

Special Event Checklist





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Purpose of Special Event Checklist is to supplement the existing Operations and Procedures Manual Chapters 9,11 &12. This does not replace the authority of the OPM. The checklist is a guide through the process. Items are not presented in depth but give a reference to procedures. For authority refer to the OPM chapters 9,11 &12. In addition to the OPM, CSO's should refer to their CSO Agreement and F.S. 258 for guidelines on use of park facilities.

Attachments

Division of Recreation and Parks Special Event/Festival Application
Division of Recreation and Parks Special Event/Festival Program Evaluation

Park New Special Event Procedures



1. Fill out “Division of Recreation and Parks, Special Event/ Festival Application” form; in OPM chapter 12, Park Programming.
2. Send application 6 to 12 months before the scheduled event to District 2 for review to:

Joni Ellis, PPDS
Attn: Special Events Application
Bureau of Parks District 2
4801 SE 17th St
Gainesville Florida 32641
3. The District must give a minimum of 30 days notice to the park manager before an event can be scheduled.
4. For profit events require 12 months advance notice.
5. Joni Ellis will contact you via e-mail *.
 - ✓ Confirm with the okay to proceed.
 - ✓ Or, will ask questions for confirmation before the Park can proceed with the Special Event.
6. Send “Division of Recreation and Parks Special Event/Festival Program Evaluation” form to District 2 [Attn: Joni Ellis] after the event has been put on.

- * Approval can take up to 6 months or more because of the following issues or requests:
- ✓ Fee Waivers
 - ✓ Impact on sensitive natural & cultural areas
 - ✓ Incomplete form
 - ✓ Special Event Permit
 - ✓ Contract
 - ✓ Necessary Division review
 - ✓ For profit event
 - ✓ Division approval of special event that includes other governmental agencies or political representatives

Park Annual Special Event Procedures



7. If there are changes to the special event, fill out changed issues on the “Division of Recreation and Parks, Special Event/ Festival Application” form in OPM chapter 12, Park Programming.
 - A. Send changes to application 4 to 6 months before the scheduled event to District 2 for review to:

Joni Ellis, PPDS
Attn: Special Events Application
Bureau of Parks District 2
4801 SE 17th St
Gainesville Florida 32641
 - B. The District must give a minimum of 30 days notice to the park manager before an event can be scheduled.
 - C. Joni Ellis will contact you via e-mail.
 - ✓ Confirm with the okay to proceed.
 - ✓ Or, will ask questions for confirmation before the Park can proceed with the Special Event.
 - D. Send “Division of Recreation and Parks Special Event/Festival Program Evaluation” form to District 2 [Attn: Joni Ellis] after the event has been put on.

Continue on next page for events that have not changed from the previous year and are an annual event.

Park Annual Special Event
Procedures

Continued...

8. If there are no changes to the event, then notify Joni Ellis at District via a memo with the original event form attached.

- E. Send memo 2 months before the scheduled event to District 2 for review to:

Joni Ellis, PPDS
Attn: Special Events Application
Bureau of Parks District 2
4801 SE 17th St
Gainesville Florida 32641

- F. The District must give a minimum of 30 days notice to the park manager before an event can be scheduled.

- G. Joni Ellis will contact you via e-mail.

- ✓ Confirm with the okay to proceed.
- ✓ Or, will ask questions for confirmation before the Park can proceed with the Special Event.

- H. Send “Division of Recreation and Parks Special Event/Festival Program Evaluation” form to District 2 [Attn: Joni Ellis] after the event has been put on.

Fee Waiver Request Procedures



9. Generate a Memo to Torrey Johnson, Chief requesting a special event fee waiver. Attach the “Division of Recreation and Parks, Special Event/Festival Application” form.

Torrey Johnson, Chief
Attn: Special Events Fee Waiver
Bureau of Parks District 2
4801 SE 17th St
Gainesville Florida 32641

10. Send fee waiver request 4-6 months before the scheduled event to District 2.
11. Torrey Johnson will reply to the request with a letter of approval addressed to the park manager. A copy of the approval will be sent to the Division.
12. This request MUST be submitted for:
 - ✓ All new special events
 - ✓ And, All annual special events

Short Term Vendor Permit Procedures



13. A Short Term Vendor Permit was designed for use at special events to solicit food vendors, craftsman settlers and other appropriate vendors. Refer to chapter 9 of Operations and Procedures Manual.
14. These permits should be used for short periods of 1-3 days.
15. Fees will be set by the park manager in consultation with the district bureau chief on a per event basis. Considerations in arriving at fees are expected attendance, number of invited, event duration and project daily gross sales per vendor.
16. A minimum of \$25.00 per day should be charged for an event.

Special Use Permit Procedures



17. A Special Use Permit is a temporary agreement with a vendor or concessionaire or a non-profit. A Special Event Permit outlines the nature of an agreement between the special event applicant and the Division of Recreation and Parks. Items typically included are insurance and use of facilities. Refer to Operations and Procedures Manual Chapter 9.
18. The District office and Bureau of Operational Services review a Special Event Permit. The Division Director executes the Special Use Permit.
19. An event that typically requires a Special Use Permit are:
 - ✓ Events put on by out side contractors for profit
 - ✓ Events put on by out side non-profits for profit

This is not an exhaustive list. Please note that there are other variables or types of events that require a Special Use Permit.

20. A Special Use Permit takes 4-6 months to generate, review and have signed by authorities.
21. Determination of a Special Use Permit need is decided between the park and the district. The “Division of Recreation & Parks, Special Event/ Festival Application” should be completed and submitted to determine this need.
22. Park Manager prepares the Special Event Permit, with Judi Maxwell’s - AA District 2 - assistance.

Dos & Don'ts of Special Events



- ✓ Plan a new Special Event 9 months in advance. Six months is the least amount of time you should give planning.
- ✓ Park Manager notifies district of Annual Special Event via memo 2 month prior to event.
- ✓ Park Manager notifies district of Annual Special Event changes 4-6 months prior to event for review.
- ✓ Applicants are not authorized to conduct any marketing or promotional activities prior to final execution of the required "Division of Recreation & Parks Special Event/Festival Application" and the Special Use Permit, if applicable.
- ✓ For-profit organizations will be charged an appropriate event fee in addition to all normal admission fees.
- ✓ Special event Special Use Permits can take up to 4-6 months to process.
- ✓ Park Concessionaire Sponsored events require a Special Use Permit when the concession contract does not contain language giving the concessionaire the exclusive privilege of conducting the specific event or type of event being planned.
- ✓ Concessionaire's conducting events in parks will follow the same procedures required of CSO's and outlined in paragraphs 9.122 through 9.124 of the OPM in chapter 12.
- ✓ Alcoholic beverages are only permitted to be served at private parties, receptions and other activities sponsored by a park CSO and other groups which rents or uses park facilities after hours for their members or quests, by exclusive invitation only.

CSO Special Events Procedures



- ✓ Plan a new Special Event 9 months in advance. Six months is the least amount of time you should give planning. Refer to Operations and Procedures Manual Chapter 9,11 &12.
- ✓ The park manager prior to any special event publicity must approve CSO's event application in writing. The application will be reviewed for compliance with CSO permitted use of park facilities and park program support.
- ✓ Once approved, a "Division of Recreation and Parks, Special Event/Festival Application" must be filled out and forward to the District for review. Refer to "Park New Special Event Procedures and Park Annual Special Event Procedures" above for steps.
- ✓ Refer to "Fee Waiver Request" guidelines for fee waiver requests.
- ✓ The CSO will develop a "Short Term Vendor Permit" for use with all event support vendors. This permit is between the CSO and the vendor.
- ✓ A copy of all event contracts and vendor permits will be provided to the park manager prior to the event date.
- ✓ Alcoholic beverages are only permitted to be served at private parties, receptions and other activities sponsored by a park CSO and other groups which rents or uses park facilities after hours for their members or quests, by exclusive invitation only.

**DIVISION OF RECREATION AND PARKS
SPECIAL EVENT / FESTIVAL APPLICATION
(To be used for all new events)**

THE FOLLOWING IS A LIST OF CRITERIA THAT WILL BE USED IN DETERMINING THE VIABILITY OF THE PROPOSED USE OF STATE PROPERTY:

- INTERVAL BETWEEN APPLICATION SUBMITTAL AND EVENT TARGET DATE
- GOALS AND OBJECTIVES OF EVENT/COMPATIBILITY WITH DIVISION MISSION
- FACILITY REQUESTED
- COMPLIANCE WITH DIVISION OF RECREATION AND PARKS REGULATIONS / STANDARDS
- SPECIAL PERMITS REQUIRED
- CHARGES YOUR ORGANIZATION WILL INCUR (WHEN PARK ASSISTANCE IS REQUESTED)
- SECURITY AND SAFETY REQUIREMENTS
- IMPACT ON NATURAL AND CULTURAL RESOURCES
- OVERALL NET POSITIVE BENEFIT TO THE DIVISION

IF THIS APPLICATION IS APPROVED, THE APPLICANT (AND PRODUCTION COMPANY, IF APPLICABLE) MUST FURNISH THE DIVISION OF RECREATION AND PARKS PROOF OF LIABILITY INSURANCE, IN AN AMOUNT DETERMINED APPROPRIATE BY THE DIVISION, NAMING THE DIVISION AS ADDITIONAL INSURED. IF ALCOHOL IS TO BE SERVED AT THE EVENT OR FESTIVAL PROOF OF LIQUOR LIABILITY IN AN AMOUNT EQUIVALENT TO THAT FOR LIABILITY INSURANCE, AND NAMING THE DIVISION AS ADDITIONAL INSURED, MUST BE PROVIDED.

(ATTACH ADDITIONAL PAGES IF REQUIRED)

PART I: EVENT REQUEST

EVENT NAME: _____

PURPOSE OF EVENT: _____

REQUESTED LOCATION: _____

REQUEST DATES AND TIMES OF EVENT (NOT INCLUDING SET UP AND TAKE DOWN):

	DATE	DAY	BEGIN	END
EVENT DAY 1	_____	_____	_____AM/PM	_____AM/PM
EVENT DAY 2	_____	_____	_____AM/PM	_____AM/PM
EVENT DAY 3	_____	_____	_____AM/PM	_____AM/PM

SET UP FOR EVENT WILL BEGIN ON (DATE) _____ AT (TIME) _____

TAKE DOWN WILL BE COMPLETED BY (DATE) _____ AT (TIME) _____

ALTERNATIVE DATES OF EVENT OR RAIN DATES:

DATE	DAY	BEGIN	END
_____	_____	_____AM/PM	_____AM/PM

PART II: APPLICANT (cont.)

ADDITIONAL EVENT SPONSORS: _____

IF PROCEEDS OF THE REQUESTED EVENT ARE INTENDED FOR AN ORGANIZATION OTHER THAN THE APPLICANT, PLEASE PROVIDE THE FOLLOWING INFORMATION:

BENEFIT ORGANIZATION: _____

ADDRESS: _____

CITY / STATE: _____ ZIP: _____

CONTACT PERSON / TITLE: _____ PHONE: _____

TERMS OF AGREEMENT: _____

TOTAL ESTIMATED DONATION: _____

PART III: EVENT INFORMATION

SOME INDIVIDUAL PARKS HAVE EXCLUSIVE CONTRACTS WITH CONCESSIONAIRES. THIS WILL BE A CONSIDERATION DURING REVIEW OF THIS APPLICATION.

ATTACH COPY OF CONCEPTUAL EVENT SITE PLAN. INCLUDE, AS APPLICABLE, ALL STAGES, OTHER ENTERTAINMENT / ACTIVITY LOCATIONS, FOOD AND BEVERAGE BOOTHS, PORT-O-LETS, TICKET BOOTHS, ADDITIONAL DUMPSTERS, SPONSOR BOOTHS, FIRST AID STATIONS, FENCING, ETC.

DETAILED EVENT DESCRIPTION (ATTACH PAGES IF NEEDED): _____

DESCRIBE PLANNED PROMOTIONS AND MARKETING EFFORTS (ATTACH PAGES IF NEEDED): _____

ANTICIPATED ATTENDANCE: DAY 1 _____ DAY 2 _____ DAY 3 _____

ARE YOU PLANNING TO CHARGE AN ADMISSION, DONATION, PARTICIPANT FEE, ETC.?

YES_____ NO_____ IF YES, HOW MUCH? _____

PART III: EVENT INFORMATION (cont.)

WHAT TYPE OF CONCESSIONS WILL YOU HAVE? _____

ARE YOU PLANNING ON SELLING ALCOHOLIC BEVERAGES? YES____ NO____
(ALCOHOL CANNOT BE SOLD EXCEPT THROUGH A LICENSED RESTAURANT)

WILL THE EVENT INCLUDE ANY TYPE OF MUSIC? YES____ NO____

IF YES, PLEASE INDICATE BELOW:

TYPE: CLASSICAL ___ ROCK ___ JAZZ ___ COUNTRY ___ POP ___

OTHER ___ LIVE ___ D.J. ___ RECORDING ___ AMPLIFIED ___

WHO WILL PROVIDE CLEAN-UP SERVICE DURING AND AFTER THE EVENT? _____

EVENTS REQUIRING ELECTRICITY ARE THE RESPONSIBILITY OF THE APPLICANT AND MUST HAVE A MASTER ELECTRICIAN ON SITE.

NAME OF ELECTRICIAN: _____ PHONE: _____

COMPANY NAME: _____ LICENSE NUMBER: _____

ALL SECURITY AND SAFETY PLAN REQUIRMENTS WILL BE DETERMINED AND COORDINATED BY THE DIVISION OF RECREATION AND PARKS.

ARE YOU REQUESTING SERVICES FROM THE DIVISION? YES____ NO____

IF YES, WHAT SERVICES ARE YOU REQUESTING? (ADDITIONAL FEES MAY APPLY)

WILL OTHER GOVERNMENT AGENCIES BE INVOLVED? YES____ NO____

IF YES, NAME AGENCIES AND EXPLAIN CAPACITY. _____

THE INFORMATION I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. IF THIS APPLICATION IS APPROVED, I UNDERSTAND THAT I MUST FURNISH A CERTIFICATE OF GENERAL LIABILITY INSURANCE NAMING THE DIVISION OF RECREATION AND PARKS AS ADDITIONALLY INSURED, AND (IF APPLICABLE) A CERTIFICATE OF LIQUOR LIABILITY INSURANCE NAMING THE DIVISION OF RECREATION AND PARKS AS ADDITIONALLY INSURED. I ALSO AGREE TO PROVIDE A NOTARIZED FINANCIAL STATEMENT OF THE EVENT TO THE DIVISION OF RECREATION AND PARKS WITHIN TWENTY DAYS OF THE EVENT CONCLUSION.

SIGNATURE

TITLE

DATE

PLEASE RETURN THIS COMPLETED APPLICATION AND CONCEPTUAL SITE PLAN TO:

**DIVISION OF RECREATION AND PARKS
SPECIAL EVENT / FESTIVAL EVALUATION**

EVENT NAME: _____

PARK: _____ DATE: _____

ATTENDANCE:

Number of Event sponsor Staff and Volunteers Who Worked the Event: _____

Number of Park Staff Assigned to Event: _____

Number of Law Enforcement Personnel Who Worked the Event: _____

Number of Performers/Demonstrators Participating: _____

Number of Vendors participating: _____

Number of Spectators Attending the Event: _____

PUBLICITY (check all used): In-kind Media ____ TV ____ Radio ____
 Newspaper ____ Flyer ____ Highlights ____
 Press Release ____ Poster ____ By Sponsor ____

Suggestions for future publicity:

CONCLUSIONS/RECOMMENDATIONS:

A. Describe the objectives of event: _____

B. Discuss any problems and how they were handled: _____

C. Maintenance/Other Assistance (if any) required: _____

D. Do you feel the event should be continued? Yes ____ No ____
Comments: _____

E. What changes/recommendations would you make? _____

PARK MANAGER'S SIGNATURE OR DESIGNEE: _____

Print name/title

Special Event Planning Worksheet

Bureau of Parks District 2

Please attach additional sheets as needed.

Event Description:

1. What type of event?

2. When will the event take place?

3. Is this a CSO sponsored event?

4. Event theme. Is the event appropriate to the park's natural, cultural and/or recreational resources?

5. Does the event pose a threat to public welfare or adversely affect the parks natural and cultural resources?

6. Specific objectives of the event.

7. What benefits will the park realize from this event?

Event Planning:

8. List the planning activities. [Include committees, time lines, budget, etc...]

9. Address parking and security plans.

10. What is the projected attendance? Does the affect carrying capacity?

11. Restroom facilities. [Are rentals need according to project attendance?]
12. Will food and refreshments be served? [By a vendor? By the CSO? Or, the park concessionaire?]
13. Will there be vendor items other than food items?
14. Are alcoholic beverages requested to be served at the event? Is the event after hours? Does the vendor have a liquor license to serve at a State Park? Does the vendor have proof of liquor liability?

Park Operations:

15. Are there adjustments to normal operating hours?
16. Is there a request to adjust entrance fees? Has the District Bureau Chief approved it?
17. Will there be a disruption of normal park operations?
18. Will additional park personnel be required? Will volunteers be required?
19. Is there an emergency action plan in place? Does the park manager approve it?
20. Who will handle the event promotion and marketing?

21. What is the estimated cost to the park?

Special Use Permits:

22. Will a Special Use Permit be required?

23. Does this event need approval from the Bureau of Operational Services?