



**AGENDA
PARKS AND RECREATION ADVISORY COMMITTEE
REGULAR MEETING
DECEMBER 9, 2025
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 2025 Regular Meeting Minutes
- 5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA**
- 6. DISCUSSION ITEMS**
 - 6.1 Review Draft Special Event Application & Guidelines
 - 6.2 Review Draft Public Art Application
- 7. STAFF REPORT**
 - 7.1 Golf Update December 2025
 - 7.2 Parks and Recreation Update December 2025
 - 7.3 Community Connections
- 8. BOARD MEMBER COMMENTS**
- 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 10, 2025, at 5:00 p.m., located in Commission Chambers at City Hall 204 Ash Street. Present Member Snyder, Member Spaulding, Member Pearlstine, Member Cocchi, Chair Camera, Member Pelican, Member Curry, Member Gunn (absent) Vice Chair Mountjoy.

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

- 4.1 October Regular Meeting Minutes (Approval of Minutes)
Motion, Member Cocchi / 2nd Member Snyder / All Aye.

5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA

Justin Kimball, 2039 Indigo St. Fernandina Beach, FL.

6. DISCUSSION ITEMS

- 6.1 Update on Waterfront Park (Staff to Give Update On Waterfront Park Project)
Deputy City Manager Jeremiah Glisson presented the current status of the Waterfront Park

7. STAFF COMMENTS

- 7.1 Golf Club and Parks & Recreation Updates (Updates on Projects and Programs)
General Manager of the City of Fernandina Beach Golf Club, Jeffrey Biggers presented general updates for the month of October.

- Member Pelican wanted to give a mention to Mr. Murry and friends of the golf course for the great work they did on the limb trimming this month. This is the third year, and it has helped to open the canopy of the golf course.
- Member Pelican is concerned we do not have enough weather coverage over the new equipment that has been acquired. Mr. Biggers discussed putting a lean too into the budget for FY27.
- Chair Camera gave kudos for the hiring of the new Superintendent.

Scott Mikelson Director of Parks and Recreation presented general updates for the Parks and Recreation Department.

- City Commission Workshop scheduled 12/2 regarding the Ybor Alvarez Sports Complex with the new appraisal on how staff should move forward.
- Parks and Recreation Open Space Masterplan was discussed for this year.
- Member Cocchi would like to see what the plan is for softball and soccer in the near future.

8. BOARD MEMBER COMMENTS

Member Snyder stated clearly a need for several of our sports: we need to find something right now to address those needs.

Member Cocchi requested an update on the public art application.

Chair Camera would like to add more workshops and asked the board for support for future workshops.

9. ADJOURNMENT: Chair Camera adjourned the meeting. The meeting was adjourned at 6:27pm

Approved by: _____

Chair, Thomas Camera



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Special Events strengthen social ties, foster a sense of belonging, promote civic engagement by creating opportunities for interaction and fellowship, boost the local economy, and help celebrate local culture and heritage.

The Special Events Committee exists to serve the community and to guide special event planners through the special event application and permitting processes. The Special Event Committee is comprised of City staff from the following departments: Police, Fire, Public Works, Building, Planning & Conservation, Parks & Recreation, and a Fernandina Beach Main Street Foundation representative. The Special Events Committee reviews special event applications when host organizations wish to hold an event on City public property and/or City rights-of-ways. This guide was designed to provide special event applicants with important information about the application process and to help facilitate fun, safe, and exciting events.

The Special Events Committee meets on the Third Tuesday every month to review special event permit applications, discuss upcoming special events, and debrief on past special events. Questions? Please contact the Special Event Coordinator at (904) 310-3363.

**Questions or Comments?
The Parks and Recreation
Department is happy to
assist you!
Please call (904) 310-3350.**



Dates to Remember

Events Requesting Streets Closures and/or Alcohol

Minimum 90 Days Before the Event

- Submit Special Event Application and site plan
- Pre-planning meeting with Special Events Committee
- Submit IRS non-profit letter of determination and Florida Tax Exemption certificate.
- Provide waste removal plan.
- Provide a parking plan.

Minimum 60 Days Before the Event

- Complete all required applications/forms per Special Events Committee

Minimum 30 Days Before the Event

- Obtain commercial general liability insurance.
- Submit final site plan.
- Provide event timeline.
- Provide on-site contacts/vendors list.
- Submit final payment.
- Obtain alcohol permit.

Prior to 30 Days Post Event

- After action meeting.
- Secure future dates with new application.

Events NOT Requesting Streets Closures and/or Alcohol

Minimum 60 Days Before the Event

- Submit Special Event Application and site plan
- Pre-planning meeting with Special Events Committee
- Submit IRS non-profit letter of determination and Florida Tax Exemption certificate.
- Provide waste removal plan.
- Provide a parking plan.

Minimum 45 Days Before the Event

- Complete all required applications/forms per Special Events Committee

Minimum 30 Days Before the Event

- Obtain commercial general liability insurance.
- Submit final site plan.
- Provide event timeline.
- Provide on-site contacts/vendors list.
- Submit final payment.

Prior to 30 Days Post Event

- 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 six 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

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 Permit (requires Special Event Permit Application)

A non-profit, commercial, co-sponsored, or private function including shows, festivals, fairs, concerts, and parties held on public property. A pre-planned event with any of the following is considered a special event:

- 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.
- Alcohol served or sold at event.
- Road or parking lot closure.
- Large scale activity including amplified noise and/or high impact to the community
- 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)



Definitions Continued

Parade

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.

Permit

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

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

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

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.

Special Event Coordinator

A member of the Parks and Recreation staff 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.



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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 directional arrow symbol.
2	Name of the area (neighborhood, park, etc.) you intend to use including surrounding streets with one-way streets indicated.
3	Overall event area including 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), vendor, booths, sponsors, tents, signs, barricades, portolets, vehicles, shelters, shelter numbers, firework launch site, food trucks, etc.
5	Location of temporary alcohol sales where both sale 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 hydrant (for events 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.

Street Closures and Use of Right-of-Way

Special Events requiring temporary closures of streets, highways, sidewalks, or other traffic management measures must be approved.

The Special Event Committee will coordinate on behalf of the applicant with relevant authorities, including:

- City Commission of Fernandina Beach
- Florida Department of Transportation
- First Coast Railroad



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If the event is a new event and involves closure of streets in Historic Downtown Fernandina Beach, the application must be submitted as an agenda item for approval at a regular City Commission meeting. Submissions are subject to agenda 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 Special 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; (904) 310-3321.

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.

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



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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 special 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 special 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 Structures (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. You are required to have an attendant present while structure is in use.

Cost Estimates

A cost estimate can be requested by the organizer at the time of application submittal. An invoice will be provided to the organizer once the event is approved by the Special Events Committee/City Commission.

Security Deposit

A security/damage deposit may be required. The deposit will be refunded upon



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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 City Commission. 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 to 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.



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- 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 the 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.

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. FBPD 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.

A Security Services Personnel Matrix has been provided below 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*



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Attendees	Security: Passive Attendees	Supervisors: Passive Attendees	Security: Active Attendees	Supervisors: Active Attendees
200-500	1-2	0	2-5	0
501-1,000	3-5	0	4-7	1
1,001-2,500	5-7	1	7-10	1
2,501-5,000	7-9	1	10-13	1
5,001-7,500	9-12	1	13-17	2
7,501-10,000	12-15	2	17-22	3
10,001-15,000	15-18	2	22-35	4

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.fbfj.us/993/Fee-Schedule.



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Booth/Tent/Membrane Structures

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

- Bounce houses, inflatable slides, etc. are required to have an attendant present while the structure is in use.
- All fabrics or membranes covering a tent or booth must be certified flame retardant.
- Tents that are 10x10 or smaller, are not required to have flame retardant certification but cooking is not permitted under this size tent.
- 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.
- 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.
- Smoking shall not be permitted in or around ANY booth or tent.
- 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.



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- 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 to determine the minimum clearances from the heater to nearby combustibles. Example: Clearance to Combustibles Top – 30”; Front – 24”; Sides – 6”; Rear – 0”;

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 to determine the minimum clearances from the heater to nearby combustibles. Example: Clearance to Combustibles Top – 30”; Front – 24”; Sides – 6”; Rear – 0”;

Electrical Power & Generators

- 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.
- 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.
- During approved refueling times, no smoking or open flames are allowed within 25 feet of the refueling operation.
- Extension cords should be of a grounded type and approved for exterior use.
- 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.



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- 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.

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.

Times	Sound Limits
Between 7:01am and 10:00pm; Sunday - Thursday	75 dBA
Between 7:01am and 11:00pm; Friday, Saturday and on holidays	75 dBa
Between 10:01pm on Sunday through Thursday and 7:00am the following day	55 dBA
Between 11:01pm on Friday, Saturday and holidays and 7:00am 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.



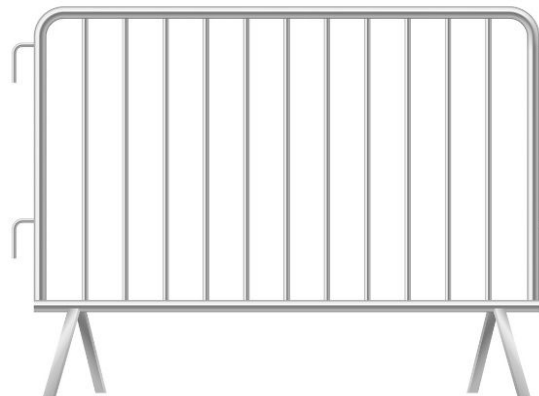
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Temporary Alcoholic Beverage Sales

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).

- **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 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

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



**City of Fernandina Beach
Special Events Guide**

Location and Fees

Special Event	Resident	Non-Resident
Special Events Permit	\$50.00 (+ \$25.00 Processing Fee)	
Banner Permit (Centre/8th; streetlamps)	\$30.00	
Banner Hanging Fee (Centre/8th)	\$75.00	
Banner Hanging Fee (Street Lamps; per pole)	\$15.00	
Commercial Running/Biking Events (per participant)	\$5.00	
Security Deposit (For Approved Event)	\$250.00	
Filming Permit Fee (per day; with 15 days' notice)	\$200.00	
Parade Permit Fee	\$25.00	
Fee Membrane (Bounce House) Structure Each	\$25.00	
Main Beach Skate Park (Civic/Non-Profit):	\$100.00	
Utility - Water Usage Fee (per day)	\$75.00	\$94.00
Utility - Power Usage Fee	\$75.00	\$94.00
Closure of Downtown Centre Street (per day/per block)	\$2,000.00	
Closure of Downtown Side Street (per day/per block)	\$1,000.00	

Street Closure Approval

Closure of Downtown Centre Street or any Downtown Side Street-calculated per day and per block-requires prior approval from the City Commission. Side streets available for closure include 2nd through 6th Street, Alachua Street, and Broom Street. These closures may be arranged for a fee as part of your special event planning.

<u>Rentable Equipment</u>	
Rentable Equipment Barricades (ea.; includes delivery)	\$20.00
Cones (ea.; includes delivery)	\$5.00
Picnic Table Fee (up to three tables)	\$100.00



City of Fernandina Beach Special Events Guide

Event-Use Parking Lots

Parking lots available include Central Park, 4th Street, Alachua, Broom, Centre, the Library lot, Marina lots A through D, Dolphin Street, Main Beach (including South lot), MLK Jr. lot, and the Peck Center lot.

Parking	Resident	Non-Resident
Private Parking Lot Half Day/ Full Day	\$250/\$500	\$312.00/\$624.00
Commercial Parking Lot Half Day/ Full Day	\$500.00	\$1,000.00
Civic/Non-Profit Parking Lot Half Day/ Full Day	\$150.00	\$300.00
Overnight Parking Fee (per vehicle)	\$25.00	

Police's Fees	
Patrol Officer (single day event < 10 hrs)	\$50.00/hr
Patrol Officer (> 10 hrs or more than one day event)	\$65.00/hr
Patrol Officer (all federal holidays)	\$60.00/hr
"Supervisor (required for ea. 4 Patrol; single day event < 10 hrs"	\$60.00/hr
Supervisor (> 10 hrs or more than one day event)	\$60.00/hr
Supervisor (< 10 hrs or more than one day event)	\$75.00/hr
Supervisor (all federal holidays)	\$70.00/hr
Police Service Aide (single day event < 10 hrs)	\$25.00/hr



Outdoor Facilities

PARK PAVILIONS Full Day (8 hrs) <i>Seaside Park, North Beach Park, Main Beach Gazebo (A, B & C), MLK Pavillion #3, Peck Field Pavilion, Atlantic Nature Pavillion</i>	
Private City Resident/Non-Profit <i>without electricity</i>	\$76.00
Private Non-Resident/Non-Profit <i>without electricity</i>	\$94.00
Commercial <i>without electricity</i>	\$150.00 (+ \$75.00 Refundable Deposit)
PARK PAVILIONS Full Day (8 hrs) <i>MLK Pavillion #1& 2 & Central Park Gazebo</i>	
Private City Resident/Non-Profit <i>with electricity</i>	\$126.00
Private Non-Resident/Non-Profit <i>with electricity</i>	\$158.00
Commercial <i>with electricity</i>	\$200.00 (+ \$100.00 Refundable Deposit)

PARK PAVILIONS Half Day (4 hrs) <i>Seaside Park, North Beach Park, Main Beach Gazebo (A,B & C), MLK Pavillion #3, Peck Field Pavilion, Atlantic Nature Pavillion</i>	
Private City Resident/Non-Profit <i>without electricity</i>	\$38.00
Private Non-Resident/Non-Profit <i>without electricity</i>	\$47.00
Commercial <i>without electricity</i>	\$75.00 (+ \$50.00 Refundable Deposit)
PARK PAVILIONS Half Day (4 hrs) <i>MLK Pavillion #1& 2 & Central Park Gazebo</i>	
Private City Resident/Non-Profit <i>with electricity</i>	\$63.00
Private Non-Resident/Non-Profit <i>with electricity</i>	\$79.00
Commercial <i>with electricity</i>	\$100.00 (+ \$50.00 Refundable Deposit)

Egans Creek Pavilion Availability & Rates

Egans Creek Pavilion is available for rental with or without electricity, based on your



City of Fernandina Beach Special Events Guide

preference. Applicable rates follow the categories outlined above: Private City Resident/Non-Profit, Private Non-Resident/Non-Profit, and Commercial.

OPEN GREENSPACE Full Day (8 hrs) <i>Central Park, Egans Creek, Main Beach Park & Sunrise Park</i>	
Private City Resident	\$400.00
Private Non-Resident	\$500.00
Commercial	\$900.00
Civic/Non-Profit	\$300.00
OPEN GREENSPACE Half Day (4 hrs) <i>Central Park, Egans Creek, Main Beach Park & Sunrise Park</i>	
Private City Resident	\$200.00
Private Non-Resident	\$250.00
Commercial	\$450.00
Civic/Non-Profit	\$150.00

<u>Athletic Field Rentals</u> <i>Ybor Alvarez Softball Fields, Hickory Street Park Multi-Purpose Fields, Joe Velardi Field</i>	<u>Resident</u>	<u>Non-Resident</u>
Private Day/Night	\$250.00	\$313.00
Commercial (Per Field)	\$500.00	
Civic/Non-Profit (Per Field)	\$188.00	
Field Prep (if requested) (Per Field)	\$100.00	
Lights (between 6:00pm-10:00pm) (Per Field)	\$50.00/hr	



**City of Fernandina Beach
Special Events Guide**

Indoor Facilities

Full Day (8 hrs)	Commercial	Resident	Non-Resident	Non-Profit
ATLANTIC AUDITORIUM <i>(Price includes kitchen)</i>	\$1,250.00	\$700.00	\$876.00	\$450.00
MLK, Jr. AUDITORIUM <i>(Price includes kitchen)</i>	\$790.00	\$450.00	\$560.00	\$300.00
PECK GYMNASIUM <i>(Rental does not include cardio area/weight room)</i>	\$800.00	\$600.00	\$750.00	\$350.00
PECK INSTRUCTOR ROOM	\$450.00	\$300.00	\$374.00	\$150.00
PECK AUDITORIUM	\$650.00	\$420.00	\$526.00	\$262.00
Half Day (4 hrs)	Commercial	Resident	Non-Resident	Non-Profit
ATLANTIC AUDITORIUM <i>(Price includes kitchen)</i>	\$625.00	\$350.00	\$438.00	\$225.00
MLK, Jr. AUDITORIUM <i>(Price includes kitchen)</i>	\$395.00	\$225.00	\$280.00	\$150.00
PECK GYMNASIUM <i>(Rental does not include cardio area/weight room)</i>	\$400.00	\$300.00	\$375.00	\$175.00
PECK INSTRUCTOR ROOM	\$225.00	\$150.00	\$187.00	\$75.00
PECK AUDITORIUM	\$325.00	\$210.00	\$263.00	\$131.00

Security

Deposit Policies

All facility rentals require a refundable security deposit equal to 50% of the rental fee or \$50 minimum. Damage to a facility/park, violation of policies, or failure to provide general clean-up will result in forfeiture of damage deposit and possible denial of future reservations. An additional fee will be charged if damage exceeds the deposit amount.



City of Fernandina Beach Special Events Guide

Deposits will be refunded within two weeks after the rental date, provided no damage is assessed. All approved special events require a separate \$250 deposit.

Marquee & Banner Rentals

The marquee features 4 lines, each accommodating 14-16 characters including spaces. Rentals are available on a first-come, first-served basis. Banner space is also available.

<u>Other Fees</u>	
Marquees <i>Atlantic Center, Main Beach, MLK Jr.</i>	\$25.00/day/side non facility renter \$20.00/day/side renter
Sound System <i>Available at Atlantic Auditorium, MLK Auditorium, Peck Auditorium</i>	\$50.00/day
Meeting Fee <i>ARC Aquatics Classroom, MLK Auditorium, Peck Instructor Room 2 hrs Max M-F 8am-8pm, Sat 8am-4pm)</i>	\$25.00/hr

<u>MLK Swimming Pool</u>	<u>Resident</u>	<u>Non-Resident</u>
# Of Guests 1-40 2 hr Pool Party Fee	\$200.00	\$250.00
Additional Hour Fee	\$100.00	\$125.00



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 (20 Max.) _____ How Many?

_____ Cones(20 Max.) _____ 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 ¼ 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 \$30.00
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



City of Fernandina Beach Parade Application

INTRODUCTION

A permit application should be received by the City of Fernandina Beach no later than 7 days prior to the actual date of your event and may be submitted as early as 365 days before your event. Any organized activity involving the use of, or having impact upon, public property, public facilities, parks, sidewalks, street areas or temporary use of private property in a manner that varies from its current land use requires a permit. It is our goal to assist event organizers in planning safe and successful events that create a minimal impact in the communities surrounding the event. These instructions will assist you in completing your Parade Permit Application. All parades must follow the approved parade route, unless the Fernandina Beach Police Department approves an alternate route.

PERMIT PROCESS

The permit application process begins when you submit to the City of Fernandina Beach a completed Parade Permit Application. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request. Upon receipt your application will be reviewed by the Special Event Committee. Throughout the review process you will be notified if your event requires any additional information, permits, licenses or certificates. During our initial application screening process, you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, secondary permits, ect.) we must receive these items before issuing a Parade Permit. Delays in providing these items often delay our ability to complete our review process and approve your application in a timely manner. Due to the many changing components of an event, in most cases, Parade Permits are issued only a few days in advance of the event date.

This application must be filled out completely and submitted to the Parks & Recreation Department at least 7 days prior to your planned event.

The application will be reviewed by the Special Event Committee to determine the following criteria:

1. Availability of the date
2. Compliance with City Ordinances
3. Special Event Parade permit is required
4. Additional charges your organization will incur when City assistance and/or services are required
5. Security requirements

A SPECIAL EVENT PARADE PERMIT FEE OF \$25.00 IS REQUIRED FOR ALL APPLICATIONS.



**City of Fernandina Beach
Parade Application**

CONTACT NAME _____

ORGANIZATION NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____

EMAIL _____

Non-Profit Organization ___ Yes ___ No Tax ID# _____

Date of Incorporation _____ State incorporated: _____

Federal ID # _____

DATE OF PARADE _____

PARADE NAME _____

NUMBER OF VEHICLES _____

FIRST VEHICLE IN LINE UP _____

LAST VEHICLE IN LINE UP _____

All vehicles are to post a number in the upper corner of the driver's side window.

At the end of the parade, all vehicles are to exit at South 13th Street

NUMBER OF WALKING GROUPS _____

At the end of the parade, the walking groups are to exit at South 11th Street.

Parade line-up Time: _____

Parade Start Time: _____

Parade Ends Time: _____

Breakdown Time: _____

Has this parade been held in the past? ___ YES ___ NO

If yes, please list the last event date: _____

Parades and street closures

A request for a parade permit and street closures shall be reviewed and approved by the City Manager, or his designee, and will address issues such as traffic control and public safety. No items, including but not limited to candy, toys, beads or flyers shall be thrown or tossed from any moving vehicle, parade float or walkers (Ord. No. 2021-07)



City of Fernandina Beach Parade Application

I declare under penalty of perjury, that to the best of my knowledge and belief, the responses made herein are true and correct. If this application is approved, I understand that I must furnish an original certificate of General Liability insurance naming the City of Fernandina Beach as additionally insured. I understand that a Parks and Recreation sponsored activity has precedence over the above schedule and I will be notified if any conflicts arise. I certify that the information in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Fernandina Beach and I understand that this application is made subject to the rules and regulations established by the City Manager and/or the City Manager's designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue, the payment of any and all taxes, and the conduct of the event. The City shall not be liable for the payment of any taxes. I further agree that the payment of such taxes shall not reduce any consideration paid to the City pursuant to this permit. I agree to abide by these rules, and 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.

I do further promise and hereby further agree to waive, release, absolve, and covenant not to sue the City of Fernandina Beach, its mayor, commissioners, employees, officers, volunteers, representatives, attorneys and agents, for any and all claims, including claims for equitable or injunctive relief, damages, loss or injury of any kind resulting from or in any way arising directly or indirectly out of _____ (describe event) for which I am applying for this special event/banner permit and/or use of the City of Fernandina Beach's facility named above. THIS RELEASE INCLUDES A RELEASE FOR ANY AND ALL LOSSES OR INJURIES ARISING OUT OF ANY AND ALL NEGLIGENT OR WRONGFUL ACTS OR OMISSIONS OF THE CITY OF FERNANDINA BEACH, ITS MAYOR, COMMISSIONERS, EMPLOYEES, OFFICERS, VOLUNTEERS, REPRESENTATIVES, ATTORNEYS AND AGENTS.

I further promise and agree to indemnify, defend and hold harmless the City of Fernandina Beach, its mayor, commissioners, employees, representatives, officers, volunteers, attorneys and agents from and against all liability, claims and expense, including reasonable attorneys' fees and costs, in connection with any and all claims whatsoever for personal or bodily injury or death, including loss of use, or property damage of any kind and character in connection with and arising directly or indirectly out of _____ (describe event) for which I am applying for this special event/banner permit and/or use of the City of Fernandina Beach's facility named above. This indemnity agreement encompasses all damages and claims, including claims for equitable or injunctive relief, arising out of the rental and/or use of the City of Fernandina Beach's facility named above.

THIS RELEASE IS GIVEN AND SIGNED OF MY OWN FREE ACT AND WILL AND I DO UNDERSTAND AND AGREE TO THE POLICIES OF THE CITY OF FERNANDINA BEACH FOR FACILITY RENTALS. FURTHERMORE I HEREBY REPRESENT AND WARRANT THAT I HAVE THE AUTHORITY TO BIND.

Signature of applicant

Title

Date



City of Fernandina Beach Parade Application

Information

Parades and street closures

A request for a parade permit and street closures shall be reviewed and approved by the City Manager, or his designee, and will address issues such as traffic control and public safety. No items, including but not limited to candy, toys, beads or flyers shall be thrown or tossed from any moving vehicle, parade float or walkers (Ord. No. 2021-07)

DO NOT THROW ANYTHING FROM A MOVING VEHICLE, FLOAT, WALKERS, ETC.

Please return completed application to the Parks & Recreation Department at least 7 days ahead of your planned event to:

Parks and Recreation
2500 Atlantic Avenue
Fernandina Beach, Florida
Phone: (904) 310-3358

If this event application is approved, the applicant may be required to furnish the City of Fernandina Beach with a certificate of liability in the amount of one million dollars (\$1,000,000). The city must be listed as the additionally insured:

City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034



CITY PARADE MAP

Detour Route - Hold & Go (As Needed)



Pedestrians Exit on S. 11th Street



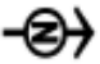
Vehicles Exit on S. 13th Street



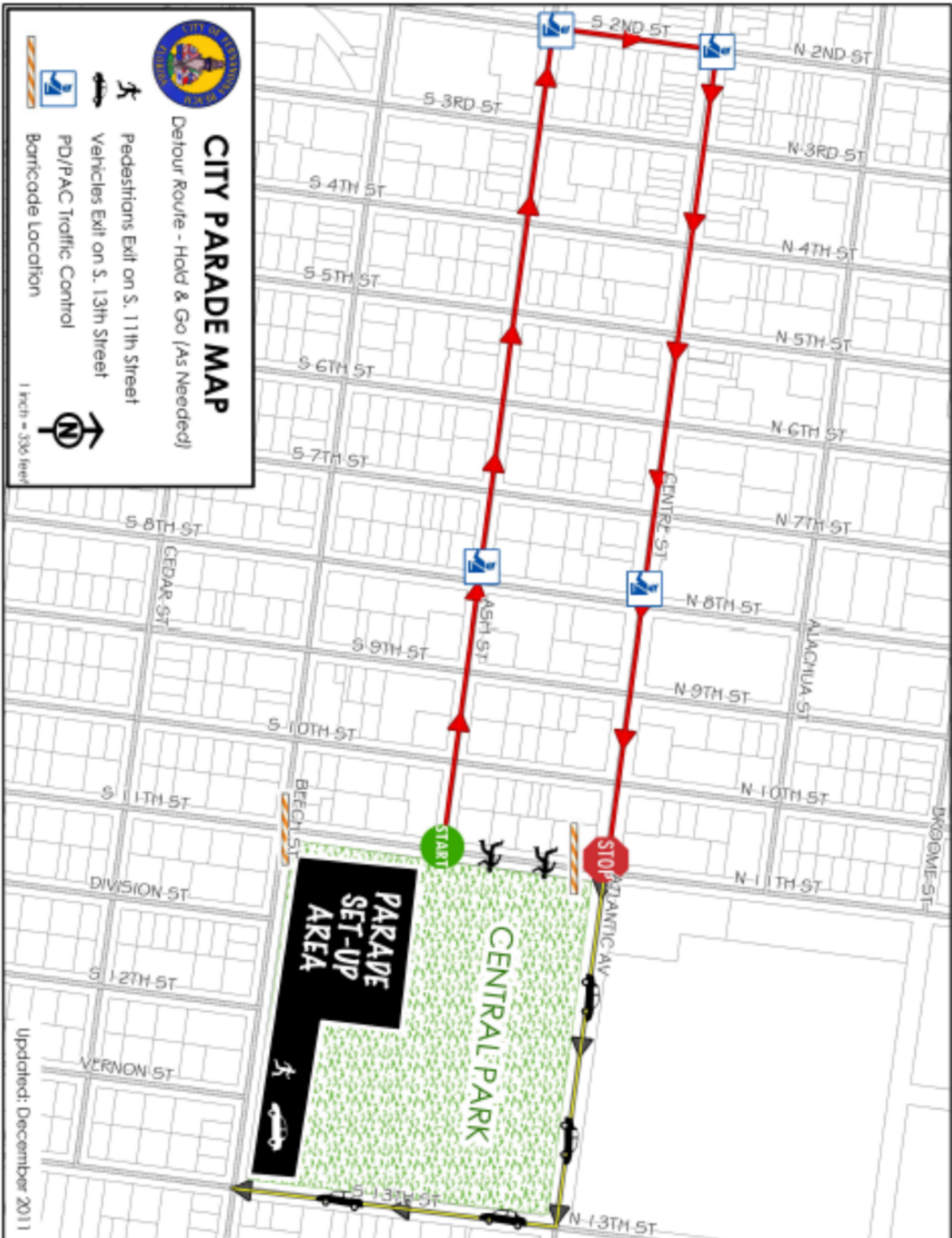
PD/PAC Traffic Control



Barricade Location



1 inch = 300 feet



Updated: December 2011



Special Event Application Review Checklist

1. Application Completeness

- Application is fully completed and signed
 - Event date(s), time(s), and location(s) clearly listed
 - Applicant contact information verified
 - All required attachments provided (maps, insurance, etc.)
 - Application submitted before the deadline
-

2. Event Overview

- Description of event is clear and detailed
 - Estimated attendance is reasonable for the venue
 - Target audience and purpose of the event are appropriate
 - Event aligns with Parks & Recreation and City mission/goals
-

3. Location & Site Use

- Requested location is available on proposed dates
 - Site map includes layout of stages, tents, vendors, restrooms, parking, etc.
 - Plans for ADA accessibility included
 - Site can accommodate expected attendance safely
-

4. Public Safety & Emergency Planning

- Security plan provided and adequate for event size
 - Traffic control and parking plan included
 - Emergency access routes identified
 - First aid/medical services addressed
 - Coordination with Police, Fire, and Public Works confirmed
-

5. Logistics & Operations

- Setup and teardown schedule provided
- Restroom and sanitation plan adequate
- Waste management/recycling plan in place
- Electrical and water needs addressed
- Vendors and food service properly permitted
- Alcohol service (if applicable) meets city and state requirements
- Clean-up and restoration plan adequate
- Applicant agrees to restore site to pre-event condition



7. Insurance & Fees

- Proof of liability insurance provided
 - City listed as additional insured
 - Application fees paid
 - Deposit requirements met
-

8. Committee Decision

- All relevant departments reviewed the application
- Concerns or conditions documented
- Recommended approval / denial
- Notes or special conditions attached

SPECIAL EVENT PROCESS WORKFLOW

Initial Review by Special Event Coordinator

Coordinator ensures the application is complete.
If incomplete → Coordinator contacts organizer to provide missing information.

Event Approved

Special Event Coordinator contacts organizer to:

- Review contract
- Schedule meetings with emergency personnel (if needed)
- Set up pre-event call
- Schedule pre-event walkthrough
- Communicate payment deadline
- Schedule post-event wrap-up meeting

Submit Application

Event organizer submits the Special Event Application to Parks and Recreation.

Special Events Committee Review

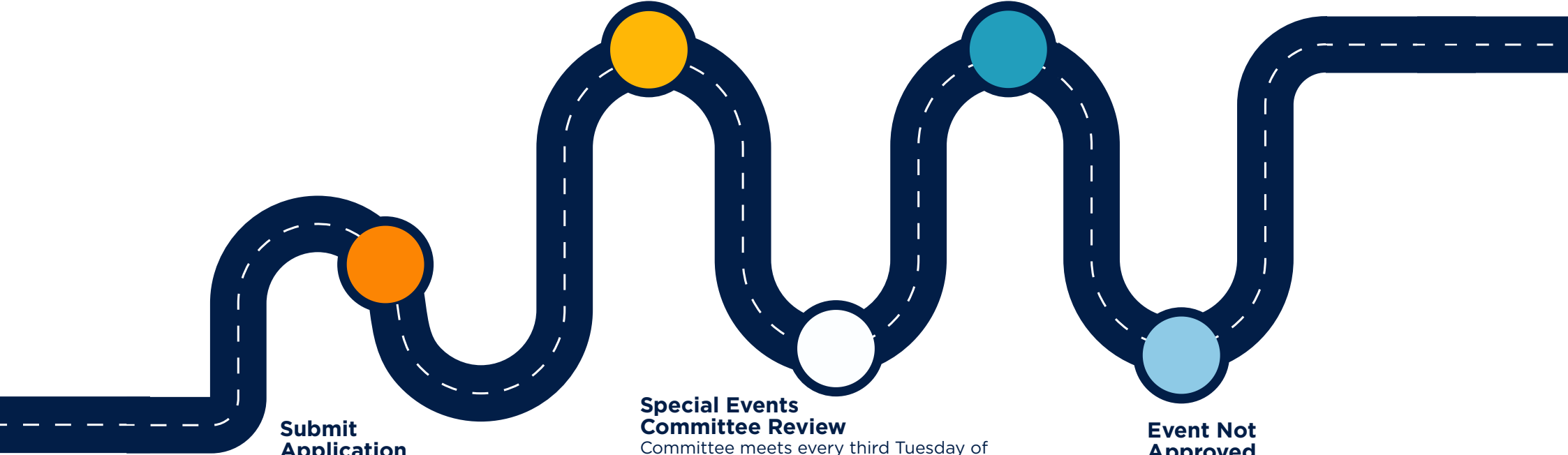
Committee meets every third Tuesday of the month to review applications.

Events Involving Downtown Road Closures:

Committee provides recommendation to City Commission.
Final approval must be granted by City Commission.

Event Not Approved

Coordinator contacts organizer with reasons for denial.
Organizer may revise and resubmit for the next Special Events Committee meeting.



CITY OF FERNANDINA BEACH PUBLIC ART APPLICATION

Specific criteria govern the selection of public art in the City of Fernandina Beach and will be utilized by the City, Parks and Recreation Advisory Committee (PRAC), and Historic District Council (HDC), during the process of review, selection, and approval of public art. These criteria include, but are not limited to, artistic quality and originality, diversity, feasibility, maintenance costs, and public support. More specific information regarding the selection criteria for public art installations can be found under the Art Acquisition Process section of this application.

It is understood that some criteria will have more relevance than others depending on the proposed artwork. This will be considered, and the criteria weighted accordingly. Artists are strongly encouraged to meet with City of Fernandina Beach staff or submit a preliminary concept application prior to completing this application.

Project Name:

Installation Type:

Ownership Type:

Temporary Installation (up to 1 year)

City Owned

Murals (up to 1 year)

Artist Owned

Temporary Installation (up to 5 years)

Organization Owned

Permanent Installation

Loaned to the City

Proposed Location*:

**A map of approved locations is available through the City of Fernandina Beach*

Artwork:

Type [e.g., sculpture, mural, etc.]:

Artwork Description [include title, fabrication date, current location, medium, dimensions, materials and finishes, installation method, life expectancy]

Artist/Applicant:

Name:

Address:

Phone:

Email:

I understand that approval of art by the Parks and Recreation Advisory Committee or Historic District Council does not automatically denote approval of all necessary City permits for the installation and display of artwork. Additionally, I understand if the artwork is accepted for temporary display, I am solely responsible for all costs and acquiring all necessary permits and overseeing the installation and maintenance of the art. I am responsible for the care and maintenance of the art for the duration of the permitted display period and for the removal of art following the display period. I also understand that all donations of permanent art become the sole property and responsibility of the City of Fernandina Beach.

Signature: _____ Date: _____

The following materials **MUST** be provided with the completed application form:

- Project description, including purpose, artist's rationale and/or intention for the proposed work, history and provenance of artwork, relationship of project to other community interest and activities, involved individuals and organizations if any.
- Illustrative and/or construction drawings of proposed work; scale model of proposed sculptural work strongly recommended.
- Scaled site plan and color images of proposed installation location and its context.
- Scaled illustrative drawings or model showing artwork in relation to proposed site.
- Description of short-term and long-term maintenance requirements.
- Artist resume, annotated exhibition list, and digital and/or hard copy color images of other works.
- Project timeline, including (as applicable) fabrication, delivery, installation and removal.

Applications may be submitted by mail or hand-delivered to:

City of Fernandina Beach
2500 Atlantic Avenue
Fernandina Beach, FL 32034

CITY OF FERNANDINA BEACH ACQUISITION PROCESS

The Parks and Recreation Department and appropriate reviewing boards will evaluate and recommend public art for placement by following a standardized process that assures fairness and public input.

General Criteria:

Assuring the highest quality of aesthetic experience for the citizens of Fernandina Beach is the primary criterion for selection of public art. The objective of the selection process is to develop a worthwhile, enduring, and varied collection of artworks in public spaces.

In commissioning or accepting public art, the following general criteria apply:

- A. **Media:** All visual art forms and materials will be considered
- B. **Style:** Artwork reflecting any school, movement, or method style will be considered.
- C. **Range:** Artwork may be functional or non-functional; conceptual or tangible; portable or site-specific; including folk art, craft, or fine art.
- D. **Character:** Artworks must be appropriate in scale, media, style, and content to the project and environment to which they will relate.
- E. **Permanence:** Consideration should be given to structural and surface integrity and the use of materials appropriate to the location to minimize or eliminate maintenance and repair costs.
- F. **Public Safety/Liability:** Artworks and art places must be free of unsafe conditions or other factors bearing on public liability.
- G. **Diversity:** In selecting works, the City will strive for diversity, reflecting the social, ethnic, and cultural fabric of the community.

FOR PERMANENT PUBLIC ART INSTALLATIONS ONLY:

Funding for purchase or commission of specific works of public art may be developed through the City budget process, grant or fund-raising activities, private or corporate donations, or any other process of the City of Fernandina Beach in accordance with its rules. The Public Art Selection and Acquisition Policy does not obligate or guarantee funding for public art.

Public Art Acceptance Policies

Site Selection:

The City of Fernandina Beach, along with the Parks and Recreation Advisory Committee, has developed a map of recommended art locations for public art displays. The map covers all areas of the city except for the historic district and the Community Redevelopment Area (CRA).

For proposed public art installations located within the boundaries of the Historic District or the Community Redevelopment Area (CRA), please follow the guidelines below:

Avoid placement in:

- Public rights-of-way or locations that may interfere with traffic flow or visibility
- Areas that restrict access to or from parking spaces, sidewalks, or designated pedestrian walkways
- Building walls or facades of historic structures, where artwork would be directly affixed to the exterior

Preferred placement locations include:

- Raised landscape beds or planters
- Landscaped areas within established public gathering spaces (such as the Train Depot or

Waterfront Park)

- The grounds of public or municipal buildings, where art enhances the surrounding environment without impacting building integrity

In the selection of locations for the installation of proposed public art, the City strives to place public art in appropriate sites throughout the community with the objective of providing quality art to the greatest number of citizens. The intent is to develop a worthwhile, enduring, and varied collection of artworks in city public spaces that enhances, enlivens, and enriches the City while reflecting the values of the community.

Selection Process:

All public art in Fernandina Beach will be determined through a process overseen by the Parks and Recreation Department in cooperation with the Parks and Recreation Advisory Committee and the Historic

District Council. The objective of the selection process is to allow for broad representation of community interests in the selection of public art.

Selected artwork will be original work completed by the submitting artist.

FOR PERMANENT PUBLIC ART INSTALLATIONS ONLY:

For each approved site for public art, the Parks and Recreation Advisory Committee or Historic District Council will oversee the art selection process based on location. For artwork, recommendations will be forwarded to the City Commission for approval. Artwork may be selected by purchase, commission, donation, or by contract with the artist as part of a design team.

The following criteria govern the selection of public art in the City of Fernandina Beach and will be utilized during the process of review, selection and approval of public art:

- A. **Artistic Quality and Originality:** The strength and originality and creativity of the artist's concept and demonstrated skill or craftsmanship.
- B. **Context:** The appropriateness of the concept within the proposed architectural, geographical, socio-cultural, and historical context, including use of appropriate scale and materials for the site.
- C. **Diversity:** Style, media, and creativity of the art within the context will be considered.
- D. **Feasibility:** Budget, timeline, and probability of success
- E. **Design and Construction:** Issues related to fabrication of the installation, its durability, resistance to vandalism, long-term maintenance issues, and weather permanence.
- F. **Support:** Demonstrated community agreement/support for the project. The City may choose to create an advisory group to represent the community in the selection process.
- G. **Public Safety:** Meets all applicable building codes for public projects. The artist has shown due diligence in developing appropriate installation plans.
- H. **Other:** The City may adopt other project specific criteria pertinent to special considerations of the site, the project, or the Commission's specific intent, provided such criteria are clearly and completely stated.

Administration of Program

The City will manage the implementation of public arts programming as follows, coordinating with other staff and review boards as appropriate.

- A. Encourage, identify, and accept public art sites, locations, and projects.
- B. Approve or reject artwork using outlined criteria.
- C. Work with staff to determine physical and logistical components of public art displays.
- D. Approve necessary signage, including identification labels and/or plaques, as appropriate.
- E. Create community panels to advise in the art selection process, as appropriate.
- F. Serve as a resource, guide, and counsel to the City Council and the City Manager regarding public art related issues.

Ownership/Copyright/Reproduction/Re-siting

- A. Temporary art works remain the property and responsibility of the artist while on display.
- B. Permanent works of art will remain the property and responsibility of the City of Fernandina Beach until such time as ownership is transferred to another party.
- C. The City intends that the work shall remain accessible to public viewing for the entirety of the permitted display period or as long as the City owns the work. However, in some cases permanent artwork may need to be removed from the display.

- D. The city retains the right to transfer work from one City-owned site to another, as it deems necessary, in consultation with the artist for all temporary art.
- E. The City retains the right to transfer work from one City-owned site to another, as it deems necessary, to place the work in storage, in another facility, to make a temporary loan to another agency or organization, or to resell.
- F. The City retains the right to deaccession works of arts it no longer desires to retain as a component of the public art program prior to the end of the temporary display period as necessary. In cases of temporary art, the work will be returned to the artist.

Artists' Responsibilities for Temporary/Murals Art

- A. Overseeing and completing installation of artwork.
- B. Working with the city to obtain appropriate signage for public art displays.
- C. Acquiring all appropriate permits as required through city policy.
- D. Maintenance and upkeep of art.
- E. Removal of art at the end of the permitted display period or deaccession. Artists may apply for extension of display period utilizing the standard public art permitting process.

Accepting Donations or Acquisitions of Artwork (Permanent Installations Only)

In addition to supporting the Public Art Program via financial assistance or the grant of land or long-term easements for public art, private parties and other entities may offer to donate completed or proposed works of art to the City of Fernandina Beach under the Public Art Program.

It is the responsibility of the City to review such proposals for consistency with the Public Art Program goals and, where appropriate, either accept or reject such gifts.

All such determinations reside with the City and any committee appointed thereby, as the designee of the Fernandina Beach City Commission. In evaluating offers of donated artwork, the City will use the procedures and criteria established to determine the appropriateness of both the proposed site and the extant or proposed work of art.

The Parks and Recreation Advisory Committee or Historic District Council will make a recommendation to the City Commission based on the acceptance of the proposed artwork. If the Commission approves the work of art, installation and maintenance of the work will be the responsibility of the City of Fernandina Beach. In most cases, installation will be performed with the artist's input.



PUBLIC ART APPLICATION PROCESS FLOW

APPLICATION TURNED INTO PARKS AND RECREATION

Place on PRAC
Agenda for review
during Staff Reports

Place on HDC
Agenda for review
during Staff Reports

Nassau Council Arts and Culture Review

Place on PRAC
Agenda for final
review

Place on HDC
Agenda for final
review

If Art is Permanent:
Commission
Agenda for final
approval

Fernandina Beach Golf Club

(December 2025 Meeting)

GOLF SHOP

- **NOVEMBER NUMBERS –**
- Golf Revenues: (up 66% from Nov '24)
- Rounds of Golf: 4090 Total Rounds (3368 in Nov '24)
- 2742 18-Hole Rounds / 1348 9-Hole Rounds
- 136 Rounds per day average – (Up from 112 per day in Nov '24)
- Total golf course revenue: \$177,607 – (\$106,876 in Nov '24)
Cart fees \$57,989, Greens fees \$88,777, Proshop sales \$13,912, Lessons \$2,655,
Range balls \$14,274
- Ave GF/CF per round = \$35.88 (\$28.53 in Nov '24)

FOOD & BEVERAGE

- **NOVEMBER NUMBERS –**
- F&B Revenues: (up 19% from Nov '24)
- Total F&B Revenue: \$38,613 (\$32,396 in Nov '24)
- 23 total F&B events in November
- Nov 1st – (SAT) Private GA/FL Viewing Party (90 served)
- Nov 11th – (TUES) Keep Nassau Beautiful (70 served)
- Nov 12th – (WED) Baptist Health Meeting (40 served) Breakfast & Lunch
- Week of Thanksgiving – THANKSGIVING on A ROLL - \$9.95



- Nov 29th – (SAT) Bridal Shower (40 served)

GOLF COURSE MAINTENANCE

- North Well Project FY26 Final Portion - (RADIO CONTROLS): ProPump & Controls
Waiting on vendor to get parts and will schedule soon thereafter.
- Clubhouse Pressure Washing: 11/3 & 11/4 – PowerWash Pro
- Friends of FBGC (Annual Tree Trimming): 11/6 - 11/12



- Southern Earthworks (Tree Removal South 9): 11/6 & 11/7 (Tree on #8 in Dec)



- Cushman Hauler 800X Utility Carts (Delivered 11/13)



- TURFCO Topdresser and Blower (Delivered 11/14)



- John Deere Z997R Diesel Zero-Turn (Delivered 11/19)



- John Deere Frontier FM4012 Rough Mower (Delivered 11/28)



ANNUAL MEMBERSHIP SALES

- FY26 Memberships as of Monday, December 1st – 156 Memberships sold.
- 20 more Memberships sold than last year at this time
- FY26 Goal is 200 Memberships Sold (163 sold in FY25)

MARKETING

- Newsletter – (Bi-Monthly) Jan/Feb Edition will be sent out Jan 1st.
- News-Leader, Amelia Now, Amelia Islander, Concierge Book (Monthly/Weekly)
- FBGC Facebook Page Updates / November Events

Nov 1 (SAT) “Two or More” Charity Classic



11/22 & 11/23 (SAT/SUN) MGA Club Championship

Titleist #1 ball in golf.										
EVENT 2025 FBMGA Club Championship										
NAME	1	2	3	4	5	6	7	8	9	TOTAL
OLIVER	80	78	77	75	157	153				
SHOVE	81	75	80	74	161	149				
Vanbiervliet	78		81		159					
CARTER		92		88		180				
SAGE		79		75		154				
HASER		76		76		152				
Stines		75		74		149				
Spindler		75		79		154				
Necklarow		76		79		155				
Pelican		81		79		160				

Titleist #1 ball in golf.										
EVENT 2025 FBMGA Club Championship										
NAME	1	2	3	4	5	6	7	8	9	TOTAL
Kicklighter	77		75		152					
GREAK	73		77		150					
Johnson	80		84		164					
Lacoss	80		76		156					
Gill	80		78		158					
Christiansen	80		91		171					
Sweat	77		70		147					
Corbett	77		82		159					

Titleist #1 ball in golf.										
EVENT 2025 FBMGA Club Championship										
NAME	1	2	3	4	5	6	7	8	9	TOTAL
Lnnes	71		77		148					
Lofstead	72		81		153					
Seban	77		80		157					
Murray	79		78		157					
Dodd	83		79		162					
Wolfe	78		80		158					
Anderson	74		81		155					
Dixon	71		69		140					

PAYOUTS	
1 ST PLACE	\$88.00
2 ND PLACE	\$53.00
3 RD PLACE	\$34.00
TOTAL PURSE	
	\$519.00



Club Champion (GROSS) -
 Senior Champion (NET) -
 Overall Champion (NET) -

Roger Oliver (Defending Champion)
 Richard Dixon
 Carl Sweat

**Amelia National League
(Mon/Thurs/Sun)
March-November 2025**

GRATITUDE

11/20/2025

Good morning Jeffery & Mary,

On behalf of the members of the Amelia National Golf League we wanted to express our deepest gratitude for the hospitality and graciousness that you have shown and provided to us for the last 8 months. This Sunday Nov. 23 will be our last day at FBGC. As we get ready to return to our new course being open next week, thank you for being so welcoming and providing us with the use of your facilities. The course conditions and all your staff both inside and outside have been wonderful to work with.

Wishing you and your families a safe and Happy Holiday season!!!

David Darin

UPCOMING DECEMBER EVENTS

- Every Wednesday and Friday – **Men's BLITZ** – 10am Shotgun
- 29 Events scheduled involving **F&B** in first 3 weeks of December.
- Dec 4th – (SAT) **City of FB Awards Breakfast** (100) 8:30am
- Dec 7th – (SUN) **VFW Tournament** (80 Players) 10AM Shotgun
- Dec 9th – (TUES) **FBWGA 18-Hole Ladies Holiday Luncheon** (50)
- Dec 13th – (SAT) **MGA 2-Man Best Ball Shamble** (32 players) 8:30AM Shotgun
- Dec 13th – (SAT) **"HOLIDAY PROSHOP SALE" (25% Off) (ALL DAY) Spin Wheel**
- Dec 15th – (MON) **FBWGA 9-Hole Ladies Holiday Brunch** (30)
- Dec 16th – (TUES) **Youth Advisory Board – TRIVIA NIGHT** (5:30PM-7:30PM)
- Dec 24th – (WED) **CHRISTMAS EVE** (Proshop closes at 11:00AM) (Restaurant Closed)
No BLITZ on Christmas Eve
- Dec 25th – (THURS) **CHRISTMAS DAY** (All Facilities Closed)

*** HAPPY HOLIDAYS ***



Updates: 12/2/2025

Projects

1) Beach Access 34: Redecking **Complete**

Notes:

2) Thor Guard, Lightening Protection System Ocean Rescue: **Complete**

Notes:

3) Joe Velardi Field: New Fencing: **Complete**

Notes:

4) Interior Painting at ARC: Aquatics Building **Complete**. Fitness Center scheduled December 8-22. Membership holders will be given the opportunity to utilize the fitness center at the Peck Gymnasium.

Notes:

5) Beach Access 33: Redecking commenced, projected completion prior to New Year.

Notes:

6) Beach Access 9 (Jasmine): Working on design, goal to have open by spring.

Notes:

7) Greenfield Outdoor Fitness Equipment (Egans Creek Park): Final two pieces received. Installation after the New Year. Once complete, we will pressure wash and paint entire track.

Notes:

8) Third phase of window replacement at ARC: Scope of work is complete. Will go out for Bid after the New Year.

Notes:

9) Joe Velardi Field: New netting to commence February 2026.

Notes:

10) Columbarium and Master Plan: Coming shortly.

Notes:

Programs

1) Please view Community Connection

Notes:

Upcoming Special Events:

1) Dickens on Centre: Downtown, December 11-14

2) Menorah Lighting/Hanukkah Celebration: Downtown/Pocket Park, December 17

3) Shrimp Drop: Downtown/Parking Lot B, December 31

4) Cannonball Run: Main Beach/Greenspace, January 3

Notes:

Next Meeting: January 13, 2026

Fernandina Beach Parks & Recreation Department Community Connections
November 20, 2025
For more information, visit www.fbfl.us

CIVICREC – NEW ONLINE REGISTRATION

The Parks & Recreation Department has launched CivicRec, a new online registration system where residents and non-residents can:
Create and manage accounts
Register and pay for programs
View and renew fitness/pool memberships
Visit www.fbfl.us/1173/Online-Registration, scan the QR code, or call 904-310-3350.

HOLIDAY HOURS

Wednesday, Dec. 24 – All Pools, Fitness Rooms, and Gyms Closed
Thursday, Dec. 25 – All Pools, Fitness Rooms, and Gyms Closed
Wednesday, Dec. 31 – ARC Pool 9am–4pm; ARC Fitness Room 9am–4pm; Peck Gym & Fitness 11am–4pm
Thursday, Jan. 1 – ARC Pool 9am–2pm; ARC Fitness (card members only) 9am–2pm; Peck Gym & Fitness Closed

SPORTS

Open Adult Ping Pong – Atlantic Center Auditorium
Tuesdays 9am–12pm
Thursdays 4:30–7pm
All skill levels welcome. Loaner paddles/balls available.
Contacts: Don Hughes (904-415-0667); Richard Stratton (904-321-2239)

Open Adult Co-Ed Volleyball – Peck Gym
Tuesdays & Thursdays 7–9pm
Ages 16+. (16–17 must have notarized parental consent.)
Fees: \$3 City / \$5 Non-City

Open Basketball – Peck Gym
Monday–Friday 11am–7pm
Under age 16 must be accompanied by an adult 18+.
Photo ID required. Call 904-310-3354 for schedule updates.

Pickleball Leagues

Leagues begin September 16 & 18 at 5:15pm.
3.0 Mixed Doubles – Tuesdays 5:15pm
3.5 Mixed Doubles – Tuesdays 7pm
3.0–3.5 Women’s League – Thursdays 5:15pm

Pickleball – Central Park

Six lighted courts are available. Visit the City website for scheduled and open-play times.

Tennis – Central Park

Four lighted courts. Courts 1 & 2 reserved for instructed play during posted times.

Rod Gibson Tennis Services – Courts 1 & 2

Private, semi-private, and group lessons available.

Email rodgibsonstennis@gmail.com or call 904-891-6927.

Complete clinic details available at the Atlantic Center or fbfl.us.

OPEN ROLLER HOCKEY – Main Beach Multi-Purpose Court

Adult/Older Teens:

Tuesdays 5–6pm (Beginner)

Saturdays 4:15–4:45pm (Easy) & 4:45–6pm (Advanced)

Family Skate:

Tuesdays 4–5pm

Saturdays 3–4pm

Contact Ray Matz: 215-852-7038

FITNESS AREAS

Peck Fitness Center – 510 S. 10th St.

Free weights, cardio equipment, and rowers.

Ages 13+ (13–15 with adult supervision).

Hours: Monday–Friday 11am–7pm

Atlantic Fitness Room – 2500 Atlantic Ave.

Full cardio/strength room. Ages 13+.

Fall Hours:

Mon–Fri: 5:30am–9pm

Sat: 5:30am–4pm

Sun: 9am–2pm (members only)

Text FBGym to 91896 for updates.

Fitness & Pool Fees

City: \$5/day • \$30/month • \$90/4 months

Non-City: \$10/day • \$38/month • \$113/4 months

Combo passes available.

Personal Training

Melissa Taylor (ISSA Certified) • 904-430-7171 • flexfitnessllc1@gmail.com

AQUATICS

Aqua Gym Class – Stephanie Newberry

Tues/Thurs 8am at MLK Pool

Sat 8am at ARC Pool

Drop-in: \$12 | Register online via QR code

Atlantic Recreation Center Pool – Schedule

2500 Atlantic Ave, Fernandina Beach

Mon and Fri

5:30–8:30am Lap/Exercise

9–11am Aqua Aerobics

11am–12pm Closed

12–5pm Lap, Exercise, Open Swim (1 lane)

T/W/Th

5:30–8:30am Lap/Exercise

9–11am Aqua Aerobics

11am–12pm Closed

12–4pm Lap, Exercise, Open Swim (1 lane)

4–5pm Aqua Aerobics (2 lanes), Lap (3 lanes),

Sat

8–9am *Aqua Gym*

9–10am Aqua Aerobics

10am–2pm Open & Lap Swim

Sun

9am–2pm Lap, Exercise, Open Swim

MLK Pool – Schedule

1200 Elm Street

Tues/Thurs 8–9am – Aqua Gym

Sat 8:30–11am – Fall Swim Lessons

Text FBPool to 91896 for updates.

Aqua Aerobics

Atlantic Pool:

Mon–Fri 9am & 10am • Tues/Thurs 4pm • Sat 9am

MLK Pool: Wednesday 4pm

City: \$60/month • Non-City: \$75/month

Drop-in: \$7 City / \$10 Non-City

10-Pass: \$60 City / \$75 Non-City

Combination fitness + aqua pass available.

BEACH WHEELCHAIRS

Four available for reservation at the Atlantic Center.

Call 904-310-3350.

YOUTH PROGRAMS

Soccer FUNDamentals

Ages 2–4 • Wednesdays 4:15–4:45pm • Nov 12–Dec 17
\$35/child • Central Park
Contact: sgolden@fbfl.city | 904-310-3364
Mini Sports Camp
Nov 24–26 • 9am–12pm • Ages 7–11
\$30/child (\$10 sibling discount)
Register at ARC or online.

TEEN PROGRAMS

Vision Board Workshop
Ages 13–17 • \$15
Build your 2026 inspiration board!
Held in Aquatics Classroom, ARC • 6–7:30pm
Contact: sgolden@fbfl.city | 904-310-3364

INSTRUCTED PROGRAMS

Japanese Ju Jitsu & Kenjutsu – Peck Center
Ages 12+
Ju Jitsu: Tues 7:30–8:30pm, Thurs 6:30–7:30pm
Kenjutsu: Tues 6:30–7:30pm
Contact Sensei Jeff Weisfeld: ameliaislandbushido@gmail.com | 443-864-3331

Bootcamp – Main Beach / Egans Creek Park
Instructor: Charity Ross
Tues/Thurs 6–7am, 7–8am, 5:30–6:30pm
Sat 7–8am
\$150/month
Contact via FB/IG or 904-729-7965

Yoga – Atlantic Center Instructor Studio
Tues & Thurs • 10am
\$20/class • Bring your own mat
Contact Lynn Aiello: 856-904-7160

Aerial Silk Dance
Ages 9+ • Mon–Thurs
\$180 for 8 classes / \$90 for 4 classes
Contact Marah Lovequist: 904-556-6957

Hip Hop Abs – MLK Center
Adult co-ed • Free
Tues & Thurs 6:30–7:30pm
Contact John Coverdell: jcoverdell@fbfl.org

LEISURE ACTIVITIES

Trivia Night – Hosted by the Youth Advisory Committee

Tuesday, Dec 16 • 5:30pm

City Golf Course (2800 Bill Melton Rd)

Gen Z theme • All ages welcome

\$5 per person (cash only)

RSVP on City Facebook or call Kristi: 904-310-3175

SENIOR ACTIVITIES

ADULT PROGRAMMING

Jaguars Game Day Trip

Dec 7 • 10am–End of game • \$75/person

Shopping Trip – St. Johns Town Center

Dec 16 • 9am–4pm • \$15/person

(Lunch on your own)

Register at ARC or online.