



## SPECIAL EVENT APPLICATION

### FOR EVENTS ON CITY PROPERTY

### APPLICATION FEE: NO FEE

Pursuant to the Unified Land Development Code, Article X, Section 3.10.1

Please fill in all sections completely, and submit, along with the necessary attachments at least thirty (30) days prior to the event date. Please note, this application does not supersede any current contract agreements.

For additional information, please visit: [NorthPortFL.gov/SpecialEventPermits](http://NorthPortFL.gov/SpecialEventPermits).

Completed applications can be delivered to the City of North Port Parks & Recreation Department at the Morgan Family Community Center (6207 W. Price Blvd.) or emailed to [SpecialEvents@NorthPortFL.gov](mailto:SpecialEvents@NorthPortFL.gov).

### APPLICATION CHECKLIST

Before submitting the application, please verify that it is complete and all supporting documents are attached. An application will be considered incomplete until all required components and additional applicable items are received.

Please provide the following items with the special event application:

**1. Narrative: (Required)**

A detailed description of the event shall be included with the application. This detail should include, but not limited to, hours, attendance, agenda, description and purpose of the event, special requests, etc.

**2. Insurance Requirements: (Required)**

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.

Additional Insurances, if applicable:

Liquor Liability      Live Animals      Bounce House      Carnival Ride

**3. Site Plan: (Required)**

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

**4. Additional Permits and Documentation, if applicable:**

Special Event Assistance Application

Signage Plan

Temporary Permit or Special Licenses from Division of Alcohol, Beverages, and Tobacco

Food/Cooking Fire Inspection

Fireworks Permit

Maintenance of Traffic (MOT) Plan

All-Clear Ticket from Sunshine State One

Solid Waste Equipment Request



## EVENT OVERVIEW

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

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

Event Type (select all that apply):

Walk/Run      Festival      Concert      Parade      Fundraiser      Tournament      Expo/Fair      Carnival  
Farmers Market      Ceremony/Celebration      Other \_\_\_\_\_

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

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

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

Has this Event Been Produced Before?      Yes      No

If Yes, Previous Date and Location: \_\_\_\_\_ Previous Attendance: \_\_\_\_\_

Will There Be Any Admission, Entry, or Participation Fees?      Yes      No

## APPLICATION INFORMATION

Name of Applicant/Responsible Party: \_\_\_\_\_ Non-Profit:      Yes      No (If yes, attach 501c3 certificate)

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

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

Name of Event Organizer/Producer: \_\_\_\_\_

*(If different from applicant)*

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

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

Sponsoring Organization/Company: \_\_\_\_\_

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

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

Onsite/Day of Event Point of Contact (POC): \_\_\_\_\_

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

Secondary Contact: \_\_\_\_\_

Secondary Contact Phone: \_\_\_\_\_ Secondary Contact Email: \_\_\_\_\_



## EVENT ITEMS

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

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

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### Parks & Recreation

**For any questions related to the section below please contact 941-429-PARK (7275)**

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YES NO

Confirm if your event takes place on City property? City property includes public right-of way. If yes, include a copy of the paid reservation receipt, if applicable.

Will you be requesting assistance through the Special Event Assistance Program? If yes, include the Special Event Assistance Application.

Is this an annual event?

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### Insurance & Permits

**If yes to any of the items below, proper insurances and/or permits must be included with this application.**

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YES NO

Is alcohol being sold (cash, tokens, raffle tickets)? \*3\* Any means whereby alcohol is sold, whether for cash or using tokens/raffle tickets having identifiable cash value and redeeming them in exchange for alcohol, constitutes a sale.

If yes, an approved Temporary Permit or Special Sales License 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 additionally 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 additionally insured and certificate holder must be submitted with this application.

Will there be live animals? \*10\*

If yes, Certificate of Liability Insurance covering all live animals with City of North Port listed as additionally insured and certificate holder must be submitted with this application.

Will there be food/cooking and/or served? \*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 15 days prior to the event date. A fee of \$75.00 is charged for each fire and life safety inspection.

Will there be fireworks at the event? \*9\*

If yes, an approved fireworks permit is required with submission of this application.

Will there be bounce houses. (If yes, quantity # \_\_\_\_ and show placement on site plan). Dry bounce houses are permitted. No water features may be included.

If yes, a Certificate of Liability Insurance from the owner/operator naming the City of North Port as additionally Insured and certificate holder, must be submitted with this application.



## EVENT ITEMS

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

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

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### Insurance & Permits (continued)

**If yes to any of the items below, proper insurances and/or permits must be included with this application.**

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YES NO

Will there be carnival rides? (If yes, quantity # \_\_\_\_ and show placement on site plan).

If yes, a Certificate of Liability Insurance from the owner/operator naming the City of North Port as additionally Insured and certificate holder, must be submitted with this application.

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

If yes, a Certificate of Liability Insurance from the owner/operator naming the City of North Port as additionally Insured and certificate holder, must be submitted with this application.

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### Emergency Services

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YES NO

Are the following public services being requested? If yes, check all that apply:

City Police Detail\*

Fire Rescue\*

Emergency Medical Services (EMS)\*

*\* The City of North Port staff reserve the right to require Emergency Services based on the review of the application.*

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### Public Works

**If yes to any of the below items, event organizers will need to coordinate with the Department of Public Works for approval.**

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Will additional trash and recycling containers be requested?

If yes, please fill out the Solid Waste equipment request form and coordinate with the Solid Waste Division of the Department of Public Works at (941) 240-8050.

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

If yes, a Maintenance of Traffic (MOT) plan must be submitted with the application. Applicant must contact the Engineering Division of the Department of Public Works for MOT approval at 941-240-8050. All traffic control signage, barricades, etc. are at the expense of the applicant, please contact a licensed company for these services. MOT will be supplied for City Center Front Green events that have been approved for Special Event Assistance.

Will you be requesting to post signs in the rights-of-way to promote your event?

If yes, staff from the Department of Public Works are available to meet to provide guidance on locations that are safe, appropriate and available for sign installation within the City's rights-of-way. Staff time will be charged as applicable at hourly rates adopted in the City fee schedule.



## EVENT ITEMS

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

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

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### Health Department

Refer to the chart on page 11 of the Special Event Application to determine the required number of restroom facilities needed.

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YES NO

Will restroom facilities be available? \*8\*

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

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

Quantity of hand washing stations being provided by the organizer:

\_\_\_\_\_ Hot/Cold \_\_\_\_\_ Cold Only \_\_\_\_\_ Hot Only

***Portable toilet accommodations are required for City Center Front Green events, please contact a licensed company for these services.***

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### Parking & Transportation

YES NO

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

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

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### Music and/or Noise Amplification

YES NO

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\*

If yes, what are the hours music will be played? \_\_\_\_ am/pm to \_\_\_\_ am/pm.

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



## ADDITIONAL INFORMATION:

The City Manager or designee may approve signage on City-owned property that is consistent with the size and scope of the event. If signage will be used, the applicant must provide a signage plan for review with the application. If the City has concerns with the size and/or location of the sign(s), they may withhold approval.

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/sponsor. This does not preclude the event applicant/sponsor from hiring additional on-site security. For other helpful information, please refer to the Special Event Manual.

1. It is the responsibility of the applicant/event sponsor to leave the grounds and or property in the same condition it was found. This includes any cleanup after the event.
2. Applicant/Responsible Party 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.
3. If additional costs are incurred, the event applicant/responsible party 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.

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Signed by Applicant/Responsible Party

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Print Name

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Date

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 [NorthPortFL.gov/SpecialEventPermits](http://NorthPortFL.gov/SpecialEventPermits) or call the Parks & Recreation Department at (941) 429-PARK (7275) for more information.



## 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.



## PERMIT APPLICANT RELEASE, WAIVER, AND INDEMNIFICATION ACKNOWLEDGMENT

**\*\* 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/Responsible Party Signature

\_\_\_\_\_  
Applicant/Responsible Party Name

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

\_\_\_\_\_  
Applicant/Responsible Party Title

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

\_\_\_\_\_  
Email

### CITY OF NORTH PORT STAFF ONLY

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: \_\_\_\_\_





4. **Vendor Information:** Will vendors (food trucks, exhibitors, etc.) be present? If yes, list each vendor and their services.

5. **Electrical and Power Needs:** What equipment will require power? If vendors or exhibitors need power, please communicate their full needs. Will a generator be used?

6. **Amenities:** Will you be using amenities such as bounce houses, games, fireworks, pyrotechnics, or any other attractions? Provide details on any third-party services.

7. **Signage:** What signage will be used at the event? Where will it be advertised? Please attach an event flyer or provide a link to advertising.



8. **Security and Staffing:** How will you handle security and staffing for the event? Provide details if hiring security or your plan to ensure the Rental Agreement Terms and Conditions can be met.

9. **Parking and Traffic Control:** Will parking staff be used? Provide information on your plan for managing parking, including overflow parking if applicable.

10. **Inclement Weather:** Where is the designated hold location should inclement weather arise? (e.g., cars, indoor area).



## **SPECIAL EVENT APPLICATION APPENDIX - EVENT MANUAL STANDARDS**

### **Standard 1**

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

- 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. List the exact locations, quantity, materials, and dimensions of all signs. A digital sample of the sign is required with application.
  - b. City Manager or designee may approve signage on City-owned property that is consistent with the size and scope of the event. You must explain the exact locations, duration, quantity, materials, and dimensions of all signs and remember that signs should never create any traffic or pedestrian hazards.
  - c. Signage may be placed on City-owned property in conjunction with an approved special event permit to identify and safely guide traffic to and from the event.
  - d. Signs may be in the form of freestanding signs or signs with stakes that can be manually pushed into the ground.
  - e. Signs may be exhibited up to (3) three days prior to, and (24) twenty-four hours immediately after, the time specified on the approved special event permit.
- 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. Maintenance of Traffic (MOT).
- L. Bathroom/sanitation facilities.
- M. Garbage and recycling collection areas and dumpster location(s). Please note that you are not permitted to throw trash in the dumpster or recycling unless prior permission is granted in writing by the Parks & Recreation Department.
- 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.

### **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.



## SPECIAL EVENT APPLICATION APPENDIX - EVENT MANUAL STANDARDS (CONT.)

### Standard 4

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

### Standard 5

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

### 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

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.

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.

**The chart on the following page is applicable for all events.**



## SPECIAL EVENT APPLICATION APPENDIX - EVENT MANUAL STANDARDS (CONT.)

NUMBER OF PORTABLE TOILETS REQUIRED FOR SPECIAL EVENTS										
Attendance	Length of Special Event (in hours)									
	1	2	3	4	5	6	7	8	9	10
Up to 250	2	2	2	2	2	3	3	3	3	3
251 to 500	2	3	4	4	4	4	4	4	4	4
501-1,000	4	5	6	7	7	8	8	8	8	8
1,001-2,000	6	10	12	13	14	14	14	15	15	15
2,001-3,000	9	14	17	19	20	21	21	21	21	22
3,001-4,000	12	19	23	25	28	28	28	30	30	30
4,001-5,000	15	23	30	32	34	36	36	36	36	36
5,001-6,000	17	28	34	38	40	42	42	42	44	44
6,001-7,000	20	32	40	44	46	48	48	50	50	50
7,001-8,000	23	38	46	50	54	57	57	58	58	58
8,001-9,000	26	42	52	56	60	62	62	62	64	64
9,001-10,000	30	46	57	63	66	70	70	72	72	72
10,001-12,500	36	58	72	80	84	88	88	88	88	92
12,501-15,000	44	70	84	96	100	105	105	110	110	110
15,001-17,500	50	80	100	110	115	120	125	125	126	126
17,501-20,000	57	92	115	125	132	138	138	144	144	150
20,001-25,000	72	115	144	154	168	175	175	176	176	184
25,001-30,000	88	138	168	192	200	208	208	216	216	216

### **Standard 9**

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

### **Standard 10**

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

### **Standard 11**

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



## **SPECIAL EVENT APPLICATION APPENDIX - EVENT MANUAL STANDARDS (CONT.)**

### **Standard 12**

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

### **Standard 13**

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

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

### **Standard 14**

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

### **Standard 15**

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