

**MOUNT DORA POLICE DEPARTMENT POLICY AND  
PROCEDURE  
OP# 18, SPECIAL EVENTS**

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PURPOSE: The purpose of this policy is to establish guidelines for the application and approval process for special events held within the City of Mount Dora. (C.F.A. 17.09)

POLICY: It is the policy of the Mount Dora Police Department to provide law enforcement services for special events that will ensure the safety and well-being of the citizens of Mount Dora, and that will expedite the proper functioning of the special events. (C.F.A. 17.09)

**1. INTRODUCTION**

The City of Mount Dora has numerous planned special events throughout the year. In order to ensure the safety of the city and provide for minimal disruption of the lives of its citizens, the following application and approval process shall be enforced for special events.

**2. APPLICATION (C.F.A. 17.09)**

The process for the scheduling and management of special events is dictated by policy established by the City of Mount Dora. This policy is designed only to inform members of the Mount Dora Police Department of the major components of that process.

2.1 AVAILABILITY

- a. The use of the City of Mount Dora buildings, parks, rights-of-way, and other open public spaces are available for special events on a *first-come, first-serve* reservation basis. (C.F.A. 17.09)
- b. Reservations will be given to Mount Dora based not-for-profit organizations. Special event reservations for Mount Dora park facilities will also be given to individuals, and for-profit entities, for private events when the estimated attendance exceeds fifty (50).
- c. For-profit organizations are normally not granted use of the City of Mount Dora public facilities for profit-generating events.

**2.2 REQUEST FORM**

Any person desiring to use public facilities of the City of Mount Dora for a special event shall request permission on the city approved *Special Event Application Form*. Forms may be obtained at the Mount Dora Parks and Recreation Department or on the City of Mount Dora web site.

**2.3 SUBMISSION**

Application forms shall be completed in full by the special event applicant and submitted to any city department, who will forward the application to the Parks and Recreation Department.

**3. SPECIAL SERVICES DIVISION MANAGER'S TASKS (C.F.A. 17.09)**

Upon proper submission of a Special Event Application Form, it shall be forwarded to the Parks and Recreation Department Special Events Coordinator. The City Special Events Coordinator will forward the public safety information to the Special Services Division Manager of the Mount Dora Police Department for review and processing.

- a. The Special Services Division Manager and the City Special Events Coordinator shall meet with the event planners and assess the city services required for the special event. These services shall include, but are not limited to, law enforcement personnel needed for traffic and crowd control, utility services, designated parking, needed city properties, and maintenance. Included in this assessment will be any expected problems with crime related to the special event. It is the responsibility of the Professional Standards Manager to ensure that all logistical needs are met.
- b. The Parks and Recreation Department Special Events Coordinator shall draft a Special Event Plan listing all available information and requests. Included with the draft shall be a preliminary memorandum describing the proposed event. The memorandum shall include all logistical information concerning the special event. If an event has been held for five consecutive years, the plan only requires the approval of the City Manager. It will not be forwarded to the city council for approval.
- c. If alcohol is going to be served at an event, an alcohol permit with all state licenses shall be prepared. The permit packet shall include a map of the designated area where the alcohol will be served to include security (barricades or fencing) and point of ingress and egress.
- d. The Special Event Plan draft and the memorandum draft shall be sent to the Mount Dora Police Special Services Manager for suggested corrections, and cost estimates regarding the commitment of personnel and equipment.
- e. The Special Services Division Manager will review the annotated Special Event Plans and will determine the impact on public safety. Once completed the Special Services Manager will return the package to the City Special Events Coordinator with his/her recommendations.
- f. The City Manager's Administrative Assistant will send a letter that reflects the total cost that the event sponsor will incur from the City of Mount Dora to the event sponsor.
- g. If the Special Services Division Manager is unable to be on scene at the special event, he/she will designate a member, who is working the special event, as the Special Event Supervisor. If the event has more than one supervisor, the Special Services Division Manager shall be the primary supervisor whenever he/she is present, or designate one of the supervisors as the primary.
- h.. A post-event meeting will be held for large events. The purpose of the meeting will be to determine the effectiveness of public safety services and needed areas of improvement.

**4. APPROVAL (C.F.A. 17.09)**

**a. EVENT PLANNERS (C.F.A. 17.09)**

The Parks and Recreation Department Special Events Coordinator and the Professional Standards Manager shall meet with the event sponsors for final approval of the Special Event Package. In the meeting, the following items of the Special Event Package shall be reviewed if the items are required for the event.

- 1. Memorandum
- 2. Special Event Plan
- 3. Costs for Police services
- 4. Event maps

- 5. Any additional pertinent information
- b. Chief of Police  
The Chief of Police or his designee shall review and authorize all alcohol permits for special events. In addition the Chief of Police and Deputy Chief of Police shall review and authorize parades and any event that exceeds the standard festival within the city.
- c. CITY MANAGER  
The City Manager will review, and approve, the Special Event Package. It will then either be placed on the agenda for the City Council, or receive final approval from the City Manager. If it is not approved, it will be returned to the City Special Events Coordinator.
- d. CITY COUNCIL  
If the Special Event Package is forwarded to the City Council for final approval, City Council will review the finalized Special Event Package and, at a scheduled City Council meeting, determine to allow or prohibit the special event.

**5. CONTENTS OF SPECIAL EVENTS PACKAGE (C.F.A. 17.09)**

A completed special events package will normally contain the following information:

- a. A completed special events application,
- b. Special Events Plan,
- c.. A routing slip, if applicable, and
- d. Notice of approval.
- e. Alcohol permit