



# SPECIAL EVENT POLICY & GENERAL INSTRUCTIONS

## I. DEFINITION:

Special 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 on any public/private street, sidewalk, alley, park, lake or other public/private place or building, which a special event substantially inhibits the usual flow of pedestrian or vehicular travel or which occupies any public/private place or building so as to preempt normal use of space by the general public or which deviates from the established use of space or building.

## II. APPLICANT'S PACKET:

1. General Instructions and Policies.
2. Application Form

## III. PACKET AVAILABILITY/SUBMIT APPLICATION:

City of Mount Dora Parks and Recreation Department  
900 N. Donnelly Street; Mount Dora, Florida 32757  
Phone: (352) 735-7183 Fax: (352) 735-3681

## IV. MAIL APPLICATION TO:

City of Mount Dora Parks and Recreation  
Attn: **Special Events Division**  
900 N. Donnelly Street; Mount Dora, Florida 32757

## V. APPLICANT'S PROCEDURAL SYSTEM:

- 1) Submit with your completed application all of the following:
  - a) Site setup diagram and a location map.
  - b) Requests for City Services.
  - c) All applications shall be returned for review a minimum of **one hundred and twenty (120) days prior** to event. Applications presented less than one hundred and twenty (120) days prior to the proposed event date will not be accepted.
- 2) All applications will be reviewed by the Special Events Coordinator whom will coordinate costs and service information from City department representatives. They are accountable to their own department heads for their recommendations and decisions concerning special events. The City departments are made up of representatives from the following departments (Police, Fire, Public Works, Recreation Department, Parks, Utilities and Finance/Risk Management) The Special Events Coordinator for the Parks and Recreation Department will act as facilitator.
  - a) Each City Department representative 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.
  - b) The Special Events Coordinator will meet with the City Manager to discuss recommended services and costs for the event prior to informing the Applicant and all Departments of all decisions.
- 3) Upon receiving confirmation of approval from the Special Events Coordinator, the applicant will remit the required permit fee(s) as well as all estimated fees for City services ten (10) days prior

to event setup day. Applicant's copy of permit(s) and approved application must be at the event at all times.

- 4) Following the event, the applicant will be billed for any additional expenses that may have been incurred. The applicant shall be responsible to pay any additional charges within twenty one (21) days subsequent to the event.
- 5) The event sponsor must provide a certificate of insurance listing the City of Mount Dora as additionally insured and must be submitted seven days prior to event setup day.

## VI. POLICIES:

- 1) **APPROVAL OF EVENT:**
  - a) The Mayor & City Council shall approve or deny the following special events. (**Request for Alcoholic Beverages/Outdoors, Street Closure, Carnivals/Circuses, Parades, Pyrotechnics, Bonfires or Ceremonial Type Fires**).
- 2) **FEE CHARGES:** Payment of all charges shall be made to the City of Mount Dora. Applicants shall be charged for all City services deemed necessary as well as Permitting Fees.

<u>Administrative Fees:</u>	Significant events:	\$ 550.00
	Large events:	\$ 350.00
	Medium events:	\$ 250.00
	Small events:	\$ 75.00
	Individual events:	\$ -0-
- 3) **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.
- 4) **RESERVATION DATE:** It is suggested, prior to application submission, that the Applicant tentatively reserve the park or facility needed and date of the event. Upon approval of the application/event, the date will be confirmed. Fees may be associated with this process.
- 5) **SITE VIEWING:** The applicant agrees to be present for a Pre-event Site Inspection, and if needed, a Post-event Site Inspection.
- 6) **CAPACITY:** The City has the right to deny the use of a site because of capacity standards.
- 7) **TERMINATION OF EVENT:** Applicant understands that at any time during the event, the Chief of Police and/or Fire Chief or their representative, may order termination of the special event if it is in violation of any law or ordinance, or if it endangers any person, participant or spectator, or if it threatens the peace and dignity of the community, or if it creates unmanageable problems for public safety officials whereby the proper execution of their duties are endangered.
- 8) **TIMES OF EVENTS:** The City shall determine the allowed time of the event as may be appropriate for the event and the surrounding neighborhood.
- 9) **PORTABLE RESTROOMS:** Required number and location to be determined by the City. Said facilities shall be removed within 24 hours after the conclusion of the event. Rental fees are the sole responsibility of the Applicant.
- 10) **TRASH & CLEAN UP:** Applicant shall pay for additional dumpsters and trash receptacles. The City will coordinate through the current Collection Franchise. The applicant shall be responsible to clean up the site. The applicant shall be billed for any additional special maintenance services required for the event.
- 11) **TENTS:** Any tent, 400' square feet or larger, must have a fire retardant certificate and be inspected by the City of Mount Dora Fire Inspector. Permits for all tents larger than 400' square feet must be obtained from the City of Mount Dora, Planning and Development Services. Application must be made no more than ten (10) business days (Monday-Thursday) prior to set-

up. City staff approval is required for tent locations to prevent possible damage to gas or water lines.

- 12) **SPECIAL STRUCTURES:** Any special structures such as fences, platforms, electrical structures, etc. require separate permits and must comply with all appropriate codes and be City-inspected for final approval.
- 13) **ADVERTISING:** No advertising or distribution of flyers, brochures, posters, etc. regarding the event is to take place until the date(s) and time(s) have been approved in writing by the City.
- 14) **SIGNS & BANNERS:** For banners over streets, a banner permit must be submitted to the Public Works Department. The Public Works Department will verify if the requested dates are available. Also, the Community Development Department may be contacted for permit additional signage regulations.
- 15) **SELLING FOOD:** The City of Mount Dora, the Lake County Health Department and the State of Florida must pre-approve the vendor's equipment. The Applicant is responsible for obtaining the approval from the County Health Department and the State of Florida.
- 16) **COOKING OUTDOORS:** Proper preventative measures shall be taken to prevent grease from dropping onto the ground, streets, sidewalks, paving, etc. Proper arrangements, approved by the City, shall be made for the disposal of grease.
- 17) **ALCOHOLIC BEVERAGES/OUTDOORS:** If the intention to serve alcoholic beverages outdoors is indicated on the special events application, the Special Events Coordinator will request approval from the Police Department, Mayor and City Council. The City Council and Police Department will require the presence of security, such as an off-duty Police Officer as a condition of approval. Special Events on private property follow standard Special Events procedures.
- 18) **ALCOHOLIC BEVERAGES/BUILDINGS:** Police Officers will be required at all events held at City facilities involving alcohol. Associated fees are to be paid by the Applicant.
- 19) **STREET CLOSURE:** Events requiring street closure must be submitted a minimum of one hundred and twenty (120) days prior to event. Any proposed event that involves closure of a major or minor arterial roadway or a collector roadway must receive City Council approval. Applicant requesting street closure shall be responsible for all costs of traffic notification signs and barricades as well as security. The Special Events Coordinator will determine number of signs and barricades.
- 20) **CARNIVALS/CIRCUSES:** No carnival or circus will be allowed within three hundred feet (300) of a residential area except for approved City Sites.
- 21) **MOTION PICTURE FILMING:** All applicants requesting a site for motion picture recording must complete a Motion Photography Production Permit with the Orlando Film Office, (407) 422-7159.
- 22) **PYROTECHNICS:** Any event utilizing any type of pyrotechnic displays or devices shall obtain the proper permit from the Fire Department, telephone (352) 735-7140, at least sixty (60) days prior to the event.
- 23) **BONFIRES OR CEREMONIAL TYPE FIRES:** Any events utilizing a bonfire or ceremonial type fire shall require a permit. The possibility of a Fire Department Unit on a stand-by-basis including the applicable fee may also apply.
- 24) **SPECIAL EFFECTS:** Any event utilizing any type of special effects not mentioned above, such as those involving cryogenics, open flame devices, etc. shall require the proper Fire Department permit(s) and inspection.
- 25) **AMPLIFICATIONS:** All amplify sound systems shall abide by current City code.. A permit from the City of Mount Dora is required for all events using amplification systems.

- 26) **POST EVENT REPORT:** Applicant further understands that records shall be kept of all Special Events and that repeated request for approval of Special Events shall be determined by previous performance history according to records on file as well as existing ordinances, policies, rules, and procedures.
- 27) **INSURANCE:** The event sponsor shall be responsible for providing the City of Mount Dora an appropriate Certificate of Insurance. The City reserves the right to change these limits of insurance. Risk Management for the City will make the final determination that the required insurance limits are met.

**PLEASE NOTE:** The items below **must** appear on the Certificate of Insurance and must name the City of Mount Dora as Additional Insured, if recommended by the Risk Manager.

**General Liability Insurance** Policy must be provided as specified in the Risk Manager's event assessment

**Automobile Liability Insurance** Providing coverage on a per occurrence basis will be required in the amount of the General Liability requirement if automobiles are used as part of the event.

**Product Liability Insurance** will be required if there is food sales or consumption at the event. Each vendor (an entity in the business of making a profit) must provide proof of a minimum of \$1,000,000 Products Liability Insurance.

**Worker's Compensation Insurance**, in accordance with Florida State Statutes, will be required and afford protection to, any City of Mount Dora off duty employees hired by the event holder/sponsor to work the event.

**Liquor Liability Insurance** with a minimum limit of \$1,000,000 will be required if there is the sale or consumption of alcoholic beverages at the event.

**Hold Harmless Agreement** must be signed on application. Individual vendors will also be required to sign a Hold Harmless Agreement and secure an Insurance policy.

- 28) **ANIMALS PROHIBITED:** Animals are prohibited from special events unless specifically authorized by permission of the City Council. Service Dogs are permitted per State Statute.
- 29) **DISCRIMINATION:** Special events shall not discriminate against participants or observers as to race, color, religion, sex, national origin, age, handicap, marital or veteran status.



## Mount Dora Fire Department Guidelines for Mobile/Temporary Food Vendors

This document is designed as a guideline for mobile/temporary food vendors to assist them during the inspection by the Mount Dora Fire Department. There may be other requirements that may surface at the time of inspection. For information on specific requirements, refer to the Florida Fire Prevention Code and the City of Mount Dora Ordinances.

- All mobile/temporary food vendors shall have a portable fire extinguisher readily accessible (minimum 5lb 2A10BC)
- All mobile/temporary food vendors that produce grease laden vapors shall have a class K fire extinguisher readily accessible
- All fire extinguishers shall be serviced and inspected annually and properly tagged
- NFPA 1-10.15.8 Concession stands utilized for cooking shall have a min. of 10 ft. of clearance on two sides and shall not be located within 10 ft. of amusement rides or devices.
- If a mobile/temporary vendor's cooking creates grease laden vapors it shall comply with NFPA 1: 50.2.1.9: Cooking equipment used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents, or any form of roofed enclosure, shall comply with NFPA 96 or this chapter. [96:4.1.9]
- If the vendor produces any grease laden vapors (pan frying, deep-fat frying, using a griddle, etc.) a hood system complying with NFPA96 shall be installed
- All hood systems shall have a UL300 suppression system. If the hood currently meets NFPA17 standards, it shall be upgraded to a UL300 system when the existing system can no longer be serviced
- The suppression system shall be serviced and inspected every 6 months and properly tagged. Inspection paperwork (two most recent semiannual reports) shall be kept on site for the fire department to review.
- All cooking appliances creating grease laden vapors shall be located under the hood. No part of the appliances shall extend beyond the lip of the hood
- Hood systems (including filters and ducts) shall not have an accumulation of grease build-up. Hoods and ducts shall be cleaned as required per the Florida Fire Prevention Code
- Hood filters shall be properly installed at all times
- Deep fat fryers shall be separated from any open flame cooking appliance by 16 inches or separated by a baffle with a minimum of 8 inches in height
- All L.P. Gas containers shall be located outside and properly secured
- All mobile units with propane shall post a NO SMOKING sign next to the propane bottle.
- All electrical shall be in good repair
- Any compressed gas tanks shall be properly secured
- If tents and/or canopies are utilized: Smoking is prohibited in tents and canopies. Approved NO SMOKING signs shall be posted. The use of open flame devices such as candles is prohibited in tents and canopies. Tents are required to be flame retardant in accordance with NFPA 701 standards. A Certificate of Flame Resistance or other documentation affirming compliance with this requirement must be provided.

**These guidelines may not be ideal for every situation. If you have any questions or concerns, please feel free to contact the Fire Department at 352-735-7140.**