



# Special Event Manual



## WELCOME

The City of North Port enjoys many fine and entertaining special events and festivals that help to make this an exciting City. These events enhance the lives of our citizens and attract visitors to our City. The City of North Port is committed to supporting quality special events throughout the community.

If you are planning a first-time event or simply making changes or renewing an annual event, give us a call before you complete your event plans. City staff members have valuable experience with hundreds of events and want to see your event succeed. Whether you are wondering about the closing of a street or seeking technical assistance with traffic and safety planning, a preliminary conversation with City staff may help you save valuable time and provide you with initial guidance in the development of your special event plan.

In order to help event organizers coordinate their plans with City requirements, we have compiled this Event Permit Manual which contains application forms, policies, and related materials that are involved in the City's review and approval process. Even if you have planned events previously, please review this updated manual.

A checklist is provided that addresses many of the most common details to consider when preparing for an event. We encourage you to contact Parks & Recreation Department at **941-429-PARK (7275) option 4** with any questions about your event, either before filling out your application or at any time during the approval process. We want to ensure that your event will be a safe and enjoyable event for everyone. 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 can incur and are the responsibility of Event organizer.

Following are some common impacts that thoughtful planning can help reduce:

- ✓ Plan ahead! All documents and any modifications to applications for event permits MUST be submitted in time to meet processing requirements. Events require the application be submitted a minimum of thirty (30) days prior to the event.
- ✓ Remember, 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. The impact of a street closure is similar to dropping a pebble in a pond with each concentric circle expanding.
- ✓ 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?
- ✓ How does your event affect our public street system with regard to traffic routes or access? 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?

- ✓ What type of music will be featured at the event? How will the noise impact the surrounding neighborhood? What type of audience behaviors and crowd numbers may result from the type of music planned?
- ✓ 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?

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*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 their guests to enjoy the fine festivals and events held in this community. This manual is an attempt to ensure that such events are truly an enjoyable gathering for one and all.*

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## THINGS TO CONSIDER

### **Will your event be held in one of the City's Parks?**

If you are considering holding your event in a City of North Port park, you will first need to contact the Parks & Recreation Department at 941-429-PARK (7275) option 4 to reserve the park.

Additionally, the size of your event may dictate which of the City's parks are best suited for your event, or if the event requires a full event permit. City staff will be glad to discuss your needs and find the best park to make your event successful.

If you have decided to have your event in a City park, you will be asked to complete a Park Rental Agreement and pay the appropriate fees. The fees for the park pavilions will vary with the size of the pavilion. All park rules, regulations, and policies must be adhered to.

### 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, and it's a good idea to think about these regulations in your event planning stage.

### 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?; and
- (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.

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 <https://adata.org/publication/temporary-events-guide>

### WILL A PUBLIC STREET OR RIGHT-OF-WAY BE USED OR CLOSED?

Make a plan for your event. You must supply an estimate of the number of people attending your event, including a peak maximum number and length of time that number will be present, the number of toilets available (also discussed later), a diagram of the location and a map of the area, including parking. Even if your event does not require street or sidewalk closings, it may generate unusual pedestrian and/or vehicular traffic. This not only affects the event's participants, but also those who live, work and shop in the area surrounding the event's location. Changes in traffic flow must be considered in the planning process. In case of large events, consider establishing parking in other sites and shuttling participants to the event. You will also need to consider parking for the disabled.

A map of your event **MUST** be attached to your Event Application form. Your map should include all street(s) to be used and the direction of the route, if applicable.



Figure 1- Sample Site Plan

### WILL YOU BE HAVING A BAND OR AMPLIFIED MUSIC?

If your event will be having a band or amplified music, there are a number of items that must be considered.

- Will you need to rent a stage?
- Can the measurement and weight of the stage be accommodated at the proposed location?

- Is there sufficient electricity to supply the band's equipment?
- Will a tent be required? (See Fire and Life Safety Requirements for Special Events in Appendix A for tent regulations)
- What hours will the band be playing? 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. to 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 related to noise can be found in the Code of the City of North Port Chapter 46, Article II., Division 2 – Noise.*

### TOILET FACILITIES AND CLEANING UP AFTER YOUR EVENT IS OVER

Event planning must include requirements for sanitation and waste management plans. It is essential to ensure that the number of toilets, hand washing stations, and litter containers are adequate for peak attendance numbers for the event being held in order to protect the health of those in attendance and reduce the risk of spreading disease.

## WHAT IS A SPECIAL EVENT?

A Special event is defined as any planned occurrence on City owned property, public parks, public facilities (e.g. park, meeting hall, gazebo, shelter, street right-of-way, parking lot, etc.), and public right-of-way including, but not limited to; parades, gatherings, festivals and athletic events, 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.

### AN EVENT MAY INCLUDE BUT IS NOT LIMITED TO:

- A. Any activity involving the use of a public or private facility where the activity is advertised to attract participants and/or spectators
- B. Where the activity involves a planned contest involving prizes or awards
- C. Where the activity includes the advertising, display or sale of goods or services of any type directly connected with the special event
- D. Where the activity would include the placement and use of tents, portable toilets, sales booths, temporary parking area, blocking of public rights-of-way, etc.
- E. Where the activity will have an impact on City rights-of-way, or could affect public safety
- F. Activities involving private gatherings where a group of individuals desire exclusive use of any public facility shall also qualify as an event and shall require notification to the City in advance in order to receive permission for such exclusive use
- G. Any activity involving the closure of public roadways as a result of the event

## EVENT APPLICATION PROCEDURE

The City of North Port's Parks & Recreation Department oversees the processing of applying to hold public events (e.g. walk-a-thon, parade, etc.), in City parks, on City rights-of-ways and on all other City-owned property and public facilities. Special events occurring on property not owned or operated by the City may require a Temporary Use Permit (TUP). For more information on a TUP, please call Neighborhood Development Services at 941-429-7156.

Public events requiring a City event permit include, but are not limited to:

- |                          |                        |                          |
|--------------------------|------------------------|--------------------------|
| ✓ Art and/or Craft shows | ✓ Community gatherings | ✓ Pickleball tournaments |
| ✓ Bicycle races          | ✓ Fishing tournaments  | ✓ Road races             |
| ✓ Boat shows             | ✓ Festivals            | ✓ Tennis tournaments     |
| ✓ Car shows              | ✓ Memorial ceremonies  | ✓ Walk-a-thons           |
| ✓ Concerts               | ✓ Parades              | ✓ Weddings in the park   |

Whenever a group or individual is seeking exclusive use of all or part of a public park or roadway for any length of time, or are planning a public event on public property, a special event permit is required. Event organizers should include both set-up and clean-up time in their total time request for event approval. The following procedures shall be followed by all event organizers to obtain a special event permit from the City of North Port.

### STEP 1

Event organizers should contact the Parks & Recreation Department at least sixty (60) days prior to their target event date in order to determine the feasibility and approval process.

### STEP 2

Event organizers can obtain an Event Manual and Application from North Port's Parks & Recreation Department, online at [www.cityofnorthport.com/ParksandRecreation](http://www.cityofnorthport.com/ParksandRecreation), or in person at the Morgan Family Community Center, 6207 W. Price Blvd., North Port, FL 34291.

### STEP 3

Event organizers should review the manual and complete application forms, and return completed copy with all supporting documents to the Parks & Recreation Department at the Morgan Family Community Center, 6207 W. Price Blvd., North Port, FL 34291, where a permit number is assigned.

- Applications must be submitted to Parks & Recreation Department at least thirty (30) days prior to the event.
- Events must receive approval at least ten (10) calendar days in advance of the first day of the event.

### STEP 4



Event organizers must answer all questions on the application for the event and submit a narrative of the event and a site plan or event route map per the deadlines listed above. All site plans must also include an accessible route to comply with ADA for the event. Event organizers should call the North Port Parks & Recreation Department at 941-429-PARK (7275), option 4 if they need help in completing the form. Incomplete applications will not be processed.

### STEP 5

Event organizers await correspondence from the Parks & Recreation Department informing them the application is deemed complete and will be submitted for review by City Departments. The applicant will receive notice of approval or need for modification from the Parks & Recreation Department once the application has been reviewed. Event organizers shall respond **promptly** to any requests for additional information to avoid delay in processing.

### STEP 6

Once the application is approved, the event organizer will receive an issued permit with the expiration date. The permit will be placed in a conspicuous place during the entirety of the event. If signs have been approved as part of the permit, the permit number and expiration date shall be placed on the lower right-hand side of each approved sign.

## EVENT APPLICATION INFORMATION REQUIREMENTS

A series of standards have been developed to assist organizers in planning the event operations. 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 overview of the event and site plan. Event routes must be clearly drawn showing locations of event components on base maps provided by the Parks & Recreation Department. 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:

- A. Food vendors - number and type of vendors (i.e. food trucks, stationary booth, etc.)
- B. Entertainment - number and size
- C. Display areas
- D. Tents – number and size
- E. Signage
  - a. Temporary off-premise directional signage – list of location(s), sizes, sign material & digital sample required with application. A maximum of twenty-five (25) off-site signs are permitted with a maximum of sixteen (16) square feet in area.
  - b. No temporary signs with flashing and/or changeable messages are permitted.

- c. On premises signage – signs shall be located in such a manner as to not create any traffic or pedestrian hazard and shall be setback a minimum ten (10) feet from the street right-of-way.
- d. Any signage must be placed in accordance with the approved locations. Sign location map(s) are available from the Parks & Recreation Department.
- F. Parking on and off-site, including a designated accessible area.
- G. 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)
- H. Traffic ingress points
- I. Traffic egress points
- J. Emergency vehicle access
- K. Temporary Traffic Control (TTC)
- L. Bathroom/sanitation facilities
- M. Garbage and recycling collection areas and dumpster location(s) (see location map) Please note if you are supplying garbage and recycling receptacles or if you have contacted Solid Waste to arrange delivery, pick up and payment. Please do not throw trash in the dumpster or recycling unless prior permission is granted in writing by Parks and Recreation.
- N. Lighting areas. (May be required for special events which occur or extend into non-daylight hours.)
- O. First aid area
- P. Alcoholic beverage distribution
- Q. Communications (cellular)

## **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.

## **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 applicable 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.

### **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 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.

<b>NUMBER OF PORTABLE TOILETS REQUIRED FOR SPECIAL EVENTS</b>										
<b>Attendance</b>	<b>Length of Special event (in hours)</b>									
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Up to 250</b>	2	2	2	2	2	3	3	3	3	3
<b>251 to 500</b>	2	3	4	4	4	4	4	4	4	4
<b>501 to 1,000</b>	4	5	6	7	7	8	8	8	8	8
<b>1,001 to 2,000</b>	6	10	12	13	14	14	14	15	15	15
<b>2,001 to 3,000</b>	9	14	17	19	20	21	21	21	21	22
<b>3,001 to 4,000</b>	12	19	23	25	28	28	28	30	30	30
<b>4,001 to 5,000</b>	15	23	30	32	34	36	36	36	36	36
<b>5,001 to 6,000</b>	17	28	34	38	40	42	42	42	44	44
<b>6,001 to 7,000</b>	20	32	40	44	46	48	48	50	50	50
<b>7,001 to 8,000</b>	23	38	46	50	54	57	57	58	58	58
<b>8,001 to 9,000</b>	26	42	52	56	60	62	62	62	64	64
<b>9,001 to 10,000</b>	30	46	57	63	66	70	70	72	72	72

10,001 to 12,500	36	58	72	80	84	88	88	88	88	92
12,501 to 15,000	44	70	84	96	100	105	105	110	110	110
15,001 to 17,500	50	80	100	110	115	120	125	125	126	126
17,501 to 20,000	57	92	115	125	132	138	138	144	144	150
20,001 to 25,000	72	115	144	154	168	175	175	176	176	184
25,001 to 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. You may download the permit application on the City website: <https://www.cityofnorthport.com/government/city-services/fire-rescue/fire-prevention/outdoor-display-fireworks-permit>.

### **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 in Appendix A and on the City website  
<https://www.cityofnorthport.com/home/showpublisheddocument/17493/636602469473200000>
- 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 @ 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. If the event is held on a Saturday or Sunday, please call no later than 3:00 p.m. Wednesday afternoon to arrange this 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.

## DETAIL ASSIGNMENT POLICY/STANDBY PERSONNEL

The purpose of this policy is to establish a uniform procedure for the administration of detail activities by Police and Fire personnel at Events in the City.

### Definitions

1. Detail is a service to a client who temporarily 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.
2. 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.
3. An accessible route ensures individuals who use wheelchairs, walking aids or who walk with difficulty have an accessible route of travel throughout the event site. A successful accessible route connects site arrival points and parking with all exterior and interior event exhibits and activities including public amenities, such as toilet rooms, water coolers, and other facilities.
4. Effective Communication means that what is written or spoken must be as clear and understandable to people with disabilities as it is for people who do not have disabilities.
5. Number of personnel attending the event will constitute the detail procedure followed based on:
  - A. 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. For detailed information, please refer to Instructions for Submitting a Law Enforcement Special Detail Application and Agreement under Appendix A.
  - B. 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.

### REQUEST FOR SERVICE

- A. Request for Police services require completion of the Law Enforcement Special Detail Application and Agreement. This can be found in Appendix A. If alcohol is served or sold at the event, Police will review to determine the number of officers needed.

- B. 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.

## PAYMENT FOR FEES AND OR CITY SERVICES

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

- All services and fees are charged as per the fee schedule adopted by Commission, including costs for each person working the detail or per current contract rate of the employee at the time of the event. Please contact the department responsible for services for the appropriate rates.

Payment for services performed by the North Port Fire Rescue Department shall be made directly to “City of North Port Fire Rescue” unless awarded funding through the special event assistance program.

Payment for Fire Rescue services shall be made within ten (10) days of the event. Police do not currently require payment of services up front as estimates are provided prior to the event after the request for Special Detail Application and Agreement has been submitted and reviewed. After the event has concluded, a final invoice will be provided to the event organizer.

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

Police Department payment and registration information for Special Detail officers can be found in Instructions for Submitting a Law Enforcement Special Detail Application and Agreement under Appendix A.

**NOTE:** The City of North Port Police and Fire Departments reserve the right to cancel off-duty details without notice, and to recall personnel for official duty when necessary for community safety. An approved off-duty personnel contract is required to be completed and payment received by the appropriate department a minimum of then (10) days prior to the event or within then (10) days of the event with the department supervisor’s authorization.

## 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, an issued special event permit is required for the event and shall follow the guidelines for the special event permitting process.

Any North Port based entity or organization may apply to the program according to the special event assistance program guidelines. For additional information concerning the special event assistance program guidelines and application for assistance, please refer to the Special Event Assistance Program Guidelines and Application in Appendix A.

## KEY CONTACT NUMBERS

The following provides a list of the City of North Port Departments responsible for assisting event organizers with the various components of most public events. Event organizers should feel free to call these departments to request assistance in planning and holding their event.

Event Component	City Department	Phone Number
Initial Event Coordination Special Event Assistance Program	Parks & Recreation Department	941-429-PARK (7275) option 4
Event Security	Police Department	941-429-7300
Fire Safety Tent Inspection	Fire Rescue	941-240-8180
Approval of Temporary Traffic Control (TTC)	Public Works Department	941-240-8050
Risk	Risk Division	941-429-7200
Trash/Recycling	Solid Waste Division	941-240-8050
Temporary Event Signage	Planning and Zoning Division	941-429-7156



## PARK INFORMATION

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. All annual events will be provided the opportunity to reserve the same dates and/or weekends of the same month for their annual event(s) up to one (1) year in advance.

1. 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.
2. All park regulations and/or codes remain in effect and shall be strictly enforced, as stated on park signs posted throughout the parks.
3. Events that have received Parks & Recreation Department approval shall have exclusive use of the areas reserved for the specified times and dates of event.
4. The event organizer will also 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 and every day of exclusive use of the facility according to the fee schedule adopted by Commission.

## RENTAL POLICIES

Park Rental fees are available at <https://www.cityofnorthport.com/government/city-services/parks-recreation/rentals>

### **POLICY 1**

This manual shall cover rental policies, procedures, and fees for the use of the parks in the City.

### **POLICY 2**

Reservation 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. You can book your reservation online by clicking the link below:

<https://rectrac.cityofnorthport.com/wbwsc/webtrac.wsc/search.html?module=FR&SessionID=63859a8d3fb033a20efab7533db78ee7670af64fbca1d3cbb20a24124c74f408d5ab133b81491fb649645cf1fa9dbacb1dd72576420fda40e690bdf867ad8173>

### **POLICY 3**

Event organizer will need to provide trash and recycling containers and provide for the removal of the containers with the Solid Waste Division of the Department of Public Works.

### **POLICY 4**

If alcoholic beverages will be served, you will be required to supply a copy of an alcoholic beverage license or exemption letter from the Alcoholic Beverage and Tobacco department of the Division of Business and Professional Regulation. Please contact Division of Alcohol Beverages and Tobacco at 239-344-0885.

### **POLICY 5**

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.

### **POLICY 6**

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

## 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.

## IMPORTANT NOTES

### ACCESSIBILITY

People with disabilities must be able to obtain or enjoy the same goods, activities, services, and benefits that are available to other members of the public. At a temporary event, participants with disabilities must be able to:

- Arrive at the site in the same ways as others can (e.g. via private automobiles, event shuttles).
- Reach entrances from accessible parking.
- Obtain additional information and directions on site.
- Move around the site as needed.
- Attend performances, participate in activities, and enter exhibits.
- Experience and enjoy activities, even if the participant’s disability affects their ability to communicate.
- Select and purchase items at concessions
- Use toilet rooms, water fountains, shelters, first aid stations, and other common amenities

### ALCOHOLIC BEVERAGES

A copy of the Florida Alcoholic Beverages permit is required at the time of application submission. Please contact the Division of Alcoholic Beverages and Tobacco 239-278-7195 for additional information regarding special permit licensing.

### AMPLIFIED MUSIC AND/OR ENTERTAINMENT

- Please attach type(s) of entertainment and scheduled time(s) of performance(s). Indicate stage location on site plan.
- All noise shall comply with the provisions of the Code of the City of North Port.

### FIREWORKS

- Fireworks will require a permit from the Fire Rescue Department. Application for permit must be received no less than thirty (30) days prior to the event. You may download the permit application on the city website – <https://www.cityofnorthport.com/government/city-services/fire-rescue/fire-prevention/outdoor-display-fireworks-permit>.

### FOOD/COOKING

- Indicate on site plan the location of vendors and cooking equipment to be used. Food vendors will also be required to provide absorbent material, i.e., sand or kitty litter for any liquid spills. For further information, please contact the Fire Marshal at 941-240-8180. Appropriately rated fire extinguishers are required.
- If there is to be food/cooking, proof of the Health Department approval is required. For non-profits, please contact 941-861-3330. For profit organizations, please contact the Department of Business and Professional Regulation at 850-487-1395.

### INSPECTIONS

- Inspection by the Fire Rescue Department will be required on the day of the event. Please contact the Fire Marshall twenty-four (24) hours in advance at 941-240-8150 to schedule the inspection time. If the event is held on a Saturday or Sunday, please call no later than 3:00 p.m. Wednesday afternoon to arrange this inspection. Event organizers are required to contact any existing park vendors (Parks and Recreation Department will provide names) to offer them the right to participate and pay the one-time vendor fee that is charged to all participating vendors. The amount charged must be the same for all vendors.

### INSURANCE REQUIREMENTS

- Please provide the City of North Port with a Certificate of Insurance for property and liability coverage for the event, naming the City as additional insured. Combined Single Limit for Bodily Injury liability having minimum limits of \$1,000,000 per occurrence and \$500,000 Property Damage liability.
- If alcohol is being sold or consumed a Liquor Liability Certificate of insurance having the minimum limits of \$1,000,000 naming the City as additional insured is required.
- Certificate(s) of Insurance is required to be submitted a minimum of two (2) weeks prior to the event.
- For a special event policy, please contact your local insurance agent.
- For any questions regarding insurance requirements, please contact the City's Risk Department at 941-429-7200.

### PARKING

Please refer to Standard 6 on page 11 for the regulations regarding the charging for parking.

- If off-site parking is provided, the site plan must indicate the location. Signs, barricades, and temporary traffic control plans will be the responsibility of the applicant and will be required in conjunction with the Police Department, Fire Rescue Department and Public Works Department for review and approval. If the road is Florida Department of Transportation (FDOT) right-of-way, FDOT permit is required.

### SANITARY FACILITIES

- Portable/temporary sanitation facilities are required for all events serving/selling food and/or beverages.

- If temporary sanitary facilities (portable toilets and portable hand washing facilities) are being provided, please indicate number and location on site plan. For calculations, see Event Manual, under Standard 8 (pgs. 13-14).
- 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.** 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. They 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.
- *Portable toilets will be required for any event with an expected accumulated attendance in excess of 250 people.*

### SIGNS

If there will be any off-premise directional signage, applicant must submit an example of sign(s), including dimensions, and must use one of the four (4) approved signage maps. Signs may only be put up two (2) weeks prior to the event and must be removed twenty-four (24) hours after the end of the event. Additional sign information can be found under Application Information Requirements under Standard 1 (pgs. 8-9).

### STREETS/TRAFFIC

- If any street(s) or sidewalk(s) are to be closed, the applicant will coordinate with the Department of Public Works Engineering Division at 941-240-8050, to develop an approved TTC prior to staff review.
- If road is FDOT right-of-way, FDOT permit is required; the applicant is responsible for the FDOT permit application.
- The event organizer is required to provide a press release to the local media regarding any street closures or interruptions in the normal traffic flow.

### TELEPHONE SERVICE

- Telephone service shall be available on the event site for emergency purposes. Indicate the arrangements you have made for emergency communications on-site during event.

### TENTS/CANOPIES

- Must indicate on site plan the tent size, location, and type of surface on which the tent(s) will be installed and the intended use of each tent.
- Shall meet the minimum requirements set forth by the Florida Fire Prevention Code (FFPC). Please refer to Fire and Life Safety Requirements for Special Events in Appendix A.

### TRASH RECEPTABLES/DUMPSTER

- All events with food/beverage sales/service must provide trash and recyclable containers.
- If the event is being held at a City owned park, trash and recycling will need to be provided. Contact the Department of Public Works at 941-240-8050 for more information.

- All trash containers must be removed within twenty-four (24) hours of the closing of the event.
- It is the responsibility of the event organizer to monitor the trash and recycling, empty and re-line all city trash receptacles used during the event.
- When the event is completed, it is the responsibility of the event organizer to place the garbage and recycling receptacles back to the agreed upon location according to the rental agreement.

## APPENDIX A – APPLICATIONS & SAFETY INFORMATION

1. Special Event Application
2. Special Event Assistance Program Guidelines and Application
3. Department of Public Works Vendor Contract and TTC information
4. Fire and Life Safety Requirements for Special Events
5. Fire Rescue-Fire Prevention-Outdoor Display Fireworks Permit
6. Food Truck Safety Fact Sheet with Florida Additions
7. Law Enforcement Special Detail Application and Agreement





# Special Event Application

For Events on City Property

Application Fee: No Fee

Pursuant to the Unified Land Development Code, Section 53-265

Fill in the information below, and submit, along with the necessary attachments, to the City of North Port Parks & Recreation Department, 6207 W. Price Blvd, North Port, Florida, 34291, at least thirty (30) days prior to the event date. Please note, this application does not supersede any current contract agreements. For questions or additional information please visit <https://www.northportfl.gov/government/city-services/planning-zoning/special-events-temporary-uses>.

Completed applications can be delivered to the Morgan Family Community Center (6201 W. Price Blvd.) or emailed to [specialevents@northportfl.gov](mailto:specialevents@northportfl.gov)

Date Application Received: \_\_\_\_\_ Accepted by: \_\_\_\_\_ Event No: SPE \_\_\_\_\_ = \_\_\_\_\_

Was Application Complete?  Yes  No If No, Date complete application was received \_\_\_\_\_

Application is:  Approved  Denied Reason for Denial: \_\_\_\_\_

CITY OF NORTH PORT STAFF ONLY

## Event Information

Name of Event: \_\_\_\_\_ Event Type: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Set Up Time: \_\_\_\_\_ Event Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Expected Total Attendance: \_\_\_\_\_ Peak Attendance: \_\_\_\_\_ Anticipated Peak Hours: \_\_\_\_\_

## Applicant

Applicant Name/Organizer: \_\_\_\_\_ Non-Profit:  Yes  No (If yes, Attach 501c3 Certificate)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Point of Contact (POC): \_\_\_\_\_ POC Phone #: \_\_\_\_\_ POC Email: \_\_\_\_\_

Accessibility Coordinator (AC): \_\_\_\_\_ AC Phone# \_\_\_\_\_ AC Email: \_\_\_\_\_

Did you know, you may be eligible for financial assistance for your event through the Special Event Assistance Program. Awards are applied directly to the actual costs of city resources/fees. For further information concerning the program guidelines and how to apply visit the City of North Port website at [www.northportfl.gov](http://www.northportfl.gov) or call the Parks & Recreation Department at (941)429-PARK (7275) for more information.

# Event Items

**\*Numbers Correspond to the Standards in the Special Event Manual\***

**Check all that apply and include these items in your event narrative and on the site plan**

**NO YES**

Is your event taking place on city property? If yes, include copy of rental agreement

Were you granted assistance through the Special Event Assistance Program? If yes, attach the award letter with the funding amount.

Is this an annual event?

**Any means whereby alcohol is sold whether for cash or using tokens having identifiable cash value and or raffle tickets and redeeming them in exchange for alcohol constitutes a sale.**

Is alcohol being sold? **\*3\***  
 **If yes, an approved Temporary Permit or Special Sales Licenses from Division of Alcohol, Beverages, and Tobacco, must be submitted with this application.**  
 **If yes, a Certificate of Liquor Liability Insurance for \$1,000,000 naming the City of North Port as additional Insured and Certificate Holder, must be submitted with this application.**

Is alcohol being consumed not sold? **\*3\***  
 **If yes, a Certificate of Liquor Liability Insurance for \$1,000,000 naming the City of North Port as additional Insured and Certificate Holder, must be submitted with this application.**

Will there be live Animals at the event? **\*10\***  
 **If yes, Certificate of Liability Insurance covering all live animals with City of North Port listed as additional insured and Certificate Holder, must be submitted with this application**

Will there be Food/Cooking **\*11,13\***  
 **If yes, all food vendors must comply with the Department of Business and Professional Regulations (DBPR) requirements.**  
 **If yes, Fire Inspection may be required. Applicant must contact Fire Prevention Division of North Port Fire Rescue at (941) 240-8150 at least 15days prior to the event date. A fee of \$75.00 is charged for each fire & life safety inspection.**

Will there be fireworks at the event? **\*9\***  
 **If yes, an approved Fireworks Permit is required with submission of application**

Will there be bounce houses?  
 **If yes, a Certificate of Liability Insurance from the owner/operator naming the City of North Port as additional Insured and Certificate Holder, must be submitted with this application.**

Will there be carnival rides?  
 **If yes, a Certificate of Liability Insurance from the owner/operator naming the City of North Port as additional Insured and Certificate Holder, must be submitted with this application.**

Are EMS (Emergency Medical Services) being requested?

Will there be any offsite parking? **\*6\***

# Event Items

(Continued)

**\*Numbers Correspond to the Standards in the Special Event Manual\***

*Check all that apply and include these items in your event narrative and on the site plan*

**NO YES**

Will there be any shuttle service provided? **\*6\***

Will there be any charge for parking? **\*6\***

Will there be any road/sidewalk closures or traffic control **\*14\***

**If yes, an approved Temporary Traffic Control Plan (TTCP) must be submitted with this application. Contact Public Works Engineering Division for Temporary Traffic Control Plan (TTCP) approval at (941) 240 8050.**

Will the event require the rerouting of SCAT buses, especially on City property? **\*14\***

**If yes, applicant must notify SCAT of any changes in routes needed. Proof of notification must be submitted with this application.**

Will tents be erected? (If yes, quantity \_\_\_\_\_ and show placement on site plan) Size \_\_\_\_\_X\_\_\_\_\_

**If yes, an All-Clear Ticket from Sunshine State One call for digging holes to check for utilities is required. (Standard 10 x 10 do not need this) Please call 1-800-432-4770 or 811 and submit all clear ticket with this application. Any damage sustained to underground equipment is at sole risk and responsibility of the applicant.**

Will generators be used? (If yes, quantity \_\_\_\_\_ and show placement on site plan)

Will loudspeakers be used? **\*4\***

**All sound amplification or potential noise must be directed away from any surrounding residential areas.**

Will the event include outdoor music? **\*4\***

**All sound amplification or potential noise must be directed away from any surrounding residential areas.**

Will restroom facilities be available? **\*8\***

Quantity of permanent restroom facilities available within rented space: \_\_\_\_\_

Quantity of portable toilets being provided by organizer: \_\_\_\_\_

Quantity of hand washing stations being provided by organizer:

(\_\_\_\_\_ Hot/Cold \_\_\_\_\_ Cold only \_\_\_\_\_ Hot Only)

**As determined by the Sarasota County Health Department (941-861-861-6133)**

**Please Note:**

**Portalet accommodations will need to be made for City Center Front Green reservations as access to the George Mullen Activity Center may not be available.**

Will trash and recycling containers that will be onsite. **\*12\***

Quantity of trash containers \_\_\_\_\_

Quantity of recycling containers \_\_\_\_\_

**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 (941-240-8050).**

# Application Checklist

***Before Submitting application, please verify that application checklist is complete, and all supporting documents are attached.***

Please attach the following with the special event application

**1. Narrative:**

Describe in detail the nature of event

**2. Insurance Requirements:**

Recipients are required to obtain and maintain commercial general liability insurance in the amount of \$300,000 each occurrence, \$600,000 general aggregate, naming the City of North Port as an additional insured on the COMPREHENSIVE GENERAL LIABILITY POLICY. If additional insurance limits are required, the City of North Port Risk Management Division will determine the limits based on the risk potential.

**3. Site Plan:**

Detail dimensions, location of all structures, seating, tents, cooking areas, stages, generators, booth, vendors, games, toilet facilities, fire hydrants, ingress & egress patterns, emergency vehicle access, parking areas, waste containers, recycling bins, day of signage, first aid area, alcoholic beverage distribution locations, etc. Include designated handicap accessible parking and accommodations. All site plans must also include an accessible route to comply with ADA for the event.

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**Additional Information**

**This event may require public safety personnel. The need for, and the number of, Fire-Rescue and Law Enforcement personnel shall be at the sole discretion of those agencies. Public safety personnel shall be hired from the City of North Port Fire Rescue District and/or the City of North Port Police Department staff. The costs associated with this service shall be borne by the event applicant/organizer. This does not preclude the event applicant/organizer from hiring additional on-site security. For other helpful information, please refer to the Special Events Handbook and frequently Asked Questions (FAQ).**

1. If the special event takes place on city property, it is the responsibility of the applicant/event organizer to leave the grounds and or property in the same condition it was found. This includes any cleanup after the event.
2. Applicant/Event Organizer understands that additional costs may incur, which include but are not limited, to the additional use of city personnel, services and or equipment not otherwise specified on the special event permit. This would include any damages to city owned property and or equipment if event takes place on city property. \_\_\_\_\_
3. If additional costs are incurred, the event applicant/organizer shall be billed for such costs and **shall be responsible for payment.**

**I have read the above and understand that I am responsible for any additional charges which include but are not limited to the use of city personnel, services or equipment that may be necessary for the special event and such charges shall be billed to me. In addition, all the information provided on this application is true and correct to the best of my knowledge.**

---

Signed by Applicant/Event Organizer

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Date

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Print Name



**Permit Applicant Release, Waiver, and Indemnification Acknowledgment**

In consideration of the City of North Port, Florida (“City”) issuing Special Event or Temporary Use Permit Number \_\_\_\_\_ (“Permit”) to Applicant for the below-described permitted activity, Applicant hereby agrees as follows:

I, \_\_\_\_\_ (“Applicant”), for myself, my heirs, and personal representatives, and as authorized representative of and/or as the Event Sponsor, hereby assume all liability, risks, injuries and hazards to myself, and all directors, officers, members, employees, partners, subcontractors, volunteers, and participants, invitees, and guests (collectively the “Participants”) resulting from participation in the permitted activity, and agree to be fully liable for the actions of all Participants and agents of each of them, incidental to, or as a result of, participation in and/or performance of the following permitted activity: \_\_\_\_\_, taking place on the following date(s): \_\_\_\_\_.

This Release, Waiver, and Indemnification is given as consideration for the City issuing the above-identified Permit and in further consideration of the City not requiring self-funded liability insurance coverage from Applicant as a condition precedent to issuance of the Permit. The City, in its sole discretion, reserves the right to require that Applicant obtain additional insurance. Applicant freely and voluntarily assumes all risk of loss or injury arising from the permitted activity, whether due to Applicant’s negligence or the negligence or intentional acts of Participants or others. Applicant acknowledges that, absent this Release, Waiver, and Indemnification, the City would not issue the Permit because of unacceptable exposure to civil liability claims or the expense of providing an experience that is risk-free. Applicant has read and understands this document and signs it freely and knowingly, intending that it shall be fully operative and effective in all respects and that it waives legal rights to which Applicant and/or Participants might otherwise be entitled if Applicant and/or a Participant is hurt or suffers loss during participation in the permitted activity. Applicant understands that this Release, Waiver, and Indemnification is continuing in nature and applies to all incidents that may occur during the permitted activity.

Applicant acknowledges the fact that the permitted activity may have or involve distinct or inherent risks of physical injury or possibly even death, and physical contact or other conditions or factual circumstances where physical or other injuries may occur, due to its nature.

I HEREBY WAIVE, RELEASE, AND AGREE TO INDEMNIFY, DEFEND, AND HOLD HARMLESS, THE CITY, ITS COMMISSIONERS, OFFICERS, AGENTS, AND EMPLOYEES FROM ANY CLAIM, DEMAND, LIABILITY, COST, SUIT, JUDGMENTS, DAMAGES, CHARGES OR COMPENSATION FOR LOSS OR INJURY OF ANY KIND (INCLUDING BUT NOT LIMITED TO REASONABLE ATTORNEYS' FEES AND COURT COSTS, WHETHER SUCH FEES AND COSTS ARE INCURRED IN NEGOTIATIONS, AT THE TRIAL LEVEL OR ON APPEAL, OR IN THE COLLECTION OF ATTORNEYS' FEES), ARISING OUT OF A LOSS OR

AN INJURY, INCLUDING LOSSES OR INJURIES ARISING FROM ANY ACTS, ACTIONS, INACTIONS, OR NEGLIGENCE OF THE CITY, ITS COMMISSIONERS, OFFICERS, AGENTS, OR EMPLOYEES FROM MY AND/OR A PARTICIPANT'S PARTICIPATION IN THE PERMITTED ACTIVITY. I ACKNOWLEDGE THAT THE CITY WILL NOT ASSUME ANY COSTS RELATING TO ANY INJURY THAT OCCURS TO MYSELF OR A PARTICIPANT OF THE PERMITTED ACTIVITY. NOTHING HEREIN SHALL CONSTITUTE A WAIVER OF SOVEREIGN IMMUNITY OR CONSENT BY THE CITY OR ITS SUBDIVISIONS TO A SUIT BY THIRD PARTIES.

Applicant agrees to obey without hesitation, and will instruct all Participants to obey without hesitation, all directives and instructions of the City's Risk Management Coordinator while participating in the permitted activity.

**\*\* YOU MUST CAREFULLY READ THIS DOCUMENT BEFORE SIGNING IT. YOU ARE WAIVING OR RELEASING VALUABLE LEGAL RIGHTS. YOU ARE ADVISED TO SEEK THE ADVICE OF AN ATTORNEY IF YOU DO NOT FULLY UNDERSTAND THIS DOCUMENT. BY SIGNING THIS DOCUMENT, YOU ARE AGREEING TO ITS TERMS AND STATING THAT YOU HAVE CAREFULLY READ AND FULLY UNDERSTAND THE ABOVE, AND ARE SIGNING BY YOUR OWN FREE ACT. \*\***

\_\_\_\_\_  
Applicant/Event Sponsor Signature

\_\_\_\_\_  
Applicant/Event Sponsor Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Applicant/Event Sponsor Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date Accepted by City



# SPECIAL EVENTS ASSISTANCE PROGRAM GUIDELINES

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## Events Where City Costs are Funded

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 as defined in Chapter 53, Section 53-265 of the Unified Land Development Code and in this document. A special event permit is not required at the time of application for assistance. However, an issued special event permit is required for the event and shall follow the guidelines for the special event permitting process.

## Community Benefits

The City of North Port recognizes that special events held within the City:

- Enhance the quality of life for citizens of North Port
- Are beneficial for economic growth of the community at large
- Increase opportunities for positive publicity of North Port
- Generate engagement of residents and businesses within the community
- Attract visitors and businesses to North Port

## Purpose of Program

- Achieve community benefits identified above.
- Provide greater opportunity for additional community events organized by private North Port based entities as well as non-profits within the City of North Port.
- Encourage cultural, educational, environmental, commercial, sports and recreation activities.
- Provide recovery of some of the costs associated with City services needed in conjunction with special events held within the City of North Port.

## Program Guidelines

Any North Port based entity or organization may apply to the program according to the following guidelines:

- 1) Event must be open to the public.
- 2) Event must be **FREE** to the public for admission. Fees may be charged for participants, such as competitors or vendors.



- 3) Event must demonstrate primary benefit to the community at large (as outlined under community benefits).
- 4) The amount requested may be approved partially, fully or not at all based on number of applications and funding ability.
- 5) Entity or organization may apply for multiple events in a calendar year.
- 6) Event estimated attendance must be a minimum of 100 people to be eligible for the program.
- 7) If approved, the amount awarded will be applied to the actual cost of City fees and or resources associated with the special event up to the approved amount and the applicant is responsible for the difference, if any.
- 8) If approved, the City may include mention of the hosted event presented by the entity or organization in its regularly produced materials, online community calendar, and electronic news.
- 9) The entity or organization shall not use the City's Seal. Upon request and written authorization from the City, the entity or organization may include the City's branding logo as the host city of the event.

## **Funding Limits:**

- up to \$500 for events with estimated attendance of 100-499 attendees
- up to \$1,000 for events with estimated attendance of 500-2,499
- up to \$2,000 for events with estimated attendance of 2,500+

***(This program is not intended for regional, national or global events with attendance estimated above 10,000 people. Allocation of City resources needed for those types of events may be handled by a special request through the economic development department for approval by Commission).***

## **Program Structure**

- Program is designed to encourage additional activities and special events to be held within the City for the benefit of our residents and businesses.
- Applying to the program does not guarantee approval. ***Events not eligible include: private parties and functions, political events, or any event deemed by the City as inappropriate or inconsistent with the best interests of the City or as prohibited by law.***

- Program funds shall be used toward paying the actual costs of City fees and or resources incurred for community special events of general interest.
- Upon submission of an application for funding assistance to the Planning and Zoning Division, staff will review the application for completeness. Once the application is found complete, the request shall be placed on the next available regularly scheduled Commission meeting agenda. The Commission will review the funding request and shall either approve or deny the request. If funding is approved, the amount shall be applied directly to the cost of City fees and or resources immediately after the event is held.
- The City Commission has sole authority in approving the amount to be funded and may at their discretion approve the entire amount of the request, a portion of the request, or deny the request.
- The award amount granted by the North Port City Commission is for a specific event and shall not be automatically renewed from year to year.
- If the entity or organization wishes to again be considered for the program, a new application shall be submitted.
- Applications that do not meet the criteria as defined above shall not be considered for Special Events Assistance Program.
- A completed Special Events Assistance Program Application shall be submitted to the City of North Port Neighborhood Development Services Department, Planning and Zoning Division, located at North Port City Hall, 4970 City Hall Boulevard, North Port, FL 34286.
  - a. Applicant will receive acknowledgment their application was received and notification of the Commission meeting when the application is to be presented for consideration.
  - b. Notification of either approval or denial of an application by City Commission will be given to the applicant within three (3) days after the Commission has met.

• • •



Date Received – Date Stamp

### Events Where City Costs are Funded

The City Commission shall on a case by case basis approve special events for which some or all 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 guidelines as outlined in City Special Events Assistance Program Guidelines and the Unified Land Development Code Chapter 53, Section 53-265 Special Events.

### Instructions

The applicant shall submit to the Planning and Zoning Division, a completed Special Events Assistance Program application. The application will be presented to the City Commission at the next available regularly scheduled meeting to consider the applicant’s request for funding and either approve or deny the request. The funding amount if granted, will be applied directly to City fees and or resources associated with the special event. If the amount of funding is insufficient to cover the cost of City fees and or resources, it shall be the responsibility of the applicant to pay the difference. Although a special event permit is not required at the time of application for assistance, an issued special events permit is required for the event to be held.

### General Information

Applicant: \_\_\_\_\_

Is the applicant: Individual  Corporation  501c3  Other:  \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_, \_\_\_\_\_ \_\_\_\_\_

Telephone: \_\_\_\_\_ Home: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred means of contact: \_\_\_\_\_

**Event Information**

Event Name: \_\_\_\_\_

Is the event open to the public?  Yes  No Admission charged?  Yes  No

**(If the event is not open to the public and/or admission charged, the event does not qualify for the program)**

Location Address: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Hours: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

***Start & End***

Amount of Request: \$ \_\_\_\_\_ Financial Need:  Yes  No

Will this event occur without financial assistance?  Yes  No

Event is (check one):  One-time event  Annual event

If annual event, how many years has your organization been holding this event? \_\_\_\_\_

Prior funding from City:  Yes  No If yes, amount received: \$ \_\_\_\_\_

Description of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Affidavit of Applicant:**

I certify that the information contained in this application is true and correct to the best of my knowledge, that I have read and understand that if funding is approved, I agree to abide by the guidelines and procedures governing this program.

\_\_\_\_\_  
Signed by Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name



City of North Port  
Department of Public Works  
1100 North Chamberlain Blvd.  
North Port, FL 34286  
Phone: 941-240-8050

## Temporary Traffic Control (T.T.C.)

**What is Temporary Traffic Control?** Temporary Traffic Control is a process of establishing of a work/special event zone providing related transportation management and temporary traffic control on streets and highways rights-of-way.

**What is a Temporary Traffic Control Plan?** A Temporary Traffic Control Plan is one of many services performed by traffic design professionals. TCC plans facilitate traffic through a work/special event zone and are designated for all road users, including motorists, bicyclists, pedestrians, and persons with disabilities in accordance with American with Disabilities Act (ADA).

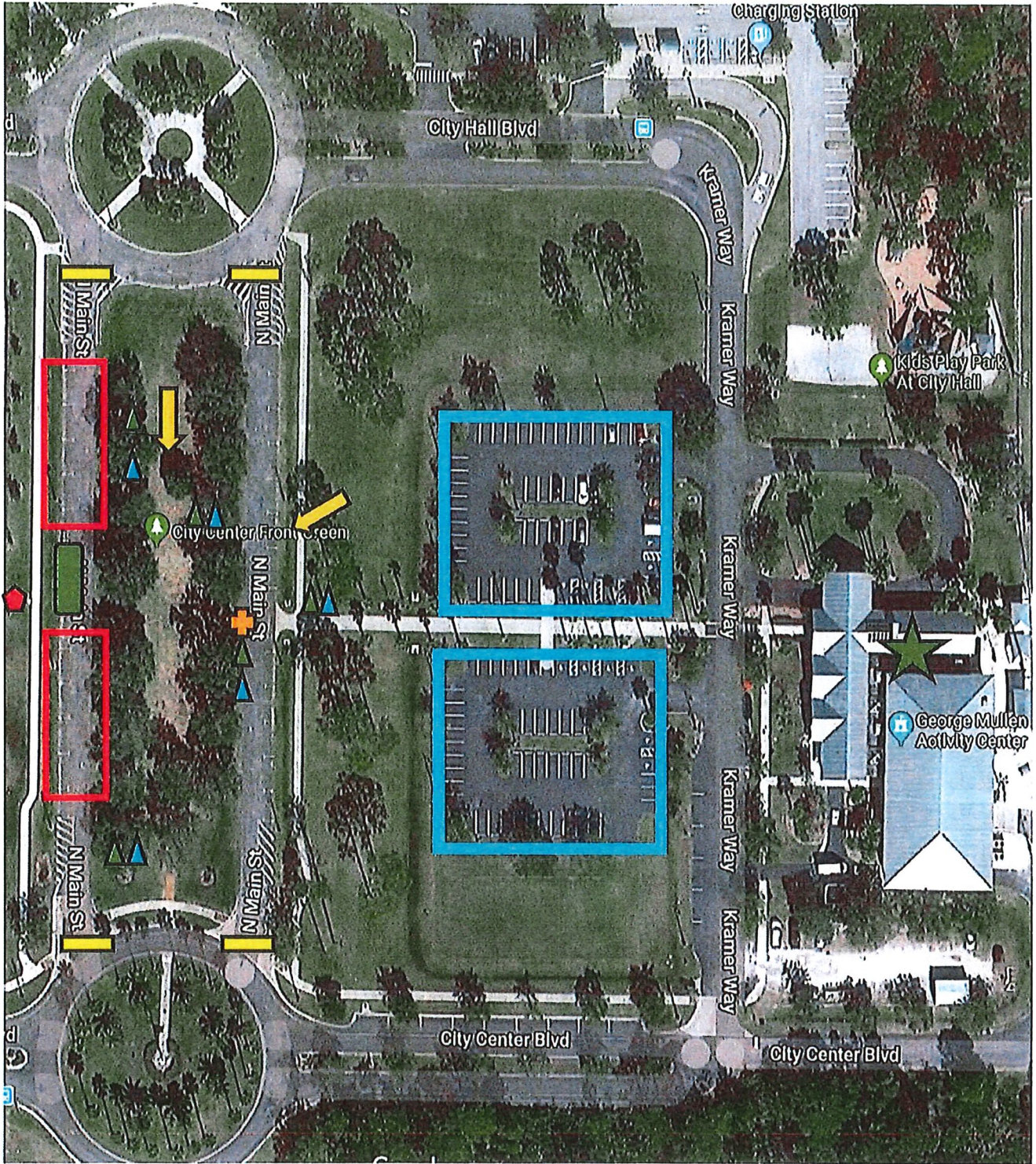
**Who can provide a Temporary Traffic Control Plan?** A Florida Department of Transportation (FDOT) approved certification will be required for the person responsible for the setup and maintenance of the approved traffic control plan. The certification shall contain the name, certificate number, course category (Intermediate or Advanced), and certificate expiration date. An Intermediate Level Certification will be required for the FDOT Design Standards 100-600 series. An Advanced Level Certification Card will be required for all non-typical condition TTC plans and road closures that will be submitted. The certification card must be legible.

**When submitting a Temporary Traffic Control Plan, what else is required?** Any time work or a special event is being performed within the City of North Port streets and/or right-of-way. TTC plans shall include the following.

- An applicable FDOT Design Standard Index from the current 100-600 series, which represents the roadway on which the work/special event is being performed that is appropriate for the work/special event activity.
- A sketch for all non-typical conditions, which include taper lengths, lane shifts lengths, sign spacing, barricade or cone spacing, pavement markings, removal of pavement markings, signal locations.
- The indexes shall include the name of the roadways they represent, and a north arrow.
- TTC plans utilizing non-typical condition TTC plans and/or road closures must be signed by a licensed engineer or persons holding an advanced level TTC certification.
- An aerial map illustrating location of work/special event zone and limits of TTC must be submitted.



# TEMPORARY TRAFFIC CONTROL (TTC) EXAMPLE



- = Stage
- = On-site public restrooms
- = Parking
- = Vendor Area
- = Light Tower
- = Generator
- = Road Closure
- = Trash/Recycling Bins
- = Welcome tent/



## TEMPORARY TRAFFIC CONTROL VENDORS

1. Bob's Barricades, Inc  
8031 Mainline Parkway  
Ft. Myers, FL 33912  
Phone: (239) 659 1183
2. Acme Barricades  
3690 Canal St.  
Ft. Myers, FL 33916  
Phone: (239) 479-5266





Department of Public Works  
 1100 N. Chamberlain Blvd  
 North Port, Florida. 34286  
[www.cityofnorthport.com](http://www.cityofnorthport.com)

## PUBLIC WORKS DEPARTMENT EVENT CONTRACT

PERMITTEE							
Event Name				Organization			
Name of Requestor/Applicant					Title		
Address			City			State	
Phone #'s					Email address		
STREET/SIDEWALK CLOSURE							
Event date							
Event Time	From: ___ <input type="checkbox"/> AM <input type="checkbox"/> PM TO: ___ <input type="checkbox"/> AM <input type="checkbox"/> PM						
<b>ALL EVENTS WITH STREET OR SIDEWALK CLOSURE MUST HAVE A MAP AND TEMPORARY TRAFFIC CONTROL (TTC) PLAN ATTACHED TO APPLICATION.</b>							
<b>EVENT PERMITTEE MUST HAVE DEPARTMENT OF PUBLIC WORKS APPROVAL OF TEMPORARY TRAFFIC CONTROL (TTC) PLAN A MINIMUM OF 7 DAYS PRIOR TO EVENT. FAILURE TO DO SO MAY RESULT IN CANCELLATION OF EVENT.</b>							
<p>I, _____ as authorized representative            Of _____ (hereafter "Permittee") hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these conditions in all respects if a permit is issued at a result of this application. In addition, that the Department of Public Works and its employees will not be held liable for damages or injuries by Permittee that may be caused by a third party in connection with services provided under this permit.</p>							
_____				_____			
Signature Authorized Representative				Date			



www.cityofnorthport.com

# City of North Port

North Port Fire Rescue District

4980 City Center Boulevard

North Port, Florida 34286

(941) 240-8150



Fax: (941) 240-8182

March 29, 2018

From: Peter J. Marietti III, Fire Marshal

To: Special Event Vendors

Subject: Fire and Life Safety Requirements

We are providing you with a partial checklist that will assist you in expediting your Special Event Permit. Some of the items may or may not apply to your specific permit; however, this will assist you in compiling the proper documents and meeting conditions necessary for your license compliance inspection. It is also recommended that you create a folder containing the items necessary to help inspectors facilitate with Fire and Life Safety Requirements. Please be advised this is not a complete list as other items may be required for your specific permit.

***At minimum the following conditions shall be provided for the use of a tent(s):***

Tents 200ft<sup>2</sup> shall provide appropriate tent fabric flame propagation certification as contained in NFPA 701 – Standard Methods of Fire Tests for Flame Propagation of Textiles and Films (101:11.11.2) and be permitted under the Special Event Permitting Process.

- Tents shall not cover more than 75% of the premises (101:11.11.1.3).
- A minimum of 10 ft. between stake lines (101:11.11.3).
- No guy wire or guy rope shall cross any means of egress at a height of less than 7 ft (2.1m). (1:25.1.3.2)
- Adequate number of exits (1:14.8; 1:14.9).
- Storage or handling of flammable liquids or gases shall not be located in the Means of Egress (1:25.1.4.2).
- Appropriate "No smoking" signage (101:11.11.4.2).
- No open flame under or adjacent to tents or canopies.
- Approved types of fire extinguishers and signage (101:11.11.5).
- Electrical appliances, fixtures, equipment or wiring installed, maintained, and operated in a safe and professional manner (1:25.1.9/ 1:11.1).
- Generators or other internal combustion power sources separated by a minimum of 5' from the tent or temporary structure (1:25.1.12).
- Generators be protected by fencing, enclosure or other means approved by the Local AHJ.

City of North Port Ordinance and the Florida Fire Prevention Code, 6<sup>th</sup> Edition prohibits the use of Commercial Cooking Equipment under any tent (1:25.1.11; 1:50.7.1.5.1 [FL specific]; 96:1.3.2).

***Food truck vendors shall provide at minimum the following:***

- Cooking equipment used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents, or any form of roofed enclosure, shall comply with NFPA 96 -Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations. (1:50.2.1.9; 96:4.1.9)
- Clearance of at least 3 ft. away from buildings, structures, vehicles, and any combustible materials. (1:50.7.1.4 [FL specific])
- Mobile or temporary cooking operations shall not block fire department access roads, fire lanes, fire hydrants or other fire protection devices and equipment. (1:50.7.1.6 [FL specific])
- Appropriate Class K and at minimum one (1) 2A:10BC portable fire extinguisher installed, maintained and tagged in kitchen cooking areas in accordance with NFPA 10- Standard for Portable Fire Extinguishers. (96.10.10.1-3)
- All interior surfaces of the hood exhaust system shall be accessible for cleaning and inspection purposes (1:50.2.1.8; 96:4.1.8).
- Certificates of inspection and cleaning maintenance of the fire-extinguishing systems and listed exhaust hoods shall be made by properly trained, qualified, and certified person(s) acceptable to the AHJ at least every 6 months. (1:50.5.2.1; 96:11.2.1). Documentation and/or appropriate tags to be available for inspection upon request (1:50.5.6.1.5; 96:11.6.15).
- Portable generators shall be positioned so that the exhaust is directed as follows (1:50.7.1.9.6 [FL specific]):
  - (1) At least 5 ft (1.5 m) in any direction away from any openings or air intakes and means of egress
  - (2) Away from any building
  - (3) Away from any mobile or temporary cooking vehicle or operation
- Portable generators or internal combustion power sources shall be isolated from contact with the public by either physical guards, fencing, or an enclosure (1:50.7.1.9.4 [FL specific]).
- Refueling shall be conducted only when not in use. (1:50.7.1.9.3 [FL specific])

***Bounce houses and other similar structures shall be meet manufacturers specifications and the following:***

- Be securely anchored on level ground.
- Electrical wiring and blowers shall be placed to prevent any potential for a tripping hazard.
- Generators shall be protected by fencing, enclosure or other means approved by the Local AHJ.

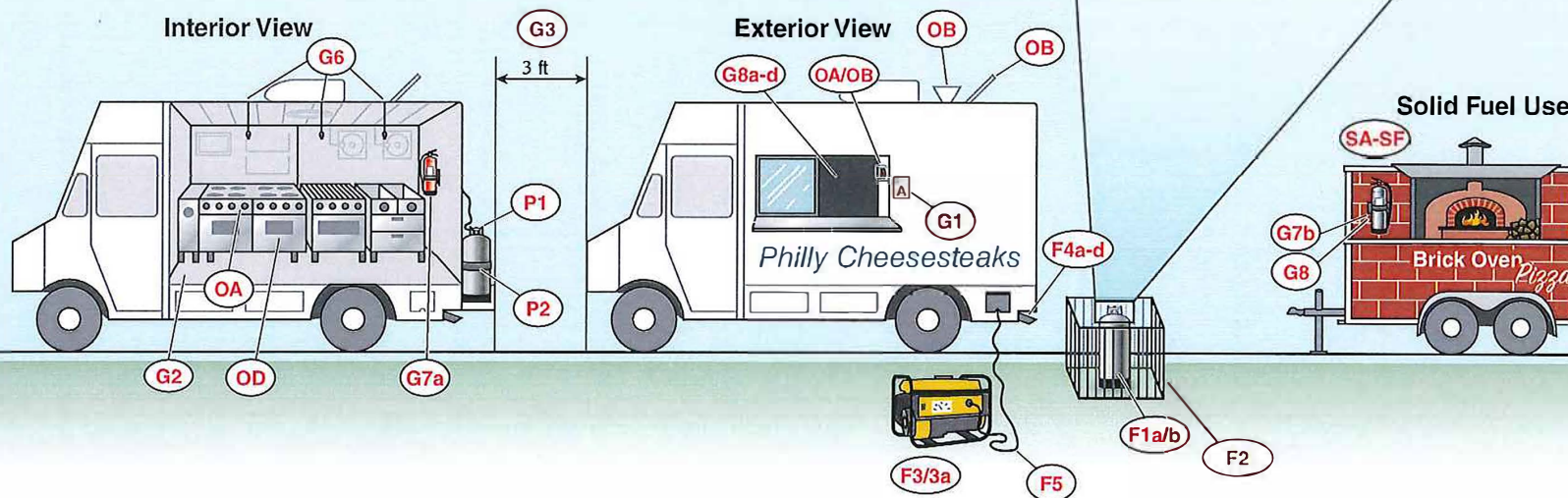
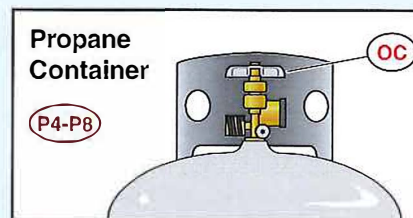
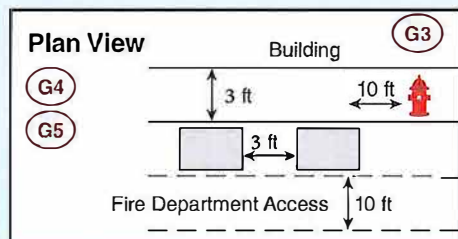
Respectfully,



Peter J. Marietti III



# FACT SHEET » Food Truck Safety with Florida Additions



## NATIONAL FIRE PROTECTION ASSOCIATION

The leading information and knowledge resource on fire, electrical and related hazards

NOTE: This information is provided to help advance safety of mobile and temporary cooking operations. It is not intended to be a comprehensive list of requirements for mobile and temporary cooking operations. Check with the local jurisdiction for specific requirements. This safety sheet does not represent the official position of the NFPA or its Technical Committees. The NFPA disclaims liability for any personal injury, property, or other damages of any nature whatsoever resulting from the use of this information. For more information, go to [nfpa.org/foodtrucksafety](http://nfpa.org/foodtrucksafety).

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# FACT SHEET » Food Truck Safety with Florida Additions (continued)

NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see Annex B in NFPA 96.

## GENERAL SAFETY CHECKLIST

- Obtain license or permits from local authorities. [1:1.12.8;(a); 1:50.4.2] **G1**
- Ensure there is no public seating within the mobile food truck. [1:50.7.1.5.3] **G2**
- Check that there is a clearance of at least 3 ft away from buildings, structures, vehicles, any combustible materials. [1:50.7.1.4; 96:7.8.3 for carnivals only] **G3**
- Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4; 1:50.7.1.6] **G4**
- Ensure clearance is provided for the fire department to access fire hydrants and fire department connections. [1:13.1.3; 1:13.1.4; 1:13.1.4.1; 1:50.7.1.6] **G5**
- Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2; 1:50.4.3.2] **G6**
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9.3; 1:50.7.1.3.1] **G7a**
- Where solid fuel cooking appliance produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:14.7.1; 1:50.4.3.2] **G7b**
- Ensure that workers are trained in the following: [96:B.15.1; 1:50.7.1.8] **G8**
  - Proper use of portable fire extinguishers and extinguishing systems [10:1.2] **G8a**
  - Proper method of shutting off fuel sources [96:10.4.1] **G8b**
  - Proper procedure for notifying the local fire department [1:10.14.9 for carnivals only] **G8c**
  - Proper procedure for how to perform simple leak test on gas connections. [58:6.16; 58:6.17] **G8d**
- Initial & refresher training shall be documented and made available upon request. [50:7.1.8] **G8**

## PROPANE SYSTEM INTEGRITY CHECKLIST

- Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3); 1:50.7.2.4.4.1(3)] **P1**
- Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4; 1:50.7.2.2.1] **P2**
- Inspect gas systems prior to each use. [96:B.19.2.3; 1:507.2.3.1] **P3**
- Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17; 1:50.7.2.3.4] **P5**
- Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M); 1:50.7.2.3.2] **P6**
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B); 1:50.7.2.4.5.1(B)] **P7**
- Where a gas detection system is installed, ensure that it has been tested in accordance with the manufacturer's instructions. [96:B.19.2.1] **P8** - Tested monthly [1:50.7.2.3.3]

## OPERATIONAL SAFETY CHECKLIST

- Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**
- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:14.2.2; 96:14.2.3] **OB**
- Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:11.4; 1:50.5.4] **OD**

## SOLID FUEL SAFETY CHECKLIST (WHERE WOOD, CHARCOAL, OR OTHER SOLID FUEL IS USED)

- CO Detector shall be installed when mobile cooking operations are performed in an enclosed area. [1:50.7.1.11.2]
- Fuel is not stored above any heat-producing appliance or vent. [96:14.9.2.2] **SA**
- Fuel is not stored closer than 3 ft to any cooking appliance. [96:14.9.2.2] **SB**
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:14.9.2.7] **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. [96:14.9.2.4] **SD**
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:14.9.3.6.1] **SE**
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container located at least 3 ft from any cooking appliance. [96:14.9.3.8] **SF**

## FUEL & POWER SOURCES CHECKLIST

- Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.10.1 for carnivals only] **F1a**
- Ensure that refueling is conducted only during non-operating hours. [96:B.18.3] **F1b**
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures [96:B.16.2.2; 1:50.7.1.9.4] **F2**
- Minimum 2A:10BC Extinguisher provided when a generator or other fuel fire appliance is used. [1:50.7.1.3.2] **F3/3a**
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:11.7.2.1.2; 1:50.7.1.9.5] **F3**
- Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. [1:50.7.1.9.5] **F3a**
- Make sure that exhaust from engine-driven source of power complies with the following: **F4**
  - At least 5 ft in all directions from openings and air intakes [96:B.13; 1:50.7.1.9.6] **F4a**
  - At least 10 ft from every means of egress [96:B.13; 1:50.7.2.4.12.3] **F4b**
  - Directed away from all buildings [1:11.7.2.2] **F4c**
  - Directed away from all other cooking vehicles and operations [1:11.7.2.2] **F4d**
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with NFPA 70. [96:B.18; 1:507.1.10] **F5**

## NFPA RESOURCES

Florida Fire Prevention Code (FFPC), 6th Edition  
NFPA 1, *Fire Code*, 2015 Edition  
NFPA 1 *Fire Code Handbook*, 2015 Edition  
NFPA 58, *Liquefied Petroleum Gas Code*, 2017 Edition  
LP-Gas Code Handbook, 2017 Edition  
NFPA 70®, *National Electrical Code*®, 2017 Edition  
*National Electrical Code*® Handbook, 2017 Edition

NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2017 Edition  
NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition

For more of these resources,  
become an **NFPA member**



**City of North Port Fire Rescue District  
4980 City Center Boulevard  
North Port, Florida 34286**



**Permit Application for the Use of Outdoor Fireworks Displays  
30 Calendar Days Advance Notice Required**

Please complete all sections of this form as required.

Date of show:	Times of Permit:
Show Name:	
Show Address:	
Contact Name:	
Contact Phone:	
Contact Address:	

**Pyrotechnic Vendor/Applicant:**

Business Name:	
Business Address:	
Telephone #:	Fax #:
Email:	

**Operator for set-up and display:**

Operator's Full Name:		
Permanent Address:		
Telephone/Cell #	Driver's License #:	Copy Provided: Yes <input type="checkbox"/> No <input type="checkbox"/>
Age:	Date of Birth:	
ATF Federal License #:	Date of Expiration:	Copy Provided: Yes <input type="checkbox"/> No <input type="checkbox"/>
Board Certificate Insurance in the amount of:		

All applicants may be subject to background checks at the discretion of the permitting authority.

Check here if Additional Operators and Assistants will be present at the show and attach Form A with the required information. Proof of Identification will be required at the time of arrival and set-up for all Operators and Assistants. Only those pre-approved on the applications will be permitted on site.

Checklist of attachments to be provided with this request:

Fill in all sections that apply

Applicant Check all that apply	Attachments provided	Office Use Only	
		Approved	Disapproved
<input type="checkbox"/>	Copy of valid ATF and/or State Explosives License.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Copy of Valid Driver's Licenses for all operators and assistants	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	A color detailed site plan and diagram must be submitted showing the point at which the fireworks are to be discharged, the location of all nearby buildings, highways and other lines of communication, the lines behind which the audience will be restrained and the location of nearby trees, telephone lines and overhead obstructions. Please indicate the approximate distance from the discharge site.	<input type="checkbox"/>	<input type="checkbox"/>



**City of North Port Fire Rescue District  
4980 City Center Boulevard  
North Port, Florida 34286**



Applicant Check all that apply	Attachments provided	Office Use Only	
		Approved	Disapproved
<input type="checkbox"/>	Timeline schedule and Que List for the day of event for delivery, set-up, discharge, and clean up.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Attach list of the quantity, type and size of fireworks to be discharged.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Details for means of ignition and location control points.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Details for delivery, storage, security, and safety precautions.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Details for site inspection after display and clean-up of debris or remaining material.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Details on the number, type and location of fire extinguisher provided by the Applicant.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	The person to whom a permit has been issued shall arrange for the detailing of at least one (1) member or more of the North Port Fire and Rescue District as may be deemed necessary by the Fire Marshal or Chief of the Fire Department. The expense for such firefighter(s) shall be paid by the permittee. The permittee shall also be responsible for contacting the North Port Police Department to make any and all arrangements for police details as required for permitting.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Proof of General Liability Insurance for the pyrotechnics display in an amount not less than \$5,000,000 per occurrence, \$10,000,000 general aggregate and \$6,000,000 products/completed operations aggregate. The City of North Port shall be listed as insured along with other sponsors or entities such as an individual facility management company as needed.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Documentation from sponsors, entities or facility management company granting the request for the pyrotechnics display for a specified location.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	If the display is to be conducted on City property, a "Special Events Permit" must be obtained from the Building Department. Please attach a copy of the permit.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Attach a copy of the VIN number, license plate and make and model of the vehicle. Department of Transportation placarding must be displayed on the vehicle while transporting Class "B" explosives.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>

By affixing your signature to this application, you acknowledge that all of the information you have provided is accurate. You also acknowledge that you have read, understood and comply with all of the requirements set forth in **NFPA 1123, Code for Fireworks Display, 2018 Edition** and **Florida Fire Prevention Code, 7th Edition**.

Signature of Permittee: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_





City of North Port Fire Rescue District  
4980 City Center Boulevard  
North Port, Florida 34286



## FORM A

### Additional Operators and Assistants:

Please complete all sections of this form as required.

Operator's Full Name:		
Permanent Address:		
Telephone/Cell #	Driver's License #:	Copy Provided: Yes / No
Age:	Date of Birth:	
ATF Federal License #:	Date of Expiration:	Copy Provided: Yes / No
Board Certificate Insurance in the amount of:		

Operator's Full Name:		
Permanent Address:		
Telephone/Cell #	Driver's License #:	Copy Provided: Yes / No
Age:	Date of Birth:	
ATF Federal License #:	Date of Expiration:	Copy Provided: Yes / No
Board Certificate Insurance in the amount of:		

Operator's Full Name:		
Permanent Address:		
Telephone/Cell #	Driver's License #:	Copy Provided: Yes / No
Age:	Date of Birth:	
ATF Federal License #:	Date of Expiration:	Copy Provided: Yes / No
Board Certificate Insurance in the amount of:		

Operator's Full Name:		
Permanent Address:		
Telephone/Cell #	Driver's License #:	Copy Provided: Yes / No
Age:	Date of Birth:	
ATF Federal License #:	Date of Expiration:	Copy Provided: Yes / No
Board Certificate Insurance in the amount of:		

Operator's Full Name:		
Permanent Address:		
Telephone/Cell #	Driver's License #:	Copy Provided: Yes / No
Age:	Date of Birth:	
ATF Federal License #:	Date of Expiration:	Copy Provided: Yes / No
Board Certificate Insurance in the amount of:		

Proof of Identification will be required at the time of arrival and set-up for all Operators and Assistants.  
Only those pre-approved on the applications will be permitted on site.

## **INSTRUCTIONS FOR SUBMITTING A LAW ENFORCEMENT SPECIAL DETAIL APPLICATION AND AGREEMENT**

A Law Enforcement Special Detail Application must be used to request the assignment of off-duty law enforcement officers ("Special Detail") at your event or location. An application must be submitted within fourteen (14) days of the date the Special Detail is needed. The City will work in good faith to accommodate all Special Detail requests; however, off-duty law enforcement officer availability cannot be guaranteed.

### **Payment & Registration**

For the convenience of Applicants, the City of North Port uses an online portal called Detail Kommander to facilitate the payment for Special Details. Applicants can register with the City's Detail Kommander System by going to: [https://app.detailkommander.com/users/sign\\_in](https://app.detailkommander.com/users/sign_in). Payment may also be submitted in-person to the North Port Police Department's Detail Coordinator Monday through Friday between 8:00 a.m. and 4:00 p.m. at 4980 City Hall Boulevard, North Port, Florida. In-person payments may be made by check or money order, payable to the City of North Port. Additional software service fees may apply.

Applicants will be required to enter into a Law Enforcement Special Detail Agreement with the City before any Special Detail officers are assigned to their event or location. The City offers the following types of Law Enforcement Special Detail Agreements: One-Time Agreement, Temporary Service Agreement, and Annual Service Agreement. An Applicant may choose the type of Agreement that best serves their needs.

#### One-Time Agreements:

A One-Time Agreement should be used for an event that will be less than 24 hours in duration and will not be reoccurring for at least one year. One-Time Agreements will be invoiced prior to the event and payment is required no less than three (3) business days before the event.

#### Temporary Service Agreements:

A Temporary Service Agreement should be used when the same event will occur at a single location on multiple days within a 30-day period. The days within the 30-day period do not need to be consecutive. Temporary Service Agreements will be invoiced prior to each event and payment is required no less than three (3) business days before each event.

#### Annual Service Agreements:

An Annual Service Agreement should be used when the same event will occur at a single location on multiple days within a one-year period. The days within the one-year period do not need to be consecutive. Annual Service Agreements will be invoiced monthly and payment is due within 30 days of the date on the invoice.

### **Determining Appropriate Staffing Requirements**

The minimum number of Special Detail officers required is generally determined by the estimated attendance for an event. Under certain conditions, the minimum number of Special Detail officers required by attendance will not be appropriate and additional Special Detail officers will be required. The City will determine the appropriate number of Special Detail officers to provide at an event or location based upon the type of event occurring. The following types of events are the most common: Main Events and Secondary Events.

Main Event:

A Main Event may require additional Special Detail officers. A Main Event includes the time period between the commencement and conclusion of a specified featured attraction, is the reason why a majority of the attendees are present at the location, and has a specific start and end time, such as a sporting event.

Secondary Event:

A Secondary Event may require additional Special Detail officers. Secondary Events generally occur when there is not a singular focal point or featured attraction for an attendee's enjoyment; such as a farmer's market. A Secondary Event can be the only event at the location, it may also include the time periods before and after a Main Event.

Not all events are the same. Other factors that may impact the appropriate number of Special Detail officers include, but are not limited to:

1. The availability/sale of alcoholic beverages.
2. The physical setting of the event or location.
3. The need for a Special Detail before, during and/or after a Main Event.
4. The need for street closures or rerouting of vehicular or pedestrian traffic.
5. Expected weather conditions.
6. North Port Police Department's experience with similar events or locations.

**Minimum Staffing Requirements**

The following guide provides the minimum number of Special Detail officers required based on attendance:

Minimum Officer Staffing Guide Requirements				
Number of Attendees	Main Events		Secondary Events	
	Officers	Supervisors & Managers	Officers	Supervisors & Managers
0-500	0-2	0	0-2	0
500-1000	1-4	0	1-3	0
1001-2500	4-8	1+0	3-4	0
2501-5000	7-12	2+0	4-5	1+0
5001-7500	10-16	2+0	5-6	1+0
7501-10,000	15-20	3+1	7-8	1+0
10,001-15,000	20-30	4+1	9-12	2+0
15,001-25,000	30-48	6+2+1	12-15	2+0
25,001-35,000	48-72	9+2+1	16-19	3+1
35,001-50,000	72-88	11+3+1	19-24	3+1
50,001-65,000	88-120	15+3+2	24-30	4+1
65,001-80,000	120-152	19+4+2	30-40	5+2
80,001-95,000	152-200	25+5+2	40-48	6+2+1
95,001-Over	200+	TBD	48+	TBD



Minimum Supervisor & Manager Requirements
One (1) sergeant for every 4-8 officers
One (1) commander (manager) for every 2-5 sergeants
One (1) captain (manager) for every 2 or more commanders

**Rates**

The following hourly rates shall apply for each Special Detail officer, supervisor, and manager assigned to the event or location:

Officer	Supervisor	Manager
\$41.00	\$48.00	\$54.00

**Premium Rates:**

Premium rates apply to – Requests for extra duty with three (3) business days or less notice prior to the requested date(s) = Christmas Eve and Christmas Day, Super Bowl Sunday, New Year’s Eve, Thanksgiving Day and the day after, Easter Sunday and Independence Day.

Officer	Supervisor	Manager
\$60.00	\$70.00	\$80.00



**APPLICATION FOR LAW ENFORCEMENT SPECIAL DETAIL**

Please complete this Application and return it to the North Port Police Department's Detail Coordinator Monday through Friday between 8:00 a.m. and 4:00 p.m. at 4980 City Hall Boulevard, North Port, Florida. The City will work in good faith to accommodate all Special Detail requests; however, off-duty law enforcement officer availability cannot be guaranteed.

Please identify the type of Special Detail Agreement being requested:

- One-Time Agreement     
  Temporary Service Agreement (multiple events within 30 days)     
  Annual Service Agreement (multiple events within one year)

Applicants must enter all the following information; use additional pages if necessary.

Applicant Name: \_\_\_\_\_ Contact Email/Phone Number: \_\_\_\_\_

Name of Event and Description: \_\_\_\_\_

Event Location: \_\_\_\_\_

Period of Employment:      Beginning Date: \_\_\_\_\_

Ending Date: \_\_\_\_\_

Hours to be Worked: \_\_\_\_\_ hrs. (Total number of hours)

From: \_\_\_\_\_ To: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Expected Number of Attendees: \_\_\_\_\_ Number of Officers Requested: \_\_\_\_\_

Event Location Authorized Representative Name: \_\_\_\_\_

Event Location Contact Email/Phone Number: \_\_\_\_\_

By submitting this Application for Law Enforcement Special Detail, the undersigned Applicant confirms that they have received permission from an authorized representative of the event location to conduct the above-listed event at the listed location.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Event Location: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative Signature

For Official Use Only

If a permit is required has it been approved?       Yes       No

Approved by Detail Coordinator (Signature): \_\_\_\_\_ Date: \_\_\_\_\_



## LAW ENFORCEMENT SPECIAL DETAIL AGREEMENT

**THIS AGREEMENT**, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_, by and between the City of North Port, Florida, hereinafter referred to as "City," and \_\_\_\_\_ referred to as "Applicant," to provide Applicant with the professional law enforcement services of off-duty police officers through the City's Police Department.

### WITNESSETH:

**WHEREAS**, the North Port Police Department is the City's law enforcement agency with a mission to protect the lives and constitutional rights of the public by maintaining and promoting community, order, and respect for the law. The North Port Police Department provides a supplementary service to special events by assigning off-duty law enforcement officers through the use of "Special Detail" assignments; and

**WHEREAS**, the City's Chief of Police agrees to provide the Applicant with Special Detail officers upon the terms and conditions as set forth below.

**NOW, THEREFORE**, in consideration of the sums hereinafter set forth and for other good and valuable considerations, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

### SPECIAL DETAIL INFORMATION

1. The Applicant has submitted an Application for Law Enforcement Special Detail, (form NPPD 712B), which is attached and incorporated by reference.
2. As indicated on form NPPD 712B, the Applicant desires to obtain professional law enforcement services from the City as follows:
  - a. The "event location" will be: \_\_\_\_\_, North Port, Florida.
  - b. This Agreement is for the following type of Special Detail. (Please check one):
    - One-Time Agreement
    - Temporary Service Agreement (multiple events within 30 days)
    - Annual Service Agreement (multiple events within one year)
  - c. The Applicant will be provided with the following amount of staff at the event location upon the terms and conditions as set forth below. (Please indicate the number of each type of personnel):
    - \_\_\_\_\_ Special Detail Officers
    - \_\_\_\_\_ Special Detail Supervisors
    - \_\_\_\_\_ Special Detail Managers



**SPECIAL DETAIL TASKS**

3. Any Special Detail officer(s) provided by the City pursuant to this Agreement shall perform the regular law enforcement duties of an on-duty officer and provide for the health and security of persons at the event location. The Special Detail officer(s) shall at all times adhere to the City's Policies and Procedures and will not engage in any behavior that would contradict these Policies and Procedures.

4. At all times pertinent to this Agreement, Special Detail officers will be assigned by and remain under the command and control of the North Port Police Department, Chief of Police or designee. The Applicant is not permitted to direct or assign a Special Detail officer to a specific task or location, but may make a request or suggestion to the officer. Ownership, maintenance, and selection of equipment to be used at the event location are the sole responsibility of the City. The standard equipment assigned to a North Port Police Officer for use during the performance of their on-duty assignments shall be used by the Special Detail officer during the Special Detail.

**COST AND PAYMENT**

5. The Applicant shall pay for a minimum of three (3) hours per Special Detail officer provided. Additional software service fees may apply.

6. The following hourly rates shall apply for each Special Detail officer assigned to the event location:

Officer	Supervisor	Manager
\$41.00	\$48.00	\$54.00

**Premium Rates:**

Premium rates apply to – Requests for extra duty with three (3) business days or less notice prior to the requested date(s) = Christmas Eve and Christmas Day, Super Bowl Sunday, New Year's Eve, Thanksgiving Day and the day after, Easter Sunday and Independence Day.

Officer	Supervisor	Manager
\$60.00	\$70.00	\$80.00

7. Annual Service Agreements. If this Special Detail is an Annual Service Agreement, Applicant will be invoiced monthly and payment is due within thirty (30) days of the date on the invoice.

- a. If payment is not received within forty (40) days of the date on the invoice, a twenty-five dollar (\$25.00) late fee will be added, with an additional twenty-five dollar (\$25.00) late fee for every thirty (30) days thereafter.
- b. If payment is not received within sixty (60) days of the date on the invoice, in addition to the penalties provided above, the City may cancel all of Applicant's Special Detail applications until payment, including all late fees, are paid in full. Any new Special Detail applications will be treated as applications for a Temporary Service Agreement





and a good payment history must be established before the Applicant is permitted to enter into a new Annual Service Agreement.

8. One-Time and Temporary Service Agreements. If this Special Detail is a One-Time Agreement or Temporary Service Agreement, Applicant will be invoiced prior to the event and payment is required no less than three (3) business days before the event.

#### FURTHER TERMS

9. **To the extent permitted by Florida law, the Applicant shall indemnify, defend, and hold harmless the City, Commissioners, officers, agents, and employees, from all liabilities, fines, claims, assessments, suits, judgments, damages, losses and costs, including consequential, special, indirect, and punitive damages, (including, but not limited to, reasonable attorneys' fees and court costs, whether such fees and costs are incurred in negotiations, at the trial level or on appeal, or in the collection of attorneys' fees), arising out of any acts, actions, breaches, neglect, or omissions of the Applicant, or Applicant's officers, employees, agents, subcontractors, sub-consultants, and other persons employed or utilized by the Applicant during the performance of, or the failure to perform, under this Agreement. This Agreement does not constitute a waiver of sovereign immunity or consent by the City or its subdivisions to suit by third parties. Nothing in this Agreement shall be deemed to affect the rights, privileges and immunities of the City as set forth in section 768.28, Florida Statutes.**

10. The Applicant agrees and understands that the Special Detail officer(s) provided by the City pursuant to this Agreement does not create a guarantee of the health and safety of the patrons attending the event location, but that the Special Detail officer(s) will perform their regular law enforcement duties as otherwise provided by the North Port Police Department.

11. The Applicant agrees and understands that an off-site emergency may require the Special Detail officer(s) provided pursuant to this Agreement to respond or be reassigned to the off-site emergency location with little or no notice to the Applicant. Any off-site emergency requiring the response or reassignment of the Special Detail officer(s) provided pursuant to this Agreement shall not be deemed a breach of this Agreement by the City.

12. In no circumstance will the Applicant ever be required to make payment for the services provided pursuant to this Agreement directly to a Special Detail officer. All payments will be made using the City's Detail Kommander System or submitted in-person to the North Port Police Department's Detail Coordinator Monday through Friday between 8:00 a.m. and 4:00 p.m. at 4980 City Hall Boulevard, North Port, Florida.

13. The City will work in good faith to accommodate all Special Detail requests; however, off-duty law enforcement officer availability cannot be guaranteed. The City may deny or cancel this Agreement at any time with or without cause.

14. An Applicant may cancel or postpone a Special Detail for any or no reason by contacting the North Port Police Department, Telecommunications Section at (941) 429-7300.



- a. Cancellation of a Special Detail must be made at least 24-hours prior to the date and time agreed to in this Agreement. If a Special Detail is canceled less than 24-hours prior to the agreed start time, the City may charge the Applicant the minimum of three (3) hours per Special Detail officer provided.
- b. Postponement of a Special Detail must be made at least 24-hours prior to the date and time agreed to in this Agreement. If a Special Detail is postponed less than 24-hours prior to the agreed start time, the City may charge the Applicant the minimum of three (3) hours per Special Detail officer provided. A Special Detail may not be postponed more than once; the postponement of a Special Detail for more than six (6) months shall be considered a cancellation of the Special Detail.

15. The provisions of this Agreement represent the totality of the terms agreed upon by the parties. No prior or present agreements or representations, whether written or oral, shall be binding upon the City or the Applicant unless included in this Agreement or attached as an Amendment.

16. The rights, obligations and remedies of the parties under this Agreement shall be governed by the laws of the State of Florida and the exclusive venue for any legal or judicial proceedings in connection with the enforcement or interpretation of this Agreement shall be in Sarasota County, Florida.

17. The City of North Port, Florida, does not discriminate on the basis of race, color, national origin, sex, age, disability, family or religious status in administration of its programs, activities or services. The Applicant shall not administer this Agreement in an unlawfully discriminatory manner, nor deny participation in or the benefits of same to any individual based on that individual's race, color, national origin, sex, age, disability, family or religious status, marital status, sexual orientation, gender identity or expression, or physical characteristic.

AGREED TO BY THE PARTIES this \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Client Name Date

\_\_\_\_\_  
Detail Coordinator or Designee Date

