

Special Event Permits and Services

Updated: January 5, 2021 by Jacqueline Stetson

Overview of Document

This document contains 2 sections:

- [Ordinance](#) - This is the new ordinance for Special Events that we are writing.
- [Special Events Program Manual](#) -We used the City Manager administrative procedure #32 as the basis for writing the new program manual.

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Special Event Ordinance

Note: City Attorney's Office is considering which section would be the most appropriate for the ordinance. For the purposes of this document, we have drafted it for: Chapter 18 - PARKS, RECREATION AND CULTURAL AFFAIRS; ARTICLE V. - SPECIAL EVENT PERMITS AND SERVICES

Sec. 18-81 Purpose

The purpose of the Special Events Services program is to encourage and facilitate special events in the City of Gainesville.

Sec. 18-82 Definitions

A *Special Event* is a non-routine happening that brings people together within the City of Gainesville. Special events can occur on city-owned property, public right-of-ways, and private property. They require City services to ensure safety and coordination. Special events include, but are not limited to, activities such as festivals, concerts, sporting events, parades, and walks and runs.

Applicant means an event organizer who applies for a permit

Event organizer means a person or entity that is responsible for overseeing a special event that has occurred, is occurring, or will occur.

Permittee means an event organizer who has been granted a permit.

Sec. 18-83 Special Event Permit.

1. Permit. A Special Event permit is required when the event meets any of the following criteria:
 - a. a congregation of more than 50 people with a common purpose and the event location will occur on:
 - i. public right-of-way (streets, sidewalks and alleys);
 - ii. City-owned/operated venues, facilities and parks where the event will impact City services beyond PRCA; or
 - iii. private property where the event will impact city services, public access, or traffic flow;
 - b. any activity which requires extra City resources in order to protect the public health, safety, and welfare
2. Exceptions. Exceptions to the requirement to obtain a special event permit are outlined in the Special Events Policy.

Sec. 18-84 Application and Permit Process

A person or entity who will engage in an activity that requires a special event permit (hereinafter “applicant” or “event organizer”) shall comply with the following process:

1. **Application.** The applicant desiring to organize or host a special event shall submit a special event application by the deadline set forth in the policies.
2. **Review.** City staff will review the application and determine if a permit is needed. The City will identify ordinances and policies that are applicable to the event.
3. **Approval or Denial of Permit.**
 - a. The City shall approve or deny the application.
 - b. A Special Event permit may be issued only if the applicant meets all applicable state, county and local regulations, and pays required fees.
 - c. Applications may be denied for the following reasons:
 - i. The complete application was not submitted 60 days before the event.
 - ii. Required documentation was not submitted 30 days before event date.
 - iii. Payments for services, fees and deposits were not made at least 30 days before event date.
 - iv. The permit application contains a material falsehood or misrepresentation
 - v. The proposed activity would present an unreasonable danger to the health or safety of the applicant, attendees at the event, the public or City Employees.
 - vi. The applicant has, on prior occasions, damaged municipal property or left substantial waste within the City of Gainesville.
 - vii. *City Conflicts.*
 1. An event at the same time and place has already been approved by the City or is City sponsored.
 2. The City does not have adequate staffing or equipment available to provide services needed to support the event.
 - viii. *Event organizer not eligible to apply for permit.* An application shall be denied if the event organizer is prohibited from applying for a special event permit. An event organizer is prohibited from applying for a special event permit if any of the following criteria is met:
 - a. The applicant is not legally competent to contract or to sue and be sued.
 - b. The event organizer held a special events permit that was revoked by the City within the last 12 months. However, this will not apply to revocations that were due to lack of City resources to support the event.
 - c. The applicant has been issued 3 or more citations within the last 12 months for violating the code of ordinances during the same, similar, or related event.
 - d. The applicant has been issued 3 or more citations within the last 12 months for violation of safety laws or regulations.
 - e. The applicant has an outstanding balance with the City. The applicant cannot apply for a special event permit until the balance is paid.

- f. Within the last 12 months, the event organizer held an event that met the special event criteria without a valid Special Event permit.
4. **Event.** The event shall occur on the planned date and will follow all ordinances, policies, procedures and permit conditions.
5. **Account Settlement.** Event organizer shall pay all outstanding balances owed to the City within 30 days after the date of the invoice.

Sec. 18-85 Payment

Applicant shall pay deposits, costs and fees required by the City as follows:

1. **Application Fee.** The applicant shall pay an application fee.
2. **Permit Fees.** After the City grants an application but prior to issuance of a permit, the City will provide an invoice that details costs and fees to be paid by the applicant. Payment is required as a condition to obtaining the permit. Fees, costs, and deposits will be imposed depending upon the City services and resources deemed necessary for the particular special event by the City or that the applicant has requested. Applicant shall pay the balance of the invoice within 30 days of the invoice date.
3. **Facility Rentals.** A venue is not reserved until rental fees and deposits are paid in full.
4. **Unanticipated Fees.** The City may determine during an event that additional unanticipated city resources are necessary. The Event Organizer shall pay any additional fees for unanticipated city services that were rendered during or after the event, but were not invoiced prior to the permit being issued, within 30 days after the date of the invoice.
5. **Fees for Event Lacking Permit.** Failure to apply for a Special Event permit for an event that meets the special event criteria will result in a post-event invoice that includes the application fee and cost of City services. Payment to the City is due within thirty (30) days after receipt of the City invoice.
6. **Cleanup Fees and Site Damage.** Event Organizers are required to pay for any damage to the site or venue caused by their event, pressure cleaning, and any other site cleanup necessary. Payment to the City is due within 30 days of receipt of the City invoice.
7. **Deposits.** The City reserves the right to keep a deposit as outlined in facility rental contracts or in this section. If there is no agreement governing the deposit, the following will govern deposits:
 - a. The City shall notify an Event Organizer that it will keep a deposit in writing.
 - b. The City may keep amount of a deposit necessary to fully repair or replace damaged City property caused by the event organizer.
 - c. The City may keep the amount of a deposit necessary to pay for additional staff time that was unanticipated and for which the event organizer has not already paid. Staff time shall be calculated according to the hourly rate of the employee, including benefits.
 - d. The event organizer has 15 days from the date of the City's notification that the City will keep a deposit to submit an appeal in writing to the PRCA Director.
 - e. The City will respond with a decision within 30 days of receipt of the appeal.
8. **City Co-Sponsored Event.** Events Co-Sponsored by the City will receive an invoice from the City's Billing and Collections department after the event has concluded.

Sec. 18-86 Revocation

1. The city may revoke a permit if:
 - a. The City does not have adequate staffing or equipment available to provide services needed to support the event. If the City revokes a permit for this reason, the City shall refund all fees and costs, including application and permit fees and deposits, to the permittee.
 - b. During any time after the permit is issued, the event organizer fails to comply with applicable state law or local ordinances, policies, regulations, procedures, or permit conditions related to the event. If the permittee fails to comply with a state law, or local ordinance during an event, city staff shall issue the permittee a written warning. If, after being issued a warning, the non-compliance continues or occurs again, the city may revoke the permit and the event must cease immediately.
2. If a permit is revoked, the Event Organizer cannot apply for another permit for one year after the date of revocation.

Sec. 18-87 Policy

The City Manager may adopt policies to administer this section of the code. These policies are outlined in the Special Event Policy. The policies supersede any conflicting ordinances that relate to special events or activities that take place at a special event.

Sec. 18-88 Fees associated with Special Events

The city may issue a citation for violations of special event permit conditions. Appendix A outlines the cost of services, rentals, deposits and materials for event conditions defined in the Special Event Policy. Some special events that occur on city property for which rental is not already contemplated in Appendix A may incur separate additional fees.

Special Events Policy and Program Manual

Overview

Section 1: Purpose

The purpose of the Special Events Program Policy and Program Manual is to define and communicate how Special Events are handled in the City of Gainesville. This will assist the City in maintaining consistency and standards across all events to protect the public health, safety and welfare.

The Special Events Policy and Program Manual further defines policies that govern and supplement the Special Events ordinance set forth in Chapter 18 - Parks, Recreation and Cultural Affairs; Article V. - Special Event Permits and Services. This ordinance vests the City Manager with the authority to create policies to facilitate Special Events in the City of Gainesville.

Section 2: Strategic Framework

The Special Events Policy maps to the following areas in the Strategic Plan:

Goal 1: Equitable Community - “Building equity and inclusivity”

- Objective 1. Enhance the access to City services, information, programs, facilities and activities for all neighbors.
- Objective 2. Expand the multi-lingual capacity of community builders enhancing services to our diverse neighbors.

Goal 2: Sustainable Community - “Building bright futures for all”

- Objective 5. Pursue zero waste goal.

Goal 3: A Great Place to Live & Experience - “Creating space for ingenuity”

- Objective 2. Develop a vibrant, alive Downtown with expanded residential and commercial opportunities.

Goal 4: Resilient Local Economy - “Cultivating economic vitality”

- Objective 1. Increase the number of successful, and sustainable, small and locally owned businesses by % with ownership reflecting neighbors.
- Objective 4. Have a diverse local economy (industrial and business) insulated from economic trends.
- Objective 5. Attract new businesses to Gainesville consistent with our economic vision and “targeted” businesses.

Goal 5: “Best in Class” Neighbor Services - “Our purpose is our people”

- Objective 3. Have all City departments working together without silos.
- Objective 5. Have a high level of neighbor satisfaction with City services and services response.
- Objective 6. Upgrade information technology systems – hardware and software - to better serve neighbors.

- Objective 7. Develop effective and usable performance metrics for evaluating the service performance and the value to neighbors.

Section 3: Ethics

City officials and employees are allowed and encouraged to host events in the City of Gainesville. No preferential treatment shall be given to a City official or staff member who is an Event Organizer. The organizer must avoid any activity which is in conflict with their official duties. The event must follow all ordinances, policies and procedures.

Section 4: Equity and Inclusion

Special Events in the City of Gainesville should promote equity and inclusion. All event applications will be reviewed based on the completeness of the application and the types of activities occurring during the event. Approval or denial of an application will be fair and not a reflection of race, color, gender, age, religion, national origin, marital status, sexual orientation, disability, gender identity or politics. Please refer to Equal Opportunity Policy EO-4 Discrimination, Harassment and Conduct.

Section 5: Definitions

These definitions apply to the policy.

- A. **City.** The City of Gainesville, Florida.
- B. **City Commission.** The City Commission of the City of Gainesville, Florida.
- C. **Event Organizer.** An organization or individual that is responsible for all aspects of an event or performance (advertising, marketing, talent costs, insurance, hold harmless agreement, etc.) and is responsible for all revenue, expenses and compliance for that event.
- D. **Special Event.** A special event is defined in the ordinance.
- E. **Types of Events.** The event type is based on the estimated attendance.
 - a. Major Event - An event with an expected attendance level of 500 or more.
 - b. Intermediate Event - An event with an expected attendance level of 50 to 499.
 - c. Minor Event - An event with an expected attendance level of less than 50.

Section 6: Roles & Responsibilities

This section outlines the roles and responsibilities of each party and City department during the special event process

- A. **Event applicants are responsible for:**
 - a. Overall event planning and management, promotion, marketing, advertising, entertainment, and vendor selection.
 - b. Actions of their vendors.

- c. Obtaining all City, State, County and Health Department permits, licenses and/or inspections as may be required.
 - d. Submitting in writing permission as may be required from other governmental agencies, private property owners, and designated managers of City property for use of their sites for an event.
 - e. Payment of fees.
- B. **The City Manager** has the authority to update fees for permits and services rendered, except for fees in Appendix A, and may delegate such authority as they see fit.
- C. **The City Attorney** must approve all written contracts, except where standardized documents approved by the Attorney's office are used.
- D. **Gainesville Police Department (GPD)** - police or other trained non-sworn personnel may be required to support the event. Determination of services is at the discretion of the Chief of Police or designee. The Chief of Police's analysis shall be based upon projected attendance numbers, type of event, traffic/pedestrian concerns, geographic location and site layout. If GPD cannot cover the event, the Event Organizer must reach out to the Alachua County Sheriff's office to obtain adequate police services as determined by the Chief of Police
- E. **Gainesville Fire Rescue (GFR)** - firefighters and/or paramedics may be required to support the event. Determination of services is at the discretion of the Fire Chief or designee. The Fire Chief's analysis shall be based upon the size of the event, the venue risks, type of activity, site layout or any other considerations that may affect the safety of the public.
- F. **Transportation and Mobility** - Transportation and Mobility staff may be required to support an event for parking, bus service, traffic signals or other transportation related activities.
- G. **Parks, Recreation & Cultural Affairs (PRCA)** - PRCA staff may be required to support an event at a City facility. Determination of services is at the discretion of the PRCA Director or designee.
- H. **Special Events Services Program Staff:**
 - a. Assist Event Organizers throughout the application and approval process, ensuring that the event is in accordance with state laws, city ordinances, and this policy.
 - b. Provide support to internal staff throughout the review and approval process.
 - c. Establish best practices for reporting, reconciliation, and documentation of the service.
- I. **Public Works:**
 - a. Public works staff may be required to support the event. Determination of services is at the discretion of the Public Works Director or designee. Event applicants may substitute this function with volunteers and/or private contractor(s) with City approval. The Public Works Department may also provide recycling and refuse containers for the event at the event organizer's expense. If a venue is not adequately cleaned up after the event and city staff need to be assigned to cleanup, the event organizer will be charged an hourly rate for cleanup services.
 - b. City staff will be responsible for reviewing maintenance of traffic (MOT) permits and its impact on public services. City staff may be retained, at the event organizer's expense, for MOT services. The MOT plan must be prepared by a person certified in the state of Florida by the FDOT to prepare MOT plans. If the MOT requires the closure of parking spaces, City staff shall be responsible for installing appropriate "NO PARKING" signs at the expense of event organizer.

- J. **Other Organizational Units Involved:** The Special Events Program is a cross-departmental unit that includes the following representatives across the city.
- a. Code Enforcement
 - b. Communications
 - c. Facilities
 - d. Finance
 - e. GRU IT
 - f. Legal
 - g. Risk
 - h. Strategic Initiatives
 - i. Sustainable Development

Section 7: Application Process

A. Application Submittal Deadlines

Special Event applications may be submitted up to 1 year before the event. Deadlines for application submission vary depending on type of event.

1. **Major Event** - Permit application and all back up material, must be submitted to the City Manager or designee at least 90 days prior to the event.
2. **Intermediate Event** - Permit application and all back up material must be submitted to the City Manager or designee at least 60 days before the event.
3. **Minor Event** - Permit application and all backup material must be submitted to the City Manager or designee at least 60 days prior to the event. Only these minor events may apply for an exception to the submittal deadline. The City Manager shall review requests for an exception to the submittal deadline.
 - a. **Exceptions for Minor Events** - City Manager or designee has the authority to approve special events less than 60 days prior to the event if Event Organizer is able to show a good faith effort to comply on time. Application and service fees may be billed to the Event Organizer after the event concludes. Expedition fees and additional insurance certificates may apply. Limited City services may be available.

B. Required Application Documentation

1. All Events
 - a. City of Gainesville Special Event Permit Application form (online)
 - b. Detailed Site Plan showing property, adjacent street, event layout, entrance/exits and emergency access, etc.
 - c. Event Plan including but not limited to plans for accessibility, entertainment, security, cleanup, transportation, cancellations, etc.
 - d. Insurance certificates
 - A. Insurance certificate naming City as insured.
 - B. Insurance certificate must include location and date of the event.
2. The following additional items may be required at the direction of the City based on the size and nature of the event. Other items may be required based on the specific event. The location of an event takes place could dictate different rules associated with that property or venue.

- a. Maintenance of Traffic plan (MOT)
- b. Emergency Evacuation Plan
- c. Life Safety Inspection
- d. Public Health Department Inspection
- e. Tent Inspection
- f. Hold Harmless Agreement
- g. Certificate of Event Liability Insurance naming the City as a certificate holder and additional insured.
- h. Alcoholic Beverage & Tobacco License (ABT)
- i. Alcohol Liability Insurance
- j. Proof of non-profit 501(c) 3 status

C. Fee Reductions

- Application Fees are non-refundable and cannot be reduced or eliminated after the event takes place, unless a fee was imposed in error.
- City Manager has authority to reduce fees, except for labor fees, up to 25% for economic tourism events. Event Organizer must make a compelling case that event will bring in revenue to our local businesses before, during and after the event.
- City Manager or designee has authority to reduce fees up to 50% for non-profit fundraisers that do not impact City services.
- A limited number of SEA Grants are available for event organizers to help fund their events. Please see SEA Grant program for more information.

Section 8: Conditions - Common event activities that need approval

The following activities are considered Special Event conditions. As a convenience, nearly all possible activities are aggregated here to help event organizers understand their responsibilities. Please refer to City ordinances for additional laws that an event organizer may need to comply with. If these policies contradict a related ordinance, the policies supersede the ordinances.

A. Alcohol

Special Event Requirements

- Distribution
 - City has authority to define distribution rules including but not limited to:
 - Materials of cups, bottles, cans, etc. that are permitted.
 - Glass bottles are not allowed to be served to the public.
 - How many drinks a consumer can buy at one time.
 - How many alcohol dispensing stations are allowed at the venue.
 - How many food vendors are required at the venue.
 - How many water serving stations are required at the venue.
- Crowd Management & Participant Safety
 - 1 sworn GPD officer is required per 200 attendees.

- Onsite GPD officer(s) / Facility Assistant have authority to shut down alcohol distribution if state law, ordinance or permit is violated. Event Organizer has no recourse or refunds if the event is shut down.
- ID Check
 - In Event Plan, define:
 - The people who will be checking IDs.
 - Where the ID checks will be located at the venue.
 - Method of visually displaying consumers who are of legal age to consume alcohol (for example, wrist bands).
- Insurance certificates
 - A Special Event liability policy naming the City of Gainesville as an additional insured in an amount not less than \$1 million dollars.
 - Insurance certificate must include location and date of the event.
 - Special Event policy must include an alcohol serving endorsement.
 - City does not allow Event Organizers to extend homeowners insurance rider.
 - If event is at a city-owned venue, the insurance certificate must name the city facility as insured.
- State & County Requirements
 - Obtain state alcohol permits to serve alcohol.
 - No hard liquor may be served (only beer, wine, cider, etc, is allowed)

Additional Local Ordinances That May Be Applicable

- Chapter 4 - ALCOHOLIC BEVERAGES; ARTICLE 1. IN GENERAL
 - Sec. 4-4. - Sale, dispensing, consumption and possession generally.
- Chapter 4 - ALCOHOLIC BEVERAGES; ARTICLE II. - BOTTLE CLUBS DIVISION 1. - GENERALLY
 - Sec. 4-23. - Prohibited acts.

Costs Associated With This Activity

- \$ Hourly Rate GPD - Hourly rate for sworn GPD officer, minimum x hours.

B. Animals

Special Event Requirements

- Certified Service Animals
 - Service animals are allowed at all Special Events with no restrictions.
- Pets and emotional support animals
 - Animals must be leashed at all times.
 - Animals are allowed to be unleashed in designated or posted areas (dog parks).
 - Pets and emotional support animals are not allowed in play areas (such as playgrounds or sporting grounds) unless prior approval is given by the PRCA Director.
 - Event Organizers can request a designated unleashed area.

- Event Organizer will be responsible for all animal waste during and after the event.
- Petting zoos and exotic animals
 - Updated Vaccination and Coggins Testing records must be provided.
- Insurance certificates
 - A Special Event liability policy naming the City of Gainesville as an additional insured in an amount not less than \$1 million dollars is required.
- Crowd Management & Participant Safety
 - GFR may be required by the Fire Chief to be onsite to respond to any incidents.

Additional Local Ordinances That May Be Applicable:

- Leash Ordinance - Chapter 5 Section 5.1
- Chapter 5 - ANIMAL CONTROL
 - Sec. 5-1. - Definitions

Costs Associated With This Activity

- \$Hourly Rate - If the venue is not cleaned up after the event, the Event Organizer will be charged for clean up by City crews.
- \$Hourly Rate - At the discretion of GFR, a crew may need to be onsite to respond to any emergency incidents
- \$250 - [5-2\(c\)](#) Animal molesting or biting pedestrian or bicyclist

C. Athletic Events

Special Event Requirements

- Insurance certificates
 - A Special Event liability policy naming the City of Gainesville as an additional insured in an amount not less than \$1 million dollars.
- Crowd management & Participant Safety
 - Crowd manager or sworn GPD officer may be required if there are more than 250 attendees onsite at a given time. Decision is at the discretion of GFR, GPD and PRCA.
 - High-risk activities (jousting, skating, high-wire, trapeze, etc) may require GFR onsite to react to any accidents. Decisions are at the discretion of GFR.

Costs Associated with This Activity

- Various - Please refer to Appendix A for rental fees of City facilities
- \$Hourly Rate - Hourly fees for venue staff.
- \$Hourly Rate - If the venue is not cleaned up after the event, the event organizer will be charged for clean up by city crews.
- \$Hourly Rate - At the discretion of GFR, a crew may need to be onsite to respond to any incidents.

D. City-owned Venue

A special event permit is not required for events on PRCA property that do not use any other city resources from other departments. For the following locations, please refer to the rental/license agreement for that particular location:

Depot Park

- Bo Diddley
- Thomas Center
- MLK
- Etc.

POLICY QUESTION. How do we handle rental requests that are not normally rented out? City facility rental for exclusive use for facilities that are not normally rented out.

E. Congregation of People

Special Event Requirements

- Crowd management & Participant Safety
 - If there will be 50 or more people at an event on a public right-of-way or City-owned property, there needs to be a Special Event permit.
 - If there will be 50 or more people at an event on private property and a safety-related condition may occur during the event, there needs to be a Special Event permit.
 - City staff will determine if an emergency management plan is needed for the event.
 - GPD will determine if officers are required at the event.
 - Insurance certificate requirements will be reviewed based on activities occurring during the event.

Additional Local Ordinances That May Be Applicable:

- ARTICLE VI. - PARADES AND ASSEMBLIES ON STREETS
 - Sec. 26-189. - Congregating on streets and sidewalks.

F. Drones

Special Event Requirements

- Drones, other than city-owned drones, are not allowed at Special Events.
- Event organizers can request exceptions if they follow FAA Rules.

G. Event Advertisement and Signage

Special Event Requirements

- Event flyers, handbills and posters must be removed within 3 days after the event.
- Street Banners (Waldo, 13th, University) - follow weekly prepayment schedule

- Special Event Banners (at venue) - these should be removed as part of event cleanup.
- For City-owned facilities, type of Special Event advertisement is at the discretion of the City department that manages the facility.

Additional Local Ordinances That May Be Applicable

- Chapter 17 - OFFENSES; ARTICLE 1. - IN GENERAL
 - Sec. 17-2 - Advertising matter; affixing fliers to poles, waste containers, or other fixtures.
- Chapter 30 - LAND DEVELOPMENT CODE; ARTICLE IX. - SIGNS
 - Sec. 30-9.5. - Allowable signs—No permit required
 - Sec. 30-9.6. - Interim signs and street banners.
 - Sec. 30-9.7. - Allowable signs—Permit required.

Costs Associated With This Activity

- \$Hourly Rate - If the venue is not cleaned up after the event, the Event Organizer will be charged for clean up by City crews.
- \$250.00 - Fliers on utility poles or other fixtures.

H. Film & Photography Productions

This section is in process.

I. Food

Special Event Requirements

- Cooking inside a city facility
 - Event Organizer must rent kitchen or food-heating appliances from the City.
 - No open-flame / sterno allowed.
- Cooking outside at city facility or public right-of-way
 - Any outside cooking (electric or open flame, BBQ smokers, fryers, etc) is subject to inspection by GFR.
 - Charcoal grills that are installed at a park do not need any additional inspections / permits.
- Cooking under a tent at any venue
 - No open-flame / sterno allowed.
 - Any size tent that will have a heating element beneath it to cook or reheat food is subject to inspection by GFR.
- Food cooking waste
 - Coals and/or coal ash must be completely cooled prior to disposal. Do not put hot coals in the trash.
 - Disposal of cooking oil / grease must follow state and local ordinances.
- Food vendors

- Food vendors at your event must follow local and state ordinances and policies. They are subject to inspections and may be asked to cease activities or leave the event if they cannot meet requirements.

Additional Local Ordinances That May Be Applicable

If you are having vendors at your event, they must comply with all state and local ordinances for their business.

- Chapter 10 – FIRE PREVENTION AND PROTECTION
- Chapter 19 - PEDDLER, SOLICITORS AND CANVASSERS; ARTICLE IV. - VENDING BOOTHS
 - Sec. 19-93. - Regulations
- Chapter 27-180.2 Restaurant Ordinance
- Chapter 30 - LAND DEVELOPMENT CODE; ARTICLE V. - USE STANDARDS
 - DIVISION 1. - PRINCIPAL USES; Sec. 30-5.11. - Farmers markets.
 - DIVISION 2. - ACCESSORY USES AND STRUCTURES; Sec. 30-5.37. - Food Trucks

Costs Associated With This Activity

- Fire inspection by GFR
- \$250 - (30-125) Operation of food trucks in violation of regulations
- \$NNN - Single Use Plastics (section 1.9 straws, etc.)

J. Land Use Zoning Exceptions

- Special Events are allowed to ask for exceptions to land use zoning. The special event permit overrides land use zoning for the duration of the event. EX - church wants to have a carnival fundraiser; concert at a warehouse or empty field.
- Event Organizers are allowed to ask for extension of boundaries for events. EX - restaurant wants to use their parking lot for a cookout.
- Venue must be inspected and approved by GFR, Planning Department, and Code Enforcement.

K. Noise

Special Event Requirements

- Noise cannot be more than 70 decibels per 200 feet.
- Noise cannot last more than 6 hours per day. (*currently 4 hours*)
- The noise permit will only be granted for the following hours:
 - Sunday - Thursday: 9am - 12am
 - Friday - Saturday: 9am - 1am
 - New Year's Eve: 9am - 1am
 - If there are no private residences, hospitals or nursing homes within a 0.5 mile radius of the venue: 9am - 2am following day.

- Any exceptions to hours requires permission from City Manager or designee and notification to residents within .5 mile radius of venue.
- Each venue cannot have more than 12 noise permits per calendar year. (*currently 6 per year*)

Additional Local Ordinances That May Be Applicable:

- Chapter 15 - NOISE
 - Sec. 15-4. - Special permits.

Costs Associated With This Activity

- \$Hourly Rate - Fee for GPD / Code Enforcement to measure decibels at an event if there is a noise complaint or a request.

L. Parking

Special Event Requirements

- If you are blocking disabled parking, you must provide alternative disabled parking.
- If you are using or blocking paid parking spaces on-street, garage or lots, you must pre-pay the current rate for duration the spaces will be blocked.
- As part of your Event Plan, you must include:
 - Public Transportation Bus Stops
 - Describe the paths attendees will take from bus stop to the event.
 - Whether traffic control assistance will be required for the event.
 - Vehicle, Bicycle, eScooter Parking Locations
 - Describe the path attendees will they take from parking location to the event.
 - Whether traffic control assistance will be required for the event.
- Crowd Management & Participant Safety
- State & County Requirements

Costs Associated With This Activity

- \$NN - Material costs to make signs and put them up.
- \$NN - Hourly rate to go put up signs and cones blocking off parking for an event.
- \$NN - Inspection of disabled parking alternative.
- \$Hourly Rate GPD - Hourly rate for sworn GPD officer, minimum x hours.
- Contact Department of Transportation and Mobility for rates for parking meters, parking garages, and parking lots.
- *Section 2-339 Citation Fines:*

M. Road / Sidewalk Closures

Special Event Requirements

- Roads and sidewalks may be closed as part of a Special Event if they meet all safety requirements, the event does not impact City services or facilities, the City can accommodate rerouting of buses if applicable, and approved by the City. Event Organizer must submit a Maintenance of Transportation (MOT) Plan for review and approval. City Staff is responsible for notifying partner agencies (ACSO, ACFR) of closing a City-owned street.
- Law enforcement traffic control may be substituted for an MOT plan at the discretion of GPD.
- If an MOT plan is needed, it must be created by an ATSSA (American Traffic Safety Services Association) certified company or a licensed professional engineer.
- If road closures also block paid parking spaces, Event Organizer is responsible for pre-paying the current rate of the spaces.
- Event Organizer must attempt 3 times to request affected business or property owners to sign the Road Closure Petition.
- Event Organizer must notify the affected business or property owners in writing of the Event Organizer's request to the City to close roads or sidewalks.
- **POLICY DECISION: What happens when the business owner doesn't want it closed? What happens when nobody wants it closed? What happens if event impacts parking / access to business? Who owns the street makes the decision?**
- Crowd Management & Participant Safety
 - A GPD sworn officer / service tech is required for each side of the road closure. Services levels are at the discretion of GPD.
 - Event organizer is responsible for barricades if needed. Transportation & Mobility, GPD must review and approve.
- Insurance Certificates
 - The insurance certificate location must include the boundaries of the closed roads.
- State & County Requirements
 - If the road to be closed is owned by the county or state, the Event Organizer must get approval by them. City Staff will verify this requirement was completed.
 - Event Organizer may hire other jurisdictions (like University of Florida Police Department, Alachua County Sheriff's Office, Florida Highway Patrol)

Additional Local Ordinances That May Be Applicable:

- Chapter 23 - STREETS, SIDEWALKS AND OTHER PUBLIC PLACES; ARTICLE V. - PUBLIC RIGHTS-OF-WAY OBSTRUCTIONS
 - Sec. 23-106. - Exemptions.
- Chapter 26 - TRAFFIC AND MOTOR VEHICLES; ARTICLE VI. - PARADES AND ASSEMBLIES ON STREETS
 - Sec. 26-189. - Congregating on streets and sidewalks.

Costs Associated With This Activity

- \$NNN - GPD officers (1 for each direction)
- \$NNN - Cost for "No Parking" signs to be installed at least 24 hours in advance of the event.

N. Retail Sales

Special Event Requirements

- Vendors must follow current single-use plastic restrictions.

Additional Local Ordinances That May Be Applicable

If you are selling items at your event, you must comply with state and local ordinances for your sales. If you are having vendors at your event, they must comply with state and local ordinances for their business.

1. Vending Booths
 - Chapter 19 - PEDDLER, SOLICITORS AND CANVASSERS; ARTICLE IV. - VENDING BOOTHS
 - i. Sec. 19-93. - Regulations
2. Promotional / temporary Sales
 - Chapter 30 - LAND DEVELOPMENT CODE; ARTICLE V. - USE STANDARDS
 - i. DIVISION 3. - TEMPORARY USES; Sec. 30-5.49. - Promotional/temporary sales.

Costs Associated With This Activity

- Review Appendix A for current costs. Some are included below.
- \$NN - Inspection of vending booth structure
- Art show, festival, etc.:
 - —First ten booths/stalls78.75
 - —Each additional booth/stall3.15
 - —Maximum525.00
- Christmas tree lot99.75
- Drive-in/B-B-Q Stand, etc105.00
- Flea/farmer's market:
 - —First ten booths/stalls78.75
 - —Each additional booth/stall3.15
 - —Maximum525.00
- Peddler52.50
- Peddler—food cart105.00
- Stand—Farm products, fruits, plants52.50

O. Special Effects

Special Event Requirements

- Special Effects include, but are not limited to, fireworks, lasers, fire, smoke, and strobe lighting.
- If strobe lighting is used in the event, a notification must be on all advertising and there must be ample signage around the venue.
- Crowd Management & Participant Safety
 - Hire 1 crowd manager per 250 attendees.
 - Hire 1 sworn GPD officer per 250 attendees. Decisions are at the discretion of GPD.
 - High-risk activities may need GFR onsite to react to any accidents. Decisions are at the discretion of GFR.
- Insurance Certificates
 - A special event liability policy naming the City of Gainesville as an additional insured in an amount not less than \$1 million dollars.
 - Special event policy must include a pyrotechnic endorsement.

Additional Local Ordinances That May Be Applicable:

- Chapter 10 - FIRE PREVENTION AND PROTECTION; ARTICLE VI. - OPEN AND OUTDOOR BURNING
 - Sec. 10-71. - Pyrotechnic displays.

Costs Associated With This Activity

- \$127.50 - GFR Special Events Inspection Fee
- \$134.00 - pyrotechnic display sec. 10-70
- \$Hourly Rate - If the venue is not cleaned up after the event, the Event Organizer will be charged for clean up by City crews.
- \$Hourly Rate - At the discretion of GFR, a crew may need to be onsite to respond to any incidents.

P. Temporary Structures and Utilities

Special Event Requirements

- Electricity
 - If the Event Organizer needs electricity for their event, they must get prior approval from the City. As needed, GRU may drop a temporary electricity pole for the event. Event Organizer will be responsible for labor, rental and usage of the temporary electricity pole.
 - If the Event Organizer needs to use power plugs at a City facility, they must get prior approval from the City. Event Organizer may be responsible for electricity usage from the outlets.
- Water
 - If the Event Organizer needs water for the event, they must get prior approval from the City. Event Organizer may be responsible for labor and usage of water during the event.
 - If GRU needs access to water for the event, the Event Organizer will be responsible for usage.
- Fences / Confined Areas
 - Types of fencing vary upon venue.

- Any kind of temporary fence or confined area must be inspected by GFR.
- Tents
 - Tents larger than 10x10 feet need a tent permit.
 - Tents larger than 900 sq ft require a permit and is subject to inspection.
 - Tents with any kind of hazardous materials beneath (fireworks, holiday trees, cooking) need to be inspected by GFR.
- The following temporary structures must be inspected by GFR and/or Code Enforcement:
 - Carnival rides
 - Inflatables larger than 10x10 feet
 - Obstacle Courses
 - Pools and lawn slides
 - Scaffolding
 - Stages
 - Tents larger than 900 sq ft.
 - Tents with any kind of hazardous materials beneath (fireworks, holiday trees, cooking)
- Crowd Management & Participant Safety
- Insurance Certificates
 - A special event liability policy naming the City of Gainesville as an additional insured in an amount not less than \$1 million dollars.
 - Insurance certificate must include location and date of the event.
 - Insurance certificate for city-owned facility naming city as insured.
- State & County Requirements
 - Mechanical / Non-mechanical Rides - FL Dept. of Agriculture and Consumer Services
 - Inflatables (GFR to research if these are allowed)

Additional Local Ordinances That May Be Applicable:

- Chapter 6 - BUILDINGS AND BUILDING REGULATIONS; ARTICLE I. - BUILDING CODE
 - Sec. 6-7. - Schedule of fees.

Costs Associated With This Activity

- \$82.75 Fire Inspection for Tents
- \$NN - Electricity Charges
- \$NN - Water Charges
- \$60 - Temporary Sales / Structures - CHAPTER 6 - BUILDINGS AND BUILDING REGULATIONS; ARTICLE 1. - BUILDING CODE; Sec. 6-7. - Schedule of fees; 6) Flat Rate Permit Fees; Christmas tree sales lot, includes structure, temporary pole, lights, and signs
- \$60 - Tent Permit CHAPTER 6 - BUILDINGS AND BUILDING REGULATIONS; ARTICLE 1. - BUILDING CODE; Sec. 6-7. - Schedule of fees; 6) Flat Rate Permit Fees; Tent permit

Q. Vehicles

Special Event Requirements

- Moving vehicles are not allowed in parks during a Special Event, unless directed by City Staff.
- Golf carts and utility vehicles
 - Are allowed if purpose is to remove waste during an event.
 - Are allowed to assist in transportation of attendees.
 - Must be driven by licensed drivers.

Additional Local Ordinances That May Be Applicable:

- ARTICLE VI. - PARADES AND ASSEMBLIES ON STREETS

R. Waste

- Event Organizer is responsible for returning the venue to a clean condition after the event even if a third party vendor has been hired to handle waste services.
- City has authority to define waste collection rules including but not limited to:
 - Event Waste
 - Single-use plastic straws, plastic stirrers are not allowed city-wide.
 - Polystyrene is not allowed on city property.
 - Public Works / PRCA has authority to determine if City staff will be required for the event.
 - Receptacles
 - The number and type (garbage, recycling, food waste) of receptacles that must be provided at the venue
 - There must be equal number of receptacles for garbage, recycling and food waste. Each receptacle must be clearly labeled.
 - Locations of receptacles at the venue.
 - How frequently receptacles must be emptied.
 - What kind of recyclables must be collected and separated (bottles, cans and cardboard).
 - Recycling
 - The Event Organizer is responsible for ensuring event vendors recycle cardboard, bottles and cans.
 - Food Waste
 - If required by ordinance, vendors must follow food waste hierarchy when disposing of food or food waste.
 - All food waste receptacles using bags for collection shall use compostable bags as certified by the Biodegradable Products Institute.
 - Human Waste
 - Number of Port-O-Lets are required for the event.
 - Number of accessible Port-O-Lets are required for the event.

Additional Local Ordinances That May Be Applicable:

- Chapter 27 - UTILITIES; ARTICLE III. - SOLID WASTE DISPOSAL
 - DIVISION 5. PLASTIC STRAWS AND STIRRERS; Sec. 27-93. - Prohibition on single-use plastic straws and single-use plastic stirrers.

S. Youth

Special Event Requirements

- Crowd Management & Participant Safety
 - Hire 1 sworn GPD officer starting at 200 attendees.

Additional Local Ordinances That may be Applicable

- ARTICLE V. - DANCE HALLS
 - Sec. 14.5-102. - Permit required; application for permit.

Costs Associated with This Activity

- \$Hourly Rate GPD - Hourly rate for sworn GPD officer, minimum x hours.

This Administrative Procedure is effective as of MONTH DAY YEAR.

Policy Questions For City Commission

1. **Political Events.** Is the city allowed to co-sponsor political events?
 - *Staff recommendation:* City cannot sponsor partisan political events (Republican/Democrat) but can co-sponsor civic events (voter registration, voting encouragement)
2. **Road Closures.** If an event organizer wants to close off a sidewalk or street, but the business owner does not want it closed, what happens? Who decides if road closure can occur? Current workflow is:
 - Event Organizer must attempt 3 times to request affected business or property owners to sign the Road Closure Petition.
 - Event Organizer must notify the affected business or property owners in writing of the Event Organizer's request to the City to close roads or sidewalks.

- *Need Guidance:* What happens when business/property owner refuses to sign petition?
3. **Exclusive Use of City Facilities.** City Commission gave approval for fencing off parks for private use events, does this include film permits/location agreements that would close off city parks and facilities?
4. **Fee Reductions.** As we start to charge service fees for special events, how do lessen the financial impact while remaining financially responsible? How do we encourage local community building events (like block parties) and economic tourism events (Fest, Tom Petty, UF Football)?
- *Staff Recommendation:* City Manager has authority to reduce fees (except for labor fees).
 - Large economic tourism events (Invoices over dollar amount \$10k) up to 25%
 - Non-profit / community based events (Invoices over dollar amount \$?) up to 50% after application fee (\$67)
 - *Need Guidance:* What about facility rentals? What if somebody wants to pay full price to rent the facility after the discounted event was approved?

