

CITY OF PUNTA GORDA



May 2011 Report

EVENT PERMIT AND MANUAL

Event Definition

A public event includes any use of a public facility (e.g. park, meeting hall, gazebo, shelter, street right-of-way, etc.) by a group which could limit the normal access and use of such facility by the general public.

An event may include but is not limited to:

- A. Any activity involving the use of a public 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;
- 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 right-of-ways, 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 of the City's Urban Design Division in advance in order to receive permission for such exclusive use.

Application Procedure – Fee \$50.00

The City of Punta Gorda's Urban Design Division oversees the processing of applications to hold public events in City parks (e.g. Laishley, Gilchrist and Ponce de Leon Parks), on City right-of-ways (e.g. walk-a-thon, parades, etc.), and on all other City-owned property. Public events requiring a City event permit include, but are not limited to:

A. Weddings in the park	B. Festivals
C. Large family picnics	D. Walk-a-thons
E. Car shows	F. Road races
G. Fish fries	H. Bicycle races
I. Fishing tournaments	J. Parades
K. Tennis tournaments	L. Community gatherings
M. Chess tournaments	N. Concerts
O. Boat shows	P. Art and/or Craft shows

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 private property, an 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 procedure shall be followed by all event organizers to obtain an event permit from the City of Punta Gorda.

- STEP 1. Event organizers should contact the Urban Design Division at least 90 days prior to their target date for the event in order to determine the feasibility and approval process required. Requests for approval shall be submitted to the City at least **sixty (60) days** prior to the event. Events must receive approval at least 10 calendar days in advance of the first day of the event.

- STEP 2. Event organizer obtains an **Event Manual and Permit Application** from the Punta Gorda Urban Design Division located on the 3rd floor of the City Hall Annex, 126 Harvey Street, 941-575-3314.
- STEP 3. Event organizer reviews manual and completes application forms, returning completed copy to the Urban Design Division where a permit number is assigned.
- STEP 4. The organizer **must** answer all questions on the application for the event and submit a site plan or event route map per the deadlines listed above. Event organizers should call the Punta Gorda Urban Design Division at 575-3314 if they need help in completing the form.
- STEP 5. Event organizer awaits correspondence from the Urban Design Division informing them of the type of approval being required. If Administrative approval is authorized, the applicant will receive notice of the approval from the Urban Design Division, the Event organizer shall respond immediately to any requests for additional information.
- STEP 6. Events requiring DRC approval require the Event organizer to attend a regularly scheduled Development Review Committee meeting to discuss the event. The DRC meets the second and fourth Friday at 9:00 am in Council Chambers. The applicant or the organizer's representative shall attend the DRC meeting and failure to do so could result in the DRC being unable to take action on the request, and therefore delaying or denying approval. However, the DRC has the authority to waive the requirement to hold the DRC meeting for certain events at their discretion.

NOTE: A final word of caution to event organizers. **Any change** in the operations or nature of an approved event must be communicated to the Urban Design Division who will then decide whether an additional Administrative or DRC approval is required. Any such event changes will be provided by Urban Design Division to all of the DRC members.

Event Categories

The City of Punta Gorda has established two distinct levels of approval required for the various types of events. The following text describes the criteria used by the Urban Design Division to determine whether or not a given event requires Administrative approval or Development Review Committee (DRC) approval.

Administrative Approval. This approval may be granted by the City staff without a DRC meeting if **ALL** the following criteria are met. This approval only requires a rental agreement no event application fee other than rental fees will apply.

- A. The event will draw 200 or less guests during the entire event.
- B. The event will last 4 hours or less.
- C. The event will not involve the sale or distribution of alcoholic beverages to the general public. This restriction does not apply to a private party.
- D. The event will not provide direct financial benefit to a for-profit business or individual.
- E. The event will only occupy a small portion of a City park, or have minimal impact on a City right-of-way/property.
- F. The event does not require police security or fire department services.
- G. The event does not include the set-up and use of any "attractive nuisances" such as a bounce house, trampoline, live animals, rock climbing wall, etc.

Development Review Committee Approval (DRC). This approval will be required when **ONE OR MORE** of the following is true about a particular event request.

- A. The event will draw more than 200 people during the entire event.
- B. The event is scheduled for more than 4 hours, and/or will span multiple days.

- C. The event will involve the sale or distribution of alcoholic beverages.
- D. The event will require police security or fire department service. Public safety personnel to be used shall be hired from the Punta Gorda Police Department or Fire Department staff. This shall not preclude an event organizer from having additional on-site security at their discretion. Any required Police or Fire service may be exempted by the Chief of Police or the Fire Chief at their discretion.
- E. The event will require organized and monitored parking.
- F. The event involves the barricading, or closure, of any public roadways.
- G. The event will occupy the majority of the land area in the subject park.
- H. The event is being held by a for-profit group or individual, or a for-profit group is a major part of the event.
- I. The event includes a carnival, circus, or exhibition. All carnivals and/or circuses require approval by City Council.
- J. The event might place an extreme burden on City work crews because of its nature, size or timing.
- K. Off-premise directional signage is planned.

DRC Event Approvals

For events requiring DRC approval, a series of standards have been developed to assist organizers in planning the operations of their event. These standards may be varied and/or waived upon appeal to the DRC by the applicant. However, these review standards are to serve as the minimum requirements to be met to insure a safe and successful event.

Standard 1. All site plan and event routes must be clearly drawn on the base maps provided by the Urban Design Division in its event permit application. Specifically, the applicant should show the approximate location where the following event components will be located:

- A. Food vendors number and type.
- B. Entertainment - number and size
- C. Display areas
- D. Courtesy tents
- E. Any off-premise directional signage – list of location(s), sizes, sign material & digital sample required with application. A maximum of eight (8) signs are permitted, signs shall not exceed 18" x 24" or 3 square feet in area and shall be no greater than 3' above existing grade. No temporary signs with flashing and/or electrically changeable messages are permitted to be placed anywhere within the City limits of the City of Punta Gorda.
- F. Parking on and off-site, including a designated handicap area
- G. Per Chapter 24, Section 24-5, Punta Gorda Code, "It shall be unlawful to park any trailer on any privately owned property within the City for the purpose of living in such motor trailer, except on any property authorized and licensed as a trailer park." One (1) fully self-contained recreational vehicle is permitted for security and/or event purposes. If more than one, but less than four recreational vehicles are requested, City Council may grant Special Council Approval.
- H. In the event that more than four (4) trailers/recreational vehicles are necessary to remain within the City park as part of the event due to the nature of the event, such as but not limited to a national cooking event, where participants must be on site to monitor overnight cooking, the request will require Special Council Approval.

- I. Charlotte County Health Department, Environmental Services, will permit the Recreational Vehicles, provided that no gray water or black water is discharged on the property. Charlotte County Health Department, Environmental Services, will conduct inspections for events with overnight Recreational Vehicle parking/camping.
- J. If any recreational vehicles in conjunction with the event are found to be in violation of the above regulations, the event organizer shall be cited and fined up to \$100.00 for the first offense and \$200.00 for the second offense. Parking for recreational vehicles – if used for security purposes only, this is limited to one fully self contained unit.
- K. Traffic ingress points
- L. Traffic egress points
- M. Emergency vehicle access
- N. Bathroom/sanitation facilities
- O. Garbage collection areas and dumpster location(s) (see location map)
- P. Lighting areas(May be required for events which occur or extend into non-daylight hours)
- Q. First aid area
- R. Alcoholic beverage distribution
- S. Communications (cellular)

Standard 2. The organizer shall be required by DRC to sign a standard hold harmless indemnification agreement provided by the City Urban Design Division.

Standard 3. The event organizer must provide proof of the sponsoring agency's nonprofit status with IRS certification or by a copy of their State of Florida tax exemption certificate.

Standard 4. Any event organizer selling alcoholic beverages must supply the City with a copy of the State of Florida Alcoholic Beverage license. Any event organizer using food/beverage vendors must certify that each vendor has State of Florida Health Department approval.

Standard 5. All sound amplification or potential noise must be directed away from any surrounding residential areas.

Standard 6. All event organizers shall be subject to City fees being billed to them if the City park or road right-of-way used for the event is not entirely cleaned and all event fixtures removed within 24 hours the first working day following the completion of the event. Such fees are calculated by the City Public Works 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 or vendor trailers must be removed within 24 hours of the end of the event.

Standard 7. Use of City owned power boxes and water by an event organizer shall be monitored for billing to the organizer after the event. Events using City provided electric or water shall contact the Punta Gorda Facilities Maintenance Division, (941)575-5041, prior to the event.

Standard 8. All DRC approved events shall follow the prescribed toilet requirements established by the Charlotte County Health Department for the provision of temporary on-site sanitation facilities. Portable hand-washing facilities shall be provided in a proportion of one hand wash facility to every ten portable toilets required, and shall be provided at special events and remote locations where food is served or picnic areas are provided.

NUMBER OF PORTABLE TOILETS REQUIRED FOR SPECIAL EVENTS							
Number of Persons – peak crowd	4 Hour event	5 Hour Event	6 Hour Event	7 Hour Event	8 Hour Event	9 Hour Event	10 Hour Event
250	2	2	3	3	3	3	3
500	4	4	4	4	4	4	4
1000	6	6	7	7	7	7	8
2000	8	9	10	10	12	12	13
3000	12	12	14	15	16	18	18
4000	16	18	19	20	20	22	24
5000	16	18	20	24	28	28	30
10,000	30	32	36	36	40	42	48
20,000	56	64	70	78	78	90	98

Portable toilets will be required for any event with an expected accumulated attendance in excess of 250 people. All on-site permanent facilities in Gilchrist Park will be closed and locked for events with an attendance in excess of 250 people. For events at Laishley Park, no portable sanitation facilities will be required unless the expected event “peak” attendance exceeds 2,000 people for over 7 hours. At large public events (over 2,000 peak attendance), event organizers shall be required to coordinate with Facilities Maintenance in regards to bathroom maintenance and supplies, (941)575-5041.

Standard 9. All DRC approved events must present a generalized plan for visitor parking at the event. Event organizers who charge for parking or admission may do so with DRC approval provided the proceeds go to benefit the work of a local not-for profit group or local chapter of a not-for profit group. Any event organizer charging for parking or admission must submit a post-event financial report to the City Manager stating the amount of proceeds from the parking charges or admission given to the local not-for profit group.

Standard 10. All events requiring security shall use off-duty Punta Gorda police officers. The cost of such on-site security shall be the sole responsibility of the applicant.

Standard 11. All events requiring fire department service shall use off-duty Punta Gorda Fire Department personnel, and shall bear the cost of providing such service.

Standard 12. The following size guidelines related to anticipated event parking demands shall help organizers to determine which park is best suited for a particular event. The amounts shown are maximum parking spaces to accommodate event attendees at any one time.

- A. Ponce de Leon Park (up to 35 cars)
- B. Gilchrist Park (up to 65 cars)
- C. Laishley Park (over 260+/-)

Standard 13. The use of fireworks or any other potentially hazardous devices may only be done with the written permission of the DRC.

Standard 14. No vehicles may be driven off of City streets or driveways leading to Ponce de Leon, Gilchrist, or Laishley Parks unless expressly authorized as part of an approved event.

Standard 15. No event may keep, display, or otherwise house live animals on City park land unless expressly authorized by the DRC.

Standard 16. No event may, by its size or nature, make the public boat ramps and fishing piers at Laishley Park, Gilchrist Park and Ponce de Leon Park or the Kiddieland playground and/or tennis courts at Gilchrist Park inaccessible to the general public at any time.

Standard 17. Organizers receiving event approval from the City for a public park who will host food vendor cart operations must allow the city year-round vendor(s) 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 18. All event organizers requiring the use of electrical power should make every effort to arrange the layout of their event so as to keep power users (e.g. vendors, entertainers, etc.) in close proximity to the power source(s). In the event of the need to hardwire directly into the electrical box, a licensed electrical contractor will be required.

Standard 19. Any event serving food/beverages shall provide a plan to remove garbage generated by the event.

Standard 20. All events requiring City approval for use of City-owned land may only be held on land zoned Public, or on public rights-of-way.

Standard 21. 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.

Detail Assignment Policy

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

Definitions

- A. Detail is a service to a client who temporarily introduces an unusual hazard into a public building or area within the City.
- B. Hazard is defined as a product being used or the number of persons attending the event that would compromise the safety network of the City and any event that includes the sale or distribution of alcoholic beverages.
- C. A permit for the hazardous activity will be issued by the Development Review Committee, or City Department thereof, and the detail is required as a condition of the permit.
- D. Number of personnel attending the event will constitute the detail procedure followed based on the following schedule:
 - At large public events (over 2,000 peak attendance), event organizers shall be required to employ a minimum of 2 police officers and 2 firefighters for every two thousand people.
 - Requests for the assignment of 5 or more police officers/firefighters shall require the assignment of an off-duty supervisor.
 - Over 5,000 people shall require the same as above plus any other personnel needed to handle the event. The additional number will be agreed upon by the event organizer and the Police and Fire Chiefs before the start of the event.

Qualified Personnel

Public safety personnel to be used shall be hired from the Punta Gorda Police Department or Fire Department staff. This shall not preclude an event organizer from having additional on-site security at their discretion. Any required Police or Fire service may be exempted by the Chief of Police or the Fire Chief at their discretion.

Requesting Service

- A. The event organizer shall
- B. Submit written request of the detail, request must be submitted a minimum of 60 days in advance of the event.
- C. State date, time and name of event.
- D. Identify a contact person who will be present and will meet with the assigned personnel.
- E. Be responsible for payment for services rendered.

Service Fee

- A. Payment shall be made directly to the City of Punta Gorda. All checks shall be made out to the City of Punta Gorda.
- B. Payment shall be made prior to the date that the personnel are required to start work, or immediately upon completion of the detail.
- C. Personnel shall receive a minimum fee of two (2) hours pay for any work detail of less than two (2) hours duration.
- D. All fees will be paid at the prevailing hourly rate for the current year for each person working the detail. Please contact Public Safety Administration for the current hourly rate.

NOTE: The Punta Gorda 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.

Rental Fee Schedule (Under Separate Cover)

Events and gatherings held in Punta Gorda's public parks require a fee covering the maintenance and administrative cost associated with reserving one or more of the various park amenities. These amenities are available to the public on a first come, first served basis. The rates listed below were established by the Punta Gorda City Council on May 18, 2011 via Resolution. These fees also apply to users for reserved exclusive use, based on the three categories listed below.

Category 1. Any individual renting facilities for a private function or a not-for-profit organization, other than a 501(c)3 designated organization, renting facilities for an organizational function, to raise funds for charity, or for the maintenance of an organization.

Category 2. Commercial, business, or individual renting facilities for the purpose of publicity, advertising, sales or any other for-profit purpose.

When event is a joint venture between a not-for-profit organization and a for-profit company, the rate schedule will fall under Category 2 the for-profit rate.

Category 3. A non-profit organization with a 501(c)3 designation, with appropriate certification from the Internal Revenue Service.

A non-profit rate of \$100.00 per day, including set-up and clean-up days may be charged for non-profit 501(C)3 event permit applicants, who plan to utilize City parks or streets, for their events, as long as the event applicant is a qualified non-profit applicant, and:

1. The event is not a **joint** venture with a for-profit agency or business; and,
2. The event submits a written request for the non-profit rate; and,
3. Certifies in writing the proceeds from any charges for admissions, concessions, or other sales associated with the event, less reasonable documented costs, will be the property of the qualifying non-profit applicant or another qualified non-profit applicant; and,
4. Submits documentation of 501(C)3 tax exempt status and certifies in writing that event proceeds, less reasonable costs, will be used for one of the following purposes:
 - a) to assist the health or welfare of an individual or group by defraying the costs of medical treatments, medical research, or the expenses of family caregivers related to the medical condition; or
 - b) to assist in the provision of service available to the general public and which advances the health, education, or welfare of the community. Examples would include environmental education or protection; historic preservation; services to the elderly, handicapped, low-income, abused children, etc.; or,
 - c) to assist in the acquisition, improvement, maintenance of property intended for the use and enjoyment of the general public.

All other fees associated with the rental of the park facilities will not be considered for waiver (i.e. water and/or electrical service, police security and/or traffic control officers, fire and/or EMS services, including tent permits, post event clean-up services, etc.).

A damage deposit will be charged for all events. The damage deposit is refundable, only after an inspection is completed by City employees to determine if additional clean up is necessary. If there is damage or additional clean up necessary, the event organizer will be responsible for additional charges in excess of the damage deposit.

Overnight camping at any City park is prohibited; however, for an approved event, a maximum of one (1), fully self-contained recreational vehicle may be allowed overnight for security purposes. Please refer to Standard 1 (G)(H)(I) & (J) for further restrictions regarding Recreational Vehicles.

MUST READ – IMPORTANT PARK INFORMATION

1. Parks are reserved on a “First-Come, First-Serve” basis, however, the City of Punta Gorda 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 five (5) years in advance, with receipt of a \$100.00 roll-over reservation fee. If, for some reason the event cancels future event dates, cancellation must be received a minimum of one-year prior to the reserved date or the reservation fee is forfeited.

2. Due to size and parking facilities, any event drawing more than 500 attendees will be required to be held in Laishley Park, unless organizer petitions City Council for Special Council Approval to use an alternate location such as Gilchrist Park or a City street or right-of-way.

3. 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 tournament director. Contact the Dockmaster at Marina Park, LLC at (941) 575-0142 to ensure availability of dock space that may be needed.

4. All events at Laishley Park, regardless of the event size, applicant must place snow-fencing or stakes and ribbon, along the swale and entrance to the Harborwalk Condominium property a minimum of 24 hours in advance of event. Zoning and/or Code Compliance will conduct a site inspection 24 hours prior to the event start date to ensure compliance with all set up requirements. A site map of area to be fenced will be provided by the Zoning Division. All round-about paver parking areas in Laishley Park must remain open and free of parked vehicles at all times during the event.

5. All events utilizing the whole of Laishley Park, and/or charging admission may close the Harborwalk to pedestrians; however, the event organizer must place detour signs a minimum of 24 hours prior to closure informing the public of the closure of Harborwalk and offering a detour to the route. Event organizer may supply their own detour signs, after submitting a digital copy of the sign, and sign location plan for approval. Event organizer has the option of renting the signs from Urban Design Division for convenience. Sign rental deposit is \$350.00 for eight (8) signs.

6. All park regulations and/or codes remain in effect, as stated on park signs posted throughout the parks and shall be strictly enforced.

7. Events that have received Development Review Committee (DRC) approval shall have exclusive use of the areas reserved for the specified time and dates of the event.
8. All rentals and/or tours for the History Park are handled through the Punta Gorda Historical Society. Please call Park Manager, (941)380-6814 or (941)~~637-1445~~. All event organizers wishing to rent one or more City of Punta Gorda Public Park facilities will be required to sign a rental agreement.
9. All rentals for the Bayfront Center are handled through the YMCA, please call (941)347-8855, for rates and availability.
10. All rentals for the Community Room, courtyard, or open space area behind the Crab House are handled through Marina Park Management, LLC. The rental of the Community Room does not include reservation of or exclusive use of other park areas or amenities. Please contact Marina Park Management for rates and availability of the Community Room at (941)575-0142.
11. The event organizer will also be required to pay all applicable state and local taxes, unless a tax exempt certificate is provided. Events spanning multiple days shall pay the fees for each and every day of exclusive use of the facility according to the fee schedule in this manual.

Key Contact Numbers

The following provides a list of the City of Punta Gorda 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	Urban Design	575-3314
Event Security	Police Department Fire Department	639-4111 575-5529
Electrical Service	Facilities Maintenance	575-5041
Water Service	Facilities Maintenance	575-5041
Trash Removal	Waste Management	629-1106
Tent Permitting	Fire Prevention Division	575-5542
Temporary Event Signage	Urban Design	575-3314
Food Vending (Inspections)	Department of Business and Professional Regulation, Division of Hotels and Restaurants	239-278-7355 or 800-226-7359
Temporary Toilets	Charlotte County Environmental Health	743-1266
Alcoholic Beverages	State of Florida, Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco	239-278-7195 or 800-226-7359
Maintenance of Traffic (MOT)	Public Works Right-of-Way Division	575-5053

Event Monitoring

The City of Punta Gorda will monitor all large events. 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 City Code Section 1-6. 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 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.

After an event is completed, the organizer must pay for any use of City electrical power, water, sanitation services, or other City staff time.

It is the City's express intention to support and assist event organizers in their efforts. The goal of the City of Punta Gorda 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.

NOTE: Any event organizer who wishes to appeal any requirement or decision rendered by the DRC in conjunction with the provisions of this event manual may do so in writing to the City Manager no less than seven (7) days in advance of the first day of the event.

**CITY OF PUNTA GORDA
URBAN DESIGN DIVISION
326 WEST MARION AVENUE
PUNTA GORDA, FLORIDA 33950
(941) 575-3314**

EVENT PERMIT APPLICATION/QUESTIONNAIRE

The following information is required for all event permits issued by the City of Punta Gorda. Please be aware that approval does not exempt the applicant from any County, State or Federal criteria which may apply to such event or activity.

IMPORTANT: Applications for event permits must be submitted for processing at least 60 days prior to the event.

Non-refundable application fee shall be paid at time of application or the application will be returned. Rental fees will be paid at approval of the event request. All questions must be answered, incomplete applications will be rejected. Signature **must** be notarized or application will be rejected. **For** further information, contact the Urban Design Division at 575-3314.

APPLICATION FEE TO BE PAID AT TIME OF APPLICATION: \$50.00

1. Applicant or Organization requesting event: _____

Name of Event: _____

Address: _____

Date(s) of Event: _____

2. Type: If event is a joint venture between a not-for-profit organization and a for profit company. Attach copy of non-profit status with IRS certification or copy of the State of Florida tax exemption certificate.

For profit

Not-for-profit (type of non-profit _____, provide IRS certification)

Joint Event

3. Responsible party's name, address, and phone number: _____

Name: _____ Title: _____

Address: _____

Phone Numbers - Home: _____ Office: _____ Cell Number: _____

Email Address: _____

4. Event Name and Description: _____

5. Location of event: Indicate all areas intending to be used. Site plan is required at the time of application submittal, including location(s) of any signage, and/or a parade/race route, as applicable. Site plan shall indicate the areas to be used for parking, location of portable toilets and trash containers/dumpsters as well as layout of event.

- Gilchrist Park
- Laishley Park
- Laishley Park Pavilions
- Ponce de Leon Park
- Gazebo
- Shelter
- Exclusive Use (Specify)
- Other (Specify)

6. Time requested:

Date	Set-up Time		Actual Event Times		Clean Up Time	
	From	To	From	To	From	To

		YES	NO
7.	Has this event been held in the past? If so, when was the last time and provide estimated attendance? _____		
8.	Crowd Is anticipated crowd size 1000 or more? Actual anticipated number: _____ Peak Hours: _____ Peak Attendance: _____		

9.	<p>Parking</p> <p>Will there be a charge for parking? If yes, please refer to page 6, Standard #9 for the regulations regarding the charging for parking.</p> <p>Will off-site parking be provided? If yes, site plan must indicate the location. Signs, barricades and traffic control plans will be the responsibility of the applicant and will be required in conjunction with Police, Fire and Public Works Dept. review and approval. If road is FDOT right-of-way, FDOT permit is the responsibility of the applicant.</p> <p>The round-about paver areas in Laishley Park must remain open and free of parked vehicles at all time during the event.</p> <p>No on street parking is allowed on either side of West Retta Esplanade. Event organizer must ribbon & stake the rights-of-way on each side of W Retta Esplanade for all events.</p>		
10.	<p>Will there be amplified music or entertainment?</p> <p>If yes, please attach type(s) of entertainment and scheduled time(s) of performance(s). Indicate stage location on site plan,</p> <p>All amplifying equipment used in Gilchrist Park must face the water and will not be allowed before 12:00 noon on Sundays.</p> <p>If the stage at Laishley Park is to be used, the amplifying equipment must not be directed toward the Harborwalk Condominiums. All events at Laishley Park must be concluded by 10:00 pm.</p>		
11.	<p>Will “shuttle” service to parking be provided?</p> <p>By whom?</p>		
12.	<p>Streets/Traffic:</p> <p>Will any street(s) or sidewalk(s) be closed?</p> <p>If yes, applicant will coordinate with the Right-of-way Division, (941)575-5053, to develop an approved maintenance of traffic (MOT) plan prior to DRC review. If road is FDOT right-of-way, FDOT permit is required; the Zoning Division and Right-of-way Division will assist the applicant with the FDOT permit application.</p> <p>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.</p>		

13.	<p>Signs - Are off-premise directional signs or other types of advertising devices being requested? No more than eight (8) off-premise Special Event signs may be approved for any one event. Such signs shall be no larger than 18" x 24", or 3 square feet in sign area and the top of such signs shall not be more than 3 feet above the existing grade. No temporary signs with flashing and/or electronically changeable messages are permitted to be placed anywhere within the City limits of the City of Punta Gorda.</p> <p>NOTE: If there will be any off-premise directional signage, applicant must submit an example of sign(s), including dimensions and a list of locations of the signs. Maximum number of signs to be permitted is 8. Signs may only be put up 24 hours prior to the event and must be removed 24 hours after the end of the event.</p>		
14.	<p>Tents/Canopies: Will tents or canopies be used?</p> <p>If yes, 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. Permits from the Fire Department (941-575-5529 or 941-575-5542) will be required for tents and the application for permit must be received no less than 5 working days prior to the event. All tents/canopies must be fire retardant, per Fire Prevention requirements.</p>		
15.	<p>Alcoholic Beverages: Will alcoholic beverages be sold or consumed on the premises?</p> <p>A copy of the Florida Alcoholic Beverages permit is required 5 working days prior to the date of the event. Division of Alcoholic Beverages and Tobacco 239-278-7195.</p>		
15a.	<p>Alcoholic Beverage Permit Holder: _____.</p>		
16.	<p>Fireworks: Are there any planned?</p> <p>Fireworks will require a permit from the Fire Department. Application for permit must be received no less than one (1) month prior to the event. Any water displays shall be permitted by the US Coast Guard.</p>		
17.	<p>Security: Will private security be provided to protect exhibits, equipment or facilities brought on-site for the event?</p>		
17a.	<p>If yes, provide name of Security Company: _____.</p>		

18.	<p>Recreational Vehicles: Are recreational vehicles to be used for security equipment? If yes, please note – only one (1) fully self-contained RV is allowed to stay overnight, for an approved event only, for security purposes only. If more than one, but less than four recreational vehicles are requested, City Council may grant Special Council Approval.</p> <p>In the event that more than four (4) trailers/recreational vehicles are necessary to remain within the City park as part of the event due to the nature of the event, such as but not limited to a national cooking event, where participants must be on site to monitor overnight cooking, the request will require Special Council Approval. Charlotte County Health Department, Environmental Services, will permit the Recreational Vehicles, provided that no gray water or black water is discharged on the property. Charlotte County Health Department, Environmental Services, will conduct inspections for events with overnight Recreational Vehicle parking/camping. If any recreational vehicles in conjunction with the event are found to be in violation of the above regulations, the event organizer shall be cited and fined up to \$100.00 for the first offense and \$200.00 for the second offense.</p>		
19.	<p>Private Property: Does the applicant own the property where the event is to be held? If not, please attach a letter of permission from the property owner, if other than the city.</p>		
20.	<p>City Personnel: All event organizers are required to contact Police and Fire prior to DRC review to determine if standby personnel will be required for the event.</p> <p>Will Police, Fire, E.M.T. or Public Works personnel be requested?</p> <p>(Certain City personnel may be required, i.e. Police Officer, E.M.T., Fire, etc. Once staffing needs are determined, applicant will be required to complete and sign a contract detailing obligated City personnel costs necessary to assist the event.) For Fire personnel contact Asst. Fire Chief at (941)575-5529. For Public Works personnel contact (941)575-5050. For Police personnel contact Operations Captain at (941)575-5539.</p>		
21.	<p>Food/Cooking: Will food be cooked and/or catered on-site during this event?</p> <p>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. Contact Fire Marshal for further information at (941)575-5529. Appropriately rated fire extinguishers are required.</p>		
21a.	<p>Have you contacted the Health Department? (941)743-1266</p> <p>If yes, provide proof of their approval.</p>		

22.	<p>Sanitary Facilities:</p> <p>Will temporary sanitary facilities, (portable toilets and portable hand washing facilities), be provided? If yes, please indicate number and location on site plan. (For calculations, see Event Manual, under Standard 8.)</p> <p>For events in Ponce De Leon and Gilchrist Park all on site permanent facilities will be closed and locked for special events with an expected attendance of 250 people or more. For events in Ponce De Leon and Gilchrist Park portable sanitary facilities will be required to be furnished for special events with an expected attendance of 250 people or more.</p> <p>For events at Laishley Park, no portable sanitation facilities will be required unless the event “peak” attendance exceeds 2,000 people for over 7 hours. At all public events, the event organizer shall be required to contact Facilities Maintenance (941)575-5041, in regards to bathroom maintenance and supplies.</p>		
22a.	<p>Will disposable cardboard trash receptacles be provided?</p> <p>If yes, indicate on site plan. All trash containers must be removed within 24 hours of the closing of the event.</p>		
22b.	<p>Will additional refuse containers/dumpsters be provided? If the event has food and/or beverages, a dumpster is required to be provided by the event organizer. City may determine the dumpster size based upon the number of vendors and anticipated attendance. If yes, by whom? _____.</p> <p>Please note: it is the responsibility of the event organizer to empty all city trash receptacles used during the event.</p>		
23.	<p>Animals: Are live animals going to be part of this event?</p> <p>If so, describe in detail and include location on site map.</p>		
24.	<p>Insurance Requirement: Events on City Property. Please provide the City of Punta Gorda with a Certificate of Insurance for property and Liability coverage of 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 Property Damage liability as follows: \$100,000 for Ponce & Gilchrist Parks; \$500,000 for Laishley Park, must be provided prior to permit approval.</p>		
25.	<p>Telephone Service:</p> <p>Telephone service shall be available on site of event for emergency purposes. Indicate the arrangements you have made for communications on-site during event.</p>		

25a.	Contact person name and phone number on site: _____.		
26.	<p>Electrical/Water:</p> <p>A licensed electrical contractor will be required for large events with the need to hardwire into the power boxes for sound systems, cooking, etc.</p> <p>Arrangements for use of electrical and water service must be made two (2) weeks prior to the event by contacting Facilities Maintenance (941-575-5041).</p>		

NOTE: Inspection by the Fire Department will be required on the day of the event. Please contact the Fire Marshal 24 hours in advance to schedule the inspection time at 575-5529 or 575-5542. Event organizers are required to contact any existing park vendors (Urban Design Division will provide names) to offer them the right to participate and pay the one time vendor fee that is charged all participating vendors. The amount charged must be the same for all vendors.

During review by various City Departments, additional conditions may be imposed. This permit is valid only for the time indicated on this permit. In the event that the applicant fails to fulfill the requirement(s) (as set forth in this permit) or fails to obtain proper authorization to proceed, if conditions have changed, or the expected outcomes, impacts, or conditions are substantially altered, then the permit will be voided immediately by authorized City Personnel.

I, the undersigned, will indemnify, defend and hold harmless the City of Punta Gorda, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the conduct of this event.

The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made

Laishley Park Rental Contract

All event organizers must read and sign the Laishley Park Rental Contract before the event permit is issued.

1. Levels of sound, music, and noise produced at the authorized event shall not exceed levels which are unreasonably loud, raucous, jarring, or disturbing, to a reasonable person of ordinary sensibilities as determined by City of Punta Gorda law enforcement officers. If at any time a City of Punta Gorda law enforcement officer determines that this standard has been violated, said officer shall have the authority to require the Event Organizer, or any agent thereof, to take all necessary and appropriate actions to prevent further violations of this standard. If, the Event Organizer, or any agent thereof, fails to obey the orders of the law enforcement officer, Event Organizer will be required to present any future events to City Council for review prior to approval.
2. The event organizer has been informed that all events at Laishley Park, including non-musical events, must be completely closed by 10:00 pm. If any event wishes to continue past 10:00 pm, Special Council Approval is required.
3. The event organizer has been informed that either snow-fencing or sufficient ribbon and stakes must be placed along both sides of the entrance to Harborwalk Condominiums by the event organizer or his/her designee, a minimum of 24-hours prior to the event to prevent vehicles from parking in that area.
4. All events utilizing the whole of Laishley Park, and/or charging admission may close the Harborwalk to pedestrians; however, the event organizer must place detour signs a minimum of 24 hours prior to closure informing the public of the closure of Harborwalk and offering a detour to the route. Event organizer may supply their own detour signs, after submitting a digital copy of the sign, and sign location plan for approval. Event organizer has the option of renting the signs from Urban Design Division for convenience. Sign rental deposit is \$350.00 for eight (8) signs. Deposit is refundable if all signs are returned with 24 hours after the event or the next business day after the event.

Rental Fee Schedule

Events and gatherings held in Punta Gorda's public parks require a fee covering the maintenance and administrative cost associated with reserving one or more of the various park amenities. These amenities are available to the public on a first come, first served basis. The rates listed below were established by the Punta Gorda City Council on May 18, 2011 via Resolution 2926-11. These fees also apply to users for reserved exclusive use, based on the three categories listed below.

Category 1. Any individual renting facilities for a private function or a not-for-profit organization, other than a 501(c)3 designated organization, renting facilities for an organizational function, to raise funds for charity, or for the maintenance of an organization.

Category 2. Commercial, business, or individual renting facilities for the purpose of publicity, advertising, sales or any other for-profit purpose.

When event is a joint venture between a not-for-profit organization and a for-profit company, the rate schedule will fall under Category 2 the for-profit rate.

Category 3. A non-profit organization with a 501(c)3 designation, with appropriate certification from the Internal Revenue Service.

A non-profit rate of \$100.00 per day, including set-up and clean-up days may be charged for non-profit 501(C)3 event permit applicants, who plan to utilize City parks or streets, for their events, as long as the event applicant is a qualified non-profit applicant, and:

1. The event is not a **joint** venture with a for-profit agency or business; and,
2. The event submits a written request for the non-profit rate; and,
3. Certifies in writing the proceeds from any charges for admissions, concessions, or other sales associated with the event, less reasonable documented costs, will be the property of the qualifying non-profit applicant or another qualified non-profit applicant; and,
4. Submits documentation of 501(C)3 tax exempt status and certifies in writing that event proceeds, less reasonable costs, will be used for one of the following purposes:
 - a) to assist the health or welfare of an individual or group by defraying the costs of medical treatments, medical research, or the expenses of family caregivers related to the medical condition; or
 - b) to assist in the provision of service available to the general public and which advances the health, education, or welfare of the community. Examples would include environmental education or protection; historic preservation; services to the elderly, handicapped, low-income, abused children, etc.; or,
 - c) to assist in the acquisition, improvement, maintenance of property intended for the use and enjoyment of the general public.

All other fees associated with the rental of the park facilities will not be considered for waiver (i.e. water and/or electrical service, police security and/or traffic control officers, fire and/or EMS services, including tent permits, post event clean-up services, etc.).

A damage deposit will be charged for all events. The damage deposit is refundable, only after an inspection is completed by City employees to determine if additional clean up is necessary. If there is damage or additional clean up necessary, the event organizer will be responsible for additional charges in excess of the damage deposit.

Overnight camping at any City park is prohibited; however, for an approved event, a maximum of one (1), fully self-contained recreational vehicle may be allowed overnight for security purposes. Please refer to the Event Manual, pages 4 – 5, Standard 1 (G)(H)(I) & (J) for further restrictions regarding Recreational Vehicles.

PONCE DE LEON PARK

Park and Location	Category 1	Category 2	Damage Deposit
Ponce De Leon Park – Shelter – up to 100 people	\$10.00 per hour	\$20.00 per hour	\$75.00 minimum
Ponce De Leon Park – Open Chapel – 20 benches, faces sunset – up to 150-200 people	\$10.00 per hour	\$20.00 per hour	\$100.00 minimum
Ponce De Leon Park – Open Space up to 100 people	\$10.00 per hour	\$20.00 per hour	\$100.00 minimum
*Ponce De Leon Park – Not available for events over 100 people	Not available for events over 100 people	Not available for events over 100 people	Not available for events over 100 people

GILCHRIST PARK

Park and Location	Category 1	Category 2	Damage Deposit
Gilchrist Park – Small Shelter (#1) – up to 25 people	\$5.00 per hour	\$10.00 per hour	\$50.00 minimum
Gilchrist Park – Large Shelter (#2) up to 100 people	\$10.00 per hour	\$20.00 per hour	\$75.00 minimum
Gilchrist Park – Gazebo	\$20.00 per hour	\$30.00 per hour	\$75.00 minimum
Gilchrist Park – Open space up to 100 people	\$10.00 per hour	\$20.00 per hour	\$100.00 minimum
Gilchrist Park – Open Space 101 to 500 people	\$25.00 per hour	\$30.00 per hour	\$150.00 minimum
*Gilchrist Park – Open Space over 500 people	Not available for events over 500 people	Not available for events over 500 people	Not available for events over 500 people

*Any event with an expected attendance of 500 people or more must hold their event at Lashley Park due to parking and traffic concerns. If Lashley Park is unavailable, City Council shall have the authority to grant special council approval for the event to be held at Gilchrist Park.

LAISHLEY PARK PAVILIONS

Laishley Park Pavilions	Category 1 – Hourly	Category 2- Hourly	Damage Deposit
Each pavilion accommodates up to 100 (no tables/chairs provided)	\$20.00 per hour per pavilion	\$30.00 per hour per pavilion	\$75.00 minimum per pavilion
Laishley Park Pavilions	Category 1 – Daily Rate	Category 2 – Daily Rate	Damage Deposit
Each pavilion accommodates up to 100 (no tables/chairs provided)	\$150.00 per day per pavilion	\$225.00 per day per pavilion	\$75.00 minimum per pavilion

Reservations or rental of the pavilion(s) does not include reservation of or exclusive use of other park areas or amenities.

***LAISHLEY PARK**

Park and Location	Category 1	Category 2	Damage Deposit
Laishley Park – Gazebo – no seating, up to 100 people	\$20.00 per hour	\$30.00 per hour	\$100.00 minimum
Laishley Park – Marriage Point	\$10.00 per hour	\$20.00 per hour	\$75.00 minimum
Laishley Park – Open Space up to 100 people	\$20.00 per hour	\$30.00 per hour	\$100.00 minimum
Laishley Park – Open Space 101 to 500 people	\$35.00 per hour	\$40.00 per hour	\$150.00 minimum
Laishley Park – Open Space 501 to 2000 people	\$45.00 per hour	\$70.00 per hour	\$300.00 minimum
Laishley Park – Open Space up to 5000 people	\$75.00 per hour	\$100.00 per hour	\$500.00 minimum

*Large, multi-day events in Laishley Park, will be charged a daily rate for set-up, clean-up and actual event dates per the rate structure below.

LAISHLEY PARK MULTI-DAY EVENTS

Laishley Park	Category 1 (non profit)	Category 2 (for profit)	Damage Deposit
Set-up per day	\$150.00	\$150.00	n/a
Clean-up per day	\$150.00	150.00	n/a
Event per day – park only	\$300.00	\$500.00	\$500.00
Event per day – exclusive use (includes pavilions and closing Harborwalk)	\$500.00	\$750.00	\$500.00

NOTE: Rental of the open space in Lashley Park does not include the reservation or exclusive use of the Gazebo, Marriage Point, Community Room, Pavilion(s) or Courtyard area and open space behind the Crab House and Marina building, these entities must be rented separately. Please contact the City of Punta Gorda for availability of the Gazebo, Pavilions and Marriage Point; please contact Marina Park Management, LLC (941)575-0142 for rates and availability of the Community Room, and courtyard area, open space behind the Crab House and Marina building. The interactive fountain may not be rented or reserved and is available on a first-come, first serve basis.

STREET CLOSURE RENTAL RATES

Per City Council, these events are exempt from the street closure rental rates: The Annual Punta Gorda Day's Block Party, Farmer's Market, Oktoberfest, Holly Days and Sullivan Street Arts & Crafts Fair.

Street Closure	Category 1 (non profit)	Category 2 (for profit)	Deposit
Daily Rate	\$300.00	\$500.00	n/a
Cleaning Fee*	\$1000.00	\$1000.00	\$500.00
MOT Fee**	\$450.00	\$450.00	\$500.00

* **Optional** cleaning fee includes four (4) City personnel for four hours service, 30 cardboard trash receptacles, 200 liners, 1- eight yard dumpster with empty and removal, one block of street sweeping (each additional block is \$100.00).

If the event organizer chooses to provide cleaning services, a minimum deposit of \$500.00 is due at time of street rental. If cleaning is not to City standards, event organizer will be charged against the deposit for any cleaning services provided by the City. If the deposit is not sufficient to cover additional cleaning costs, event organizer will be billed the difference.

** **Optional** MOT (maintenance of traffic) fee includes City personnel, one (1) truck, signs and barricades. If event is over 2000 in attendance and closure encompasses more than one City block, MOT fee may be increased as per invoice from Public Works.

If the event organizer chooses to provide MOT services, Public Works, Right-of-way Division, must review and approved the MOT plan **prior** to DRC approval.

The damage deposits listed are minimums. Additional deposits may be required if deemed necessary by City staff due to the nature of the proposed event.



PUNTAGORDA FIRE DEPARTMENT

1410 TAMAMI TRAIL PUNTA GORDA, FLORIDA 33950
PHONE (941) 575-5529 FAX (941) 575-5565

Robert F. Hancock, Chief
rhancock@ci.punta-gorda.fl.us

Jennifer J. Molnar, Fire Marshal
jmolnar@ci.punta-gorda.fl.us

Attention Event Permit Applicants:

The following fire safety requirements shall apply to all special events in the City of Punta Gorda.

- All tents and canopies under which any type of cooking or warming of food items is conducted will be required to have fire retardant certification **or** be separated from other structures and tents by 10' (foot) spacing.
- All tents and canopies shall be permitted for use by the Fire Department a week in advanced of the event date. A **single** 10x10 tent/canopy or smaller membrane structure will not require a permit.
- All food vendors will be required to have a State certified (state tagged) fire extinguisher mounted within the cooking area. All fire extinguishers will be a minimum size of 5 pounds, ABC type.
- All vendors cooking with oils or grease type products will need to have absorbent material for any spills (i.e., sand or kitty litter).
- Any cooking equipment shall be in good operational condition (LP tanks, hoses, generators, grills and electrical appliances). All appliances shall be properly secured and out of egress pathways.
- Gasoline containers shall be approved types and shall **not** be stored under tents or in egress pathways.
- LP tanks shall be properly secured from any falling or tipping hazards and kept clear of egress pathways.
- Extension cords shall be heavy duty outdoor use type. Cords shall not be spliced together or tied in knots. Extension cords shall be kept clear of standing water and where they pass through pedestrian areas shall be secured, as to not cause trip hazards.
- Event coordinator shall provide a signed copy of this document to the Fire Department in acknowledgement and full understanding of the above stated fire safety requirements. By signing this form the event coordinator insures that all participants of the event have received a copy of these listed requirements to insure compliance of same.
- Event Coordinator
Signature _____ DATE _____

Jennifer J. Molnar

Fire Marshal, PGFD



Laishley Park: Special Events



Legend

- Harborwalk Detour Route
- Detour
- Closed
- Detour Signs
- Potential Dumpster Locations
- Harborwalk Dr Ribbon

0 125 250 500 Feet

This map is a representation of compiled public information. It is believed to be an accurate and true depiction for the stated purpose, but the City of Punta Gorda and its employees make no guarantees, implied or otherwise to the accuracy or completeness. We therefore do not accept any responsibilities as to its use. This is not a survey or is it to be used for design. No part of this map may be reproduced or transmitted by any means without the expressed written permission of the City of Punta Gorda G I S. PG G I S maintains a record regarding the methods used to produce this map and they can be furnished upon request. Portions of this Map are protected by © Copyright 2011 Punta Gorda, FL by Punta Gorda G I S. Prepared February 2011 by Mitchell Austin. Using data from Charlotte County G I S Department.