JACKSONVILLE BEACH

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DRAFT

POLICE DEPARTMENT
Patrick K. Dooley
Chief of Police

To: George D. Forbes, City Manager

From: Patrick K. Dooley, Chief of Police

Subject: Request to Approve the Revised Special Event Policy for the City of Jacksonville Beach.

Date: November 19, 2013

ACTION REQUESTED

Approve the revised Special Events Policy for the City of Jacksonville Beach.

BACKGROUND

The current special event policy for the city has been in place since February 2003. Since that time, there have been numerous changes to the downtown and Latham Plaza area where many of the special events are held. The size, scope, and types of events have necessitated the recommendation of some revisions to the special event policy in its current form. A strikeout version of the proposed Special Events Policy is attached.

There are several items which have been clarified in the proposed revisions to the policy. The **major changes are as follows**:

1. The **definition of a "Festival"** has been more clearly defined as being an event held at the Sea Walk Pavilion and/or Latham Plaza, which is more than six hours in duration and includes alcohol consumption and/or sales (page 2).

2. The policy clarifies that all **Surf Contests** and Ocean Rescue Activities must take place a minimum of 300' feet from the pier (page 2).

3. There were suggestions from City Council members for changes to the policy as it relates to the **number of days a festival** may last. Currently events that are defined as festivals can last only one day and there can be only one festival a month.

   The revised policy will still only allow one festival a month but the festival may last two consecutive days during the winter months of November, December, January, and February. This is recommended to attract more visitors to our area during the non-

1995

peak months (page 3).

4. The current policy does not allow events that have **paid admission**. The exception is we do allow admission fees for preferred seating as long as at least one-half of the event area is open and free to the general public (page 3). There has been a suggestion that we allow paid events in order to attract a major band and allow St. Augustine style special events. There has been no changes in the proposed policy to this restriction although there are three alternatives:
    a. Keep the policy as it is.
    b. Remove the restriction on paid events.
    c. Allow paid events but specify that the city receives a percent of the gross.

5. The policy clarifies that all **special event applications** must be completed and submitted to the city, no later than 60 days before the event (page 4).

6. The proposed policy requires the event producer to provide all insurance certificates, all temporary licenses, a copy of **all permits** and payment of **all advance fees** to the special events chairman not less than **30 days before** the date of the event (page 5).

7. **Automobile liability** and driving on the beach regulations have been amended (page 13).

8. **Fencing rules** have been amended to clarify it is the responsibility of the organizers to provide fencing and the installation thereof (page 16).

9. The general rules of an event have been modified to require a **last call for alcohol announcement** to be made no later than 30 minutes prior to the end of an event. Alcohol sales are required to cease no later than 15 minutes prior to the end of an event. (Page 17).

10. Requirements for **Fire/Rescue Personnel** and **Ocean Rescue** Personnel are outlined (pages 18-19).

11. The organizer is responsible for the procurement and transport of **barricades, trash containers, and electricity** etc. (Page 28)

12. The **fee schedule** has been made part of a resolution and the fees changed to reflect fair market value of the venue. (See attached **Resolution).**

In reviewing the special event policy we should also be thinking about:

a. Who are we trying to draw downtown?
b. What does a family friendly event mean?
c. What do we want more of, and what do we want less of?
d. How does the event fit into our goals for the downtown?

RECOMMENDATION

Approve the Revised Special Event Policy dated November 21, 2013.

SPECIAL EVENTS POLICIES

City of Jacksonville Beach
Recreation & Parks
2508 South Beach Parkway
Jacksonville Beach, FL 32250
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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, ~~parade~~, 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, ~~e.g., a gathering comprised substantially of neighbors in a residential area that requires the closing of a local street for the purpose of having a party or other 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 ~~Assistant City Manager~~ Director of Parks and Recreation as chairperson, and ~~the Department Directors of the Park and Recreation,~~ Police, Fire, and Public Works, and Ocean Rescue ~~and Planning and Development Departments~~ or their designees. ~~plus the City's Special Events Coordinator.~~

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, ~~parades~~, 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 ~~special~~ 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. ~~on city property and is open to the general public, uses more than the Stage & First Tier Audience Area, and the duration of the event is more than six hours. This type of event includes, in addition to entertainment, one or more of the following activities: alcoholic beverage sales, arts &/or crafts, or children's activities.~~

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 ~~City Manager's Office~~ Recreation & Parks 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. ~~after~~ First priority is given to City-produced events, City-contracted events, and annual events which have taken place ~~more than one~~ for two (2) consecutive years. ~~have scheduled each calendar year.~~

b. Only one festival may be scheduled in any one month.~~, with the exception of *Springing the Blues and the Beaches Festival & Parade Weekend* in April. Festivals may not be scheduled for consecutive weekends~~. 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 Recreation & Parks Director.

d. The length of a festival is limited to one day. The only exceptions to the one-day limit are *Springing the Blues*~~, *Beaches Festival Weekend & Parade*,~~ *and the Sea and Sky Spectacular*, which are three days. Other exceptions are festivals that are scheduled for November, December, January, and February, which may be two consecutive days.

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 Recreation & Parks department for review.

b. Upon receipt of the email, a representative from the Recreation & Parks 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 Recreation & Parks 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.

a. ~~The requesting organization must complete an application for a Special Event Permit and submit it to the Special Events Coordinator Chairman for review.~~

1. ~~A completed application for a Special Event Permit must be received not later than thirty sixty (60) days before the date of the event. with the exception of a request to hold a parade (see Item 3 below.)~~

2. ~~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 thirty sixty day lead time is provided.~~

3. ~~When requesting to hold a parade, a completed application for a Special Event Permit must be received not later than sixty (60) days from the date of the event.~~

~~Approval of a parade application depends on:~~
~~(a) whether the date is in the high tourist season (April - August)~~
~~(b) the area needed to stage the number of units included in the~~

~~parade~~
~~(c) the scope of the area included in the parade route.~~

b. ~~Upon receipt of the application, the Special Events Chairman will review the application and make an initial evaluation based on the information provided in the application.~~

c. ~~The applicant will be contacted within ten (10) working days of the City's receipt of a complete application to notify the applicant regarding the status of the application.~~

3. **Special Events Committee Meeting**

a. ~~If the Special Events Coordinator Chairman tentatively approves the event, a meeting of the Special Events Committee will be scheduled with representatives from the requesting organization.~~ 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, ~~parades,~~ alcohol, outside vendors, signs, electrical and miscellaneous construction.

c. ~~All~~ 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, as outlined in Section ~~I~~X, to the Special Events ~~Coordinator~~ Chairman not less than ~~five (5)~~ 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 ~~City Electrician~~, and City Special Events ~~Coordinator~~ Chairman ~~who~~ 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~~, city or city-designated clean-up crews~~ be ~~are~~ 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 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 ~~Special Events Coordinator~~ and the following information shall be provided:

   Event ~~Director's~~ 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 ~~Special Events Coordinator~~ will review the initial request and, providing ~~that~~ 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 ~~City's Manager's Office~~ 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 ~~should~~ 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 ~~thirty (30)~~ sixty (60) days before the date of the event ~~and sixty days (60) before a parade~~.

B. ~~Detailed~~ 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 ~~Special Events Coordinator~~ for review ~~by the Assistant City Manager~~. The application and detail forms shall include the following information.

~~1. The name, address and telephone number of the person, or persons seeking to conduct the special event.~~

~~2. A narrative description of the event including type of entertainment planned, (i.e. sporting event, rock concert, pops concert, Hispanic festival), whether vendors are a part of the event, and if food/beverages will be served.~~

~~3. The name, address and telephone number of the person, organizer, producer, business, organization, or non-profit organization that is financially responsible for the event. If the proposed special event will be conducted for, on behalf of, or by an organization, include the name, address and telephone number of the~~

~~headquarters of the organization, and of the authorized heads of such organization responsible for conducting the event.~~

4. ~~Indicate whether the event organizer/producer is a profit or non-profit organization. Provide contact name, phone number, address for confirmation of affiliation of non-profit organization with this event. If the event is a fund-raiser, indicate the reason funds are being raised.~~

5. ~~Indicate the date(s) and the hour(s) of the proposed such event. Identify which city facility(ies) or location will be used. Specify set-up dates and times for each location.~~

6. ~~Estimate the expected number of attendees and production vehicles. Estimate the number of vehicles that will be parked near the event. If the event is a parade, estimate the number of units in each category, such as bands, marching units, floats, cars, etc.~~

7. ~~Identify the types of permits needed to meet the city's requirements (i.e., alcohol beverages, tent permit, banner, etc.) required and attach copies of any permits already obtained.~~

8. ~~Indicate the number, type and location of temporary public toilet facilities the event organizer/producer plans to provide for the event.~~

9. ~~Indicate whether permission is being requested to close city streets for the event. Include a statement describing the type of festival activities that will take place on closed street(s) (i.e. pedestrian traffic, vendors).~~

10. ~~Outline your plan for event security, traffic control and crowd control.~~

11. ~~Indicate whether amplified music is a part of the event. Indicate the type of music, the name of the band(s), the hours of duration, the location of bands, location of loudspeakers indicating the direction speakers will be facing (east, west, north, south), and the number and type of sound amplification devices.~~

12. ~~The City requires the use of city staff or designated contractors to ensure event area remain cleanliness throughout and after the event. This in no way exempts the organizer/producer of keeping the area clean. Outline your plan to keep the area clean during your event and your plan for clean up after the conclusion of the special event.~~

13. ~~Indicate whether you will be providing food and beverages and whether it will be sold or otherwise dispersed and who will be supplying such food or drinks.; and, if a non-profit organization, who will receive the proceeds obtained from the sale of such food and drinks.~~

14. ~~If the event is a parade, indicate the location of assembly and disbanding areas for the event and the proposed time of assembly and disbanding.~~

15. ~~Indicate whether access to electricity is being requested and for what the reason why (i.e. amplified music, vendors, stage lighting.)~~

~~16. Indicate whether the event is free to the general public, or if admission fees will be charged for preferred or priority seating, or if prizes will be given, and the dollar amounts involved. NO general admission fee may be charged.~~

~~17. Provide information outlining how the event will be advertised and promoted and through what type of media. The use/placement of "snipe" signs and distribution of handbills are prohibited by City code.~~

~~18. A diagram, drawn to an understandable and readable scale, of the areas to be used and/or affected by the special event must be attached to the application. Label the uses of each area: i.e. vendors, rides, parking for vendors.~~

~~19. Provide any additional information the Special Events Chairperson finds reasonably necessary for a fair determination whether a permit should be issued.~~

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 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~~ services. Any organization, event organizer/producer requesting to hold ~~an~~ 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 ~~fifteen (15)~~ 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 ~~ten (10)~~ 30 days before the date of the event.

B. ~~Vendors~~

~~General Commercial liability insurance is required for businesses operating as vendors during a special event on City facilities where a hazard or liability exists. (Example: food consumption at a restaurant booth, riding a bus or other vehicle, amusement rides, etc.).~~

1. ~~The City must be named as additional insured.~~

2. ~~A copy of each vendor's Certificate of Insurance must be provided to the City.~~

~~C.~~B. Liquor Liability

If alcoholic beverages are being served or sold at a~~n~~ 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 ~~million~~. A copy of the Certificate of Insurance must be provided to the Recreation & Parks office ~~City Manager's 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 ~~imposition of~~ additional requirements ~~on~~ 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 ~~City Manager's Office~~ Recreation & Parks Department ~~five (5)~~ 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 ~~VII~~VI, Section ~~C~~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 ~~"door guard" or a bouncer~~ server ~~or from~~ 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. ~~plus one two additional officers, one to serve as supervisor, and one to serve as a rover.~~ 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 ~~event organizer/producer and 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. ~~The cost of the additional security will be mutually agreed upon.~~

4. Additional information regarding fees for Police Department services are described in the Fee Schedule section of this document.

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 ~~will~~ may provide the required fencing.~~, and~~ 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 ~~will~~ may be provided by the City and ~~is~~ may be included in the ~~cost of the fencing.~~ 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 ~~Whether the~~ Boardwalk may not be ~~is~~ included within the event area. ~~will be determined by the Special Events Committee and the Police Department based on the number of people expected to be in the general area during the time of the event.~~

7. The areas where alcoholic beverages may be sold is 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. ~~Areas 1,2, 3 and 4. Booths for the sale of Alcoholic beverages may be placed within the designated festival areas 1, 2, 3 and 4, but NOT on the boardwalk.~~

   ~~If the event will only take place in municipal parking lot adjacent to Latham Plaza, booths for the sale of Alcoholic beverages may be placed in Area 3.~~

   ~~If the event will only take place in Latham Plaza, alcoholic beverages may be placed in Area 2.~~

   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 parts 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, ~~and~~ 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, ~~and~~ procedures, and stipulations outlined in their Special Event Permit. Non-compliance may result in the event being shut down.

2. An organizer/producer of ~~an~~ 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 ~~or its~~ designated representative will ~~provide~~ approve cleanup services. ~~This in no way relinquishes~~ The organizer/producer is ~~from their responsibility~~ responsible for ~~to ensure~~ 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.

C. E. ~~Festival~~ Cleanup

The ~~City or its currently contracted garbage/trash companies~~ 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 ~~dumpsters and~~ a grease vat for the disposal of used cooking grease. The cost of these services will be the responsibility of the event organizer/producer.

D. 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.

E. G. Banners

Event and sponsor banners may be displayed ~~are limited in number and to designated areas only~~ within the event site.

F. H. Road Closures

~~An organization~~ An event producer/organizer requesting road closings is required to provide two weeks ~~in~~ advance notice ~~of the event~~ to ~~notify~~ all affected businesses and residents ~~affected~~ of the date and times of the planned road closures. A copy of the notice must be provided to the ~~City Manager's~~ Recreation & Parks Office.

If road closures are approved, the City ~~will~~ 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.

G. I. Paid Parking

The rental of municipal parking lots for use as paid parking during ~~an~~ festival or special event is NOT allowed.

H. 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.

I. 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 ~~License's~~ 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.

J. 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.

~~The organizer/producer must furnish a list of all selected vendors to the City Manager's Officer within seven (7) days of the date of a special event. The list must be categorized by vendor type: food, beverage, arts & crafts, amusements, etc. It must include the vendors' occupation license or sales tax I.D. number and a copy of the certificate of insurance or insurance company and policy number.~~

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.

The ~~City's Public Works Department~~ event organizer/producer will prepare all food and beverage vendor sites before those vendors may set up their areas. Preparation will consist of the placement of roofing felt on the parking lot, or street, ~~or grass area~~ to prevent grease from falling onto the asphalt, concrete, sidewalks, or pavers ~~or grass. A fee will be charged for each 10 x 10 vendor area. The organizer/producer is responsible for the fee for this service which is listed in the Fee Schedule.~~

Vendors are to place corrugated boxing paper, or a similar type protection, on top of the roofing felt as flooring for each booth to prevent grease or liquid from falling onto the asphalt, concrete, sidewalks, pavers ~~or grass~~.

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 ~~will~~ 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. ~~The fee must be paid at the time of inspection, with a business check or money order (no cash); and, as of January 2001, it is $85 for a 1-3 day event. An application~~ Licensing requirements and the State of Florida Guide to Temporary Food Service Events are ~~is~~ available on their website at http://www.myflorida.com/dbpr/hr/forms/index.shtml and MUST be completed BEFORE inspection.

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 ~~City of Jacksonville Beach~~ 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 ~~placed by the City of Jacksonville Beach,~~ to absorb grease and to prevent grease or liquids from falling onto the asphalt, concrete, sidewalks, or pavers ~~or grass~~.

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.~~, and/or grass.~~

6. Failure to follow this policy could result in forfeiture of the security deposit, additional fees for pressure washing and ~~prohibition~~ 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. ~~Except for canned beverages, all food sold on City property or facilities must be served in biodegradable containers and consumed within the place of sale.~~

9. 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.)

10. 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. ~~The~~ 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 ~~animal debris,~~ odors, or grease present after the event, the event organizer/producer will be responsible ~~to~~ for pressure washing the area~~, or for the cost to pressure wash the area(s) as outlined in the Fee Schedule~~.

C. Amusements

1. Mechanical or carnival type rides for children are permitted at the Sea Walk Pavilion and Latham Plaza. ~~will be allowed as long as the device can be anchored or attached without harming or disrupting the surface of the City's paved parking lots, or roads, sidewalks, or walkways. The rides can only be set up in the City parking lot between Latham Plaza and Sneakers restaurant, or along 1st Street North contiguous to the festival site area.~~ 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, ~~but only on paved areas~~.

3. Animal rides and animal exhibitions are not permitted.~~; however, animal exhibitions are permitted only in designated areas and must be included in the list of activities and vendors provided to the City Manager's Office.~~

SEE ATTACHMENT VI

1) Jacksonville Beach Minimum Fire Safety Requirements for Festivals and Special Events

~~2) Department of Business & Professional Regulation Instructions and Application for Temporary Event Vendor License~~

~~3) Guide to Temporary Food Service Events.~~

2) 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 ~~Coordinator~~ Chairman ~~suspect~~ determine that additional permitting is required, the applicant will be required to contact the DEP for additional approval.

~~A fee for trash removal and a~~ Rental fees and security deposits are ~~is~~ required for events held on the beach.

~~X. GENERAL REQUIREMENTS FOR PARADES~~

~~A parade is defined as a formation for a public procession, march, ceremony, show, exhibition, pageant, or procession of any kind involving ten (10) or more persons or five (5) or more vehicles. The term shall not apply to funeral processions provided the Jacksonville Beach Police Department is notified of each procession's time and route; or, to government agencies acting within the scope of their functions.~~

A. ~~Associated Costs~~

~~The organizer/producer, or party submitting the parade application, is responsible for the costs associated with street closures and traffic control. The number of police officers will be mutually determined by the Police Department and the parade organizer/producer based on the traffic control plan provided by the organizer/producer, and the day and time of the parade.~~

B. ~~Additional Regulations~~

~~For the purpose of controlling traffic and pedestrian congestion and of providing for the public health, safety and general welfare, the following additional regulations shall apply to all parades conducted within the City of Jacksonville Beach:~~

1. ~~All parades shall be conducted along the route specified in the parade permit.~~

2. ~~Parades shall be conducted during the hours of 8:00 A.M. and 6:00 P.M.~~

3. ~~All parade participants shall assemble for the parade at the time and location specified in the permit.~~

4. ~~All parades shall begin at the time specified in the permit and shall disband immediately after the conclusion of the parade.~~

5. ~~No parade participant shall carry arms or other weapons (or facsimiles thereof), nor bricks, bats, sticks, rocks, bottles or other items that could be used as weapons. This requirement shall not apply to drill teams, honor guards, or other participants representing official units of government.~~

6. ~~No parade participant shall drink alcoholic beverages or be under the influence of any intoxicating beverages or drugs.~~

7. ~~Materials used in the construction of floats in the parade shall be of fire retardant materials and shall be subject to the requirements concerning fire safety as may be determined by the fire chief.~~

8. ~~Except as provided in Subsection J, once commenced, the parade shall not stop along the parade route, but shall continue to move at a fixed rate of speed, and any willful delay or stopping of said parade, except when reasonably required for the safe and orderly conduct of the parade, shall constitute a violation of the permit.~~

9. ~~Literature, publications, leaflets or other written materials shall not be distributed along the parade route.~~

10. ~~Speeches shall be allowed only at a location designated in the parade permit.~~

11. ~~Speeches, rallies or other activity to be conducted during the parade shall be limited to a total time of thirty (30) minutes, after which time the parade participants shall continue or disperse as designated in the parade permit.~~

12. ~~In no event shall speeches, rallies, etc. be conducted in the public streets, or along the City's right-of-ways. Such speeches and rallies shall take place at specified sites identified as such in the parade application.~~

13. ~~The parade permit application shall designate a "person in charge" and that person shall be required to have a copy of the approved permit in their possession at all times during the parade. The person in charge shall advise all participants in the parade, either orally or by written notice, of the terms and conditions of the permit before the commencement of the parade and shall provide the City with a written statement that the person in charge and all participants have read, understood and will comply with the regulations set forth herein and the conditions of the permit.~~

~~XI.~~ X. DEFINITION OF FEES AND CHARGES FOR FESTIVALS AND SPECIAL EVENTS HELD ON CITY FACILITIES

Festival and ~~S~~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 ~~issue~~ issuance of a special events permit.

A. ~~**Determination of Fee Category**~~

~~For the purpose of determining into which fee category an applicant's event falls, the following definitions will be applied. This determination will be based upon the organization/person who is financially responsible for costs of the event, not the organization that will benefit from the revenue proceeds of the event.~~

~~**1. NOT FOR PROFIT:**~~

a. ~~**Club**~~

~~A group of people organized for a common purpose to pursue common goals, interests or activities and usually characterized by certain membership qualifications, payment of fees and dues, regular meetings, and a constitution and by-laws.~~

b. ~~**Fraternal Organization**~~

~~A group of people formally organized for a common interest, usually cultural, religious or entertainment, with regular meetings, rituals and formal written membership requirements.~~

c. ~~**Government Agency**~~

~~Any department, commission, independent agency or instrumentality of the United States, of a state, county, incorporated municipality, authority, district or other governmental unit.~~

d. ~~**Membership Organization**~~

~~An organization operating on a membership basis with pre-established formal membership requirements and with the intent to promote the interests of its members. Such an organization includes religious bodies, trade associations, professional organizations, unions, political action committees and similar organizations.~~

e. ~~**Philanthropic (Eleemosynary) Institution**~~

~~A public or private organization that is not established for or operated for the purpose of carrying on a trade or business and no part of the net earnings of which are for the benefit of any individual.~~

~~2. FOR PROFIT:~~
~~Private Business - any enterprise operating for profit.~~

~~B.~~A. SECURITY DEPOSIT

A security deposit ~~of~~ 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.

~~C.~~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. ~~However, City departments must follow the guidelines established to secure the permit.~~

2. The facility rental fee includes access to and use of electricity, ~~available at the site,~~ barricades, and trash containers as available at the site. Should ~~power needs~~ the need for electricity, barricades, trash containers, etc. exceed the City's availability or capability ~~existing power capacity of the site~~, 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, trash cans, signage, etc. for use outside of the standard festival/event area. See Rate Resolution for Special Events.

~~D.~~C. ELECTRICIAN FEES

Should the City deem it necessary, or at the request of the organizer/producer, a licensed electrician will ~~The City will charge a pre-event electric site fee to~~ review the ~~Festival~~ 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 ~~the City's Electrician~~ 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.

~~E.~~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:~~ services will be provided by the City or its designated representative. The cost of these services will be the responsibility of the event organizer/producer.~~

1. **Beach Trash Removal ~~Fee~~**
   ~~Trash removal for events held on the beach such as volleyball tournaments, races, walks, or surf contest events.~~
   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, ~~trash containers~~, and removal of litter, debris, and food during and upon completion of the hours of the event.~~, removal of trash and garbage from site daily. It does not include cleaning and removing trash/food from dining tables during the event. Event site clean up fees are determined by the City's contracted representative and are negotiated directly with the contractor.~~

   ~~Dumpster and grease vat fees are as listed in SECTION XII and in ATTACHMENT IV~~

3. **Pressure Washing**
   Required in areas where grease ~~or animal refuse are~~ is present after an event.

~~F.~~E. ADVANCE FEES

Advance fees, which must be paid before issuance of a Special Event Permit, are Facility Rental~~,~~ and Security Deposit~~,~~. ~~Pre-Electric, Grease Vat and Dumpster.~~

~~G.~~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.~~Operations Lieutenant at 247-6345.~~ 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 ~~two (2)~~ three (3) hours before the start of extra duty job.

b. If the job is canceled after the ~~two (2)~~ three (3) hour time period, each officer(s) must be paid a three (3) hour minimum.

Fees are as listed in Rate Resolution

~~H.~~G. OTHER CITY DEPARTMENTS

Should the services of other City departments be required to facilitate a festival or special event, the event organizer/producer ~~may be~~ 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. ~~Normal City services that are provided between 8:00 AM to 5:00 PM Monday through Friday may be provided free of charge. After these hours and on weekends, other services such as~~ Services provided by Recreation, Ocean Rescue, Police, Fire, electrician, ~~Public Works,~~ etc. will be billed per the Fee Schedule or at the specific employee's overtime rate of pay.

2. ~~The City electrician will~~ The City's contracted electrician may assist in connecting the electrical power needs for any event. There is an hourly fee for ~~his~~ this service~~s~~.

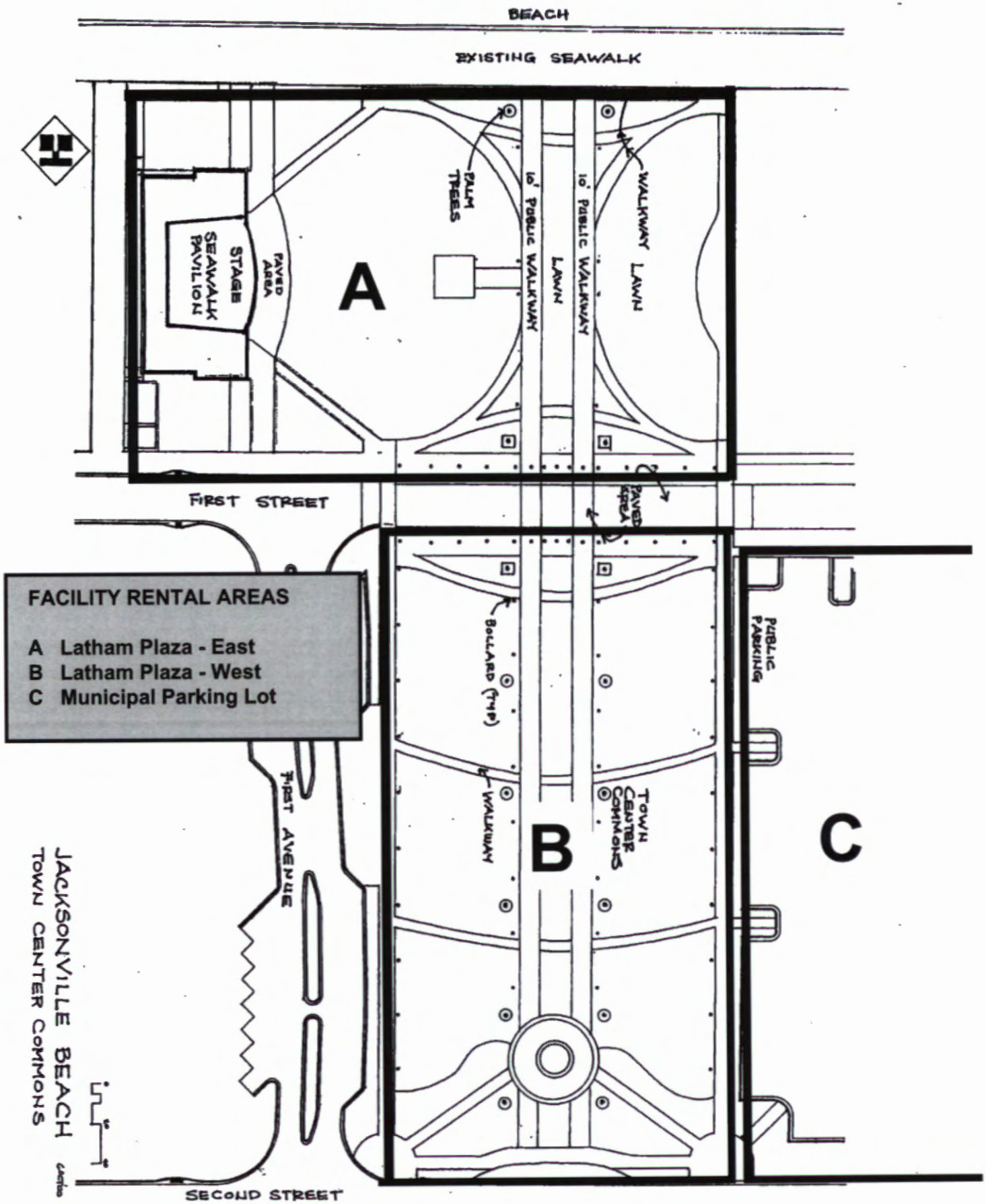
3. Depending on the size and scope of an event, the City may charge a pre-event electric site fee to provide electricity access for vendors and production requirements such as light and sound equipment.

ATTACHMENT I

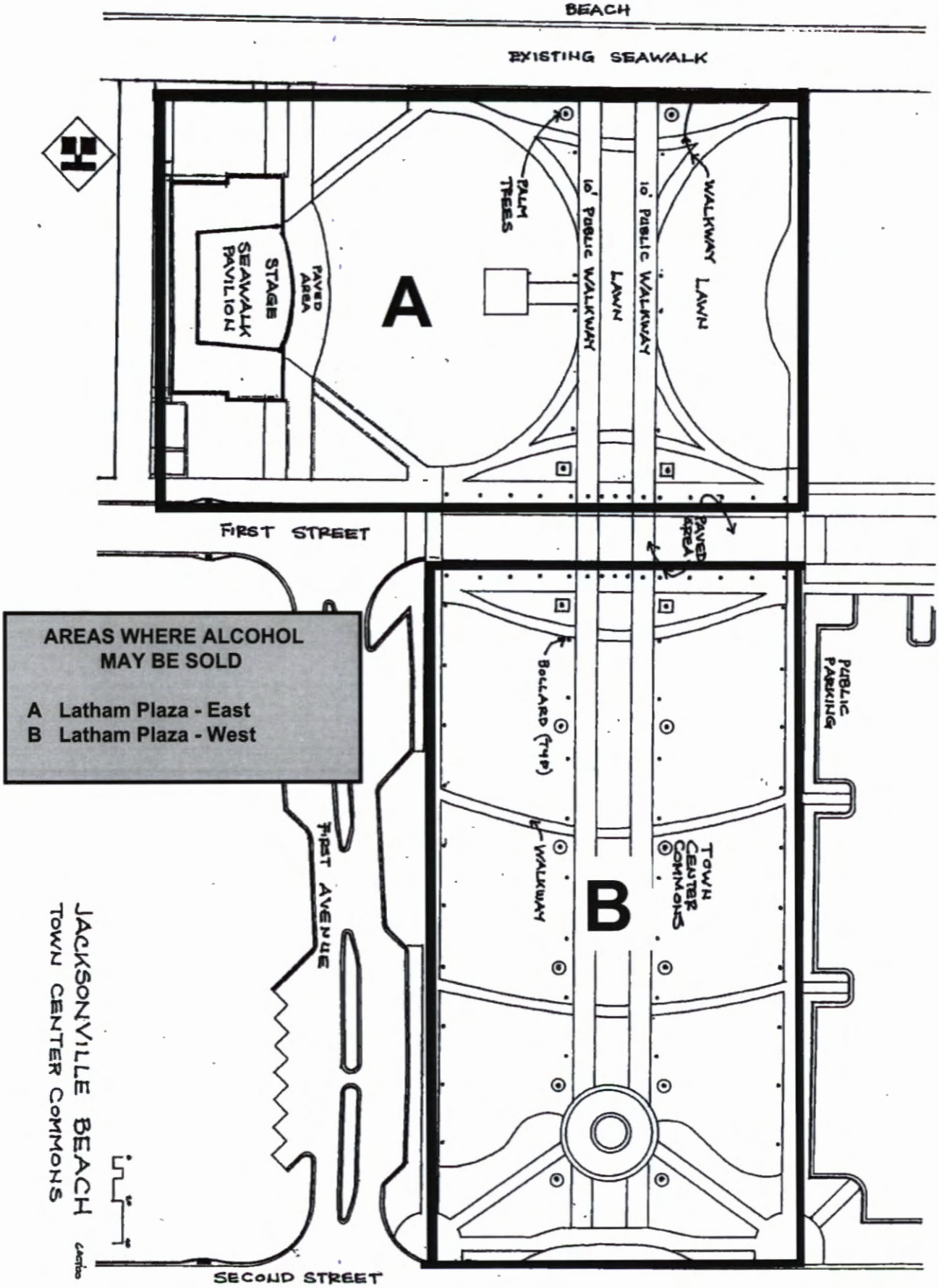
Festival Site: Facility Rental Areas and Areas Where Alcohol May Be Sold

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



ATTACHMENT 1A
ALCOHOL SALES AREAS



AREAS WHERE ALCOHOL MAY BE SOLD

A Latham Plaza - East
B Latham Plaza - West

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.

~~A.~~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.

~~B.~~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.

~~C.~~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.

~~D.~~E. Outdoor Musical Entertainment or Festivals, Section 19.5

This section of the City codes will also apply to Outdoor Musical Entertainment events or festivals which intend to have paid admission.

Sec. 19.5.1- Findings
The city finds that outdoor musical entertainment, offered to the general public or a substantial segment thereof, often attracts a large gathering of people which, if uncontrolled, may cause adverse health and safety conditions requiring municipal regulation to ensure adequate sanitation and sewage disposal facilities, medical facilities, parking, traffic control and crowd control, and other regulations in the interest of public safety and public health.

Sec. 19.5.2. "Festival" defined.
As used in this chapter, "festival" means any ~~gathering of persons for the primary purpose of listening to or participating in outdoor musical entertainment offered to the general public or a substantial segment thereof.~~ 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. The term "festival" shall not include a gathering for another primary purpose, such as, but not limited to, athletic events, religious services, fairs, parades, or expositions, even though outdoor musical entertainment may be incidental thereto.

Sec. 19.5.3. Festival permit required.
No person shall stage, promote, or conduct any festival in the city without first obtaining a festival permit from the City Manager.

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 ~~200B~~ 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 ~~Bobbie Nelson (877/ 332-4307 Pager)~~ the FDEP at 904-256-1700 for information regarding ~~FDEP~~ 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 (DEP) ~~(877) 332-4307 Pager – Bobbie Nelson~~904-256-1700
Bureau of Protected Species Management (850) 922-4330

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 most 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) ~~241-7631~~ 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 Office of Protected Species Management at (850) 922-4330 to confirm that the requirements of the monitoring plan has been accomplished.

JACKSONVILLE BEACH

City of
Jacksonville Beach
2508 South Beach
Parkway
Jacksonville Beach
FL 32250
Phone: 904.247.6236
Fax: 904.247.6143

www.jacksonvillebeach.org

DEPARTMENT OF RECREATION / PARKS / SPECIAL EVENTS

TO: George D. Forbes
City Manager

DRAFT

FROM: Gary Meadors
Parks & Recreation Director

DATE: November 22, 2013

SUBJECT: Resolution 1926-2013 Establishing Rates and Fees for Special Events

ACTION REQUESTED:

Adopt Resolution #1926-2013 establishing rates and fees for Special Events.

BACKGROUND:

The City of Jacksonville Beach has beautiful facilities to host special events and festivals. These facilities are Latham Plaza and the Seawalk Pavilion which are located at the oceanfront across from City Hall. In addition to these locations the City of Jacksonville Beach and the State of Florida manage the 4.2 miles of beach along Jacksonville Beach. These beautiful locations and facilities encourage tourists and citizens to visit and participate in activities and events. These activities and events help to develop tourism, encourage community involvement, assist non-profit and charitable programs, and assist local merchants with creating a vibrant business district.

The fees charged for organizations to host events and festivals help the City offset costs for maintenance of the facilities, insurance, and impact on downtown services such as public safety and public works.

The fees include security deposits and rental fees. Some of the changes include:

- Non-profit and profit are combined into one category. The reason for the change is to simplify the number of fees. Most events are produced by non-profit organizations.
- Fees for the stage, the Seawalk Pavilion, and Latham Plaza are divided into different sections. The new fees are combined: Stage, Seawalk Pavilion, Latham Plaza, and the parking lot.
- The new fees also reflect a price increase for festivals and a rental rate for the parking lot. The festival fee includes a per day rate.
- The security deposit assures that the producer of the event or festival follows the policies and rules.

A. SECURITY DEPOSIT

The old rates (strike outs) and proposed new fee structure are as follows:

~~FACILITY~~	~~Profit~~	~~Non-Profit~~
~~STAGE AREA & FIRST TIER AUDIENCE AREA~~	~~$800~~	~~$400~~
~~SECOND TIER AUDIENCE AREA~~	~~$400~~	~~$200~~
~~1ST STREET FESTIVAL AREA~~	~~$200~~	~~$100~~
~~PLAZA AREA~~	~~$800~~	~~$400~~
~~MUNICIPAL PARKING LOT (*Springing the Blues* only)~~		
~~1/3 OF PARKING LOT~~	~~$268~~	~~$134~~
~~2/3 OF PARKING LOT~~	~~$536~~	~~$268~~
~~ENTIRE PARKING LOT~~	~~$800~~	~~$400~~
~~BEACH EVENT~~	~~$500~~	~~$250~~
~~STREET EVENT (RACE/PARADE)~~	~~$800~~	~~$400~~

NEW FEES AND SECURITY DEPOSITS	SECURITY DEPOSIT	FEES PER DAY
FESTIVALS (INCLUDE ALL AREAS EXCEPT PARKING LOT	$ 1,000	$ 2,000
STAGE	$ 500	$ 500
FESTIVAL FENCE		$ 500
LATHAM PLAZA – EAST OF OF 1ST STREET	$ 500	$ 300
LATHAM PLAZA – WEST OF 1ST STREET	$ 500	$ 500
BEACH EVENTS	$ 500	$ 250
LATHAM PLAZA PARKING LOT – (ONLY AVAILABLE FOR SPRINGING THE BLUES, AND DURING THE MONTHS OF NOVEMBER, DECEMBER, JANUARY, & FEBRUARY	$ 500	$ 2,000

RECOMMENDATION:

Adopt resolution #1926-2013 establishing rates & fees for Special Events as described in the memorandum from the Parks& Recreation Director dated November 22, 2013.

DRAFT

Introduced By:_____

Adopted:_____

RESOLUTION NO. 1926-2013

RESOLUTION OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, ESTABLISHING FEES FOR SPEICAL 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 ~~S~~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 ~~issue~~ issuance of a special events permit.

A. ~~**Determination of Fee Category**~~

~~For the purpose of determining into which fee category an applicant's event falls, the following definitions will be applied. This determination will be based upon the organization/person who is financially responsible for costs of the event, not the organization that will benefit from the revenue proceeds of the event.~~

~~**NOT FOR PROFIT:**~~

a. ~~**Club**~~

~~A group of people organized for a common purpose to pursue common goals, interests or activities and usually characterized by certain membership qualifications, payment of fees and dues, regular meetings, and a constitution and by-laws.~~

~~**Fraternal Organization**~~

~~A group of people formally organized for a common interest, usually cultural, religious or entertainment, with regular meetings, rituals and formal written membership requirements.~~

~~**Government Agency**~~

~~Any department, commission, independent agency or instrumentality of the United States, of a state, county, incorporated municipality, authority, district or other governmental unit.~~

~~**Membership Organization**~~

~~An organization operating on a membership basis with pre-established formal membership requirements and with the intent to promote the interests of its members. Such an organization includes religious bodies, trade associations, professional organizations, unions, political action committees and similar organizations.~~

~~**Philanthropic (Eleemosynary) Institution**~~

~~A public or private organization that is not established for or operated for the purpose of carrying on a trade or business and no part of the net earnings of which are for the benefit of any individual.~~

~~**FOR PROFIT:**~~

~~**Private Business** - any enterprise operating for profit.~~

~~B.~~A. SECURITY DEPOSIT

A security deposit ~~of~~ 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.

~~C.~~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. ~~However, City departments must follow the guidelines established to secure the permit.~~

2. The facility rental fee includes access to and use of electricity, ~~available at the site,~~ barricades, and trash containers as available at the site. Should ~~power needs~~ the need for electricity, barricades, trash containers, etc. exceed the City's availability or capability ~~existing power capacity of the site~~, 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, trash cans, 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.

~~FACILITY~~	~~Profit~~	~~Non-Profit~~
~~STAGE AREA & FIRST TIER AUDIENCE AREA~~	~~$800~~	~~$400~~
~~SECOND TIER AUDIENCE AREA~~	~~$400~~	~~$200~~
~~1ST STREET FESTIVAL AREA~~	~~$200~~	~~$100~~
~~PLAZA AREA~~	~~$800~~	~~$400~~
~~MUNICIPAL PARKING LOT (*Springing the Blues* only)~~		
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~~BEACH EVENT~~	~~$500~~	~~$250~~
~~STREET EVENT (RACE/PARADE)~~	~~$800~~	~~$400~~

	SECURITY DEPOSIT	FEES PER DAY
FESTIVALS (INCLUDE ALL AREAS EXCEPT PARKING LOT	$ 1,000	$ 2,000
STAGE	$ 500	$ 500
FESTIVAL FENCE		$ 500
LATHAM PLAZA – EAST OF 1ST STREET	$ 500	$ 300
LATHAM PLAZA – WEST OF 1ST STREET	$ 500	$ 500
BEACH EVENTS	$ 500	$ 250
LATHAM PLAZA PARKING LOT – (ONLY AVAILABLE FOR SPRINGING THE BLUES, AND DURING THE MONTHS OF OCTOBER, NOVEMBER, DECEMBER, JANUARY, FEBRUARY, & MARCH	$ 500	$ 2,000

~~D.~~C. ELECTRICIAN FEES

Should the City deem it necessary, or at the request of the organizer/producer, a licensed electrician will ~~The City will charge a pre-event electric site fee to~~ review the ~~Festival~~ 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 ~~the City's Electrician~~ 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.

~~E.~~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: ~~services will be provided by the City or its designated representative. The cost of these services will be the responsibility of the event organizer/producer.~~

1. **Beach Trash Removal ~~Fee~~**
   ~~Trash removal for events held on the beach such as volleyball tournaments, races, walks, or surf contest events.~~
   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, ~~trash containers~~, and removal of litter, debris, and food during and upon completion of the hours of the event.~~, removal of trash and garbage from site daily. It does not include cleaning and removing trash/food from dining tables during the event. Event site clean up fees are determined by the City's contracted representative and are negotiated directly with the contractor.~~

   ~~Dumpster and grease vat fees are as listed in SECTION XII and in ATTACHMENT IV~~

Pressure Washing

Required in areas where grease ~~or animal refuse are~~ is present after an event.

~~F.~~E. ADVANCE FEES

Advance fees, which must be paid before issuance of a Special Event Permit, are Facility Rental~~,~~ and Security Deposit~~,~~. ~~Pre-Electric, Grease Vat and Dumpster.~~

~~G.~~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.~~Operations Lieutenant at 247-6345.~~ 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 ~~two (2)~~ three (3) hours before the start of extra duty job.

b. If the job is canceled after the ~~two (2)~~ three (3) hour time period, each officer(s) must be paid a three (3) hour minimum.

Fees are as listed in SECTION ~~XII~~ XI and in ATTACHMENT IV

~~H.~~G. OTHER CITY DEPARTMENTS

Should the services of other City departments be required to facilitate a festival or special event, the event organizer/producer ~~may be~~ 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. ~~Normal City services that are provided between 8:00 AM to 5:00 PM Monday through Friday may be provided free of charge. After these hours and on weekends, other services such as~~ Services provided by Recreation, Ocean Rescue, Police, Fire, electrician, ~~Public Works,~~ etc. will be billed per the Fee Schedule or at the specific employee's overtime rate of pay.

2. ~~The City electrician will~~ The City's contracted electrician may assist in connecting the electrical power needs for any event. There is an hourly fee for ~~his~~ this services.

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. ~~**Site Preparation Fee**~~
~~City crews will pre-prepare the site for all food sales, beverage sales, and food preparation areas for all such vendors before set-up of each event. This will include placement of roofing felt. A $10 fee will be charged for each 10 x 10 vendor area.~~

~~Vendors are to place corrugated boxing paper, or a similar type protection, on top of the roofing felt as flooring for each booth to prevent grease from falling onto the asphalt, concrete, sidewalks, pavers or grass.~~

~~2.~~ 1. **Grease Vat**

The City ~~will~~ may provide ~~a~~ 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.

~~3.~~ 2. **Site Clean up**

~~Specific fees will be determined by the scope of the event by the city and/or its designated representative. Approximate cost is $1,800 per day for an event with food vendors scheduled from Noon until 10 P.M. Pricing may include crew, trash containers, removal of litter, debris, and food from ground during the hours of the event, removal of trash and garbage from site daily, and final site cleanup. It does not include cleaning and removing trash/food from dining tables during the event. Services must be negotiated directly with the city's designated representative.~~

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. ~~Arrangements for garbage and trash dumpsters or haul-offs will be made by the City of Jacksonville Beach with its refuse contractor with costs payable by the organizer/producer. The cost of each dumpster or roll-off, up to 40 yards in size, is $202.26 per dumpster.~~

~~4.~~ 3. **Pressure Washing**

~~$500 per city facility~~

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 ~~animal refuse or~~ grease ~~are~~ is present after an event, and where a food vendor has not adequately protected the pavement from grease or the grass from refuse.

~~5. Beach trash removal~~

~~$50 per day at volleyball, race or surf contest event.~~

~~6.~~ 4. **Beach clean up**

Should the beach site be left in less than satisfactory condition as determined by ~~the~~ Public Works ~~Department~~ 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 ~~will be priced by section used. The pricing includes the cost of rental, set-up and take down. The following pricing is based on the use of the following defined areas:~~ The event producer/organizer is responsible for the pick up, set up, and tear down of fencing.

~~Price per 10 ft. section: $10.00 Approximate number of sections: 155~~

~~STAGE AREA & FIRST TIER AUDIENCE AREA~~
~~SECOND TIER AUDIENCE AREA~~
~~1ST STREET FESTIVAL AREA~~
~~PLAZA AREA~~
~~MUNICPAL PARKING LOT (*Springing the Blues* only)~~
~~1/3 OF PARKING LOT~~
~~2/3 OF PARKING LOT~~
~~FULL PARKING LOT~~

K. POLICE SECURITY PAY SCHEDULE FOR FESTIVALS AND SPECIAL EVENTS

Extra Duty Job (Off-Duty, Uniformed for a 3 hr. min.)	**Per Officer Hourly Rate**	**Supervisor Hourly Rate Event requiring three (3) or more officers**
~~One-time or 1st time event~~	~~$30~~	~~$ 35~~
Special Event or Festival	$32.50	$37.50
~~Recurring events~~	~~$25~~	~~$ 30~~
Events held on 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, and Christmas Day (event requiring three (3) or more officers.)~~

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

Surfman	$ 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 _____day of _____, 2014

_____

William C. Latham, MAYOR

_____

Judy L. Bullock, CITY CLERK

J:\Resolution Special Event Fees 2013.doc