



City of Jacksonville Beach

Briefing Notice

City Council

11 North Third Street
Jacksonville Beach, Florida

Monday, March 13, 2023

5:30 PM

Council Chambers Conference Room

City Manager Mike Staffopoulos will conduct a Council Briefing to update the City Council about ongoing items in the City. The Briefing will include, but not be limited to, the following topics:

- A. Special Events Policy
- B. Amendments to Position Classification and Pay plan for Managerial, Professional and Administrative (Nonunion) Positions
- C. Ocean Rescue Update
- D. Miscellaneous City Manager Items
- E. Committee Assignment Report
- F. Future Briefing Topics

Council Members in attendance may include:

Mayor:	Christine Hoffman		
Council Members:	Sandy Golding	Bill Horn	Dan Janson
	Fernando Meza	Cory Nichols	Greg Sutton

Please note: Council Members in attendance may vary according to their schedules.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's Office at (904) 247-6299, no later than one business day before the meeting or by sending an email to CityClerk@jaxbchfl.net.

CITY COUNCIL BRIEFING TOPIC

TO:	Michael J. Staffopoulos, City Manager
FROM:	Molly Alleger, Assistant to the City Manager
DATE:	March 13, 2023
SUBJECT:	Special Events Policy

BACKGROUND

At the August 2022 Council Briefing, the City Council requested that the current Special Event Policy be revised to a concise format.

Staff took a comprehensive approach to revising the Policy. We reviewed several Florida municipal event policies, spoke with experienced Jacksonville Beach event producers, had several internal event committee meetings, and held in-depth conversations with the City of Jacksonville and City of St. Augustine event coordinators.

The substantive changes to this Policy are as follows:

- Eliminated Redundancy
- Removed all procedural items and created an internal document for the Special Event Committee
- Placed all pertinent day-of requirements in a "Producer's Manual" for all Event Producers. This document will be reviewed and signed by Event Producers during their Special Event Committee Meeting and will be their guidelines for producing a successful Event.

As discussed in the February 2023 Council Briefing, once the redevelopment project scheduled for Latham Plaza and the proposed P3 project for the adjacent municipal parking lot have been determined, we plan to bring forward the major suggestions for policy amendment. Those suggestions are as follows:

- The inclusion of liquor and/or distilled spirits for alcohol events
- Permitting events for paid admission
- Expanding the length of festivals

Attached is the final, revised policy which will require formal adoption at a future City Council Meeting.

FINANCIAL IMPACT**COUNCIL DIRECTION REQUESTED**

Does Council concur with placing the revised Special Events Policy on a future regular meeting agenda for formal consideration?



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach, FL 32250

ATTACHMENTS

1. Special Event Policy 2017
2. 2023 Proposed Event Policy



SPECIAL EVENT POLICY

August 7, 2017

City of Jacksonville Beach
Parks & Recreation Department
2508 South Beach Parkway
Jacksonville Beach, FL 32250
(904) 247-6157
www.jacksonvillebeach.org

City of Jacksonville Beach
SPECIAL EVENT POLICY
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**CITY OF JACKSONVILLE BEACH
SPECIAL EVENT POLICY AND PROCEDURES**

I. INTRODUCTION AND SCOPE

The City requires Special Events to be permitted for the safety and well-being of participants and the public and to safeguard the public property belonging to the citizens of Jacksonville Beach. The purpose of this document is to outline the policy and procedures required to hold a special event on City public property. For the purposes of this document, the following definitions apply:

- A. A **Special Event** is defined as any festival, meeting, activity, or gathering of persons invited by public advertisement for the purpose of witnessing or participating in any common purpose, entertainment or exhibition, or purchasing or selling any merchandise, food or beverage or consuming any food or beverage upon any City-owned public facility, street, sidewalk, alley, park, parking lot or other public place.

A special event is reasonably expected to require, for its safe and successful execution, the coordination of City services or the organization of the event to a degree above that which the City provides under ordinary, everyday circumstances.

Any of the following characteristics may cause a special event to be defined as a festival and/or create additional permit requirements:

- i. Road closures
- ii. Amplified music
- iii. Length of event is four (4) hours or more
- iv. Alcohol sold, distributed or consumed

- B. The **Special Event Committee** is a committee appointed by the City Manager, and is presently comprised of the Parks & Recreation Director as Chairperson, Police Chief, Fire Chief, Director of Public Works, Ocean Rescue Supervisor, or their designees.

The Special Event Committee is designated by the City Manager with the responsibility of reviewing and approving an application to conduct a special event within the City.

- C. A **Special Event Permit** is a permit issued after all requirements are met by the requesting organizer/producer and all applicable advance fees are paid. The permit will cover the event organizer/producer and their selected vendors. A Special Event Permit must be issued for each event. Additional permits and licenses may be required for tents, alcohol, outside vendors, signs, banners, electricity, and miscellaneous construction. No person shall engage in, participate in, aid, form or start any special event unless a Special Event Permit has been obtained from the Special Event Committee.

- D. A **Festival** is defined as an event held in the Facility Rental Area which includes alcohol sales, distribution, and/or consumption and is four (4) or more hours in length. (A City-produced event is not considered to be a festival.) It is the intention of the City of Jacksonville Beach not to allow a concert in the Facility Rental Area that includes the sale, distribution, and/or consumption of alcohol if the event is less than four (4) hours in length.

Special events that involve road closures, the use of amplified music, or the distribution, sale, and/or consumption of alcohol (whether by sale, admission, a ticket, a donation, a membership fee, a meal charge, or a gratuity) may cause a special event to be defined as a festival or cause additional permitting requirements.

- E. The **Organizer/Producer** is the person or persons who are financially responsible for all fees, deposits, damages or other charges for holding an event in Jacksonville Beach. This person(s) has authority to make decisions regarding the event, including cancellation of the event due to weather conditions or for other reasons. The holder of the Alcoholic Beverage Temporary License/Permit shall be considered to be a co-organizer/co-producer of the event and will be required to sign the Special Event Permit.

Sitting members of the City Council, City boards and agencies, and any of their immediate family members shall have no financial interest, direct or indirect in entities that organize or produce festivals. Immediate family members are defined as: father, mother, son, daughter, brother, sister, stepmother, stepfather, stepson, stepdaughter, stepbrother, stepsister, wife, husband, father-in-law, mother-in-law, brother-in-law, sister-in-law, first cousin, nephew, niece, grandparents, grandchildren.

City employees shall not organize or produce festivals or special events. City employees shall have no involvement (financial or otherwise) with festivals or special events if such involvement would constitute a substantial conflict with the proper discharge of his or her duties as a City employee. Outside employment shall be reported, in writing, to the City's Human Resources Department (as stated in City Personnel Policies) and to the employee's supervisor.

This provision is to assure compliance with state ethics laws including Sec. 112.311, Florida Statutes.

- F. The **[JLZ1]Facility Rental Area** is the SeaWalk Pavilion, Latham Plaza, and the municipal parking lot as outlined in Appendix I.
- G. A **City-produced Event** is any event produced and managed by the City and authorized by the City Manager.
- H. A **City-contracted Event** is an event that does not meet the ordinary definition of a festival or special event, is being produced and managed by an individual or group, and is held through the sponsorship of the City. Such events are intended to be family-friendly and require the approval of the City Council. Examples of such events are Deck the Chairs and the Art Walk. City-contracted events shall not allow alcohol to be sold, distributed, and/or consumed.

City-contracted events must provide an annual income statement and balance sheet prepared by a Certified Public Accountant in sufficient detail to demonstrate the sources and uses of revenue generated by the event. Any net income from the event must be donated to the City of Jacksonville Beach, unless an alternate distribution of the net income is specifically allowed in the contract approved by the City Council.

- I. For the purposes of this policy, the words **Alcohol and Alcoholic Beverage** means beer and/or wine. Only beer and/or wine may be sold, distributed, and/or consumed at special events.

II. PROCEDURE FOR SCHEDULING A SPECIAL EVENT

Scheduling a special event is determined by two factors: 1) The availability of City facilities on specific dates each calendar year; and, 2) The issuance of a Special Event Permit. The following sections outline the conditions for determining facility availability and event approval.

If there is an unauthorized or unpermitted Special Event in the City of Jacksonville Beach, the City Manager or designee shall have the authority to cancel and suspend the unpermitted Special Event.

A. Approval of Application

The Organizer/Producer will make initial contact with the Parks & Recreation Department to determine the availability of the date(s) and site(s) for the proposed event.

1. Availability of City Facilities and Scheduling of Events

- a. Reservation of City facilities is reserved on a first-come, first-served basis. First priority is given to City-produced events, City-contracted events, and annual events which have taken place for two (2) or more consecutive years unless the event organizer/producer's application is denied due to violations of the Special Event Policy identified in the After-action Report. (If a returning event was canceled in a prior year due to weather, it will not preclude the consecutive year rule.)
- b. Only one festival may be held in any one month.
 - i. In years that the City of Jacksonville Beach hosts the Air Show, no additional festival may be held within two weeks of the Air Show (i.e., there will be no festival scheduled on either the weekend prior to the Air Show or on the weekend following the Air Show).
 - ii. Festivals may be held during the following hours:
Fridays: 5:00 P.M. until 10:00 P.M.
Saturdays: 12:00 P.M. (noon) until 10:00 P.M.
Sundays: 12:00 P.M. (noon) until 8:00 P.M.
 - iii. The City will not approve a non-City produced special event or festival on a City-recognized holiday or on a weekend adjacent to a City-recognized holiday. City-recognized holidays are:
 - 1) New Year's Day
 - 2) Martin Luther King Birthday
 - 3) Memorial Day
 - 4) 4th of July
 - 5) Labor Day
 - 6) Veteran's Day
 - 7) Thanksgiving Day
 - 8) Friday after Thanksgiving Day
 - 9) Christmas Day
 - iv. The City Council will determine if a July 4th event is scheduled.

- v. The sale, distribution, and/or consumption of alcohol will not be allowed at a 4th of July event.
- vi. Sound levels at all events must conform to the City's noise ordinance.
- c. The maximum length of a festival is as follows:
 - i. Events occurring in October through February: two (2) consecutive days;
 - ii. Events occurring in March through September: one (1) day;
 - iii. Exceptions:
 - a. Springing the Blues, due to the City of Jacksonville Beach's long-standing sponsorship of the event, will be three (3) days, and will receive no monetary or in-kind funding from the City; and
 - b. The Air Show, which is three (3) days.
- d. Any activity or athletic event such as a beach run that may be associated with a festival will be considered separately from the festival and will be permitted independently.
- e. Special events other than festivals may be held between the hours of 6:00 A.M. and 10:00 P.M. Sound levels at all events must comply with the City's noise ordinance.
- f. The length of a special event, which is not a festival, is limited to two (2) consecutive days.
- g. No events will be considered that have paid admission. Paid, priority seating is allowed only in the SeaWalk Pavilion as long as at least one-half of the SeaWalk Pavilion is open and free to the general public without charge. (See Appendix I.)
- h. The reservation date for a special event will be accepted but is not considered to be confirmed until after a completed Special Event Application has been received and a reservation has been confirmed, in writing, by the City. A confirmed reservation is not to be construed as an approval of a request for a special event permit.
- i. The City reserves the right to further limit the number of events during each calendar year based on the physical limitations of the facilities, the general wear and tear of special events on City facilities and landscaping, and on the availability of City personnel to provide services.

2. Pre-Application Submission

- a. The requesting organizer/producer must provide a detailed description, including the requested dates, of the proposed event to the Parks & Recreation Department for review.
- b. Upon receipt of the proposed event description, a representative from the Parks & Recreation Department will review the request, make an initial evaluation based on the information provided, and, if necessary, contact the requestor for additional information.
- c. If the venue is available, the requestor will be instructed to submit an application to the Parks & Recreation Department. Upon receipt of the application, and payment of any required deposit, the special event will be tentatively added to the special events calendar.
- d. A completed Special Event Application must be received no later than ninety (90) calendar days before the date of the event and no earlier than three hundred and sixty-five (365) calendar days before the date of the event.

3. Special Events Committee Meeting

- a. A Special Event Committee meeting is required at least sixty (60) calendar days before the event date for all festivals. Attendees will include City staff and representatives from the requesting organization. [JLZ2]
- b. For first-time special events, and any special event the Committee deems necessary, a Special Event Committee meeting may be required depending on the size and scope of the proposed event.
- c. The purpose of the Special Event Committee meeting will be to review the details of the special event, address concerns of City departments, and determine the specific requirements necessary to secure a permit. Deposits, fees and charges for City services will be identified as well as any additional permits and licenses that may be required for tents, alcohol, outside vendors, signs, banners, electrical services, and miscellaneous construction.
- d. Any organizer/producer listed on the special event permit, including the Alcoholic Beverage Temporary License/Permit holder and any decision makers must attend any Special Event Committee meetings held for their particular event.

4. Issuance of a Special Event Permit

- a. To secure a Special Event Permit, the event organizer/producer must meet all stipulations and any requirements specified in the Special Events Committee meeting, if one is held, and is responsible for obtaining all required permits and licenses.
- b. The person or entity whose name is listed on the State Temporary Alcohol License/Permit, if different from the person designated as organizer/producer on the Special Event Permit, must be listed as one of the event's

organizers/producers.

- c. The City will issue a DRAFT permit fifty (50) calendar days prior to the date of the event.
- d. The event organizer/producer must submit the advance fees to the Special Events Coordinator not less than forty-five (45) calendar days before the date of the event.
- e. The event organizer/producer must submit a copy of all required permits, temporary licenses, and insurance certificates, if applicable, to the Special Events Coordinator not less than twenty (20) calendar days before the date of the event.
- f. If all stipulations, requirements, and timeline due dates are met by the organizer/producer, and if all required permits, temporary licenses, insurance certificates, if applicable, security deposit and advance fees are received from the organizer/producer, the Parks & Recreation Director or designee will issue the Special Event Permit not less than ten (10) calendar days prior to the event date.

5. Non-Issuance or Revocation of a Permit

- a. A Special Event Permit may not be issued if the event organizer/producer fails to meet requirements (e.g., permits, licenses, notifications, insurance, timeline due dates, security deposit, advance fees, etc.) stipulated in the Special Event Policy and the Resolution Establishing Fees For Special Events[JLZ3].
- b. An issued Special Event Permit may be revoked by the City Manager or designated representative if conditions during the event's set-up or during the event result in safety hazards, citations, or if the organizer/producer or their vendors or providers fail to correct conditions identified by City representatives. [JLZ4]

[JLZ5]

6. Cancellation of an Event

Any special event may be canceled by the City for reasons including, but not limited to, any of the following:

- a. Continued failure to correct conditions identified by City representatives which affect the site, public safety, public health or sanitation; or
- b. Weather conditions that would endanger participants during the event; or
 - (1) The organizer/producer or designated City representatives will determine whether an event shall be canceled due to weather conditions. The decision of City representatives will be final.
 - (2) Should event personnel, including paid security and police officers, be released due to weather conditions, the event is considered canceled.

- c. City emergencies that require essential City event personnel, require evacuation of the special event or downtown area, or endanger the community; or
- d. Violations of laws/ordinances or the Special Event Policy; or
- e. Other conditions and/or circumstances as determined by the Special Event Committee.

NOTE: Events canceled due to weather conditions or City emergencies will receive a refund of fees and deposits paid. Events canceled for failure to correct conditions identified by City representatives or for violations of laws/ordinances or the Special Event Policy will forfeit all fees and deposits.

B. Denial of Special Event Application

The Special Events Committee may reject an application for reasons including, but not limited to the following:

- 1. The proposed event would negatively impact the Facility Rental Area and/or landscaping and grounds;
- 2. The proposed event would produce unsanitary conditions or harm the environment;
- 3. The proposed event is of such size and scope to potentially surpass the City's ability to provide services or its ability to ensure the safety of the public or property of the community;
- 4. The proposed event and/or organizer/producer is in violation of or has previously violated the City's Special Event Policy or Special Event Permit requirements; fees and charges as outlined in the Fee Schedule Resolution were not paid within the designated timeframes. An organizer/producer of such an event shall forfeit the right to produce future events;
- 5. After-action reports completed by City staff following an event previously produced by the applicant indicate that the organizer/producer acted in a manner that violated the Special Event Policy or the Special Event Permit, created unsafe conditions, failed to correct event problems identified by City representatives at any time, or created other problems of similar magnitude.

C. Appeal of Denial of Special Event Request or Cancellation of Special Event Permit

The City of Jacksonville Beach will not be responsible for any economic loss or damage resulting from non-issuance of a special event permit, revocation of a special event permit, denial of a special event request, or cancellation of a special event permit or a special event.

Except as otherwise provided herein, an appeal of the decision of the Special Event Committee regarding a permit application shall be submitted to the City Manager for consideration. The City Manager has the authority to deny or cancel a Special Event Permit for violations of the

Special Event Policy or Special Event Permit or for failure to meet the requirements specified in either. The City Manager's decision to deny a Special Event Permit Application will be final.

The cancellation of a Special Event Permit by the City Manager may be reviewed by the City Council by making a written request to the City Manager within ten (10) calendar days of cancellation. If the request detailing the reason for appeal is received twelve (12) or more calendar days prior to the next City Council meeting, it will be placed on the next Council meeting agenda. If the request is received less than twelve (12) calendar days prior to the next City Council meeting, it will be placed on the next subsequent Council meeting agenda. The decision of the City Council shall be final.

III. APPLICATION PROCEDURE FOR HOLDING A SPECIAL EVENT

Organizations or individuals wishing to hold a special event within the city limits of Jacksonville Beach must secure a Special Event Permit. The following section describes the process for securing a Special Event Permit.

A. Initial Request

1. All requests and questions regarding special events should be directed to the Parks & Recreation Director or designee, and the following information shall be provided:
 - a. Event organizer/producer's name, address, telephone number, and email address;
 - b. Type of event, including detailed description;
 - c. Date(s) requested;
 - d. Facilities requested, event locations, and routes; and
 - e. If alcohol will be sold, distributed, and/or consumed, the name of the temporary alcoholic beverage license applicant.
2. The Director of Parks & Recreation or designee will review the initial request, and, providing there are no scheduling conflicts, a Special Event Permit Application Form will be provided to the event organizer/producer. The application is to be completed in full and returned to the Parks & Recreation Department. The application's function is to provide complete information on the event. Should required information not yet be available, the application should be completed to the best ability of the organizer/producer at the time the application is submitted. As additional information becomes available, it must be submitted promptly by the organizer/producer. A final determination of approval of an application will not be made until all required information has been submitted.
3. A fully completed application for a Special Event Permit must be received not later than ninety (90) calendar days before the date of the event and no earlier than three hundred and sixty-five (365) calendar days before the date of the event.

B. Application Requirements

A person seeking issuance of a Special Event Permit shall file an application with the Parks & Recreation Director or designee for review. The application shall include the following information:

1. Name, date, hours, and description of event;
2. Event organizer's/producer's contact information, including the name of the temporary alcoholic beverage license applicant (if applicable);
3. Contact information for the person, organizer/producer, business, or organization that is financially responsible for the event, including the name of the temporary alcoholic beverage license applicant (if applicable);
4. The organization's articles of incorporation and registration with the State of Florida Division of Corporations (Sunbiz) (as applicable);
5. Most recent IRS 990 form for the non-profit entity obtaining the Temporary Alcohol Permit/License and listed as an event organizer/producer;
6. Type of event and requested location or route;
7. Whether the event is a first-time or returning event;
8. Whether the event is free to the public or if it will include paid, priority seating;
9. Whether amplified sound will be used;
10. The type and number of vendors;
11. Whether the event includes the sale, distribution, and/or consumption of alcohol; a site map showing the location(s) of all distribution points for alcoholic beverages.
12. Fencing requirements, if any;
13. Whether the event requires access to electricity, and, if so, the reason;
14. Whether banners will be erected within the event area (a separate permit is required for banners hung on public street light poles);
15. Requests for road closures in conjunction with the event, including plans to manage access;
16. Plans to promote the event;
17. Plans for event security and crowd control, including the number of security guards, their locations, and responsibilities, and plans to control access to the event area;
18. Plans for traffic control;

19. Plans for toilets, sanitation, trash management and keeping the area clean during the event, including plans for clean up after the conclusion of the event; and
20. Pre-event and post-event checklists.

NOTE: The submittal of additional information may be required if necessary to determine the scope of the special event.

IV. FEES AND CHARGES FOR SPECIAL EVENTS

- A. Fees and charges for special events are established and periodically adjusted by a resolution approved by the Jacksonville Beach City Council. All special event fees are intended primarily to offset the cost to the City resulting from such special events; therefore, except for City-produced or City-contracted events, the City does not waive special event fees for facility rentals, permits, licenses or any other charges for City services. Any organizer/producer requesting to hold an event on City property or facilities must pay all required fees. City-contracted events shall not allow the sale, distribution or consumption of alcohol. [JLZ6]
- B. The event organizer/producer is responsible for any and all costs for City services as determined by the City.
- C. Any organizer/producer requesting to hold a special event on City property or facilities must pay the security deposit and all required Special Event fees prior to the issuance of the Special Event Permit. The security deposit may be utilized to pay for City staff, cleanup, maintenance, or repair if the site is not in a condition satisfactory to the City's representative within forty-eight (48) hours after the post-event inspection unless extenuating circumstances exist and are agreed upon by City staff at the post-event walkthrough.
- D. All fees, such as facility rental fees, security deposits, administrative fees, and banner fees must be paid for and presented to the City not less than forty-five (45) calendar days in advance of the event.
- E. All required permits and temporary licenses, if applicable, must be paid and provided to the City not less than twenty (20) calendar days in advance of the event.
- F. All other fees (e.g., personnel costs, damage compensation, etc.) due to the City must be paid within fifteen (15) calendar days after the event.
- G. The security deposit may also be used to pay for any other event-related fees that are unpaid by the organizer/producer fifteen (15) calendar days after the event.

V. INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

A. Organizer/Producer

The City requires the organizer/producer of an event using City facilities to provide the City with proof of Commercial General Liability Insurance coverage in the minimum amount of two million dollars (\$2,000,000).

1. The policy must provide coverage for general aggregate liability losses, personal and advertising injury, fire damage, medical expenses and additional coverage for volunteer coverage, spectator liability, etc.
2. The coverage shall be written on a "per occurrence" basis and shall be inclusive of "set-up and tear-down" dates.
3. The City of Jacksonville Beach must be named as Additional Insured.
4. Proof of insurance shall be in the form of a standard Accord Certificate of Insurance written by a licensed insurer acceptable to the City.
5. Certificates of Insurance must be submitted to the City not later than twenty (20) calendar days before the date of the event.

B. Liquor Liability

If alcoholic beverages are being sold, distributed or consumed at a festival or special event, the event organizer/producer must also provide the City with a Liquor Liability Endorsement or a separate insurance policy in the amount of two million dollars (\$2,000,000). A copy of the Certificate of Insurance must be provided to the Parks & Recreation Department naming the City as Additional Insured. Certificates of Insurance must be submitted to the City not later than twenty (20) calendar days before the date of the event.

C. Automobile Liability - Driving on the Beach

For all event organizers/producers and their representatives who wish to drive on the beach to set up or tear down for events, the following automobile liability insurance is required:

1. The event organizer/producer must provide automobile liability insurance in the amount of two million dollars (\$2,000,000) combined single limit or two million dollars (\$2,000,000) per person bodily injury liability insurance in addition to general liability insurance;
2. The City of Jacksonville Beach must be named as Additional Insured. Certificates of Insurance must be submitted to the City within twenty (20) calendar days of the event;
 - (a) If the vehicle is not personally owned, then HIRED AUTOS and NON-OWNED AUTOS insurance is required. This type of insurance is reflected in the automobile liability section of the insurance certificate;
 - (b) If the vehicle is titled and registered in the name of the organization, then ALL OWNED AUTOS insurance is required. This type of insurance is reflected in the automobile liability section of the insurance certificate;
3. In the DESCRIPTION section of the certificate, indicate the make, model, year, and VIN of each vehicle and trailer which will be accessing the beach. Only those vehicles listed on the policy may be driven on the beach and approved in the permit;

4. Any unauthorized vehicles on the beach shall constitute noncompliance with the Special Event Policy and may render the Special Event Permit null and void, thus cancelling the event and possibly causing forfeiture of the opportunity to produce future events;
5. Date and time for beach entry and exit by all vehicles must be scheduled and approved thirty (30) calendar days in advance of the event by the Parks & Recreation Department; and
6. All drivers of authorized vehicles on the beach are required to attend a Beach Driver Training Course provided by Ocean Rescue personnel at least fifteen (15) calendar days prior to the special event. No Special Event Permit shall be issued unless the Beach Driver Training Course has been completed by those persons driving on the beach. Organizer/producers who produce multiple events throughout the year will only be required to take the Beach Driver Training Course once per calendar year. A Beach Driving Pass will be issued from Ocean Rescue personnel at the American Red Cross Volunteer Lifesaving building. Only those drivers possessing a valid Beach Driving Pass and a valid state-issued driver's license shall be allowed to drive on the beach. The Beach Driving Pass must be prominently displayed on the driver's side dashboard.

VI. REQUIREMENTS REGARDING SALE, DISTRIBUTION, AND/OR CONSUMPTION OF ALCOHOLIC BEVERAGES AT SPECIAL EVENTS

A. Request at time of Special Event Application

The sale, distribution, and/or consumption of alcoholic beverages on City property as part of a festival or special event poses additional concerns and may lead to additional requirements for the organizer/producer. Should an event organizer/producer wish to sell and/or distribute alcoholic beverages at an event, the request must be submitted with the Special Event Application.

B. State Temporary License/Permit

Before issuance of a Special Event Permit, the event organizer/producer must secure a required State Temporary License/Permit for the sale of alcoholic beverages from the Department of Business and Professional Regulation and secure liquor liability insurance in the amount of two million dollars (\$2,000,000). A copy of all state temporary alcoholic beverage permits and alcohol insurance must be provided to the Parks & Recreation Department twenty calendar days before the event. The person or entity whose name is listed on the State Temporary License/Permit, if different than the person designated as organizer/producer on the Special Event Permit, will be listed by the City as one of the event organizers/producers. The person or entity who holds the temporary alcohol permit must submit their most recent IRS 990 form with their Special Event Application.

C. Conditions for Approval

Approval of the sale, distribution, and/or consumption of alcoholic beverages at a festival or special event held at a City facility or on City property shall be determined and shall be based upon the event organizer's/producer's submission to and gaining approval by the Special Events Committee of the following criteria:

1. A designation of the event dates and hours for sale, distribution, and/or consumption of alcoholic beverages;
2. A site map showing the location(s) of all distribution points for alcoholic beverages.
3. A plan for crowd control, and managing access to the special event area;
4. A plan for preventing the sale, distribution, and/or consumption of alcoholic beverages to minors. The plan and personnel necessary to implement it shall be approved by the Police Department as discussed under Section VI, Subsection D below. The cost for implementation shall be at the expense of the special event organizer/producer;
5. A copy of permits and licenses in accordance with Florida State Statutes and the City of Jacksonville Beach for the sale, distribution, and/or consumption of alcoholic beverages are to be submitted to the Special Events Committee;
6. Certification of liquor liability insurance coverage naming the City of Jacksonville Beach as Additional Insured, holding the City harmless and indemnifying the City from all claims, suits and demands; and
7. Within thirty (30) calendar days after the completion of a festival, prior to the return of the organizer's/producer's event deposit, the holder of the festival's temporary alcohol permit is required to submit a complete copy of the Sales and Use Tax Return (form DR-15) that the permittee is required to submit to the Florida Department of Revenue within 10 business days following an event for which a Temporary Alcohol Permit has been issued.

D. Requirements for Events Selling and/or Distributing Alcoholic Beverages

1. A minimum of one (1) Jacksonville Beach Police Department officer must be present during special events held on City facilities where alcoholic beverages are being sold, distributed, and/or consumed to ensure that violation of state and local laws does not occur. The presence of police officers does not relieve the event organizer/producer from the responsibility of providing a server for checking identification for the purpose of determining compliance with minimum drinking age requirements.
2. The number of officers required will be determined by the Chief of Police or designee based on, but not limited to, the number of entrances and exits to the alcohol designated area of the event and the size and scope of the event. If the event has been held previously in the City, the number of officers required will be determined by the Chief of Police or designee based additionally on previous attendance, call history, incident reports, and after-action reports, if any. [JLZ7]

[JLZ8]3. Fees for Police Department services are set by the Police Department.

E. General Rules

The following general rules govern an event where alcoholic beverages will be sold, distributed, and/or consumed:

1. The only alcoholic beverages that may be sold, distributed, and/or consumed at a festival or special event are beer and wine;
2. The following limitations will apply to the sale, distribution and/or consumption of alcohol:
 - a. "All you can drink" events are not permitted. This includes "unlimited alcohol" with any kind of ticket or wristband purchase.
 - b. "Buy one, get one free" sales are not permitted (one cup sales only) and using alcohol as an inducement to purchase a ticket or wristband into a VIP or paid, priority seating area is prohibited.
 - c. Cup sizes are limited to a maximum of 16 ounces (no super-sized cups).
3. The entire area where alcoholic beverages will be sold, distributed, and/or consumed must be defined and fenced. The City may provide, for rent, fencing. Delivery and installation of said fencing is the responsibility of the organizer/producer. Alternative fencing may be considered with approval. Fencing for paid, priority seating shall not exceed four (4) feet in height and shall not obstruct the visibility of others outside the paid, 'others may not be placed on fencing. No tents, trailers, or other features which obstruct the visibility of others outside the paid, priority seating area may be erected. The cost for fencing rental and installation will be at the expense of the festival or special event organizer/producer. Additionally, the organizer/producer will be responsible for reimbursing the City for damage to its fencing;
4. Jacksonville Beach Police Department officers (on-duty or off-duty) must be present in the event area at all times when alcoholic beverages are sold, distributed, and/or consumed. The Police Department will determine if officers must man gates or will rove the event area. All entrances/exits must be secured.

Depending on the size and scope of an event, and at the sole discretion of the Police Department, uniformed professional security guards may be permitted to maintain security at entrances and exits to the event in lieu of Jacksonville Beach Police Department officers. Only City-approved professional licensed security companies may be used. Payment of both professional security guards and uniformed off-duty Jacksonville Beach Police Department officers is the responsibility of the organizer/producer;
5. All entrances/exits must be clearly marked with signs stating "No alcohol beyond this point." and "Festival Rules";
6. No business establishment building may be used as the perimeter for the area of alcoholic beverage sales, distribution, and/or consumption to the event area. A business located adjacent to public property may request a permit on a one-time basis for approval to serve alcoholic beverages on said property solely for a grand opening event. Approval must be granted by City Council, and the permit will be subject to all rules governing alcoholic beverages outlined in the Special Events Policy;
7. The areas where alcoholic beverages may be sold, distributed, and/or consumed are restricted to the Facility Rental Area (Latham Plaza, the SeaWalk Pavilion, and the

municipal parking lot located adjacent to Latham Plaza), with the exception of the Air Show and on the Pier during City-produced events.

The area where alcoholic beverages will be sold, distributed, and/or consumed must be protected against product spillage on the sidewalks, streets and grass. A catch basin/bucket must be placed under each beer/wine dispensing unit/tap. The event organizer/producer is responsible for protecting against spillage and for proper disposal of spillage, and the organizer/producer may be required to pressure wash areas affected by spillage; and

8. Last call for alcohol announcements must be made no later than 30 minutes prior to the end of the event. During the last-call time period, sales and distribution are limited to one drink per person. Alcohol sales/distribution are required to cease no later than 15 minutes prior to the end of the event. Last call and hours of alcohol sales/distribution will be monitored and strictly enforced by the Jacksonville Beach Police Department.

VII. GENERAL REQUIREMENTS FOR SPECIAL EVENT PERMITS

A. Compliance with City Codes

All activities conducted as part of a special event are required to comply with the provisions of all City Code of Ordinances and the Special Events Policy. Specific Code of Ordinances include, but are not limited to, Chapter 4, Alcoholic Beverages; Chapter 18, Noise; Chapter 19.5, Special Events and Festivals; and Chapter 34, Land Development Code. Copies are available from the City Clerk and via Internet at the following website: www.municode.com.

1. An event organizer/producer holding a Special Event Permit must abide by all policies, procedures, and stipulations outlined in their Special Event Permit. Non-compliance may result in the event being canceled or shut down.
2. An organizer/producer of a special event who does not comply with the City's Code of Ordinances, Special Events Policy, or the conditions outlined in a Special Event Permit, and who does not pay all event fees and charges shall forfeit the right to produce future events.

B. Health and Sanitary Requirements

In order to ensure a clean, sanitary environment during and after events held at City facilities, the City's designated representative will approve site cleanup services. The organizer/producer is responsible for ensuring their vendors and providers keep City facilities, and the surrounding areas used or affected by the crowds attending the special event, in a clean and sanitary condition during and after an event. Failure to do so will result in forfeiture of the security deposit and responsibility for reimbursing the City for any outstanding expenses incurred in the correction of the problem.

C. Fire/Rescue Personnel

The requirement for a MERV (mobile emergency response vehicle) with two (2) fire/EMS personnel, a two-member bike team, or additional medical personnel at special events or festivals will be determined by the Fire Chief and/or Fire Marshal prior to the event based on,

but not limited to, the type of special event, expected attendance and crowds, number of food vendors, sale, distribution, and/or consumption of alcohol, and other factors that would tax the department's ability to provide fire/rescue services.

It will be the responsibility of the event organizer/producer to pay the Fire Department for fire/rescue personnel required during the special event.

If personnel are scheduled for and report to an event, then the minimum number of hours each shall be paid is three (3) hours. Payment may be made the week prior to the event or within fifteen (15) calendar days after completion of the event.

D. Ocean Rescue Personnel

The requirement for Ocean Rescue participation at special events will be determined by the Ocean Rescue Captain and the Parks & Recreation Director prior to the event based on, but not limited to, the type of special event, weather/water conditions, expected attendance and crowds, and other factors that would tax the department's ability to provide ocean rescue services.

It will be the responsibility of the event organizer/producer to pay Ocean Rescue for personnel required during the special event. If personnel are scheduled and report to an event, then the minimum number of hours each shall be paid is three (3) hours. Payment for personnel shall be made immediately upon completion of the event.

E. Police Personnel

The requirement for police personnel at special events will be determined by the Chief of Police or designee. All requests by the organizer/producer for police personnel shall be made sixty (60) calendar days in advance of the event through the Special Events Committee. When three (3) or more officers are required, an additional supervisor is required and will receive supervisory rate of pay. The Chief of Police or designee may require additional police personnel for special events which include the sales, distribution, and/or consumption of alcohol as deemed necessary for public safety. Payment for personnel shall be made immediately upon completion of the event.

F. Other City Personnel

Should the services of other City department personnel be required to facilitate a special event, the event organizer/producer is required to pay for those services within fifteen (15) calendar days after completion of the event.

G. Cleanup

The organizer/producer will provide all cleanup services for special events, including any closed roads and streets. Cleanup includes personnel costs during and after the event, as well as adequate dumpsters, trash cans and grease vats. The number of dumpsters will be determined by the Public Works Department in conjunction with the organizer/producer, based upon the scope of the event and previous experience with events held in the City of Jacksonville Beach.

Cleanup also includes the removal of all dumpsters, trash cans, trash, other equipment and pressure washing any areas where grease or other substances are present after an event. Arrangements for the proper disposal of used cooking grease and gray water will be the responsibility of the organizer/producer. The grease vat and gray water provider must be City-approved. The cost of these services will be the responsibility of the event organizer/producer.

No paint or spray paint shall be used on the Facility Rental Area, City facilities, event routes, sidewalks, roads, right-of-ways or other public property. Event organizer/producers who fail to remove such substances prior to the post-event site walkthrough will be billed for the cost of removing them. Events whose producers, staff or volunteers use chalk or spray chalk will be billed for its removal if the chalk or spray chalk is present four (4) days after the event.

The City of Jacksonville Beach has an ordinance prohibiting discharge of any liquid or solid into the stormwater drainage system or onto the grass. This is a health and sanitation issue. If provider fails to comply, they will be issued a violation and fined. In addition, the provider will be prohibited from doing business within the City of Jacksonville Beach.

H. Temporary Bathroom Facilities

Organizers/Producers are required to provide adequate temporary bathroom facilities for their event including facilities for handicap access as determined by the Special Events Committee. The port-o-let provider must dispose of all trash removed from the inside of toilets. This includes items/trash found when vacuuming the waste from the toilet itself. Any debris/material, etc., must be bagged and removed from the premises by the provider. No such material may be disposed of in City trash receptacles or placed on the sidewalks, grass, landscaping, hardscape, or any other part of the Facility Rental Area. Units may NOT be washed down on site, but must be returned to the provider's facility for cleaning.

The City of Jacksonville Beach has an ordinance prohibiting discharge of any liquid or solid into the stormwater drainage system or onto the grass. This is a health and sanitation issue. If provider fails to comply, they will be issued a violation and fined. In addition, the provider will be prohibited from doing business within the City of Jacksonville Beach.

I. Banners, Promotional, and Informational Materials

Event and sponsor banners may be hung within the event site; however, banners and any other materials may not be placed on fencing if it obstructs the visibility of others. Nothing shall be attached to the landscape or hardscape.

If an event organizer/producer is wanting to hang promotional banners on street light poles, an Application to Hang Banners on Street Light Poles must be received thirty (30) days prior to the requested banner installation date. Application and per banner fees apply and are outlined in the Fees and Charges for Special Event held on City Facilities.

J. Road Closures

An event organizer/producer requesting road closures must submit a City of Jacksonville Beach Application for Road Closures to the Special Event Coordinator thirty (30) days in advance of the requested road closure.

An event organizer/producer requesting road closures is required to provide fifteen (15) calendar days advance notice to all affected businesses and residents of the dates and times of the planned closures. A copy of the notice must be provided to the Parks and Recreation Department.

If road closures are approved, the organizer/producer must provide barricades for the standard road closure area within the Facility Rental Area. Each intersection affected must be manned at all times during the road closure. The organizer/producer is responsible for securing and providing manpower. Should professional security personnel be required, the organizer/producer shall hire security personnel approved by the City. The cost of professional security personnel and/or police officers for traffic control caused by the closure is the responsibility of the organizer/producer.

The City may provide barricades, cones, etc., for street closures, if available. The standard road closure area is between the SeaWalk Pavilion and Latham Plaza - 1st Street North at 1st Avenue North and 1st Street North northeast corner of Latham Parking lot and north of the Hotel's north parking lot entrance/exit. SeaWalk(See Appendix I.)

K. Municipal Parking Lot

The rental of municipal parking lots for use as paid parking during special events is prohibited. During the months when City-authorized paid parking is in effect at the Latham Plaza parking lot, the organizer/producer will be required to lease parking spaces from the paid parking vendor for dumpster placement.

At all times during the rental of the Latham Plaza municipal lot, the electric charging stations must be kept accessible and available for automobile charging.

L. Overnight Parking

No overnight parking is permitted on City facilities per City ordinance except with specific approval by the City Manager. Authorized overnight security is permitted.

M. Additional Licenses

Events which offer musical entertainment are required to provide the City, if requested, with a copy of their Broadcast Music, Inc. (BMI), Society of European Stage Authors and Composers (SESAC), and/or American Society of Composers, Authors and Publishers (ASCAP) performance agreements, or provide the BMI, SESAC, and/or ASCAP account number and the effective date of the license. This license agreement covers copyright clearance for music performed. The organizer/producer of such events must complete and sign the form, "Stage Equipment," attesting to having met this requirement.

N. Public Announcements

Public announcements must be made throughout an event to remind event attendees to access the beach only via authorized beach crossovers, to keep off the sand dunes, and not to pick sea oats per Florida state law.

O. Surf Contests and Beach/Ocean Activities

Surf contests and any ocean activities are not authorized within 300 feet of the Pier[JLZ9].

P. Requested Documents for City Signature

A copy of any documents the organizer/producer is requesting that the City sign must be provided to the Parks & Recreation Department thirty (30) calendar days before the event.

Q. Driving in the Event Area

Vehicles shall not be driven on the grass within the festival area, medians, or sidewalks. Vehicles may only be driven on the two major paver sidewalks running east/west from the boardwalk through Latham Plaza and the pavers in front of the stage which run east and west from 1st Street North to the boardwalk.

VIII. GENERAL REQUIREMENTS FOR SPECIAL EVENT VENDORS

The City reserves the right to set guidelines and restrictions for vendors. All applicable City, county and state laws/codes will be strictly enforced. The placement of vendors is limited to areas designated in the Special Event Permit for crafts, food, beverages, and amusements.[JLZ10]

Any vendor selling or serving food or beverages must adhere to the requirements of the Parks & Recreation Department, Public Works Department, Fire Department, and the State of Florida Division of Hotels and Restaurants Department of Business and Professional Regulation. NO vendor will be allowed to open for business until they have been inspected and approved by all three entities. (See Appendixes III and IV.)

No staking of tents, trailers, or other items is allowed in the Facility Rental Area, streets, or parking lots. Nothing may be attached to the landscape or hardscape. Vehicles may only be driven on pavers or concreted areas during set up and tear down of a special event. No vehicle may be driven or parked on any grassy areas at any time.

A. Food and Beverage Vendors

1. Only authorized licensed food vendors shall be permitted to operate on City property or facilities during special events.
2. The event organizer/producer must contact the Division of Hotels and Restaurants not less than ten (10) calendar days before said event with the following information:
 - a. Dates and times of event;
 - b. Type of food service proposed;
 - c. A list of all food service vendor owners and operators participating in each event;
 - d. The current license numbers of all public food service

establishments/restaurants participating in each event; and

e. Schedule time of inspection.

The Division of Hotels and Restaurants may inspect all food vendors' operations at each event for compliance with minimum sanitation standards. If the operator does not meet the standard, their operation will be shut down until corrections are made; and

All food vendors are required to obtain a license from the Division of Hotels & Restaurants in order to participate in a special event. If a food vendor does not have a state license, the Division of Hotels and Restaurants will issue a Temporary Event Vendor License. Licensing requirements and the State of Florida Guide to Temporary Food Service Events are available on their website at <http://www.myfloridalicense.com>. (See Appendix IV.)

3. The event organizer/producer is responsible for ensuring that food vendors containerize all cooking materials and byproducts, especially grease, and that any and all such cooking materials, byproducts, and grease are removed from the City's premises and disposed of properly, or placed in the event's grease vat provided by the organizer/producer.
4. Vendors who cook with grease-type products are required, as a part of site preparation, to place corrugated boxing paper, or a similar type of protection, as flooring for their booth and on top of the roofing felt to absorb grease and to prevent grease or liquids from falling onto the asphalt, concrete, sidewalks, pavers, or any other part of City property.
5. Food vendors are required to use a grease trap when cooking with grease. The vendor, or organizer/producer as default, is responsible for the proper removal and disposal of all grease into the event's grease vat or from the event area. No grease or oil may be poured onto the pavement or grass or into stormwater drains within the City of Jacksonville Beach. The event organizer/producer will be accountable for any costs associated with clean up of storm drains, sidewalks, streets, pavers, and any other City property.
6. Precautions must be made to prevent food, debris, seafood shells, etc. from entering into the City's stormwater system. The placement of traps, screens, etc., may be required.
7. No glass cups or glasses may be used for beverage products. Should beer or wine products only come in glass bottles, the beverage must be served in a plastic or paper cup for distribution to the public. A catch container must be placed under all beverage dispensing units/taps.
8. Cleaning/pressure washing of vendor and eating areas will be a requirement for special events where food and/or beverages are served at the event. All costs associated with pressure washing will be the responsibility of the event organizer/producer.

9. Failure to follow this policy may result in forfeiture of the security deposit, payment of additional fees for pressure washing and cleanup, and forfeiture of the opportunity to participate in future events on City property.

B. Cleaning

At all special events, should specific vendors have booths which result in odors, grease or other substances present after the event, the event organizer/producer will be responsible for cleaning/pressure washing the event site area including roadways.

C. Amusements

1. Mechanical or carnival-type rides for children are permitted at the SeaWalk Pavilion and Latham Plaza. No mechanical or carnival-type rides may be erected in City parking lots or on roads or sidewalks without the approval of the City Manager. A list of proposed children's rides, along with anchoring methods, must be itemized on the Special Event Permit application and presented to and approved by the Special Events Committee. A copy of the State inspection certificate must be provided to the City before rides can be operated.
2. Inflatable-type amusements are permitted provided appropriate anchoring is in place.
3. Animal rides and animal exhibitions are not permitted.

IX. CONDITIONS AND REQUIREMENTS FOR SPECIAL EVENTS HELD ON THE BEACH

Events such as walks, races, volleyball tournaments, and surf contests that take place on the beach are also subject to the conditions and restrictions outlined by the Florida Department of Environmental Protection (FDEP) Requirements for Special Events Located Seaward of the Coastal Construction Control Line. The City's current FDEP Blanket Field Permit will cover normal FDEP Field Permit requirements and is authorized to permit events that meet its requirements. Should the Special Events Chairperson determine that additional permitting is required, the applicant will be required to contact the FDEP for additional approval. (See Appendix II.)

Rental fees and security deposits are required for events held on the beach.

If there is an unauthorized and unpermitted Special Event on the beach in the City of Jacksonville Beach, the City Manager or designee shall have the authority to cancel and suspend said Special Event.

APPENDIX I – FACILITY RENTAL AREA

FACILITY RENTAL AREA AND AREAS WHERE ALCOHOL MAY BE SOLD, DISTRIBUTED, AND/OR CONSUMED

The following map defines: 1) Facility Rental and Road Closure Area; and 2) areas approved for the sale, distribution, and/or consumption of alcoholic beverages.

A. Facility Rental Area A

- a. The SeaWalk lawn area extends from the east side of 1st Street to the west side of the SeaWalk [boardwalk], and from the outer edge of the stage to the south side of the lawn.
- b. No more than 50 percent of the SeaWalk lawn area shall be designated for paid, priority seating. If fenced, the fencing will be erected along the north side of the most northern of the two 10-foot paved walkways in the middle of the SeaWalk lawn. Nothing shall be erected around the paid, priority seating area that would obstruct the view of any spectators at the festival. If anything is found to obstruct the view of spectators outside the paid, priority seating area, the producer will be required to remove it.
- c. At least one-half of Area A must remain open and free to the general public.
- d. Alcohol may be sold, distributed, and/or consumed in this area when the required fencing is in place.

B. Facility Rental Area B

- a. The Latham Plaza area extends from the west side of 1st Street to the east side of 2nd Street, and from the north side of the sidewalk on 1st Avenue North to the south side of the paver walkway located next to the north side of the Latham Plaza Parking Lot.
- b. Alcohol may be sold, distributed and/or consumed in this area when the required fencing is in place.

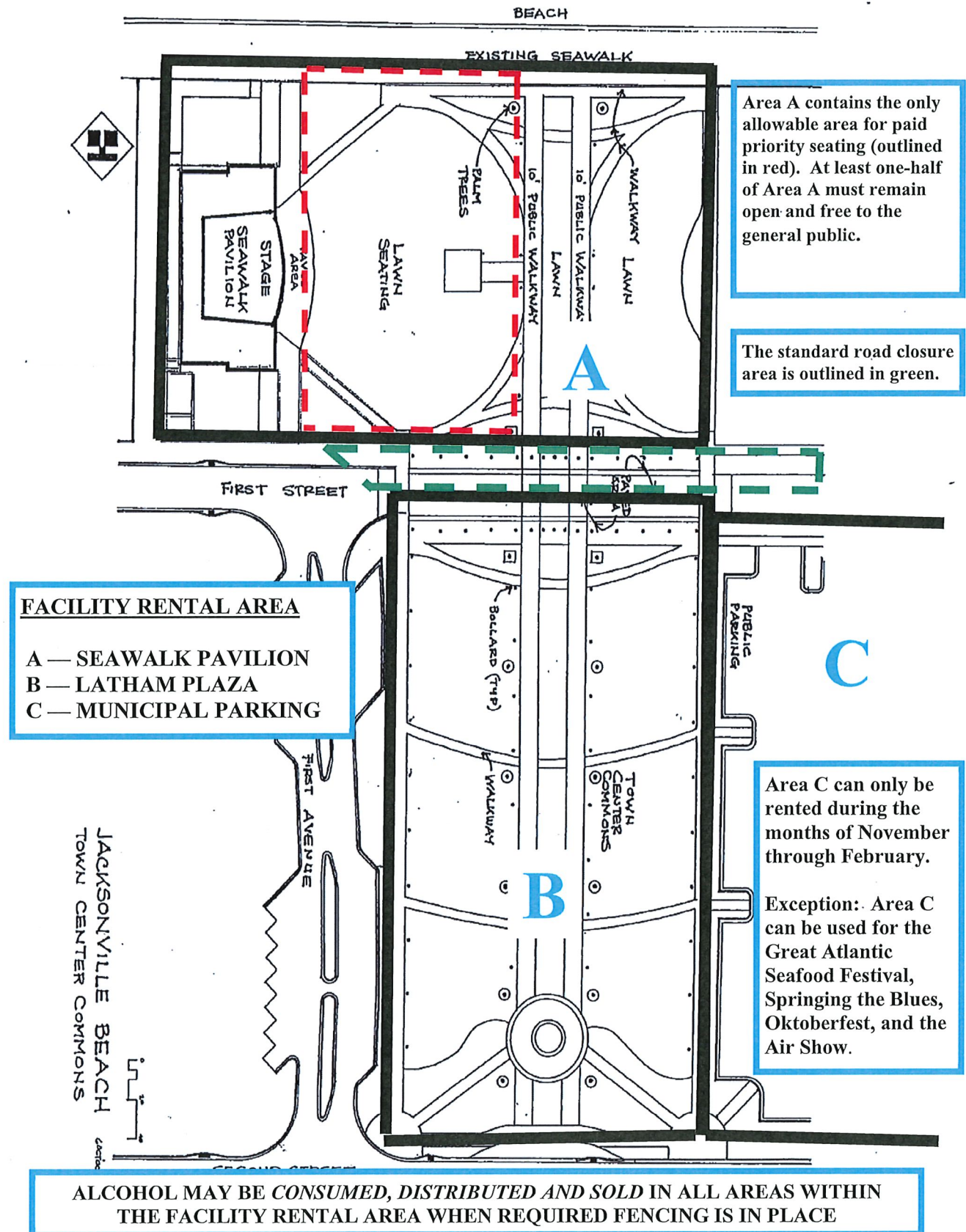
C. Facility Rental Area C

- a. Area C can only be rented during the months of October through February.
- b. Exception: Area C can be used for the Great Atlantic Seafood Festival, Springing the Blues, Oktoberfest and the Air Show.

D. Road Closure Area

- a. The standard road closure area is between the SeaWalk Pavilion and Latham Plaza - 1st Street North at 1st Avenue North, and 1st Street North northeast corner of Latham Parking lot and north of the Hotel's north parking lot entrance/exit.
- b. Additional road closures will be determined by the Police Department.

APPENDIX I – FACILITY RENTAL AREA



APPENDIX II – FLORIDA DEP REQUIREMENTS

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION REQUIREMENTS FOR SPECIAL EVENTS LOCATED SEAWARD OF THE COASTAL CONSTRUCTION CONTROL LINE

The following restrictions will be used to determine approval of activities on the beach. Should further approval be needed after review of the completed Special Event Application by the City, the applicant will be required to contact the appropriate State Departments. Otherwise, the City's Blanket Field Permit when attached to the Special Event Permit will serve to apply to meet the requirements outlined by the Florida Department of Environmental Protection (FDEP).

A. Coastal Construction Control Line (CCCL)

The FDEP has regulatory authority over activities associated with special events such as sporting events, festivals, organized parties, concerts, and filming events that are located seaward of the CCCL. At the Jacksonville Beach SeaWalk Pavilion, the CCCL is located approximately 50 feet east of 1st Street, North. Maps of the CCCL are located at the City of Jacksonville Beach Planning & Development Department or the FDEP, 8800 Baymeadows Way West, Suite 100, Jacksonville, FL 32256.

B. FDEP Beaches and Shores Field Permit

If a special event or any activity associated with a special event is located seaward of the bulkhead in Jacksonville Beach, you must contact the FDEP at 904-256-1700 for information regarding Beaches and Shores Field Permits for special events. The following activities are examples of special event activities that may require a FDEP Beaches and Shores Field Permit:

Activities located on the Beach or Dunes

- Temporary structures
- Excavation (post and volleyball nets included)
- Removal or disturbance of beach material
- Alteration of existing elevations
- Impacts to native dune vegetation

Activities located Seaward of the CCCL

- Any additional nighttime lighting between May 1 and October 31

C. Marine Turtle Nesting Season

May 1 through October 31 is the marine turtle-nesting season. There are special prohibitions and restrictions during this time for most activities located seaward of the CCCL and seaward of the dune crest. Some of the activities under protected species restrictions include the use of lighting, ball catching nets, heavy equipment, and any apparatus that penetrates into the beach or dune. You must contact the Bureau of Protected Species Management to verify that these requirements have been met if the proposed activity will occur during the marine turtle-nesting season.

D. FDEP Contact

FDEP SPECIAL CONDITIONS FOR EVENTS HELD ON THE BEACH

If the area along the beach impacted by an event is considered suitable nesting habitat, the following conditions must be followed. If these conditions are not accomplished, the proposed activity cannot take place.

1. To minimize potential adverse impacts to marine turtles, daily early morning surveys are required to begin on May 1 or sixty five (65) calendar days in advance of the event whichever date is later. Daily surveys will continue to be conducted until all tear-down activities have finished.
2. All nest surveys, nest screening, and marking activities shall be conducted by persons listed on a valid permit issued by the Department of Environmental Protection, Division of Marine Resources, pursuant to Rule 16R-1, Florida Administrative Code. The permittee shall contact the appropriate marine turtle permit holder for each event area. The current marine turtle permit holder for this area is Jennifer Burns who may be contacted at (904) 613-6081.
3. Nests that are deposited within the event site shall be left in situ unless other factors (inundation) threaten the success of the nest. If any nests are determined to have been deposited within the project area, such nests will be marked and the actual location of the clutch determined. A circle with a radius of ten (10) feet, centered at the clutch, shall be marked by stake and survey tape or string. No event activities shall enter this circle and no adjacent event activity shall be allowed which might directly or indirectly disturb the area within the staked circle. If the nest cannot be avoided by this distance due to the scope of the project, all activity near the nest must be postponed until the nest has completed incubation and all hatchlings have emerged.
4. No activity associated with the event shall take place on the beach prior to the early morning survey or after 9:00 P.M. No temporary lighting of the event area is authorized at any time during the marine turtle-nesting season, May 1 through October 31.
5. No operation of heavy equipment, cars, trucks, etc., is authorized seaward of the dune crest, existing seawalls, or bulkheads during the marine turtle season.
6. No construction of tents or any placement of stakes, poles, or other penetrating apparatus may be placed on the beach until each individual site location is approved by the duly appointed marine turtle permit holder. All temporary structures shall be constructed at the locations depicted in the approved plan. No additional temporary structures are authorized.
7. All ball catching nets shall be removed daily by 9:00 P.M. and not replaced prior to the completion of the marine turtle nesting survey each morning, or the nets shall be erected to allow for a minimum of three (3) feet of clearance between the beach surface and the bottom of the net.
8. Prior to implementing the required monitoring plan, the applicant or contracted marine turtle permit holder shall contact FDEP at 904-655-1765 or 904-256-1700 to confirm that the requirements of the monitoring plan have been accomplished.

APPENDIX III – FIRE SAFETY REQUIREMENTS

JACKSONVILLE BEACH MINIMUM FIRE SAFETY REQUIREMENTS FOR FOOD TRUCKS, TRAILERS, AND TENTS*



Vendor Name: _____ Date: _____

Event _____

* This sample form will be updated periodically and subject to change to reflect the current laws in the State of Florida

JACKSONVILLE BEACH FIRE DEPARTMENT

The Fire Department will not allow cooking prior to receiving a passing inspection from the Fire Marshal or his designee. Any questions concerning these requirements may be directed to the Fire Marshal at 247-6239. For after hours and weekends, call the Shift Captain at 247-6240.

- ☐ 1. Vehicle/trailer is to be equipped with a commercial exhaust system
- ☐ 2. Vehicle/trailer is to be equipped with a fire suppression system when cooking produces grease laden vapors
- ☐ 3. Fire Suppression System is to be inspected and tagged every 6 months by licensed fire suppression contractor
- ☐ 4. Provide (1) 2A10BC fire extinguisher (red extinguisher)
- ☐ 5. If frying or cooking operation produces grease laden vapors, one **40BC** fire extinguisher for **each piece of frying equipment or one K-class extinguisher is required.** (silver extinguisher)
- ☐ 6. Fire extinguishers to be mounted in a fixed location and inspected and tagged by a licensed fire extinguisher company (within last 12 months)
- ☐ 7. All compressed gas cylinders to be chained or strapped in position
- ☐ 8. Filling of LP gas cylinders on site will **not** be permitted
- ☐ 9. There will be no access to the cooking equipment and fuel sources by the general public

Additional Requirements for Tents:

- ☐ 10. Tent material will be required to be treated with flame retardant

The Fire Department requires a certificate or other evidence of approval by a laboratory of recognized standing or the report of tests made by other inspection authorities as evidence that the tent fabric materials have the required flame resistance.

- ☐ 11. The ground enclosed by any tent or temporary membrane structure and for a reasonable distance, but not less than 10 ft. outside of such structure(s) shall be cleared of all flammable or combustible material or vegetation.

Exception: Cardboard used for protection of pavement.

- ☐ 12. Frying equipment to be located under the tent protected from rain.

- ☐ 13. Barbeque grills to be located outside of tent to help eliminate smoke buildup and possible flame up.

☐ Approved ☐ Disapproved

Signed: _____

JBFD Fire Inspector

Comments:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is a small dark speck near the top center of the page.

APPENDIX IV – TEMPORARY FOOD SERVICE EVENTS

FLORIDA DIVISION OF HOTELS & RESTAURANTS GUIDE TO TEMPORARY FOOD SERVICE EVENTS

This guide contains the same information as DBPR Form HR 5030-034, Guide to Temporary Food Service Events, a PDF document available in English and Spanish at the following website:

(http://www.myfloridalicense.com/dbpr/hr/licensing/GT_tempevents.html)

A temporary food service event is an event of thirty (30) calendar days or less in duration where food is prepared, served, or sold to the general public and is advertised and recognized in the community. A temporary food service establishment or vendor is a participant at a temporary food service event.

We developed this guideline for temporary events from Chapters 61C-1 and 61C-4, Florida Administrative Code, and Chapter 509, Florida Statutes.

A. Licensing

A public food service establishment or other food vendor must obtain a license from the division for each temporary food service event in which it participates (unless exempted). Annual temporary event licenses are also available which allow participation in an unlimited number of temporary events. The division will inspect temporary events and if minimum sanitation standards are not met, the food service operation will be discontinued until corrections are completed and verified by the division.

Sponsors of a temporary food service event must notify the division of the following items no less than three (3) business days prior to the scheduled event.

- 1) Type of food service proposed,
- 2) Time and location of the event,
- 3) Complete list of food service vendor owners and operators participating, and
- 4) Current license number of each public food service establishment participating.

Notification: Event sponsors may complete notification requirements by telephone at 850.487.1395, in person at the appropriate district office, via email at dlr.info@myfloridalicense.com or in writing. A public food service establishment or food service vendor may not use this notification process to circumvent the license requirement.

The division keeps record of all notifications received for proposed temporary food service events and provides appropriate educational materials to the event sponsor.

Group License: The division may issue a group license to a vendor with multiple units serving a single non-potentially hazardous food (e.g., churros). All grouped units must serve the same food. Foods requiring additional preparation or handling are not eligible for group licensing. All qualifying units must be inspected in a single location.

B. Licensing Exemptions

Public food service establishments holding current licenses from the division may operate at temporary events with no additional license fee.

Temporary events such as carnivals, fairs, or other celebrations operated on church or school property or any eating place operated by a nonprofit civic, fraternal or religious organization are exempt from licensing and inspection by the Division of Hotels & Restaurants.

C. Fees

Temporary public food service establishments and vendors are required to pay the following license fees at the time of licensing:

- 1-3 day event – \$91
- 4-30 day event – \$105
- Annual – \$456

The division does not accept cash payments for fees at temporary events. The division accepts cashier's checks, money orders or other certified payments. Fees are current at the time of Special Event Policy adoption and are subject to change. Please check the Florida Division of Hotels & Restaurant website for current fees.

D. Fire Safety

Fire Safety Code requires a portable fire extinguisher. Check with the local fire authority for specific requirements pertaining to the size, type or tagging of required fire extinguishers or other fire related requirements.

E. Personnel

Employees may not touch ready-to-eat (RTE) food with their bare hands unless there is a written Alternative Operating Procedure (AOP) available that has been approved by the division. Without an approved AOP, employees must use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment when handling RTE food.

Food service workers transmit most foodborne disease causing germs to foods. That is why it is so important for employees to maintain high standards of personal cleanliness. All personnel must wash hands prior to beginning work, when returning to work after any break in food preparation activities, when putting on or changing gloves, or any time their hands become soiled.

Smoking is prohibited in ware washing, food preparation and food storage areas.

Personnel must wear clean outer garments, effective hair restraints and no jewelry on their hands or arms (except plain wedding bands). If worn, artificial and painted fingernails must be covered by intact gloves. All personnel must be free of open sores and skin infections, respiratory infections, upset stomach, diarrhea or other communicable diseases.

F. Facilities

The specific requirements for the temporary event physical facility where food is prepared or handled are based on the length of the event, the type of food that is prepared or served, and the extent of food preparation conducted at the temporary facility. Minimum requirements may include:

- 1) Food service operators must provide overhead protection if food is prepared or portioned or ware washing is done onsite;
- 2) Flooring may be concrete, machine-laid asphalt or dirt/gravel if it is covered with mats, removable platforms, duckboards, or other suitable approved materials that effectively control dust and mud and are graded to drain;
- 3) Walls and ceilings must be constructed of a material that protects the interior from the weather, windblown dust and debris, or other forms of cross contamination;
- 4) When potentially hazardous food is prepared at events of four to thirty (4-30) days in length, the physical structure where the food preparation occurs must be protected against flying insects and other vermin by;
 - a) 16 mesh to 1 inch screens,
 - b) Properly designed and installed air curtains, or
 - c) Other effective means.
- 5) A three-compartment sink is required within the temporary food service for washing, rinsing and sanitizing utensils and equipment. If this activity is conducted at an approved, remotely located commissary or food service establishment, an adequate supply of spare preparation and serving utensils must be maintained on the premises in case the original utensils become soiled; and
- 6) A handwashing facility is required. This facility may be a clean, portable container equipped with an on/off valve. Soap and single-service paper towels must be available for handwashing and hand drying.

G. Water

All food service operations that prepare or portion food on the premises must provide an adequate supply of potable water for purposes of cleaning and employee handwashing. Municipal connections, holding tanks or portable containers are accepted means to provide an adequate supply.

Steam used in contact with food or food-contact surfaces must be free from contamination.

H. Solid and Liquid Waste

Operators must remove all garbage and rubbish from the premises often enough to prevent nuisance conditions and dispose solid waste properly in tight-fitting, covered containers.

Operators must dispose liquid waste in a public or other approved sewerage system.

I. Required Items

- Sanitizer (properly diluted, unscented bleach may be used)
- Probe thermometer
- Chemical test strips (for measuring sanitizer concentration)

- Three-compartment sink to wash, rinse and sanitize equipment and utensils or access to such facilities at an approved commissary or food service establishment
- Hair restraints
- Adequate supply of back-up utensils
- Adequate supply of potable water
- Soap and single-service towels
- Adequate equipment and facilities to maintain food at the proper temperatures
- Adequate protection from flying insects, vermin, dust, dirt and weather
- Adequate protection for displayed, prepared, and stored food
- If required by local fire authority, properly tagged and sized portable fire extinguisher

To Prevent Foodborne Illness

- Obtain foods from an approved source. Home prepared food is not allowed.
- Wash hands thoroughly before handling food, single-service items and clean equipment and utensils.
- Maintain hot foods at temperatures of 135° Fahrenheit or above.
- Maintain cold foods at temperatures of 41° Fahrenheit or below.
- Cook pork to a minimum temperature of 145° Fahrenheit for at least fifteen (15) seconds.
- Cook beef to a minimum temperature of 155° Fahrenheit for at least fifteen (15) seconds.
- Cook chicken and other poultry to a minimum temperature of 165° Fahrenheit for at least fifteen (15) seconds.
- Reheat cooked foods to a minimum temperature of 165° Fahrenheit within two (2) hours for hot holding.
- Check food temperatures frequently with a probe type thermometer.
- Heat foods quickly and cool foods rapidly.
- Keep raw and cooked foods separated.
- Thaw foods properly: completely submerged under cold running water not longer than four (4) hours, as part of the cooking process, or under refrigeration.
- Use single-service articles whenever possible.
- Keep foods covered and protected from dust, dirt, insects, vermin and human cross contamination.
- Protect all food, including displayed food, from customer contamination (touching, coughing, sneezing, etc.).
- Minimize handling of foods before, during and after preparation.
- Do not store food directly in contact with ice used for beverages.
- Do not use swollen, leaking or damaged canned goods.
- Store all food products and equipment at least six inches off the ground.

APPENDIX V – SPECIAL EVENT SITE INSPECTION AND CLEANUP AGREEMENT –

Pre-Event Inspection

It is the responsibility of the event organizer/producer to ensure vendors and providers keep City facilities and the surrounding areas used or affected by the crowds attending the special event in a clean and sanitary condition during and after an event. The cost of cleanup services and repair of facility damage within the event site including the road closure area as specified in the Special Event Permit is the responsibility of the event organizer/producer. Non-compliance may result in the event being shut down, forfeiture of the security deposit, additional fees charged, and/or forfeiture of participation in future events on City property.

Jacksonville Beach Parks & Recreation Department personnel and the organizer/producer will conduct a site inspection prior to an event. Any areas of concern or damage will be noted with both parties signing the inspection sheet. At an agreed upon time, a closing site inspection will be conducted by Parks & Recreation Department personnel and the organizer/producer to identify any issues, concerns or damages, and to ensure the site is left in satisfactory condition.

Event Name: _____

Event Date: _____

Inspection Date: _____

PRE-EVENT INSPECTION

- ☐ Site Inspection Conducted by Parks & Recreation Department Personnel and the Organizer/Producer
- ☐ No Visible Signs of Damage to the Grass, Trees, or Grounds
- ☐ SeaWalk Pavilion Clear of all Equipment, Swept, and Trash Cans Emptied
- ☐ Document Areas of Concern or Existing Damage
- ☐ Irrigation and Electrical Systems are Operational
- ☐ Equipment at the SeaWalk Pavilion is Orderly

Document Existing Areas of Concern or Damage:

AGREEMENT – SIGNATURE BEFORE THE EVENT

I have read and understand the Special Event Site Inspection and Event Cleanup Agreement required for hosting an event in the City of Jacksonville Beach. I agree to follow the Special Events Policy, to ensure any providers or vendors used also understand and follow these standards, and agree to leave the facilities in the condition required.

Signature of Event Organizer/Producer

Date

Signature of Parks & Recreation Department Personnel

Date

APPENDIX V – SPECIAL EVENT SITE INSPECTION AND CLEANUP AGREEMENT –

Post-Event Inspection

- ☐ Site Inspection Conducted by Parks & Recreation Department Personnel and the Organizer/Producer
- ☐ No Visible Signs of Damage to the Grass, Trees, or Grounds
- ☐ SeaWalk Pavilion Clear of all Equipment, Swept, and Trash Cans Emptied
- ☐ Document Areas of Concern or Existing Damage
- ☐ Irrigation and Electrical Systems are Operational with No Damage Resulting from Event
- ☐ Equipment at the SeaWalk Pavilion is Replaced and Orderly
- ☐ Document Areas of Concern or Damage Along with Remediation Plans
- ☐ All Vendors and Trash are Removed from the Site
- ☐ Areas Where Food was Prepared and Served Have Been Pressure Washed
- ☐ Portable Toilets Removed from Site Without Incident

SeaWalk Pavilion Equipment Inventory

_____ Trash Cans	_____ Signs- ‘Festival Rules’
_____ Orange Hollow Barricades	_____ Signs- Handicapped Parking
_____ 6’ Orange/White Collapsible Barricades	_____ Signs - ‘Road Closed’
_____ Traffic Cones	_____ Tripods for ‘Road Closed’ Signs
_____ Signs – ‘No Alcohol Beyond This Point’	_____ Signs ‘No Parking’

Approval is granted for you to provide your own cleanup services. It is your responsibility to ensure vendors and providers keep City facilities, and the surrounding areas used or affected by the crowds attending the special event, in a clean and sanitary condition during and after an event. The cost of cleanup services is the responsibility of the event organizer/producer.

The area where food has been cooked, and any other areas deemed necessary by Parks & Recreation Department personnel, must be cleaned/pressure washed after the event. A cleanup inspection of the site, to include all rented facilities, landscape, hardscape, storm drains, streets, pavers, and grass, will be conducted by Parks & Recreation Department personnel within forty-eight (48) hours of the event.

Failure to follow this policy could result in forfeiture of the security deposit, additional fees charged for cleaning/pressure washing, and forfeiture of participation in future events on City property.

Other Additional Cleanup Required:

AGREEMENT – SIGNATURE WITHIN FORTY-EIGHT (48) HOURS FOLLOWING THE EVENT

The City of Jacksonville Beach and the Event Organizer/Producer both agree to the post-event inspection and any necessary remediation plans.

Signature of Event Organizer/Producer

Date

Signature of Parks & Recreation Department Personnel

Date

APPENDIX VI - TIMELINE OF DUE DATES



Revisions:

9-5-2017, changing pages 22 and 23 to reflect (a) changes made to paid parking program, making the program effective during the months of March through October (therefore making the parking lot available for rent only during the months of November through February) and (b) change made by adding Oktoberfest to the list of exceptions to the prohibition of renting the Latham Plaza parking lot during the months of paid parking.

THE CITY OF JACKSONVILLE BEACH SPECIAL EVENT POLICY

Department of Parks and Recreation

March 2023



11 North Third Street
Jacksonville Beach,
Florida 32250

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PURPOSE

The purpose of this policy is to outline the requirements to hold a Special Event on the public property of the City of Jacksonville Beach, hereafter called the City. These requirements are intended to safeguard Event participants and the public property belonging to the citizens of Jacksonville Beach. This policy is not intended to be administratively procedural or prescriptive. City staff will maintain clear and transparent processes and procedures consistent with this policy.

CHAPTER 1. DEFINITIONS

1.01 DEFINITIONS

- A. Special Event or Event. Special Event or Event shall mean any preplanned meeting, activity, parade, or gathering of a group of persons, animals, or vehicles, or a combination thereof, having a common purpose to be held at the Seawalk Pavilion, Pavilion lawn, and/or Latham Plaza. Alternative public spaces within the City may be subject to permitting requirements and policy guidelines based on the scope of the Event, which will be determined by the Special Event Committee. A Special Event is reasonably expected to require, for its safe and successful execution, the coordination of City services or the organization of the Event to a degree above that which the City provides under ordinary, everyday circumstances.
- B. Event Producer. Event Producer shall mean the person who is financially responsible for all fees, deposits, damages, or other charges for holding an Event in Jacksonville Beach. The Event Producer has the authority to make decisions regarding the Event and serves as the point of contact for inquiries and issues that need to be resolved. It is a requirement that the Event Producer is present for the permit meeting as well as the site walkthroughs, both prior to and after the Event. Once an application is approved, the Event is non-transferrable to any other persons or entities.
- C. Certified Crowd Manager. Certified Crowd Manager shall mean the person(s) whose function it is to act as additional public safeguard. The responsibilities of the Certified Crowd Manager includes but is not limited to: keeping entrances/exits clear, prevent overcrowding, and/or prevent outbreak of crowd crashes. In order to become a Certified Crowd Manager, an online certification course must be completed through crowdmanagers.com. All Events with expected participation of over 500 individuals will be required to have at least one Certified Crowd Manager. The Fire Marshal will determine the number of additional crowd managers required based on the number of event participants.
- D. Special Event Committee. The Special Event Committee, appointed by the City Manager, is presently comprised of the Parks and Recreation Director as Chairperson, Police Chief, Fire Marshal, Director of Public Works, Ocean Rescue Captain or their designees. Each City Department is responsible for establishing the guidelines and requirements for each Event relevant to department operations. Guidelines and requirements should be reviewed on an annual basis and revised accordingly. The committee meets with the Event Producers

after an application has been submitted and determines various factors for the Event's successful production.

- E. Special Event Permit. A Special Event Permit is a permit issued after all requirements are met by the Event Producer and all applicable advance fees are paid. The permit will cover the Event Producer and their selected vendors. A Special Event Permit must be issued for each Event. Additional permits and licenses may be required for tents, alcohol, outside vendors, signs, banners, electricity, and miscellaneous construction. No person shall engage in, participate in, aid, form, or start any Special Event unless a Special Event Permit has been obtained from the Special Event Committee.
- F. Festival. Festival shall mean an Event held at the Seawalk Pavilion, the Pavilion lawn, Latham Plaza, and/ or the municipal parking lot which includes alcohol sales, distribution, and/or consumption. A City-produced Event is not to be considered a Festival.
- G. Alcohol. For the purposes of this policy, the words Alcohol and Alcoholic Beverage means beer and/or wine.

1.02 EVENT TYPES

It is the intent of the City to prioritize Events in the order in which they are listed below. The City will not approve a Special Event or Festival on a City- recognized holiday or a holiday adjacent weekend.

A. City-produced Events.

An Event produced and managed by the City and authorized by the City Manager.

B. City-contracted Events.

An Event held by an individual or group through an agreement with the City. These Events must provide a notarized income statement and balance sheet which provide sufficient detail to demonstrate the sources and uses of revenue generated by the Event. Any net income from the Event must be donated to the City of Jacksonville Beach, unless the associated is a 501(c)(3) organization, or unless an alternate distribution of the net income is specifically stated. City-contracted Events shall not allow the sale, distribution or consumption of Alcohol.

C. Co-sponsored Events.

An Event that is planned and conducted by an outside nonprofit organization with the assistance of City staff time, equipment, public safety services, and/or the use of facilities. To qualify, organizations must meet the requirements of the co-sponsorship policy and fill out a separate application for review and approval. See Appendix 1 Co-Sponsorship Policy.

D. Beach/Ocean Events.

An Event which takes place in whole or in part on the beach proper or in the ocean. This includes athletic tournaments and surf contests. The Ocean Rescue Captain may determine if Ocean Rescue services are required depending on the scope of the Beach Event. Athletic camps must register through the City Clerk's Office.

1. Sea Turtle Nesting Season: Sea Turtle Nesting season is May 1 through October 31 and requires additional restrictions during this time, including usage of lights and placement of structures on the beach proper.
2. Any Event which takes place in the ocean must be 300 feet removed from the North or South side of the fishing pier.
3. Coordination with the Jacksonville Beach Ocean Rescue Captain, or his/her designee, must take place to ensure success of these Events. His or her guidance is required to ensure the safety of the Event goers and workers, equipment being placed on the beach, driving on the beach, and/or buoys being placed in the water.

E. Festivals.

An Event held at the Seawalk Pavilion, Seawalk Pavilion lawn, and/or Latham Plaza which includes alcohol sales, distribution, and/or consumption. The number of alcohol permits per entity that may be approved by the City are limited to the City Charter, Chapter 4 sec.4-2(a).

1. Alcohol Requirements and Distribution:

- a. The entire area where alcoholic beverages will be sold, distributed, and/or consumed must be defined and fenced and clearly marked with signs stating "No alcohol beyond this point". The Fire Marshal will set the required number of entrances and exits based on the size and scope of the Event.
- b. Jacksonville Beach Police Department presence is required for any and all Festivals. The number of officers required will be determined by the Chief of Police or his/her designee, based on, but not limited to, the number of entrances and exits to the alcohol designated area, as well as the size and scope of the Event. Additional police presence may be requested with an "extra duty officer form" and must be submitted with the Event application.
- c. Regardless of Jacksonville Beach Police Department presence, it is the responsibility of the Event Producer to ensure all participants meet the minimum drinking age requirements.
- d. All additional charges for extra duty police officers will be the responsibility of the Event Producer and shall be paid directly to the Jacksonville Beach Police Department.
- e. "All you can drink" Events are not permitted, including "unlimited alcohol" with any kind of ticket or wristband purchase.
- f. "Buy one, get one free" sales are not permitted, and using alcohol as an inducement to purchase a ticket into a VIP or paid, priority seating area is prohibited.
- g. Cup sizes are limited to a maximum of 16 ounces.

- h. Last call for alcohol announcements must be made no later than 30 minutes prior to the end of the Event. During last-call time period, all alcohol sales are limited to one drink per person. Alcohol sales are required to cease no later than 15 minutes prior to the end of the Event. All last-call activities will be monitored and enforced by the Jacksonville Beach Police Department.
- 2. Liquor Liability: If alcoholic beverages are being sold, distributed, or consumed at a Festival or Special Event, the Event Producer must also provide the City with a Liquor Liability Endorsement or a separate insurance policy in the amount of two million dollars (\$2,000,000). A copy of the Certificate of Insurance must be provided to the Parks & Recreation Department naming the City as Additional Insured.
- 3. Length and frequency of Festivals: Only one Festival may be held per month. Festivals occurring in October through February may be two consecutive days; Festivals occurring in March through September may be one day in length. Exceptions (per City Council vote): Springing the Blues and the Air Show, which may be three consecutive days. In years that the City of Jacksonville Beach hosts the Air Show, no additional Festival may be held within two weeks of the Air Show (i.e., there will be no Festival scheduled on either the weekend prior to the Air Show or on the weekend following the Air Show).

Festival hours are restricted to:

Fridays: 5:00PM until 10:00PM

Saturdays: 12:00PM until 10:00PM

Sundays: 12:00PM until 8:00PM

CHAPTER 2. APPLICANT'S PROCEDURAL SYSTEM

2.01 APPLICATION REQUIREMENTS

- A. City Special Event application must be completed in full and submitted to Parks and Recreation at least 90 days prior to the Event date.
- B. Site map including plans for portable restrooms, trash management, inflatables, carnival rides and routes.
- C. Additional Requests for City's services (e.g. extra duty police officers).
- D. Road Closure request form. The standard road closure area is 1st Street North between 1st Avenue North and the North entrance to the municipal parking lot. All additional road closures will be determined by the Police Department. If the event is occupying both the Pavilion lawn and Latham Plaza, a road closure will be required as a matter of public safety.

2.02 SCHEDULING

- A. The Special Event calendar will be managed by the Event Coordinator. The City reserves the right to limit the number of Events during each calendar year. Factors that are considered when scheduling include, but are not limited to: size and scope of the Event, infrastructure available to support the Event, potential conflicts with other Events or park users, degree of impact on the park and surrounding neighborhood, and Event Producer's plan to manage the Event and mitigate any impacts.
- B. First right of refusal goes to annual Event Producers who have held an Event at least two consecutive years. If an applicant submits an application for an Event or Festival in which an annual Event has occurred at least two consecutive years or longer, the annual Event Producer will be notified and has five business days to submit an application and deposit to hold that date or rights are forfeited. First right of refusal is forfeited and restarts if an event is cancelled on the Event Producer's terms and not due to safety related reasons.
- C. All applications shall be received by the Event Coordinator, who, upon receipt, will review the details of the Event, address any concerns, and determine if it is appropriate to move forward with a Special Event Committee meeting.
- D. Prior to approval of the application, the Event Producer must make any requested adjustments as recommended by the committee and remit the required deposit in order to secure the requested dates. Failure to comply may result in denial of the application.

2.03 LETTERS OF UNDERSTANDING AND OFF-SITE EVENTS

- A. Organized Events, such as beach clean-ups or athletic tournaments, that will take place on a public street or area within the boundaries of the City, but not in the Pavilion Lawn or Latham Plaza, shall require a Letter of Understanding from the City. All requests must be made in writing to Parks and Recreation at least 30 days prior to the Event. Athletic camps require permitting through the City Clerk's office.
- B. For any Event that requires a public road closure, the Event Producer shall complete the road closure request form and submit it to the Parks and Recreation at least 30 days prior to the Event for approval.
- C. Motion picture filming within the boundaries of the City shall require a Letter of Understanding from the City.

CHAPTER 3. GENERAL POLICIES

- A. City Equipment: City Equipment shall not be loaned nor leased for public indoor or outdoor use, unless the equipment is part of the City facility being requested and is to be used

according to its intended purposes. It is the responsibility of the Event Producer to ensure all equipment is placed in an orderly fashion where it is stored. This will be documented in the site walkthrough prior to and after the Event is held.

- B. Site Walkthroughs: Site Walkthroughs are mandatory for Event Producers to attend. Site Walkthroughs are intended to determine if there are any issues with the hardscapes prior to the Event and to inspect the facilities and return the keys to the facility post-Event.
- C. Banners and Promotional Materials: Advertising with banners and promotional materials of the Event are strictly prohibited until the date(s) and time(s) of said Event are approved in writing. Street banners may be requested through Parks and Recreation and will have an associated cost of \$50.00 per banner.
- D. Portable Restrooms: The required number of portable restrooms will be determined by the City based on the number of expected participants. At least one handicap restroom will be required per Event. Portable restrooms must be removed within 24 hours of the conclusion of the Event. All fees are the responsibility of the Event Producer.
- E. Trash Removal: The Event Producer shall pay for additional dumpsters and receptacles as required and is responsible for removal of all waste from the Event site. The number of dumpsters will be determined by the Special Event Committee based on the size and scope of the Event. The Event Producer will be billed for any special maintenance services required for the Event.
- F. Food and Beverage Vendors: All precautions must be made to prevent food, debris, and grease from entering into the City's stormwater system. The Event Producer is responsible for ensuring that food vendors containerize all cooking materials, especially grease, and that any and all by-products are disposed of properly and removed from the City's premises. Food and/or beverage vendors may not use glass or glass containers and must serve all beverages in a plastic or paper cup. All tents and vendors are subject to inspection by the Fire Marshal per the Florida Fire Prevention Code.
- G. Emergency Medical Service Requirements: Per City of Jacksonville and Jacksonville Fire and Rescue Department requirements, EMS services and associated fees are required to carry out Events with an expected crowd size larger than 500 participants and may be required for smaller Events based on the scope of the Event. The requirement increases incrementally per every additional 500 participants, and all fees will be charged by and paid to the City of Jacksonville separate from the City of Jacksonville Beach.
- H. Ticket Sales: No Events will be considered that require paid admission. Paid priority seating is allowed only in the SeaWalk Pavilion as long as at least one half (50%) of the SeaWalk

Pavilion Lawn is open and free to the general public. Latham Plaza must remain free and open to the public.

- I. Noise Ordinance: Sound levels at all Events must conform to the City's noise ordinance and are the responsibility of the Event Producer. Noise measuring requirements will be determined and provided by the Police Department prior to the Event. Functions for which permits are issued shall be limited to a noise level not to exceed 85 dB(A) more than three times in any continuous 60 minute period between the hours of 8:00AM and 10:00PM. The City Manager or his/her designee may, at his/her sole discretion, establish a lower maximum noise level based on the location or other relevant circumstances relating to the specific Special Event or noisemaking device.
- J. Animals Prohibited: Animals are prohibited from Special Events unless specifically authorized by permission of the City Manager. Service dogs are permitted per state statute.
- K. Personal Property: All personal property must be removed from the premises by the final Site Walkthrough. Any property remaining will be deemed abandoned and will be removed by the City. The Event Producer will be billed if there are any fees associated with removal.

CHAPTER 4. INSURANCE REQUIREMENTS

- A. The City requires the Event Producer to provide the City with proof of Commercial General Liability Insurance coverage in the minimum amount of two million dollars (\$2,000,000).
 - 1. The policy must provide coverage for general aggregate liability losses, personal and advertising injury, fire damage, medical expenses, and additional coverage for volunteer coverage, spectator liability, etc.
 - 2. The coverage shall be written on a "per occurrence" basis and shall be inclusive of "setup and tear down" dates.
 - 3. The City of Jacksonville Beach must be named as Additional Insured.
 - 4. Proof of insurance shall be in the form of a standard Accord Certificate of Insurance written by a licensed insurer acceptable to the City.
- B. Automobile Liability - Driving on the Beach

For all Event Producers and their representatives who wish to drive on the beach to set up or tear down for Events, the following automobile liability insurance is required:

- 1. The Event Producer must provide automobile liability insurance in the amount of two million dollars (\$2,000,000) combined single limit or two million dollars (\$2,000,000) per person bodily injury liability insurance in addition to general liability insurance;
- 2. The City of Jacksonville Beach must be named as Additional Insured. Certificates of Insurance must be submitted to the City within 20 calendar days of the event;

- a) If the vehicle is not personally owned, then “Hired Autos” and “Non-owned autos” insurance is required. This type of insurance is reflected in the automobile liability section of the insurance certificate;
- b) If the vehicle is titled and registered in the name of the organization, then “All Owned Autos” insurance is required. This type of insurance is reflected in the automobile liability section of the insurance certificate;
- 3. In the “Description” section of the certificate, indicate the make, model, year, and VIN of each vehicle and trailer which will be accessing the beach. Only those vehicles listed on the policy may be driven on the beach and approved in the permit.

CHAPTER 5. APPLICATION DENIAL OR PERMIT REVOCATION

- A. A Special Event permit shall not be issued if the Event Producer fails to meet requirements (e.g. permits, licenses, notifications, insurance, timeline due dates, security deposit, advance fees, etc.) stipulated in the Special Event Policy.
- B. City employees and sitting members on any City boards or agencies or any immediate family members, shall not have involvement, financial or otherwise, in any Festival or Special Event, nor shall they have any direct or indirect involvement in entities that organize or produce Special Events in the City.
- C. A Special Event permit may be revoked by the City Manager or designee if conditions during the Event set-up or during the Event result in safety hazards, citations, or if the Event Producer or vendors fail to correct conditions identified by the City.
- D. If there are dangerous weather conditions, including lightning within 5 miles of the Event site, the Event will be postponed or cancelled. The Event may resume after a waiting period of 30 minutes with no additional lightning. Dangerous weather conditions will be determined by the City as a matter of public safety and will be communicated to the Event Producer.
- F. Any unauthorized vehicles on the beach or on the boardwalk shall constitute noncompliance with the Special Event Policy and may render the Special Event Permit null and void, thus cancelling the Event and possibly causing forfeiture of the opportunity to produce future Events.
- G. If any item under “CHAPTER 3: GENERAL POLICIES” is violated, it may result in permit revocation. These items are subject to police enforcement and may render the Special Event Permit null and void, thus cancelling the Event and possibly causing forfeiture of the opportunity to produce future Events. The Event may be shut down per the City Manager’s discretion.

H. After Action Reports shall be kept of all Special Events. The Special Event Committee will rely on the After Action Reports to determine approval or denial of Event applications in succeeding years.

CHAPTER 6. FEES

Fees and charges for Special Events are established and periodically adjusted by a resolution approved by the Jacksonville Beach City Council. All Special Event fees are intended primarily to offset the cost to the City resulting from such Special Events; therefore, except for City-produced, co-sponsored, or -contracted events, the City does not waive Special Event fees for facility rentals, permits, licenses, or any other charges for City services. Any Event Producer requesting to hold an Event on City property or facilities must pay all required fees within the time frame designated.

CHAPTER 7. TIMELINE

90 days prior to Event date	Event Producer must complete application and supporting documentation. Submit to the Parks and Recreation department.
60 days prior to the Event date	Special Event Committee meeting with the Event Producer. Draft permit issued. Deposit payment required.
45 days prior to the Event date	Final payment due (Event Producer)
30 days prior to the Event date	Banner and/or road closure requests due (Event Producer)
20 days prior to Event date	All additional permits and insurance documents due (Event Producer)
15 days prior to Event date	Event Producer must notify local businesses affected by road closures; complete beach driver training course if applicable
10 days prior to Event date	The City will issue the final, signed permit
Event date	
15 days post Event date	All other applicable fees due (damage or cost incurred by the City for cleaning). The City will then issue the deposit refund.

CITY COUNCIL BRIEFING TOPIC	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Karen Nelson, Deputy City Manager
DATE:	March 13, 2023
SUBJECT:	Amendments to Position Classification and Pay plan for Managerial, Professional and Administrative (Nonunion) Positions

BACKGROUND

A continuous goal of City Administration is to work with Department Directors to ensure that each department is appropriately structured, staffed, and trained to produce outcomes in alignment with the City's strategic priorities and objectives. Several internal and external factors are considered as part of a departmental structure analysis including: operational needs; best practices; succession planning; available resources; changes in the workforce; the labor market; and the local economy. Data associated with these factors is used with an analysis of the department's current workforce and structure to determine what is working and where improvements can be made.

Staff performed an analysis of positions in Administration, Planning and Development, Parks and Recreation, Beaches Energy Services, and Human Resources that looked at position title, pay grade, growth opportunity, skillset, and current job responsibilities versus the changing needs and priorities of the organization. Based on this study, staff recommends the following amendments to the Position Classification and Pay Plan:

Administration

- Add the Communications Manager to the list of positions eligible to receive an automobile allowance. This position is regularly required to drive a personal vehicle throughout the City during the course of the workday in order to perform the essential functions of the job.

Planning and Development

- Add a Permit Administrator in Pay Grade 316. This position will operate within the Building Inspection Division, performing highly technical work planning, organizing, and coordinating permit activities for the Department. Adding this position to the Pay Plan will not require an increase to the total number of authorized positions. Current departmental employees will have the opportunity to advance to the Permit Administrator upon meeting experience and certification requirements.
- Add a Planner in Pay Grade 320. This position will operate within the Planning Division, performing entry level professional and technical work for zoning administration and planning activities. The addition of a Planner will require an increase to the total number of authorized positions and is recommended to help balance the increasing workload within the department.



Parks and Recreation

- Reclassify the Golf Shop Attendant position from Pay Grade 309 to Pay Grade 310. A one pay grade increase is recommended due to the responsibilities of the job, including customer service and handling cash receipts.
- Reclassify the Pro Shop Lead position from Pay Grade 310 to Pay Grade 312. This pay grade increase is recommended due to the responsibilities of the job, including providing oversight of pro-shop activities and performing cash reconciliation.
- Reclassify the Golf Course General Manager to Head Golf Professional. This is a change in title only to better reflect industry standards and the duties associated with the position.
- Reclassify the Golf Course Assistant General Manager in Pay Grade 316 to Senior Assistant Golf Professional in Pay Grade 318. The proposed job title is more consistent with industry standards and the pay grade better reflects the responsibilities of the job.
- Reclassify one part-time Lifeguard position to Administrative Assistant in the Ocean Rescue Division. This part-time position will provide necessary administrative support and will not increase the total number of authorized positions.

Beaches Energy Services

- Reclassify the Utilities Accountant from Pay Grade 319 to Pay Grade 320. The job description for this position has been expanded to include additional duties and a higher level of responsibility. The City's consultant, Cody and Associates, reviewed the revised job description and recommends a one pay grade increase.

Human Resources

- Add a Payroll and Benefits Technician in Pay Grade 312. This position will take the place of the Office Assistant in Pay Grade 310, so it will not increase the total number of authorized positions. This change is being recommended due to the increasing workload in payroll and due to the upcoming ERP implementation.

FINANCIAL IMPACT

COUNCIL DIRECTION REQUESTED

Does the City Council wish to formally adopt these proposed amendments at a future regular City Council meeting?

ATTACHMENTS



CITY COUNCIL BRIEFING TOPIC	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Jason Phitides, Director of Parks and Recreation
DATE:	March 13, 2023
SUBJECT:	Ocean Rescue Update

BACKGROUND

Attached is the Ocean Rescue Annual Report for 2022 providing the following summarized statistics:

- Staffing
- Calls for Service
- Lifeguard Response Summary
- Training and Professional Development
- Administrative Operations
- Community Outreach

A recent grant application was successful. The Grantor is Surfing's Evolution & Preservation Foundation, Inc., a 501(c)(3) organization. Part of their charitable mission is to "promote education on beach safety" and "allocate resources for safety needs such as lifeguards on high-risk beaches".

The grant amount is \$5,000 and, if accepted, will be used to replace training equipment and supplement materials used for public education on beach safety. Consideration of the grant is an item scheduled for the April 3, 2023 regular City Council meeting.

FINANCIAL IMPACT

COUNCIL DIRECTION REQUESTED

Information only.

ATTACHMENTS

1. 2022 JBOR Annual Report

CITY OF JACKSONVILLE BEACH OCEAN RESCUE DIVISION



ANNUAL REPORT



PERSONNEL

8

**OCEAN RESCUE
OFFICERS**

15

**OCEAN RESCUE
RESPONSE OFFICERS**

46

**CERTIFIED OCEAN
RESCUE LIFEGUARDS**

32

**OCEAN RESCUE
LIFEGUARDS**

6

**OCEAN RESCUE
LIFEGUARD/EMTS**

CALLS FOR SERVICE

TOTAL CALLS-FOR-SERVICE

4,839

NON-WATER RELATED

3,819

WATER RELATED

901

MISSING PERSONS REUNITED

84

OTHER - NON-SPECIFY

86

LIFEGUARD RESPONSE SUMMARY

PREVENTATIVE ACTIONS	22,600
LIFEGUARD VEHICLE RESPONSE	5,063
AFTER-HOURS RESPONSE	11
MUTUAL-AID RESPONSE	10

LIFEGUARD RESPONSE SUMMARY

DISTRESS SWIMMER RESPONSE	399
VESSEL INCIDENT RESPONSE	06
EMS RESPONSE	274
NON-EMERGENCY RESPONSE	1,057

LIFEGUARD RESPONSE SUMMARY

LAW ENFORCEMENT RESPONSE	86
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FIRE-RESCUE RESPONSE	50
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ANIMAL CONTROL RESPONSE	12
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STATE / FEDERAL JOINT RESPONSE	07
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TRAINING AND PROFESSIONAL DEVELOPMENT

TOTAL INTERNAL TRAINING HOURS PERFORMED

4,112

LIFEGUARD ACADEMY CLASSES	03
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RECURRING LIFEGUARD TRAINING CLASSES	09
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PROFESSIONAL GROWTH AND DEVELOPMENT TRAINING CLASSES	07
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EXTERNAL TRAINING CLASSES	04
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ADMINISTRATIVE OPERATIONS

COMMUNICATION CENTER - INBOUND PHONE CALLS	888
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COMMUNICATION CENTER - OUTBOUND PHONE CALLS	390
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TOTAL PERSONNEL HOURS	26,161.89
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TOTAL EMERGENCY ACTIVATION HOURS	183.52
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COMMUNITY OUTREACH

TOTAL PUBLIC EDUCATION CLASSES	29
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TOTAL PUBLIC EDUCATION STUDENTS	415
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TOTAL SPECIAL EVENTS STAFFED	21
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TOTAL RECRUITING EVENTS	12
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WWW.JACKSONVILLEBEACH.ORG/OCEANRESCUE