

**City of Eustis
Policy and Procedure
Special Events Permitting**

Date: June 10, 2002

Subj.: Special Events Permitting

Policy: Special Events will be segregated into Non-Public Property Events and Public Property Events

Procedures Public Property Events

- Public Property is property owned by the City, County, School Board or State of Florida and has the proper land use for such event. Property known as the Fair Grounds is designed by its nature to hold special one-time events.
- Each applicant will be required to complete the Special Events Business Tax Receipt Application Form. The applicant is required to sign the form.
- A ten (\$10.00) dollar application fee will be required in order to process the paper work.
- As of this date all applicants requesting a one-time special event will be required to pay an eighty (\$80.00) dollar Business Tax. Any previous applicant who paid the annual one hundred sixty (\$160.00) tax earlier this year will not be required to pay the eighty (\$80.00) dollar fee each time they apply. However, on October 1, 2002, each time an event is scheduled the eighty (\$80.00) dollar fee will apply.
- Items required for each event will consist of the following:
 - a.) Proof of Insurance
 - b.) A security plan with name of company providing the staffing. This includes at least one person with arrest powers in the City of Eustis. The Eustis Police Department will make the final decision as to the appropriate security measures required. Factors, which will determine may include but are not limited to the size of event, alcohol and other factors, which may cause a concern.
 - c.) Layout of facility. The layout must include the location of tents, seating and other facilities being utilized at the event.
 - d.) A list of the concessionaires and owners.
- Once the application is complete, Finance will immediately send the original to Development Services.
- Once Development Services has reviewed they will approve or deny the application and forward to Finance.
- If the application is denied, Finance will notify the applicant of the results.
- If the application is approved, Finance will forward the original application to the Fire Department and a copy to the Police Department.
- Once Fire and Police have completed their inspections, they will approve or deny the application and return the application to Finance.
- If the application is denied, Finance will notify the applicant of the results.
- If the application is approved, Finance will issue a one-time event Business Tax Receipt. The Business Tax Receipt will contain the following information:
 - a.) The date of the event
 - b.) A statement on the face of the receipt that the receipt is issued contingent upon any required final inspections of the Eustis Fire Department.

Procedures Non-Public Property Events

- Each applicant will be required to complete the Special Events Business Tax Receipt Application Form. Both the applicant and the property owner must sign the form.
- Event will have a time limit of three (3) days. Set up may begin no earlier than 12 noon of the day before the event. Breakdown will be completed by noon of the day following the end of the event.
- Hours of operation shall not exceed the hours of 6:00 am to 11:00 pm during the days of the sale.
- Any break in the event will require a separate license.
- An event organizer shall be limited to two (2) events per during the calendar year.
- The host property shall sponsor a maximum of three (3) events during the calendar year, and only one (1) per calendar quarter.
- A three hundred (\$300.00) dollar application fee will be required in order to process the paper work.
- As of this date all applicants requesting a one-time special event will be required to pay an eighty (\$80.00) dollar Business Tax.
- The application must be completed at least sixty (60) days prior to the proposed date of the event.
- Items required for each event will consist of the following:
 - a.) Proof of general Liability insurance. The minimum coverage will be one million dollars (\$1,000,000). The City of Eustis will be named as an additional insured.
 - b.) A security plan with the name of the company providing staffing for the event. At least person with arrest power in the City of Eustis will be included. The Eustis Police Department will determine the necessity of this requirement and the number of staffing. Factors, which will determine may include but are not limited to the size of event, alcohol and other factors which may cause a concern
 - c.) A site plan with the minimum:
 - 1.) The dimensions and location of all permanent and temporary structures to be located on the property. Any temporary structures will require approval and permitting from both the Eustis Building and Fire Departments. Tents are considered temporary structures.
 - 2.) Applicant must provide evidence of adequate improved ingress and egress to the site being utilized. The event will not be allowed to impede normal traffic flow on adjacent roadways.
 - 3.) The capacity and location of restrooms. Restrooms may be permanent or temporary, but must be sufficient to meet anticipated demand.
 - 4.) Provide evidence that provisions for removal of solid waste collection and disposal will be provided.
 - d.) A parking plan must be provided. The plan should clearly show all on-site and overflowing parking (if necessary). The plan will include the proposed flow of traffic as well as any additional traffic control devices, which may be required for the event. Parking Spaces should be 10'x 20'.
 - e.) A list of all concessionaries and vendors being utilized at the event.
 - f.) If the event organizer is other than an individual the organizer must present appropriate registration certificates of good standing, which certifies that the event organizer is authorized to do business in the State of Florida.
 - g.) Copies of all fliers, handbills, newspaper advertisements and other material used to promote the event.

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- h.) Written proof of permission from the underlying fee owner for the use of the fee owner's property by the event organizer for the special event. Again the fee owner will be required to sign the application and agrees to any conditions placed on the special event by the City Commission or other City of Eustis Departments.
- i.) Copies of all required federal, state, and local business or regulatory licenses required to be held by the event organizer.
- j.) Any other documentation or information that the City of Eustis staff or commission, upon appeal, determines to be reasonably necessary to properly evaluate the application.
- Once a complete application is received along with all supporting documentation, the Finance Department will submit copies of the application to Police, Fire, Public Works, and Development Services.
 - a.) Development Services will receive a copy of 1.) the application, 2.) the site plan, 3.) the parking plan, and 4.) copies of advertisements and fliers.
 - b.) Police will receive a copy of 1.) the application, 2.) the security plan, 3.) the site plan, and 4.) the parking plan.
 - c.) Fire will receive a copy of 1.) the application, 2.) the site plan, and 3.) the parking plan.
 - d.) Public Works will receive a copy of 1.) the application, 2.) the site plan, and 3.) the parking plan.
- All departments must submit written comments within 10 days of receipt of the application packet. The application form has a space provided for denial or approval along with a space to make comments. Any additional comments should be provided on additional paper.
- Based on the recommendations of the various departments, Finance will approve or deny the application.
- Any application, which is approved, will state any conditions, which may apply.
- Should any party directly affected by the decision of the Finance Department wish to appeal the decision; they must submit a written notice of intent to appeal to the Finance Department within five (5) days of the department's decision.
- Upon receipt of the appeal notice the special event application will be placed on the agenda for the next regularly scheduled City Commission meeting.

Authorized: _____

Michael G. Stearman
City Manger

Jim R. Myers, Jr., CMC, CGFM
Finance Director/City Clerk