



Special Events Talking Points

March 23, 2016

CITY OF STUART, 121 SW FLAGLER AVENUE, STUART, FLORIDA 34994
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*“For more information on
City of Stuart Special
Event applications
please visit
<http://www.cityofstuart.com/index.php/spevents>*

First: What you need to know

Permitting more than 300 special events every year, the City of Stuart has developed a highly efficient, streamlined application process. This includes a “hold the date” form with special event application and site plan, application fee and security deposit, formal internal review process by city staff, and any final payment for additionally needed city resources or accommodations. Event organizers will need to provide critical event details on the permit application as the special event will be vetted by city staff to ensure legal compliance and a safe event.

What qualifies as a “special event?”

Any outdoor activities held on public or private property is defined as a special event when 25 or more persons are gathered.

What details are required for a permit?

In addition to basic event sponsor and organizer contact information, all special event applications will need to provide:

- ✓ Date, location, and name of the event
- ✓ Number of total persons expected to attend the event
- ✓ A detailed description of the event and event history
- ✓ Information regarding a need for road and street accommodations, closures, and event parking
- ✓ If food and alcohol will be served or sold at the event including illustrating vendor locations on the event site plan/map
- ✓ Whether or not music will be provided at the event
- ✓ Trash, sanitation, recycling needs or services for the event
- ✓ Fire/EMS services needs
- ✓ Private security or other public safety service needs
- ✓ Additional information relating to tents, stages, animals, amusements and/or rides including bounce houses, etc.
- ✓ Promotional/advertising plans for the event and any other information believed to be critical event details

What costs are associated with event permits?

Although additional fees may be required after review of event details by city staff, an initial non-refundable \$25 application fee is due at time of application including an initial security deposit and fee structure as follows:

<i>Special Events on Public Property</i>				
Level	Attendance	Application Due	Base Fee	Deposit
1	500 or less	30 days in advance	\$125	\$200
2	501 - 1000	30 days in advance	\$200	\$400
3	1001-5000	90 days in advance	\$300	\$800
4	5001 or more	180 days in advance	\$600	\$2000

*Late Submission Fee of \$50

<i>Special Events on Private Property</i>				
Level	Attendance	Application Due	Base Fee	Deposit
1a	25-50	14 days in advance	\$25	NONE
1	51-500	14 days in advance	\$50	NONE
2	501-1000	30 days in advance	\$50	NONE
3	1001-5000	90 days in advance	\$50	NONE
4	5001 or more	180 days in advance	\$50	NONE

*Late Submission Fee of \$50

What needs to be shown on the site plan?

- ✓ Food vendor locations
- ✓ Entertainment including stages
- ✓ 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

What about Insurance or Alcohol Licenses?

A certificate of liability insurance must be submitted prior to the Special Event including the City of Stuart as an added insured within the policy. Minimum policy limits of \$1 million for each occurrence and \$2 million dollars of aggregate are also required before event approval. If alcoholic beverages will be sold at the event, then a License Extension or Special Event License (form BPR 42-058) will be required. Please see the Division of Alcoholic Beverages and Tobacco for more information.

Where to go for more information

- ❖ More information on City of Stuart Special Event permitting may be found at: <http://www.cityofstuart.com/index.php/spevents>