

CITY OF ST. PETE BEACH

Recreation Department

Guide to Special Events

All reservations for special events, such as festivals, runs/walks, parades, block parties and citywide holiday celebrations that take place in the City of St. Pete Beach are initiated with the Recreation Department.

We have created a user-friendly, one-stop process to facilitate a successful event. Our **Guide to Special Events** is designed to provide you with the necessary information about permitting, planning, and producing your event. The guidelines contained in the document may be subject to change by special request and approval by the City Manager.



St. Pete Beach Recreation Department

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This is not an official document adopted by the City Commission. For official regulations see Sec. 26-31 through 26-35 of the City's Code of Ordinances.

155 Corey Ave
St. Pete Beach, FL 33706
www.spbrec.com

Phone: 727-363-9245
Fax: 727-363-9246
E-mail: rddirector@stpetebeach.org

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Dates to Remember

The following dates provide you with a schedule to guide you through the special event process. Please remember the following dates for complying with all requirements prior to

Events Requiring Street Closure (s)

Minimum 90 Days Before the Event

- Special Event Application & Fees
- Street Closure Application & Fees
- Site Plan
- Pre-planning meeting with City of St. Pete Beach Staff
- IRS non-profit letter of determination and Florida Exemption Certificate—If Applicable

Minimum 60 Days—Staffing Requirements

- Pinellas County Sheriff Office
- St. Pete Beach Fire Prevention and Emergency Medical Service
- Public Services Department
- Recreation Department Services
- Parking Requirements

Minimum 30 Days

- Insurance
- City Commission Permit Approval
- Final Site Plan
- Event Timeline & On-site Contacts
- Payment of Estimated Costs

Post-Event

- After-Action Meeting with Recreation Department Staff
- Secure Future Dates



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Special Events

A special event is defined as a pre-planned event, whether publicly and /or privately sponsored expected to draw 200 or more people at any one time as participants or spectators, which is proposed to be held on public or private property, including, but not limited to parks, streets and/or sidewalks. All special events include, but are not limited to:

Procession/Parade

Procession means a public or private march, run, cortege, walk, cavalcade, autocade, parade of any kind, other gathering of persons that occurs upon public right-of-way, park or both that is used for vehicular traffic.

Public Assembly

Public Assembly means any public gathering, demonstration, picket, rally, gala, ceremony, celebration, or other gathering of persons upon right-of-way, park space, or both that does not occur upon areas of the right-of-way used for vehicular traffic.

Organized Competitive Event

Organized Competitive Event means any planned race, walk, derby, or event, whether it is man powered or otherwise, that involves a contest of skill(s) and/or strength and takes place upon public right-of-way, park, beach or waterway.

Road Festival

Road Festival means an organized neighborhood or public gathering on a public right-of-way (street, sidewalk or alley) on a specified date at a specific time, and confined to a designated area that requires an admission fee to enter and participate.

Block Party

Block Party means an organized neighborhood or public gathering on a public right-of-way (street, sidewalk, or alley) on a specified date at a specific time and place between the hours permitted.



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Special Event Permits

A Special Event Permit is the official document authorizing the performance of an event on city property. To obtain a Special Event Permit, applicants must submit a completed Special Event Application and a non-refundable application fee to the City of St. Pete Beach. Submission and acceptance of the Special Event Application is not to be construed as an approval of the request for a permit. If any information provided in the application is false or if the application does not comply with timeframes, deadlines and requirements, the permit may be denied.

Tax Exemption

All organizations eligible to receive tax exemption must submit a copy of the Florida State Exemption Certificate along with the Special Event Application. The applicant's name and address must match the name and address on the Florida State Exemption Certificate.

Non-Profit Organizations

A corporation actively registered through the State of Florida Division of Corporations as a non-profit corporation is entitled to a discount on the park rental fee. A copy of the IRS non-profit letter of determination must be submitted along with the Special Events Application to receive the discount. The applicant's name and address must match the name and address on the IRS non-profit letter of determination.

Event Manager

The Recreation Department will assign an Event Manager to each applicant upon receipt of the Special Event Application. The Event Manager will assist the applicant through the entire permitting process and will act as a liaison for all required city services. The Event Manager will schedule a pre-event meeting with the applicants and all applicable city departments and Pinellas County Sheriff's Office to review the Special Event Application, site plan and timelines.

Street Closures and Use of Right-of-Way

Events requiring the temporary closure of a city street(s), or sidewalk, or any other traffic management issues must be approved by the City of St. Pete Beach Commission. The applicant is responsible for getting permits on street closures on state roads and bridges through the Florida Department of Transportation. It is the event organizer's responsibility to notify all effected residents and businesses of the street closure prior to the event.



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Site Map

The site map is a visual representation of all the operational event elements that you describe throughout the permit application. To properly assess the event, the site map must be submitted along with the Special Event Application and include following elements:

1. North, indicated by a directional arrow symbol.
2. Name of the area (Neighborhood, Park, etc) you intend to use including surrounding streets with one-way streets indicated.
3. The overall event area including any requested street closures, plus the location and number of meters to be reserved and highlighted.
4. The location and dimensions of all physical equipment being placed, including, but not limited to, any stage (s), vendors, booths, sponsors, tents, signs, barricades, portolets, vehicles, shelters, and shelter numbers, fireworks shoot site, etc.
5. Location of temporary alcohol sales where both sales and consumption occur, plus dimensions and type of fencing to be used.
6. Indicate 20' wide fire lane clearances in all areas and the location of all fire hydrants.
7. Include electrical plans for vendors and stages, specifying how much each site requires, in terms of amps and volts.
8. Any other details you think are helpful in the physical description of your event.

Compliance with the Americans With Disabilities Act of 1990 and any and all amendments thereto are the sole responsibility of the applicant and the applicant shall defend and hold the City harmless from any expenses or liability arising from the applicant's non-compliance.



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Insurance Requirements

The applicant must procure and maintain commercial general liability insurance with a minimum of \$1,000,000 per occurrence and a \$2,000,000 general aggregate. Proof of insurance must be submitted on the Acord 25 Certificate of Insurance Form a minimum of 30 days prior to the first day of the rental period through the move-out activities. **The City of St. Pete Beach must be named as an additional insured.**

The certificate will be reviewed and additional coverage or wording may be required by the City of St. Pete Beach to match the needs of the event.

Additional insurance may be required, including, but not limited to:

- **Automobile Liability Insurance**

Any event involving the use of automobiles must maintain automobile liability insurance for the duration of the event with a combined bodily injury and property damage limit of no less than \$1,000,000 for each occurrence.

- **Liquor Liability Endorsement**

Any activities involving the use of hazardous materials should provide a coverage limit of no less than \$2,000,000 combined single limit per occurrence and annual aggregate with no deductible.

- **Hazardous Materials Endorsement**

Any activities involving the use of hazardous materials should provide a coverage limit of no less than \$2,000,000 combined single limit per occurrence and annual aggregate with no deductible.

- **Worker's Compensation Insurance and Employer's Liability Insurance**

Any event involving the hiring of employees by the applicants must maintain workers' compensation insurance or employer's liability insurance for the duration of the event with a combined bodily injury and property damage limit of no less than \$1,000,000 for each occurrence.

Subcontractors and service providers hired by the applicant are required to meet all insurance requirements. Subcontractors and service providers must submit a copy of their insurance and sign a Hold Harmless statement in order to perform work on city property.



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Cost Estimates

A cost estimate for city services will be prepared by the Recreation Department for each event based on information submitted in the Special Event Application. Upon the applicant's agreement to pay all associated event costs, the event coordination and permit process will begin. A non-refundable application fee is required to submit a Special Event Application.

Based on the type of event, a security/damage deposit may be required. The deposit will be refunded upon verification by city staff that the rental area has been returned to a condition similar to that prior to use. In the event of damages, the applicant will be responsible for all costs associated with damages to park facilities, equipment, furnishings, grounds and right-of-ways, including but not limited to labor, materials and equipment required to complete repairs.

Marketing and Public Relations

Conditional approval of a Special Event Permit is given upon receipt of an applicant's application fee, deposit and signed Cost Estimate sheet and the event may be marketed at the applicant's own risk. However, if a permit is not granted and the event is therefore canceled, the applicant may not hold the City responsible or liable for any of the costs incurred from marketing. Acceptance of a Special Event Permit Application does not guarantee the date and location or an automatic approval of your event.

Denial or Rejection of a Special Event Permit Application

The Recreation Department may reject or deny a permit application on one or more of the following grounds:

- Failure to submit an application within the time periods outlined in the Guide to Special Events (pg. 2)
- The application is not executed properly or is incomplete.
- The application contains material misrepresentation or fraudulent information.
- The applicant owes the City of St. Pete Beach money from another event, services provided or damages to city property.
- The Recreation Department has already received a completed application and given preliminary approval for the same date or space.
- If the use of the event would conflict with previously planned programs organized and conducted by the city or non-governmental agencies previously scheduled for the same time and place.
- The applicant does not comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations.
- If the use or event is prohibited by law.



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Event Cancellation or Postponement

If an applicant cancels or postpones a scheduled event prior to the commencement, they will be entitled to a complete refund excluding the application fee and deposit, if notice of the cancellation or postponement is provided a minimum of 30 days prior to the first scheduled day (including move-in). No refunds will be issued for cancellations or postponements made 29 days prior to the first scheduled day except if the event is canceled by the City of St. Pete Beach due to a declaration of a state of emergency, issuance of a tropical storm, hurricane warning, or warning of severe inclement weather by the county.

The City of St. Pete Beach may cancel or postpone an event without prior notice for any condition affecting the public health or safety of the City or any condition that would place facilities, grounds or other natural resources at risk of damage or destruction if the event were permitted to take place. Full credit will be given for events scheduled within 12 months of City's notice of cancellation.

The City of St. Pete Beach will not confirm a future date until both application fee and deposit are paid in full.



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PINELLAS COUNTY SHERIFF'S OFFICE SECONDARY EMPLOYMENT

The Pinellas County Sheriff's Office (PCSO) is the agency contracted to provide law enforcement services within the City of St. Pete Beach. The Pinellas County Sheriff's Office is responsible for the protection of life, property and constitutional rights of the public by maintaining and promoting community order. The PCSO provides supplementary law enforcement services through the Secondary Employment Office.

PCSO will determine the number of members needed for a particular event based on a variety of variables to include: the estimated number of attendees; the availability of alcoholic beverages; the event location; weather conditions; time and day during which the event is scheduled; the need for street closures and rerouting of vehicular or pedestrian traffic; and history of a particular event.

Events requiring road closures or involving alcoholic beverages are required by the City of St. Pete Beach to contract law enforcement services through the PCSO for the safety of the attendees. The cost for deputies is a set flat rate of \$45 per hour with a three (3) hour minimum. Events requiring more than three (3) deputies may require a supervisor be assigned as well.

Questions regarding this process can be directed to the PCSO Secondary Employment Office at 727-582-6176 or 727-582-6285.

The following personnel matrix may be used for planning purposes; however, this matrix is subject to modification by the PCSO Special Services Unit based on a variety of reasons, some of which are listed above. The personnel matrix DOES NOT include members required for traffic control.

Number of attendees (at any one time)	Non-Alcohol Event	Alcohol Event
Up to 100	1	2
101-1000	3	4
1001-3000	5	6
3001-5000	6	8
5000+	8+	12+



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First Aid and Emergency Medical Services

Under Section 26-33. Special event application and requirements, subsection (b) “A special event permit shall not be issued unless the city finds that the activity which is the subject of the application for the special event permit shall not violate any other law or ordinance of the city nor result in any condition that may be a threat to the public safety or welfare; provided . . .” Therefore, the public safety or welfare is threatened and a special event permit is required for events which exceed the following thresholds:

1. The proposed event will extend in any manner off of the applicants property and onto adjacent and/or public property,
2. The proposed event will consist of 250 or more persons who are not registered guests at the property (hotels/motels/resorts) or residents of the area (this requirement is a function of the Florida Fire Prevention Code, per Life Safety 101, 12.7.6 Crowd Managers shall be provided with a minimum of one trained crowded manager or crowd manager supervisor. Where the occupancy load exceeds 250, additional crowd managers or crowd manager supervisors shall be provided at a ratio of one crowd manager for every 250 occupants,
3. The event is sports related and may require standby Emergency Medical Services (EMS) personnel, vehicle(s) and equipment,
4. The proposed event anticipates a pyrotechnics show,
5. The proposed event anticipates a temporary structure (tents, stage, bleachers, chairs etc.,
6. The proposed event anticipates a bonfire,
7. Or the proposed event anticipates the closing of streets.

It must also be understood by all applicants that:

8. The St. Pete Beach Fire Rescue Department is the EMS provider for the community and will provide EMS services for the applicant (if required by the Department’s Chief or designee) at the applicant’s expense in accordance with Schedule A of City Ordinance,
9. The St. Pete Beach Fire Rescue Department is the fire safety provider for the community and will provide fire safety services for the applicant (if required by the Department’s Chief or designee)



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Tent Permits

A tent with a square footage in excess of 100 square feet (10"x10") requires a temporary structure permit from the Fire Marshall for both public and private properties. The following must be provided when applying for a tent permit:

- A site plan showing the property lines and the location of the tent along with measurements.
- A floor plan showing what is under the tent along with measurements.
- The dates that the tent will be put up and taken down.
- A copy of any occupational licenses.
- A copy of the certificate of flame resistance for the tent. All tents shall be provided with a 2A-10BC rated fire extinguisher, or larger, with an up to date inspection tag.

The tent permit shall be for no more than 30 days unless approved by the Fire Marshall and the City of St. Pete Beach Community Development Department.

Depending on the location of where the tent will be located, weighted tents rather than staked tents may be required.

Outdoor Cooking Permits

If your event will involve outdoor cooking with grill, fire pit, smoker or other outdoor cooking appliance, you must complete the Outdoor Cooking Permit Application in addition to the Special Event Application. One EMS unit and Fire Inspector may be required on site when 1,000 or more are expected to attend.

Beach Fire Permits

Beach fires are not permitted on the public access beach, only on private property. Beach fires must be a maximum of 4 feet and only clean, dry, non-pressure wood will be used. From May 1 through Oct. 1, permission must be obtained from the Florida Department of Environmental Protection. Additional information can be found on the Beach Fire Permit Application. This must be completed and submitted along with a Special Event Application for approval.

Fireworks/Pyrotechnic Permits

The use of pyrotechnics of any type requires a special permit from the Fire Marshal's Office. Applicants shall be qualified and licensed in the use and handling of pyrotechnic devices. In addition, applicants should provide an insurance certificate approved by the City of St. Pete Beach, and a Fire Watch will be required. A diagram of the area or stage showing product placement, a list of the product to be used, and the material safety data sheets for each product must be supplied and must be submitted along with the application.



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Event Attendants – Parks Only

The City of St. Pete Beach Recreation Department may determine that an Event Attendant (s) is required for events with an anticipated attendance of 301 or more people that are held in city parks. The Event Attendant(s) is required to be on duty 30 minutes prior to the beginning of the event until the close of the event and is at the applicant's expense. The Event Attendant(s) will be charged at the prevailing hourly rates and provided in the cost estimate sheets.

Amplified Sound

If an event will be having a band or amplified music, the applicant will ensure compliance with all noise ordinances established by the City of St. Pete Beach. Amplified sound is defined as any sound projected or transmitted by artificial means, including, but not limited to, loud speakers, amplifiers, beat box, compact disc or digital media device, or similar devices.

Food & Beverage

Food items should be served and prepared in a sanitary manner consistent with the Florida Department of Health. Vendors selling any food items and persons wishing to give away food are required to be in compliance with the established Florida Department of Business and Professional Regulation guidelines for Temporary Food Service Events and have all the appropriate business licenses and insurance. Anyone who serves food to the public at a temporary food service event needs a license. Food may not be stored or prepared at private residences.

Temporary Alcoholic Beverage Sales

Florida registered non-profit organizations may apply for a Special Use I (S1) for Temporary Alcoholic Beverage Sales through the City's Recreation Department to sell and/or serve alcohol on city Right-of-Way or in certain parks.

Signs and Banners

If you wish to put up signs and/or banners promoting your event, you need to indicate on the application the size of the banner, content and where you wish to place the signs/banners. Signs and/or banners may not be put up more than 21 days from the event. Those requesting banners over Pinellas Bayway (SR682) or 75th Ave (SR693). Need to fill out the *Application to Place Banners on Non Limited Access Right of Way* form found on Florida Department of Transportation's website. This must be included in your application and needs a **minimum of 90 days prior to your event** to process for approval from City Commission and FDOT.



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Waste Management

The applicant is responsible for cleaning the rental area, disposing of waste/trash, and returning the area to a condition similar to that prior to use. Litter shall be picked up before, during and after an event that is open to the public. It is the responsibility of the event applicant to ensure that there are a sufficient number of trash cans located throughout the event grounds and that they are emptied during the event in order to prevent overflow. If the waste generated by the event exceeds the capacity of the on-site dumpsters, it is the applicant's responsibility to remove the excess waste from the site. This may require additional dumpsters to be secured by the event applicant.

Electrical Services

The existing electrical service at a park or in the city right-of-way may be inadequate for certain special events. It is the responsibility of the applicant to ensure that there is adequate electrical capacity to hold the event and to obtain additional electrical supply if needed. Any damage to existing electrical services due to overload will be the responsibility of the applicant. Please refer to this link for conversion purposes: <http://www.supercircuits.com/resources/tools/Volts-Watts-Amps-Converter>.

Portable Restrooms

The Florida Department of Health has detailed requirements specifying the number of portable restroom units needed at special events based on the anticipated number of attendees. Additionally one hand washing station is required for every 10 portable restroom units. Portable restrooms at special events must be serviced at least daily.

Parking

Each applicant should arrange for adequate parking for the event and should have a parking and traffic plan that addresses traffic control, safety and security for the proposed event.

Park Capacities

All park facilities and properties have maximum capacities set by the City of St. Pete Beach Recreation Department and the St. Pete Beach Fire Marshal based on safety code regulations, seating capacities, parking provisions and intended park use. The City of St. Pete Beach reserves the right to deny any application if the expected attendance will exceed the safe capacity of the facility or property.



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Park Rules & Regulations

Applicants must comply with all applicable city ordinances, traffic rules, park rules and regulations, state health laws, fire codes and liquor licensing regulations. The City of St. Pete Beach provides the following rules and regulations:

1. The City of St. Pete Beach Recreation Department Director shall have the authority to designate areas in city parks for specific activities and to prohibit other activities within designated areas.
2. Authorized park officials/personnel and law enforcement officers shall have the right at all times to enter the premises of any building, structure, or enclosure of any city park including such grounds, buildings, structures, or enclosures as may be leased, permitted, or set aside for the private or exclusive use of any individual or group.
3. No person, except authorized personnel or law enforcement officers, shall enter upon any part of any city park that is in an unfinished condition or under construction or withheld from general public usage in the interest of public safety, health, and/or welfare
4. It is unlawful for any person to make a material misrepresentation with the intent to obtain a permit. Any applicant who has made a material misrepresentation will be subject to denial or revocation of the permit and may be prohibited from obtaining permits for a period of not less than two (2) years. Each misrepresentation shall constitute a separate offense.
5. Park officials/personnel shall have the authority to revoke a permit upon finding a violation of any of the provisions of this Chapter, or any Department rule or regulation, or any condition or requirement of a permit, or upon finding that a material misrepresentation was made on the permit application



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6. Operating hours for all department managed lands are between sunrise and sunset, unless otherwise specified. It is unlawful for any person, other than law enforcement officers or authorized personnel, to go upon or remain in any department managed land at any time the same is closed to the public. The provisions of this section shall not pertain to persons having a written facility use or special event permit issued by the Department allowing them to be or remain in any part of any department managed land beyond normal operating hours. Failure of any person to leave a department managed land after direction and request has been made by a law enforcement officer or authorized park official/ personnel shall constitute a trespass.
7. No person shall park or permit to remain parked any vehicle on any driveway, parkway, beach, parking area, or other department managed land between sunset and sunrise on the following day or as otherwise posted, except for areas designated as twenty-four (24) hour launching areas.
8. No person shall take off in or land any aircraft, glider, balloon, model airplane, or parachute in or upon any department managed land without contractual authority or a permit from the Department.
9. No person shall sleep, camp, lodge, or park a vehicle overnight within any department managed land except in areas designated by the Department for such purpose.



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12. Any person, entity, group, or organization engaging in speech, expression, or assembly, which is protected by the First Amendment of the United States Constitution or by Article I, Section 4 of the State of Florida Constitution, may do so in any department managed land, subject to reasonable time, place, and manner regulations as established by the Department.
13. The following activities are prohibited in and on any department managed lands; no person shall erect or cause to be erected any tent, shelter, entertainment equipment, or structure on or in any beach, water area, or any other department managed land in such a manner that requires guy-wire, rope, extension, brace, or support connected or fastened from any such tent, shelter, entertainment equipment, or structure to any other structure, tree, stake, rock, or other object without a permit from the Department.
14. No person shall conduct games of chance such as: raffles, bingo games, or card games for money; or hold drawings for prizes; or participate in any other forms of gambling in any department managed land.
15. No person shall engage in any activity in any department managed land that is or may be dangerous to the health, safety, or welfare of themselves or others.
16. No person shall engage in any activity in any department managed land that interferes with the use and enjoyment of the recreation facility by others.
17. It is unlawful for any person to use, distribute, or possess with intent to use or distribute any glass containers in a department managed land.
18. No person shall post or affix to any tree, shrub, plant, fence, building, structure, monument, wall, table, apparatus, bridge, post, bench, corral, gate, or any other physical object any sign, poster, or other printed or written matter in any department managed land without a permit from the Department.



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19. Unless such property is zoned and permitted for the sale of alcoholic beverages pursuant to law, no person shall sell, distribute, possess, or consume alcoholic beverages as defined in Florida Statutes, Section 561.01(4), or any amended or successor statute, in any department managed land. Regardless of whether the property is zoned and permitted for the sale of alcoholic beverages, no person shall enter a department managed land or remain there in a state of intoxication or under the influence of illegal drugs.
20. No person shall use any loudspeaker or other electrical amplifying equipment nor shall any person play upon any electrically amplified musical instrument in any department managed land unless such activity is conducted as an incidental activity to a public meeting or assembly for which a permit is issued. Compliance with all Department rules and regulations and permit requirements or conditions must be met.
21. No person within a department managed land shall disturb the peace of others by violent, tumultuous, offensive, or obstreperous conduct, or by loud or unusual noises, or by profane, vulgar, obscene, or offensive language or conduct, or assault, strike, or fight another, or in any way breach the peace.
22. No person, except law enforcement officers, shall carry, possess, or use firearms or any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile, gas, or liquid, or any other form of weapon or trapping device on or in any department managed land without prior written approval from the Department.
23. No person shall bring in to, possess, set off, or otherwise cause to explode, discharge, or burn in any department managed land any firecrackers, torpedoes, rockets, cannons, or other fireworks or explosives of or containing flammable material or any substance, compound, mixture, or article which, in conjunction with any other substance or compound, may explode, discharge, or burn, without prior written approval from the Department.
24. No person shall smoke or use tobacco products in any indoor recreation facility or youth athletic area, playground area, or aquatic facility except in designated areas.

