SPECIAL EVENTS POLICIES

City of Jacksonville Beach
Parks & Recreation
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I. INTRODUCTION AND SCOPE OF THIS DOCUMENT

The purpose of this document is to outline the policies and procedures required to hold a festival or special event on City property. For the purposes of this document, the following definitions will apply:

A. A Special Event is defined as any meeting, activity, gathering or group of persons, animals or vehicles, or combination thereof, having a common purpose, design or goal, upon any public facility, street, sidewalk, alley, park, parking lot or other public place. The term “special event” shall not include a neighborhood block party, social, recreational gathering, or any other type of assemblage. PLEASE NOTE THE CITY WILL NOT APPROVE AN OUTSIDE SPONSORED SPECIAL EVENT OR FESTIVAL ON A HOLIDAY WEEKEND. THE CITY COUNCIL WILL DETERMINE IF A JULY 4TH EVENT IS SCHEDULED;

B. The Special Events Committee is a committee appointed by the City Manager, and is presently composed of the Director of Parks and Recreation as Chairperson, Police, Fire, Public Works, and Ocean Rescue or their designees.

The Special Events Committee is designated by the City Manager with the responsibility for reviewing and approving an application to conduct a special event within the City;

C. A Special Event Permit is a permit that is issued after all requirements are met by the requesting organization and all advance fees are paid. The permit will cover the event organizer/producer and their selected vendors. A Special Event Permit must be issued for each event. Additional permits and licenses may be required for tents, alcohol, outside vendors, signs, electrical, and miscellaneous construction. No person shall engage in, participate in, aid, form or start any special event unless a Special Event Permit has been obtained from the Special Events Committee;

D. A Festival, as defined in this document, is an event which is held at the Sea Walk Pavilion and/or Latham Plaza, is more than six (6) hours in duration, and includes alcohol consumption and/or sales;

E. An Organizer or Producer, as defined in this document, is the person(s) who is financially responsible for all fees, deposits, damages due to or caused by an event held in Jacksonville Beach. This person(s) has authority to make decisions regarding the event, including cancellation of the event due to weather conditions or other reasons; and

F. Surf Contests and Beach/Ocean Activities must take place a minimum of 300’ feet from the pier.
II. PROCEDURE FOR SCHEDULING A FESTIVAL OR SPECIAL EVENT

Scheduling a festival or special event is determined by two factors: 1) The availability of City facilities on a specific date(s) each calendar year; and, 2) Approval of a Special Event Application. The following outlines the conditions for availability and approval.

A. Approval of Application

Organizers/producers will make initial contact with the Parks & Recreation Department to determine the availability of the date(s) and site(s) for their proposed event. If available, the City will tentatively reserve the date(s) and facility(ies) until receipt of an application.

1. Availability of City Facilities

a. The use of City facilities is reserved on a “first-come, first-served” basis. First priority is given to City-produced events, City-contracted events, and annual events which have taken place for two (2) consecutive years.

b. Only one festival may be scheduled in any one month. All festivals must end at 10:00 P.M. This item is effective January 1, 2003.

c. Only one special event per weekend, unless prior approval by the Parks & Recreation Director.

d. The length of a festival is limited to one day. The only exceptions to the one-day limit are Springing the Blues and Sea & Sky Spectacular which are three days. Other exceptions are festivals that are scheduled for October, November, December, January, and February, which may not exceed 20 hours. In years that the City of Jacksonville Beach hosts the Sea & Sky Spectacular, one additional festival may be held in the same month.

e. The length of a special event is limited to two consecutive days.

f. Festivals may be held during the hours from 12:00 P.M. (noon) until 10:00 P.M., and sound levels must conform to the City’s noise ordinance.

g. No public events will be considered that have paid admission. Admission fees for preferred or priority seating is allowed as long as at least one-half of the event area is open and free to the general public without charge.

h. The reservation date will be confirmed after a completed Special Event Application has been received and approved by the City.

i. The City reserves the right to further limit the number of events during each calendar year based on the physical limitations of the facilities, the general wear and tear of special events on City facilities and landscaping, and on the availability of City personnel to provide services.

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2. Application Submission and Review
   a. The requesting organization must email a detailed description of the proposed event to the Parks & Recreation Department for review.
   b. Upon receipt of the email, a representative from the Parks & Recreation Department will review the request, make an initial evaluation based on the information provided, and, if required, will contact the requestor for additional information.
   c. If the venue is available, then the requestor will be instructed to submit an application to the Parks & Recreation Department. Upon receipt of the application, the festival or special event will be tentatively added to the special events calendar.
   d. A completed application for a Special Event Permit must be received no later than 60 days before the date of the event.
   e. Because of the time and personnel requirements placed on the City to support such events, no application for a Special Event Permit can be processed unless this 60-day lead time is provided.
   f. Returning event organizer/producer must contact the Parks & Recreation Department with requested dates for their special event or festival and for an application.

3. Special Events Committee Meeting
   a. A Special Events Committee meeting is required for all festivals and includes City staff and representatives from the requesting organization. Depending on the size and scope of a first-time special event, a Special Events Committee meeting may be required.
   b. The purpose of the meeting will be to review the details of the festival or special event, address concerns of City departments, and determine the specific requirements necessary to secure a permit. Fees or charges for City services will be identified as well as any additional permits and licenses that may be required for tents, alcohol, outside vendors, signs, electrical and miscellaneous construction.
   c. The organizer/producer and decision makers must attend any Special Events Committee meetings held for their particular event.

4. Issuance of a Festival or Special Event Permit
   a. To secure a Special Event Permit, the event organizer/producer must meet all stipulations and any requirements determined in the Special Events Committee meeting and is responsible for obtaining all required permits and licenses.
b. The event organizer/producer must submit a copy of all required permits, temporary licenses, insurance certificates, and payment of advance fees to the Special Events Chairman not less than 30 working days before the date of the event. Should the event producer/organizer fail to submit all required permits, temporary licenses, insurance certificates, and payment of advance fees not later than 30 days before the date of the event, the security deposit refund will be forfeited.

c. All organizer/producer(s) and decision makers must attend any Special Events Committee meetings held for their particular event.

5. Non-Issuance or Revocation of a Permit

a. An event permit may not be issued should the event organizer/producer fail to meet requirements stipulated in the Special Events Policies and Guidelines (e.g., permits, notifications, insurance, etc.).

b. An issued event permit may be revoked by the City Manager, or his/her designated representative if conditions during the event’s set-up or during the event result in safety hazards or citations or from continued failure by the organizer/producer or their vendors or providers to correct conditions identified by City representatives. Use of profanity is not permitted.

c. City representatives include Parks and Recreation, Public Works, Fire, Police, Ocean Rescue and City Special Events Chairman and have the authority to require the organizer/producer to make adjustments as required during the festival or special event to meet circumstances or to address issues which affect the site, safety of the crowd, safety and sanitation conditions, or crowd control.

6. Cancellation of an Event

Reasons for cancellation of a festival or special event by the City of Jacksonville Beach include:

a. Continued failure to correct conditions identified by City representatives;

b. Weather conditions that would endanger participants during the event;

(1) The organizer/producer and designated City representatives will determine cancellation of an event due to weather conditions.

(2) Should event personnel, including paid security and police officers, be released due to weather conditions, the event is considered cancelled.

c. City emergencies that require essential City event personnel or require evacuation of the festival or downtown area, or endanger the community.
B. **Denial of Special Event Request**

The Special Events Committee may reject an application for the following reasons:

1. The proposed event would negatively impact the festival area landscaping grounds;

2. The proposed event planned would produce unsanitary conditions or harm the environment;

3. The proposed event is of such size and scope to potentially surpass the City’s ability to provide services or its ability to ensure the safety of the public or property of the community; or

4. The proposed event was not in compliance with the City’s Special Event Policies and procedures or Special Event Permit requirements in the past, or fees as outlined in the Fee Schedule Resolution that were generated from the event were not paid. An organizer/producer of such an event may forfeit the right to produce future events.

C. **Appeal of Denial of Special Event Request**

Except as otherwise provided herein, an appeal of the decisions of the Special Events Committee regarding a permit application shall be submitted to the City Manager for consideration. If the issue under appeal cannot be satisfactorily resolved by the decision of the City Manager, the special event organizer/producer may seek further review of the matter by the City Council by making a written request to the City Manager within ten (10) days of denial. Upon the applicant’s request, the review process will be further expedited to the maximum extent possible. This request will then be placed on the next available City Council meeting for council consideration. The decision of the City Council will be final.
III. APPLICATION PROCEDURE FOR HOLDING A FESTIVAL OR SPECIAL EVENT

Organizations or individuals wishing to hold a festival or special event within the city limits of Jacksonville Beach must secure a Special Event Permit. The following section describes the process to be followed to secure a Special Event Permit.

A. Initial Request

1. All requests and questions regarding special events should be directed to the Parks & Recreation Director, and the following information shall be provided:

   Event Producer/Organizer’s name, address and telephone number;
   Type of event (detail description);
   Date(s) requested; and
   Facilities requested.

2. The Director of Parks & Recreation will review the initial request, and, providing there are no scheduling conflicts, a Special Event Permit Application Form will be mailed or emailed to the event organizer/producer. The application is to be completed in full and returned to the Parks & Recreation Department. The application’s function is to provide complete information on the event. Should required information not yet be determined, the application should be completed to the best ability of the organizer at the time the application is submitted. As additional information becomes available, it must be submitted. A final determination of an application will not be made until all required information has been submitted.

3. A fully completed application for a Special Event Permit must be received not later than sixty (60) days before the date of the event.

B. Application and Detail Forms Requirements

A person seeking issuance of a Special Event Permit shall file an application with the Director of Parks & Recreation for review. The application and detail forms shall include the following information:

1. Name, date, hours, and description of event;

2. Event producer/organizer contact information;

3. Contact information for the person, organizer, producer, business, or organization that is financially responsible for the event;

4. Organization’s tax exempt status;

5. Type of event and requested location;

6. Indicate if the event is a first-time or returning event;

7. Indicate if the event is free to the public or if it will include paid priority seating;

8. Indicate if amplified sound is part of the event;
9. Indicate the type and number of vendors;
10. Indicate if the event includes selling and consumption of alcohol;
11. Indicate fencing requirements;
12. Indicate if this event requires access to electricity, and, if so, the reason why;
13. Indicate if you plan on hanging banners within the event area;
14. Indicate if you are requesting additional road closures in conjunction with the event;
15. Indicate how you plan to promote the event;
16. Outline your plan for event security and crowd control. Include the number of security guards, their locations, and responsibilities. Indicate how you plan to restrict and control access to the event area;
17. Outline your plan for traffic control. Indicate if permission is being requested to close City streets for the event and your plan to secure each closure;
18. Outline your plan to keep the area clean during your event and your plan for clean up after the conclusion of the event; and
19. The submittal of event Detail Forms may be necessary if additional information is required to determine the scope of the festival or special event.
IV. FEES AND CHARGES FOR EVENTS HELD ON CITY FACILITIES

A. All festival and special event fees are designated primarily to offset the cost to the City resulting from such special events; therefore, the City does not waive special event fees for facility rental or site fees, permits, licenses or other charges for City services. Any organization, event organizer/producer requesting to hold a festival or special event on City property or facilities must pay all facilities rental/site fees.

B. The event organizer/producer is responsible for any and all costs for City services as outlined in this document or as determined by each department.

C. Facility rental fees, security deposit and fees for services provided by City of Jacksonville Beach Departments are outlined in a Resolution adopted by the City Council establishing fees for special events.

D. All facility rental fees, security deposits, and banner fees must be paid to the City of Jacksonville Beach thirty (30) business days in advance of the event.
V. INSURANCE REQUIREMENTS FOR EVENTS HELD ON CITY FACILITIES

A. Organizer/Producer

The City requires the organizer/producer of an event using City facilities to provide the City with proof of Commercial General Liability Insurance coverage in the minimum amount of one million dollars ($1,000,000).

1. The policy must provide coverage for general aggregate liability losses, personal and advertising injury, fire damage, medical expenses and additional coverage for volunteer coverage, spectator liability, etc.

2. The coverage should be written on a “per occurrence” basis and should be inclusive of “set-up and tear-down” dates.

3. The City of Jacksonville Beach must be named as additional insured.

4. Proof of insurance is to take the form of a standard Acord Certificate of Insurance written by a licensed insurer acceptable to the City.

5. Certificates of Insurance must be submitted to the City not later than 30 days before the date of the event.

B. Liquor Liability

If alcoholic beverages are being served or sold at a festival or special event, the event organizer/producer must also provide the City with a Liquor Liability Endorsement or a separate insurance policy in the amount of $1,000,000. A copy of the Certificate of Insurance must be provided to the Parks & Recreation office naming the City as additional insured. Certificates of Insurance must be submitted to the City not later than 30 days before the date of the event.

C. Automobile Liability - Driving on the Beach

For all event producers, and their representatives, who wish to drive on the beach to set up or tear down for events, the following automobile liability insurance is required:

1. The event producer must provide automobile liability insurance in the amount of $1,000,000 combined single limit or $1,000,000 per person bodily injury liability insurance in addition to general liability insurance;

2. The City of Jacksonville Beach must be named as Additional Insured. Certificates of Insurance must be submitted to the City within 30 working days of the event;

3. If the vehicle is personally owned, then purchase HIRED AUTOS and NON-OWNED AUTOS insurance. This type of insurance is reflected in the automobile liability section of the insurance certificate;

4. If the vehicle is titled and registered in the name of the organization, then purchase ALL OWNED AUTOS insurance. This type of insurance is reflected in the automobile liability section of the insurance certificate;
5. In the DESCRIPTION section of the certificate, indicate the make, model, year, and VIN of each vehicle and trailer on the beach. Only those vehicles listed on the policy may be driven on the beach and will be approved in the permit;

6. Any unauthorized vehicles on the beach will constitute noncompliance and will render your permit null and void, thus forfeiting the opportunity to produce future events;

7. Date and time for beach entry and exit by all approved vehicles must be scheduled and approved 30 business days in advance of the event by City special events staff; and

8. All drivers of authorized vehicles on the beach are required to obtain a Beach Driving Pass from an Ocean Rescue lieutenant at the American Red Cross Volunteer Lifesaving building. The Beach Driving Pass must be prominently displayed on the driver’s side dashboard.
VI. REQUIREMENTS REGARDING SALE OF ALCOHOLIC BEVERAGES AT FESTIVALS AND SPECIAL EVENTS

A. Request at time of Special Event Application

The sale of alcoholic beverages on City property as part of a festival or special event poses additional concerns and may lead to additional requirements for the organizer/producer. Should an event organizer/producer wish to sell alcoholic beverages at an event, the request must be submitted with the Special Event Application.

B. State Temporary License/Permit

Before issuance of a Special Event Permit, the event organizer/producer must secure a required State Temporary License/Permit for the sale of alcoholic beverages from the Department of Business and Professional Regulation and secure liquor liability insurance. A copy of all State temporary alcoholic beverage permits and alcohol insurance must be provided to the Parks & Recreation Department 30 business days before a Special Event Permit will be issued.

C. Conditions for Approval

Approval of the sale or consumption of alcoholic beverages at a festival or special event held outdoors at a City facility or on City property shall be determined and shall be based upon the event organization’s submission to and gaining approval by the Special Events Committee of the following criteria:

1. A designation of the event dates and hours for sale of alcoholic beverages;
2. A plan for crowd control, restricting and controlling access to the special event area;
3. A plan for the control of the sale of alcoholic beverages to minors; the plan and personnel necessary to implement it shall be approved by the Police Department as discussed under Section VI, Section D below; the cost for implementation shall be an expense of the special event organizer/producer;
4. A copy of permits and licenses in accordance with Florida State Statutes and the City of Jacksonville Beach for the sale of alcoholic beverages are to be submitted to the City of Jacksonville Beach; and
5. Certification of liquor liability insurance coverage naming the City of Jacksonville Beach as additional insured, holding the City harmless and indemnifying the City from all claims, suits and demands.

D. Law Enforcement Requirements for Events Selling Alcoholic Beverages

1. A minimum of two (2) Jacksonville Beach Police officers must be present during special events held on City facilities where alcoholic beverages are being consumed to ensure that violation of State and local law does not occur. The presence of police officers does not relieve the event organizer/producer from the responsibility of providing a server for checking identification for the purpose of determining compliance with minimum drinking age requirements.
2. The number of officers required will be determined, in part, by the number of entrances and exits to the alcohol designated area of the event area. The Chief of Police, or his designated representative, will determine the number of officers required in the festival or special event area based on the size, scope, and/or previous call history of the event.

3. The Special Events Committee will determine whether additional officers are needed for crowd control or alcoholic beverage control. If the event has been held in the City of Jacksonville Beach before, the decision will be based upon past event attendance and incident reports.

4. Additional information regarding fees for Police Department services are described in the Fee Schedule Resolution.

E. General Rules

The following general rules govern an event where alcoholic beverages will be sold:

1. The only alcoholic beverages that may be sold at a festival or special event are beer and wine;

2. The entire area where alcoholic beverages will be sold, served and consumed must be defined and fenced. The City may provide the required fencing. Installation of said fencing is the responsibility of the organizer/producer. Alternative fencing may be considered with approval. The cost for fencing rental and installation will be at the expense of the festival or special event organizer/producer;

3. Jacksonville Beach Police officers (on-duty or off-duty) must be present in the festival or event area at all times when alcoholic beverages are sold. The Police Department will determine if officers must man gates or will rove the event area. All entrances/exits to/from the area must be secured.

Depending on the size and scope of an event, and at the sole discretion of the Police Department, uniformed professional security guards may be permitted to maintain security at entrances and exits to the event in lieu of Jacksonville Beach Police officers. Only City approved professional licensed security companies may be used. Payment of both professional security guards and uniformed off-duty Jacksonville Beach Police officers is the responsibility of the organizer/producer;

4. All entrances/exits must be clearly marked with signs stating “No alcohol beyond this point.” Signage may be provided by the City and may be included in the facility rental fee;

5. No business establishment building may be used as the perimeter for the area of alcoholic beverage sales to the festival or event area. A business located adjacent to public property may request a permit on a one-time basis for approval to serve alcoholic beverages on said property solely for a grand opening event. Approval must be granted by City Council, and the permit will be subject to all rules governing alcoholic beverages outlined in the Special Events Policies;
6. The consumption of alcoholic beverages is limited to the festival or event area identified in Attachment I of this document. The Boardwalk may not be included within the event area;

7. The areas where alcoholic beverages may be sold are restricted to Latham Plaza, the Sea Walk Pavilion, and the municipal parking lot located adjacent to Latham Plaza, with the exception of the Sea & Sky Spectacular

   The area where alcoholic beverages will be sold must be protected against product spillage on the sidewalks, streets or grass. A catch basin/bucket must be placed under each beer tap. The event producer/organizer is responsible for protecting against spillage; and

8. Last call for alcohol announcements must be made no later than 30 minutes prior to the end of the event. Alcohol sales are required to cease no later than 15 minutes prior to the end of the event. Last call and hours of alcohol sales will be monitored and strictly enforced by the City of Jacksonville Beach Police Department.
VII. GENERAL REQUIREMENTS FOR SPECIAL EVENT PERMIT ON CITY FACILITIES

A. Compliance with City Codes

All activities conducted as part of the festival or special event are required to comply with the provisions of all City Code of Ordinances and Special Events Policies and Guidelines. Specifically noted are: Chapter 4, Alcoholic Beverages, Section 4.3; Chapter 18, Noise, Section 18.3 (h) and Section 18-8 of the Code of Ordinances; Chapter 34, Section 8.4, Sign Standards, and Section 19.5, Outdoor Musical Entertainment or Festivals. Portions of these code sections are attached in Attachment II. Copies are available from the City Clerk.

1. An event organizer/producer holding a Special Event Permit must abide by all policies, procedures, and stipulations outlined in their Special Event Permit. Noncompliance may result in the event being shut down.

2. An organizer/producer of a festival or special event that does not comply with the City’s Code of Ordinances, Special Events Policies and Guidelines, or the conditions outlined in a Special Event Permit will forfeit the right to produce future events.

B. Health and Sanitary Requirements

In order to ensure a clean, sanitary environment during and after events held at City facilities, the City’s designated representative will approve cleanup services. The organizer/producer is responsible for ensuring their vendors and providers keep City facilities, and the surrounding areas used or affected by the crowds attending the festival or special event, in a clean and sanitary condition during and after an event. Failure to do so will result in forfeiture of the security deposit and responsibility for reimbursing the City for any outstanding expenses incurred in the correction of the problem.

C. Fire/Rescue Personnel

The requirement for a MERV (mobile emergency response vehicle) with two (2) fire/EMS personnel, a 2-member bike team, or additional medical personnel at special events or festivals will be determined by the Fire Chief and Fire Marshal prior to the event based on the following:

- Type of special event or festival;
- Expected attendance and crowds;
- Number of food vendors;
- Sale of alcohol; and
- Other factors that would tax the department’s ability to provide fire/rescue services.

It will be the responsibility of the event producer/organizer to pay the fire department for the fire/rescue personnel required during the special event or festival.

If personnel are required and respond to an event, then the minimum time frame is two (2) hours. Payment may be made the week prior to the event or immediately upon completion of the event.
D. **Ocean Rescue Personnel**

The requirement for Ocean Rescue participation at special events or festivals will be determined by the Ocean Rescue Captain and the Recreation Superintendent prior to the event based on the following:

- Type of special event or festival;
- Expected attendance and crowds; and
- Other factors that would tax the department’s ability to provide fire/rescue and/or ocean rescue services.

It will be the responsibility of the event producer/organizer to pay Ocean Rescue for personnel required during the special event or festival. Payment for personnel may be made immediately upon completion of the event.

E. **Cleanup**

The organizer/producer will provide all clean-up services for festivals and special events, including manpower during and after the event, as well as dumpsters and grease vat(s). The number of dumpsters will be determined by the Public Works Department in conjunction with the organizer/producer, based upon the scope of the event and previous experience with events held in the City of Jacksonville Beach. The Public Works Department will make arrangements for a grease vat for the disposal of used cooking grease. The cost of these services will be the responsibility of the event organizer/producer.

F. **Temporary Bathroom Facilities**

Organizers/producers are required to provide adequate temporary bathroom facilities for their event including facilities for handicap access as determined by the Special Events Committee. The portalet provider must dispose of all trash removed from the inside of toilets. This includes items/trash found when vacuuming the waste from the toilet itself. Any debris/material, etc., must be bagged and removed from the premises by the provider. No such material may be placed on the sidewalks, grass, landscaping, or hardscape. Units may NOT be washed down on site, but must be returned to the provider’s facility to clean.

The City of Jacksonville Beach has an ordinance prohibiting discharge of any liquid or solid into the stormwater drainage system or onto the grass. This is a health and sanitation issue. If provider fails to comply, they will be issued a violation and fined. In addition, the provider will be prohibited from doing business within the City of Jacksonville Beach.

G. **Banners**

Event and sponsor banners may be hung within the event site.

H. **Road Closures**

An event producer/organizer requesting road closings is required to provide two weeks advance notice to all affected businesses and residents of the date and times of the planned road closures. A copy of the notice must be provided to the Parks & Recreation Department.
If road closures are approved, the City may provide barricades within the standard festival area and standard road closure areas; however, the organizer/producer is responsible for the pick up and placement of barricades, and for returning the barricades to their original locations at the end of the event. Each intersection affected must be manned at all times during the road closure. The organizer/producer is responsible for securing and providing manpower. The cost of professional security personnel and/or police officers for traffic control caused by the closure is the responsibility of the organizer/producer.

The City does not provide barricades, cones, etc., for street closures outside of the standard festival area. The standard festival area is defined as the Sea Walk Pavilion, Latham Plaza, the municipal parking lot adjacent to Latham Plaza, and First Street, North, between the northern fenced perimeter of the Sea Walk Pavilion and Latham Plaza and the southern fenced perimeter of Latham Plaza.

I. **Paid Parking**

The rental of municipal parking lots for use as paid parking during festivals or special events is NOT allowed.

J. **Overnight Parking**

No overnight parking is permitted on City parks or facilities per City ordinance except with specific approval by the City Manager. Authorized overnight security is permitted.

K. **Additional Licenses**

Events which offer musical entertainment are required to provide the City with a copy of their Broadcast Music, Incorporated (BMI) and/or ASCAP Performance Agreement, or provide the BMI or ASCAP Account Number and the effective date of the license. This license agreement covers copyright clearance for music performed. All organizer/producer(s) of such events must sign a document attesting to their having met this requirement.

L. **Public Announcements**

Public announcements must be made throughout an event to remind event attendees to access the beach only via authorized beach crossovers, to keep off the sand dunes, and not to pick sea oats per Florida state law.
VIII. GENERAL REQUIREMENTS FOR FESTIVAL AND SPECIAL EVENT VENDORS

The City reserves the right to set guidelines and restrictions for vendors, etc. All goods to be sold on City facilities must be approved by the City. All City, county or state Codes will be strictly enforced. The placement of vendors is limited to designated areas for crafts, food, beverages, and amusements. Use of profanity is not permitted.

Any vendor selling or serving food or beverages must adhere to the requirements of the City’s Public Works Department, Fire Department, and the State of Florida’s Division of Hotels and Restaurants Department of Business and Professional Regulation. NO vendor will be allowed to open for business until they have been inspected and approved by all three entities. Copies of the City’s Fire Department and State of Florida requirements are included at the end of this Section.

No staking of tents, trailers, or other items is allowed in the festival area, streets, or parking lots.

A. Food and Beverage Vendors

1. Only authorized licensed food vendors shall be permitted to operate on City property or facilities during festivals, special events, or City-sponsored events.

2. The event organizer/producer must contact the Division of Hotels and Restaurants not less than seven (7) days before said event with the following information:

   a. Date and times of event;
   
   b. Type of food service proposed;
   
   c. A list of all food service vendor owners and operators participating in each event;
   
   d. The current license numbers of all public food service establishments (restaurants) participating in each event;
   
   e. Schedule time of inspection;
   
   f. The Division of Hotels and Restaurants may inspect all food vendors operations at each event for compliance with minimum sanitation standards. If the operator does not meet the standard, their operation will be shut down until corrections are made; and
   
   g. All food vendors are required to obtain a license from the Division of Hotels & Restaurants in order to participate in a festival or special event. If a food vendor does not have a state license, The Division of Hotels and Restaurants will issue a Temporary Event Vendor License. Licensing requirements and the State of Florida Guide to Temporary Food Service Events are available on their website at http://www.myfloridalicense.com.

3. The event organizer/producer is responsible for ensuring that food vendors containerize all cooking materials and byproducts, especially grease, and that any and all such cooking materials, byproducts, and grease are removed from the City’s premises and
disposed of properly, or placed in the event’s grease vat provided by the organizer/producer.

4. Vendors who cook with grease-type products are required, as a part of site preparation, to place corrugated boxing paper as flooring for their booth, or a similar type protection, and on top of the roofing felt to absorb grease and to prevent grease or liquids from falling onto the asphalt, concrete, sidewalks, or pavers.

5. Food vendors are required to use a grease trap when cooking with grease. The vendor (or organizer/producer as default) is responsible for the proper removal and disposal of all grease into the event’s grease vat or from the festival area. No grease or oil may be poured onto the pavement, grass or stormwater drains within the City of Jacksonville Beach. The event organizer/producer will be accountable for any costs associated with clean up of storm drains, sidewalks, streets, and pavers.

6. Failure to follow this policy could result in forfeiture of the security deposit, additional fees for pressure washing, and forfeiture of participation in events on City property.

7. Precautions must be made to prevent food, debris, seafood shells, etc. from entering into the City’s stormwater system. This includes the placement of traps, screens, etc.

8. No glass cups or glasses may be used for beverage products. Should beer or wine products only come in glass bottles, the beverage must be served in a plastic or paper cup for distribution to the public. A catch container must be placed under all beverage dispensing units (taps).

9. Pressure washing of food vendor and eating areas will be a requirement for festivals and special events where food is the primary focus of the event. All costs associated with pressure washing will be the responsibility of the event organizer/producer.

B. Pressure Washing

At all festivals and special events, should specific vendors have booths which result in odors or grease present after the event, the event organizer/producer will be responsible for pressure washing the area.

C. Amusements

1. Mechanical or carnival-type rides for children are permitted at the Sea Walk Pavilion and Latham Plaza. No mechanical or carnival type rides may be erected in City parking lots or on roads or sidewalks without the approval of the City Manager. A list of proposed children’s rides, along with anchoring methods, must be presented and approved by the Special Events Committee. A copy of the State inspection certificate must be provided to the City before rides can be operated. The rides are only allowed in Latham Plaza and Sea Walk.

2. Inflatable-type amusements are permitted.

3. Animal rides and animal exhibitions are not permitted.
SEE ATTACHMENT IV - Jacksonville Beach Minimum Fire Safety Requirements for Food Trucks and Trailers
IX. CONDITIONS AND REQUIREMENTS FOR FESTIVALS AND SPECIAL EVENTS TO BE HELD ON THE BEACH

Events such as races, volleyball tournaments, and surf contests that take place on the beach are also subject to the conditions and restrictions outlined in Attachment III – Florida Department of Environmental Protection (DEP) Requirements for Special Events Located Seaward of the Coastal Construction Control Line. The City’s current DEP Blanket Field Permit will cover normal DEP Field Permit requirements and is authorized to permit events that meet its requirements. Should the Special Events Chairman determine that additional permitting is required, the applicant will be required to contact the DEP for additional approval.

Rental fees and security deposits are required for events held on the beach.
ATTACHMENT I

FESTIVAL SITE – FACILITY RENTAL AREAS AND AREAS WHERE
ALCOHOL MAY BE SOLD

The following maps define the festival site: 1) Facility Rental Areas; and 2) Areas approved for the sale of alcoholic beverages. Consumption of alcoholic beverages can occur within the entire festival area when required fencing is in place.
ATTACHMENT 1
FACILITY RENTAL AREAS

FACILITY RENTAL AREAS
A Latham Plaza - East
B Latham Plaza - West
C Municipal Parking Lot

Lot C can only be rented during the months of October, November, December, January and February. The exception is Lot C can be used for the Great Atlantic Seafood Festival held in March, Springing the Blues and the Air Show.

Alcohol may be CONSUMED in all areas within the festival area when required fencing is in place.
PORTIONS OF CODE OF ORDINANCES THAT APPLY TO SPECIAL EVENTS

A. Alcoholic Beverages – Chapter 4 Drinking in public; prima facie evidence

(a) Drinking in public places. It shall be unlawful for any person to consume or drink any beer, wine, liquor, or other alcoholic beverage on any public street, sidewalks, boardwalk, or other public place not duly licensed to permit consumption of beverages on the premises.

(b) Drinking of alcoholic beverages on premises of alcoholic beverage establishment.

(1) Consumption. It shall be unlawful for any person to consume or drink any beer, wine, liquor, or other alcoholic beverage on the premises of any establishment, except on a patio or porch where tables and chairs are provided and approved and licensed for outdoor consumption, or within the building which is the address of the establishment.

(2) Construction. This section shall not be construed to authorize the consumption of any alcoholic beverages on any premises where such consumption would otherwise be prohibited by the provisions of an alcoholic beverage license or by a zoning regulation of the City or by the laws of the state.

(c) Prima facie evidence. Possession of an open container containing an alcoholic beverage by any person in the areas prohibited by this section shall be prima facie evidence of a violation of this section.

B. Noise - Chapter 18

Special Event Noise Requirements
Special events that will have amplified music or sound are required to follow the conditions outlined in the City’s Noise Ordinance Chapter 18 NOISE. The event must be staged between the hours of 9 A.M. and 10:00 P.M. The permitted limited noise level may not exceed seventy (70) dB (A) for more than three (3) cumulative minutes of any continuous sixty-minute period, when measured in accordance with Section 18-3(c). The City of Jacksonville Police Department or Codes Enforcement Department will make that determination.

C. Sign Standards - Chapter 34

Special Event Sign Requirements
Temporary special event banners may be erected and maintained for a period not to exceed twenty-one (21) days prior to the date of the campaign, drive, activity, or event is scheduled to occur and shall be removed within three (3) days of the termination of the event.

Snipe Sign means a sign made of any material when such sign is tacked, nailed, posted, pasted, glued or otherwise attached to trees, poles, fences or other objects, and the advertising matter appearing thereon is not applicable to the present use of the premises upon which such sign is located.
D. **Advertising, Chapter 3, Article II Distribution of Handbills**

Handbills shall mean any printed or written matter, any sample or device, dodger, circular, leaflet, pamphlet, paper booklet or any other printed or otherwise reproduced original or copies of any matter of literature.

**Section 3-21. Placing on vehicles.**
No person shall throw or deposit any handbill in or upon any vehicle.

**Section 3-22. Restricted in public places.**
It shall be unlawful for any person to hand out or distribute or sell any handbill in any public place; except that a handbill may be personally delivered to any person willing to accept the same.
ATTACHMENT III

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION REQUIREMENTS
FOR SPECIAL EVENTS LOCATED SEAWARD OF THE
COASTAL CONSTRUCTION CONTROL LINE

The following restrictions will be used to determine approval of activities on the beach. Should further approval be needed after review of the completed Special Event Application by the City, the applicant will be required to contact the appropriate State Departments. Otherwise, the City’s Blanket Field Permit when attached to the Special Event Permit will serve to apply to meet the requirements outlined by the FDEP.

A. Coastal Construction Control Line (CCCL)

The Florida Department of Environmental Protection (FDEP) has regulatory authority over activities associated with special events such as sporting events, festivals, organized parties, concerts, and filming events that are located seaward of the Coastal Construction Control Line (CCCL). At the Jacksonville Beach Sea Walk Pavilion, the CCCL is located approximately 50 feet east of First Street, North. Maps of the CCCL are located at the City of Jacksonville Beach Building Department or the Florida Department of Environmental Protection, 7825 Baymeadows Way, Suite B200, Jacksonville, FL 32256.

B. FDEP Beaches and Shores Field Permit

If a special event or any activity associated with a special event is located seaward of the bulkhead in Jacksonville Beach, you must contact the FDEP at 904-256-1700 for information regarding Beaches and Shores Field Permits for special events. The following activities are examples of special event activities that may require a FDEP Beaches and Shores Field Permit:

Activities located on the Beach or Dunes
• Temporary structures
• Excavation (post and volleyball nets included)
• Removal or disturbance of beach material
• Alteration of existing elevations
• Impacts to native dune vegetation

Activities located Seaward of the Coastal Construction Control Line
• Any additional nighttime lighting between May 1 and October 31

C. Marine Turtle Nesting Season

May 1 through October 31 is the marine turtle-nesting season. There are special prohibitions and restrictions during this time for most activities located seaward of the coastal construction control line and seaward of the dune crest. Some of the activities under protected species restrictions include the use of lighting, ball catching nets, heavy equipment, and any apparatus that penetrates into the beach or dune. You must contact the Bureau of Protected Species Management to verify that these requirements have been met if the proposed activity will occur during the marine turtle-nesting season.

D. DEP Contact

Field Permits and Bureau of Beaches and Coastal Systems 850-488-7708
SPECIAL CONDITIONS FOR EVENTS HELD ON THE BEACH

If the area along the beach impacted by an event is considered suitable nesting habitat, the following conditions must be followed. If these conditions are not accomplished, the proposed activity cannot take place.

1. To minimize potential adverse impacts to marine turtles, daily early morning surveys are required to begin on May 1 or 65 days in advance of the tournament whichever date is later. Daily surveys will continue to be conducted until all tear-down activities have finished.

2. All nest surveys, nest screening, and marking activities shall be conducted by persons listed on a valid permit issued by the Department of Environmental Protection, Division of Marine Resources, pursuant to Rule 16R-1, Florida Administrative Code. The permitted shall contact the appropriate marine turtle permit holder for each event area. The current marine turtle permit holder for this area is Mort Hansen who may be contacted at (904) 613-6081.

3. Nests that are deposited within the event site shall be left in situ unless other factors (inundation) threaten the success of the nest. If any nests are determined to have been deposited within the project area, such nests will be marked and the actual location of the clutch determined. A circle with a radius of ten (10) feet, centered at the clutch, shall be marked by stake and survey tape or string. No event activities shall enter this circle and no adjacent event activity shall be allowed which might directly or indirectly disturb the area within the staked circle. If the nest cannot be avoided by this distance due to the scope of the project, all activity near the nest must be postponed until the nest has completed incubation and all hatchlings have emerged.

4. No activity associated with the event shall take place on the beach prior to the early morning survey or after 9:00 P.M. No temporary lighting of the event area is authorized at any time during the marine turtle-nesting season, May 1 through October 31.

5. No operation of heavy equipment, cars, trucks, etc., is authorized seaward of the dune crest, existing seawalls, or bulkheads during the marine turtle season.

6. No construction of tents or any placement of stakes, poles, or other penetrating apparatus may be placed on the beach until each individual site location is approved by the duly appointed marine turtle permit holder. All temporary structures shall be constructed at the locations depicted in the approved plan. No additional temporary structures are authorized.

7. All sponsor ball catching nets shall be removed daily by 9:00 P.M. and not replaced prior to the completion of the marine turtle nesting survey each morning, or the nets shall be erected to allow for a minimum of three (3) feet of clearance between the beach surface and the bottom of the net.

8. Prior to implementing the required monitoring plan, the applicant or contracted marine turtle permit holder shall contact the Bureau of Beaches and Coastal Systems at (850) 488-7708 to confirm that the requirements of the monitoring plan have been accomplished.
Jacksonville Beach Fire Department

Minimum Fire Safety Requirements for Food Trucks, Trailers, and Tents

The fire department will not allow cooking prior to receiving a passing inspection from the Fire Marshal or his designee. Any questions concerning these requirements may be directed to the Fire Marshal at 247-6239. For after hours and weekends, call the Shift Captain at 247-6240.

☐ 1. Vehicle/trailer is to be equipped with a commercial exhaust system

☐ 2. Vehicle/trailer is to be equipped with a fire suppression system when cooking produces grease laden vapors

☐ 3. Fire Suppression System is to be inspected and tagged every 6 months by licensed fire suppression contractor

☐ 4. Provide (1) 2A10BC fire extinguisher  (red extinguisher)

☐ 5. If frying or cooking operation produces grease laden vapors, one 40BC fire extinguisher for each piece of frying equipment or one K-class extinguisher is required.  (silver extinguisher)

☐ 6. Fire extinguishers to be mounted in a fixed location and inspected and tagged by a licensed fire extinguisher company (within last 12 months)

☐ 7. All compressed gas cylinders to be chained or strapped in position

☐ 8. Filling of LP gas cylinders on site will not be permitted

☐ 9. There will be no access to the cooking equipment and fuel sources by the general public

Additional Requirements for Tents:

☐ 10. Tent material will be required to be treated with flame retardant

     The fire department requires a certificate or other evidence of approval by a laboratory of recognized standing or the report of tests made by other inspection authorities as evidence that the tent fabric materials have the required flame resistance.

☐ 11. The ground enclosed by any tent or temporary membrane structure and for a reasonable distance, but not less than 10 ft. outside of such structure(s) shall be cleared of all flammable or combustible material or vegetation.  Exception: Cardboard used for protection of pavement.

☐ 12. Frying equipment to be located under the tent protected from rain.

☐ 13. Barbeque grills to be located outside of tent to help eliminate smoke buildup and possible flame up.

☐ Approved  ☐ Disapproved

Signed: ____________________________  JBFD Fire Inspector

Comments: