



# **SPECIAL EVENT POLICY**

## **August 7, 2017**

**City of Jacksonville Beach  
Parks & Recreation Department  
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City of Jacksonville Beach  
**SPECIAL EVENT POLICY**  
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**CITY OF JACKSONVILLE BEACH  
SPECIAL EVENT POLICY AND PROCEDURES**

**I. INTRODUCTION AND SCOPE**

The City requires Special Events to be permitted for the safety and well-being of participants and the public and to safeguard the public property belonging to the citizens of Jacksonville Beach. The purpose of this document is to outline the policy and procedures required to hold a special event on City public property. For the purposes of this document, the following definitions apply:

- A. A **Special Event** is defined as any festival, meeting, activity, or gathering of persons invited by public advertisement for the purpose of witnessing or participating in any common purpose, entertainment or exhibition, or purchasing or selling any merchandise, food or beverage or consuming any food or beverage upon any City-owned public facility, street, sidewalk, alley, park, parking lot or other public place.

A special event is reasonably expected to require, for its safe and successful execution, the coordination of City services or the organization of the event to a degree above that which the City provides under ordinary, everyday circumstances.

Any of the following characteristics may cause a special event to be defined as a festival and/or create additional permit requirements:

- i. Road closures
- ii. Amplified music
- iii. Length of event is four (4) hours or more
- iv. Alcohol sold, distributed or consumed

- B. The **Special Event Committee** is a committee appointed by the City Manager, and is presently comprised of the Parks & Recreation Director as Chairperson, Police Chief, Fire Chief, Director of Public Works, Ocean Rescue Supervisor, or their designees.

The Special Event Committee is designated by the City Manager with the responsibility of reviewing and approving an application to conduct a special event within the City.

- C. A **Special Event Permit** is a permit issued after all requirements are met by the requesting organizer/producer and all applicable advance fees are paid. The permit will cover the event organizer/producer and their selected vendors. A Special Event Permit must be issued for each event. Additional permits and licenses may be required for tents, alcohol, outside vendors, signs, banners, electricity, 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 Event Committee.
- D. A **Festival** is defined as an event held in the Facility Rental Area which includes alcohol sales, distribution, and/or consumption and is four (4) or more hours in length. (A City-produced event is not considered to be a festival.) It is the intention of the City of Jacksonville Beach not to allow a concert in the Facility Rental Area that includes the sale, distribution, and/or consumption of alcohol if the event is less than four (4) hours in length.

Special events that involve road closures, the use of amplified music, or the distribution, sale, and/or consumption of alcohol (whether by sale, admission, a ticket, a donation, a membership fee, a meal charge, or a gratuity) may cause a special event to be defined as a festival or cause additional permitting requirements.

- E. The **Organizer/Producer** is the person or persons who are financially responsible for all fees, deposits, damages or other charges for holding an event in Jacksonville Beach. This person(s) has authority to make decisions regarding the event, including cancellation of the event due to weather conditions or for other reasons. The holder of the Alcoholic Beverage Temporary License/Permit shall be considered to be a co-organizer/co-producer of the event and will be required to sign the Special Event Permit.

Sitting members of the City Council, City boards and agencies, and any of their immediate family members shall have no financial interest, direct or indirect in entities that organize or produce festivals. Immediate family members are defined as: father, mother, son, daughter, brother, sister, stepmother, stepfather, stepson, stepdaughter, stepbrother, stepsister, wife, husband, father-in-law, mother-in-law, brother-in-law, sister-in-law, first cousin, nephew, niece, grandparents, grandchildren.

City employees shall not organize or produce festivals or special events. City employees shall have no involvement (financial or otherwise) with festivals or special events if such involvement would constitute a substantial conflict with the proper discharge of his or her duties as a City employee. Outside employment shall be reported, in writing, to the City's Human Resources Department (as stated in City Personnel Policies) and to the employee's supervisor.

This provision is to assure compliance with state ethics laws including Sec. 112.311, Florida Statutes.

- F. The **Facility Rental Area** is the SeaWalk Pavilion, Latham Plaza, and the municipal parking lot as outlined in Appendix I.
- G. A **City-produced Event** is any event produced and managed by the City and authorized by the City Manager.
- H. A **City-contracted Event** is an event that does not meet the ordinary definition of a festival or special event, is being produced and managed by an individual or group, and is held through the sponsorship of the City. Such events are intended to be family-friendly and require the approval of the City Council. Examples of such events are Deck the Chairs and the Art Walk. City-contracted events shall not allow alcohol to be sold, distributed, and/or consumed.

City-contracted events must provide an annual income statement and balance sheet prepared by a Certified Public Accountant in sufficient detail to demonstrate the sources and uses of revenue generated by the event. Any net income from the event must be donated to the City of Jacksonville Beach, unless an alternate distribution of the net income is specifically allowed in the contract approved by the City Council.

- I. For the purposes of this policy, the words **Alcohol and Alcoholic Beverage** means beer and/or wine. Only beer and/or wine may be sold, distributed, and/or consumed at special events.

## II. PROCEDURE FOR SCHEDULING A SPECIAL EVENT

Scheduling a special event is determined by two factors: 1) The availability of City facilities on specific dates each calendar year; and, 2) The issuance of a Special Event Permit. The following sections outline the conditions for determining facility availability and event approval.

If there is an unauthorized or unpermitted Special Event in the City of Jacksonville Beach, the City Manager or designee shall have the authority to cancel and suspend the unpermitted Special Event.

### A. Approval of Application

The Organizer/Producer will make initial contact with the Parks & Recreation Department to determine the availability of the date(s) and site(s) for the proposed event.

#### 1. Availability of City Facilities and Scheduling of Events

- a. Reservation of City facilities is reserved on a first-come, first-served basis. First priority is given to City-produced events, City-contracted events, and annual events which have taken place for two (2) or more consecutive years unless the event organizer/producer's application is denied due to violations of the Special Event Policy identified in the After-action Report. (If a returning event was canceled in a prior year due to weather, it will not preclude the consecutive year rule.)
- b. Only one festival may be held in any one month.
  - i. In years that the City of Jacksonville Beach hosts the Air Show, no additional festival may be held within two weeks of the Air Show (i.e., there will be no festival scheduled on either the weekend prior to the Air Show or on the weekend following the Air Show).
  - ii. Festivals may be held during the following hours:  
Fridays: 5:00 P.M. until 10:00 P.M.  
Saturdays: 12:00 P.M. (noon) until 10:00 P.M.  
Sundays: 12:00 P.M. (noon) until 8:00 P.M.
  - iii. The City will not approve a non-City produced special event or festival on a City-recognized holiday or on a weekend adjacent to a City-recognized holiday. City-recognized holidays are:
    - 1) New Year's Day
    - 2) Martin Luther King Birthday
    - 3) Memorial Day
    - 4) 4<sup>th</sup> of July
    - 5) Labor Day
    - 6) Veteran's Day
    - 7) Thanksgiving Day
    - 8) Friday after Thanksgiving Day
    - 9) Christmas Day
  - iv. The City Council will determine if a July 4<sup>th</sup> event is scheduled.

- v. The sale, distribution, and/or consumption of alcohol will not be allowed at a 4<sup>th</sup> of July event.
- vi. Sound levels at all events must conform to the City's noise ordinance.
- c. The maximum length of a festival is as follows:
  - i. Events occurring in October through February: two (2) consecutive days;
  - ii. Events occurring in March through September: one (1) day;
  - iii. Exceptions:
    - a. Springing the Blues, due to the City of Jacksonville Beach's long-standing sponsorship of the event, will be three (3) days, and will receive no monetary or in-kind funding from the City; and
    - b. The Air Show, which is three (3) days.
- d. Any activity or athletic event such as a beach run that may be associated with a festival will be considered separately from the festival and will be permitted independently.
- e. Special events other than festivals may be held between the hours of 6:00 A.M. and 10:00 P.M. Sound levels at all events must comply with the City's noise ordinance.
- f. The length of a special event, which is not a festival, is limited to two (2) consecutive days.
- g. No events will be considered that have paid admission. Paid, priority seating is allowed only in the SeaWalk Pavilion as long as at least one-half of the SeaWalk Pavilion is open and free to the general public without charge. (See Appendix I.)
- h. The reservation date for a special event will be accepted but is not considered to be confirmed until after a completed Special Event Application has been received and a reservation has been confirmed, in writing, by the City. A confirmed reservation is not to be construed as an approval of a request for a special event permit.
- 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. Pre-Application Submission**

- a. The requesting organizer/producer must provide a detailed description, including the requested dates, of the proposed event to the Parks & Recreation Department for review.
- b. Upon receipt of the proposed event description, a representative from the Parks & Recreation Department will review the request, make an initial evaluation based on the information provided, and, if necessary, contact the requestor for additional information.
- c. If the venue is available, the requestor will be instructed to submit an application to the Parks & Recreation Department. Upon receipt of the application, and payment of any required deposit, the special event will be tentatively added to the special events calendar.
- d. A completed Special Event Application must be received no later than ninety (90) calendar days before the date of the event and no earlier than three hundred and sixty-five (365) calendar days before the date of the event.

**3. Special Events Committee Meeting**

- a. A Special Event Committee meeting is required at least sixty (60) calendar days before the event date for all festivals. Attendees will include City staff and representatives from the requesting organization.
- b. For first-time special events, and any special event the Committee deems necessary, a Special Event Committee meeting may be required depending on the size and scope of the proposed event.
- c. The purpose of the Special Event Committee meeting will be to review the details of the special event, address concerns of City departments, and determine the specific requirements necessary to secure a permit. Deposits, fees and charges for City services will be identified as well as any additional permits and licenses that may be required for tents, alcohol, outside vendors, signs, banners, electrical services, and miscellaneous construction.
- d. Any organizer/producer listed on the special event permit, including the Alcoholic Beverage Temporary License/Permit holder and any decision makers must attend any Special Event Committee meetings held for their particular event.

**4. Issuance of a Special Event Permit**

- a. To secure a Special Event Permit, the event organizer/producer must meet all stipulations and any requirements specified in the Special Events Committee meeting, if one is held, and is responsible for obtaining all required permits and licenses.
- b. The person or entity whose name is listed on the State Temporary Alcohol License/Permit, if different from the person designated as organizer/producer on the Special Event Permit, must be listed as one of the event's

organizers/producers.

- c. The City will issue a DRAFT permit fifty (50) calendar days prior to the date of the event.
- d. The event organizer/producer must submit the advance fees to the Special Events Coordinator not less than forty-five (45) calendar days before the date of the event.
- e. The event organizer/producer must submit a copy of all required permits, temporary licenses, and insurance certificates, if applicable, to the Special Events Coordinator not less than twenty (20) calendar days before the date of the event.
- f. If all stipulations, requirements, and timeline due dates are met by the organizer/producer, and if all required permits, temporary licenses, insurance certificates, if applicable, security deposit and advance fees are received from the organizer/producer, the Parks & Recreation Director or designee will issue the Special Event Permit not less than ten (10) calendar days prior to the event date.

**5. Non-Issuance or Revocation of a Permit**

- a. A Special Event Permit may not be issued if the event organizer/producer fails to meet requirements (e.g., permits, licenses, notifications, insurance, timeline due dates, security deposit, advance fees, etc.) stipulated in the Special Event Policy and the Resolution Establishing Fees For Special Events.
- b. An issued Special Event Permit may be revoked by the City Manager or designated representative if conditions during the event's set-up or during the event result in safety hazards, citations, or if the organizer/producer or their vendors or providers fail to correct conditions identified by City representatives.

**6. Cancellation of an Event**

Any special event may be canceled by the City for reasons including, but not limited to, any of the following:

- a. Continued failure to correct conditions identified by City representatives which affect the site, public safety, public health or sanitation; or
- b. Weather conditions that would endanger participants during the event; or
  - (1) The organizer/producer or designated City representatives will determine whether an event shall be canceled due to weather conditions. The decision of City representatives will be final.
  - (2) Should event personnel, including paid security and police officers, be released due to weather conditions, the event is considered canceled.

- c. City emergencies that require essential City event personnel, require evacuation of the special event or downtown area, or endanger the community; or
- d. Violations of laws/ordinances or the Special Event Policy; or
- e. Other conditions and/or circumstances as determined by the Special Event Committee.

NOTE: Events canceled due to weather conditions or City emergencies will receive a refund of fees and deposits paid. Events canceled for failure to correct conditions identified by City representatives or for violations of laws/ordinances or the Special Event Policy will forfeit all fees and deposits.

**B. Denial of Special Event Application**

The Special Events Committee may reject an application for reasons including, but not limited to the following:

- 1. The proposed event would negatively impact the Facility Rental Area and/or landscaping and grounds;
- 2. The proposed event 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 and/or organizer/producer is in violation of or has previously violated the City’s Special Event Policy or Special Event Permit requirements; fees and charges as outlined in the Fee Schedule Resolution were not paid within the designated timeframes. An organizer/producer of such an event shall forfeit the right to produce future events;
- 5. After-action reports completed by City staff following an event previously produced by the applicant indicate that the organizer/producer acted in a manner that violated the Special Event Policy or the Special Event Permit, created unsafe conditions, failed to correct event problems identified by City representatives at any time, or created other problems of similar magnitude.

**C. Appeal of Denial of Special Event Request or Cancellation of Special Event Permit**

The City of Jacksonville Beach will not be responsible for any economic loss or damage resulting from non-issuance of a special event permit, revocation of a special event permit, denial of a special event request, or cancellation of a special event permit or a special event.

Except as otherwise provided herein, an appeal of the decision of the Special Event Committee regarding a permit application shall be submitted to the City Manager for consideration. The City Manager has the authority to deny or cancel a Special Event Permit for violations of the

Special Event Policy or Special Event Permit or for failure to meet the requirements specified in either. The City Manager's decision to deny a Special Event Permit Application will be final.

The cancellation of a Special Event Permit by the City Manager may be reviewed by the City Council by making a written request to the City Manager within ten (10) calendar days of cancellation. If the request detailing the reason for appeal is received twelve (12) or more calendar days prior to the next City Council meeting, it will be placed on the next Council meeting agenda. If the request is received less than twelve (12) calendar days prior to the next City Council meeting, it will be placed on the next subsequent Council meeting agenda. The decision of the City Council shall be final.

### **III. APPLICATION PROCEDURE FOR HOLDING A SPECIAL EVENT**

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

#### **A. Initial Request**

1. All requests and questions regarding special events should be directed to the Parks & Recreation Director or designee, and the following information shall be provided:
  - a. Event organizer/producer's name, address, telephone number, and email address;
  - b. Type of event, including detailed description;
  - c. Date(s) requested;
  - d. Facilities requested, event locations, and routes; and
  - e. If alcohol will be sold, distributed, and/or consumed, the name of the temporary alcoholic beverage license applicant.
2. The Director of Parks & Recreation or designee will review the initial request, and, providing there are no scheduling conflicts, a Special Event Permit Application Form will be provided to the event organizer/producer. The application is to be completed in full and returned to the Parks & Recreation Department. The application's function is to provide complete information on the event. Should required information not yet be available, the application should be completed to the best ability of the organizer/producer at the time the application is submitted. As additional information becomes available, it must be submitted promptly by the organizer/producer. A final determination of approval 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 ninety (90) calendar days before the date of the event and no earlier than three hundred and sixty-five (365) calendar days before the date of the event.

## **B. Application Requirements**

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

1. Name, date, hours, and description of event;
2. Event organizer's/producer's contact information, including the name of the temporary alcoholic beverage license applicant (if applicable);
3. Contact information for the person, organizer/producer, business, or organization that is financially responsible for the event, including the name of the temporary alcoholic beverage license applicant (if applicable);
4. The organization's articles of incorporation and registration with the State of Florida Division of Corporations (Sunbiz) (as applicable);
5. Most recent IRS 990 form for the non-profit entity obtaining the Temporary Alcohol Permit/License and listed as an event organizer/producer;
6. Type of event and requested location or route;
7. Whether the event is a first-time or returning event;
8. Whether the event is free to the public or if it will include paid, priority seating;
9. Whether amplified sound will be used;
10. The type and number of vendors;
11. Whether the event includes the sale, distribution, and/or consumption of alcohol; a site map showing the location(s) of all distribution points for alcoholic beverages.
12. Fencing requirements, if any;
13. Whether the event requires access to electricity, and, if so, the reason;
14. Whether banners will be erected within the event area (a separate permit is required for banners hung on public street light poles);
15. Requests for road closures in conjunction with the event, including plans to manage access;
16. Plans to promote the event;
17. Plans for event security and crowd control, including the number of security guards, their locations, and responsibilities, and plans to control access to the event area;
18. Plans for traffic control;

19. Plans for toilets, sanitation, trash management and keeping the area clean during the event, including plans for clean up after the conclusion of the event; and
20. Pre-event and post-event checklists.

NOTE: The submittal of additional information may be required if necessary to determine the scope of the special event.

#### **IV. FEES AND CHARGES FOR SPECIAL EVENTS**

- A. Fees and charges for special events are established and periodically adjusted by a resolution approved by the Jacksonville Beach City Council. All special event fees are intended primarily to offset the cost to the City resulting from such special events; therefore, except for City-produced or City-contracted events, the City does not waive special event fees for facility rentals, permits, licenses or any other charges for City services. Any organizer/producer requesting to hold an event on City property or facilities must pay all required fees. City-contracted events shall not allow the sale, distribution or consumption of alcohol.
- B. The event organizer/producer is responsible for any and all costs for City services as determined by the City.
- C. Any organizer/producer requesting to hold a special event on City property or facilities must pay the security deposit and all required Special Event fees prior to the issuance of the Special Event Permit. The security deposit may be utilized to pay for City staff, cleanup, maintenance, or repair if the site is not in a condition satisfactory to the City's representative within forty-eight (48) hours after the post-event inspection unless extenuating circumstances exist and are agreed upon by City staff at the post-event walkthrough.
- D. All fees, such as facility rental fees, security deposits, administrative fees, and banner fees must be paid for and presented to the City not less than forty-five (45) calendar days in advance of the event.
- E. All required permits and temporary licenses, if applicable, must be paid and provided to the City not less than twenty (20) calendar days in advance of the event.
- F. All other fees (e.g., personnel costs, damage compensation, etc.) due to the City must be paid within fifteen (15) calendar days after the event.
- G. The security deposit may also be used to pay for any other event-related fees that are unpaid by the organizer/producer fifteen (15) calendar days after the event.

#### **V. INSURANCE REQUIREMENTS FOR SPECIAL EVENTS**

##### **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 two million dollars (\$2,000,000).

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 shall be written on a “per occurrence” basis and shall 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 shall be in the form of a standard Accord 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 twenty (20) calendar days before the date of the event.

**B. Liquor Liability**

If alcoholic beverages are being sold, distributed or consumed at a festival or special event, the event organizer/producer must also provide the City with a Liquor Liability Endorsement or a separate insurance policy in the amount of two million dollars (\$2,000,000). A copy of the Certificate of Insurance must be provided to the Parks & Recreation Department naming the City as Additional Insured. Certificates of Insurance must be submitted to the City not later than twenty (20) calendar days before the date of the event.

**C. Automobile Liability - Driving on the Beach**

For all event organizers/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 organizer/producer must provide automobile liability insurance in the amount of two million dollars (\$2,000,000) combined single limit or two million dollars (\$2,000,000) 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 twenty (20) calendar days of the event;
  - (a) If the vehicle is not personally owned, then HIRED AUTOS and NON-OWNED AUTOS insurance is required. This type of insurance is reflected in the automobile liability section of the insurance certificate;
  - (b) If the vehicle is titled and registered in the name of the organization, then ALL OWNED AUTOS insurance is required. This type of insurance is reflected in the automobile liability section of the insurance certificate;
3. In the DESCRIPTION section of the certificate, indicate the make, model, year, and VIN of each vehicle and trailer which will be accessing the beach. Only those vehicles listed on the policy may be driven on the beach and approved in the permit;

4. Any unauthorized vehicles on the beach shall constitute noncompliance with the Special Event Policy and may render the Special Event Permit null and void, thus cancelling the event and possibly causing forfeiture of the opportunity to produce future events;
5. Date and time for beach entry and exit by all vehicles must be scheduled and approved thirty (30) calendar days in advance of the event by the Parks & Recreation Department; and
6. All drivers of authorized vehicles on the beach are required to attend a Beach Driver Training Course provided by Ocean Rescue personnel at least fifteen (15) calendar days prior to the special event. No Special Event Permit shall be issued unless the Beach Driver Training Course has been completed by those persons driving on the beach. Organizer/producers who produce multiple events throughout the year will only be required to take the Beach Driver Training Course once per calendar year. A Beach Driving Pass will be issued from Ocean Rescue personnel at the American Red Cross Volunteer Lifesaving building. Only those drivers possessing a valid Beach Driving Pass and a valid state-issued driver's license shall be allowed to drive on the beach. The Beach Driving Pass must be prominently displayed on the driver's side dashboard.

## **VI. REQUIREMENTS REGARDING SALE, DISTRIBUTION, AND/OR CONSUMPTION OF ALCOHOLIC BEVERAGES AT SPECIAL EVENTS**

### **A. Request at time of Special Event Application**

The sale, distribution, and/or consumption of alcoholic beverages on City property as part of a festival or special event poses additional concerns and may lead to additional requirements for the organizer/producer. Should an event organizer/producer wish to sell and/or distribute 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 in the amount of two million dollars (\$2,000,000). A copy of all state temporary alcoholic beverage permits and alcohol insurance must be provided to the Parks & Recreation Department twenty calendar days before the event. The person or entity whose name is listed on the State Temporary License/Permit, if different than the person designated as organizer/producer on the Special Event Permit, will be listed by the City as one of the event organizers/producers. The person or entity who holds the temporary alcohol permit must submit their most recent IRS 990 form with their Special Event Application.

### **C. Conditions for Approval**

Approval of the sale, distribution, and/or consumption of alcoholic beverages at a festival or special event held at a City facility or on City property shall be determined and shall be based upon the event organizer's/producer'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, distribution, and/or consumption of alcoholic beverages;
2. A site map showing the location(s) of all distribution points for alcoholic beverages.
3. A plan for crowd control, and managing access to the special event area;
4. A plan for preventing the sale, distribution, and/or consumption of alcoholic beverages to minors. The plan and personnel necessary to implement it shall be approved by the Police Department as discussed under Section VI, Subsection D below. The cost for implementation shall be at the expense of the special event organizer/producer;
5. A copy of permits and licenses in accordance with Florida State Statutes and the City of Jacksonville Beach for the sale, distribution, and/or consumption of alcoholic beverages are to be submitted to the Special Events Committee;
6. 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; and
7. Within thirty (30) calendar days after the completion of a festival, prior to the return of the organizer's/producer's event deposit, the holder of the festival's temporary alcohol permit is required to submit a complete copy of the Sales and Use Tax Return (form DR-15) that the permittee is required to submit to the Florida Department of Revenue within 10 business days following an event for which a Temporary Alcohol Permit has been issued.
  - a. ~~Submit a delivery bill of lading from the alcohol provider, signed by the holder of the festival's temporary alcohol permit, indicating the type and amount of alcohol that was delivered for the festival, and~~
  - b. ~~Submit a signed, final accounting and invoice from the alcohol provider indicating the amount of alcohol that was billed to the holder of the festival's temporary alcohol permit.~~

**D. Requirements for Events Selling and/or Distributing Alcoholic Beverages**

1. A minimum of one (1) Jacksonville Beach Police Department officer must be present during special events held on City facilities where alcoholic beverages are being sold, distributed, and/or consumed to ensure that violation of state and local laws does not occur. The presence of police officers does not relieve the event organizer/producer from the responsibility of providing a server for checking identification for the purpose of determining compliance with minimum drinking age requirements.
2. The number of officers required will be determined by the Chief of Police or designee based on, but not limited to, the number of entrances and exits to the alcohol designated area of the event and the size and scope of the event. If the event has been held previously in the City, the number of officers required will be determined by the Chief

of Police or designee based additionally on previous attendance, call history, incident reports, and after-action reports, if any.

3. Fees for Police Department services are set by the Police Department.

#### **E. General Rules**

The following general rules govern an event where alcoholic beverages will be sold, distributed, and/or consumed:

1. The only alcoholic beverages that may be sold, distributed, and/or consumed at a festival or special event are beer and wine;
2. The following limitations will apply to the sale, distribution and/or consumption of alcohol:
  - a. "All you can drink" events are not permitted. This includes "unlimited alcohol" with any kind of ticket or wristband purchase.
  - b. "Buy one, get one free" sales are not permitted (one cup sales only) and using alcohol as an inducement to purchase a ticket or wristband into a VIP or paid, priority seating area is prohibited.
  - c. Cup sizes are limited to a maximum of 16 ounces (no super-sized cups).
3. The entire area where alcoholic beverages will be sold, distributed, and/or consumed must be defined and fenced. The City may provide, for rent, fencing. Delivery and installation of said fencing is the responsibility of the organizer/producer. Alternative fencing may be considered with approval. Fencing for paid, priority seating shall not exceed four (4) feet in height and shall not obstruct the visibility of others outside the paid, priority seating area. No tents, trailers, or other features which obstruct the visibility of others outside the paid, priority seating area may be erected. The cost for fencing rental and installation will be at the expense of the festival or special event organizer/producer. Additionally, the organizer/producer will be responsible for reimbursing the City for damage to its fencing;
4. Jacksonville Beach Police Department officers (on-duty or off-duty) must be present in the event area at all times when alcoholic beverages are sold, distributed, and/or consumed. The Police Department will determine if officers must man gates or will rove the event area. All entrances/exits 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 Department officers. Only City-approved professional licensed security companies may be used. Payment of both professional security guards and uniformed off-duty Jacksonville Beach Police Department officers is the responsibility of the organizer/producer;

5. All entrances/exits must be clearly marked with signs stating "No alcohol beyond this point." and "Festival Rules";

6. No business establishment building may be used as the perimeter for the area of alcoholic beverage sales, distribution, and/or consumption to the 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;
- ~~7.~~ The areas where alcoholic beverages may be sold, distributed, and/or consumed are restricted to the Facility Rental Area (Latham Plaza, the SeaWalk Pavilion, and the municipal parking lot located adjacent to Latham Plaza), with the exception of the Air Show and on the Pier during City-produced events.  
  
The area where alcoholic beverages will be sold, distributed, and/or consumed must be protected against product spillage on the sidewalks, streets and grass. A catch basin/bucket must be placed under each beer/wine dispensing unit/tap. The event organizer/producer is responsible for protecting against spillage and for proper disposal of spillage, and the organizer/producer may be required to pressure wash areas affected by spillage; and
8. Last call for alcohol announcements must be made no later than 30 minutes prior to the end of the event. During the last-call time period, sales and distribution are limited to one drink per person. Alcohol sales/distribution are required to cease no later than 15 minutes prior to the end of the event. Last call and hours of alcohol sales/distribution will be monitored and strictly enforced by the Jacksonville Beach Police Department.

## **VII. GENERAL REQUIREMENTS FOR SPECIAL EVENT PERMITS**

### **A. Compliance with City Codes**

All activities conducted as part of a special event are required to comply with the provisions of all City Code of Ordinances and the Special Events Policy. Specific Code of Ordinances include, but are not limited to, Chapter 4, Alcoholic Beverages; Chapter 18, Noise; Chapter 19.5, Special Events and Festivals; and Chapter 34, Land Development Code. Copies are available from the City Clerk and via Internet at the following website: [www.municode.com](http://www.municode.com).

1. An event organizer/producer holding a Special Event Permit must abide by all policies, procedures, and stipulations outlined in their Special Event Permit. Non-compliance may result in the event being canceled or shut down.
2. An organizer/producer of a special event who does not comply with the City's Code of Ordinances, Special Events Policy, or the conditions outlined in a Special Event Permit, and who does not pay all event fees and charges shall forfeit the right to produce future events.

### **B. Health and Sanitary Requirements**

In order to ensure a clean, sanitary environment during and after events held at City facilities, the City's designated representative will approve site cleanup services. The organizer/producer is responsible for ensuring their vendors and providers keep City facilities, and the surrounding

areas used or affected by the crowds attending the 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 two-member bike team, or additional medical personnel at special events or festivals will be determined by the Fire Chief and/or Fire Marshal prior to the event based on, but not limited to, the type of special event, expected attendance and crowds, number of food vendors, sale, distribution, and/or consumption of alcohol, and other factors that would tax the department's ability to provide fire/rescue services.

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

If personnel are scheduled for and report to an event, then the minimum number of hours each shall be paid is three (3) hours. Payment may be made the week prior to the event or within fifteen (15) calendar days after completion of the event.

**D. Ocean Rescue Personnel**

The requirement for Ocean Rescue participation at special events will be determined by the Ocean Rescue Captain and the Parks & Recreation Director prior to the event based on, but not limited to, the type of special event, weather/water conditions, expected attendance and crowds, and other factors that would tax the department's ability to provide ocean rescue services.

It will be the responsibility of the event organizer/producer to pay Ocean Rescue for personnel required during the special event. If personnel are scheduled and report to an event, then the minimum number of hours each shall be paid is three (3) hours. Payment for personnel shall be made immediately upon completion of the event.

**E. Police Personnel**

The requirement for police personnel at special events will be determined by the Chief of Police or designee. All requests by the organizer/producer for police personnel shall be made sixty (60) calendar days in advance of the event through the Special Events Committee. When three (3) or more officers are required, an additional supervisor is required and will receive supervisory rate of pay. The Chief of Police or designee may require additional police personnel for special events which include the sales, distribution, and/or consumption of alcohol as deemed necessary for public safety. Payment for personnel shall be made immediately upon completion of the event.

**F. Other City Personnel**

Should the services of other City department personnel be required to facilitate a special event, the event organizer/producer is required to pay for those services within fifteen (15) calendar days after completion of the event.

## **G. Cleanup**

The organizer/producer will provide all cleanup services for special events, including any closed roads and streets. Cleanup includes personnel costs during and after the event, as well as adequate dumpsters, trash cans and grease vats. The number of dumpsters will be determined by the Public Works Department in conjunction with the organizer/producer, based upon the scope of the event and previous experience with events held in the City of Jacksonville Beach.

Cleanup also includes the removal of all dumpsters, trash cans, trash, other equipment and pressure washing any areas where grease or other substances are present after an event. Arrangements for the proper disposal of used cooking grease and gray water will be the responsibility of the organizer/producer. The grease vat and gray water provider must be City-approved. The cost of these services will be the responsibility of the event organizer/producer.

No paint or spray paint shall be used on the Facility Rental Area, City facilities, event routes, sidewalks, roads, right-of-ways or other public property. Event organizer/producers who fail to remove such substances prior to the post-event site walkthrough will be billed for the cost of removing them. Events whose producers, staff or volunteers use chalk or spray chalk will be billed for its removal if the chalk or spray chalk is present four (4) days after the event.

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.

## **H. 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 port-o-let 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 disposed of in City trash receptacles or placed on the sidewalks, grass, landscaping, hardscape, or any other part of the Facility Rental Area. Units may NOT be washed down on site, but must be returned to the provider's facility for cleaning.

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.

## **I. Banners, Promotional, and Informational Materials**

Event and sponsor banners may be hung within the event site; however, banners and any other materials may not be placed on fencing if it obstructs the visibility of others. Nothing shall be attached to the landscape or hardscape.

If an event organizer/producer is wanting to hang promotional banners on street light poles, an Application to Hang Banners on Street Light Poles must be received thirty (30) days prior to the requested banner installation date. Application and per banner fees apply and are outlined in the Fees and Charges for Special Event held on City Facilities.

#### **J. Road Closures**

An event organizer/producer requesting road closures must submit a City of Jacksonville Beach Application for Road Closures to the Special Event Coordinator thirty (30) days in advance of the requested road closure.

An event organizer/producer requesting road closures is required to provide fifteen (15) calendar days advance notice to all affected businesses and residents of the dates and times of the planned closures. A copy of the notice must be provided to the Parks and Recreation Department.

If road closures are approved, the organizer/producer must provide barricades for the standard road closure area within the Facility Rental Area. Each intersection affected must be manned at all times during the road closure. The organizer/producer is responsible for securing and providing manpower. Should professional security personnel be required, the organizer/producer shall hire security personnel approved by the City. 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 may provide barricades, cones, etc., for street closures, if available. The standard road closure area is between the SeaWalk Pavilion and Latham Plaza - 1<sup>st</sup> Street North at 1<sup>st</sup> Avenue North and 1<sup>st</sup> Street North northeast corner of Latham Parking lot and north of the Hotel's north parking lot entrance/exit. SeaWalk(See Appendix I.)

#### **K. Municipal Parking Lot**

The rental of municipal parking lots for use as paid parking during special events is prohibited. During the months when City-authorized paid parking is in effect at the Latham Plaza parking lot, the organizer/producer will be required to lease parking spaces from the paid parking vendor for dumpster placement.

At all times during the rental of the Latham Plaza municipal lot, the electric charging stations must be kept accessible and available for automobile charging.

#### **L. Overnight Parking**

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

#### **M. Additional Licenses**

Events which offer musical entertainment are required to provide the City, if requested, with a copy of their Broadcast Music, Inc. (BMI), Society of European Stage Authors and Composers (SESAC), and/or American Society of Composers, Authors and Publishers (ASCAP) performance agreements, or provide the BMI, SESAC, and/or ASCAP account number and the

effective date of the license. This license agreement covers copyright clearance for music performed. The organizer/producer of such events must complete and sign the form, "Stage Equipment," attesting to having met this requirement.

**N. 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.

**O. Surf Contests and Beach/Ocean Activities**

Surf contests and any ocean activities are not authorized within 300 feet of the Pier.

**P. Requested Documents for City Signature**

A copy of any documents the organizer/producer is requesting that the City sign must be provided to the Parks & Recreation Department thirty (30) calendar days before the event.

**Q. Driving in the Event Area**

Vehicles shall not be driven on the grass within the festival area, medians, or sidewalks. Vehicles may only be driven on the two major paver sidewalks running east/west from the boardwalk through Latham Plaza and the pavers in front of the stage which run east and west from 1<sup>st</sup> Street North to the boardwalk.

**VIII. GENERAL REQUIREMENTS FOR SPECIAL EVENT VENDORS**

The City reserves the right to set guidelines and restrictions for vendors. All applicable City, county and state laws/codes will be strictly enforced. The placement of vendors is limited to areas designated in the Special Event Permit for crafts, food, beverages, and amusements.

Any vendor selling or serving food or beverages must adhere to the requirements of the Parks & Recreation Department, Public Works Department, Fire Department, and the State of Florida 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. (See Appendixes III and IV.)

No staking of tents, trailers, or other items is allowed in the Facility Rental Area, streets, or parking lots. Nothing may be attached to the landscape or hardscape. Vehicles may only be driven on pavers or concreted areas during set up and tear down of a special event. No vehicle may be driven or parked on any grassy areas at any time.

**A. Food and Beverage Vendors**

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

2. The event organizer/producer must contact the Division of Hotels and Restaurants not less than ten (10) calendar days before said event with the following information:
  - a. Dates 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; and
  - e. Schedule time of inspection.

The Division of Hotels and Restaurants may inspect all food vendors' operations at each event for compliance with minimum sanitation standards. If the operator does not meet the standard, their operation will be shut down until corrections are made; and

All food vendors are required to obtain a license from the Division of Hotels & Restaurants in order to participate in a special event. If a food vendor does not have a state license, the Division of Hotels and Restaurants will issue a Temporary Event Vendor License. Licensing requirements and the State of Florida Guide to Temporary Food Service Events are available on their website at <http://www.myfloridalicense.com>. (See Appendix IV.)

3. The event organizer/producer is responsible for ensuring that food vendors containerize all cooking materials and byproducts, especially grease, and that any and all such cooking materials, byproducts, and grease are removed from the City's premises and disposed of properly, or placed in the event's grease vat provided by the organizer/producer.
4. Vendors who cook with grease-type products are required, as a part of site preparation, to place corrugated boxing paper, or a similar type of protection, as flooring for their booth and on top of the roofing felt to absorb grease and to prevent grease or liquids from falling onto the asphalt, concrete, sidewalks, pavers, or any other part of City property.
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 event area. No grease or oil may be poured onto the pavement or grass or into stormwater drains within the City of Jacksonville Beach. The event organizer/producer will be accountable for any costs associated with clean up of storm drains, sidewalks, streets, pavers, and any other City property.
6. Precautions must be made to prevent food, debris, seafood shells, etc. from entering into the City's stormwater system. The placement of traps, screens, etc., may be required.

7. 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.
8. Cleaning/pressure washing of vendor and eating areas will be a requirement for special events where food and/or beverages are served at the event. All costs associated with pressure washing will be the responsibility of the event organizer/producer.
9. Failure to follow this policy may result in forfeiture of the security deposit, payment of additional fees for pressure washing and cleanup, and forfeiture of the opportunity to participate in future events on City property.

**B. Cleaning**

At all special events, should specific vendors have booths which result in odors, grease or other substances present after the event, the event organizer/producer will be responsible for cleaning/pressure washing the event site area including roadways.

**C. Amusements**

1. Mechanical or carnival-type rides for children are permitted at the SeaWalk Pavilion and Latham Plaza. No mechanical or carnival-type rides may be erected in City parking lots or on roads or sidewalks without the approval of the City Manager. A list of proposed children's rides, along with anchoring methods, must be itemized on the Special Event Permit application and presented to 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.
2. Inflatable-type amusements are permitted provided appropriate anchoring is in place.
3. Animal rides and animal exhibitions are not permitted.

**IX. CONDITIONS AND REQUIREMENTS FOR SPECIAL EVENTS HELD ON THE BEACH**

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

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

If there is an unauthorized and unpermitted Special Event on the beach in the City of Jacksonville Beach, the City Manager or designee shall have the authority to cancel and suspend said Special Event.

## **APPENDIX I – FACILITY RENTAL AREA**

### **FACILITY RENTAL AREA AND AREAS WHERE ALCOHOL MAY BE SOLD, DISTRIBUTED, AND/OR CONSUMED**

The following map defines: 1) Facility Rental and Road Closure Area; and 2) areas approved for the sale, distribution, and/or consumption of alcoholic beverages.

#### **A. Facility Rental Area A**

- a. The SeaWalk lawn area extends from the east side of 1<sup>st</sup> Street to the west side of the SeaWalk [boardwalk], and from the outer edge of the stage to the south side of the lawn.
- b. No more than 50 percent of the SeaWalk lawn area shall be designated for paid, priority seating. If fenced, the fencing will be erected along the north side of the most northern of the two 10-foot paved walkways in the middle of the SeaWalk lawn. Nothing shall be erected around the paid, priority seating area that would obstruct the view of any spectators at the festival. If anything is found to obstruct the view of spectators outside the paid, priority seating area, the producer will be required to remove it.
- c. At least one-half of Area A must remain open and free to the general public.
- d. Alcohol may be sold, distributed, and/or consumed in this area when the required fencing is in place.

#### **B. Facility Rental Area B**

- a. The Latham Plaza area extends from the west side of 1<sup>st</sup> Street to the east side of 2<sup>nd</sup> Street, and from the north side of the sidewalk on 1<sup>st</sup> Avenue North to the south side of the paver walkway located next to the north side of the Latham Plaza Parking Lot.
- b. Alcohol may be sold, distributed and/or consumed in this area when the required fencing is in place.

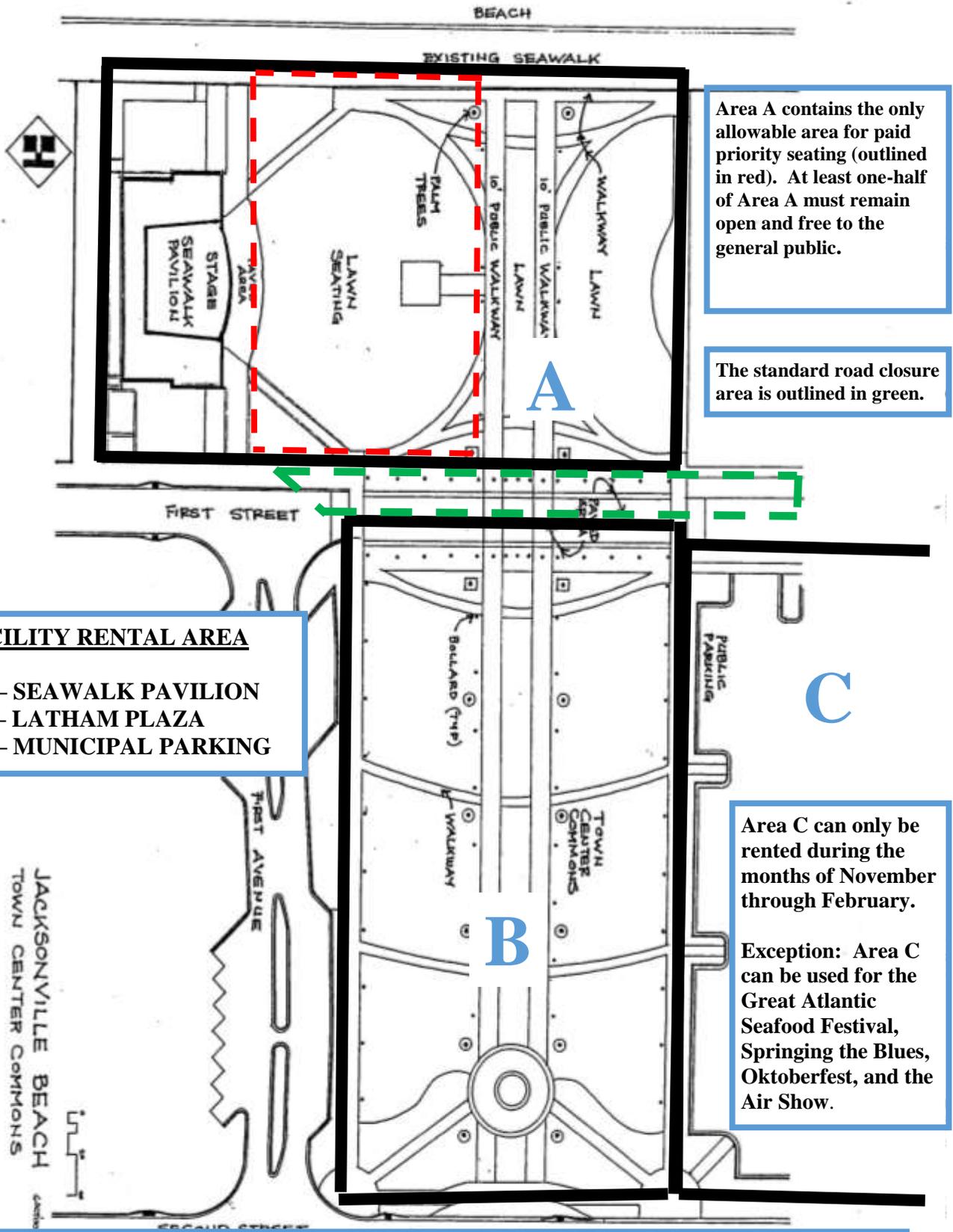
#### **C. Facility Rental Area C**

- a. Area C can only be rented during the months of October through February.
- b. Exception: Area C can be used for the Great Atlantic Seafood Festival, Springing the Blues, Oktoberfest and the Air Show.

#### **D. Road Closure Area**

- a. The standard road closure area is between the SeaWalk Pavilion and Latham Plaza - 1<sup>st</sup> Street North at 1<sup>st</sup> Avenue North, and 1<sup>st</sup> Street North northeast corner of Latham Parking lot and north of the Hotel's north parking lot entrance/exit.
- b. Additional road closures will be determined by the Police Department.

**APPENDIX I – FACILITY RENTAL AREA**



Area A contains the only allowable area for paid priority seating (outlined in red). At least one-half of Area A must remain open and free to the general public.

The standard road closure area is outlined in green.

**FACILITY RENTAL AREA**  
 A — SEAWALK PAVILION  
 B — LATHAM PLAZA  
 C — MUNICIPAL PARKING

Area C can only be rented during the months of November through February.  
  
 Exception: Area C can be used for the Great Atlantic Seafood Festival, Springing the Blues, Oktoberfest, and the Air Show.

**ALCOHOL MAY BE CONSUMED, DISTRIBUTED AND SOLD IN ALL AREAS WITHIN THE FACILITY RENTAL AREA WHEN REQUIRED FENCING IS IN PLACE**

## APPENDIX II – FLORIDA DEP REQUIREMENTS

### 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 Florida Department of Environmental Protection (FDEP).

#### A. Coastal Construction Control Line (CCCL)

The 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 CCCL. At the Jacksonville Beach SeaWalk Pavilion, the CCCL is located approximately 50 feet east of 1<sup>st</sup> Street, North. Maps of the CCCL are located at the City of Jacksonville Beach Planning & Development Department or the FDEP, 8800 Baymeadows Way West, Suite 100, Jacksonville, FL 32256.

#### B. FDEP Beaches and Shores Field Permit

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

##### Activities located on the Beach or Dunes

- Temporary structures
- Excavation (post and volleyball nets included)
- Removal or disturbance of beach material
- Alteration of existing elevations
- Impacts to native dune vegetation

##### Activities located Seaward of the CCCL

- 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 CCCL 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. FDEP Contact

Field Permits

904-655-1765 or 904-256-1700

## **FDEP SPECIAL CONDITIONS FOR EVENTS HELD ON THE BEACH**

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

1. To minimize potential adverse impacts to marine turtles, daily early morning surveys are required to begin on May 1 or sixty five (65) calendar days in advance of the event 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 permittee shall contact the appropriate marine turtle permit holder for each event area. The current marine turtle permit holder for this area is Jennifer Burns who may be contacted at (904) 613-6081.
3. Nests that are deposited within the event site shall be left in situ unless other factors (inundation) threaten the success of the nest. If any nests are determined to have been deposited within the project area, such nests will be marked and the actual location of the clutch determined. A circle with a radius of ten (10) feet, centered at the clutch, shall be marked by stake and survey tape or string. No event activities shall enter this circle and no adjacent event activity shall be allowed which might directly or indirectly disturb the area within the staked circle. If the nest cannot be avoided by this distance due to the scope of the project, all activity near the nest must be postponed until the nest has completed incubation and all hatchlings have emerged.
4. No activity associated with the event shall take place on the beach prior to the early morning survey or after 9:00 P.M. No temporary lighting of the event area is authorized at any time during the marine turtle-nesting season, May 1 through October 31.
5. No operation of heavy equipment, cars, trucks, etc., is authorized seaward of the dune crest, existing seawalls, or bulkheads during the marine turtle season.
6. No construction of tents or any placement of stakes, poles, or other penetrating apparatus may be placed on the beach until each individual site location is approved by the duly appointed marine turtle permit holder. All temporary structures shall be constructed at the locations depicted in the approved plan. No additional temporary structures are authorized.
7. All ball catching nets shall be removed daily by 9:00 P.M. and not replaced prior to the completion of the marine turtle nesting survey each morning, or the nets shall be erected to allow for a minimum of three (3) feet of clearance between the beach surface and the bottom of the net.
8. Prior to implementing the required monitoring plan, the applicant or contracted marine turtle permit holder shall contact FDEP at 904-655-1765 or 904-256-1700 to confirm that the requirements of the monitoring plan have been accomplished.

**APPENDIX III – FIRE SAFETY REQUIREMENTS**

**JACKSONVILLE BEACH MINIMUM FIRE SAFETY REQUIREMENTS  
FOR FOOD TRUCKS, TRAILERS, AND TENTS\***



Vendor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Event \_\_\_\_\_

\* This sample form will be updated periodically and subject to change to reflect the current laws in the State of Florida

**JACKSONVILLE BEACH FIRE DEPARTMENT**

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

- 1. Vehicle/trailer is to be equipped with a commercial exhaust system
- 2. Vehicle/trailer is to be equipped with a fire suppression system when cooking produces grease laden vapors
- 3. Fire Suppression System is to be inspected and tagged every 6 months by licensed fire suppression contractor
- 4. Provide (1) 2A10BC fire extinguisher (red extinguisher)
- 5. If frying or cooking operation produces grease laden vapors, one **40BC** fire extinguisher for **each piece of frying equipment or one K-class extinguisher is required.** (silver extinguisher)
- 6. Fire extinguishers to be mounted in a fixed location and inspected and tagged by a licensed fire extinguisher company (within last 12 months)
- 7. All compressed gas cylinders to be chained or strapped in position
- 8. Filling of LP gas cylinders on site will **not** be permitted
- 9. There will be no access to the cooking equipment and fuel sources by the general public

Additional Requirements for Tents:

- 10. Tent material will be required to be treated with flame retardant  
*The Fire Department requires a **certificate or other evidence of approval** by a laboratory of recognized standing or the report of tests made by other inspection authorities as evidence that the tent fabric materials have the required flame resistance.*



## APPENDIX IV – TEMPORARY FOOD SERVICE EVENTS

### FLORIDA DIVISION OF HOTELS & RESTAURANTS GUIDE TO TEMPORARY FOOD SERVICE EVENTS

This guide contains the same information as DBPR Form HR 5030-034, Guide to Temporary Food Service Events, a PDF document available in English and Spanish at the following website: ([http://www.myfloridalicense.com/dbpr/hr/licensing/GT\\_tempevents.html](http://www.myfloridalicense.com/dbpr/hr/licensing/GT_tempevents.html))

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

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

#### A. Licensing

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

Sponsors of a temporary food service event must notify the division of the following items no less than three (3) business days prior to the scheduled event.

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

**Notification:** Event sponsors may complete notification requirements by telephone at 850.487.1395, in person at the appropriate district office, via email at [dlr.info@myfloridalicense.com](mailto:dlr.info@myfloridalicense.com) or in writing. A public food service establishment or food service vendor may not use this notification process to circumvent the license requirement.

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

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

#### B. Licensing Exemptions

Public food service establishments holding current licenses from the division may operate at temporary events with no additional license fee.

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

### **C. Fees**

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

- 1-3 day event – \$91
- 4-30 day event – \$105
- Annual – \$456

The division does not accept cash payments for fees at temporary events. The division accepts cashier's checks, money orders or other certified payments. Fees are current at the time of Special Event Policy adoption and are subject to change. Please check the Florida Division of Hotels & Restaurant website for current fees.

### **D. Fire Safety**

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

### **E. Personnel**

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

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

Smoking is prohibited in ware washing, food preparation and food storage areas.

Personnel must wear clean outer garments, effective hair restraints and no jewelry on their hands or arms (except plain wedding bands). If worn, artificial and painted fingernails must be covered by intact gloves. All personnel must be free of open sores and skin infections, respiratory infections, upset stomach, diarrhea or other communicable diseases.

### **F. Facilities**

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

- 1) Food service operators must provide overhead protection if food is prepared or portioned or ware washing is done onsite;
- 2) Flooring may be concrete, machine-laid asphalt or dirt/gravel if it is covered with mats, removable platforms, duckboards, or other suitable approved materials that effectively control dust and mud and are graded to drain;
- 3) Walls and ceilings must be constructed of a material that protects the interior from the weather, windblown dust and debris, or other forms of cross contamination;
- 4) When potentially hazardous food is prepared at events of four to thirty (4-30) days in length, the physical structure where the food preparation occurs must be protected against flying insects and other vermin by;
  - a) 16 mesh to 1 inch screens,
  - b) Properly designed and installed air curtains, or
  - c) Other effective means.
- 5) A three-compartment sink is required within the temporary food service for washing, rinsing and sanitizing utensils and equipment. If this activity is conducted at an approved, remotely located commissary or food service establishment, an adequate supply of spare preparation and serving utensils must be maintained on the premises in case the original utensils become soiled; and
- 6) A handwashing facility is required. This facility may be a clean, portable container equipped with an on/off valve. Soap and single-service paper towels must be available for handwashing and hand drying.

**G. Water**

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

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

**H. Solid and Liquid Waste**

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

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

**I. Required Items**

- Sanitizer (properly diluted, unscented bleach may be used)
- Probe thermometer
- Chemical test strips (for measuring sanitizer concentration)
- Three-compartment sink to wash, rinse and sanitize equipment and utensils or access to such facilities at an approved commissary or food service establishment
- Hair restraints
- Adequate supply of back-up utensils
- Adequate supply of potable water

- Soap and single-service towels
- Adequate equipment and facilities to maintain food at the proper temperatures
- Adequate protection from flying insects, vermin, dust, dirt and weather
- Adequate protection for displayed, prepared, and stored food
- If required by local fire authority, properly tagged and sized portable fire extinguisher

### **To Prevent Foodborne Illness**

- Obtain foods from an approved source. Home prepared food is not allowed.
- Wash hands thoroughly before handling food, single-service items and clean equipment and utensils.
- Maintain hot foods at temperatures of 135° Fahrenheit or above.
- Maintain cold foods at temperatures of 41° Fahrenheit or below.
- Cook pork to a minimum temperature of 145° Fahrenheit for at least fifteen (15) seconds.
- Cook beef to a minimum temperature of 155° Fahrenheit for at least fifteen (15) seconds.
- Cook chicken and other poultry to a minimum temperature of 165° Fahrenheit for at least fifteen (15) seconds.
- Reheat cooked foods to a minimum temperature of 165° Fahrenheit within two (2) hours for hot holding.
- Check food temperatures frequently with a probe type thermometer.
- Heat foods quickly and cool foods rapidly.
- Keep raw and cooked foods separated.
- Thaw foods properly: completely submerged under cold running water not longer than four (4) hours, as part of the cooking process, or under refrigeration.
- Use single-service articles whenever possible.
- Keep foods covered and protected from dust, dirt, insects, vermin and human cross contamination.
- Protect all food, including displayed food, from customer contamination (touching, coughing, sneezing, etc.).
- Minimize handling of foods before, during and after preparation.
- Do not store food directly in contact with ice used for beverages.
- Do not use swollen, leaking or damaged canned goods.
- Store all food products and equipment at least six inches off the ground.

**APPENDIX V – SPECIAL EVENT SITE INSPECTION AND CLEANUP AGREEMENT –**

**Pre-Event Inspection**

It is the responsibility of the event organizer/producer to ensure vendors and providers keep City facilities and the surrounding areas used or affected by the crowds attending the special event in a clean and sanitary condition during and after an event. The cost of cleanup services and repair of facility damage within the event site including the road closure area as specified in the Special Event Permit is the responsibility of the event organizer/producer. Non-compliance may result in the event being shut down, forfeiture of the security deposit, additional fees charged, and/or forfeiture of participation in future events on City property.

*Jacksonville Beach Parks & Recreation Department personnel and the organizer/producer will conduct a site inspection prior to an event. Any areas of concern or damage will be noted with both parties signing the inspection sheet. At an agreed upon time, a closing site inspection will be conducted by Parks & Recreation Department personnel and the organizer/producer to identify any issues, concerns or damages, and to ensure the site is left in satisfactory condition.*

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

**Event Date:** \_\_\_\_\_

**Inspection Date:** \_\_\_\_\_

**PRE-EVENT INSPECTION**

- Site Inspection Conducted by Parks & Recreation Department Personnel and the Organizer/Producer**
- No Visible Signs of Damage to the Grass, Trees, or Grounds**
- SeaWalk Pavilion Clear of all Equipment, Swept, and Trash Cans Emptied**
- Document Areas of Concern or Existing Damage**
- Irrigation and Electrical Systems are Operational**
- Equipment at the SeaWalk Pavilion is Orderly**

**Document Existing Areas of Concern or Damage:**

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**AGREEMENT – SIGNATURE BEFORE THE EVENT**

**I have read and understand the Special Event Site Inspection and Event Cleanup Agreement required for hosting an event in the City of Jacksonville Beach. I agree to follow the Special Events Policy, to ensure any providers or vendors used also understand and follow these standards, and agree to leave the facilities in the condition required.**

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**Signature of Event Organizer/Producer** **Date**

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**Signature of Parks & Recreation Department Personnel** **Date**

**APPENDIX V – SPECIAL EVENT SITE INSPECTION AND CLEANUP AGREEMENT –**

**Post-Event Inspection**

- Site Inspection Conducted by Parks & Recreation Department Personnel and the Organizer/Producer**
- No Visible Signs of Damage to the Grass, Trees, or Grounds**
- SeaWalk Pavilion Clear of all Equipment, Swept, and Trash Cans Emptied**
- Document Areas of Concern or Existing Damage**
- Irrigation and Electrical Systems are Operational with No Damage Resulting from Event**
- Equipment at the SeaWalk Pavilion is Replaced and Orderly**
- Document Areas of Concern or Damage Along with Remediation Plans**
- All Vendors and Trash are Removed from the Site**
- Areas Where Food was Prepared and Served Have Been Pressure Washed**
- Portable Toilets Removed from Site Without Incident**

**SeaWalk Pavilion Equipment Inventory**

_____ Trash Cans	_____ Signs- ‘Festival Rules’
_____ Orange Hollow Barricades	_____ Signs- Handicapped Parking
_____ 6’ Orange/White Collapsible Barricades	_____ Signs - ‘Road Closed’
_____ Traffic Cones	_____ Tripods for ‘Road Closed’ Signs
_____ Signs – ‘No Alcohol Beyond This Point’	_____ Signs ‘No Parking’

**Approval is granted for you to provide your own cleanup services. It is your responsibility to ensure vendors and providers keep City facilities, and the surrounding areas used or affected by the crowds attending the special event, in a clean and sanitary condition during and after an event. The cost of cleanup services is the responsibility of the event organizer/producer.**

**The area where food has been cooked, and any other areas deemed necessary by Parks & Recreation Department personnel, must be cleaned/pressure washed after the event. A cleanup inspection of the site, to include all rented facilities, landscape, hardscape, storm drains, streets, pavers, and grass, will be conducted by Parks & Recreation Department personnel within forty-eight (48) hours of the event.**

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

**Other Additional Cleanup Required:**

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**AGREEMENT – SIGNATURE WITHIN FORTY-EIGHT (48) HOURS FOLLOWING THE EVENT**

**The City of Jacksonville Beach and the Event Organizer/Producer both agree to the post-event inspection and any necessary remediation plans.**

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**Signature of Event Organizer/Producer**

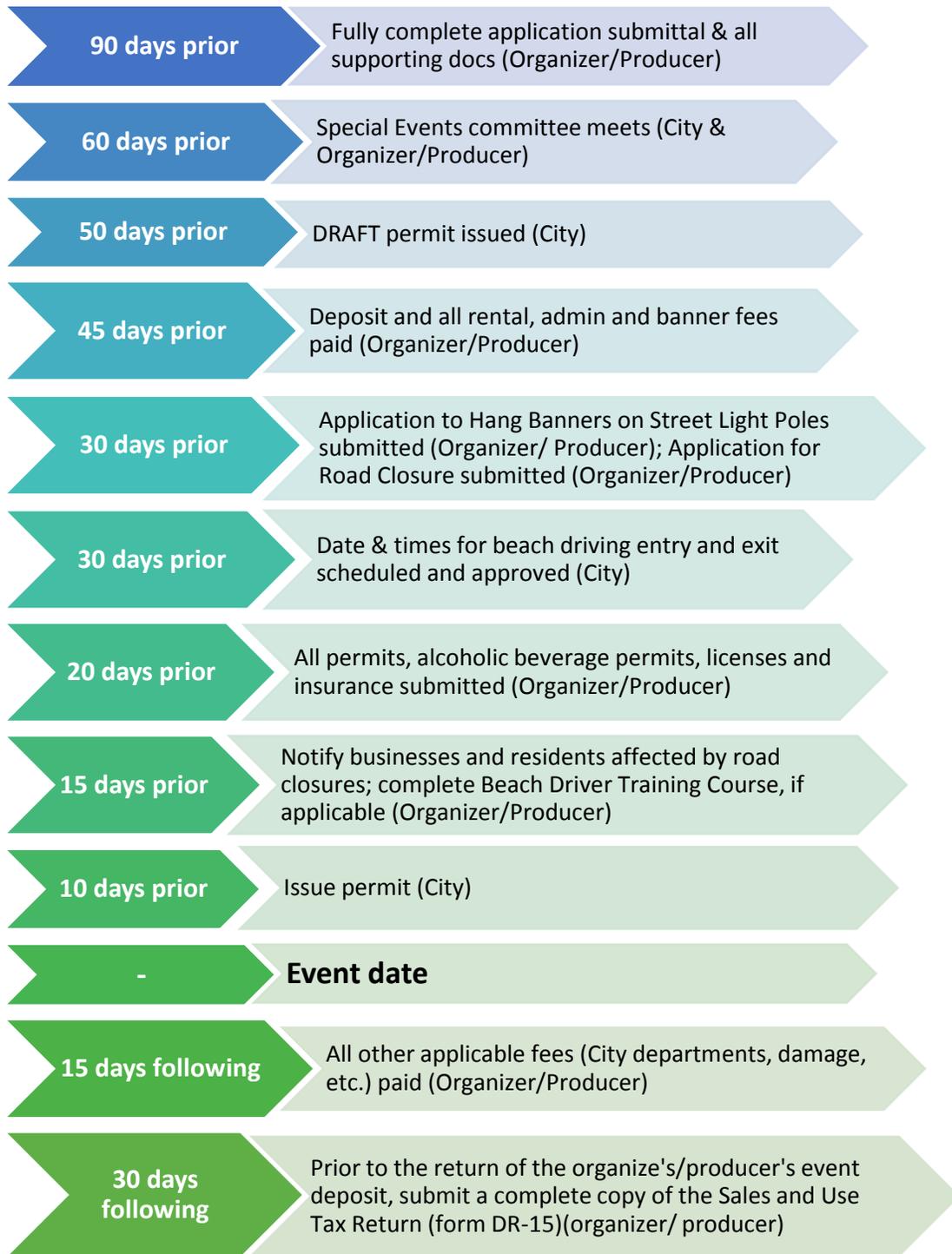
**Date**

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**Signature of Parks & Recreation Department Personnel**

**Date**

**APPENDIX VI - TIMELINE OF DUE DATES**



Revisions:

9-5-2017, changing pages 22 and 23 to reflect (a) changes made to paid parking program, making the program effective during the months of March through October (therefore making the parking lot available for rent only during the months of November through February) and (b) change made by adding Oktoberfest to the list of exceptions to the prohibition of renting the Latham Plaza parking lot during the months of paid parking.