
<b>STAGING AREA:</b> _____
<b>PROPOSED ROUTE:</b> _____
_____
_____
<b>PLEASE MARK ROUTE ON ATTACHED MAP</b>

**CITY SERVICES REQUESTED: FEE REDUCTIONS AND WAIVERS ARE FOR FACILITY PERMIT FEES ONLY. DIRECT COSTS INCLUDING BUT NOT LIMITED TO VEHICLES AND STAFF TIME ARE NOT ELIBLE FOR FEE WAIVER OR REDUCTION.**

Traffic Control: \_\_\_\_\_ Fire EMS: \_\_\_\_\_ Street Sweeping: \_\_\_\_\_ Barricades: \_\_\_\_\_  
Other (Explain): \_\_\_\_\_

**WILL THERE BE ANIMALS OR VEHICLES IN THE EVENT? \_\_\_\_\_ IF YES, EXPLAIN INCLUDING HOW MANY: \_\_\_\_\_**

**ARE YOU REQUESTING RESERVED PARKING SPACES FOR THIS EVENT? \_\_\_\_\_ IF YES, SPECIFY NUMBER AND LOCATION: \_\_\_\_\_**

**WILL THERE BE ANY USE OF A CITY PARK? \_\_\_\_\_ IF SO, WHICH PARK AND EXPLAIN USE: \_\_\_\_\_**  
**IF YES, A PARK USE APPLICATION IS REQUIRED**

**HOW WILL YOU PROVIDE TRASH AND LITTER CONTROL FOR THE EVENT? \_\_\_\_\_**

**WILL PORTABLE RESTROOMS BE PROVIDED FOR THE EVENT? \_\_\_\_\_ IF YES, WHERE WILL THEY BE LOCATED? \_\_\_\_\_**

**WILL ANYTHING BE SOLD AT THE EVENT? \_\_\_\_\_ IF YES, EXPLAIN WHAT, WHERE AND BY WHOM: \_\_\_\_\_**  
**WILL THERE BE AN ADMISSION, ENTRANCE, PARTICIPANT OR USER FEE, A COVER CHARGE OR DOOR CHARGE FOR THE EVENT? \_\_\_\_\_**  
**IF YES, EXPLAIN: \_\_\_\_\_**

**EXPLAIN HOW IMPOSITION OF FEES WOULD CREATE FINANCIAL HARDSHIP ON THE ORGANIZATION OR WOULD HAVE A DETRIMENTAL EFFECT UPON THE SERVICES PROVIDED TO THE PUBLIC: \_\_\_\_\_**

**WILL PROMOTIONAL MATERIALS BE USED: Yes: \_\_\_\_\_ No: \_\_\_\_\_**  
**If yes, date approved by City Clerk: \_\_\_\_\_**

AT LEAST ONE WEEK PRIOR TO THE EVENT, APPLICANTS MUST SUBMIT TO THE CITY CLERK A CERTIFICATE OF INSURANCE COVERING THE EVENT AND NAMING THE CITY OF MANITOU SPRINGS, 606 MANITOU AVENUE, MANITOU SPRINGS, CO 80829 AS ADDITIONAL INSURED FOR THE EVENT DATES. THE CERTIFICATE OF INSURANCE SHALL HAVE GENERAL LIABILITY LIMITS OF NOT LESS THAN \$1,000,000 FOR GENERAL AGGREGATE AS WELL AS PERSONAL AND ADVERTISING INJURY, WITH A LIMIT NOT LESS THAN \$5,000 PER INDIVIDUAL FOR MEDICAL EXPENSES. FAILURE TO SUPPLY THE REQUIRED CERTIFICATE OF INSURANCE WILL RESULT IN A REVOCATION OF THE PERMIT OR REQUIRE THAT THE PERMIT NOT BE ISSUED. IN ADDITION, THE APPLICANT IS REQUIRED TO SIGN AN INDEMNITY AND WAIVER AS PART OF THE APPLICATION PROCESS.

**THE CITY WILL NOT WAIVE INSURANCE REQUIREMENTS**

**THE CITY CANNOT WAIVE EXCISE TAXES. THE AMOUNT OF EXCISE TAX REMITTED BY AN APPLICANT FOR A SPECIAL EVENT WHICH IS SUBJECT TO THE CITY'S EXCISE TAX SHALL BE DEDUCTED FROM ANY ASSESSED IMPACT FEES DUE TO THE CITY FOR THE SPECIAL EVENT.**

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

City of  
Newport, OR

**CITY OF NEWPORT  
SPECIAL EVENT PERMIT INFORMATION**

**WHAT IS A SPECIAL EVENT?**

A special event is any private activity conducted wholly or partly on public property that requires the use of city services, such as closure of a street or park, or provision of traffic control, use of city property, or other services. Special event includes, but is not limited to, a parade, festival, exposition, show, sale, party, or other similar activity. Special event also includes events on private or other public property for which the city provides additional services.

**WHAT IS A FEE WAIVER?**

A fee waiver is a waiver of city fees for providing a service or facility use.

**HOW ARE FEES DETERMINED?**

Special event permit fees are based on the actual costs of the city providing the service requested, and may include personnel, benefit costs, equipment costs, and published room rental rates. Applicants may request a full or partial fee waiver of special event permit fees. A request for a fee waiver must be submitted with a special event permit application. The city may, in its discretion, approve all, part, or none of a requested fee waiver. Unless waived, all fees required for the special event must be paid prior to the issuance of a permit. In no event, will the fee waiver be more than the city's cost of providing service to the event.

**CRITERIA CONSIDERED**

The city will consider the following when reviewing a special event fee waiver request:

1. Whether the event is a benefit to the community.
2. Whether the event creates positive publicity for the city.
3. The city's cost of providing services for/to the event.
4. Whether there are revenues that can be used to offset the impact of a fee waiver on the general fund.
5. Whether the event promotes education, public health, or public safety.
6. Whether the event is operated by a non-profit organization.

7. Whether the event has in the past, or is likely in the future, to take action that, if taken by a governmental entity, would be unconstitutional. The city will not provide a fee waiver for any special event or entity that takes action in regard to the special event that, if taken by the city, would be unconstitutional.

### **SPECIAL EVENT APPLICATIONS**

Anyone who wishes to conduct a special event must submit an application form to the city recorder. Special event application forms are available on the city's website at [www.thecityofnewport.net](http://www.thecityofnewport.net). Special event permit applications shall be reviewed and approved or denied administratively by the city manager following the procedures and standards of Chapter 9.80 of the Newport Municipal Code, unless the amount of the requested fee waiver is in excess of \$2,000, in which case, the application shall be forwarded to the City Council for action.

Applications will be deemed incomplete, and will be denied, if details about the special event are insufficient for staff to properly analyze and determine the impacts on city services, or if submitted with insufficient time to allow for city staff to evaluate the impacts and coordinate any city services required to allow the event to proceed. If the fee waiver is denied, and time permits, the applicant may correct the reasons for denial and resubmit the application.

Temporary structures may be erected in conjunction with a special event provided a temporary structure agreement is approved, and the following provisions are met:

1. The time limit for such structures is no longer than 30 days prior to and five days after the special event.
2. Permission for the structure is granted by the property owner.
3. A city business license is obtained.
4. The person or persons responsible for the temporary structure shall appropriately maintain the grounds and provide trash receptacles.
5. Sanitary facilities are made available to the site during the special event.
6. The structure does not interfere with the provision of parking for the permanent use on the site, or a traffic management plan is provided that is acceptable to the city.
7. The structure satisfies the vision clearance requirements of the Newport Zoning Code.
8. Written approval for the temporary structure is obtained from the city's Community Development Department.
9. The person or persons responsible for the temporary structure have signed the city agreement relating to the temporary structure.

Applications must include evidence of compliance with any required permits from other governmental agencies (e.g. health department, liquor license, etc.), as may be requested by the city.

Special event organizers may be required to maintain liability insurance for the event in an amount deemed acceptable by the city manager, with the city named as an additional insured.

Recipients of tourism promotion grants are ineligible for special event fee waivers.

If the special event application is approved and no fee waiver has been approved, the applicant will remit the appropriate fees to the city recorder.

Approved special event permits are valid only on the dates and times specified in the application.

Any event that is staged without complying with Chapter 9.80 of the Newport Municipal Code is subject to closure by the police department.

The city may revoke a permit if it is determined that the event is being operated in violation of Chapter 9.80 of the Newport Municipal Code.

The city may revoke a special event permit and/or apply a fine of up to \$500 daily if it determines that an applicant has violated the provisions of Chapter 9.80 of the Newport Municipal Code.

The Newport Municipal Code can be accessed on the city's website at [www.thecityofnewport.net](http://www.thecityofnewport.net); click on departments; then on city recorder; and then on Newport Municipal Code.

**SPECIAL EVENT PERMIT APPLICATION**

Submit to: City Recorder  
City of Newport  
169 SW Coast Highway  
Newport, Oregon 97365  
[p.hawker@thecityofnewport.net](mailto:p.hawker@thecityofnewport.net)  
541.574.0613

This application must be completed, signed, and submitted far enough in advance of the event to allow staff time to properly analyze and determine the impacts on city services. It is recommended that applications be submitted at least 60 days prior to the scheduled event. Late applications may be accepted, but the city cannot assure that late applications will be processed in time to issue the permit.

**Use Additional Sheets if Necessary**

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time(s): \_\_\_\_\_

Location: \_\_\_\_\_

Facilities to be used: Park \_\_\_\_\_

*(Be specific)* City Building: \_\_\_\_\_

Sidewalk: \_\_\_\_\_

Street: \_\_\_\_\_

Other City Property: \_\_\_\_\_

Private Property: \_\_\_\_\_

Set-up Dates and Start Times: \_\_\_\_\_

Take-down Dates and End Times: \_\_\_\_\_

Estimated Crowd Size: Participants (Including Vendors and Volunteers)  
\_\_\_\_\_

Spectators \_\_\_\_\_

Is this a New Event: \_\_\_\_\_ If not, Previous Dates/Years Held: \_\_\_\_\_

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact Person (must be authorized to sign for applicant): \_\_\_\_\_

Contact Person Address, Phone(s), E-Mail: \_\_\_\_\_

Applicant Status (Non-Profit/For Profit): \_\_\_\_\_

### DETAILED DESCRIPTION OF EVENT

Provide a detailed description of all activities associated with the event, including a detailed description of city services requested. In the description, state whether food, drink, and/or alcoholic beverages will be served. To the extent that the event involves use of parks, streets, or other city facilities, provide a description of how and when the facilities will be used and a diagram of the areas that the event will use. If applicable, provide a parking plan, security plan, medical assistance plan, letter control and disposal plan, and any other information that would be useful to the city. Use additional sheets as necessary to provide complete information.

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## **CHAPTER 9.80 SPECIAL EVENT PERMITS**

### **9.80.010 Special Event Definitions**

"Fee Waiver" is a waiver of city fees for providing a service or facility use.

"Special Event" is any private activity conducted wholly or partly on public property that requires the use of city services, such as closure of a street or park, or provision of traffic control, or other services. Special Event includes, but is not limited to, a parade, festival, exposition, show, sale, party, or other similar activity. Special Event also includes events on private or other public property for which the city provides additional services. Special Events does not include:

- A. Events held in the Performing Arts Center or the Visual Arts Center unless special services are requested of the city;
- B. Events conducted at city facilities including the swimming pool and recreation center unless a Fee Waiver is requested;
- C. The use of meeting rooms at any city facility unless a Fee Waiver is requested or the fee has otherwise been waived by city policy.

"Special Event Permit Fees" are based on the actual costs of the city providing the service requested, and may include personnel, benefit costs, equipment costs, and published room rental costs.

### **9.80.015 Special Event Fees and Waivers**

- A. Applicants may request a full or partial Fee Waiver of Special Event Permit Fees. A request for a Fee Waiver must be submitted with a Special Event permit application. The city may, in its discretion, approve all, part, or none of a Fee Waiver request. The following will be considered in the city's review of a request for a Fee Waiver:
  - 1. Whether the event is a benefit to the community.
  - 2. Whether the event creates positive publicity for the city.

3. The city's cost of providing services for/to the event.
  4. Whether there are revenues that can be used to offset the impact of a Fee Waiver on the general fund.
  5. Whether the event promotes education, public health, or public safety.
  6. Whether the event is operated by a non-profit organization.
  7. Whether the event has in the past or is likely in the future to take action that, if taken by a governmental entity, would be unconstitutional. The city will not provide a Fee Waiver for any Special Event or entity that takes action in regard to the Special Event that, if taken by the city, would be unconstitutional.
- B. Unless waived, all fees required for the Special Event must be paid prior to the issuance of a permit. In no event, will the Fee Waiver be more than the city's cost of providing service to the event.

#### **9.80.020 Special Event Applications**

- A. All persons who wish to conduct a Special Event must submit an application form to the city recorder. Special Event application forms are available on the city's website at [www.thecityofnewport.net](http://www.thecityofnewport.net). Special Event permit applications shall be reviewed and approved or denied administratively by the city manager following the procedures and standards of this chapter, unless the amount of the requested Fee Waiver is in excess of \$2,000, in which case the application shall be forwarded to the City Council for action.
- B. Applications will be deemed incomplete and will be denied if details about the Special Event are insufficient for staff to properly analyze and determine the impacts on city services, or if submitted with insufficient time to allow for city staff to evaluate the impacts and coordinate any city services required to allow the event to proceed.
- C. Temporary structures may be erected in conjunction with a Special Event provided the following are met:

1. The time limit for such structures is no longer than 30 days prior to and five (5) days after the Special Event.
  2. Permission for the structure is granted by the property owner.
  3. A city business license is obtained.
  4. The person or persons responsible for the temporary structure shall appropriately maintain the grounds and provide trash receptacles.
  5. Sanitary facilities are made available to the site during the Special Event.
  6. The structure does not interfere with the provision of parking for the permanent use on the site, or a traffic management plan is provided that is acceptable to the city.
  7. The structure satisfies the vision clearance requirements of the Zoning Code.
  8. Written approval for the temporary structure is obtained from the city's building official.
  9. The person or persons responsible for the temporary structure have signed the city agreement relating to the temporary structure.
- D. Applications must include evidence of compliance with any required permits from other governmental agencies (e.g., health department, liquor license, etc.), as may be requested by the city.
- E. Special Event organizers may be required to maintain liability insurance for the event in an amount deemed acceptable by the city manager, with the city named as an additional insured.
- F. Recipients of tourism promotion grants are ineligible for Special Event Fee Waivers.
- G. The city manager is delegated the authority to establish rules, procedures, and policies to implement and supplement this chapter and to develop application forms and other standard materials to be used in the application

process.

**9.80.022 Approval/Denial of Special Event Permit**

- A. The completed application will be reviewed by the department heads. The applicant may be required to provide additional information. Denied applications may be amended and resubmitted.
- B. Reasons for denial of a Special Event permit include, but are not limited to:
  - 1. The city lacks the resources to provide the services that are required for the event.
  - 2. A requested facility or site is not available at the time requested.
  - 3. The event requests use of city streets at a time, or for a duration, that would create too great an impact on the public transportation system.
  - 4. The applicant submitted false information in connection with the application.
  - 5. The applicant has failed to complete all aspects of the application.
- C. If the Special Event application is approved and no Fee Waiver has been approved, the city recorder will collect the appropriate fee and issue the permit. If the Special Event application is approved and a Fee Waiver has been approved in full, the city recorder will issue the permit.
- D. If denied, the city recorder will notify the applicant in writing and give the reason for denial. If time permits, the applicant may correct the reasons for denial and resubmit the application for approval. If an applicant is again denied a permit, the applicant may appeal the denial, within 14 days of the date of the written denial by filing a written notice of appeal with the city recorder. The appeal shall be heard at a regular City Council meeting at least seven days after the date the appeal is filed. The appeal shall be decided by the City Council and is final.

**9.80.032 Effectiveness of Special Event Permit**

Special Events shall be approved for only the specified dates, times, and locations stated in the permit.

**9.80.035 Violation of a Special Event Permit**

- A. Any event subject to the provisions of this chapter that is staged without complying with all conditions of this chapter shall be subject to closure by the police department.
- B. The city may revoke a permit if it is determined by the city manager that the event is being operated in violation of the Newport Municipal Code.
- C. The city may revoke a permit and/or apply a fine of up to \$500 per day if it determines an applicant has violated this chapter.

*(Ordinance No. 2000 repealed Ordinance No. 1948 and was adopted on March 15, 2010; effective April 14, 2010.)*

City of  
Deland, FL

**City of DeLand**  
**Special Event Permit Application**

Please print or type application. All sections must be completed for the application to be accepted. Any questions should be directed to the Special Event Office at the City of DeLand, at (386) 626-7000. Please return in person, fax: 386-626-7140 or email: [greboszm@deland.org](mailto:greboszm@deland.org).

**General Information**

**Applicant:** \_\_\_\_\_ Indiv.  Corp.  501c3

**Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Telephone:** Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Fax Number \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Date(s) Requested:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Brief Description of Event:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Event Timeframe(s)**

**Setup:** Date: \_\_\_\_\_ Start: \_\_\_\_\_ am/pm End: \_\_\_\_\_ am/pm

**Event Time:** Date: \_\_\_\_\_ Start: \_\_\_\_\_ am/pm End: \_\_\_\_\_ am/pm

*(Please note that actual event time is the time when your event is open to the public)*

**Cleanup:** Date: \_\_\_\_\_ Start: \_\_\_\_\_ am/pm End: \_\_\_\_\_ am/pm

**Rain date:** \_\_\_\_\_

Number of Expected Attendees/Participants: \_\_\_\_\_  
(Please note that city service levels are based heavily upon attendance levels)

Site plan attached? Yes  No

Is the event open to the public? Yes  No  Fee? \_\_\_\_\_

Have you held this event previously? Yes  No  If yes, list dates \_\_\_\_\_

Does this event differ? Yes  No  If yes, explain \_\_\_\_\_

**Entertainment:** Yes  No  If yes, see below

A complete detailed listing, including names, must be provided of all entertainment:

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A complete detailed listing of all games, rides and any contractors used for carnival games and/or rides:

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Will you be using a sound system? Yes  No  If yes, see below

Type of system and name of contractor, if applicable \_\_\_\_\_

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**Special Effects:** Yes  No  If yes, see below

Type of effects and name of contractor, if applicable \_\_\_\_\_

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Location of special effects: \_\_\_\_\_

**Parades:** Yes  No  If yes, see below

Who and how many will participate? This includes parade participants and spectators:

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Plan of route attached? Yes  No

**Run/5K/10K:** Yes  No  If yes, see below

How many will participate? : \_\_\_\_\_ Length: 5K/10K/Both/Other? \_\_\_\_\_

Only the following routes will be considered:

Route 1: Downtown Yes  No

Route 2: DeLand Airport Yes  No  Option 1:  Option2:

Route 3: Earl Brown Park Yes  No

Route 4: Sperling Sports Complex Yes  No

\*Special Exception Route: Yes  No

If special exception route, please describe route.

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*\*Please note that choosing routes 1-4, chances for approval are much greater than opting for the special exception route option due to safety and event impact concerns.*

\*\*\*Please see the description of the routes in the policy section for more details.

**Proposed Retail Sales:** Yes  No  If yes, see below

How many vendor locations do you plan to accommodate? \_\_\_\_\_

Type of vending (including number of each):

Clothing \_\_\_\_\_ \*\*Food/beverage \_\_\_\_\_ Jewelry \_\_\_\_\_ Misc. \_\_\_\_\_

If miscellaneous, please describe in detail: \_\_\_\_\_

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\*\* Please describe in detail all food vendors (If there is any onsite cooking, the DeLand Fire Department will need to be notified and may be required onsite during event):

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**Alcohol Beverages/Liquor Liability:** Yes  No  If yes, see below

Name of organization licensed to serve alcohol at this event: \_\_\_\_\_

*(Additional liability insurance may be required)*

Type of organization serving alcohol: \_\_\_\_\_

Do you require City documentation for license? Yes  No

**Promotion:**

At what level will the event be promoted? (For example, local, regional, national)

\_\_\_\_\_

What type of publicity will be used? \_\_\_\_\_

Telephone number to be released for public information: \_\_\_\_\_

**Signage:** Yes  No  If yes, see below

How many? What dimensions? What location(s)? \_\_\_\_\_

\_\_\_\_\_

*(Banners across Woodland Boulevard require scheduling through the City of DeLand, Public Works Department, (386) 626-7190)*

**Structures:** Yes  No  If yes, see below

Stages \_\_\_\_\_ Tents \_\_\_\_\_ Fences \_\_\_\_\_ Booths \_\_\_\_\_

Concession Stands \_\_\_\_\_ Miscellaneous \_\_\_\_\_

Describe in detail, including type and location \_\_\_\_\_

\_\_\_\_\_

*(Special building permits are required for certain temporary structures)*

**Available City Facility Assistance Services:**

*(All available city facility assistance may have additional costs associated with the service provided)*

Is electric going to be needed (if available)? Yes  No

Use of the city stage (if available)? (Addt. Fee) Yes  No

**Port-O-Lets:** Yes  No  If yes, see below

*(Rule of thumb is to have 1 port-o-let per 75-100 people, actual brick and mortar restroom room facilities can decrease the need for port-o-lets)*

How many port-o-lets will you be providing? (Indicate location(s) on site plan) \_\_\_\_\_

Name of the private port-o-let company you will be contracting with: \_\_\_\_\_  
(ADA requires one handicapped restroom in each group of restrooms)

**Sanitation Assistance:** Yes  No

How many waste receptacles (toters) do you request? (Addt. Fee) \_\_\_\_\_

Will you need city personnel to assist with clean up? (Addt. Fee) Yes  No

If **NO** how will you be handling garbage and or recycling? \_\_\_\_\_

*(Please note that upon post event inspection or complaint due to unsatisfactory post event clean up - the city will charge event organizer for the time it takes to resolve the clean up issue).*

**Traffic Alterations:** Yes  No  If yes, see below

Describe in detail, including request for road closures \_\_\_\_\_

*(Requests to close state roads require DOT permit, which needs to be approved by City of DeLand prior to application to DOT)*

**Parking:**

Will public parking areas, streets, sidewalks, etc. be restricted or obstructed?

Yes  No

Is the parking plan on event site map? Yes  No

Separate parking map from site map? Yes  No

Does your plan include on-site parking? Yes  No

Will you charge for the on-site parking? Yes  No

Does your plan include off-site parking? Yes  No

Will you charge for off-site parking? Yes  No

Will shuttles be used to transport? Yes  No

**Note on Parking:**  
Please attach parking map within or separate to the site map to show where attendee parking will be. There needs to be adequate parking for the event or the city has the right to deny the event.

**Americans With Disabilities Act:**

*ADA requires with accessibility guidelines as adopted by the State of Florida are now in effect. The following provisions are to be considered regarding ADA accessibility.*

ADA restroom facilities? (One handicapped for each group of port-o-lets) Yes  No

Handicap parking provisions? Yes, see site plan  No

Handicapped assistance? Yes, please describe  No

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**Security:**

*Note: Public property requires the use of the DeLand Police Department Officers during the event, at the promoter's expense unless otherwise noted by the City of DeLand.*

What are your plans for providing additional security? \_\_\_\_\_

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**Emergency Fire/Medical Services:**

*Note: Public property requires the use of the DeLand Fire/Rescue Department employees during the event, at the promoter's expense unless otherwise noted by the City of DeLand.*

What are your plans for providing additional Fire/EMS? \_\_\_\_\_

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\* Fire Truck requested at the event? (Addt. Fee) Yes  No

\* (if available and for show only)



## CITY OF DELAND SPECIAL EVENTS POLICY/PROCEDURE/DISCLOSURE

### I. PERMIT

#### *Criteria for Requesting a Permit*

Any event on City-owned or City-controlled property and rights of way will require a special event permit. Permits are issued on a first come, first served basis. A special event permit is required prior to conducting, and/or maintaining a community event in the City and the City will not incur any liability for expenses incurred for events that do not have a permit. Applications will be accepted no earlier than 364 days prior to and no later than 30 days prior to the special event. All events must be conducted in accordance with the laws, ordinances, resolutions, rules and regulations of the City and other governmental authorities having jurisdiction. The applicant will be responsible for filing separately for county, state and federal permits, if necessary.

#### *Qualifications of Applicants*

No person or affiliate of the person who is delinquent in payment of money due to the City from a prior event will be allowed to apply for an event permit until all delinquent sums are paid in full. Applicant must have properly filled out and submitted the special event application and all required additional paperwork within the time period stated in aforementioned paragraph. Whenever an applicant is found in default or has had a permit canceled by the City, the applicant shall be disqualified from applying for any future permit under this article for a period of time as determined by the City Manager.

### II. APPLICATION PROCESS

#### *Application Procedure for Events*

The person/organization requesting an event subject to a special event permit will be required to follow the following procedure:

1. Individual/Event Sponsor must submit an application on a form provided by the City and include a detailed site plan no earlier than 364 days prior to and no later than 30 days prior to event if applicable.
  - The Special Event Office will process the application in an appropriate timely manner from date of receipt. The review process when initiated, can take two to four weeks to complete depending on event complexities.
2. Pay a refundable Trash Bond (if applicable) prior to the event date.
3. Provide proof of liability insurance coverage/certificate of insurance must be submitted to the Special Event Office 3 business days prior to the event unless otherwise noted by the City Manager or the designated City official.

4. City cost adjustment to include other services such as police, fire or other city staff time will be made and any monies to be refunded by the City or any monies due by the sponsor to the City will be paid in full within 30 days following the event.
5. Event sponsor(s) shall confer with the Special Event Office 3 business days prior to the event to ensure that arrangements for City services have been made at that point the permit will be drafted and sent to the event organizer within 24 hours.

***Special Event Resource Fee***

Each event that requires City services will be required to pay a special event resource fee. If the event takes place on a main thoroughfare (Woodland Boulevard or New York Avenue) the fee is \$200.00; if the event takes place on a side street the fee is \$100.00. The special events resource fee applies to all events and cannot be waived. The fee is needed to replenish equipment that supports events.

***Fees***

- Police: \$40.00 per hour\*\*
- Fire: \$40.00 per hour\*\*
- Special Event Team: \$30.00 per hour\*\*
- Public Works: \$30.00 per hour \*\*
- Public Works Toter Clean Up: \$30 per 10 toters
- Parks and Recreation: \$30.00 per hour\*\*
- Airport Personnel: \$30.00 per hour\*\*
- Airport Site Fee: \$300.00 per day

\*\*Fees have a two hour minimum

***Other Fees***

- Police Alumni: \$10.00 per hour, please contact the Police Special Operations Unit at 386-626-7435 to make arrangements
- Police Explorers: donation requested, please contact Officer Hancock at 386-626-7467 to make arrangements

*Note: Additional fees for services may be required depending on event request(s). All fees will be billed after the event unless otherwise noted.*

***Events Where City Costs are Waived***

The City Commission shall annually approve a list of events for which the costs of City employee overtime are waived. To be considered for the waiver the event must be not for profit, community based, hosted by a non-profit organization, and the event must be free and open to the public, appeal to the broadest segment of the community or demonstrate a benefit to a particular neighborhood in a redevelopment area of the City. This waiver of overtime does not include other charges or fees set forth by the ordinances of DeLand.

### **III. GUIDELINES**

#### ***Road Closure Requests***

Street/rights-of-way closures are subject to the approval of the Special Events Office. State controlled roadways require additional approval from the Florida Department of Transportation.

Access to and from private residences must be allowed. Event Sponsors are required to notify those affected 15 days prior to the events which may impede vehicular traffic to and from private residences and businesses. All community events to include, but not limited to parades and festivals, which require State Road 17-92 (Woodland Boulevard) and State Road 44 (New York Avenue) to be closed require DOT approval.

#### ***Run Routes - 5k/10K***

Due to the demand run routes place on city event personnel and city residents/businesses, two options for runs in the public right of way are available as well as two options utilizing non-right of way city property. Each route will require different levels of city services in order to create a safe event environment. If the *other* route option is selected, it will be reviewed by city staff and highly scrutinized for resource availability, event impact to area and participant safety concerns.

Run routes in the public right of way are controlled courses and not completely closed courses. Residential and commercial traffic may enter the course route at the time of the event.

#### **Route 1: Downtown**

5K/10K: West Indiana Avenue to North Woodland Boulevard to East Michigan Avenue to North Amelia Avenue to Bert Fish Avenue to East Pennsylvania Avenue crossing over Woodland Boulevard to West Pennsylvania Avenue to North Adelle Avenue to West Florence Avenue to North Orange to West Minnesota Avenue Avenue to North Florida Avenue and back to West Indiana Avenue

#### **Route 2: DeLand Airport**

##### *Option 1:*

5K Flightline Boulevard to Biscayne Boulevard to North Industrial Drive to Edison Drive to Summerhill Drive to North Industrial Drive to Biscayne Boulevard to Flightline Boulevard  
10K: Flightline Boulevard to Biscayne Boulevard to North Industrial Drive to Edison Drive to Summerhill Drive to North Industrial Drive to West Industrial Drive to North West Access Road turning around at the Cul-de-sac coming back down North West Access Road to West Industrial Drive to North Industrial Drive to Summerhill Drive to Edison Drive to North Industrial Drive to Biscayne Boulevard to Flightline Boulevard

##### *Option 2:*

5K/10K North Industrial Drive to West Industrial Drive looping back to North Industrial Drive

#### **Route 3: Earl Brown Park**

5K/10K: Trail around complex is 1 mile long

#### **Route 4: Sperling Sports Complex**

5k/10K: Twice and the trail around outer edge of complex and once around outfield fences is approximately 3.1 miles long

Route maps are available in the Special Event's Office upon request.

### ***Event Security***

In certain cases security in the form of police presence may be required at the discretion of the Chief of Police. These requirements are based upon the event's impact on public safety based upon, but not limited to type of event, street closures, traffic direction, and the expected attendance of people. Police security will be assigned on a first come first serve basis. Personnel limitations may require the special event application to be denied.

Community events opened to the public and held on private property which require a special event application shall be reviewed for their potential impact to public safety. Upon the recommendation of the Chief of Police these events may be required to employ police officers and/or licensed private security companies to work the event.

### ***City Services***

The City will review the application and work with City Departments and the applicant to determine what City Services are needed. The cost of providing City Services will be the responsibility of the applicant, unless the City agrees to cover all or part of said services.

### ***Concessions and Vending***

It is the City's policy to allow sale of food and beverages on City-owned property during community events, unless an exclusive concession contract has been agreed upon by the City at that time. Community event sponsors must provide the City the number of and type of food and beverage vendors to be provided during an event.

### ***Alcohol Consumption***

The City Commission may issue a temporary permit to allow the carrying of or consumption from open containers of alcoholic beverages (beer and wine only) during events on City-owned property under the following conditions:

1. The event sponsor supplies the Special Event Office with proof of liquor liability insurance acceptable to the Risk Manager.
2. The permit cannot exceed 12 hours per day in duration.
3. No alcoholic beverages may be carried or contained in a glass container.
4. Locations within the boundaries of the special event must be shown on the events site plan.
5. Event sponsors shall be responsible for staffing and maintaining areas designated for alcoholic sales in conformance with State and City laws regarding such activity.
6. Event sponsors are responsible for enforcing City rules and regulations as well as any applicable state laws governing alcohol sales and consumption.
7. Issuance of a permit by the City of DeLand does not relieve the permit holder of the obligation to comply with all applicable state liquor laws and, to the extent that any permit is inconsistent with state liquor laws or other lawful regulations, the permit shall be deemed void to the extent it conflicts with such laws or regulations.

### ***Standards for Issuance***

The Special Events Office, upon review from the City Department Heads, may issue a permit required under this division if it is determined that the following criteria have been met.

1. The preparation for or the conduct of the proposed use, event, or activity will not adversely affect the City's ability to perform municipal functions or furnish City services in the vicinity of the permit area.
2. The proposed use, event, or activity is compatible with the surrounding area in consideration of anticipated noise, crowd and parking capacity, taking into account multiple impacts.
3. The proposed event is not aimed at inciting or producing imminent lawless action and is not likely to incite or produce such action.
4. City resources necessary to support the proposed activity are reasonably available.

### ***Approval Process***

The event permit shall only be issued for the event dates requested. If an act of nature causes the cancellation of an event, the City will work with the event sponsors to approve a new date as requested. If the event is cancelled due to event sponsor (other than an act of nature) within 24 hours or less from the event start time, the event sponsor will be charged for all overtime hours scheduled for the event. No revisions or adjustments to the final approved permit or related items may be made without prior written notification to and written approval from the Special Event Office or from the City Manager.

The event permit shall only be issued to the person, organization or business whose name appears on the special event application. No permit shall be issued to a person, organization or business who has attached a secondary event to the primary application without prior approval from the original requestor. All secondary special event requests shall be in writing following the same guidelines as stated in this article prior to the Special Events Office's approval.

### ***Default***

An event sponsor shall be in default of the event permit if:

1. The applicant supplies false or misleading information.
2. The applicant fails to complete the application or to supply other required information or documents by the time required.
3. The applicant demonstrates an inability to comply with terms or conditions contained in the proposed permit.
4. The event sponsor should dissolve or cease doing business as a going concern or become insolvent or bankrupt.
5. The event sponsor breaches any provisions of the event permit or of any rules and regulations required by the City.
6. The event sponsor violates any applicable laws or ordinances during the event sponsors use of the property.

Whenever an event sponsor is found in default or has had a permit canceled by the City, the sponsor shall be disqualified from applying for any future permit under this article for a period of time as determined by the City Manager.

### ***Insurance***

The applicant will provide an insurance certificate to the City of DeLand – 120 S. Florida Avenue, DeLand, Florida 32720, naming the City of DeLand as additional insured in the amount not less than \$500,000 for death to or injury to any one person, \$1,000,000 aggregate for any one occurrence for death and bodily injury, and \$500,000 for damage to any property. Or a combined single limit of \$1,000,000 for any claim injury or property. All such insurance shall cover complete contractual liability, bodily injury and property damage liability. If the applicant uses or stores any hazardous or toxic substances on the requested site within the meaning of the Environmental Statutes, the insurance shall cover loss or damage resulting from improper storage, handling or disposal of any such hazardous or toxic substances. The certificate shall provide at least 10 days advance written notice of cancellation or change of coverage to the City of DeLand.

### ***Cancellation***

The City may cancel any grant of space to the event sponsor(s) if use of the property shall in any way conflict with federal, state, or local laws; if the event sponsor is in default, or if there is a lack of City resources. All notices required or permitted under the event permitting process shall be given personally, by email, or by certified mail, with return receipt, postage paid, addressed to the event sponsor at the address provided on the event permit application or at such address as the sponsor may supply to the City in written notification.

Any ruling or canceling of an event's permit or finding the event sponsor in default may be appealed by submitting an appeal to the City Manager in writing within three days of such ruling. The City Manager shall hear or schedule the appeal application under the standards set forth in this article to the City Commission that will reverse, modify, or sustain the Special Event Office's decision. The decision of the Manager and/or City Commission shall be final administrative action. However, in any event such decision shall be at the sole discretion of the City. In such cases, the event sponsor's only legal remedy shall be for a refund of the rental fees.

If an act of nature causes the cancellation of an event, the City will work with the event sponsors to approve a new date as requested. If the event is cancelled due to event sponsor cancellation (other than an act of nature) within 24 hours or less from the event start time, the event sponsor will be charged for all overtime hours scheduled for the event.

## **IV. CONTROL OF PROPERTY; RIGHT OF ENTRY; SUBLETTING**

City-owned or City-controlled facilities and property including keys thereto, shall be at all times under the control of the City Manager or designee, and City staff acting in an official capacity shall have the right to enter all space occupied by the event organizer, except personal vehicles, property and equipment, at all times during the period covered by the event permit.

The event organizer shall not assign or sublet to others the space covered by the event permit without express written consent of the Special Event Office.

**V. VIOLATIONS AND REMEDIES**

If a permittee or the permittee’s agent or employee violates the terms of the agreement or requirements set forth by public safety by which the permit is granted, any City ordinance, or any law of the state or United States or knowingly allows those terms or law to be violated, such violation shall constitute a violation of the permit conditions or other laws.

The event organizer and the agents and employees of the organizer shall immediately cease all activities on City property upon notification that the event is being conducted in violation of this article. If the organizer or his agents fail or refuse to cease operations after notification, the City may, in addition to any other remedies provided in this article, provide for immediate closure and cessation of the event.

**INDEMNIFICATION & HOLD HARMLESS AGREEMENT**

The City reserves the right to cancel permits at any time with cause. The applicant, by signing below, hereby agrees to indemnify and hold harmless the City of DeLand if this permit is revoked. Further, the City of DeLand will not be responsible for any cost associated with the revocation of the permit.

The applicant shall defend, indemnify and hold harmless the City of DeLand from and against any and all liability, losses, damages, claims, demands, expenses, fees, fines, penalties, suits, proceedings, actions and cost of actions, (including attorney’s fees), of whatsoever kind or nature arising out of or in any way related to the use, occupancy, management or control of the site, or arising out of the event permitted by the City, any act or omission of the applicant or its agents, servants, employees, independent contractors, customers, patrons or invitees whether on the site or elsewhere.

The City of DeLand shall not be liable to the applicant or its agents, representatives, invitees or employees, or any other person for any injury to or death of any of them, or for any damages to any of the applicants property or loss of revenue, caused by any third persons, whether the injury, death or damage is due to negligence or not.

I/We the applicant(s) hereby acknowledge that I/We have read the above policy and procedure for a Special Event Permit within the City of DeLand. I/We the applicant(s) further agree to reimburse the City for the cost of City Services incurred as a result of this event to include: Police, Fire, Airport, Parks and Recreation, Public Works and Lease of public property. I/we the applicant(s) hereby agree that all the information provided in this application is true and correct and further agree to the indemnification and hold harmless agreement outlined above.

**Signature:**

I understand this is an application only and does not obligate the City of DeLand to reserve any facility or approve an event.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Title of Applicant/Affiliation** \_\_\_\_\_

**Approved By:** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Michael Grebosz, Assistant to the City Manager**  
**City of DeLand**

City of  
Largo, FL



Application Time Line

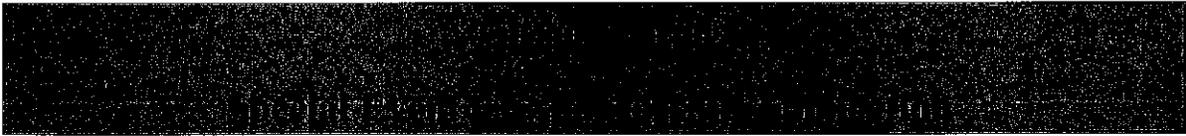
1. Applications for event co-sponsorship:
  - A. Applications will be accepted until **April 8, 2011**. In special circumstances applications will be accepted at other times during the year for first time applicants.
  - B. The co-sponsorship review committee shall review all applications and recommend a prioritized list of co-sponsored events to the City Commission.
  - C. The recommendations shall be based on overall value to the community. Refer to "Applicant Merit Considerations" for additional information.
2. Co-sponsorship is approved on a year-to-year basis. Applicants must reapply annually.
3. The event must occur between October 2011-September 2012.

Applicant Merit Considerations

Applicants must provide proof of the following:

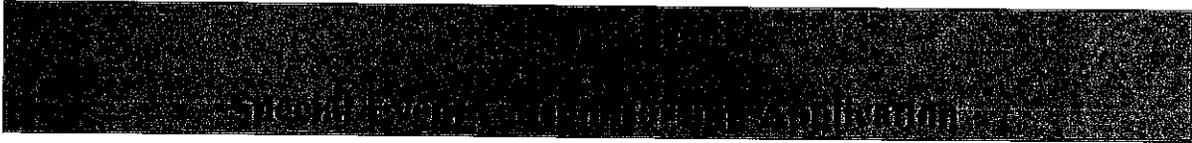
1. Applicant has the experience, resources and capability to successfully conduct this event (other than support requested from the City).
2. There are positive benefits to the City of Largo and economic impact for Largo businesses. Preference will be given to Largo based organizations and/or non-profit organizations.
3. The uniqueness of the event and how this benefits the citizens of Largo.
4. There are no similar events conflicting or competing for venue, participants, or spectators within a reasonable time frame or local area.
5. The promoter/organization has an effective plan to advertise, market, or otherwise promote the event.
6. There are no unresolved legal issues with the proposed event or organization.
7. The event is not politically motivated or sensitive.

*Please be advised that this application gives the committee an idea of what you are looking for. It does not commit you or the City of Largo to provide any of the enclosed services or materials. Please feel free to mark down all equipment, staff, etc. you anticipate requiring for your event.*



Applicant Information

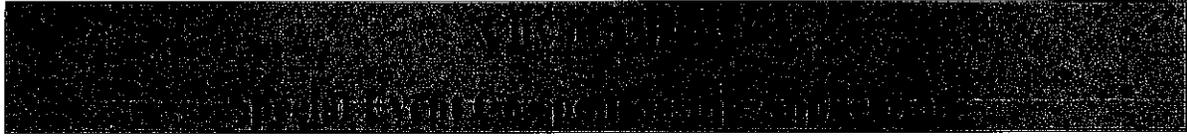
Name of Organization:		
Address:		
City:	State:	Zip:
Telephone:	Fax:	E-mail:
Authorized contact(s) (name & title):		
Primary Contact (& phone number if different from above): _____		
Secondary Contact: _____		
Brief Description of Organization's Purpose/Function:		
Is the organization non-profit?(please attach documentation to prove this)    YES    NO		
Does your group presently have liability insurance?    YES    NO		
<i>\$1,000,000 coverage will be required naming the City of Largo as an additional insured. This MUST be provided 28 days before the event. Please provide copy of your present blanket coverage if available.</i>		
Are there any other Community Events this organization participates in regularly?		



Event Information

Date of Application:	Name of Event:
Date(s) of Event:	Hours of Event:
Proposed Location of Event: ( <i>Largo Central Park or Ulmer Park</i> )	
Set-up/Break Down Days/Times:	
Expected Participant Attendance:	Expected Number of Vendors:
Types of Vendors:	
Target Audience:	
Description of Event:	
Possible Sponsors:	
Activities offered at the event:	

**\*Please note approval from the City of Largo must be obtained for each food and activity vendor scheduled to be at the event. A Certificate of Insurance with endorsement page will be required from each vendor listing the City of Largo as an additional insured for a minimum of \$1,000,000.**



Event Equipment/Staff Request

*List below the equipment and quantity needed for your event. Please refer to the enclosed fee ordinance for discounts available on equipment rental:*

<b>Equipment</b>	<b>YES</b>	<b>NO</b>	<b># Needed</b>
8 Foot Tables			
Tables Set Up By City Staff			
Chairs			
Chairs Set Up By City Staff			
10x10 Tents			
20 x 40 Tents			
Concession/Ticket Wagon			
Grill			
Large Shelters			
Small Shelters			
Park Electricity			
Other Needs:			

Please Note:

Every event, regardless of size, will be required to have a minimum of one staff member present from one hour prior to the event to one hour after the event at the rate listed in the enclosed fee ordinance.

- Depending on the size of the event and at the discretion of the Special Event Police Sergeant, police services and/or crossing guard services may be required for parking and crowd control (all events with alcohol present will require a minimum of two officers) at the rate listed in the enclosed fee ordinance.
- Depending on other events occurring at Largo Central Park , Largo Cultural Center and the Largo Library at the time of your scheduled event, shuttle services by an outside organization may be required to shuttle participants from an off site parking location. In this case, it will be responsibility of the participating organization to contract a company with the assistance of the Special Events Division.



City Participation Requests  
*Attach additional sheets if desired*

Why do you want the City to co-sponsor this event?		
What are the benefits of co-sponsorship to the City of Largo?		
State purpose/need of event for the community:		
What, if any, charities will benefit? If none, where do proceeds go?		
Are there plans to sell beer or wine? <i>If an organization requests to sell alcohol at their event this must be approved seperately from the event approval.</i>	YES	NO
Will there be an admission charge?	YES	NO
Has your organization received/applied for any financial assistance from the City currently, or in the past?	YES	NO
Will you need use of the Parkview Room, Tonne Playhouse or Feed Store? <i>A discounted fee will be negotioated for use of these locations.</i>	YES	NO

*Please attach a copy of the marketing plan for your event, and a complete financial report from last year's event (or a projected financial report if this is a first time event).  
Also attach any other pertinent information to this application which will help substantiate your need for city co-sponsorship.*

**FY 2012 CoSponsored Event Rates**  
**LARGO CENTRAL PARK ~ (101 CENTRAL PARK DRIVE)**

Taxable Items	
*Park Rental fee	WAIVED
*Dumpsters	\$75.00 each x ____ dumpster
*Showmobile	Rental fee waived. Set up & delivery fee still applies.
*Showmobile Extensions	\$250.00
*Tables	\$5.00 each, \$1.00 each add'l day x ____ tables
*Chairs	\$.75 each, \$.25 add'l day x ____ chairs
*Small Tents (10x10)	\$50.00 each per event x ____ 10x10 Tent(s)
*Large Tents (20x40)	\$250.00 each per event x ____ 20x40 Tent(s)
*Concession or Ticket Wagon automatic \$50.00 damage deposit	\$50.00/day x ____ days of event
*Event Fencing	\$5.00/panel of fencing x ____ days of event
*Shelter Usage:	_____
*Grill	\$25.00/day x ____ of days of event
Utilities (no tax)	\$18.00/hour x ____ hours of event
Event Staff (1 event + 1 parks per 750 People)	\$17.00/hour x ____ hours of event
Park Cleaning Fee	22/hour x ____ staff
Showmobile Set Up and Delivery	\$35.00 x ____ hours
Table Set-up/Breakdown Fee	\$20.00 per 20 tables
Chair Set-up/Breakdown Fee	\$20.00 per 100 chairs
Concession Wagon Delivery	\$25.00
Staff Hours to set up fencing	\$18.00 x ____ hours
*Application fee	WAIVED
Non-Taxable Items	
Damage Deposit	\$50-\$500 (refundable)

**City of Largo**  
**Special Event Sponsorship Application**

**FY2012 CoSponsored Event Rates**  
**ULMER PARK ~ (301 WEST BAY DRIVE)**

<b>Taxable Items</b>	
*Application Fee	WAIVED
*Gazebo Park Rentals	WAIVED
*Tables	\$5.00 each, \$1.00 each add'l day x ___ tables
*Chairs	\$.75 each, \$.25 add'l day x ___ chairs
*Small Tents (10x10)	\$50.00 each per event x ___ 10x10 Tent(s)
*Grill	\$25.00 per day
*Dumpsters	\$75.00 each x ___ dumpster
*Table Set-up/Breakdown Fee	\$20.00 per 20 tables
*Chair Set-up/Breakdown Fee	\$20.00 per 100 chairs
*Parks/Events Staff	\$17.00/hour per staff
*Park Cleaning Fee	\$22/hour x ___ staff
*Delivery	\$25.00
<b>Non-Taxable Items</b>	
Refundable Damage Deposit:	\$50-\$500