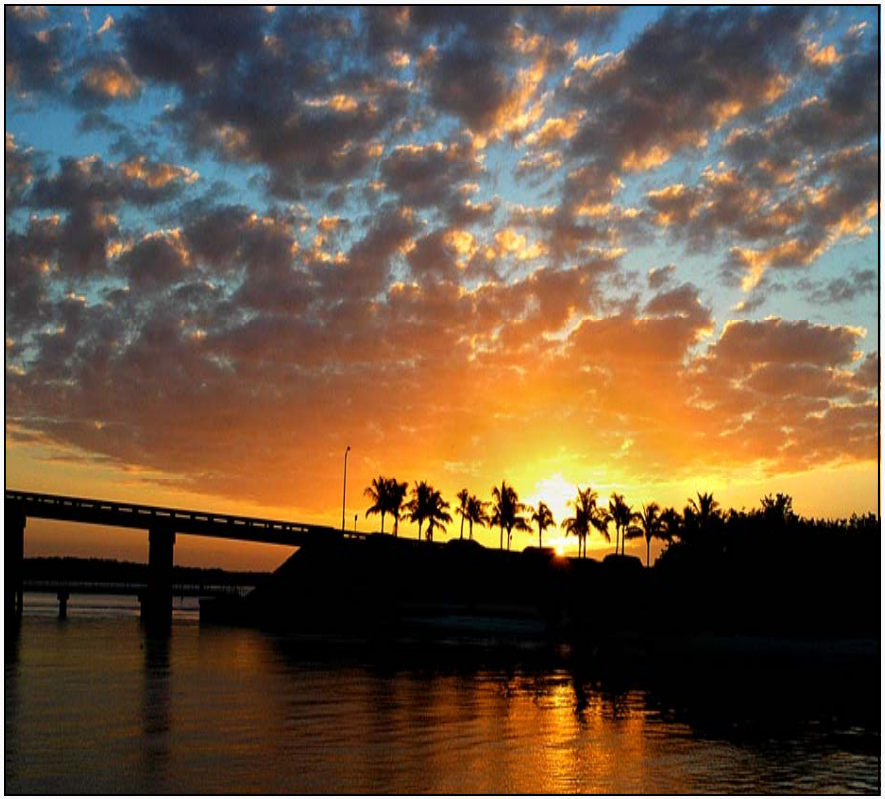
NOTES

Police Department	389-5050
Code Compliance	389-5050
Fire-Rescue Department	389-5040
Parks & Recreation	642-0575
Public Works	389-5000
Community Affairs	389-5000

City of Marco Island Parks and Recreation
1361 Andalusia Terrace
Marco Island, FL 34145
Office: 239-389-3917
Fax: 239-642-6475
Website: www.cityofmarcoisland.com

City of Marco Island Parks and Recreation

A GUIDE TO OUTDOOR SPECIAL EVENT PERMITTING



Frank E. Mackle Community Park
1361 Andalusia Terrace, Marco Island, FL 34145
Special Events Coordinator
Phone: 239-389-3917 <> Fax: 239-642-6475

City Parks Available For Use For Outdoor Special Events

- Veterans' Community Park
- Frank E. Mackle Park
- Winterberry Park

For Use on an Exception Basis

- Other City Parks
- Events on the Beach

Aerial View of Veterans' Community Park
Marco Island, FL

Jane Hittler Park
Marco Island, FL

APPLICATION CHECK LIST

This list is a guide to a complete application submission.

- ☐ Complete the special event application
- ☐ Make six (6) copies of the application, site plan (to scale) and back up material
- ☐ Site plan shall include location of:
  - ☐ Entrance to event with property boundaries
  - ☐ Fencing (if applicable)
  - ☐ Drop off and pick up for any shuttle service (if applicable)
  - ☐ Lighting (if applicable)
  - ☐ Tents with activity of each listed (crafts, food, alcohol)
  - ☐ Stage/Music
  - ☐ Onsite parking (NO RV PARKING OVERNIGHT)
  - ☐ Power outlets or generator
  - ☐ Portable toilets
  - ☐ Garbage/Recycling containers
  - ☐ On-site signage
  - ☐ Fire lanes
  - ☐ Existing structures
- ☐ Insurance certificate ($1 million minimum)
- ☐ Department of Health - Food Permit
- ☐ Department of Business & Professional Regulation - Alcohol Permit
- ☐ Map of offsite signage, parking, traffic control and crosswalks
- ☐ Contact list including event planner, crowd manager, security
- ☐ Fees - if applicable, see Special Events Handbook

WHAT TO KNOW ABOUT PERMITTING AN OUTDOOR SPECIAL EVENT

The City of Marco Island (the City) is committed to permitting a wide range of special events that benefit non-profit agencies, organizations, residents and businesses. It is the policy of the City to ensure that all events are conducted in a safe and orderly manner, with emphasis on the well-being of the public. Special event permit applications must be completed for all events that will be held within the City limits.

We invite you to make an appointment with the Special Events Coordinator (239) 389-3917 to review the process as follows:

- Complete an application with six (6) sets of copies including site plans
- Present proposed event to Special Events Team (SET)
- Provide a permit application fee and other service fees (i.e. Fire-Rescue, Parks and Recreation, Police)
- Operate in accordance with the City of Marco Island Outdoor Special Events Policies and Procedures (SEPP)

REQUIREMENTS & CRITERIA

Prior to submitting an application or presenting a proposed event to the Special Events Team (SET), the applicant must provide the following information to the City's Special Events Coordinator:

ACCESS POINTS

The site plan shall identify the access points to enter and exit the special event.

ALCOHOL SALES

The application shall include a copy of the applicant's alcohol sales license from the Florida Department of Business and Professional Regulation.

ANTICIPATED ATTENDANCE

The application shall include the estimated attendance for the planned special event.

APPLICATION FEE

The application shall include a $50 application fee.

BANNERS OR SIGNS

The application allows one (1) temporary sign or banner and two (2) signs for properties with more than one (1) street frontage. The maximum size is 32 sq. ft. Wind signs including balloons, streamers, rotating devices and unofficial flags are prohibited.

CERTIFIED CROWD MANAGERS

The application shall include the name of the lead certified Crowd Manager. Certified Crowd Managers are required by State law for all assemblies. The certification course is offered by the Fire-Rescue Department. For more information call (239) 389-5040.

DATE AND TIME

The application shall include the date and time planned for the event.

REQUIREMENTS & CRITERIA

SITE PLAN

The applicant shall submit a site plan to scale. The site plan shall include property boundaries, external roads, access points, existing on-site parking, parking (improved and unimproved to be used during the event), fire lanes, including a 14' access drive, buildings and structures, tents and food/beverage vendors. A site plan is also required for sign locations and/ or off-site directional signs. Management of live animals must be included in the site plan.

STAGE

The application shall identify if a stage and access stairs will be used during the special event. The stage dimensions should be included on the application as well as shown on the site plan. Fire inspection fee may apply.

STREET CLOSING

Street closings shall comply with Special Events Policies & Procedures Handbook.

TRAFFIC CONTROL

The application shall take into consideration traffic control including crosswalks, sidewalks, and street blockage. This will dictate how many police resources are needed. Refer to Police Department Services for further information.

TRASH MANAGEMENT

The application shall indicate the chosen method of special event trash disposal: additional trash boxes, a temporary roll off dumpster, or use of a current on-site trash collection system. Recycle receptacle(s) are required. To request FREE use of portable recycling container(s), call Solid Waste Management Dept. at (239) 252-2508.

TYPE OF EVENT

The application shall indicate the type of special event being held.

VENDOR LIST

The application shall also have a list of vendors, addresses, phone numbers and an on-site contact person and his or her cell phone number.

REQUIREMENTS & CRITERIA

POWER REQUIREMENTS

The application shall include the type of power being used on-site. If utilizing generators, please include the size and load barring capacity of the generator. Or, if the special event participants will be using a standing source on-site for their power needs, please identify. An electrical and fire inspection prior to the event may be necessary. Generators shall be allowed as determined by the SET.

PROPERTY BOUNDARIES

The application shall include the boundaries of the location or activities to be held within the special event.

PROPERTY DAMAGE

Any damage to City property as a result of the event shall be repaired within 48 hours of the event conclusion. If the City repairs the damage the organizer will be billed for the repairs and personnel costs.

PRIMARY CONTACT

The application shall include the primary contacts for the event with emergency numbers.

SHUTTLE SERVICES

The application shall include the list of shuttle services if one is being used, and include an emergency contact with a phone number.

SITE CLEAN-UP

The application shall include the method planned for site clean-up. If volunteers are being used, then a contact for the coordinator of the site clean up shall be included. If the event is on a City-owned park then the site shall be cleaned within a twenty-four hour period of the conclusion of the event or the organizer will be billed by the Parks and Recreation Department for an additional fee. Also, see the Trash Control section of this brochure.

REQUIREMENTS & CRITERIA

DIRECTIONAL SIGNS LOCATION

The application shall include any offsite directional signs needed for the special event. The offsite directional signs, not to exceed a total of 5 signs, shall be reflected on a map. The signs shall be a minimum size of 18" x 24" and a maximum size of 24" x 32". Signs may not be erected prior to 5 days before the scheduled event. This also includes the day or days of the event. For example, if the event falls on a Saturday and Sunday, five (5) signs can be erected on Wednesday prior to the event. Signs must also be removed within 24 hours of completion of the event. Signs may not be located within medians or attached to traffic control signs or other authorized highway signs. Signs shall be located a maximum distance of 30' from street intersection and a minimum distance of six feet from the edge of the pavement and three feet from the back of a curb. The bottom of all signs shall be a minimum of 12" above existing ground level and the top of the signs shall not exceed a distance of five feet above the existing ground level.

EVENT FACILITATOR CONTACT LIST

The application shall include the event facilitator contact list with phone numbers.

EXTERIOR LIGHTING

The application shall include any and all exterior lighting required for safety during the special event.

FENCING

The application shall identify, by map, all safety fencing that will be used to ensure safety.

FIRE-RESCUE DEPARTMENT INSPECTION

The application shall include and be responsible for all fire requirements:

- All food vendors are required to have a State certified fire extinguisher in their concession stand(s) and identify all fire hazards
- Tents over 20' x 20' shall be fire resistant and require inspection
- Cooking under any tent is prohibited
- Fire lanes and access points shall be outlined on the site plan and will be verified during an onsite inspection
- Fire-Rescue Department permit fees include process and site inspections

FIRE-RESCUE DEPARTMENT SERVICES

The following Fire-Rescue services may be required based on the anticipated crowds. Service requirements are based on risk assessment of the event.

Number of Attendees	Number of Personnel
250-500	One (1) onsite
500-3000	Two (2) or Three (3) onsite
3000 and above	Fully Staffed Truck

Note: The Fire-Rescue Department invoices for actual cost of the personnel onsite. The final costs and requirements will be discussed with the Special Events Team.

FOOD PERMIT

The application shall include any food permits needed by the Florida Department of Health.

- Temporary events such as carnivals, fairs, or other celebrations operated on church or school property or operated by a nonprofit, civic, fraternal or religious organization licensed by the Department of Health are exempt from licensing and inspection by the Division of Hotels and Restaurants. These vendors must notify the local county health department of any proposed event held at such a location.
- Public food service establishments operating under a current license from the division or from the Department of Agriculture and Consumer Services may operate under the regulations of those licenses at temporary food service events of one (1) to three (3) days. For events of four (4) to thirty days, such establishments must purchase a temporary food service events license.

INSURANCE - CERTIFICATE OF LIABILITY INSURANCE

The application shall include a copy of the event coordinator's certificate of liability insurance.

LOCATION

Each application shall identify the event location with a map. Beach restrictions may apply.

MUSIC

The application shall list the type of music and how the music will be amplified. Include the hours of operation and adhere to the time frames and the 60 decibel level requirement of the City Code. Be a good neighbor and consider all noise that may travel.

PARADE ROUTE

The official parade route for all parades on Marco Island is Bald Eagle Drive.

PARKING

There is no recreational vehicle parking and/or living allowed overnight within the special event. A map of on-site and off-site parking shall be included with the application. If burrowing owls or gopher tortoises are present, their burrows must be roped off for protection and an environmental survey will be required. Parking within the rights-of-way is allowed between the hours of 6:00 a.m. and 2:00 a.m., but, parking may not block sidewalks. If parking is proposed on lawn and swale areas (except rights of ways) of City-owned property, parking attendants are required and shall park vehicles in accordance to the design. Parking is never permitted within 600' of the entrance to South Beach, Residents' Beach or Tigertail Park Beach.

PARKS AND RECREATION SERVICES

The application shall include any request for additional services from Parks and Recreation (fees may be changed for these services).

POLICE DEPARTMENT SERVICES

The application shall include a plan for crosswalk patrol to ensure pedestrian safety, to notify surrounding property owners, and to monitor the parking lot. In addition, if police officers are required for an event, the organizer will be billed for each officer needed with a three hour minimum required. There will be an additional charge for holidays. The size and scope of the event, crowd estimate, alcohol sales, and road closure necessity will all determine the number of police personnel that will be required. This will be reviewed and determined by the police department upon receipt of the contract request.

PORTABLE TOILETS

The application shall include a proposal or agreement for portable toilet services being used during the event.