

## Special Event & Festival FAQs

1. **What is a special event?**

A special event is defined as any meeting, activity, gathering or group of persons, having a common purpose, upon any public facility, street, sidewalk, alley, park, parking lot or other public place. 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 4<sup>TH</sup> EVENT IS SCHEDULED.

2. **What is a festival?**

A festival 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. All festivals require a permit from the City of Jacksonville Beach.

3. **Where are special events held?**

Special events are held at the Sea Walk Pavilion, Latham Plaza, and on the beach.

4. **Who do I contact and what do I do if I want to hold a special event or festival?**

Contact the Parks & Recreation department at 904-247-6236 or email us at [Recreation@jaxbchfl.net](mailto:Recreation@jaxbchfl.net). We will check the calendar for venue availability. Let us know what type of event you are considering, if your event will include food/beverage, music, children's activities, or alcohol, or if your event will be held on the beach.

5. **How long can I hold my special event or festival?**

Special events are limited to two (2) consecutive days. Festivals are limited to one (1) day, with the exception of October, November, December, January, and February. Only one (1) festival may be scheduled in any one month.

6. **What are the rules, regulations, and fees associated with holding a special event or festival?**

Download our Special Events Policies located under the Residents tab on the homepage. Click on 'Special Events.' Security deposit and per day fees apply.

7. **Can I hold a private event at the Sea Walk Pavilion?**

No, all events must be open to the public. No events will be considered that have paid admission. Admission fees for preferred or priority seating are allowed as long as at least ½ of the event area is open and free to the general public.

8. **How can I get an application to hold a special event or festival?**

Contact the Parks & Recreation department at 904-247-6236 or email us at [Recreation@jaxbchfl.net](mailto:Recreation@jaxbchfl.net).

9. **When is the application due?**

Applications are due no later than 60 days prior to the event.

10. **When is the security deposit due?**

The security deposit and facility rental fees are due no later than 30 business days prior to the event.

11. **When are facility rental fees due?**  
Facility rental fees are due no later than 30 business days prior to the event.
12. **Do I need insurance to hold a special event or festival?**  
Yes. All special events and festivals require general liability insurance, and in some cases alcohol liability insurance, and automobile liability insurance in the amount of one million dollars (\$1,000,000). All certificates of insurance are due no later than 30 days prior to the event.
13. **What if I am late turning in my application, insurance, or paying my fees?**  
Failure to submit required documents or fees by the due dates will result in forfeiture of the security deposit.
14. **Why do I need to pay a security deposit?**  
Security deposits are refundable if the producer complies with the City's rules and regulations and if the venue is left in a clean and sanitary condition. If the site is damaged or not cleaned properly after the event, then the cost to repair or clean the venue will be deducted from the security deposit.
15. **Is there a limit on the number of events held at the Sea Walk Pavilion or Latham Plaza?**  
Yes. 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. The City reserves the right to 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 and festivals on City facilities and landscaping, and on the availability of City personnel to provide services.
16. **I want to have a beach run. Can I drive on the beach to set up water tables and a timing system?**  
Yes. Automobile liability insurance in the amount of one million dollars (\$1,000,000) is required to drive on the beach. Beach entry and exit information is required no later than 30 days prior to the event.
17. **I want to have a concert on the Sea Walk Pavilion stage. Is the stage equipped with concert lights and sound equipment?**  
No, the producer is required to provide their own sound, lights, and production services. Equipment for rigging production equipment is the responsibility of the concert producer.