



SPECIAL EVENT POLICIES AND PROCEDURES

SPECIAL EVENT DEFINITION

Special Events requiring permitting are defined as having any one of the following:

- 1) Attendance of 500+;
- 2) Alcohol served or sold at event;
- 3) Significant road closure or any closing of Centre St.;
- 4) Significant City services totaling more than \$500 in staff wages;
- 5) Large scale activity including amplified noise and/or high impact to the community; OR
- 6) Food sales including use of a Food Truck.

SPECIAL EVENTS APPROVAL PROCESS

Step 1: Submit Special Event Permit Application

- A permit application must be received by the City of Fernandina Beach **no later than sixty (60) days prior to the event date** and may be submitted as early as 365 days before your event.
- Late applications will not be accepted.
- Depending on the type of event, more detail could be required.
- Submission of an application does NOT guarantee approval.
- Do not publicize your event until approval has been confirmed BY THE CITY.

Please send application to:
Parks and Recreation Department
Attn: Special Events/Alisha Brown
2500 Atlantic Ave
Fernandina Beach, FL 32034
abrown@fbfl.org
(904) 310-3366 or (904) 798-0795

Step 2: Application Review

Completed Special Events Permit applications will be reviewed by the Special Events Committee which consists of representatives from related City departments. The Committee generally meets on the third Tuesday of each month at 2:00 pm in the Commission Chambers of City Hall (204 Ash Street). Event organizers are strongly encouraged to attend this meeting to discuss any questions and/or changes that may arise in order to complete the review process in a timely manner. In some cases, approval from the City Manager's Office may be required.

Step 3: Approval/Denial

Once the application has been approved and the rental agreement has been processed, the Event Organizer will have ten (10) days to pay the deposit. The Event Organizer will be required to pay all fees twenty (20) days prior to the event. Assuming all details have been taken care of, the Special Events Permit will be issued the week of the event.

SPECIAL EVENT RULES AND GUIDELINES

Conducting an event in the City of Fernandina Beach is a privilege. Failure to abide by the rules and guidelines below will result in event privileges being suspended.

1. **Alcohol:** Sale, dispensing, possession, use and/or consumption of alcoholic beverages on public property is prohibited except when special permission is granted pursuant to City and State Ordinance. Serving or selling alcohol at the event is subject to departmental approval. Event Organizer is responsible for abiding by all local, State and Federal liquor regulations, including the Division of Alcoholic Beverages & Tobacco (ABT).

A. **Liquor License:** Once the event is approved, the Event Organizer must obtain a temporary liquor license permit or an extension of a current liquor license. A copy of the liquor license must be provided in the name of the organization selling the product and submitted to the City of Fernandina Beach a minimum of twenty (20) days prior to the event. For more information, contact the Florida Department of Business & Professional Regulation at www.myflorida.com/dbpr.

B. **Insurance:** A certificate of liquor liability insurance in the amount of \$1,000,000 naming the City of Fernandina Beach as additionally insured must also be provided. A copy of the insurance certificate must be submitted to the City of Fernandina Beach a minimum of twenty (20) days prior to the event.

C. **Wet Zone:** Any special event selling or dispensing alcohol where alcohol consumption is normally prohibited is required to establish what is commonly referred to as a "Wet Zone." All alcohol must be contained within this area, established by approved fencing. It is the responsibility of the Event Organizer to ensure that all alcohol stays within these confines. Alcohol can only be sold or provided to individuals of the ages of 21 years or older. Wet Zone location and dimensions must be included on the site and approved by the Fernandina Beach Police Department. No alcohol may be served in glass containers, cans, or bottles. In addition, Event Organizer is asked to provide a photo of the cup being used for the event (e.g. white solo cup) so as to be easily identified.

D. **Off-duty police officers** are required to work any event that involves alcohol at a cost to the Event Organizer. Checks are made directly to the assigned officer(s) and must be paid at the event. The cost is \$35/hour per officer with a minimum of three (3) hours per officer.

2. **Banners:** Banners at Centre Street and 8th Street must be eighteen feet (18') long and three feet (3') high. At least twenty-six feet (26') of ¼ inch nylon rope running through the length of the banner on both the top and bottom edges is required. Banners at 8th Street and Lime Street must be fourteen feet (14') long and two and a half feet (2 ½') high with at least twenty-two feet (22') of nylon rope. Banners must have at least ten (10) wind-loading relief holes. Pole Banners are seventeen by forty inches (17" x 40") with a four and a half inch (4 ½") opening. Banners hang for seven (7) days only from a Monday – a Monday, with the exception of holidays. **BANNERS MUST BE PICKED UP WITHIN 10 DAYS OF EVENT, OR THEY WILL BE DESTROYED.**

3. **Cancellation/Refunds:** Event Organizer must notify the City of Fernandina Beach in writing of any cancellations or rescheduling of an event.

- If Event Organizer cancels the event at least fourteen (14) days prior to the event, any payments made will be refunded, minus the Special Event Permit fee.
- If Event Organizer cancels less than fourteen (14) days prior to the event, they will forfeit the security deposit and the Special Event Permit fee.

4. Damages: The event space is to be restored to the same condition as it was prior to the event. The Event Organizer will be responsible for the cost to repair any damages resulting from the event and/or attendees. All equipment and structures placed at the event site must be removed by the end of the scheduled use time. The City of Fernandina Beach is not responsible for any items left at the event site.

5. Inclement Weather: If the event is cancelled due to inclement weather or other unsafe or hazardous conditions, the Event Organizer is responsible for notifying participants of the event cancellation. Event may be rescheduled pending availability. If the event is cancelled and not rescheduled, the Event Organizer will receive a full refund less a \$50 administrative fee. The City reserves the right to cancel or suspend an event due to inclement weather, emergencies, or other unsafe or hazardous conditions.

6. Insurance: A certificate of general liability insurance in the amount of \$1,000,000 AND ADDITIONAL INSURED ENDORSEMENT PAGE naming the City of Fernandina Beach as an additional insured is required for all events. A copy of the certificate must be submitted a minimum of twenty (20) days prior to the event.

7. Logistics: Event Organizer is responsible for event logistics before, during, and after the event.

8. Logo: The use of the City of Fernandina Beach logo or any other reference of the City of Fernandina Beach is strictly prohibited except where written permission has been granted. This permission will only be granted where the City of Fernandina Beach is a sponsor of the event.

9. Noise: All events must comply with the City of Fernandina Beach noise ordinance unless a waiver is granted through the form of an Event Agreement. For a set of complete noise restrictions, please visit www.fbfl.us and select the "City Charter and Code of Ordinances" link in the "City Clerk" link, specifically Chapter 42, Sec. 42-142.

10. Non-Profit Organizations: Non-profit organizations with addresses in the City of Fernandina Beach, that have not received grant funds from the City, are allowed one (1) free rental day of a City-owned facility or park per fiscal year.

11. Overnight Parking: Overnight parking is allowed with approval of a Special Event Permit and then only in City parks, greenspace, or parking lots. If your event has been approved for overnight parking, the Special Event Organizer must provide the following: name and birth date of each person spending the night; vehicle make/model and tag of each vehicle to be parked overnight; description of facilities plan; and payment of appropriate fees. Information must be received by the City prior to your event. **Generator usage must be suspended at 10:00 pm.**

12. Restrooms: The Event Organizer may be required to provide portable restrooms depending on the scope and size of the event. In general, one (1) toilet will be required for every 250 people in attendance. Multi-day events will require daily cleaning service of portable restrooms.

13. Safety: Safety Plan requirements will be determined by City staff including the Fernandina Beach Police and Fire Departments. Event Organizer may be required to hire off-duty law enforcement officers, lifeguards or emergency personnel at their own cost. The Police and Fire Departments will determine if and how many off-duty officers or emergency personnel are required based on several planning variables, including: estimated number of attendees; the presence and availability of alcoholic beverages; event location; time of the event; the need for road closures or rerouting of vehicular or pedestrian traffic; and history of the particular event. Checks are made directly to the assigned officer(s) and must be paid at the event. The cost is \$35/hour per officer with a minimum of three (3) hours per officer.

14. Site Maps: Site maps (as many pages/maps as necessary) should include:

- a. Electrical needs (specify outlets)
- b. Water needs
- c. Activity location(s)

- d. Equipment locations (stages, booths, scaffolding, trucks, etc.)
- e. First aid/ Medical stations
- f. Restroom locations
- g. Road/sidewalk/parking closures
- h. Tent locations and sizes
- i. Parking plan
- j. Location of trash cans/dumpsters

15. **Tents:** All tents must be properly secured and anchored by a method other than in-ground stakes and made of flame-resistant materials in accordance with NFPA 701 Standard Method of Fire tests for Flame Propagation of Textiles and Films. The applicant must be able to provide a copy of the flame-resistance rating if asked. All tents larger than 10' x 10' require a tent permit [\$40 for up to two (2) tents].

16. **Traffic:** It is the Special Event Organizer's responsibility to check with the Florida Highway Patrol and/or Nassau County regarding events on State or County regulated streets/roads (e.g. A1A).

17. **Trash & Recycling:** Special Event Organizer may be responsible for additional dumpsters, trash cans, and/or recycling containers depending on the size and scope of the event. This service is provided by outside contractors and is not a responsibility of the City. Failure to remove the dumpster at the conclusion of the event (the next business day) could result in additional fees.

18. **Vendors:** Special Event Organizer is responsible for obtaining copies of all permits, licenses, and insurance from each vendor, including membrane structures, climbing walls, pony rides, food vendors, etc. Food vendors are also subject to a fire inspection and must adhere to all Health Department and Fire Department rules and regulations, including keeping walkways clear and electrical cords, hoses, etc. properly covered and secured.

SPECIAL EVENT FEES

Special Event Permit Fee (200 attendees or less)	\$100.00
Special Event Permit Fee (more than 200 attendees)	\$300.00
Banner Permit Fee	\$50.00
Banner Hanging Fee (Centre & 8 th Street)	\$75.00
Banner Hanging Fee (Lime & 8 th Street)	\$50.00
Pole Banner Hanging Fee	\$15.00/pole
Tent Permit (for tents larger than 10x10)	\$40.00 for up to two tents
Water Usage (minimum fee)	\$75.00/day (City), \$94.00/day (non-City)
Power Usage (minimum fee)	\$75.00/day (City), \$94.00/day (non-City)
Commercial running/biking events	\$5.00/person
Onsite Overnight Parking Fee (RV/Trailer/Vehicle)	\$25.00/vehicle
Restroom Cleaning Fee	\$25.00/hour
Barricades	\$17.00/each
Cones	\$2.00/each
Storage Fee	\$100.00/day
Picnic Table Fee	\$100.00/3