

36
37 **SECTION 1. FINDINGS.** The recitals set forth above are true and correct and are incorporated
38 herein by this reference.

39 **SECTION 2. VACATION AND DELETION.** Chapter 11, "Special Events," Article I, "In
40 General," of the Code of Ordinances of the City of Dunnellon, Florida, is hereby vacated and
41 deleted in its entirety. A copy of the deleted provisions is attached hereto as Exhibit "A," shown
42 in ~~strikethrough~~.

43 **SECTION 3. READOPTION OF CHAPTER 11, SPECIAL EVENTS.** Chapter 11, "Special
44 Events," Article I, "In General," of the Code of Ordinances of the City of Dunnellon, Florida, is
45 readopted as revised and set forth herein.

46 **Section 11-1. Purpose.**

47 It is the purpose of these regulations to establish standards for special events that protect public
48 health, safety, and welfare, minimize city liability and financial exposure, ensure applicants bear
49 full responsibility for event costs and impacts, and protect city property and resources.

50 **Sec. 11-2. Exemptions.**

51 The provisions of this chapter shall not apply to the following:

52 (1) City events;

53 (2) Funeral processions and services;

54 (3) Events conducted entirely on private property that do not meet the definition of "special
55 event";

56 (4) Sports activities occurring at sports facilities located on city property.

57 Nothing in this chapter shall limit the city's ability to enter into any agreement on such terms and
58 conditions as the city determines to be favorable for the use of city property.

59 **Section 11-3. Definitions.**

60 The following words, terms, and phrases, when used in this chapter, shall have the stated meanings,
61 except where the context clearly indicates a different meaning:

62 *Applicant* means any person or organization that seeks a permit from the city to conduct a
63 special event governed by this chapter.

64 *Community Development Manager* means the city's community development manager or
65 their designee responsible for coordinating the special event permit review process.

66 Marion County Sheriff's Office (MCSO) means the law enforcement agency providing law
67 enforcement services to the city pursuant to contract.

68 Right-of-Way is land which by deed, conveyance, agreement, easement, dedication, usage,
69 or process of law is reserved for or dedicated to the general public for traveling purposes,
70 including all roads, streets, alleys, sidewalks, trails, paths, utilities, drainage ways,
71 shoulders, and the publicly controlled land immediately abutting and appurtenant to the
72 traveled and drainage ways.

73 Special Event means an organized, temporary activity or series of temporary activities held
74 outdoors on public property, and open to the public by advertisement or invitation, with or
75 without charge. Any reference to "special event" in the Code other than in this chapter shall
76 mean "special event" as defined herein.

77 Special Events Team means representatives from the Marion County Sheriff's Office,
78 public works, community development, and other relevant departments designated by the
79 city clerk to administer the provisions of this chapter.

80 **Section 11-4. Special event criteria.**

81 (a) All special events must be planned and conducted in accordance with the following objectives:

82 (1) The special event provides a unique and organized civic, cultural, educational,
83 entertainment, or recreational activity or experience.

84 (2) The size, attendance, and nature of the special event are suitable for the proposed
85 location and duration.

86 (3) Both vehicle and pedestrian traffic associated with the special event must be managed
87 to accommodate expected attendance.

88 (4) Parking plan and requirements.

89 a. All special event applicants must submit a parking plan that adequately
90 accommodates all special event staff, participants, and spectators. The parking plan
91 must meet parking requirements according to this code and be approved prior to
92 permit issuance.

93 b. The parking plan must include:

94 i. Total anticipated attendance;

95 ii. Estimated vehicle count based on reasonable occupancy ratios;

96 iii. Location and capacity of all designated parking areas, including on-
97 street parking, public lots, and private property;

98 iv. Site map showing parking areas, pedestrian routes, accessible parking
99 spaces, emergency vehicle access, and traffic flow patterns;

100 v. For any private property proposed for parking, written authorization from
101 the property owner on a form provided by the city, including verification of
102 adequate liability insurance covering the property owner;

103 vi. Accessible parking spaces complying with the Americans with
104 Disabilities Act (ADA) requirements;

105 vii. Signage plan directing attendees to parking areas;

106 viii. Alternative parking arrangements or overflow parking plan for events
107 where attendance may exceed primary parking capacity.

108 c. Minimum parking requirements:

109 i. Small events (30 persons or fewer): Parking must be provided for all
110 anticipated attendees at a ratio of one parking space per 2.5 persons, unless
111 the applicant demonstrates that a significant portion of attendees will arrive
112 by alternative means (walking, cycling, carpooling, shuttle service).

113 ii. Large events (31 persons or more): Parking must be provided at a ratio
114 of one parking space per 2.5 persons, with a minimum 20% overflow
115 capacity.

116 iii. Events with alcohol service: Parking must be provided at a ratio of one
117 parking space per 2.0 persons due to higher vehicle occupancy rates for such
118 events.

119 iv. Multi-day events: Parking calculations based on peak anticipated daily
120 attendance.

121 d. Use of private property for parking:

122 i. Private property may be used for event parking only with express written
123 permission from the property owner;

124 ii. The property owner authorization must be submitted on the city's Private
125 Property Parking Authorization Form and must include the legal description
126 or address of property; property owner's notarized signature; specific dates
127 and hours parking is authorized; maximum number of vehicles authorized;

128 acknowledgment that property owner has adequate liability insurance; and
129 contact information for property owner;

130 iii. The special event applicant must name the property owner as an
131 additional insured on the event liability insurance policy or provide
132 evidence that the property owner has been notified and has adequate
133 insurance coverage;

134 iv. The applicant is responsible for ensuring the private property is restored
135 to its original condition, including repair of any damage caused by parking
136 activities;

137 v. Property owner authorization may be revoked at any time up to 48 hours
138 before the event, in which case the applicant must immediately provide
139 alternative parking arrangements satisfactory to the city or the permit may
140 be revoked.

141 e. On-street parking restrictions:

142 i. The parking plan must identify any on-street parking areas to be utilized;

143 ii. The applicant is responsible for all costs associated with temporary
144 parking signage, barricades, or enforcement as required.

145 f. Prohibited parking areas:

146 i. Fire lanes, emergency access routes, and areas designated must remain
147 clear at all times;

148 ii. Parking shall not block sidewalks, pedestrian routes, or accessibility
149 paths;

150 iii. Parking shall not occur on private property without written authorization
151 as specified in subsection (d);

152 iv. Parking shall not impede access to residences or businesses.

153 g. Parking enforcement:

154 i. The applicant is responsible for managing parking and directing attendees
155 to designated areas;

156 ii. Vehicles parked in violation of posted restrictions or on unauthorized
157 private property may be towed at owner's expense;

158 iii. The applicant shall be liable for any damages, complaints, or
159 enforcement actions resulting from inadequate parking management.

160 (5) Adequate security, emergency medical services, and fire protection services, as
161 determined by the Marion County Sheriff's Office and fire department, must be provided
162 to protect the safety of special event staff, participants, spectators, and the public.

163 (6) All temporary structures are safe as determined by the fire department.

164 (7) Restroom facilities must be provided to accommodate expected special event
165 attendance.

166 (8) Trash must be managed and removed in a timely manner after the special event, and
167 the site must be returned to the same or better condition than before the special event.
168 Failure to properly clean the event site may result in cleanup fees and labor charges as
169 determined by the city.

170 (9) Noise must be managed to minimize the impact on neighboring residences and
171 businesses.

172 (10) Economic and other impacts to city residences and businesses must be adequately
173 considered so that the net aggregate impact of the special event on the area is positive.

174 (b) The applicant shall demonstrate the ability to successfully carry out the proposed special event,
175 including, if applicable, a past record of successful special event performances.

176 (c) The applicant shall ensure that the special event is conducted in compliance with all applicable
177 laws, ordinances, and city policies, regulations, and procedures.

178 (d) The applicant shall obtain any and all additional permits/approvals required to conduct the
179 special event or related activities as deemed necessary by the city and/or as otherwise required by
180 any entity with jurisdiction over the applicant's proposed activities or area where the special event
181 is proposed to take place.

182 **Section 11-5. Facility use and utilities.**

183 (a) Event size classifications. For purposes of this chapter, special events shall be classified as
184 follows:

185 (1) Small events: Special events with an anticipated attendance of 30 persons or fewer at
186 any given time.

187 (2) Large events: Special events with an anticipated attendance exceeding 30 persons at
188 any given time.

189 (b) Electrical service requirements for large events.

190 (1) All events shall provide their own electrical power generation through portable
191 generators, inverters, or similar self-contained power systems adequate to meet all
192 electrical needs of the event, including but not limited to sound systems, lighting, food
193 vendors, and other electrical equipment.

194 (2) Existing city electrical infrastructure at special event venues, including outlets at stages
195 and facilities, shall not be available for use.

196 (3) All electrical generation equipment must comply with applicable fire and safety codes
197 and be subject to inspection and approval.

198 (c) Restroom facilities for large events.

199 (1) All events shall provide adequate portable restroom facilities to accommodate expected
200 attendance.

201 (2) Existing city restroom facilities shall not be available for use during large events.

202 (3) The number and type of portable facilities shall be determined in accordance with
203 Florida Department of Health Administrative Code Chapter 64E-6 and subject to approval
204 by the community development manager based on anticipated attendance and event
205 duration.

206 (d) Concession stand facilities.

207 (1) City-owned concession stands and associated facilities shall be closed and unavailable
208 for use during all special events, regardless of size.

209 (e) Facility condition and restoration. All applicants shall be responsible for the condition and
210 restoration of city facilities and property as set forth in Section 11-4(a)(8). The city may assess
211 cleanup fees and labor charges for any restoration work required after an event.

212 **Sec. 11-6. Special event permits.**

213 All special events held in the city will require a special event permit.

214 **Section 11-7. Application procedures and requirements.**

215 (a) An applicant shall complete a special event permit application in the form prescribed by the
216 city.

217 (b) If the special events team determines that an applicant otherwise meets the criteria for a special
218 event permit, but additional information is needed, the applicant shall submit such additional
219 information in the form requested by the city before a permit decision is made.

220 (c) Each special event permit application shall be filed at least 120 days in advance of the event
221 date in order to provide adequate notice for organizing city services. Applications that are not
222 submitted in a timely manner may be denied unless the applicant demonstrates to the city clerk
223 that compliance within the deadline was impractical or impossible, or the clerk determines that the
224 delayed application will not impair the city's ability to accomplish the purposes of this chapter.

225 (d) If a special event involves multiple governmental jurisdictions, the applicant is required to
226 obtain all applicable written authorizations from other jurisdictions related to the special event.

227 (e) Traffic control plans. If the special event requires any street closures, lane closures, parking
228 restrictions, detours, or other traffic control measures:

229 (1) The applicant shall retain a qualified private traffic control company to prepare a traffic
230 control plan.

231 (2) The traffic control plan must comply with the current Manual on Uniform Traffic
232 Control Devices (MUTCD) and Florida Department of Transportation standards.

233 (3) The applicant shall be responsible for all costs associated with the preparation,
234 implementation, and removal of traffic control measures.

235 (f) Documentation deadlines. The following documentation must be submitted to the community
236 development manager by the dates specified:

237 (1) Traffic control plan: At least 60 days prior to the event date.

238 (2) Insurance certificates: At least 30 days prior to the event date.

239 (3) Generator/electrical plan (for large events): At least 30 days prior to the event date for
240 fire department approval.

241 (4) Portable restroom plan (for large events): At least 30 days prior to the event date.

242 (5) Final site plan and layout: At least 30 days prior to the event date.

243 (6) City resource plan (barricades and equipment): At least 30 days prior to the event date.

244 Failure to submit required documentation by the specified deadlines may result in permit denial or
245 revocation.

246 **Section 11-8. Application processing.**

247 (a) Determinations. The special events team shall make decisions on complete applications only.
248 All completed applications, including required approvals and supporting documentation, shall be
249 forwarded to the community development manager for coordination and attachment to the permit.
250 The special events team shall determine whether to impose permit conditions and whether the

251 applicant has demonstrated that the applicable requirements are satisfied. Required approvals
252 include, but are not limited to:

- 253 (1) Marion County Sheriff's Office approval of life safety plans and crowd control plans;
254 (2) Public works department approval of equipment needs, site preparation, and restoration
255 requirements;
256 (3) Fire department approval of temporary structures, electrical systems, and fire safety
257 measures;
258 (4) Community development department approval of land use, zoning compliance, and
259 permit conditions.

260 (b) Withdrawal. An applicant may withdraw the application prior to the issuance of an approval or
261 denial. The city may consider an application withdrawn if the applicant fails to provide requested
262 information or explanation of why the information cannot be provided within 15 calendar days of
263 the request. The applicant shall pay to the city all actual costs incurred by the city as a result of the
264 withdrawal.

265 (c) Cancellation. An applicant shall notify the community development department immediately
266 once the applicant knows that a permitted special event will not occur. The applicant shall pay to
267 the city all actual costs incurred by the city as a result of the cancellation.

268 (d) Misrepresentations. If the applicant makes an intentional misrepresentation on an application,
269 such as a significant understatement of the anticipated number of participants, the applicant shall
270 pay to the city all actual costs incurred by the city as a result of the misrepresentation. This
271 provision does not apply to crowd size when adversely impacted by weather or disaster.

272 **Section 11-9. Fees, charges, and expenses.**

273 (a) Fees. A nonrefundable application fee set forth in the fee schedule, which is adopted by the
274 city from time to time by resolution, shall accompany a permit application. Prior to issuance of the
275 special event permit, the applicant shall pay all other applicable non-refundable fees as determined
276 by the city, as set forth in the fee schedule, which is adopted by the city from time to time by
277 resolution.

278 (b) City support services. City support services shall be provided for special events as determined
279 by the city to protect the health, safety, and welfare of the public. The costs of such services shall
280 be set forth in the fee schedule adopted by resolution and paid to the city by the applicant no less
281 than 30 days prior to the event.

282 (c) Police, fire, emergency medical services, traffic and crowd control.

283 (1) The applicant shall provide, at applicant's expense, all law enforcement, fire protection,
284 emergency medical services, traffic control, and crowd management services required by
285 the Marion County Sheriff's Office, fire department, and other applicable agencies having
286 jurisdiction.

287 (2) The Marion County Sheriff's Office shall determine the level of law enforcement and
288 crowd control services necessary based on the event size, nature, location, duration, and
289 potential risks.

290 (3) The fire department shall determine the level of fire protection and emergency medical
291 services necessary based on applicable fire codes, event characteristics, and life safety
292 considerations.

293 (4) Traffic control requirements shall be in accordance with the Manual on Uniform Traffic
294 Control Devices (MUTCD) and Florida Department of Transportation standards.

295 (5) The applicant shall contract directly with and pay directly to the Marion County
296 Sheriff's Office, fire department, or other service providers for all required services no less
297 than 30 days prior to the event.

298 (6) Failure to provide required safety services as determined by the respective agencies
299 shall be grounds for permit denial or revocation.

300 (7) The city makes no determination regarding the adequacy of safety services and assumes
301 no liability for the sufficiency or insufficiency of safety staffing levels determined by other
302 agencies.

303 (d) Additional costs. In addition to the costs set forth in this section, the applicant shall pay to the
304 city any additional actual costs incurred by the city, as supported by invoice, including but not
305 limited to site cleanup and restoration costs.

306 **Sec. 11-10. Insurance.**

307 The applicant of a special event being conducted on city property must provide certificates of
308 insurance naming the city as an additional insured for all insurance coverage required by the city
309 at the sole discretion of the city. All such required insurance shall be issued by an insurance
310 company authorized to do business in the state with a rating specified by the city.

311 **Sec. 11-11. Indemnification.**

312 The applicant of a special event being conducted on city property must agree to indemnify,
313 defend and hold the city harmless from and against any and all claims, suits, causes of action,
314 damages, losses and expenses incurred by the city, which are caused by the acts and/or omissions
315 of the Applicant, or any of its employees, agents, subcontractors, representatives, volunteers,
316 invitees, or the like. Said indemnification, defense, and hold harmless shall not be limited by any
317 required insurance coverage amounts.

318 **Sec. 11-12. Decision on special event application.**

319 (a) *Special conditions.* The city's special events team may approve an application subject to
320 special permit conditions and may also determine the means necessary for complying with
321 such conditions in order to ensure that the special event objectives set forth herein are met. If
322 special conditions are imposed, the city shall notify the applicant in writing of the required
323 conditions.

324 (b) *Denial.* If a special event application is denied, the city shall notify the applicant in writing
325 of the action, including:

326 (1) The grounds for denial.

327 (2) An explanation of the applicant's right to appeal the action.

328 (3) An explanation of the right to resubmit the application, the total amount of fees to be
329 assessed if the application is resubmitted and the calculation of such fees.

330 **Section 11-13. Permit revocation.**

331 (a) A permit may be revoked by the Marion County Sheriff's Office or their designee for any of
332 the following reasons:

333 (1) Failure to conduct the special event as presented on the application.

334 (2) Failure to comply with terms and conditions of the permit.

335 (3) Failure to adequately pay the billed fees by the city in a timely manner.

336 (4) The special event poses a threat to public health, safety, or welfare.

337 (5) State of emergency declared by the city or another governmental entity.

338 (b) If a special event permit is revoked, the city shall notify the applicant in writing of the action,
339 including:

340 (1) Grounds for revocation.

341 (2) Explanation of the right to appeal the permit revocation except in the event of a declared
342 state of emergency.

343 **Sec. 11-14. Appeal of denial, special condition or revocation.**

344 (a) If a special event permit has been denied or revoked, or special conditions imposed, by the
345 city, an applicant may appeal the denial, revocation or special conditions to city council as
346 follows:

347 (1) The appeal must be filed with the community development department within ten
348 calendar days from the date of the initial decision.

349 (2) The appeal shall include the specific reasons for the appeal and any supporting
350 documentation.

351 (2) City council shall hear the appeal at the next regular city council meeting that is scheduled to
352 be held on a date that falls at least ten days after the city's receipt of the appeal.

353 (3) After considering the appeal, city council may uphold, reverse or modify a permitting-related
354 decision. The decision of city council is final.

355 **Section 11-15. Termination of special event.**

356 The Marion County Sheriff's Office or designee may terminate a special event whether permitted
357 or unpermitted and disperse participants and spectators as deemed necessary due to breach of peace
358 or any violation of law, including, but not limited to violations of this chapter.

359 **Sec. 11-16. Unauthorized acts.**

360 It shall be a violation of this chapter for any person to:

361 (1) Hold a special event that requires a permit under this chapter without obtaining the
362 approved permit.

363 (2) Fail to conduct the special event as presented on the application.

364 (3) Hold a special event that violates the terms and conditions of the special event permit.

365 (4) Hold a special event that violates the law, including, but not limited to, laws relating to
366 traffic regulations, disturbing the peace, public nuisance, unlawful assembly, and/or
367 trespass.

368 **Sec. 11-17. Administration and implementation.**

369 (a) The city clerk shall be responsible for administering and implementing this chapter and may
370 designate city employees as deemed necessary in order to facilitate administration of this
371 chapter.

372 (b) The city council may develop reasonable policies to implement this chapter.

373 **Sec. 11-18. Animals at public events.**

374 Animals shall be permitted at public events, at the discretion of the applicant. Animals
375 providing a service to a person with a disability as defined by the Americans with Disabilities Act
376 and Florida law (service animals) may not be excluded from any public event. The following shall
377 apply to all animals (including service animals) attending public events:

378 (1) Animals must be leashed at all times, except for service animals if the disability of the
379 owner/handler does not allow for the animal to provide effective assistance when
380 leashed.

381 (2) Animals must be trained so that, absent illness, the animal controls its waste elimination.

382 (3) Animals must be maintained in compliance with the city's animal control and public
383 health ordinances.

384 (4) The owner/handler of an animal will be responsible for any injury, damage, or
385 destruction caused by the animal.

386 (5) An animal may be excluded from a public event if the animal's behavior poses a direct
387 threat to the health, safety, or welfare of others.

388 (6) Providing false information about or misrepresenting the status of a service animal is
389 punishable as a second-degree misdemeanor under Florida law.

390

391 **SECTION 4. SEVERABILITY.** If any section, subsection, sentence, clause, phrase, or portion
392 of this Ordinance is for any reason held invalid or unconstitutional by any court of competent
393 jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and
394 such holding shall not affect the validity of the remaining portions hereof.

395 **SECTION 5. CONFLICTS.** All ordinances or parts of ordinances in conflict herewith are
396 hereby repealed to the extent of such conflict.

397 **SECTION 6. CODIFICATION.** The provisions of this Ordinance shall become and be made a
398 part of the Code of Ordinances of the City of Dunnellon, Florida. The sections of this Ordinance
399 may be renumbered or re-lettered to accomplish such intention, and the word "ordinance" may be
400 changed to "section," "article," or other appropriate word.

401 **SECTION 7. EFFECTIVE DATE.** This Ordinance shall take effect immediately upon its
402 adoption.

Upon motion duly made and carried, the foregoing ordinance was adopted on the first reading
on the _____.

Upon motion duly made and carried, the foregoing ordinance was adopted on the second and
final reading and public hearing on the _____.

Ordinance Posted on the City's website on _____, 2026. Public hearing advertised on the
City's website on _____, 2026 and advertised in the Riverland News on
_____, 2026.

Walter L. Green, Mayor

Attest:

Amanda L. Odom, CMC
City Clerk

Approved as to Form:

Andrew J. Hand, City Attorney

CERTIFICATE OF POSTING

I HEREBY CERTIFY that copies of the foregoing Ordinance were posted at City Hall, the Chamber of Commerce, and Dunnellon Library, in the City of Dunnellon, Florida, and on the City's Official Website this ____ day of _____ 2026.

Amanda L. Odom, CMC
City Clerk

Exhibit “A”

ARTICLE I. IN GENERAL

Sec. 11-1. Purpose.

Special events are an integral part of tourism, economic development, and a sense of community in the city. As such, it is the purpose of these regulations to promote success, manage impacts, and protect the public health, safety, and welfare at special events held in Dunnellon.

Sec. 11-2. Exemptions.

The provisions of this chapter shall not apply to the following:

- (1) City events;
- (2) Funeral processions and services;
- (3) Events conducted entirely on private property that do not meet the definition of "special event";
- (4) Sports activities occurring at sports facilities located on city property.

Nothing in this chapter shall limit the city's ability to enter into any agreement on such terms and conditions as the city determines to be favorable for the use of city property.

Sec. 11-3. Definitions.

The following words, terms, and phrases, when used in this chapter, shall have the stated meanings, except where the context clearly indicates a different meaning:

Applicant means any person or organization that seeks a permit from the city to conduct a special event governed by this chapter.

Right of way is land which by deed, conveyance, agreement, easement, dedication, usage, or process of law is reserved for or dedicated to the general public for traveling purposes, including all roads, streets, alleys, sidewalks, trails, paths, utilities, drainage ways, shoulders, and the publicly controlled land immediately abutting and appurtenant to the traveled and drainage ways.

Special event means an organized, temporary activity or series of temporary activities held outdoors on public property, and open to the public by advertisement or invitation, with or without charge. Any reference to "special event" in the Code other than in this chapter shall mean "special event" as defined herein.

Special events team means representatives from police, public works, and other relevant departments designated by the city clerk to administer the provisions of this chapter.

Sec. 11-4. Special event criteria.

- (a) All special events must be planned and conducted in accordance with the following objectives:
 - (1) The special event provides a unique and organized civic, cultural, educational, entertainment, or recreational activity or experience.
 - (2) The size, attendance, and nature of the special event are suitable for the proposed location and duration.
 - (3) Both vehicle and pedestrian traffic associated with the special event must be managed to accommodate expected attendance.
 - (4) If deemed necessary by the city, a parking plan shall be provided to accommodate special event staff, participants, and spectators.

- (5) Adequate security, emergency medical services, and fire protection services, as determined by the chief of police and fire chief, must be provided to protect the safety of special event staff, participants, spectators, and the public.
 - (6) All temporary structures are safe as determined by the fire department.
 - (7) Restroom facilities must be provided to accommodate expected special event attendance.
 - (8) Trash must be managed and removed in a timely manner after the special event, and the site must be returned to the same or better condition than before the special event.
 - (9) Noise must be managed to minimize the impact on neighboring residences and businesses.
 - (10) Economic and other impacts to city residences and businesses must be adequately considered so that the net aggregate impact of the special event on the area is positive.
- (b) The applicant shall demonstrate the ability to successfully carry out the proposed special event, including, if applicable, a past record of successful special event performances.
 - (c) The applicant shall ensure that the special event is conducted in compliance with all applicable laws, ordinances, and city policies, regulations, and procedures.
 - (d) The applicant shall obtain any and all additional permits/approvals required to conduct the special event or related activities as deemed necessary by the city and/or as otherwise required by any entity with jurisdiction over the applicant's proposed activities or area where the special event is proposed to take place.

Sec. 11-5. Special event permits.

All special events held in the city will require a special event permit.

Sec. 11-6. Application procedures and requirements.

- (a) An applicant shall complete a special event permit application in the form prescribed by the city.
- (b) If the special events team determines that an applicant otherwise meets the criteria for a special event permit, but additional information is needed, the applicant shall submit such additional information in the form requested by the city before a permit decision is made.
- (c) Each special event permit application shall be filed at least 120 days in advance of the event date in order to provide adequate notice for organizing city services. Applications that are not submitted in a timely manner may be denied unless the applicant demonstrates to the city clerk that compliance within the deadline was impractical or impossible, or the clerk determines that the delayed application will not impair the city's ability to accomplish the purposes of this chapter.
- (d) If a special event involves multiple governmental jurisdictions, the applicant is required to obtain all applicable written authorizations from other jurisdictions related to the special event.

Sec. 11-7. Application processing.

- (a) *Determinations.* The special events team shall make decisions on completed applications only. They shall determine whether to impose permit conditions and whether the applicant has demonstrated that the applicable requirements are satisfied.
- (b) *Withdrawal.* An applicant may withdraw the application prior to the issuance of an approval or denial. The city may consider an application withdrawn if the applicant fails to provide requested information or explanation of why the information cannot be provided within 15 calendar days of the request. The applicant shall pay to the city all actual costs incurred by the city as a result of the withdrawal.

- (c) ~~Cancellation.~~ An applicant shall notify the community development department immediately once the applicant knows that a permitted special event will not occur. The applicant shall pay to the city all actual costs incurred by the city as a result of the cancellation.
- (d) ~~Misrepresentations.~~ If the applicant makes an intentional misrepresentation on an application, such as a significant understatement of the anticipated number of participants, the applicant shall pay to the city all actual costs incurred by the city as a result of the misrepresentation. This provision does not apply to crowd size when adversely impacted by weather or disaster.

Sec. 11-8. Fees, charges, and expenses.

- (a) ~~Fees.~~ A nonrefundable application fee set forth in the fee schedule, which is adopted by the city from time to time by resolution, shall accompany a permit application. Prior to issuance of the special event permit, the applicant shall pay all other applicable non-refundable fees as determined by the city, as set forth in the fee schedule, which is adopted by the city from time to time by resolution.
- (b) ~~City support services.~~ City support services shall be provided for special events as determined by the city to protect the health and safety and welfare of the public. The costs of such services shall be set forth in the fee schedule adopted by resolution and paid to the city by the applicant no less than 30 days prior to the event.
- (c) ~~Police, fire, emergency medical services, traffic and crowd control.~~ Police, fire protection, emergency medical services, and traffic and crowd control, to the extent determined necessary by the city, shall be provided at applicant's expense. The cost of such services shall be set forth in the fee schedule adopted by resolution and paid to the city by the applicant no less than 30 days prior to the event.
- (d) ~~Additional costs.~~ In addition to the costs set forth in this section, the applicant shall pay to the city any additional actual costs incurred by the city, as supported by invoice.

Sec. 11-9. Insurance.

The applicant of a special event being conducted on city property must provide certificates of insurance naming the city as an additional insured for all insurance coverage required by the city at the sole discretion of the city. All such required insurance shall be issued by an insurance company authorized to do business in the state with a rating specified by the city.

Sec. 11-10. Indemnification.

The applicant of a special event being conducted on city property must agree to indemnify, defend and hold the city harmless from and against any and all claims, suits, causes of action, damages, losses and expenses incurred by the city, which are caused by the acts and/or omissions of the Applicant, or any of its employees, agents, subcontractors, representatives, volunteers, invitees, or the like. Said indemnification, defense, and hold harmless shall not be limited by any required insurance coverage amounts.

Sec. 11-11. Decision on special event application.

- (a) ~~Special conditions.~~ The city's special events team may approve an application subject to special permit conditions and may also determine the means necessary for complying with such conditions in order to ensure that the special event objectives set forth herein are met. If special conditions are imposed, the city shall notify the applicant in writing of the required conditions.
- (b) ~~Denial.~~ If a special event application is denied, the city shall notify the applicant in writing of the action, including:
 - (1) The grounds for denial.
 - (2) An explanation of the applicant's right to appeal the action.

- (3) — An explanation of the right to resubmit the application, the total amount of fees to be assessed if the application is resubmitted and the calculation of such fees.

Sec. 11-12. Permit revocation.

- (a) — A permit may be revoked by the chief of police for any of the following reasons:
 - (1) — Failure to conduct the special event as presented on the application.
 - (2) — Failure to comply with terms and conditions of the permit.
 - (3) — Failure to adequately pay the billed fees by the city in a timely manner.
 - (4) — The special event poses a threat to public health, safety, or welfare.
 - (5) — State of emergency declared by the city or another governmental entity.
- (b) — If a special event permit is revoked, the city shall notify the applicant in writing of the action, including:
 - (1) — Grounds for revocation.
 - (2) — Explanation of the right to appeal the permit revocation except in the event of a declared state of emergency.

Sec. 11-13. Appeal of denial, special condition or revocation.

- (a) — If a special event permit has been denied or revoked, or special conditions imposed, by the city, an applicant may appeal the denial, revocation or special conditions to city council as follows:
 - (1) — The appeal must be filed with the community development department within ten calendar days from the date of the initial decision.
 - (2) — The appeal shall include the specific reasons for the appeal and any supporting documentation.
- (2) — City council shall hear the appeal at the next regular city council meeting that is scheduled to be held on a date that falls at least ten days after the city's receipt of the appeal.
- (3) — After considering the appeal, city council may uphold, reverse or modify a permitting related decision. The decision of city council is final.

Sec. 11-14. Termination of special event.

The chief of police or designee may terminate a special event whether permitted or unpermitted and disperse participants and spectators as deemed necessary due to breach of peace or any violation of law, including, but not limited to violations of this chapter.

Sec. 11-15. Unauthorized acts.

It shall be a violation of this chapter for any person to:

- (1) — Hold a special event that requires a permit under this chapter without obtaining the approved permit.
- (2) — Fail to conduct the special event as presented on the application.
- (3) — Hold a special event that violates the terms and conditions of the special event permit.
- (4) — Hold a special event that violates the law, including, but not limited to, laws relating to traffic regulations, disturbing the peace, public nuisance, unlawful assembly, and/or trespass.

Sec. 11-16. Administration and implementation.

- (a) ~~The city clerk shall be responsible for administering and implementing this chapter and may designate city employees as deemed necessary in order to facilitate administration of this chapter.~~
- (b) ~~The city council may develop reasonable policies to implement this chapter.~~

Sec. 11-17. Animals at public events.

~~Animals shall be permitted at public events, at the discretion of the applicant. Animals providing a service to a person with a disability as defined by the Americans with Disabilities Act and Florida law (service animals) may not be excluded from any public event. The following shall apply to all animals (including service animals) attending public events:~~

- (1) ~~Animals must be leashed at all times, except for service animals if the disability of the owner/handler does not allow for the animal to provide effective assistance when leashed.~~
- (2) ~~Animals must be trained so that, absent illness, the animal controls its waste elimination.~~
- (3) ~~Animals must be maintained in compliance with the city's animal control and public health ordinances.~~
- (4) ~~The owner/handler of an animal will be responsible for any injury, damage, or destruction caused by the animal.~~
- (5) ~~An animal may be excluded from a public event if the animal's behavior poses a direct threat to the health, safety, or welfare of others.~~
- (6) ~~Providing false information about or misrepresenting the status of a service animal is punishable as a second-degree misdemeanor under Florida law.~~