



AGENDA
FERNANDINA BEACH CITY COMMISSION
WORKSHOP
JANUARY 20, 2026
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. PRESENTATION**
 - 4.1 SPECIAL EVENT POLICY AND PROCESS IMPROVEMENTS** — *City staff will provide a presentation on special event policy and process improvements.*
- 5. PUBLIC COMMENT**
- 6. ADJOURNMENT**

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING WILL NEED A RECORD OF THE PROCEEDINGS, AND, FOR SUCH PURPOSES, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS MADE. AT THE DISCRETION OF THE MAYOR, A RECESS MAY BE SCHEDULED EVERY NINETY MINUTES.

Persons with disabilities requiring accommodations in order to participate should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired).

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Presentation
Special Event Code Amendments, Policy and Procedure Amendments

ITEM TYPE: Presentation

REQUESTED ACTION: Presentation

SYNOPSIS: Over the years, the City of Fernandina Beach ("City") has become a progressively sought-after and popular location to hold special events. Parks and Recreation facilitates the special event application process and administers permit issuance (approximately sixty annually) for special events that take place on City-owned streets, parks, and public facilities.

Special events are governed by Ordinance 2021-07 and Resolution 2024-37. They require considerable interdepartmental coordination and logistics between Police, Fire, Marina, Public Works, and Parks and Recreation. The Special Events Committee membership comprises representatives from the afore-mentioned departments and convenes monthly with special event organizations/applicants to review all aspects of the proposed events.

City staff will provide a presentation on current challenges, and proposed improvements to the City's special event process.

FISCAL IMPACT: Fiscal impact will be based upon City Commission direction.

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): At the pleasure of the City Commission.

Kaitlyn Rivera, Parks and Recreation Deputy Director	01/08/2026
Scott Mikelson, Parks and Recreation Director	01/13/2026
Jeremiah Glisson, Deputy City Manager	01/13/2026
Sarah Campbell, City Manager	01/13/2026

A handwritten signature in blue ink that reads 'Caroline Best'.

Date: December 12, 2025

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION:

Does your event have....
alcohol?
over 500 people?
street closures?
food trucks?
overnight parking?
a tent larger than 10x10?

Y

N

**Special
Event**

Is your event outside?

N

Y

Will you have
amplified music?

N

Y

Contact Rozanda Thomas:
(904)310-3363 or
rthomas@fbfl.city

**Applications must be
submitted a
minimum of sixty
days before event!**

Rental

Contact Parks and
Recreation:
(904) 310-3350 or visit the
Atlantic Recreation Center
(2500 Atlantic Ave.)

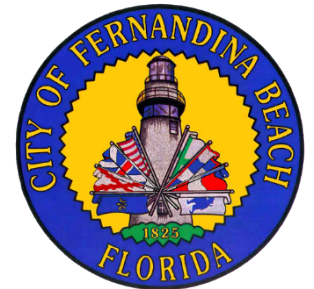




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Special Events strengthen social ties, foster a sense of belonging, promote civic engagement by creating opportunities for interaction and fellowship, boost the local economy, and help celebrate local culture and heritage.

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.**



Requirements and Definitions

Disclaimer: notwithstanding the information contained herein, if any provision of this Guide conflicts with the Code of Ordinances, then the provisions of the Code of Ordinances shall control

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 city-owned or city controlled facilities and 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-owned or city controlled facilities and property, which contains all of the requirements with which the event producer must comply prior to the event going forward.

Capacities

All city-owned or city controlled facilities and property 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 city-owned or city controlled facilities and 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 special event date. To ensure approval, special event organizers are encouraged to apply as early as possible. (See page 2)



Requirements and 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 special 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 permit 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-special event meeting, if needed, with the applicants and the Special Event Committee to review the Special Event Permit 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. Use of the School Board field across from Central Park requires completion of the *Application for Use of School Facilities* of the School Board of Nassau County, Florida. In addition, applicants must provide proof of insurance with NCSD listed as the certificate holder. For any additional questions or assistance, please contact George Raysor (904) 491-9900.

Waste Management / Recycling

The applicant is responsible for cleaning the event 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 organizer 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. WestRock provides free cardboard trash receptacles, which may be used to supplement existing waste collection efforts. If the waste generated by the event exceeds the capacity of the on-site dumpsters, it is the organizer's responsibility to remove the excess waste from the site. This may require additional dumpsters to be secured by the event organizer. 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.



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Insurance Requirements

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

Automobile Liability Insurance

Any 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 cares 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.



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Cost Estimates

A cost estimate can be requested by the event 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 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.



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- The Special Event Committee has already received a completed application and given preliminary approval for the same date and/or space.
- If the use or the event would conflict with previously planned programs organized and conducted by the City or non-governmental agencies previously scheduled for the same time and place.
- The applicant does not comply with all applicable City ordinances, traffic rules, park rules and regulations, state health laws, fire codes and liquor licensing regulations.
- The use or event proposed by the applicant would present an unreasonable danger to 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.

Permitted events now hire off duty police officers through Power Details, a third-party vendor. All billing and payments are handled through Power Details. Checks are no longer issued directly to the officers on the day of the event. Power Details contact information is offduty@powerdetails.com or 904-516-0667.



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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

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 the FBPD*

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.



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

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.



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Fired Heaters

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



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Fire Extinguishers

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

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

Amplified Sound

If an event will be having a band or amplified music, the applicant will ensure compliance

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

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.

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.



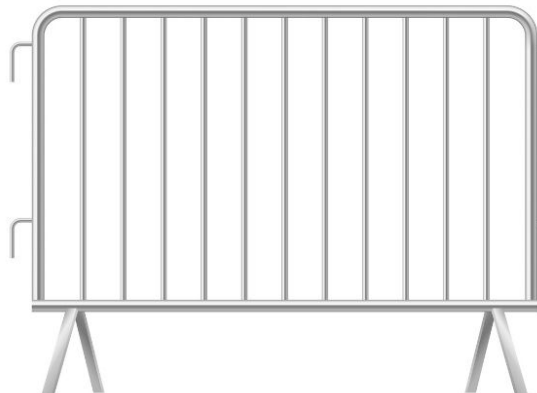
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Temporary Alcoholic Beverage Sales

The sale, dispensing, possession, use and/or consumption of alcoholic beverages on city-owned or city controlled facilities and 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.

Example of Temporary Fence





City of Fernandina Beach

Special Events Guide

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. Toilet paper may be obtained from the Atlantic Recreation Center for use in the Central Park restrooms.

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



Location and Fees

Disclaimer: All fees are subject to change. Applicant must always confirm the fees in this chart and the most recent fees adopted by the City shall be applicable regardless of the table.

<u>Special Event</u>	<u>Resident</u>	<u>Non-Resident</u>
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



City of Fernandina Beach Special Events Guide

Cones (ea.; includes delivery)	\$5.00
Picnic Table Fee (up to three tables)	\$100.00

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.

<u>Parking</u>	<u>Resident</u>	<u>Non-Resident</u>
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	

<u>Police's Fees</u>	
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)	\$75.00/hr
Supervisor (all federal holidays)	\$70.00/hr
Police Service Aide (single day event < 10 hrs)	\$35.00/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)



City of Fernandina Beach Special Events Guide

Egans Creek Pavilion Availability & Rates

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



Indoor Facilities

Full Day (8 hrs)	<u>Commercial</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Non-Profit</u>
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)	<u>Commercial</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Non-Profit</u>
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



City of Fernandina Beach Special Events Guide

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. 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:

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 EVENT ORGANIZATION INFORMATION

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

Event Organization name: _____

Event 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 Event 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 Property. "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 Event 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 Event 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: _____ **Application Fee: \$25.00**
~~Please submit your completed application along with the application fee and detailed Site Plan to:~~

Signature: _____ **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 DAY OR THE CITY MAY DISPOSE OF THEM .



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, etc.) 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)

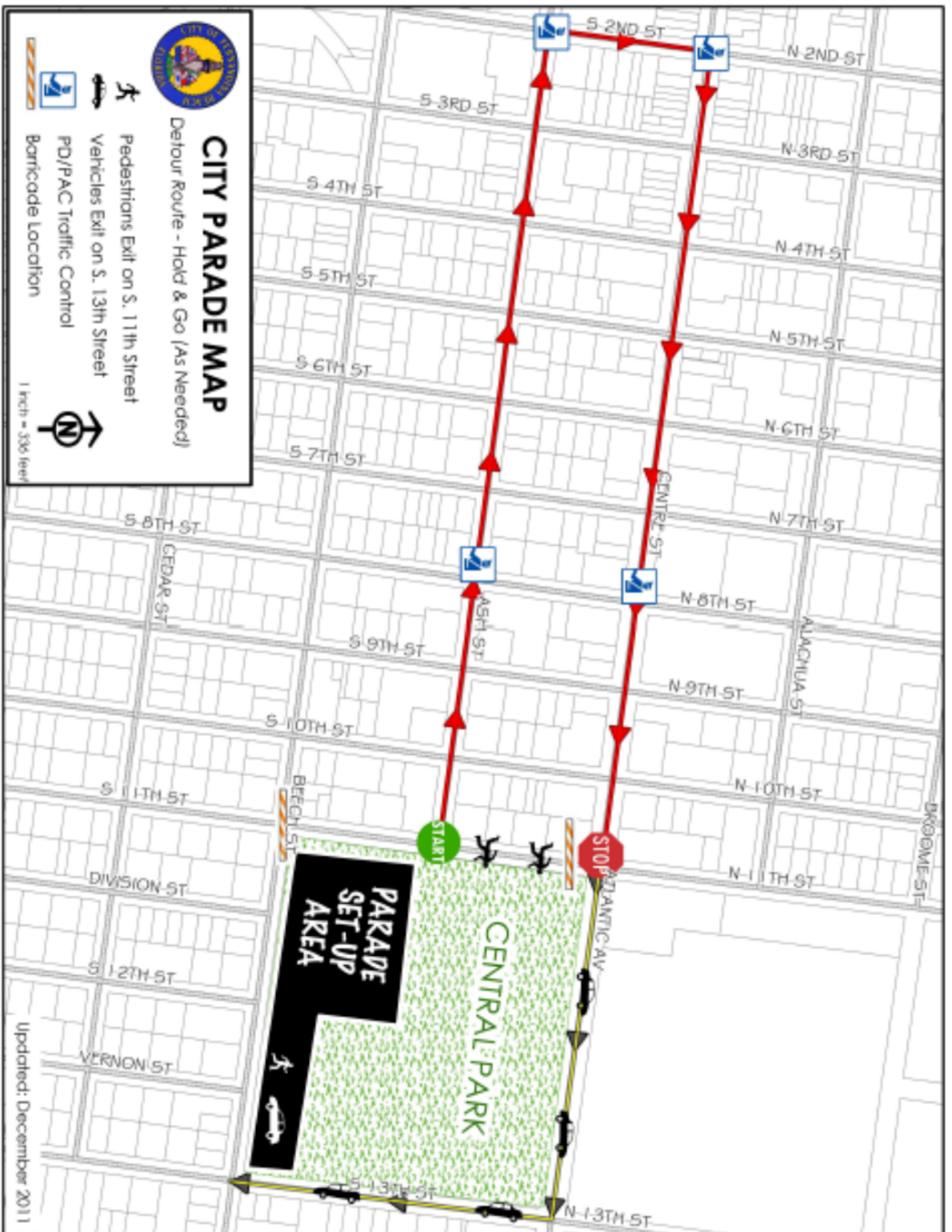
DO NOT THROW ANYTHING FROM A MOVING VEHICLE, FLOAT, WALKERS, ETC.

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



ORDINANCE 2021-07

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE CITY OF FERNANDINA BEACH, FLORIDA BY AMENDING CHAPTER 65, RECREATIONAL FACILITIES AND SPECIAL EVENTS, BY CREATING ARTICLE I, IN GENERAL, AMENDING SECTIONS 1, 2, AND 3, TO INCLUDE DEFINITIONS AND GENERAL PROVISIONS; BY REPEALING AND RESERVING SECTIONS 4 THROUGH 9, AND 10; BY CREATING ARTICLE II, FACILITIES USE AND SPECIAL EVENTS; BY AMENDING SECTIONS 11 THROUGH 29 TO REARRANGE THE CURRENT CODE TO FIT WITHIN SAID ARTICLE; BY CREATING SECTIONS 31 AND 32 UNDER ARTICLE II TO INCORPORATE CURRENT CODE UNDER SAID ARTICLE; BY REPEALING SECTION 24, PARADES; CREATING A NEW ARTICLE III TITLED "PARADES"; CREATING SECTION 41, APPROVED ROUTE; CREATING SECTION 42, PERMIT REQUIRED; CREATING SECTION 43, PERMIT CRITERIA; CREATING SECTION 44, MISCELLANEOUS PARADE PROVISIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in the interest of the health, safety, and welfare of citizens, the City Commission of the City of Fernandina Beach, Florida, regulates special events at City facilities and public areas; and

WHEREAS, the current Chapter for Recreational Facilities and Special Events is not sensibly organized for readability; and

WHEREAS, the City has been making an effort to ensure that the Code of Ordinances is written in plain language and is consistent throughout the document; and

WHEREAS, the Special Events Committee recommended changes to the Parade Ordinance.

NOW, THEREFORE, THE CITY OF FERNANDINA BEACH, FLORIDA, HEREBY ENACTS:

SECTION 1. It is hereby proposed that an Article I, In General, be created under Chapter 65, Recreational Facilities and Special Events, of the Code of Ordinances, City of Fernandina Beach, Florida.

SECTION 2. It is proposed that Chapter 65, Article I, Section 1 of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby amended to read as follows:

Section 65-1. Facilities use fees Definitions.

(a) ~~Levy of fees; schedule.~~ The city shall levy fees for the use and/or rental of its recreational facilities by commercial, private and civic groups. The fee schedule shall be set by resolution, and may be amended from time to time.

(b) ~~Definitions.~~

(1) ~~Commercial~~ is herein defined as follows: Any group using city facilities for profit, when an admission fee is charged (tickets sold), or a service or product is offered for sale.

- (2) ~~*Private* is herein defined as follows: Any group function not open to the general public and that does not charge any type of fee or admission for the event.~~
- (3) ~~*Civic* is herein defined as follows: A group or organization that pertains to the citizens' affairs or provides a public service and is open to the public.~~
- (4) ~~*Co-sponsorship* is herein defined as follows: A group or organization having an approved application for co-sponsorship or a program instructor contract with the recreation department. The recreation department reserves the sole right to determine eligibility for co-sponsorship. If a co-sponsorship application is approved, the co-sponsored group may be considered exempt, and the provisions of subsection (c) shall apply.~~
- (c) ~~*Exemptions.* Approved co-sponsored groups may use a facility for meetings at no charge under the following conditions and policies:~~
- (1) ~~All meetings, dates, and times for six-month intervals must be submitted in writing no later than two weeks after notification of application approval, and shall be limited to one meeting per month. Room and facility requests shall be approved based upon availability. If a group requires more than one meeting date per month, it shall submit a written request to the recreation department director, who shall have the full discretion whether to approve or deny such request.~~
- (2) ~~All use of facilities pursuant to this exemption shall occur during normal facility rental hours, according to the posted schedule in the recreation department facilities.~~
- (3) ~~Every exempt group shall be required to pay the refundable security deposit prior to the first approved use.~~
- (4) ~~The recreation department reserves the right to move an exempt group from a scheduled facility to another facility, to accommodate the use thereof by a non-exempt facility user, at the sole discretion of the recreation department director or his/her designee. Upon arrival at the facility, each exempt user shall check in with the attendant to verify room availability. The recreation department shall provide 24 hours advance notice of the unavailability of any scheduled room or facility or alternate location.~~
- (5) ~~Any exempt group needing to cancel a reservation shall provide written notice of same at least 24 hours prior to the scheduled event, without exception. Failure to provide such notice shall result in forfeiture of the security deposit. Any such group failing to provide the required notice shall not be permitted further use of any facility without providing an additional deposit.~~
- (6) ~~All exempt group/users shall be required to execute the standard facility rental agreement.~~
- (d) ~~*Policies.* The recreation department director shall have the authority to adopt, from time to time, such other policies for the rental of recreation facilities as may be consistent with this chapter.~~

The following words, terms and phrases, when used in this chapter, have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Airport means the Fernandina Beach Municipal Airport.

Applicant means the same as "permittee".

City means the City of Fernandina Beach.

City events committee means the committee of City employees appointed by the City Manager to oversee the special event process. The committee consists of representatives from the Police and Fire Departments, Parks and Recreation Department, Maintenance Department and a representative from the department which controls the facility.

City Manager means the City Manager of the City of Fernandina Beach or the individual duly authorized by the City Manager to administer this chapter.

Commercial event means those activities or events which take place on City-owned or City-controlled property, in which the general public is invited to participate for a fee, or where a service or product is sold.

Co-sponsored event is an event in which the City acts in conjunction with the event sponsor, and the event is of a community nature.

Day means calendar day, not business day.

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

Event producer means the same as "permittee".

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

Facility use agreement means an agreement between the City and the event producer. The facility use agreement will be brought before the City Manager and City Commission for approval of the event. This agreement will be used only for events held at the City of Fernandina Beach Airport property and Golf Course.

Golf Course means the Fernandina Beach Municipal Golf Course.

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

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

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

Permittee means any person or organization who desires to conduct, produce, sponsor, or otherwise promote a private, community, or tourism event on City property, and designates the person or organization responsible to the City to assure that the entire event is conducted in compliance with the requirements as set forth in the permit, and all federal, state and local laws.

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

Services of the City means services provided by police, fire, maintenance, parks and recreation, permitting and licensing.

Special event means the same as "event."

Sponsor means the same as "permittee."

SECTION 3. It is proposed that Chapter 65, Article I, Section 2, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby amended to read as follows:

Section 65-2. Authority for issuance of special event permit. City property covered by chapter.

~~This chapter constitutes the authority for the city to issue permits for special events, such as art festivals, air shows, parades, fairs, film production, photographic shoots and other events to which the public will be invited,~~

~~on both city or state roads and other city property including but not limited to the airport, parks, beaches and the marina. This chapter also constitutes the authority for the issuance of facility use agreements, facility rental agreements, parade permits and banner permits.~~

All City-owned, City-controlled, or City-leased properties are governed by this chapter, including but not limited to the following:

- (1) Main Beach Park;
- (2) North Beach Park;
- (3) Seaside Park;
- (4) Atlantic Recreation Center;
- (5) Central Park;
- (6) Martin Luther King Jr. Recreation Center;
- (7) Peck Center and Gym;
- (8) Fernandina Beach Athletic Complex;
- (9) Marina, including the uplands, decks, parking lots and boardwalk;
- (10) Egans Creek Park;
- (11) Airport;
- (12) Golf Course;
- (13) Downtown area, from Ash St. to Alachua and Front St. to 8th St.;
- (14) City-owned beach property;
- (15) Simmons Park;
- (16) City-owned parking lots.

SECTION 4. It is proposed that Chapter 65, Article I, Section 3, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby amended to read as follows:

Section 65-3. Special events prohibited without permit. Authority for issuance of event permits.

~~No special event shall be held on city property without first obtaining all necessary permits from the city.~~

This chapter constitutes the authority for the City to issue permits for special events, such as art festivals, air shows, parades, fairs, film production, photographic shoots and other events to which the public will be invited, on both City or state roads and other City property including but not limited to the airport, parks, beaches and the marina. This chapter also constitutes the authority for the issuance of facility use agreements, facility rental agreements, parade permits and banner permits.

SECTION 5. It is proposed that Chapter 65, Section 4 of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby repealed and reserved.

SECTION 6. It is proposed that Chapter 65, Section 5 of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby repealed and reserved.

SECTION 7. It is proposed that Chapter 65, Section 6 of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby repealed and reserved.

SECTION 8. It is proposed that Chapter 65, Section 7 of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby repealed and reserved.

SECTION 9. It is proposed that Chapter 65, Section 8 of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby repealed and reserved.

SECTION 10. It is proposed that Chapter 65, Section 9 of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby repealed and reserved.

SECTION 11. It is proposed that Chapter 65, Section 10 of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby repealed and reserved.

SECTION 12. It is proposed that an Article II, Facilities Use and Special Events, be created under Chapter 65, Recreational Facilities and Special Events, of the Code of Ordinances, City of Fernandina Beach, Florida.

SECTION 13. It is proposed that Chapter 65, Article II, Section 11, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby amended to read as follows:

Section 65-11. Penalty for late submission of application. Facilities use fees.

~~Any application not received at least 60 days prior to the scheduled date of the event and only if the city can accommodate the event, will be subject to a late fee as set forth in an ordinance approved by the city commission.~~

(a) Levy of fees; schedule. The City may levy fees for the use and/or rental of its recreational facilities by commercial, private and civic groups. The fee schedule is set by ordinance, and may be amended from time to time.

(b) Definitions.

(1) Commercial means any group using City facilities for profit, when an admission fee is charged (tickets sold), or a service or product is offered for sale.

(2) Private means any group function not open to the general public and that does not charge any type of fee or admission for the event.

(3) Civic means a group or organization that pertains to the citizens' affairs or provides a public service and is open to the public.

(4) Co-sponsorship is herein defined as follows: A group or organization having an approved application for co-sponsorship or a program instructor contract with the Parks and Recreation department. The Parks and Recreation Department reserves the sole right to determine eligibility for co-sponsorship of events happening within recreational facilities maintained by the department. The City Commission may approve co-sponsorship for other special events held within the City via resolution. If a co-sponsorship application is approved, the co-sponsored group may be considered exempt, and the provisions of subsection (c) apply.

(c) Exemptions. Approved co-sponsored groups may use a facility for meetings at no charge under the following conditions and policies:

(1) All meetings, dates, and times for six-month intervals must be submitted in writing no later than two weeks after notification of application approval, and are limited to one meeting per month. Room and facility requests are approved based upon availability. If a group requires more than one meeting date

per month, it must submit a written request to the Parks and Recreation Department director, who has the full discretion whether to approve or deny such request.

(2) All use of facilities pursuant to this exemption will occur during normal facility rental hours, according to the posted schedule in the Parks and Recreation department facilities.

(3) Every exempt group is required to pay the refundable security deposit prior to the first approved use.

(4) The Parks and Recreation Department reserves the right to move an exempt group from a scheduled facility to another facility, to accommodate the use thereof by a non-exempt facility user, at the sole discretion of the Department director or designee. Upon arrival at the facility, each exempt user will check in with the attendant to verify room availability. The Parks and Recreation Department will provide 24 hours advance notice of the unavailability of any scheduled room or facility or alternate location.

(5) Any exempt group needing to cancel a reservation will provide written notice of same at least 24 hours prior to the scheduled event, without exception. Failure to provide such notice results in forfeiture of the security deposit. Any group failing to provide the required notice will not be permitted further use of any facility without providing an additional deposit.

(6) All exempt group/users are required to execute the standard facility rental agreement.

(d) *Policies.* The Parks and Recreation Department director has the authority to adopt, from time to time, such other policies for the rental of recreation facilities as may be consistent with this chapter.

SECTION 14. It is proposed that Chapter 65, Article II, Section 12, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby amended to read as follows:

Section 65-12. Fee exemption/reduction. Special events prohibited without permit.

~~To apply for a fee exemption or reduction, the non-profit applicant shall prepare a written request, including the benefits to the city and all other reasons to justify the exemption or waiver of fees request to the city manager or his/her designee. The city manager or his/her designee shall prepare an agenda item for consideration by the city commission at the next available regular commission meeting. Applications for waiver of fees or other waivers shall be submitted within 60 days of the application for the event being submitted.~~

No special event may be held on City property without first obtaining all necessary permits from the City.

SECTION 15. It is proposed that Chapter 65, Article II, Section 13, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby amended to read as follows:

Section 65-13. City co-sponsored events. Permit required, compliance.

~~(a) City co-sponsored events are community based and non-profit events that appeal to the broadest segment of the community and that demonstrate benefit to the city. The events may be used as fundraiser. Co-sponsorship of a community event by the city is determined by the city manager. Any use of any official city identification on advertising, marketing, and public relations materials shall be approved by the city manager prior to distribution, and shall be submitted for review at least 60 days prior to the event. The city logo must be on all advertising material.~~

~~(b) Event producers receiving city co-sponsorship will be required to obtain and provide proof of insurance for the event in the amount of a minimum of \$1,000,000.00 to the city including a separate written endorsement by the insurer showing the city as additional insured, as well as comply with other procedures as set forth herein.~~

- (a) All parties must obtain a permit from the City Manager or designee prior to advertising, conducting, maintaining, selling, or furnishing tickets for any event.
- (b) Applications for events must be submitted a minimum of 60 days prior to an event.
- (c) Applications must be submitted with all required documentation included or they will not be accepted.
- (d) All events must be conducted in accordance with all laws, ordinances, resolutions, rules and regulations of the City and other governmental authorities having jurisdiction, and in accordance with the specific requirements set forth in the permit.

SECTION 16. It is proposed that Chapter 65, Article II, Section 14, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby amended to read as follows:

Section 65-14. Standards for issuance Requirements for permittees.

~~The city manager or his/her designee, city special events committee, may issue a permit if it is determined that the following criteria have been met:~~

- ~~(a) The preparation for or the conduct of the proposed event, activity or use will not unduly impede, obstruct, or interfere with the operation of emergency vehicles or equipment or adversely affect the city's ability to perform municipal functions or furnish city services in the vicinity of the permit area;~~
- ~~(b) The plan submitted by the permittee adequately addresses all parking, sanitation, security and crowd control, road closures, requirements for serving and consumption of food and alcohol, and the permittee has provided required insurance documentation, other required permits as set forth herein;~~
- ~~(c) The proposed use, event, or activity is compatible with the surrounding area in consideration of anticipated noise and crowd capacity, taking into account multiple impacts;~~
- ~~(d) The proposed event is not aimed at inciting or producing imminent lawless action and is not likely to incite or produce such action; and~~
- ~~(e) City resources necessary to support the proposed activity are reasonably available, and adequate resources for the payment of city services have been provided.~~
- (a) No person or affiliate of the person who is delinquent in payment of money due to the city from a prior event will be allowed to apply for an event permit until all delinquent fees are paid in full.
- (b) Depending on the size and extent of the event, personal data, including but not limited to names, addresses, prior experience with similar events, background, and qualifications, may be required.
- (c) Non-profit organizations are required to submit Internal Revenue Service Certification to confirm non-profit status by submitting appropriate documentation to the City.
- (d) Event producers must present proof of a minimum of \$1,000,000.00 in liability insurance with a separate endorsement form naming the City of Fernandina Beach as additional insured.
- (e) Additional requirements may be added by the City police and/or fire departments after initial review of the application.
- (f) Anyone who wishes to serve, sell or provide alcohol must follow all rules as provided in Section 10-1 through 10-6 of the City Code.

SECTION 17. It is proposed that Chapter 65, Article II, Section 15, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby amended to read as follows:

Section 65-15. Permit approval process. Facility rental agreements; criteria for and exemptions from special event permits.

~~The event permit shall only be issued for the event date requested and for the event location requested. If an act of nature causes the cancellation of an event, the city will work with the permittee to approve a new date if requested. No revisions or adjustments to the final approved permit or related items may be made without prior written notification to and written approval from the city manager or his/her designee. Revisions or adjustments will be approved or denied within ten days after application for a change is made.~~

- ~~(a) For private events held at the Atlantic Recreation Center, the Martin Luther King Jr. Recreation Center, the Peck Center and Gym, and any City facility, a facility rental agreement only may be used if none of the criteria for a special events permit are required.~~
- ~~(b) For events to be held at the airport, a facility use agreement will be used if none of the criteria for a special events permit are required.~~
- ~~(c) The criteria for special event permits include, but are not limited to requests for street closure, cooking, portable toilet facilities, tents or alcohol.~~

SECTION 18. It is proposed that Chapter 65, Article II, Section 16, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby amended to read as follows:

Section 65-16. Cancellation and notice. Penalty for late submission of application.

- ~~(a) The city may cancel any grant of space to the event producer if use of the property shall in any way conflict with federal, state, or local laws; if the occupancy shall operate to discredit the city; or if the event producer is in default.~~
- ~~(b) All notices required or permitted under the event permitting process shall be given personally or by certified mail, with return receipt, postage paid, addressed to event producer at the address provided on the event permit application or at such address as the producer may supply to the city in written notification.~~
- ~~(c) The city will withhold all permitting fees already paid if a special event permit has already been issued. Refunds for any space rented will abide by the guidelines set forth in the facility rental agreement.~~

Any application not received at least 60 days prior to the scheduled date of the event will not be accepted for consideration.

SECTION 19. It is proposed that Chapter 65, Article II, Section 17, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby amended to read as follows:

Section 65-17. Default. Fee exemption and reduction.

- ~~(a) A permittee shall be in default of the event permit if any one of the following occur:~~
 - ~~(1) The applicant supplies false or misleading information;~~
 - ~~(2) The applicant fails to complete the application or to supply other required information or documents by the time required;~~
 - ~~(3) The applicant demonstrates an inability to comply with terms or conditions contained in the proposed permit;~~

- ~~(4) The event producer should dissolve or cease doing business as a going concern or become insolvent or bankrupt;~~
- ~~(5) The event producer fails to pay any amounts due to the city for the event or for a previous event;~~
- ~~(6) The event producer breaches any provision of the event permit or of any rules and regulations promoted by the city; or~~
- ~~(7) The event producer violates any applicable laws or ordinances during the event producer's use of the property.~~
- ~~(b) Whenever a permittee is found in default or has had a permit canceled by the city, the producer shall be disqualified from applying for any future permit under this chapter for a period of up to two years as determined by the city manager.~~

To apply for a fee exemption or reduction, the applicant must prepare a written request, including the benefits to the City and all other reasons to justify the exemption or waiver of fees request to the City Manager or designee. The City Manager or designee will prepare an agenda item for City Commission consideration at their next available Regular Meeting. Applications for waiver of fees or other waivers must be submitted within 60 days of the application for the event being submitted.

SECTION 20. It is proposed that Chapter 65, Article II, Section 18, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby amended to read as follows:

Section 65-18. Appeal process. City co-sponsored events.

~~Any ruling denying or canceling an event permit or finding the event producer in default may be appealed by submitting an appeal in writing to the city commission within ten business days of the issuance of the notice of such ruling. The city commission may reverse, modify, or sustain the city manager's decision. The decision of the city commission shall be the final administrative action. However, in any event such decision shall be at the sole discretion of the city. In such cases, the event producer's only legal remedy shall be for a refund of the rental fees.~~

- (a) City co-sponsored events are community based and non-profit events that appeal to the broadest segment of the community and that demonstrate benefit to the City. The events may be used as fundraiser. Co-sponsorship of a community event by the City is determined by the City Manager. Any use of any official City identification on advertising, marketing, and public relations materials must be approved by the City Manager prior to distribution, and must be submitted for review at least 60 days prior to the event. The City logo must be on all advertising material.
- (b) Event producers receiving City co-sponsorship will be required to obtain and provide proof of insurance for the event in the amount of a minimum of \$1,000,000.00 to the City including a separate written endorsement by the insurer showing the City as additional insured, as well as comply with other procedures as set forth herein.

SECTION 21. It is proposed that Chapter 65, Article II, Section 19, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby amended to read as follows:

Section 65-19. Violations and remedies. Standards for issuance.

- ~~(a) It is unlawful for any person to conduct, stage, or promote an event on city property without a permit as required by section 65-3. Events that are subject to this chapter and that are held without having obtained a~~

permit as provided in this chapter are prohibited. Anyone who violates this subsection shall be punished as provided in section 1-12 of the City Code.

- (b) ~~If a permittee or the permittee's agent or employee violates the terms of permit, any city ordinance, or any law of the state or the United States, or knowingly allows those terms or laws to be violated, such violation shall constitute a violation of this chapter, and such person shall be considered in default under section 65-17 above.~~
- (c) ~~The permittee shall immediately cease all activities on city property upon notification that the event is being conducted in violation of this chapter. If the producer or his agents fails or refuses to cease operations after notification, the city may, in addition to any other remedies provided in this chapter, provide for the immediate closure and cessation of the event. Such closure may be appealed as set forth in this chapter.~~

The City Manager or designee, City Special Events Committee, may issue a permit if it is determined that the following criteria have been met:

- (a) The preparation for or the conduct of the proposed event, activity or use will not unduly impede, obstruct, or interfere with the operation of emergency vehicles or equipment or adversely affect the City's ability to perform municipal functions or furnish City services in the vicinity of the permit area;
- (b) The plan submitted by the permittee adequately addresses all parking, sanitation, security and crowd control, road closures, requirements for serving and consumption of food and alcohol, and the permittee has provided required insurance documentation and other required permits as set forth herein;
- (c) The proposed use, event, or activity is compatible with the surrounding area in consideration of anticipated noise and crowd capacity, taking into account multiple impacts;
- (d) The proposed event is not aimed at inciting or producing imminent lawless action and is not likely to incite or produce such action; and
- (e) City resources necessary to support the proposed activity are reasonably available, and adequate resources for the payment of City services have been provided.

SECTION 22. It is proposed that Chapter 65, Article II, Section 20, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby amended to read as follows:

Section 65-20. Control of property; right of entry; subletting space. Permit approval process.

- (a) ~~City owned or city controlled facilities and property, including keys thereto, shall be at all times under the control of the city manager, and the city manager shall have the right to enter all space occupied by the permittee, except backstage areas, personal vehicles, property and equipment, at all times during the period covered by the event permit.~~
- (b) ~~The event producer shall not assign or sublet to others the space covered by the event permit without the express written consent of the city manager.~~

The event permit may only be issued for the event date requested and for the event location requested. If an act of nature causes the cancellation of an event, the City will work with the permittee to approve a new date if requested. No revisions or adjustments to the final approved permit or related items may be made without prior written notification to and written approval from the City Manager or designee. Revisions or adjustments will be approved or denied within ten days after application for a change is made.

SECTION 23. It is proposed that Chapter 65, Article II, Section 21, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby amended to read as follows:

Section 65-21. Protection of minors. Cancellation, notice, and default.

~~The event producer's conduct is specifically governed by the provisions of F.S. § 847.013, relating to the exposure of minors to harmful motion pictures, exhibitions, shows, presentations or representation.~~

- ~~(a) The City may cancel any grant of space to the event producer if use of the property in any way conflicts with federal, state, or local laws; if the occupancy operates to discredit the City; or if the event producer is in default.~~
- ~~(b) All notices required or permitted under the event permitting process will be given personally or by certified mail, with return receipt, postage paid, addressed to event producer at the address provided on the event permit application or at such address as the producer may supply to the city in written notification.~~
- ~~(c) The City will withhold all permitting fees already paid if a special event permit has already been issued. Refunds for any space rented will abide by the guidelines set forth in the facility rental agreement.~~
- ~~(d) A permittee is in default of the event permit if any one of the following occur:
 - ~~(1) The applicant supplies false or misleading information;~~
 - ~~(2) The applicant fails to complete the application or to supply other required information or documents by the time required;~~
 - ~~(3) The applicant demonstrates an inability to comply with terms or conditions contained in the proposed permit;~~
 - ~~(4) The event producer should dissolve or cease doing business as a going concern or become insolvent or bankrupt;~~
 - ~~(5) The event producer fails to pay any amounts due to the City for the event or for a previous event;~~
 - ~~(6) The event producer breaches any provision of the event permit or of any rules and regulations promoted by the City; or~~
 - ~~(7) The event producer violates any applicable laws or ordinances during the event producer's use of the property.~~~~
- ~~(e) Whenever a permittee is found in default or has had a permit canceled by the City, the producer is disqualified from applying for any future permit under this chapter for a period of up to two years as determined by the City Manager.~~

SECTION 24. It is proposed that Chapter 65, Article II, Section 22, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby amended to read as follows:

Section 65-22. Governing law. Appeals.

~~The event permit shall be governed by the laws of the State of Florida, and any suit brought under this chapter shall be brought within Nassau County. If any of the terms of the event permit shall to any extent be held to be invalid or unenforceable under the applicable law, the remaining provisions of the event permit shall not be affected thereby, but shall remain in full force and effect.~~

Any ruling denying or canceling an event permit or finding the event producer in default may be appealed by submitting an appeal in writing to the City Commission circuit court within 30 days of the denial, ten business days of the issuance of the notice of such ruling. The City Commission may reverse, modify, or sustain the City Manager's decision. The decision of the City Commission is the final administrative action. However, in any event, such decision is at the sole discretion of the City. In such cases, the event producer's only legal remedy will be for a refund of the rental fees.

SECTION 25. It is proposed that Chapter 65, Article II, Section 23, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby amended to read as follows:

Section 65-23. Vertical and horizontal banners. Violations and remedies.

- (a) ~~Banners shall be used only in conjunction with events or functions which are open to the public and held within the city limits. In addition the following provisions apply:~~
 - (1) ~~Permission to install horizontal banners shall be subject to the approval of the city manager or his/her designee prior to installation. This process may take up to 14 days;~~
 - (2) ~~All banner size requirements, supplied to event producer with the banner application, must be met;~~
 - (3) ~~The applicant shall pick up the banners within ten days after the end of the event;~~
 - (4) ~~The city shall not be responsible for storage of banners, or any loss, destruction or damage to the banners;~~
 - (5) ~~Request for banners will be limited to a single seven-day period (per event)(per location). Banner applications must be submitted no later than 14 days prior to event; and~~
 - (6) ~~The fee for hanging banners shall be set by ordinance of the city commission.~~
- (a) It is unlawful for any person to conduct, stage, or promote an event on City property without a permit as required by Section 65-12. Events that are subject to this chapter and that are held without having obtained a permit as provided in this chapter are prohibited. Anyone who violates this subsection will be punished as provided in Section 1-12 of the City Code.
- (b) If a permittee or the permittee's agent or employee violates the terms of permit, any City ordinance, or any law of the state or the United States, or knowingly allows those terms or laws to be violated, such violation constitutes a violation of this chapter, and such person is considered in default under Section 65-21 above.
- (c) The permittee must immediately cease all activities on City property upon notification that the event is being conducted in violation of this chapter. If the producer or his agents fails or refuses to cease operations after notification, the City may, in addition to any other remedies provided in this chapter, provide for the immediate closure and cessation of the event. Such closure may be appealed as set forth in this chapter.

SECTION 26. It is proposed that Chapter 65, Article II, Section 24, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby amended to read as follows:

Section 65-24. Parades and street closures. Control of property; right of entry; subletting space.

- (a) ~~A request for a special event permit for parades and street closures shall be reviewed and approved by the city manager or his/her 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 before, during, or after a parade.~~
- (b) ~~All parades must follow the designated parade route set forth by the police department.~~
- (c) ~~The city police department must approve and sign all DOT forms for road closure.~~
- (a) City-owned or City-controlled facilities and property, including keys thereto, are at all times under the control of the City Manager, and the City Manager has the right to enter all space occupied by the permittee, except backstage areas, personal vehicles, property and equipment, at all times during the period covered by the event permit.
- (b) The event producer may not assign or sublet to others the space covered by the event permit without the express written consent of the City Manager.

SECTION 27. It is proposed that Chapter 65, Article II, Section 25, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby amended to read as follows:

Section 65-25. Concessions and vending. Protection of minors.

~~It is the city's policy to allow sale of food and beverages and event related merchandise on city owned or city controlled property during community events subject to payment of permit fees and in accordance with provisions of the event permit, facilities use or rental agreement or franchise agreement. The fire marshal's approval of all cooking facilities shall be required prior to issuance of the event permit. The applicant is required to coordinate with the county or state for any other approvals which may be required. Event producers must supply the number and type of food and beverages vendors and event related merchandise to be sold during an event. A final list of vendors must be submitted no later than ten days prior to the event.~~

The event producer's conduct is specifically governed by the provisions of F.S. § 847.013, relating to the exposure of minors to harmful motion pictures, exhibitions, shows, presentations or representation.

SECTION 28. It is proposed that Chapter 65, Article II, Section 26, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby amended to read as follows:

Section 65-26. Alcohol consumption Governing law.

- (a) ~~The city manager or his/her designee may issue a special event permit, enter into a city facility use or rental agreement or a franchise agreement allowing for the sale and consumption of alcoholic beverages in public places or on city property subject to restrictions including but not necessarily limited to requiring insurance including liquor liability coverage, requiring off duty police officers, confining and roping off the area where alcoholic beverages may be served and consumed, prohibiting alcoholic beverages to be served or consumed in glass containers and other requirements as may be justified due to the size or nature of the event.~~
- (b) ~~Under no circumstances shall the city manager or his/her designee issue a special event permit, enter into a city facility use or rental agreement or franchise agreement allowing for the sale or consumption of alcoholic beverages beyond 10:00 p.m. on week days and 11:00 p.m. on weekends.~~

The event permit is governed by the laws of the State of Florida, and any suit brought under this chapter must be brought within Nassau County. If any of the terms of the event permit are to any extent held to be invalid or unenforceable under the applicable law, the remaining provisions of the event permit are not affected thereby, but remain in full force and effect.

SECTION 29. It is proposed that Chapter 65, Article II, Section 27, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby amended to read as follows:

Section 65-27. Refundable cash bond (deposit). Vertical and horizontal banners.

~~The city may require a refundable cash bond (deposit) for all events. The bond (deposit) shall be deposited by the city to its non interest bearing account and refunded upon the event producer's fulfilling the obligations to the city, payment in full of all fees and costs and returning city owned property to the city in its original condition.~~

Banners may be used only in conjunction with events or functions which are open to the public and held within the City limits. In addition, the following provisions apply:

- (a) Permission to install horizontal banners is subject to the approval of the City Manager or designee prior to installation. This process may take up to 14 days;
- (b) All banner size requirements, supplied to event producer with the banner application, must be met;
- (c) The applicant must pick up the banners within ten days after the end of the event;
- (d) The City is not responsible for storage of banners, or any loss, destruction or damage to the banners;
- (e) Request for banners will be limited to a single seven-day period per event per location. Banner applications must be submitted no later than 14 days prior to event; and
- (f) The fee for hanging banners is set by ordinance of the City Commission.

SECTION 30. It is proposed that Chapter 65, Article II, Section 28, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby amended to read as follows:

Section 65-28. Insurance. Concessions and vending.

~~The event producer shall obtain and provide proof of insurance for the event in a form and amount that is acceptable to the city. A certificate of insurance shall be supplied by the individual or entity no later than 20 days prior to any scheduled event. The city shall be named as additional insured by separate written endorsement.~~

It is the City's policy to allow sale of food and beverages and event-related merchandise on City-owned or City-controlled property during community events subject to payment of permit fees and in accordance with provisions of the event permit, facilities use or rental agreement or franchise agreement. The fire marshal's approval of all cooking facilities is required prior to issuance of the event permit. The applicant is required to coordinate with the county or state for any other approvals which may be required. Event producers must supply the number and type of food and beverages vendors and event-related merchandise to be sold during an event. A final list of vendors must be submitted no later than ten days prior to the event.

SECTION 31. It is proposed that Chapter 65, Article II, Section 29, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby amended to read as follows:

Section 65-29. Fees. Alcohol consumption.

- ~~(a) The fees for special events, including amounts for bonds (deposits), shall be set by the city commission by ordinance. The established fees payable for use of city-owned or controlled land, streets and rights-of-way, and banners shall reflect the intensity of the use, impact on city facilities and services, city personnel time, utilities usage, trash collection and removal, and material required by the event, the time period during which the event is scheduled to take place, whether admission fees will be charged, and any other factors relevant to the impact and costs of the event.~~
- ~~(b) City co-sponsored events may be exempt from fees.~~
- ~~(c) Non-profit events, upon application to the parks and recreation department, will be exempt from the special event fee if they meet the 60 day application requirement but will not be exempt from utilities usage fees, banner permit or banner hanging fees, trash receptacles or waste management fees and requirements, facility rental fees or any off-duty police officers and/or off-duty fire/rescue personnel that should be required for the event.~~
- (a) The City Manager or designee may issue a special event permit, enter into a City facility use or rental agreement or a franchise agreement allowing for the sale and consumption of alcoholic beverages in public places or on City property subject to restrictions including but not necessarily limited to requiring insurance

including liquor liability coverage, requiring off-duty police officers, confining and fencing off the area where alcoholic beverages may be served and consumed, prohibiting alcoholic beverages to be served or consumed in glass containers and other requirements as may be justified due to the size or nature of the event.

(b) Under no circumstances will the City Manager or designee issue a special event permit, enter into a City facility use or rental agreement or franchise agreement allowing for the sale or consumption of alcoholic beverages beyond 10:00 p.m. on weekdays and 11:00 p.m. on weekends.

SECTION 32. It is proposed that Chapter 65, Article II, Section 30, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby created to read as follows:

Section 65-30. Refundable cash bond (deposit).

The City may require a refundable cash bond (deposit) for all events. The bond (deposit) will be deposited by the City to its non-interest bearing account and refunded upon the event producer's fulfilling the obligations to the City, payment in full of all fees and costs and returning City-owned property to the City in its original condition.

SECTION 33. It is proposed that Chapter 65, Article II, Section 31, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby created to read as follows:

Section 65-31. Insurance.

The event producer must obtain and provide proof of insurance for the event in a form and amount that is acceptable to the City. A certificate of insurance must be supplied by the individual or entity no later than 20 days prior to any scheduled event. The City must be named as additional insured by separate written endorsement.

SECTION 34. It is proposed that Chapter 65, Article II, Section 32, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby created to read as follows:

Section 65-32. Fees.

(a) The fees for special events, including amounts for bonds (deposits), is set by the City Commission by ordinance. The established fees payable for use of City-owned or controlled land, streets and rights-of-way, and banners reflect the intensity of the use, impact on City facilities and services, City personnel time, utilities usage, trash collection and removal, and material required by the event, the time period during which the event is scheduled to take place, whether admission fees will be charged, and any other factors relevant to the impact and costs of the event.

(b) City co-sponsored events may be exempt from fees.

(c) Non-profit organizations, upon application to the Parks and Recreation Department, are allowed one free rental day per calendar year, but will not be exempt from utilities usage fees, banner permit or banner hanging fees, trash receptacles or waste management fees and requirements, other facility rental fees or any off-duty police officers and/or off-duty fire/rescue personnel that should be required for the event.

SECTION 35. It is proposed that Chapter 65, Article II, Sections 33-40, of the Code of Ordinances, City of Fernandina Beach, Florida, are hereby created and reserved.

SECTION 36. It is hereby proposed that an Article III, Parades, be created under Chapter 65, Recreational Facilities and Special Events, of the Code of Ordinances, City of Fernandina Beach, Florida.

SECTION 37. It is proposed that Chapter 65, Article III, Section 41, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby created to read as follows:

Section 65-41. Approved route.

Parades may be held on the approved parade route, Ash Street to S. 2nd Street to Centre Street and a portion of Atlantic Avenue. Alternate routes may be approved by the police department on a case by case basis.

SECTION 38. It is proposed that Chapter 65, Article III, Section 42, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby created to read as follows:

Section 65-42. Permit required.

- (a) A permit is obtained from the City Manager or such office as designated by the City Manager:
 - (1) The City Manager or designee must act upon an application for a parade permit within five (5) days after filing thereof and must notify the applicant of the status of such application during that same period, at the telephone number, email or mailing address listed on the application.
 - (2) If the application is denied, a written notice stating the reason for denial will be sent to the applicant by certified mail and made available by the City for inspection within the five (5) day period specified above.

SECTION 39. It is proposed that Chapter 65, Article III, Section 43, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby created to read as follows:

Section 65-43. Permit criteria.

Criteria for issuance of a permit:

- (a) Application must be made, on a form approved by the city, no less than seven (7) days and no more than one year prior to the scheduled date of the parade.
- (b) The application must contain the following information:
 - (1) The name, address and telephone number of the person seeking to conduct such parade; and
 - (2) If the parade is proposed to be conducted for, or on behalf of, or by an organization, the name, address, and telephone number of the headquarters of the organization and of the authorized and responsible officers of such organization; and
 - (3) The name, address, and telephone number of the person who will be responsible for the conduct of the parade; and
 - (4) The proposed date on which the parade is to be conducted; and
 - (5) The proposed route to be traveled, the starting point and the termination point; and
 - (6) The approximate number of persons who will constitute such parade; and

- (7) The proposed hours when such parade will start and terminate; and
- (8) The location of any assembly area for such parade.
- (c) The person applying for a parade permit must agree in writing to abide by the provisions of this article and sign the agreement. If the party applying for the parade permit is an entity rather than an individual, the above signature must be supplied by a duly authorized representative of such entity.
- (d) Applicant will pay a minimum fee of twenty-five dollars (\$25.00) to cover the administrative costs of the City for reviewing permit application. Said fee may be increased if it is determined that, due to the size of the parade, additional police officers are necessary for traffic control or to provide for the safety of the public. The additional cost charged is at a rate determined by the City Manager, based upon the salary, benefits, and costs to the City for providing officers as necessary to ensure that the safety of the public is maintained during the course of the event and to ensure access for emergency vehicles and to evacuate the public from the area if necessary, during the time of the parade. The number of the police officers necessary is determined based upon the projected number of participants in the parade and the length and duration of such parade. All fees are due a minimum of two days prior to the day of event.
- (e) Any person, group or organization obtaining a permit under this section for a parade or procession have the non-exclusive use of the parade route for a maximum of two hours.
- (f) No person, group or organization is permitted to obstruct Centre Street to the extent that it cannot be used for normal pedestrian access.
- (g) No person, group or organization may apply for more than three (3) permits per calendar year.
- (h) There is a maximum of one (1) parade or procession permit issued per day.

SECTION 40. It is proposed that Chapter 65, Article III, Section 44, of the Code of Ordinances, City of Fernandina Beach, Florida, is hereby created to read as follows:

Section 65-44. Miscellaneous parade provisions.

- (a) No items, including but not limited to candy, toys, beads or flyers may be thrown or tossed before, during, or after a parade.
- (b) The provisions of this article do not apply to:
 - (1) Funeral processions.
 - (2) Students going to and from school classes or participating in educational activities, providing such conduct is under the immediate direction and supervision of the proper school authorities.

SECTION 35. It is proposed that Chapter 65, Article III, Sections 45-50, of the Code of Ordinances, City of Fernandina Beach, Florida, are hereby created and reserved.

SECTION 42. If any section, subsection, sentence, clause, phrase of this ordinance, or the particular application thereof is held invalid by any court, administrative agency, or other body with appropriate jurisdiction, the remaining section, subsection, sentences, clauses, or phrases under application will not be affected thereby.

SECTION 43. The provisions of this Ordinance will take effect immediately upon its passage and enactment.

ENACTED this 1st day of June, 2021.

CITY OF FERNANDINA BEACH



MICHAEL A. LEDNOVICH
COMMISSIONER – MAYOR

ATTEST:

APPROVED AS TO FORM & LEGALITY:



CAROLINE BEST
CITY CLERK



TAMMI E. BACH
CITY ATTORNEY

May 19, 2021

NewsLeader Edition

**NOTICE OF PUBLIC HEARING
CITY COMMISSION
CITY OF FERNANDINA BEACH**

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, June 1, 2021, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

ORDINANCE 2021-07

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE CITY OF FERNANDINA BEACH, FLORIDA BY AMENDING CHAPTER 65, RECREATIONAL FACILITIES AND SPECIAL EVENTS, BY CREATING ARTICLE I, IN GENERAL, AMENDING SECTIONS 1, 2, AND 3, TO INCLUDE DEFINITIONS AND GENERAL PROVISIONS; BY REPEALING AND RESERVING SECTIONS 4 THROUGH 9, AND 10; BY CREATING ARTICLE II, FACILITIES USE AND SPECIAL EVENTS; BY AMENDING SECTIONS 11 THROUGH 29 TO REARRANGE THE CURRENT CODE TO FIT WITHIN SAID ARTICLE; BY CREATING SECTIONS 31 AND 32 UNDER ARTICLE II TO INCORPORATE CURRENT CODE UNDER SAID ARTICLE; BY REPEALING SECTION 24, PARADES; CREATING A NEW ARTICLE III TITLED "PARADES"; CREATING SECTION 41, APPROVED ROUTE; CREATING SECTION 42, PERMIT REQUIRED; CREATING SECTION 43, PERMIT CRITERIA; CREATING SECTION 44, MISCELLANEOUS PARADE PROVISIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3115, TTY/TDD 711 or through the Florida Relay Service at 1-800-955-8771 at least 24 hours in advance to request such accommodation.

IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD/COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH HEARING, S/HE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

For information, please contact the Staff of the City Clerk's Office, 204 Ash Street, between the hours of 8:00 AM - 5:00 PM, Monday through Friday, (904) 310-3115.

RESOLUTION 2024-37

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE CIVIC ORGANIZATION FEE WAIVER/COSPONSORSHIP GUIDELINES AND APPLICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach has many facilities, parks, and resources available for civic groups and community organizations to host meetings, events, and sports activities. In general, use of these facilities requires groups to pay rental fees or charges for special services; and

WHEREAS, from time to time, civic groups and community organizations request waivers of the required fees. In the City's Municipal Code Section 65-11 states that co-sponsored groups as determined by the Parks and Recreation Department may utilize facilities for meeting spaces, Municipal Code Section 65-17 allows for applications for fee waivers to be made to the City Commission, and Municipal Code Section 65-18 allows for co-sponsorship of events as determined by the City Manager; and

WHEREAS, the City Commission, at their February 6, 2024, Workshop, directed staff to prepare guidelines and an application with criteria for granting fee waivers for their review and approval in accordance with the aforementioned Municipal Code Sections; and

WHEREAS, staff hereby presents a Civic Organization Fee Waiver Request/Cosponsorship Guidelines and Application, attached hereto as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves the Community Organization Fee Waiver/Cosponsorship Request Guidelines and Application, attached hereto as Exhibit A.

SECTION 2. The City Clerk and Interim City Manager are hereby authorized to execute the Community Organization Fee Waiver/Cosponsorship Guidelines and Application, upon review and approval of the City Attorney.

SECTION 3. This Resolution shall become effective immediately upon passage.

ADOPTED this 20th day of February, 2024.

CITY OF FERNANDINA BEACH



BRADLEY M. BEAN
Mayor – Commissioner

ATTEST:

APPROVED AS TO FORM & LEGALITY:



CAROLINE BEST
City Clerk



TAMMI E. BACH
City Attorney



CIVIC ORGANIZATION FEE WAIVER/COSPONSORSHIP GUIDELINES and APPLICATION

Overview: The City of Fernandina Beach has many facilities, parks, and resources available for civic groups and community organizations to host meetings, events, and sports activities. In general, use of these facilities requires groups to pay rental fees or charges for special services. The City supports the efforts of civic groups in building and maintaining a strong community through meetings, special events, and recreational activities by granting fee waivers or through cosponsorship of such activities. Fee waivers and cosponsorships are reserved for organizations, groups, or events that positively contribute to the economic, social and/or cultural fabric of the City of Fernandina Beach.

Meeting Cosponsorships are granted through the Parks and Recreation Department and allow groups or organizations to utilize meeting space, up to once monthly, within Parks and Recreation facilities during normal business hours at no cost to the organization.

Fee Waivers for Facility Rentals are granted through application made to and approved by the City Commission.

City Co-Sponsored Events are community based and non-profit events that appeal to the broadest segment of the community and that demonstrate benefit to the City. These requests are approved by the City Manager and presented to the City Commission for final approval.

Criteria for Granting Waivers:

- The civic group or organization provides a benefit to a large portion of the community.
- The group or organization contributes to enhancing and improving City facilities monetarily or through in-kind services.
- The group or organization maintains non-profit status.

Fee Waivers will **not** be granted when:

- The request promotes campaigns, events, or ideological/political beliefs that are contrary to the policies or laws of the City of Fernandina Beach.
- The request is for commercial/for-profit/personal purposes.
- The request is for an event that is not widely open to the community at large.

Co-Sponsorship/Fee Waiver Request Process: Complete and submit the Fee Waiver Request application (attached) for a meeting cosponsorship, fee waiver, or City cosponsorship. Applications must be submitted to the Parks and Recreation at least 60 business days prior to the event or first event of a recurring event/meeting. Individuals/organizations/groups are encouraged to submit requests as early as possible.

The Parks and Recreation Department will review all requests and process the applications with the City Manager and/or City Commission when necessary.

Timeframe for Requests/Annual Renewal: Requests for cosponsorships or fee waivers must be submitted annually. In cases where in-kind, monetary, or community contributions are significant, an application may be considered for a period up to 5 years.

Contact Information:

Coordinator - Special Events
Parks and Recreation
City of Fernandina Beach
2500 Ash Street
Fernandina Beach, Florida 32034
Telephone: (904) 310-3350



CIVIC ORGANIZATION FEE WAIVER/COSPONSORSHIP
REQUEST APPLICATION

Date: _____

Waiver Requested:

_____ Meeting Cosponsorship _____ Fee Waiver _____ City Cosponsorship

Requestor's Name: _____

Requestor's Telephone: _____ Requester's Email: _____

Individual/Organization/Group: _____

Event Title: _____

Event Date: _____ Event Time: _____ Event Location: _____

Requested Amount to Be Waived: _____

Provide detailed reason for request including how the organization/group benefits the quality of life in the City of Fernandina Beach. Please include any monetary or in-kind contributions which support your request for a waiver of fees or cosponsorship (attach additional pages if necessary):

*The Parks and Recreation Department reserves the right to make use of submitted facts as deemed appropriate and may request additional information when necessary.

City Use Only:

_____ Approved _____ Denied

Parks & Recreation Director _____

City Manager _____

City Commission Resolution Number _____ Date Approved _____