

SPECIAL EVENT MANUAL

CITY OF NORTH PORT




NorthPort
FLORIDA

www.NorthPortFL.gov

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Introduction

The City of North Port welcomes special events that support and enhance the lives of our citizens and attract visitors to our City. The City is committed to supporting quality special events throughout the community. The City recognizes that special events contribute to the well-being of our community and to making the City of North Port a vibrant city.

This special event manual has been developed by the City of North Port to help assist event organizers successfully plan and produce special events. The content of this manual contains guidelines and procedures to help applicants apply for a special event permit and the process that follows after an application is submitted.

Please review this entire manual before submitting your application. It is the responsibility of the event organizer to know and comply with all City codes and Department regulations before producing an event. The application and supporting documents **MUST** be submitted a minimum of thirty (30) days prior to the event as required by City code.

The City of North Port does not charge an application fee for special events. However, if there is a need for City services and/or resources, additional costs may incur and are the responsibility of the event organizer.

OUR MISSION *to promote healthy and socially rewarding activities through the preservation of cultural resources and the provision of diverse high-quality parks and natural spaces.*

OUR VISION *to be a recognized leader in providing parks, facilities and programs that increase wellness and enrich life experiences within our community.*

When planning your event, please consider the following:

- When you close a street, even just two or three blocks, this can affect traffic for miles around as traffic is rerouted or turned away. Does your street closure block or impede access to police stations, fire stations, hospital emergency access routes, churches, schools, businesses, public transportation routes, or residences? Are alternate routes available to accommodate the number of people?
- Are you planning to serve alcohol at the event? How will the use of alcohol affect the participant safety and enjoyment of the event, as well as security and insurance costs?
- Will music be featured at the event? How will the noise impact the surrounding neighborhood? Is there sufficient electric to supply the band equipment? Is a stage needed?
- Have you planned to ensure people with disabilities are able to obtain or enjoy the same goods, activities, services, and benefits that are available to other members of the public? (Disabilities include, but are not limited to, mobility, ambulatory, visual, hearing, and cognitive.) Does your site plan have an accessible route? Is there accessible parking? Have you named an accessibility coordinator?
- What other events are planned throughout the City on the chosen date of your event? Will they reduce attendance at your event or inhibit the ability of the City to provide necessary staffing?
- Does the event site have toilet facilities? How many toilet and hand washing facilities are required based on anticipated attendance?

It is the City's express intention to support and assist event organizers in their efforts. The goal of the City of North Port is to allow its citizens and guests to enjoy the events held in this community. This manual is an attempt to ensure that such events are truly an enjoyable gathering for one and all.

What is a Special Event?

A special event is a planned short-term or promotional event held on City-owned property, including public right-of-way, for a period of two-weeks or less, which is not within the normal and ordinary use of that public premises or place or which by nature of the event, may have a greater impact on City services or resources than would have occurred had the event not taken place. City-owned property includes public parks, public facilities (e.g., park, meeting hall, shelter, street right-of-way, parking lot, etc.), and public right-of-way.

A special event permit is needed to:

- Verify that an event meets the legal requirements for use of City-owned property.
- Assure the City that adequate services such as maintenance of traffic, sanitation and public safety issues are handled.
- Identify any conflicts with other events or activities that may be scheduled that could limit access to service and allow the City and event organizer an opportunity to address them.

An event may include but is not limited to:

- Any activity involving the use of City-owned property where the activity is advertised to attract participants and/or spectators.
- Where the activity involves a planned contest involving prizes or awards.
- Where the activity includes the advertising, display or sale of goods or services of any type directly connected with the special event.
- Where the activity would include the placement and use of tents, portable toilets, sales booths, temporary parking area, etc.
- Where the activity will have an impact on public right-of-way or could affect public safety.
- Activities involving private gatherings where a group of individuals desire exclusive use of City-owned property shall also qualify as a special event.
- Any activity involving the closure of public roadways.

Special Event Application Process

The City of North Port's Parks & Recreation Department oversees the process of applying for special event permits. Events occurring on property not owned or operated by the City may require a Temporary Use Permit (TUP). For more information on the TUP process, please call Development Services at (941) 429-7156.

Special events requiring an application and permit include, but are not limited to the following:

- | | |
|------------------------|------------------------|
| ✓ Arts and Craft Shows | ✓ Memorials |
| ✓ Car Shows | ✓ Parades |
| ✓ Concerts | ✓ Athletic Tournaments |
| ✓ Community Gatherings | ✓ Weddings |
| ✓ Festivals | ✓ Road Races |

Staff review of the special event application will determine the need for a special event permit.

Applications **must** include name and description of the event, dates, and times to include set-up and breakdown times, requested street closures, estimated total attendance, sponsor/organizer information, on-site contacts with phone numbers, signage plan, detailed site plan, any documentation relevant to the permit application such as temporary traffic control plans, fireworks permit, certificate of liquor liability, etc.

Special event applications must adhere to the following conditions to be accepted and considered as complete:

1. Application must be submitted within thirty (30) days of the event date.
2. Detailed narrative of the event.
3. Site plan of the event.
4. Certificate of Insurance for property and liability coverage for the event, naming the City as additionally insured (for questions regarding insurance requirements, please contact the Risk Department at 941-429-7200).

Additionally, event organizers should follow the steps below in securing their special event:

Step 1

Event organizers should contact the Parks & Recreation Department to ninety (90) days prior to their event date to determine the feasibility and approval process.

Step 2

After making the appropriate rental reservation and payment, event organizer should fill out a special event application. Application be found online at NorthPortFL.gov/SpecialEventPermits.

Step 3

Event organizers should fill out the application completely and return to SpecialEvents@NorthPortFL.gov. A completed application must include items 1-4 shown above.

Step 4

Special Events Coordinator will review the completed application. If any items are outstanding, the Special Events Coordinator will work with the event organizer to complete.

Step 5

Special Events Coordinator will route the fully completed application to different City Departments for approval. At this time, Departments will approve, deny, or request more information based on the application. During this approval process items such as police detail, solid waste trash cans, road closures, etc. may be added to the event based on Department recommendations.

Step 6

Special Events Coordinator will direct any changes to the application based on Department recommendations to the event organizer. Once changes have been made and agreed to a permit will be issued to the event organizer approving their event.

Special Event Application Requirements

A series of standards have been developed to assist event organizers in planning their special event. These review standards are to serve as the minimum requirements to be met to insure a safe and successful event.

Standard 1

All applications must include a detailed narrative or overview of the event and site plan. Event routes must be clearly drawn showing locations of event components. All site plans must include an accessible route for the event to comply with ADA. Specifically, the applicant should show the approximate locations where the following event components will be located, as applicable:

- Food vendors - number and type of vendors (i.e., food trucks, stationary booth, etc.).
- Entertainment - number and size.
- Display areas.
- Tents – number and size.
- Parking on and off-site, including a designated accessible area.
- As much as possible, the accessible route should be the same route used by other participants. Once a route has been mapped out, it must be identified with signs if it deviates from paths used by the general public. (Must be a minimum 36 inches wide).
- Traffic ingress points.
- Traffic egress points.
- Emergency vehicle access.
- Maintenance of Traffic (MOT).
- Bathroom/sanitation facilities.
- Garbage and recycling collection areas and dumpster location(s).
- Lighting areas. May be required for special events which occur or extend into non-daylight hours.
- First aid area.
- Alcoholic beverage distribution.

Standard 2

Event organizers shall be required by the City of North Port to sign a standard hold harmless indemnification agreement provided by the City's Parks & Recreation Department.

Standard 3

Any event organizer selling alcoholic beverages must supply the Parks & Recreation Department with a copy of their State of Florida Alcoholic Beverage license, and any required liability insurance due to the sale of alcoholic beverages. Any event organizer using food/beverage vendors must certify that each vendor has State of Florida Health Department approval.

Standard 4

All sound amplification or potential noise must be directed away from any surrounding residential areas. The Code of the City of North Port does not allow loudspeakers or similar devices between the hours of 10:00 p.m. and 7:00 a.m. on weekdays and 10:00 p.m. and 10:00 a.m. on weekends and holidays in areas within or adjacent to residential, commercial, or noise-sensitive zones, except for public speaking, public assembly, or other activity for which a variance has been issued by the City Commission. *Additional regulations can be found in the Code of the City of North Port, Chapter 46, Article II., Division 2. – Noise.*

Standard 5

All event organizers shall be subject to City fees as per the fee schedule adopted by the City Commission. Event organizers will be subject to additional fees if the City park or road right-of-way used for the event is not entirely cleaned and event fixtures are not removed within the designated time following the completion of the event. Such fees are calculated by the City Department providing the clean-up service based on the hourly wages, overhead costs and materials of the City personnel involved. Equipment such as portable toilets, dumpsters, totes, or vendor trailers must be removed at the completion of the approved facility rental time or communicated and approved in advance as when items will be removed.

Standard 6

All approved events must present a generalized plan for visitor parking at the event. Event organizers that desire to charge for parking or admission must include this request with the application and may only do so with City approval. It is the responsibility of the event organizer to provide an accessible parking area and accessible route from the parking area to the event.

Standard 7

All events requiring security shall use off-duty City of North Port Police Officers. The cost shall be the sole responsibility of the applicant.

Standard 8

The following chart is applicable for all events. If the number of permanent toilet facilities located on site are not sufficient or unavailable during the time of the event, then the event organizer shall follow the prescribed toilet requirements established by the Sarasota County Health Department for the provision of temporary on-site sanitation facilities. If portable toilets are required, then a copy of the contract shall be submitted to the Sarasota County Health Department with a \$50.00 review fee paid directly to the Sarasota County Health Department. Portable hand-washing facilities shall be provided in a proportion of one hand wash facility to every ten portable restrooms required and shall be provided at special events and remote locations where food is served, or picnic areas are provided. With the exception of locations where food is served, hand sanitizers may be used in lieu of hand washing facilities, at the option of the applicant.

NUMBER OF PORTABLE TOILETS REQUIRED FOR SPECIAL EVENTS										
Attendance	Length of Special Event (Hours)									
	1	2	3	4	5	6	7	8	9	10
Up to 250	2	2	2	2	2	3	3	3	3	3
251-500	2	3	4	4	4	4	4	4	4	4
501-1,000	4	5	6	7	7	8	8	8	8	8
1,001-2,000	6	10	12	13	14	14	14	15	15	15
2,001-3,000	9	14	17	19	20	21	21	21	21	21
3,001-4,000	12	19	23	25	28	28	28	30	30	30
4,001-5,000	15	23	30	32	34	36	36	36	36	36
5,001-6,000	17	28	34	38	40	42	42	42	42	42
6,001-7,000	20	32	40	44	46	48	48	50	50	50
7,001-8,000	23	38	46	50	54	57	57	58	58	58
8,001-9,000	26	42	52	56	60	62	62	62	62	62
9,001-10,000	30	46	57	63	66	70	70	72	72	72
10,001-12,500	36	58	72	80	84	88	88	88	88	88
12,501-15,000	44	70	84	96	100	105	105	110	110	110
15,001-17,500	50	80	100	110	115	120	125	125	125	125
17,501-20,000	57	92	115	125	132	138	138	144	144	144
20,001-25,000	72	115	144	154	168	175	175	176	176	176
25,001-30,000	88	138	168	192	200	208	208	216	216	216

If portable toilets are provided for use by event participants, [a minimum of five \(5\) percent of all units, but never less than one \(1\) unit, must be accessible for persons with disabilities](#). Where clusters of portable units are provided at various locations around the event site, five (5) percent of the units in each cluster should be accessible for persons with disabilities. These restrooms should be equipped with all the accessible elements required by the Standards such as maneuvering space, grab bars, toilet paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are.

The City does NOT provide temporary toilets for any event. If temporary toilets are needed, please contact a licensed company to provide these services.

[Standard 9](#)

The use of fireworks must be approved by the City of North Port Fire Rescue Department as the Authority Having Jurisdiction (AHJ). The Fire Marshal of the City of North Port Fire Rescue Department is the authorized agent of the AHJ for such purposes and must issue a fireworks permit before any special event permit is approved. Conditions and requirements of the approval will be provided by the Fire Marshal or designee. A thirty (30) days advance notice is required.

[Standard 10](#)

No event may keep, display or otherwise house live animals on City park land unless expressly authorized by the City Manager. Horses, ponies, elephants, lions, tigers, and other exotic animals are not permitted on any site, without special approval from the Risk Department.

[Standard 11](#)

Organizers receiving event approval from the City for an event that includes food vendor operations must allow the City year-round mobile food vendor(s), if applicable, the option of paying the event organizer's standard fee to be in the park during the event, or to relocate at no charge to a part of the park not being used by the event organizers.

[Standard 12](#)

Any event serving food/beverages shall provide a plan showing the locations of waste containers, recycling bins and a plan for disposal. Please coordinate rental of waste containers and recycling bins along with drop off and pick-up with the Solid Waste Division of the Department of Public Works.

Standard 13

The following applies if food is being prepared, consumed and/or sold on the premises of the event:

- Non-profit organizations please contact the Department of Health at 941-861-3330.
- If your organization is for profit, please contact the Department of Business and Professional Regulation at 850-487-1395. The event organizer shall provide proof of licensure from the designated agency.
- There shall be no open flame cooking under tents or canopies. All open flame cooking shall be at least ten (10) feet away from tents, canopies and structures.
- Please check all connections on gas appliances for leaks before lighting.
- Any trailers, trucks or other vehicles using fryers, griddles or other appliances producing smoke and/or grease laden vapors shall be required to have an exhaust hood and suppression system, per the Florida Fire Prevention Code (NFPA 96.4.1.9). It is also required to have a "K" type fire extinguisher on hand. A Food Truck Safety Fact Sheet is available at NorthPortFL.gov keyword: Food Truck.
- The fire extinguishers and the fire suppression system shall have current certification tags and the hood shall be professionally cleaned and tagged.
- Adherence to applicable provisions of the Florida Fire Prevention Code is required. Contact the Fire Prevention Division of North Port Fire Rescue at 941-240-8150 at least fifteen (15) days prior to the event for requirements and inspections. A fee of \$75 is charged for each fire & life safety inspection.

Standard 14

It is the responsibility of the event organizer to contact, in writing, each business that could be affected by any street closures. The letter should include the dates and times of the street closures and contact information of the event organizer, should the businesses have any questions or comments regarding the event and the street closures.

Standard 15

All events organizers are required to name an "accessibility coordinator" to manage accessibility efforts to ensure those with disabilities are able to obtain or enjoy "the same goods, services, facilities, privileges, advantages, or accommodations" that are provided to other members of the public.

Park Information and Rental Policies

Parks are reserved on a “First-Come, First-Serve” basis, however, the City of North Port has the discretion to cancel, re-schedule or change the venue for any event, in the event of an emergency.

The Parks and Recreation Department has several facilities and spaces to choose from: including aquatic facilities, meeting rooms, kitchens, gymnasiums, picnic pavilions, special use parks, athletic fields, and open spaces. Athletic fields located at Atwater Community Park, Butler Park, Dallas White Park, the Narramore Sport Complex, and the Larry Thoennissen fields behind the George Mullen Activity Center are managed, maintained, and available for rental. Park Pavilions are available for rental daily from sunrise to sunset.

- The event organizer will be required to pay all applicable state and local taxes unless a tax-exempt certificate is provided. Event organizers shall pay the fees for each day of exclusive use of the facility according to the fee schedule adopted by Commission.
- All fishing tournament organizers and contestants must abide by all Federal, State and Local regulations and laws as well as any additional tournament rules that shall be enforced by the event organizer or designee.
- All park regulations and/or codes remain in effect and shall be strictly enforced, as stated on park signs posted throughout the parks.
- Events that have received Parks & Recreation Department approval shall have exclusive use of the areas reserved for the specified times and dates of event.

Park Rental fees are available online at NorthPortFL.gov/Rentals.

Policy 1

Reservations outside of the facilities regular hours of operation require a minimum 14-day advance notice and are subject to staffing availability. All other reservations require a minimum of 72 hours advance notice.

Policy 2

Full payment is required at the time of reservation.

Policy 3

Reservation period must include any time needed for decorations, load-in, set-up, breakdown, cleaning, and load-out.

Policy 4

Facility reservations can be made up to one year in advance.

Policy 5

Scout House facility at Dallas White Park is reserved on a separate timeline. For more information, call 941-429-PARK (7275).

Policy 6

Meetings/Events advertised to the public may require a special event permit or temporary use permit.

Policy 7

Refund requests must be submitted in writing no later than fourteen (14) days prior to the event and will be processed minus a fee of \$25 or fifty (50) percent of the rental cost, whichever is less. No refunds will be issued for requests received fewer than fourteen (14) days prior to the event.

Payment for City Fees and Services

All costs for City fees and or services are to be paid in full according to the Department policy regarding payment. If the event has received funding approval through the Special Event Assistance Program, the Special Events Coordinator will notify the appropriate Departments of the award amount. If the award amount is not sufficient to cover the costs for services and or fees, the event organizer shall be responsible for the difference.

City fees may include, but are not limited to the following:

- | | |
|--------------------------------|--------------------|
| ✓ Rental of park/event space | ✓ Fire inspections |
| ✓ Solid Waste equipment rental | ✓ Police detail |

If timely payment is not received, future event requests may be denied and could result in a legal collections process.

Special Event Assistance Program

The City Commission shall consider on a case-by-case basis special events for which the costs of City fees and/or resources are subsidized through a specially funded account. For funding consideration, the event must be held in the City of North Port and meet the criteria for special events. A special event permit is not required for assistance at the time of application. However, if an issued special event permit is required for the event the event organizer shall follow the guidelines for the special event permitting process.

Police, Fire and Emergency Services

Although your application may not request police, fire or emergency services (EMS) detail, the City may require this as part of the permit process. This determination is made on a case-by-case scenario.

Detail may be required for an event that introduces an unusual hazard into a public building or area within the City that will impact public safety service needs due to the nature of the event including increase in traffic. A hazard is defined as a product being used, the nature of an event or the number of persons attending the event that would compromise the safety network of the City and any event that includes fireworks, the sale or distribution of alcoholic beverages and/or closure of public streets and/or rights-of-way.

The minimum number of Special Detail officers required is generally determined by the estimated attendance for an event. The City will determine the appropriate number of Special Detail officers based on the type of event.

The number of Fire Rescue Personnel required is determined by the Fire Chief or designee and determined through examination of the type of event, location of the event, and resources needed for adequate fire and/or emergency medical services.

Qualified Personnel

Public safety personnel to be used shall be hired from the City of North Port Police Department and/or Fire Rescue Department. This shall not preclude an event organizer from having additional on-site security at their discretion. The number of public safety personnel required for the event shall be determined at the time the application is reviewed by staff. The event organizer will be provided the following in writing: An estimate of the number of personnel, the hours of service required and the total cost of services.

Fire Rescue will determine the number of safety personnel and inspections required at the time the event application is reviewed. The event organizer will be responsible for coordinating services and payment directly with Fire Rescue.

Signage

The City Manager or designee may approve signage on City-owned property that is consistent with the size and scope of the event. The applicant will need to provide a signage plan for review with their application. If the City has concerns with the size and/or location of the sign, they may withhold approval. Signage should never create traffic or pedestrian hazards.

Event Monitoring

Any major deviations from the approved event permit conditions by the event organizer may result in the event being prohibited from taking place in the City in the future or could subject the event organizer to a fine per *Sec. 2-511 – Fines and Liens (b) Fine. of the Code of the City of North Port Chapter 2, Administration, Article IX -Code*

Enforcement. Following the completion of an approved event, City crews will inspect the park or event route to check for any problems. Failure to have portable toilets,

dumpsters and/or vendor equipment removed within twenty-four (24) hours of the event and/or excessive damage to City property or the use of City crews to clean up after a given event may result in an additional security/damage deposit being required of that event organizer in the future, and/or a direct billing for the services rendered.

Event Accessibility

The Americans with Disabilities Act, or ADA, passed in 1990 to prevent discrimination toward individuals with disabilities. Event organizers have a legal and moral obligation to ensure their experience can be equally enjoyed by all. This includes attendees who have special accessibility requirements. In addition, organizers are required to modify policies to allow service animals at the event site. A service animal assists a person with a disability in performing one or more tasks related to their disability. By law, all public special events must comply with the ADA regulations.

EVENT STAFF MAY ONLY ASK TWO QUESTIONS OF A SERVICE ANIMAL HANDLER:

- (1) Is this a service animal that is needed for the person's disability?
- (2) What task(s) is the animal trained to perform?

**Service animals must be housebroken and under the control of their handler at all times.*

"Only service animals are permitted inside the facility in accordance with Florida state statute 413.081 and federal regulations under the Americans with Disabilities Act (ADA). Any other animals, including pets, animal displays, or any other form of animal setup (such as interactive exhibits, live demonstrations, or installations featuring animals) must undergo individual evaluation and receive prior approval. Such setups, which may include but are not limited to, temporary enclosures, exhibition spaces, or demonstration areas, will be assessed based on safety, health, and the overall environment of the facility. Approval will be granted at the sole discretion of facility management and may consider factors such as the type of animals involved, the space required, the potential for disruption or harm, and any special accommodations that may be necessary. Unauthorized animals or setups are prohibited from entering the facility. All decisions made regarding the approval or denial of non-service animals or displays are final and enforceable under Florida law."

Planning for accessibility requirements from the beginning improves the chances of creating an event that is enjoyable for all participants. Efforts to provide access after critical decisions have been made, such as selecting a site, may result in "add-on"

solutions that may be more costly or less effective than necessary. Organizers should review the entire process of producing the event to ensure that accessibility is provided and maintained. In addition, the event organizer is required to designate an “accessibility coordinator” who is responsible for managing accessibility efforts.

For more information on planning for making temporary events accessible to people with disabilities visit [A Planning Guide for Making Temporary Events Accessible to People With Disabilities](#).

Checklist for Event Organizers

Ask yourself the following questions while planning for your event:

- ✓ Is your completed application submitted within thirty (30) days of the event date?
- ✓ Have you made a reservation and paid for the space?
- ✓ Have you completed your detailed narrative, site map and included insurance?
- ✓ Does my site plan include all tents, bounce houses, generators, etc.?
- ✓ Does your event require a Maintenance of Traffic (MOT) plan for closing streets or sidewalks?
- ✓ Does your event require the rental of Solid Waste equipment for trash and/or recycling?
- ✓ If serving/selling alcohol, has a Florida Alcoholic Beverages permit and proper insurance been obtained?
- ✓ Will all amplified music/entertainment comply with City of North Port Code?
- ✓ Are the appropriate number of restrooms ordered and available for the attendance of your event?

[We're Here to Help](#)

For any questions related to the special events application and permit process we are here to help you. We look forward to hosting your event in the City of North Port and we are here to ensure that your event will be a safe, fun, and enjoyable experience for everyone.

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