



**AGENDA
PARKS AND RECREATION ADVISORY COMMITTEE
REGULAR MEETING
DECEMBER 10, 2024
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MINUTES**
 - 4.1 November 2024 Regular Meeting Minutes (Approval of Minutes)
- 5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA**
- 6. DISCUSSION ITEMS**
 - 6.1 Special Event Guidelines And Application (Review Guidelines/Application: Recommendation To The Commission Or Possible Workshop Review)
- 7. BOARD MEMBER COMMENTS**
- 8. STAFF COMMENTS**
 - 8.1 Staff Update (Review Department Updates)
- 9. ADJOURNMENT**

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at 904-310-3115 or TTY/TDD 711 (for the hearing or speech impaired).

The Parks and Recreation Advisory Committee met for a regular meeting on Tuesday, November 12, 2024, at 5:00 p.m., located in Commission Chambers at City Hall 204 Ash Street. Present were Chair Camera, Vice-Chair Cocchi, Member Spaulding, Member Pearlstine, Member Mountjoy, Member Borrero.

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

- 4.1 September 2024 Regular Meeting Minutes (Approval of Minutes)
- 4.2 September 2024 Workshop Meeting Minutes (approval of Minutes)
- 4.3 October 2024 Regular Meeting Minutes (Approval of Minutes)
- 4.4 October 2024 Workshop Meeting Minutes (Approval of Minutes)

Member Mountjoy made a motion to approve the September 2024 Regular Meeting Minutes, September 2024 Workshop Meeting Minutes, October 2024 Regular Meeting Minutes, October 2024 Workshop Meeting Minutes. Second by Member Borrero; All Aye.

5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA: Jack Gunn, Fred Pugh

6. DISCUSSION ITEMS

- 6.1 Public Art Application (review application and process) Director of Parks and Recreation Scott Mikelson reviewed the changes to the ordinance. Once approved by the City's attorney and the HDC it will be presented to the PRAC board members for review.
Member Borrero – motion to approve. Member Mountjoy seconded.

7. STAFF COMMENTS

- 7.1 Staff Update - Department Updates: Scott Mikelson provided project updates

8. BOARD MEMBER COMMENTS: Comments regarding the hard work of the Parks and Recreation department

9. ADJOURNMENT: Chair Camera adjourned the meeting. The meeting was adjourned at 7:10pm

Approved by: _____

Chair, Thomas Camera



CITY OF FERNANDINA BEACH

SPECIAL EVENT PERMIT APPLICATION

APPLICATION TIMELINE

1. Applications may be submitted no more than 365 days, but not less than 60/90 days prior to the event date. To ensure approval, event organizers are encouraged to apply as early as possible.
 2. Complete the application in its entirety and submit with \$25 processing fee within the Special Event Filing Deadlines listed below:
 - a. A minimum of 60 days prior to the first proposed event date for an event that occurs solely in a park and does not require any street closure.
 - b. A minimum of 90 days for any event requiring street closures, City services, and/or a Temporary Alcohol Use Application
 3. The completed application along with the application fee and detailed Site Plan are to be submitted to
Parks and Recreation. (2500 Atlantic Ave Fernandina Beach, FL ; 904-310-3358)
 4. The Special Events Committee meets monthly. All applications will be reviewed and a contract will be created for all approved event applications.
 5. A Cost Estimate for City Services will be sent to the applicant outlining the requirements for the event.
 6. Upon receipt of the applicant's acceptance of the requirements, completed applications, costs, and deposit, an event coordination meeting with the Special Events Committee will be scheduled.
 7. Depending on the type of event, the applicant may be required to obtain additional permits/approvals.
 8. Upon final approval and review by the Special Events Committee, a permit is issued that includes certain conditions and/or restrictions for which the applicant will be responsible to meet.
-
- Incomplete, illegible, and/or unsigned applications will not be accepted.
 - Submission of a Special Event Application constitutes a request to use City property for the purpose of an event and does not guarantee event approval.

For Parks and Recreation Special Event Coordinator Use Only:

Check List

Name of Event: _____

_____ Date Application Received

_____ Application Fee Received

_____ Date Approved

_____ Date Denied

_____ Event Paid in full _____ (City co-sponsored event)

_____ Alcohol _____ Permit Received

_____ Certificate of Insurance Received (no later than 20 prior to event)

_____ Police Officers Requested _____ EMS Requested

_____ Electricity Requested

_____ Water Requested

_____ Portable restrooms Required

_____ Fire Marshal (for tent inspection or cooking)

_____ Overnight Parking

_____ Event Vendors _____ List Received?

_____ Barricades _____ How Many?

_____ Cones _____ How Many?

_____ Road Closures _____ DOT contacted

_____ Request train stoppage for event _____ Contacted CSX

_____ Event Permit sent to event Organizer

_____ Deposit Returned

APPLICANT AND HOST ORGANIZATION INFORMATION

Host Organization Name - The Host Organization is legally and financially responsible for the overall organization, management, and implementation of an event and its related activities.

Host organization name: _____

Host organization website: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

For Profit: _____

Non-Profit: _____

If yes, you must attach to this application a copy of your Florida Consumer's Certificate of Exemption or your IRS 501(c) 3 Determination Letter.

Applicant/Primary Contact - Please list any person, professional event organizer, event service provider hired by you that is authorized to work on your behalf to plan this event.

First: _____ Last: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

Email: _____

EVENT INFORMATION

Name of Event: _____

Is this an annual event? _____ No _____ Yes If yes, how many years has it been held? _____

Anticipated Attendance – The estimated number of people who will attend or watch your event.

Total _____

Anticipated Participants – The estimated number of participants (staff, volunteers, vendors, etc.) should be based on the number of the total number of people you anticipate will participate in the event or provide support services to the event.

Total _____

Event Description – Information you provide in this section of your permit application may be used for promotional purposes by the City of Fernandina.

Event Start Date: ____/____/____

Initial Setup Start Time: _____ am/pm

Event Start Time: _____ am/pm

Event End Date: ____/____/____

Event End Time: _____ am/pm

Breakdown End Time: _____ am/pm

Location of Event: _____

SITE PLAN/ROUTE MAP/PARKING PLAN INFORMATION & EVENT COMPONENTS

Site Plan/Route Map/Parking Plan

Your site plan/route map/parking plan must be submitted along with your completed application. Applications without site plans/ route maps are incomplete and will be rejected and returned to the applicant. Please attach a clear and legible site plan or map with the following indicated:

1. North, indicated by a directional arrow symbol.
2. An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
3. The location and dimensions of all physical equipment being placed, including, but not limited to, any stage(s), merchandize vendors, food concessions, food trucks, sponsors, tents, signs, barricades, portable restrooms, vehicles, picnic shelters, fireworks shoot site, etc.
4. Location of temporary alcohol sales including where both sales and consumption occur, plus dimensions and type of fencing to be used.
5. Indicate 20' wide fire lane clearances in all areas and the location of all fire hydrants. 10'-12' wide emergency access lane for events that take place downtown.
6. Generator locations and/or source of electricity.
7. Placement of vehicles and/or trailers.
8. Ingress/Egress locations for outdoor events that are fenced.
9. Accessible viewing area.

Is the event open to the public?

_____ Yes _____ No

Is there an admission fee? If yes, please provide amounts on the "yes" line:

_____ Yes _____ No

Does your event involve the use of alcoholic beverages?

_____ Yes _____ No

_____ Beer Sales

_____ Beer & Wine Sales

_____ Beer, Wine & Distilled Spirits Sales

_____ Host & Alcohol Sales

Please Note: Alcoholic beverages cannot be sold, distributed, nor consumed on City property without appropriate approvals. Refer to page 15 in the Special Event Guide.

Are there musical entertainment features related to your event?

_____ Yes _____ No

If yes, complete the following information and attach a listing of all stage performance schedules.

Size and Number of Stage(s): _____

How much electric (in amps) does your stage need? _____

Will a sound check be conducted prior to the event? _____ Yes _____ No

If yes, Start time: _____ Finish time: _____

Will there be merchandise vending at your event? _____ Yes _____ No

If yes, please complete the following information and attach a list of all vendors and be sure to indicate vending and electrical requirements on your site plan.

How many vendors? _____

How many will need electric? _____

Will you hire a private security company? _____ Yes _____ No

If yes, please provide the name of the company and the schedule:

Please Note: The Fernandina Beach Police Department will review your special event application to make a final determination as to the number of officers, vehicles and/or equipment you will be required to have in order to make sure your event is conducted safely.

Does your event require overnight security? _____ Yes _____ No

Will you have tents larger than 10x10?(If so, insurance is required. **No Staking is permitted.**) _____ Yes _____ No

Are you requesting inflatables (bounce House) be used at your event? _____ Yes _____ No

If yes, please provide the name of company: _____

Will your event include fireworks or other pyrotechnics? _____ Yes _____ No

If yes, please describe: _____

Name of company: _____

Does your event include food concession and/or preparation areas? _____ Yes _____ No

If yes, please describe how food will be served and/or prepared on site:

Please note: Temporary food service for events must meet all State and local guidelines and requirements.

Will there be cooking at your event? _____ Yes _____ No

If yes, please specify method:

_____ Gas

_____ Electric

_____ Fryers – Name of grease removal contractor: _____

Date & time of pickup: _____

_____ Other, please specify: _____

Do you intend to have food trucks at your event? _____ Yes _____ No

If yes, how many? _____

Will your event require potable water?

_____ Yes

_____ No

If yes, please describe where and for what:

Do you plan to provide portable rest room facilities at your event?

If yes, Total number of toilets: _____

Number of ADA accessible toilets: _____

Number of hand sinks: _____

Restroom Company: _____

Equipment Setup Date: _____ Time: _____

Equipment Pickup Date: _____ Time: _____

(10% of your restrooms must be accessible)

Please describe parking and/or shuttle plan, if applicable:

Please describe: _____

Will your event be marketed, promoted or advertised?

_____ Yes

_____ No

If yes, please describe:

Will there be live media coverage during the event?

_____ Yes

_____ No

If yes, please describe where you plan on parking the media: _____

Accessibility Plan

Please describe your plan for people with special needs participation, parking, and viewing:

Sanitation & Recycling

You are responsible for leaving the venue clean and clear of debris. Please describe your plan for cleanup and removal of waste, recyclable goods and garbage during and after your event.

Number of trash cans: _____

Number of recycling containers: _____

Number of dumpsters: _____

Sanitation Company: _____

Equipment Setup Date: _____ Time: _____

Equipment Pickup Date: _____ Time: _____

Recycling Company: _____

Equipment Setup Date: _____ Time: _____

Equipment Pickup Date: _____ Time: _____

Mitigation of Impact

Due to the nature of your event the City of Fernandina Beach may require you, at your expense, to officially notify residents, business; places of worship, schools and other entities that may be directly impacted by your event.

Insurance Requirements

You are required to procure and maintain commercial general liability insurance with a minimum of \$1,000,000 per occurrence and a \$2,000,000 general aggregate. Proof of insurance must be submitted on the Acord 25 Certificate of Insurance Form a minimum of 30 days prior to the first day of the rental period through the move-out activities. This insurance must name the City of Fernandina Beach as an additional insured for \$1,000,000 in any and all policies. Due to the nature of your event, additional insurance may be required.

Affidavit of Applicant & Hold-Harmless Acknowledgement

By signing this application, you are certifying that you understand the information in this application to be true and correct to the best of your knowledge, and that you agree to comply with City of Fernandina Beach Code of Ordinances and all City rules, regulations and policies. Should the City grant approval and a Special Event Permit be issued, you also agree to comply with any other rules and requirements provided by law.

In consideration of the privileges that may be granted by issuance of a Special Event permit, the Host Organization shall, to the fullest extent permitted by law, indemnify, defend and hold harmless the City, and all officials, agents and employees of the City, from and against all claims which may result from allowing Applicant to utilize the public right-of-way or City owned park. "Claim" as used in this agreement means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting there from.

The Host Organization's obligation to indemnify, defend, and hold harmless includes any claim by Host Organization's agents, employees, representatives or any subcontractor or its employees. Said indemnification shall not include claims resulting solely from the act, omission, negligence, or other fault on the part of the City, its official, agents, or employees.

I further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Fernandina Beach.

Print Name of Host Organization: _____

Printed Name of Chief Officer: _____

Title: _____

Signature: _____ Date: _____

Print Name of Primary Contact: _____

Title: _____

Signature: _____ Date: _____

Application Fee: \$25.00

Please submit your completed application along with the application fee and detailed Site Plan to:
City of Fernandina Beach Parks and Recreation Department
2500 Atlantic Avenue
Fernandina Beach, FL 32034



**CITY OF FERNANDINA BEACH
BANNER APPLICATION**

BANNER REQUIREMENTS

CENTRE ST & 8TH STREET
(DROP OFF AT 2500 ATLANTIC AVENUE)

BANNER 18 FT LONG AND 3 FT HIGH

1. Banners must have at least 26 ft. of $\frac{1}{4}$ inch nylon rope running through the length of the banner on both the top and bottom edges.
2. The ropes will have a loop at all four ends.
3. All banners must have at least 10 wind loading relief holes.

FEES

BANNER PERMIT \$50.00
BANNER HANGING FEES \$75.00 FOR 8TH & CENTRE

NAME OF EVENT _____

EVENT ORGANIZER _____

ORGANIZER'S ADDRESS _____

ORGANIZER'S PHONE NUMBER _____

ORGANIZER'S EMAIL ADDRESS _____

REQUESTED DATES _____

(Banners hang from Monday – Monday)

LOCATION OF BANNER:
8TH AND CENTRE STREET _____

APPLICANT SIGNATURE

DATE

CITY ADMINISTRATIVE APPROVAL

DATE

APPLICANT MUST ATTACH A PROOF, PHOTO OR DRAWING OF BANNER(S)
THE CITY WILL NOT BE HELD RESPONSIBLE FOR LOST, STOLEN OR WEATHERED BANNERS.
BANNER HANGING IS LIMITED TO A PERIOD OF NOT MORE THAN SEVEN DAYS PRIOR TO EVENT.
BANNER WILL NOT BE HUNG FOR MORE THAN TWO CONSECUTIVE WEEKS FOR A SINGLE EVENT.
BANNERS MUST BE PICKED UP AT 2500 ATLANTIC AVENUE WITHIN 5 DAYS.



CITY OF FERNANDINA BEACH MARQUEE APPLICATION

NAME OF EVENT _____

EVENT ORGANIZER _____

ORGANIZER'S ADDRESS _____

ORGANIZER'S PHONE NUMBER _____

ORGANIZER'S EMAIL ADDRESS _____

REQUESTED DATES _____

PLEASE CHECK DESIRED LOCATION:

_____ Atlantic Recreation Marquee West

_____ Atlantic Recreation Marquee East

_____ Main Beach Marquee

_____ MLK Marquee (2 sides available)

MARQUEE TEXT:

(Please note: there are 15 spaces available per line (including spaces) and 4 lines available.)

APPLICANT SIGNATURE

DATE

CITY ADMINISTRATIVE APPROVAL

DATE

SPECIAL EVENT GUIDE



**CITY OF FERNANDINA BEACH
SPECIAL EVENTS COMMITTEE**



CITY OF FERNANDINA BEACH SPECIAL EVENT COMMITTEE

EFFECTIVE DATE TBD

1

Special Events help build a sense of belonging and community pride. The Special Events Committee exists to serve the community and to guide event planners through the special event permitting process. The Committee is made up of City staff from the following Departments; Police, Fire, Public Works, Building, Planning, Parks & Recreation; and a representative from Fernandina Beach Main Street Foundation. All special events held on public property and rights-of-way are reviewed by the Special Events Committee.

We designed this guide to provide you with the necessary information about the various timelines and requirements to help facilitate a fun, safe and exciting event.

The Special Events Committee meets monthly on the Third Tuesday of each month to review permit applications, discuss upcoming events and debrief on past events. If you have any questions for the Special Event Committee, please contact Kristen Lampedecchio at 904-310-3363.

Sincerely,

City of Fernandina Beach
Special Events Committee



QUESTIONS OR COMMENTS?

THE PARKS & RECREATION DEPARTMENT IS HAPPY TO ASSIST YOU!
PLEASE CALL 904-310-3350 OR EMAIL KLAMPEDECCHIO@FBFL.CITY

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DATES TO REMEMBER

Events Requesting Street Closures and/or Alcohol

Minimum 90 Days Before the Event

- Special Event Application & Site Plan
- Pre-planning meeting with Special Event Committee
- IRS non-profit letter of determination and Florida Tax Exemption Certificate
- Waste removal plan
- Parking Plan

Minimum 60 Days

- Completion of all required applications/forms per the Special Event Committee

Minimum 30 Days

- Commercial General Liability Insurance
- Final Site Plan
- Event Timeline
- On-site Contacts/Vendor List
- All required applications/forms submitted
- Final Payment
- Alcohol Permit

POST EVENT

Within 30 Days

- After Action Meeting
- Secure Future Dates with New Application

Events NOT Requesting Street Closures or Alcohol

Minimum 60 Days Before the Event

- Special Event Application & Site Plan
- Pre-planning meeting with Special Event Committee
- IRS non-profit letter of determination and
- Florida Tax Exemption Certificate
- Waste removal plan
- Parking Plan

Minimum 45 Days

- Completion of all required applications/forms per the Special Events Committee

Minimum 30 Days

- Commercial General Liability Insurance
- Final Site Plan
- Event Timeline
- On-site Contacts/Vendor List
- All required applications/forms submitted
- Final Payment

POST EVENT

Within 30 Days

- After Action Meeting
- Secure Future Dates with New Application

If your event requires a state road closure, we recommend giving the Parks and Recreation department 6 months notice.

DEFINITIONS

Facility Rentals and Park Pavilion Rentals

A facility or pavilion rental is defined as a pre-planned event, whether publicly and/or privately sponsored and expected to draw 300 or fewer people at any one time as participants or spectators, which is proposed to be held on public property, including Downtown Streets and parking lots, City parks, the Atlantic Recreation Center, the Peck Center, and The Martin Luther King, Jr. Center, City of Fernandina Beach Golf Club, and City of Fernandina Beach Airport.

Facility rental agreement means a signed agreement for an event on city property, which contains all of the requirements with which the event producer must comply prior to the event going forward.

Capacities

All park facilities and properties have maximum capacities set by the City of Fernandina Beach Parks and Recreation Department and the City of Fernandina Beach Fire Marshal based on safety code regulations, seating capacities, parking provisions and intended park use. The City of Fernandina Beach reserves the right to deny any application if the expected attendance will exceed the safe capacity of the facility or property.

Special Event Permits (requires Special Event Permit Application)

A special event is defined as a pre-planned event with any of the following:

- Whether publicly and/or privately sponsored expected to draw 500 or more people at any one time as participants or spectators, which is proposed to be held on public property, including, but not limited to parks, streets and/or sidewalks. All special events require a Special Event Permit issued by the City of Fernandina Beach Special Event Committee.
- Alcohol served or sold at event.
- Road or parking lot closure.
- Large scale activity including amplified noise and/or high impact to the community or;
- Food sales including use of a Food Truck.

Applications may be submitted no more than 365 days, but not less than 60/90 days prior to the event date. To ensure approval, event organizers are encouraged to apply as early as possible. (See page 2)

Special events include, but are not limited to:

Parade means any march, assembly, run, or walk, (except funeral processions) of any kind within the City or upon any street used for vehicular traffic, which does not comply with normal and usual traffic regulations and controls.

Special Event means a non-profit commercial, co-sponsored, or private function and includes uses or activities such as shows, festivals, fairs, concerts, and parties if held on public property.

DEFINITIONS CONTINUED

Permit means a city document required to be obtained prior to an event taking place, and which will include all requirements for city facilities and services. The term may include one or more of the following : a facility use agreement, a facility rental agreement, a special event permit, a banner permit, a tent permit, or an alcohol permit..

Tax Exemption means organizations that are eligible to receive tax exemption must submit a copy of the Florida State Exemption Certificate along with the Special Event Permit Application. The applicant’s name and address must match the name and address on the Florida State Exemption Certificate.

Non-Profit means a group or organization which provides an event for charitable, educational, or other philanthropic nature, and not for a commercial, profit-making purpose. Groups must provide their tax exempt form with their special event application.

Private event means those events that involve the personal use of city owned or city controlled property which are not open to the general public. Such private events or activities include, but are not limited to weddings, picnics, family reunions, and birthday parties.

A Special Event Coordinator (Parks and Recreation) is assigned to each applicant upon receipt of the Special Event Permit Application. The Coordinator will assist the applicant through the entire permitting process. The Coordinator will schedule a pre-event meeting, if needed, with the applicants and the Special Event Committee to review the Special Event Application, site plan, and timelines.



CITY OF FERNANDINA BEACH

SPECIAL EVENT COMMITTEE

EFFECTIVE DATE TBD

5

Site Map

The site map is a visual representation of all the operational event elements that you describe throughout the permit application. To properly assess the event, the site map must be submitted along with the Special Event Application and include the following elements:

1	North, Indicated by a directional arrow symbol.
2	Name of the area (neighborhood, Park, etc.) you intend to use including surrounding streets with one- way street indicated.
3	The overall event area including any requested street closures, plus the location and number of parking spaces to be reserved highlighted.
4	The location and dimensions of all physical equipment being placed, including, but not limited to, any stage(s), vendors, booths, sponsors, tents, signs, barricades, portolets, vehicles, shelters, and shelter numbers, firework launch site, food trucks etc.
5	Location of temporary alcohol sales where both sales and consumption occur, plus dimensions and type of fencing to be used.
6	Indicate 10'-12' wide emergency access lane and the location of all fire hydrants. (For events that take place downtown)
7	Include electrical plans for vendors and stages, specifying how much each site requires, in terms of amps and volts.
8	Any other details you think are helpful in the physical description of your event.

Compliance with the Americans With Disabilities Act of 1990 and any and all amendments thereto are the sole responsibility of the applicant and the applicant shall defend and hold the City harmless from any expenses or liability arising from the applicant's non-compliance.



CITY OF FERNANDINA BEACH

SPECIAL EVENT COMMITTEE

EFFECTIVE DATE TBD

6

Street Closures and Use of Right-of-Way

Events requiring the temporary closure of a city street(s), highway, portion of a highway, or sidewalk, or any other traffic management issues must be approved by the City Commission of the City of Fernandina Beach. The Special Event Committee will coordinate on behalf of the applicant with relevant government authorities, including but not limited to: City Commission of the City of Fernandina Beach, the Florida Department of Transportation, and the First Coast Railroad. If the street closure includes Historic Downtown Fernandina Beach streets the application will need to be approved by the City Commission of The City of Fernandina Beach by scheduling an item on the regular City of Fernandina Beach Commission agenda for approval. Item submittal is subject to agenda submittal deadlines.

No Parking Signs

Signs must be a minimum of 18x24" corrugated plastic with vinyl lettering and be placed 6 signs per block, 3 on each side of the street, in the downtown area. Must be affixed to a metal yard stand and must state, with a 3" minimum letter size, "No Parking" with times and locations of street closures. Signs will be facing the traffic pattern and submitted, approved by the event committee, and be in place no later than 5 days prior to the event. \$25 per sign fine for any signs that are not picked up at the end of the event.

Parking

Each applicant should arrange for adequate parking for the event and should have a parking and traffic plan that addresses traffic control, safety and security for the proposed event.

Waste Management / Recycling

The applicant is responsible for cleaning the rental area, disposing of waste/trash, and returning the area to a condition similar to that prior to use. Litter shall be picked up before, during and after an event that is open to the public. It is the responsibility of the event planner to ensure that there are a sufficient number of trash cans located throughout the event grounds and that they are emptied during the event in order to prevent overflow. If the waste generated by the event exceeds the capacity of the on-site dumpsters, it is the planner's responsibility to remove the excess waste from the site. This may require additional dumpsters to be secured by the event planner. In an effort to become a more sustainable City, we encourage event planners to incorporate recycling at their events. Recycling also offers a cost savings as there is no disposal fee for recycled materials. For more information please call the City of Fernandina Beach, Department of Public Works.

Electrical Services

The existing electrical service at a park or in the City right-of-way may be inadequate for certain special events. It is the responsibility of the applicant to ensure that there is adequate electrical capacity to hold the event and to obtain additional electrical supply if needed. (i.e. Generators) Any damage to existing electrical services due to overload will be the responsibility of the applicant.



CITY OF FERNANDINA BEACH

SPECIAL EVENT COMMITTEE

EFFECTIVE DATE TBD

7

Insurance Requirements

The applicant must procure and maintain commercial general liability insurance with a minimum of \$1,000,000 per occurrence and a \$2,000,000 general aggregate. Proof of insurance must be submitted on the Acord 25 Certificate of Insurance Form a minimum of 30 days prior to the first day of the event period through the move out activities. The City of Fernandina Beach must be named as an additional insured. The certificate will be reviewed and additional coverage or wording may be required by the City of Fernandina Beach to match the needs of the event.

Automobile Liability Insurance

Any event involving the use of automobiles must maintain automobile liability insurance for the duration of the event with a combined bodily injury and property damage with a minimum of \$500,000 for each occurrence.

Liquor Liability Endorsement

All special events that involve the sale and consumption of alcoholic beverage must provide a coverage with a minimum of \$1,000,000 for each occurrence.

Hazardous Materials Endorsement

Any activities involving the use of hazardous materials should provide a coverage limit with a minimum of \$2,000,000 combined single limit per occurrence and annual aggregate with no deductible.

Worker's compensation Insurance and Employer's Liability Insurance

Any event involving the hiring of employees by the applicants must maintain workers' compensation insurance or employer's liability insurance for the duration of the event with a combined bodily injury and property damage with a minimum of \$1,000,000 for each occurrence.

Boats and Planes Endorsement

Any special events involving the use of motorcycles, powered model cars, boats, planes, non standard personal cars and jet or inducted fan propulsion watercraft should provide a coverage with a minimum of \$2,000,000 for each occurrence and annual aggregate with no deductible.

Participant Liability Insurance

Any walks, runs, parades, amateur sports, boxing matches, and tournaments require participant liability insurance with a \$1,000,000 limit per occurrence.

Membrane Structures Insurance

If membrane Structure (bounce house, inflatable slides, etc.) are to be used, proof of insurance is required from the outside agency supplying the structure, and the renter will assume full responsibility.



CITY OF FERNANDINA BEACH

SPECIAL EVENT COMMITTEE

EFFECTIVE DATE TBD

8

Cost Estimates

A cost estimate for City services will be prepared by the Special Event Committee for each event based on information submitted in the Special Event Permit Application. Upon the applicant's agreement to pay all associated event costs, the event coordination and permit process will begin. A non-refundable application fee is required to submit a Special Event Permit Application.

Based on the type of event, a security/damage deposit may be required. The deposit will be refunded upon verification by City staff that the event area has been returned to a condition similar to that prior to use. In the event of damages, the applicant will be responsible for all costs associated with damages to park facilities, equipment, furnishings, grounds and right-of-ways, including but not limited to: labor, materials, and equipment required to complete repairs. The City of Fernandina Beach will not reserve a date until both application fee and deposit are paid in full.

Marketing and Public Relations

Conditional approval of a Special Event Permit is given upon receipt of an applicant's application fee, deposit and signed Cost Estimate sheet and the event may be marketed at the applicant's own risk. However, if a permit is not granted and the event is therefore canceled, the applicant may not hold the City responsible or liable for any of the costs incurred from marketing. Acceptance of a Special Event Permit Application does not guarantee the date and location or an automatic approval of your event. Use of the City of Fernandina Beach Official seal and any other city department logos require approval from the special events committee. Permission to use the logo(s) is granted for a one-time use.

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 must have at least ten (10) wind-loading relief holes.

Pole Banners are only permitted for the nine approved city co-sponsored events. 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.

Denial or Rejection of an Application

The Special Event Committee may reject or deny a permit application on one or more of the following grounds:

- Failure to submit an application within the time periods outlined in Chapter 65 of the City of Fernandina Beach's municipal code; The Special Events Ordinance.
- The application is not executed properly or is incomplete.
- The application contains material misrepresentation or fraudulent information.
- The applicant owes the City of Fernandina Beach money from another event, services provided or damages to City property.
- The Special Event Committee has already received a completed application and given preliminary approval for the same date and or space.
- If the use or the event would conflict with previously planned programs organized and conducted by the City or non-governmental agencies previously scheduled for the same time and place.
- The applicant does not comply with all applicable City ordinances, traffic rules, park rules and regulations, state health laws, fire codes and liquor licensing regulations.
- The use or event proposed by the applicant would present an unreasonable danger to health or safety of the public or applicant.
- If the applicant cannot comply with applicable local, state, and federal license requirements for all or part of the planned event.
- If the use or event is prohibited by law.



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Event Cancellation or Postponement

If the Host Organization cancels or postpones a scheduled event with a minimum 30 day notice to the first permitted day (including move-in) they will be entitled to a complete refund excluding application fee, deposit, planning fees and refund processing fee. No refunds will be issued for cancellations or postponements made 29 days or less prior to the first permitted day of the event. The City of Fernandina Beach may cancel or postpone an event without prior notice for any condition affecting the public health or safety of the City or any condition that would place facilities, grounds or other natural resources at risk of damage or destruction if the event were permitted to take place. Full credit will be given for events rescheduled within 12 months of City's notice of cancellation.

Fernandina Beach Police Department Extra Duty Officers

The Fernandina Beach Police Department (FBPD) is Fernandina Beach's law enforcement agency whose mission is to provide a professional service in an effort to prevent crime, reduce fear and enforce the law. Their Vision is to provide a peaceful and safe community where citizens and visitors experience hometown values as well as superior quality of life. The Fernandina Beach Police Department provides a supplementary service to special events through uniformed extra duty officers.

FBPD will determine if and how many extra duty officers are needed based on a number of planning variables including: the estimated number of attendees; the availability of alcoholic beverages; event location; weather conditions; time of day during which the special event is conducted; the need for street closures or rerouting of vehicular or pedestrian traffic; and history of particular event.

Events requiring road closures or involving alcohol are required to hire extra duty officers for the safety of the attendees. If extra duty officers are required, the applicant must complete the Fernandina Beach Police Extra Duty application. Questions regarding the off duty process or officer requirement, should be directed to the City of Fernandina Beach Police Department for further assistance [\(904\) 277-7342](tel:9042777342).

A Security Services Personnel Matrix has been provided on the next page to assist with the planning process.

**The security matrix has been provided to assist with the process, however, determination of the number of officers needed is at the sole discretion of FBPD.*

SECURITY SERVICES PERSONNEL STAFFING MATRIX

Attendees and participants	Security Service Personnel passive attendee event	supervisors and managers Passive attendee event	Security services personnel active attendee event	supervisors and managers active attendee event	decrease in security service personnel based on passive event	decrease in security service personnel based on active event
200-500	1-2	0	2-5	0	0	10 + spv
501-1,000	3-5	0	4-7	1+ 0	2	12 + 2 spv
1,001-2,500	5-7	1+ 0	7-10	1+ 0	3	20 + 3 spv
2,501-5,000	7-9	1+ 0	10-13	1+ 0	4	26 + 3 spv
5,001-7,500	9-12	1+ 0	13-17	2+ 0	5	34 + 4 spv + 1 mgr
7,501-10,000	12-15	2+ 0	17-22	3+ 0	6	44 + 5 spv + 1 mgr
10,001-15,000	15-18	2+ 0	22-35	4+ 1	7+ 1 spv	70 + 8 spv + 2 mgr
15,001-25,000	18-24	3+ 0	35-60	6+ 1	9+ 1 spv	120 + 12 spv + 3 mgr



Special Events - Guidelines for Emergency Services:

The Fire Department reviews the following criteria when determining the need for Fire Rescue or Ocean Rescue Personnel to stand-by during a special event.

- Estimated Attendance
- Location of Event
- Type of Event & Time of Year
- Serving Alcohol
- Event History
- Other Relevant Information

Any one of these event criteria by itself may or may not trigger a requirement for an Emergency Services stand-by. However, a combination of two or more of these criteria, that creates a public safety concern, will require Special Event Emergency Services. Emergency Services requested by an event organizer will be filled upon request. The determination as to the number of Emergency Service personnel at an event is at the sole discretion of The City of Fernandina Beach Fire department.

Scheduling:

A 3-to-4-week lead time is required for scheduling purposes. Fire Rescue & Ocean Rescue services are scheduled for a minimum of 3-hours with a minimum of two personnel. Once scheduled, the organizer will receive an invoice, listing the total number of hours and names of the personnel working at the event. Payment is made directly to the assigned Fire Department personnel and must be paid on the day of the event. For multi-day events, coordination of payment will be determined.

For questions regarding Special Event Emergency Services, please contact the Fernandina Beach Fire Department for further assistance (904) 277-7331. Special Event Emergency Services Fees can be found at www.fbfl.us/993/Fee-Schedule.



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Booth/Tent/Membrane Structures:

The purpose of the following guidelines is to familiarize vendors with information about general fire safety regulations that are enforced by the Fernandina Beach Fire Department. This department is committed to promoting public safety and assisting all parties involved to provide a level of service that will ensure a safe and successful event.

Booth/Tent/Membrane Structures:

Absolutely no staking is permitted, weighted canopy tents are required.

1. bounce house, inflatable slides, etc. are required to have an attendant present while the structure is in use.
2. All fabrics or membranes covering a tent or booth must be certified flame retardant.
3. Tents that are 10x10 or smaller, are not required to have flame retardant certification but cooking is not permitted under this size tent.
4. Flooring material used within a cooking booth and under cooking equipment (if any), should be non-combustible or fire-retardant treated. EXCEPTION: 3/8" plywood or similar material. Each cooking booth should have at least one exit way, maintaining a clear and unobstructed path out and away from the cooking booth area.
5. Cooking booths should have a minimum clearance of 10 feet on at least two sides, with clearance of at least 10 feet from any vendor booth. Cooking should not take place within booths occupied by the public.
6. Smoking shall not be permitted in or around ANY booth or tent.
7. Cooking booths and vendor booths should not block fire department access roads, fire lanes, fire hydrants, FDC's, or other fire protection devices and equipment.

Cooking Equipment

- All interior cooking equipment should be of an approved type and open flame cooking should be a minimum of 18 inches from booth back or side drop materials.
- Cooking area should not be accessible by the general public.
- Separation should be maintained with a minimum of 3 feet clearance between deep fat frying and flambé or open flame cooking.
- Propane equipment should conform to the following:

Cooking appliances must have an on-off valve and located far enough away to be safely shut off in case of fire.

Shut-off valves must be provided at each fuel source.

Hoses must be of type approved for use with the equipment and fuel type.

Tank must be protected from damage and secured in an upright position.

No storage of extra propane tanks is allowed in the booth.

Booth operator should test all connections for leaks with a soap and water solution prior to use.

Unused fuel cylinders should be stored in a secured Heating Devices: Fired and Electric Heaters

Please provide equipment manufacturer specifications to the Fire Marshal for approval prior to the event.

Fired Heaters

- Only labeled heating devices, indicating the manufacturers compliance with appropriate standards for the intended use, will be permitted.
- Fuel-fired heaters and their installation need to be approved by the Fire Marshal prior to use.
- Containers for liquefied petroleum gases should be installed not less than 60 in. from any tent and be in accordance with the provisions of NFPA 58, the Liquefied Petroleum Gas Code.
- Tanks should be secured in the upright position and protected from vehicular traffic.
- Manufacturers specifications should be followed for determining the minimum clearances from the heater to nearby combustibles.

Example: Clearance to Combustibles Top – 30"; Front – 24"; Sides – 6"; Rear – 0";



Booth/Tent/Membrane Structures: (continued)

Heating devices-Fired and Electric Heaters:

Please provide equipment manufacturer specifications to the Fire Marshal for approval prior to the event.

Electric Heaters:

- Only labeled heating devices, indicating the manufacturers compliance with appropriate standards for the intended use, will be permitted.
- Heaters used inside a tent need to be approved by the Fire Marshal prior to use.
- Heaters should be connected to electricity by electric cable that is suitable for outside use and is of sufficient size to handle the electrical load.
- Manufacturers specifications should be followed for determining the minimum clearances from the heater to nearby combustibles.

Example: Clearance to Combustibles Top – 30”; Front – 24”; Sides – 6”; Rear – 0”;

Electrical Power & Generators

1. Generators should be placed in approved locations for event/festival use. Generators should be isolated from contact with the public by either physical guards, fencing, or an enclosure.
2. Refueling of generators is prohibited during event hours and should only be conducted when not in use. Fuel tanks should be of adequate capacity to permit uninterrupted operation during normal operating hours. No extra fuel should be stored in booths during event hours.
3. During approved refueling times, no smoking or open flames are allowed within 25 feet of the refueling operation.
4. Extension cords should be of a grounded type and approved for exterior use.
5. The electrical system and equipment should be isolated from the public by proper elevation or guarding, and all electrical fuses and switches should be enclosed in approved enclosures. Cables on the ground in areas traversed by the public should be in trenches or protected by approved covers.

Fire Extinguishers

- Each cooking booth should be equipped with a fire extinguisher with a minimum rating of 2A:10BC. Booths with deep fat frying or flambé cooking should be equipped with an extinguisher rated for Class "K" fires.
- For vendor booths, the maximum travel distance to a fire extinguisher with a minimum rating of 10BC should not exceed 75 feet.
- Fire extinguishers in cooking booths should be mounted adjacent to the exit and must be visible and accessible.
- Fire extinguishers should be properly maintained and serviced.
- Each generator should be provided with a fire extinguisher. The extinguisher should always be located near the generator and accessible.

If you have any questions, you may contact the Office of the Fire Marshall at (904) 277-7331. Thank you for your cooperation.



Amplified Sound

If an event will be having a band or amplified music, the applicant will ensure compliance with all noise ordinances established by the City of Fernandina Beach. Amplified sound is defined as any sound projected or transmitted by artificial means, including, but not limited to, loud speakers, amplifiers, beat box, compact disc or digital media device, or similar devices.

Residential Property

<i>Times</i>	<i>Sound Limits</i>
Between 7:01 a.m. and 10:00 p.m. on Sunday through Thursday	75 dBA
Between 7:01 a.m. and 11:00 p.m. on Friday, Saturday and Holidays	75 dBA
Between 10:01 p.m. on Sunday through Thursday and 7:00 a.m. the following day	55 dBA
Between 11:01 p.m. on Friday, Saturday and Holidays and 7:00 a.m. the following day	55 dBA

Non-residential Property

<i>Times</i>	<i>Sound Limits</i>
Between 7:01 a.m. and 10:00 p.m. on Sunday through Thursday	75 dBA
Between 7:01 a.m. and 11:00 p.m. on Friday, Saturday and Holidays	75 dBA
Between 10:01 p.m. on Sunday through Thursday and 7:00 a.m. the following day	55 dBA
Between 11:01 p.m. on Friday, Saturday and Holidays and 7:00 a.m. the following day	55 dBA

Food & Beverage

Food items should be served and prepared in a sanitary manner consistent with the Florida Department of Health. Vendors selling any food items and persons wishing to give away food are required to be in compliance with the established Florida Department of Business and Professional Regulation guidelines for Temporary Food Service Events and have all the appropriate business licenses and insurance. Anyone who serves food to the public at a temporary food service event needs a license. Non-profit food vendors operating at a 3 day or less event are not required to have a food license. Food may not be stored or prepared at private residences.

Inspectors from the State of Florida may be in attendance at any event held within the City of Fernandina Beach. Food vendors are required to meet the minimum standards of the State and be prepared to purchase a temporary food service license from the inspector. Please provide a complete list of food service vendor owners and operators participating.

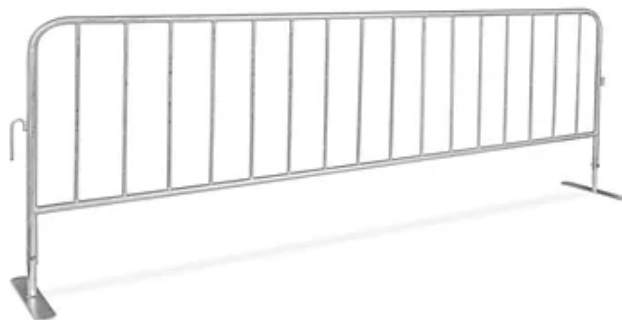


Temporary Alcoholic Beverage Sales

The sale, dispensing, possession, use and/or consumption of alcoholic beverages on public property is prohibited except when special permission is granted pursuant to City ordinance and State statute. Serving or selling alcohol at the event is subject to Special Events Committee 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.
- 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.
- 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. ***Absolutely no staking is permitted, footed fencing is required.***
- 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) to be easily identified.
- Off-duty police officers are required to work a 3 hour minimum at any event that involves alcohol at a cost to the Event Organizer. Payments are made directly to the assigned officer(s) and must be paid at the event.

Example of temporary fence:





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Public Restrooms

The special event committee requires a public restroom facility attendant for the duration of the event. The public restroom facility attendant is the event organizer's responsibility to coordinate. The restroom facilities must be monitored, fully stocked, and clean throughout the event and at the end of the event.

Portable Restrooms

The Florida Department of Health has detailed requirements specifying the number of portable restroom units needed at special events based on the anticipated number of attendees.

Additionally, one hand washing station is required for every 10 portable restroom units. Portable restrooms at special events must be serviced at least daily. The Florida Department of Health chart below will assist in the planning process. An (1) ADA accessible portable restroom is required.

	1 hr	2 hrs	3 hrs	4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs
250	2	2	2	2	2	3	3	3	3	3
500	2	3	4	4	4	4	4	4	4	4
1,000	4	5	6	7	7	8	8	8	8	8
2,000	6	10	12	13	14	14	14	15	15	15
3,000	9	14	17	19	20	21	21	21	21	22
4,000	12	19	23	25	28	28	28	30	30	30
5,000	15	23	30	32	34	36	36	36	36	36
7,000	20	32	40	44	46	48	50	50	50	50
10,000	30	46	57	63	66	70	70	72	72	72
12,500	36	58	72	80	84	88	88	88	88	92
15,000	44	70	84	96	100	105	105	110	110	110

CITY OF FERNANDINA BEACH ROOMS

LOCATION	ROOM	MAX CAPACITY	SIZE	STAGE
Atlantic 2500 Atlantic Ave	Auditorium	800 Standing 375 Sitting (at tables)	5684 sq ft	YES
MLK 1200 Elm St/MLK St	Auditorium	200 Standing 100 sitting (at tables)	1470 sq ft	Yes
Peck Center 516 S. 10 th St	Auditorium	200 Standing 95 sitting (no tables)	1426 sq ft	Yes
Peck Center 516 S. 10 th St	Gymnasium	1000 Standing 500 sitting (at tables)	7566 sq ft	No
Peck Center 516 S 10 th St	Instructor Room	55 Standing 40 sitting (at tables)	840 sq ft	No

(Standing = 1 person per 7 sq ft; Sitting = 1 person per 15 sq ft)

Project Updates: 12/03/2024

- 1) Re-surface of MLK Pool and new fence on southside: Pool has been resurfaced and refilled. Final handover to happen shortly.

Notes:

- 2) Egans Creek Fitness Equipment: Started installation 11/12/24, 90% complete. Will be done before Christmas.

Notes:

- 3) Pétanque courts / Central Park: Project commenced 12/2/2024, refurbishment of existing courts. Working with Streets Division. Will be complete before Christmas.

Notes:

- 4) Second Phase of Skatepark Rehabilitation: Two more ramps picked up November 4th.

Notes:

- 5) Hickory Street Park Bathrooms: Commission, 12/3/2024 for Approval

Notes:

- 6) Skatepark, Design for Expansion: Purchase order complete, first meeting to commence December 4th, 5th or 6th.

Notes:

- 7) Beach Access 30: First draw complete, work to commence shortly.

Notes:

- 8) Batting Cage at Central Park: Out to bid by the middle of December.

Notes:

- 9) Parks: Began a monthly rotation of Beach Access Beautification

Notes:

10) Programs

- a. Christmas Tree Lighting: Friday, 11/29/2024
- b. Shopping Trip to the St. John's Town Center: Wednesday, December 11, 2024
- c. Youth Basketball Camp: December 30th – January 4th
- d. Christmas Holiday Camp while kids are out of school

Notes:

11) Upcoming items for City Commission approval:

- a. Shrimp Festival Special Event Application: 1/7/2024
- b. Tennis Lights Retrofit at Central Park: 1/7/2024

Notes:

12) Positions: A couple part-time positions in Adults, Aquatics and Youth Divisions

Notes:

13) Upcoming Special Events:

- a. Dickens on Centre: December 12th – 15th Downtown
- b. Paws at the Market: December 21st Central Park Greenspace
- c. Shrimp Drop Fireworks: December 31st Downtown
- d. Bicentennial Bash: January 1st Downtown
- e. Amelia Runners 5K and Half Marathon: January 4th All over/TBD
- f. MLK Day Parade: January 20th Begins at MLK Recreation Center

Notes:

14) Next PRAC meeting is January 14th

Notes: