



SPECIAL EVENTS POLICIES

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CITY OF JACKSONVILLE BEACH

SPECIAL EVENT POLICIES

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CITY OF JACKSONVILLE BEACH
POLICIES AND PROCEDURES
FOR FESTIVALS AND SPECIAL EVENTS HELD ON CITY FACILITIES

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(s) 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 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.

- 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 Events 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(s) 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 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 *the Sea and 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 as follows, Friday 7 – 10 P.M., Saturday 12 Noon – 10 P.M., Sunday 12 Noon – 7 P.M.
- e. The length of a Special Event is limited to two consecutive days.
- f. Festivals may be held during the hours from 12:00 PM (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.

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 event 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 producers/organizers must contact the Recreation and Parks department with requested dates for their special event or festival and for an application.

3. Special Events Committee Meeting

- a. A special event 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 event 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(s) 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 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 (i.e.: 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, 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.
- c. The organizer/producer and designated City representatives will determine cancellation of an event due to weather conditions.
- d. Should event personnel, including paid security and police officers, be released due to weather conditions, the event is considered cancelled.
- e. 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.
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 Events Permit. The following section describes the process to be followed to secure a Special Events Permit.

A. Initial Request

1. All requests and questions regarding special events should be directed to the Parks and 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
Facilities requested

2. The Director of Parks and 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 and 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.
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 festivals 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.
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(s). 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.
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 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 organizers/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 Policy.

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 Seawalk 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.

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 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 of 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. Non-compliance 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
- 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
- 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 organization/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 at Jacksonville Beach. Public Works 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 Office.

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 festival or special event 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, beverage & 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.
 - 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 by-products, especially grease; and that any and all such cooking materials, by-products 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, 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 storm-water 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 storm-water 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 Seawalk.
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

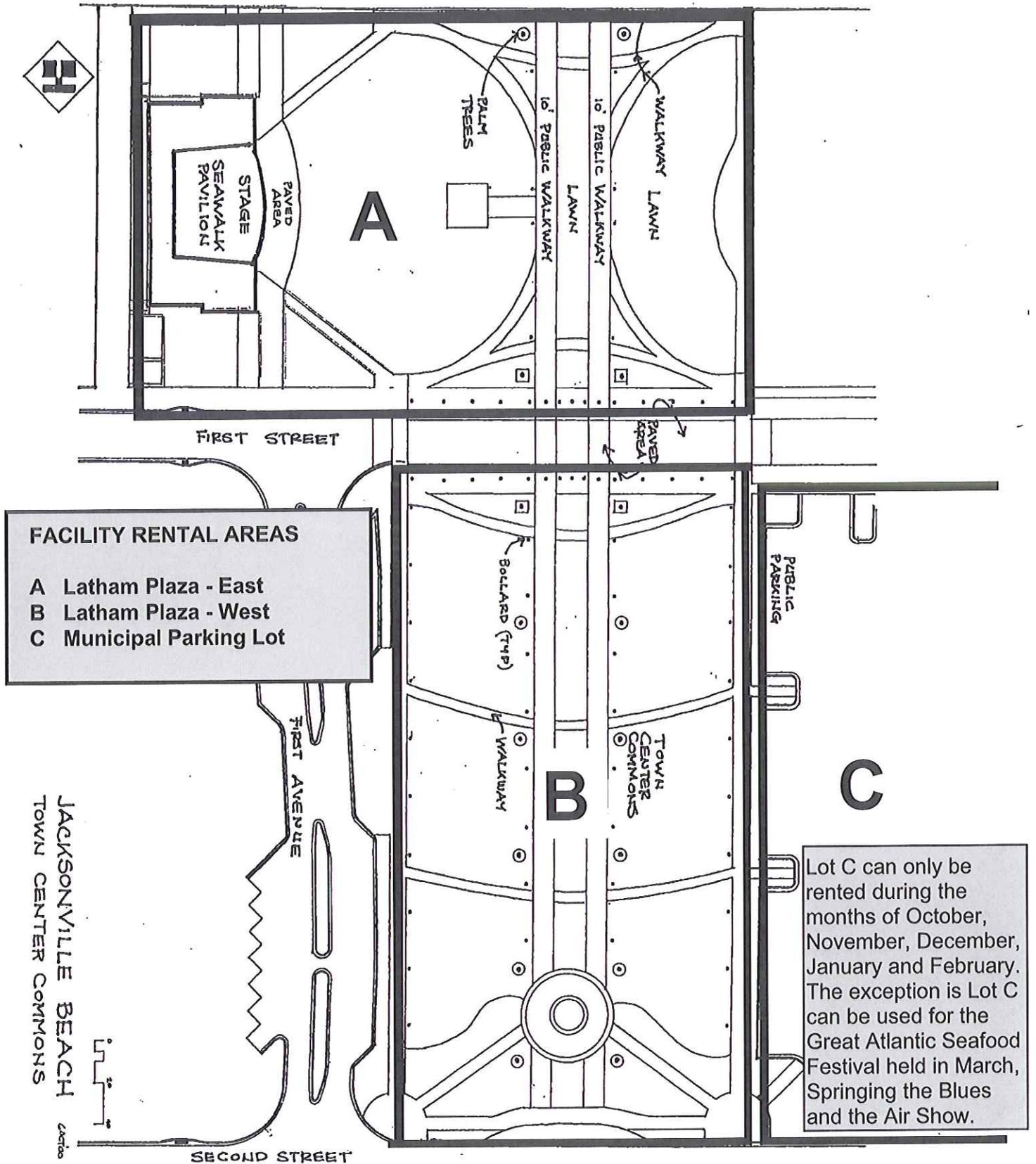
Festival Site: Facility Rental Areas and Areas Where Alcohol May Be Sold

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

BEACH

EXISTING SEAWALK



Alcohol may be CONSUMED in all areas within the festival area when required fencing is in place

ATTACHMENT II

PORTIONS OF CODE 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 South. 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 contacts:

Field Permits and 850-488-7708
Bureau of Beaches and Coastal Systems

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. He 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 PM. 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 PM 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 has been accomplished.

ATTACHMENT IV



Vendor Name: _____ Date: _____

Event _____

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:

ATTACHMENT IV

DIVISION OF HOTELS AND RESTAURANTS GUIDE TO TEMPORARY FOOD SERVICE EVENTS

For Florida's Public Food Service Establishments

www.myfloridalicense.com/dbr/hr/licensing/GT-tempevents.html

This webpage contains the same information as our brochure: **DBPR Form HR 5030-034, Guide to Temporary Food Service Events.**

A temporary food service event is an event of 30 days or less in duration where food is prepared, served, or sold to the general public and is advertised and recognized in the community. A temporary food service establishment or vendor is a participant at a temporary food service event.

We developed this guideline for temporary events from Chapters 61C-1 and 61C-4, Florida Administrative Code, and Chapter 509, Florida Statutes.

Licensing

A public food service establishment or other food vendor must obtain a license from the division for each temporary food service event in which it participates (unless exempted). Annual temporary event licenses are also available which allow participation in an unlimited number of temporary events. The division will inspect temporary events and if minimum sanitation standards are not met, the food service operation will be discontinued until corrections are completed and verified by the division.

Sponsors of a temporary food service event must notify the division of the following items no less than three business days prior to the scheduled event.

- 1) Type of food service proposed,
- 2) Time and location of the event,
- 3) Complete list of food service vendor owners and operators participating, and
- 4) Current license number of each public food service establishment participating.

Notification: Event sponsors may complete notification requirements by telephone at 850.487.1395, in person at the appropriate district office or in writing. A public food service establishment or food service vendor may not use this notification process to circumvent the license requirement.

The division keeps record of all notifications received for proposed temporary food service events and provides appropriate educational materials to the event sponsor.

Group License: The division may issue a group license to a vendor with multiple units serving a single non-potentially hazardous food (e.g., churros). All grouped units must serve the same food. Foods requiring additional preparation or handling are not eligible for group licensing. All qualifying units must be inspected in a single location.

Licensing Exemptions

Public food service establishments operating under a current license from the division or from the Department of Agriculture and Consumer Services may operate under the regulations of those licenses at temporary food service events of 1-3 days. For events of 4-30 days, such establishments must purchase a temporary food service event license.

Temporary events such as carnivals, fairs, or other celebrations operated on church or school property or any eating place operated by a nonprofit civic, fraternal or religious organization are exempt from licensing and inspection by the Division of Hotels and Restaurants.

Fees

Temporary public food service establishments and vendors are required to pay the following license fees at the time of licensing:

- 1-3 day event - \$91
- 4-30 day event - \$105
- Annual - \$1,000

The division does not accept cash payments for fees at temporary events. The division accepts cashier's checks, money orders or other certified payments.

Fire Safety

Fire Safety Code requires a portable fire extinguisher. Check with the local fire authority for specific requirements pertaining to the size, type or tagging of required fire extinguishers or other fire related requirements.

Personnel

Employees may not touch ready-to-eat (RTE) food with their bare hands unless there is a written Alternative Operating Procedure (AOP) available that has been approved by the division. Without an approved AOP, employees must use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment when handling RTE food.

Food service workers transmit most foodborne disease causing germs to foods. That is why it is so important for employees to maintain high standards of personal cleanliness. All personnel must wash hands prior to beginning work, when returning to work after any break in food preparation activities, when putting on or changing gloves, or any time their hands become soiled.

Smoking is prohibited in warewashing, food preparation and food storage areas.

Personnel must wear clean outer garments, effective hair restraints and no jewelry on their hands or arms (except plain wedding bands). If worn, artificial and painted fingernails must be covered by intact gloves.

All personnel must be free of open sores and skin infections, respiratory infections, upset stomach, diarrhea or other communicable diseases.

Facilities

The specific requirements for the temporary event physical facility where food is prepared or handled are based on the length of the event, the type of food that is prepared or served, and the extent of food preparation conducted at the temporary facility. Minimum requirements may include:

- 1) Food service operators must provide overhead protection if food is prepared or portioned or warewashing is done onsite.
- 2) Flooring may be concrete, machine-laid asphalt or dirt/gravel if it is covered with mats, removable platforms, duckboards, or other suitable approved materials that effectively control dust and mud and are graded to drain.
- 3) Walls and ceilings must be constructed of a material that protects the interior from the weather, windblown dust and debris, or other forms of cross contamination.
- 4) When potentially hazardous food is prepared at events of 4-30 days in length, the physical structure where the food preparation occurs must be protected against flying insects and other vermin by:
 - a) 16 mesh to 1 inch screens;
 - b) Properly designed and installed air curtains; or
 - c) Other effective means.

5) A three-compartment sink is required within the temporary food service for washing, rinsing and sanitizing utensils and equipment. If this activity is conducted at an approved, remotely located commissary or food service establishment, an adequate supply of spare preparation and serving utensils must be maintained on the premises in case the original utensils become soiled.

6) A handwashing facility is required. This facility may be a clean, portable container equipped with an on/off valve. Soap and single-service paper towels must be available for handwashing and hand drying.

Water

All food service operations that prepare or portion food on the premises must provide an adequate supply of potable water for purposes of cleaning and employee handwashing. Municipal connections, holding tanks or portable containers are accepted means to provide an adequate supply.

Steam used in contact with food or food-contact surfaces must be free from contamination.

Solid and Liquid Waste

Operators must remove all garbage and rubbish from the premises often enough to prevent nuisance conditions and dispose solid waste properly in tight-fitting, covered containers.

Operators must dispose liquid waste in a public or other approved sewerage system.

Required Items

- Sanitizer (properly diluted, unscented bleach may be used)
- Probe thermometer
- Chemical test strips (for measuring sanitizer concentration)
- Three-compartment sink to wash, rinse and sanitize equipment and utensils or access to such facilities at an approved commissary or food service establishment
- Hair restraints
- Adequate supply of back-up utensils
- Adequate supply of potable water
- Soap and single-service towels
- Adequate equipment and facilities to maintain food at the proper temperatures
- Adequate protection from flying insects, vermin, dust, dirt and weather
- Adequate protection for displayed, prepared, and stored food
- If required by local fire authority, properly tagged and sized portable fire extinguisher

To Prevent Foodborne Illness

- Obtain foods from an approved source. Home prepared food is not allowed.
- Wash hands thoroughly before handling food, single-service items and clean equipment and utensils.
- Maintain hot foods at temperatures of 135° Fahrenheit or above.
- Maintain cold foods at temperatures of 41° Fahrenheit or below.
- Cook pork to a minimum temperature of 145° Fahrenheit for at least 15 seconds.
- Cook beef to a minimum temperature of 155° Fahrenheit for at least 15 seconds.
- Cook chicken and other poultry to a minimum temperature of 165° Fahrenheit for at least 15 seconds.
- Reheat cooked foods to a minimum temperature of 165° Fahrenheit within two hours for hot holding.
- Check food temperatures frequently with a probe type thermometer.
- Heat foods quickly and cool foods rapidly.
- Keep raw and cooked foods separated.
- Thaw foods properly: completely submerged under cold running water not longer than four hours, as part of the cooking process, or under refrigeration.
- Use single-service articles whenever possible.
- Keep foods covered and protected from dust, dirt, insects, vermin and human cross contamination.
- Protect all food, including displayed food, from customer contamination (touching, coughing, sneezing, etc.).
- Minimize handling of foods before, during and after preparation.
- Do not store food directly in contact with ice used for beverages.
- Do not use swollen, leaking or damaged canned goods.
- Store all food products and equipment at least six inches off the ground.

Introduced by: Councilmember Tom Taylor

Adopted: December 16, 2013

RESOLUTION NO. 1926-2013

**RESOLUTION OF THE CITY OF JACKSONVILLE BEACH, FLORIDA,
ESTABLISHING FEES FOR SPECIAL EVENTS**

WHEREAS, it is desired to amend the fees for Special Events

NOW, THEREFORE, BE IT RESOLVED, THE FOLLOWING DEFINITIONS AND SCHEDULE OF FEES BE ADOPTED FOR SPECIAL EVENTS.

DEFINITION OF FEES AND CHARGES FOR FESTIVALS AND SPECIAL EVENTS HELD ON CITY FACILITIES:

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 or event organizer/producer requesting to hold an event on City property or facilities must pay all facilities rental/site fees. 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.

Facility rental fees, security deposit and fees for services provided by City of Jacksonville Beach Departments are outlined in the Fee Schedule section of this document. All **Advance Fees**, as defined further in this section, must be paid before issuance of a special events permit.

A. SECURITY DEPOSIT

A security deposit must be furnished prior to receiving a special event permit. The amount of the deposit will be determined by the scope of the event and is outlined on the Fee Schedule of this document.

1. The security deposit will be returned within thirty (30) days provided: 1) no damages to City property occur during the event, 2) the facilities are left clean and orderly; and, 3) all fees and charges have been paid.
2. A site review by a City representative and the event producer will determine whether the facilities have been cleaned properly and that no structural damage has occurred.
3. The costs, if any, to repair or replace damaged or missing City of Jacksonville Beach property, or to clean the facility as required as stated elsewhere in this document, will be deducted from the security deposit. The event organizer/producer will be liable for any additional expenses for damage to City property over the amount of the deposit.

B. FACILITY RENTAL RATES

1. City departments hosting events are exempt from facility fees, security deposits and some City service costs as determined by the providing department.
2. The facility rental fee includes access to and use of electricity, barricades, and trash containers as available at the site. Should the need for electricity, barricades, trash containers, etc. exceed the City's availability or capability, the cost of auxiliary power, and procurement and transport of barricades, trash containers, etc. will be the responsibility of the event organizer/producer. The organizer/producer must complete a Public Works application for the use of barricades, trashcans, signage, etc. for use outside of the standard festival/event area.

A security deposit must be furnished prior to receiving a special event permit. The amount of the deposit will be determined by the scope of the event as defined below. These fees are cumulative.

	SECURITY DEPOSIT	FEE PER DAY
FESTIVALS (INCLUDES ALL AREAS EXCEPT THE LATHAM PLAZA PARKING LOT)	\$ 1,000	\$ 2,000
STAGE	\$ 500	\$ 500
LATHAM PLAZA – EAST OF 1 ST STREET	\$ 500	\$ 300
LATHAM PLAZA – WEST OF 1 ST STREET	\$ 500	\$ 500
BEACH EVENTS	\$ 500	\$ 100
LATHAM PLAZA PARKING LOT – ONLY AVAILABLE DURING THE MONTHS OF OCTOBER, NOVEMBER, DECEMBER, JANUARY, & FEBRUARY, EXCEPT FOR THE GREAT ATLANTIC SEAFOOD FESTIVAL HELD IN MARCH, SPRINGING THE BLUES AND THE AIR SHOW	\$ 500	\$ 1,000

C. ELECTRICIAN FEES

Should the City deem it necessary, or at the request of the organizer/producer, a licensed electrician will review the site plan and prepare connections for electrical power requested by the applicant. In addition, an hourly fee will be charged to the organizer/producer to set up and connect vendors and/or providers' electrical needs for the event.

Should the services of an electrician be required on-site during the event due to the nature of the event or electrical requirements, the organizer/producer is responsible for the additional hourly fees.

D. CLEAN UP FEES

In order to ensure a clean, sanitary environment during and after events held at City facilities, the event organizer/producer is responsible for the following:

1. Beach Trash Removal

The event producer/organizer is required to clean up the beach and surrounding area, bag all trash and debris generated by the event, and to haul the trash off the beach and dispose of it off-site.

2. Site Clean up

Includes crew, and removal of litter, debris, and food during and upon completion of the hours of the event.

Pressure Washing

Required in areas where grease is present after an event.

E. ADVANCE FEES

Advance fees, which must be paid before issuance of a Special Event Permit, are Facility Rental and Security Deposit.

F. POLICE SECURITY PAY SCHEDULE FOR FESTIVALS AND SPECIAL EVENTS

All arrangements for police security at a festival or special event shall be made two (2) weeks in advance of the event. Arrangements for police security services at festivals and special events shall be made by contacting the Special Events Chairman. When three (3) officers or more are required, one will be designated as supervisor and will receive supervisor rates.

1. Hourly Fees:

- a. All off-duty jobs require a three (3) hour minimum payment per officer.
- b. All officers working extra duty jobs will be paid at the end of their assignment.

2. Cancellation:

To cancel an extra duty job, the requesting person must call the police communications center (270-1663) and inform the communications officer to cancel the officer(s).

- a. The call must be received by the communications officer at least three (3) hours before the start of extra duty job.
- b. If the job is canceled after the three (3) hour time period, each officer(s) must be paid a three (3) hour minimum.

G. OTHER CITY DEPARTMENTS

Should the services of other City departments be required to facilitate a festival or special event, the event organizer/producer is required to pay additional fees for those services. Information on charges by other departments, if any, will be provided by the said departments.

1. Services provided by Recreation, Ocean Rescue, Police, Fire, electrician, etc. will be billed per the Fee Schedule or at the specific employee's overtime rate of pay.
2. The City's contracted electrician may assist in connecting the electrical power needs for any event. There is an hourly fee for this service.
3. Depending on the size and scope of an event, the City may charge a pre-event electric site fee to provide electricity access for vendors and production requirements such as light and sound equipment.

H. ELECTRIC FEES

Hourly Fees for Electrician during an event	\$120
Minimum 2-hour charge for call-out	

I. CLEAN-UP FEES

1. Grease Vat

The City may provide up to two (2) grease vats for each festival or special event, which sells food prepared with grease. The fee for the grease vat is \$50 per day per grease vat.

2. Site Clean up

The City may provide trash can liners and a trash dumpster for each event. Fees are as follows:

Trash can liners (box of 100): \$30.36 or at current purchase price

Dumpster:

2-yard	\$ 42.00
4-yard	\$ 84.00
6-yard	\$126.00
8-yard	\$168.00

The event organizer/producer is responsible for scheduling the delivery and pick up of haul-off dumpsters and for any associated costs.

3. Pressure Washing

- a. Pressure washing of food vendor and eating areas will be a requirement for events where food is the primary focus of the event. The cost will be the responsibility of the event organizer/producer.

- b. Pressure washing will be required as determined by the City or its designated representative in areas where the odor of grease is present after an event, and where a food vendor has not adequately protected the pavement from grease or the grass from refuse.

4. Beach clean up

Should the beach site be left in less than satisfactory condition as determined by Public Works and the City's beach contractor, the cost to clean up will be deducted from the security deposit. Should the cost exceed the security deposit, additional fees will be assessed in relation to the situation.

J. EVENT FENCING

The charge for event fencing is \$500 per day. The event producer/organizer is responsible for the pick-up, set-up, and tear down of fencing.

K. POLICE SECURITY PAY SCHEDULE FOR FESTIVALS AND SPECIAL EVENTS

<u>Extra Duty Job</u> (Off-Duty, Uniformed for a 3 hr. min.)	<u>Per Officer</u> Hourly Rate	<u>Supervisor</u> Hourly Rate Event requiring three (3) or more officers
Special Event or Festival Events held on	\$32.50	\$37.50
City-recognized Holidays*	\$37.50	\$42.50
City marked Police Vehicle	\$25 per day, plus officer fees	\$25 per day, plus supervisor fees

- *New Year's Day
- Dr. Martin Luther King's Birthday
- Memorial Day
- July 4th
- Labor Day
- Veteran's Day
- Thanksgiving Day
- The Friday following Thanksgiving Day
- Christmas Day

Any job in which alcohol is sold or delivered will have an additional hourly rate of charge of \$2.50 per hour per officer.

L. OCEAN RESCUE

Surf man	\$ 20.00
Lieutenant / EMT	\$ 25.00

M. FIRE DEPARTMENT PAY SCHEDULE FOR FESTIVALS AND SPECIAL EVENTS

Firefighter/Firefighter Engineer	\$32 per hour
Supervisor	\$38 per hour

BE IT FURTHER RESOLVED that this Resolution will become effective April 2, 2014. (Any event that has made application on or before March 1, 2014, will be eligible for 2013 pricing for the year of 2014.)

AUTHENTICATED, this 16th day of December, 2013.



William C. Latham, MAYOR



Judy L. Bullock, CITY CLERK