



# SPECIAL EVENTS FEES AND REQUIREMENTS

## Do I need a Special Event Permit?

**Public Property** - An application is needed for any festival, celebration, concert, parade, block party, art show, craft show or other gathering of 25 or more persons having common purpose, design or goal, all or any portion of which will take place on public property or right-of-way.

**Private Property** - A special event application is needed for outdoor uses and activities held on private property. This includes commercial sales activities; exhibitions, displays, performances; fairs, carnivals, bazaars, contests, rodeos; installation of temporary tents and any other activity tending to create or cause abnormally large or excessive crowds or traffic and poses a detrimental effect on the public health, safety and welfare.

## How do I get started?

Reserve your date simply by completing a “**Hold the Date Request**” form and paying a **\$25 non-refundable application fee and a Security Deposit** at the City of Stuart Annex Building, 101 SW Flagler Avenue, Stuart, FL. This will hold your date and location in the City’s Reservation System.

The full “**Special Event**” application is located on the City’s website at [www.cityofstuart.us](http://www.cityofstuart.us); click on **Special Events Home**, the application should be completed and submitted within the timeframe listed below. We will assist your organization in meeting review deadlines to keep the process on track.

The **Submission period for Events on Public Property** is as follows and is in accordance with the current City Ordinance. A Late Fee will be assessed if turned in less than the listed amount of days.

<u>Level</u>	<u>Attendance</u>	<u>Due in Community Services Department</u>
1	25 -100	30 days in advance
2	101 - 500	30 days in advance
3	501 - 1000	90 days in advance
4	1001 - 5000	90 days in advance
5	5001 or more	180 days in advance

The **Submission period for Events on Private Property** is as follows and is in accordance with the current City Ordinance. A Late Fee will be assessed if turned in less than the listed amount of days.

<u>Level</u>	<u>Attendance</u>	<u>Due in Community Services Department</u>
1	25 - 500	14 days in advance
2	501 - 1000	30 days in advance
3	1001 - 5000	90 days in advance
4	5001 plus	180 days in advance

## **Late Submission Fee – \$10 (per day after deadline)**

Calculation for submission period includes the first day of your event but not the day you turn in your permit, when counting days include weekends and holidays.

## **What are the fees to hold an event on Private Property?**

<b>Application Fee</b>	<b>Private Property Fee</b>	<b>Security Deposit</b>
<b>\$25.00</b>	<b>\$50.00</b>	<b>NONE</b>

## What are the fees to hold an event on Public Property?

Level	Base Fee	Security Deposit
1	\$75.00	\$100.00
2	\$150.00	\$200.00
3	\$300.00	\$400.00
4	\$400.00	\$800.00
5	\$600.00	\$2000.00

All event applications (Private or Public) are subject to additional charges for Police services, Fire services, Sanitation services, Tent Inspection fees, and Facility fees.

**Definition of Event Levels** The following is the City's definition of Event Levels:

**Level 1 - \$75** – Special Event requests expecting 25 to 100 participants and will require very little planning, coordination, review and administrative support from City Departments. Any events which require primary or extensive road closures will be classified as Level 4 events.

**Level 2 - \$150** – Special Event requests expecting 101 to 500 participants and will require little planning, coordination, review and administrative support from City Departments. Any events which require primary or extensive road closures will be classified as Level 4 events.

**Level 3 - \$300** – Special Event requests expecting 501 to 1000 participants and will require moderate planning, coordination, review and administrative support from impacted City Departments. Any events which require primary or extensive road closures will be classified as Level 4 events.

**Level 4 - \$400** – Special Event requests estimating 1001 to 5000 participants and will require substantial planning, coordination, review and administrative support from impacted City Departments. Any events which require primary or extensive road closures will be classified as Level 4 events.

**Level 5 - \$600** – Special Event requests estimating 5001 participants or more and will require substantial planning, coordination, review and administrative support from impacted City Departments.

### **Are there any additional fees for service?**

Additional fees for services will apply depending on your special event permit requirement. **These fees will be applied in addition to your Application Fee and Base Special Event Fee.** Staff hours exceeding the costs built into the Base Special Event Fees will be billed to the applicant for set-up and delivery costs and will be billed to the applicant at a base rate determined by the City of Stuart using hourly salaries of employees performing special services.

### **Who is responsible for garbage and trash receptacles?**

The event organizer is responsible for all garbage created at the event. If the event is held on public property, the event organizer **MUST** use city garbage services. The Sanitation Division determines the necessary number of receptacles needed for your event based on your Special Event Application.

95 Gallon Green Cart	One per every 100 participants or less	\$25.00	Includes delivery and cleaning
Additional 95 Gallon Green Carts	For each additional 95 Gallon Cart	\$7.00	Includes delivery and cleaning
Recycle Carts	No Charge	\$0.00	Includes delivery and cleaning
Dumpster 4 cubic yards	500 participants or less	\$140.00	Includes delivery and cleaning
Dumpster 8 cubic yards	500-1000 or more	\$180.00	Includes delivery and cleaning
Administrative Fee		\$5.00	

### **Extra Duty Police Detail**

Extra Duty Police Detail Officers are paid \$40 per hour/per officer (also if alcohol is served). Event captain rate are paid \$45.00 per hour/with (5) five or more simultaneous officers at event. An additional \$10 administrative processing fee will be added to cover staff coordination and planning per event.

### **Extra Duty Fire Department Detail**

Extra Duty Fire Department EMT/Fire Medics are paid \$50 per hour/per EMT/ Fire Medic. Fire Safety Inspection \$35.00 per hour for food being cooked on site, food truck etc. An additional \$10 administrative fee will be added to cover staff coordination and planning per event. Additional costs may apply depending on requested apparatus (i.e. ambulance, cart, fire truck, etc.) and the required number of personnel to staff these requests.

### **Tent Inspection Fees**

The City of Stuart Fire Inspector is required to inspect any tent used at a Special Event that is larger than a 10'x10' tent or if 2 or more 10'x10' tents are attached or closer than 4-feet. The charge for one tent (1) inspection is \$100. If there are two to five (2-5) tents the charge is \$200. If there are six or more (6+) tents or festival the charge is \$300. The event organizer must contact the Inspector to arrange a time for the inspection. All Tents must be weighted down – **NO STAKES ALLOWED.**

### **Public Works Department**

The Public Works Streets Division shall determine the necessary number of barricades and cones needed for your event based on your Special Event Application. Additional equipment is available for additional charges. (See attached rate sheet).

### **Community Services Department**

Special Events that directly impact or prohibit other uses of the Community Center, Park Pavilions and/or Facilities will be charged the going rate.

### **Do I need insurance?**

Yes, a certificate of Liability Insurance must be submitted prior to the Special Event. All applicants must obtain and provide the City of Stuart with a properly executed Certificate of General Liability Insurance coverage. Public Property requires **minimum limits of \$1 Million Dollars for each occurrence and \$2 Million Dollars aggregate limits.** This policy must name the event organizer and the City of Stuart as "Additional Insured". If event requires a County road closure, Martin County needs to also be named. The City of Stuart reserves the right to request a copy of the entire general liability policy. All vehicles participating in parades must have the minimum liability insurance as required by Florida Statutes and will provide proof of such insurance upon submission of application for parade. A refundable bond may be required at the discretion of the City Manager in an amount sufficient to reimburse the city its cost in restoring the site to its former condition.

### **I plan on serving alcohol, what do I need?**

If Alcoholic Beverages will be sold at an event or consumed outside of the premises of a licensed establishment, then a "License Extension or Special Event License": form BPR 42-058 will need to be submitted to the Division of Alcoholic Beverages and Tobacco. A copy of the approved license must be submitted to the City of Stuart upon application of the Special Event. In addition, any Special Event Applications requesting the serving of Alcohol will be required to hire at least one (1) or more Extra Duty Police Detail Officers depending on the size and impact of their event. The number of officers will be determined by the Stuart Police Department.

### **What if I want to close a County or State Road?**

County and State Road Closures require a 60 day notice upon completion of the permit process. It is the responsibility of the event organizer to initiate the road closure request with the appropriate agency (Department of Transportation or the Coast Guard). A copy of the permit from each of these organizations must be submitted to the city upon application of the special event. In addition, any Special Event Applications requesting a road closure within city limits will be required to hire at least one

(1) or more Extra Duty Police Detail Officers depending on the size and impact of their event. The number of officers will be determined by the Stuart Police Department.

### **Are banner advertisements allowed?**

Banners, flags, balloons and similar devices that are designed to attract attention, are prohibited per section 8.02.00 of the Land Development Code. Non-Profit Organizations and Community events may be permitted to display banner(s) with approval from the Special Events Coordinator. Banner permit stickers will be issued for approved banners and must be displayed on the front of all banners. Banners not displaying the appropriate sticker will be removed by city officials. Banners to be displayed on private property must submit a letter from the owner to the city giving permission for the display. Some locations are limited to one banner at a time and the locations are approved on a first come first serve basis. The event organizer is responsible for hanging, placing, and removal of banners. Approved banner locations are identified on the 'Banner Permit Application'

### **Can I use a message board to advertise my event?**

No, City message boards are for notification of road closure and detours only.

### **What do I need to show on the site plan?**

The site plan assists staff with review and approval of the permit.

Please include all the items that apply:

- Food vendors - approximate number and type
- Entertainment / Stages - approximate number and type
- Display areas
- Tent locations
- Directional Signage
- Parking on and off-site
- Parking for RV
- Traffic ingress and egress points
- Bathroom / sanitation facilities
- Garbage collection areas
- Lighting areas
- First aid area
- Alcoholic beverage distribution

### **Who will contact me about the status of my application?**

The Community Services Special Event Coordinator or a staff member from the Community Services Division will contact you as needed throughout the review process of the permit.

### **Miscellaneous Information**

Special Event Permit Applications / Banner Applications / ABT forms and more are available on-line at [www.cityofstuart.us](http://www.cityofstuart.us) under Community Services then under Special Event Downloads. The applications should be submitted within the thirty (30), ninety (90) or one hundred-eighty (180) day period prior to the scheduled event to using the approved "Special Events" Application Form. All approved Special Events will be placed on a Master Special Events Calendar developed by the City of Stuart.

**The City of Stuart reserves the right to deny any Special Event application or request that either competes directly or indirectly with annual events that regularly occur within the City of Stuart.**