



# TOWN OF MELBOURNE BEACH

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BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

## Special Event Permits Information Manual

### Special Events

A Special Event is defined as any meeting, activity, parade, gathering or group of persons, animals or vehicles, or a combination thereof having a common purpose, design or goal, upon any public street, sidewalk, alley, park, beach or other public place or building which substantially inhibits the usual flow of pedestrian or vehicular travel or which occupies any public area or building which results in preemptive use by general public or which deviates from the established use. Races (i.e. 3Ks, 5Ks, Triathlons, etc.) shall be limited to 6 races per year, with the Commission having the authority to approve any additional races. SPECIAL EVENT shall not be construed to include a block party. No person shall engage in, participate in, aid, form or start any special event unless a special event permit shall have been obtained from the Town Manager (Town Code of Ordinances Chapter 52; Special Events). Special events include, but are not limited to:

Procession/Parade    Public Assembly    Organized Competitive Event    Road Festival

### Special Event Permits

A Special Event Permit is the official document authorizing the performance of an event on Town property. To obtain a Special Event Permit, applicants must submit a completed Special Event Application and a nominal non-refundable application fee. Acceptance of the Special Event Application is not to be construed as an approval of the request for a permit. If any information provided in the application is false or if the application does not comply with timeframes, deadlines and requirements, the permit may be denied. Only complete applications will be considered.

The Special Event permit issued by the Town of Melbourne Beach is valid only for the venue area(s) and event activities, including set-up and dismantle, depicted on your site plan and as described in the Special Event Permit Application and any attachment and/or amendments made to the application during the review process. The Town of Melbourne Beach may place conditions or not approve all venue areas and/or activities requested in the permit application. Failure to comply with the terms and conditions of the permit or additional requirements of the Town of Melbourne Beach may result in the immediate cancellation of the event, denial of future special event permit applications and/or the requirement of a cash deposit.

### Billing Information

The person/host organization applying for a Special Event permit is legally responsible and financially liable to the Town of Melbourne Beach for all town fees and costs associated with the overall organization, management, and implementation of the event and its related activities. Services billed in conjunction with the event are due (30) thirty days prior to the event. Should the applicant account become past due, the Special Event permitting process will be terminated and the Special Event application will be denied until it is brought up to date. History of delinquency will be considered during the review of the current and future applications.

Town services provided for and billed after the event are due upon receipt of the invoices. The applicant will be contacted by phone or email once the billing(s) has become 30 days past due and



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again at 60 days past due. The applicant will be sent to collections once an account has become over 90 days past due. All future Special Event applications will be rejected until the applicant's account is brought up to date.

## **Tax Exemption**

All organizations eligible to receive tax exemption must submit a copy of the Florida State Exemption Certificate along with the Special Event Application. The applicant's name and address must match the name and address on the Florida State Exemption Certificate.

## **Events for Charitable Organizations**

Event applicants must disclose the name of charitable organizations for which they are raising funds or collecting goods. Events such as races will not receive approval unless the proceeds received are destined to be forwarded to a charitable [501-(c)(3) or equivalent] organization. Proceeds do not include the ancillary costs necessary to conduct an event in a safe and orderly manner.

## **Event Management for Large Scale Events (200 + Persons)**

Each applicant will be assisted through the entire permitting process by staff personnel as needed. It shall be the responsibility of the applicant to schedule a pre-event meeting with all applicable town departments to review the Special Event Application, site plan and timelines. Failure to schedule a pre-event meeting at least 60 days prior to the scheduled event will result in the application being null and void. Please call 321-724-5860 to schedule a pre-event meeting.

## **Site Map**

The site map is a visual representation of all the operational event elements that you describe throughout the permit application. To properly assess the event, the site map must be submitted along with the Special Event Application and include following elements:

1. North, indicated by a directional arrow symbol.
2. Name of the area (Neighborhood, Park, etc.) you intend to use including surrounding streets.
3. The overall event area including any requested street closures, plus the location and number parking spaces requested to be reserved highlighted.
4. The location and dimensions of all physical equipment being placed, including, but not limited to, any stage(s), vendors, booths, sponsors, tents, signs, barricades, port-a-johns, fencing, vehicles, etc.
5. Location of temporary alcohol sales where both sales and consumption occur, plus dimensions and type of fencing to be used, if any.
6. Fire lane clearances in all areas and the location of all fire hydrants.



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7. Electrical plans for vendors and stages, specifying how much each site requires, in terms of amps and volts.
8. Any other details you think may be helpful in the physical description of your event.

## **Americans with Disabilities Act**

Compliance with the Americans with Disabilities Act (ADA) of 1990 and any and all amendments thereto are the sole responsibility of the applicant and the applicant shall defend and hold the Town harmless from any expenses or liability arising from the applicant's non-compliance.

## **Street Closures and Use of Right-of-Way**

Events requiring the temporary closure of a town street(s), sidewalk, or any other traffic management issues must be approved by the Town of Melbourne Beach Police Chief. The applicant will be responsible to coordinate with Florida Department of Transportation (FDOT) regarding temporary closure or use of State Highway A1A. A communication must be received by the Town from FDOT authorizing their approval or denial.

## **Insurance Requirements**

The following coverage shall be in effect: Public Liability, \$300,000 per person and \$1,000,000 per accident; Property Damage, \$200,000 per any one claim. If motor vehicles are to be used coverage in the foregoing limits shall be included. The foregoing coverage shall not exclude and shall specifically include coverage for violation of any civil rights actions brought pursuant to 42 USC. Section 1983. The insurance carrier with whom the insurance is placed shall be reasonably acceptable to the Town, licensed by the State of Florida to carry on insurance activities as set forth in this chapter, and rated as "A+" or better by Best's Rating Guide. The town shall be named as loss payee in any policy set forth in this division. The policy shall include a non-cancellation clause, unless at least 30 days notice is first extended to the town and in the event of cancellation the applicant must procure and maintain commercial general liability insurance with a minimum of \$1,000,000 per occurrence and a \$2,000,000 general aggregate. Proof of insurance must be submitted on the Acord 25 Certificate of Insurance Form a minimum of 30 days prior to the first day of the rental period through the move-out activities (Melbourne Beach Code of Ordinances Chapter 52; Special Events). The Town of Melbourne Beach must be named as an additional insured. The certificate will be reviewed and additional coverage or wording may be required by the Town of Melbourne Beach to match the needs of the event.

The Town Commission may waive, in part or in whole, the requirements of insurance provided that other acceptable and adequate forms of indemnification or insurance are provided.

## **Parking**

Parking in Melbourne Beach can become an obstacle for many events. There exists both public and private parking, with each being limited. Applicants need to be aware many business areas restrict parking to only customers and all other vehicles may be towed at the owner's expense. Applicants, depending on the site venue chosen, will be directed to make contact with business owners and others who may be willing to offer parking solutions. Public parking spaces are on a first-come-first-served basis unless specifically allowed by the Town. The Town Code of Ordinances addresses parking in



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general and also off-street parking in Chapter 30, Traffic Code. Parking is not allowed on grassed areas. It is important to recognize these parking limitations before scheduling your event. Car pooling and other alternative transportation methods are encouraged. Each applicant should arrange for adequate parking for the event and shall submit a parking and traffic plan that addresses traffic control, safety and security for the proposed event.

## **Marketing and Public Relations**

Conditional approval of a Special Event Permit is given upon receipt of an applicant's application fee, deposit and signed Cost Estimate sheet and the event may be marketed at the applicant's own risk. However, if a permit is not granted and the event is therefore cancelled, the applicant may not hold the Town responsible or liable for any of the costs incurred from marketing. Acceptance of a Special Event Permit Application does not guarantee the date and location or an automatic approval of your event.

## **Permit Conditions**

Permits issued shall be subject to the following conditions:

- (1) The Chief of Police may stop a special event where a breach of the peace is occurring or an activity in the nature of a riot has occurred.
- (2) The public area is to be left clean and undamaged following any special event.
- (3) The Town Manager shall have authority to restrict, limit or prohibit the use or construction of platforms, chairs, or other equipment if he finds that their use would result in damage to town property or constitute a hazard to safety or would block or infringe upon some other lawful use of the public property.
- (4) The grant of the permit shall not entitle the applicant to violate any other general park rules or regulations, or regulations applicable to the use of public property adopted by ordinance.
- (5) A deposit and/or fee may be required where request is made to use town services or equipment.
- (6) The conduct of the event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route.
- (7) The conduct of the event will not require the diversion of so great a number of police officers of the town to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the town.
- (8) The concentration of persons, animals and vehicles at assembly points of the event will not unduly interfere with proper fire and police protection of or ambulance service to areas contiguous to the assembly areas.
- (9) The conduct of the event is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or create a disturbance.



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- (10) An applicant shall have first furnished copies of his alcohol license should alcoholic beverages be served, and a Health Department license should food and beverages be sold.

(Ord. 87-18, passed 12-8-87)

## **Event Cancellation or Postponement**

If the Host Organization/applicant cancels or postpones a scheduled event prior to the commencement, they will be entitled to a complete refund excluding the application fee, deposit and refund processing fee, if notice of the cancellation or postponement is provided a minimum of 30 days prior to the first scheduled day (including move-in). No refunds will be issued for cancellations or postponements made 29 days prior to the first scheduled day except if the event is canceled by the Town of Melbourne Beach due to a declaration of a state of emergency, issuance of a tropical storm hurricane warning, or warning of severe inclement weather by Brevard County.

The Town of Melbourne Beach may cancel or postpone an event without prior notice for any condition affecting the public health or safety of the Town or any condition that would place facilities, grounds or other natural resources at risk of damage or destruction if the event were permitted to take place. A full refund will be given for events scheduled within 12 months of Town's notice of cancellation.

Town of Melbourne Beach will not confirm a future date until both application fee and deposit are paid in full.

## **Town of Melbourne Beach Police Department Extra Duty Officers**

The Melbourne Beach Police Department is the Town law enforcement agency whose mission is to protect the lives, property, and constitutional rights of the public by maintaining and promoting community order and respect for the law. The Melbourne Beach Police Department provides a supplementary service to special events through uniformed extra duty officers.

The police department will determine if and how many extra duty officers are needed based on a number of planning variables including: the estimated number of attendees; the availability of alcoholic beverages; event location; weather conditions; time of day during which the special event is conducted; the need for street closures or rerouting of vehicular or pedestrian traffic; and history of particular event.

Events requiring road closures or involving alcohol may be required to hire extra duty officers for the safety of the attendees. If extra duty officers are required, the applicant must complete the Melbourne Beach Police Department Extra Duty application. Questions regarding the application or the extra duty process should be directed to the Melbourne Beach Police Department Police Chief.

A Security Services Personnel Matrix has been provided for guidance. The Police Chief shall ultimately determine the number of security/law enforcement personnel needed for your event.



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## Security Services Personnel Matrix

Estimated Attendance	1-100	101-200	201-500	501-1000	1001-2000
Fairs/Festivals	0	0	2 officers	3 officers 1 Sergeant	5 officers 1 sergeant 8 private security
Competitive Events	0	0	2 officers	3 officers 1 Sergeant	5 officers 1 sergeant 8 private security
Road & intersection Temporary closure	1 per intersection		TBD by Police Chief	TBD by Police Chief	TBD by Police Chief

## Fire and Emergency Medical Services

The Melbourne Beach Volunteer Fire Department has primary responsibility for fire services and Brevard County Fire Rescue has primary responsibility for providing Advanced Life Support emergency medical services in the Town of Melbourne Beach. The Melbourne Beach Police Department provides supplementary first responder emergency medical services service to special events through uniformed duty police officers.

The Melbourne Beach Fire Chief will determine if and how many fire and emergency medical resources will be required to be hired for the proposed event. The fire chief will make the determination based on a number of planning variables including: the estimated number of attendees; the availability of alcoholic beverages; event location; weather conditions; time of day during which the special event is conducted; use of temporary tents/shelters; flammable liquids/gases; National Fire Protection Association and Florida Fire Prevention Code requirements; and history of particular event.

**All Final determinations are to be made by the Police Chief, Fire Department and Town Manager.**

## Event Attendants

The Town of Melbourne Beach may determine that an Event Attendant(s) is required for events with an anticipated attendance of 200 or more people that are held in town parks. The Event Attendant(s) is required to be on duty 30 minutes prior to the beginning of the event until the close of the event and is at the applicant's expense. The Event Attendant(s) will be charged at the prevailing hourly rates and provided in the cost estimate sheets. It shall be the duty and responsibility of the Event Attendant to monitor the event to ensure compliance with all Town Codes and conditions of the approved event and to assist the event organizer in mitigating event needs associated with Town facilities. The Event Attendant shall be an employee or volunteer approved by the Town.



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## **Amplified Sound**

Amplified sound is allowed from 9:00 AM – 9:00 PM except as defined below. If an event will be having a band, amplified music or amplified sound such as a loudspeaker system, the applicant will ensure compliance with all noise ordinances established by the Town of Melbourne Beach. Amplified sound is defined as any sound projected or transmitted by artificial means, including, but not limited to, loud speakers, amplifiers, beat box, compact disc or digital media device, or similar devices. \*Please note, no music will be permitted during races before 9:00 AM. Amplified sound will only be allowed for pre-race announcements and the award ceremony. Music during pre-events (i.e. the evening prior to the Pineapple Man) will be allowed provided noise levels are compliant and deemed acceptable by the Local Law Enforcement Authority (Melbourne Beach Police Department). Specific information relative to noise can be found in the Town of Melbourne Beach Code of Ordinances, Chapter 48, Noise Control. Event applicants will be held responsible to comply with Chapter 48, Noise Control. Please remember, Melbourne Beach is predominantly a bedroom type community and as such the residents deserve your cooperation in limiting noise.

## **Food & Beverage**

Food items should be served and prepared in a sanitary manner consistent with the Florida Department of Health. Vendors selling any food items and persons wishing to give away food are required to be in compliance with the established Florida Department of Business and Professional Regulation guidelines for Temporary Food Service Events and have all the appropriate business licenses and insurance. Anyone who serves food to the public at a temporary food service event needs a license. Food may not be stored or prepared at private residences.

Inspectors from the State of Florida may be in attendance at any event held within the Town of Melbourne Beach. Food vendors are required to meet the minimum standards of the State and be prepared to purchase a temporary food service license from the inspector.

## **Alcoholic Consumption, Possession, Sales, Temporary Permit**

§ 53-2. CONSUMPTION OF ALCOHOLIC BEVERAGES PROHIBITED ON DUNE CROSSOVERS; CONSUMPTION IN PARKS; PERMIT REQUIRED.

- (a) Alcoholic beverage permit. No person shall consume, possess, or sell alcoholic beverages in any Town park without first obtaining an alcoholic beverages permit pursuant to the provisions of §§ 53-3 through 53-5 of this code.
- (b) Dune crossovers. No person shall consume alcoholic beverages, or possess an open alcoholic beverage container, on any beach sand dune walkway or crossover open to the general public. No person shall consume alcoholic beverages, or possess an open alcoholic beverage container, on any public property landward of and within 20 feet of said sand dune walkway or crossover.

## **Waste Management/Recycling**

The Town of Melbourne Beach is served by Waste Pro. It is your responsibility to contact Waste Pro at (321) 837-0055 to establish waste service and number of carts/boxes necessary for your event. Our



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parks have a limited number of waste receptacles. It is your responsibility to ensure refuse generated by your event is disposed of properly and in a timely manner. Please keep in mind, Melbourne Beach is sensitive to the environment and strongly encourages recycling.

The applicant is responsible for cleaning the rental area, disposing of waste/trash, and returning the area to a condition similar to that prior to use. Litter shall be picked up before, during and after an event that is open to the public. It is the responsibility of the event planner to ensure that there are a sufficient number of trash receptacles located throughout the event grounds and that they are emptied during the event in order to prevent overflow. If the waste generated by the event exceeds the capacity of town on-site dumpsters, it is the planner's responsibility to remove the excess waste from the site. This may require additional dumpsters to be secured by the event planner.

The Solid Waste Matrix is provided to assist with the planning process.

Number of Attendance	Receptacle
150-300	6
301-500	8
501-800	10
801-1100	12
1101-1400	14
1401-1700	16
1701-2000	18

## Electrical Services

The existing electrical service at our parks is limited and may be inadequate for certain special events. It is the responsibility of the applicant to ensure that there is adequate electrical capacity to hold the event and to obtain additional electrical supply if needed. Any damage to existing electrical services due to overload will be the responsibility of the applicant. Town staff will assist in determining your electrical needs/specifications based upon the requirements stated in your application. If you are unsure about your electrical needs please consult with a certified electrician. It is important you identify your specific electrical needs for the safety of all involved.

## Portable Restrooms

The Florida Department of Health has detailed requirements specifying the number of portable restroom units needed at special events based on the anticipated number of attendees. Ten percent (10%) of restroom facilities must meet local, state, and federal accessibility requirements. Additionally one hand washing station is required for every 10 portable restroom units. Portable restrooms at special events must be serviced at least daily. The Florida Department of Health chart below will assist in the planning process.





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## Number of Portable Restrooms Required for Special Events by Attendance x Hours

No. of Hours	1	2	3	4	5	6	7	8	9	10
	Number of people per day X number of hours for event per day = Portable Restrooms required.*									
Attendance										
<b>250</b>	2	2	2	2	2	3	3	3	3	3
<b>500</b>	2	3	4	4	4	4	4	4	4	4
<b>1000</b>	4	5	6	7	7	8	8	8	8	8
<b>2000</b>	6	10	12	13	14	14	14	15	15	15
<b>3000</b>	9	14	17	19	20	21	21	21	21	22

\*Assumes servicing once per day.

### Marine/Water Events

Events taking place on Melbourne Beach waterways (i.e., Indian River, Atlantic Ocean) may require special services and equipment as well as additional coordination through other governing agencies. Melbourne Beach Volunteer Fire Department Marine Rescue Unit Division shall be the governing body for determination of additional resources and additional fees may apply. It may be necessary for you to contact the United States Coast Guard, Brevard County Sheriffs Office and the Florida Marine Patrol for events taking place in any body of water. Please contact the Fire Chief at (321) 724-1736 or (321) 724-5860 for additional information.

### Coast Guard Patrol

Depending on the nature and scope of the event the U.S. Coast Guard will potentially assist and provide support for water events. In order to use the U. S. Coast Guard patrol, the applicant coordinates directly through the local U. S. Coast Guard Office:

U.S. Coast Guard, Port Canaveral 9235 Grouper Rd, Cape Canaveral, FL 32920 | (321) 784-8176

### Park Capacities

All park facilities and properties have maximum capacities set by the Town of Melbourne Beach and the Fire Marshal based on safety code regulations, seating capacities, parking provisions and intended park use. The Town of Melbourne Beach reserves the right to deny any application if the expected attendance will exceed the safe capacity of the facility or property.

### Use of Open Land and Open Space

All park facilities and properties are for use by the public unless a specific facility (e.g. Community Center, Ryckman Park Pavilion, and Masny Room) has been rented by you.



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## Animals

Section 4-30. Animals to be on Leash When in Parks and on Beaches” shall be amended to read: “Animals Prohibited in Parks and on Beaches.

No domestic animal shall enter into or on any public park or beach in the Town of Melbourne Beach. Any domestic animal found in a park or on a beach shall be deemed to be committing an act in violation of this ordinance and the owner thereof shall be punished as provided for in section 4-81 of this ordinance (No. 77-49). No provision shall be made prohibiting dogs trained to assist or aid disabled or handicapped persons when such dogs are actually being used to assist or aid such persons from any park or beach. A dog while in use by a law enforcement officer or agency is exempt from this section. Also exempt from this section are animals displayed at special event functions conducted by organizations wherein animals are temporarily paraded or displayed and which the Town Commission determines that such events provide a recreational, educational or entertainment benefit and purpose for the general public. Such events are limited to five events a year between the hours of 9:00 a.m. and 9:00 p.m. and the organization that conducts or sponsors such events must obtain a special events permit and meet all requirements of Chapter 52, Special Events, and Melbourne Beach Code of Ordinances.

(75 Code, § 4-2) (Ord. 78-3, passed 2-14-78; Am. Ord. 78-13, passed 10-10-78; Am. Ord. 2006-02, adopted 3-15-06)

- (d) Animals are not permitted to be off the owner's property unless on a leash and under control.

## Zoning

All publically owned parks and open space within the Town of Melbourne Beach reside in the 9-I Institutional District Zone. Please take note there are no special exceptions to the intent and use within this zoning district. Commercial ventures of any type, unless sponsored by the Town will not be approved.

**§ 7A-39. 9-I INSTITUTIONAL DISTRICT.** (75 Code, Appendix A, Art. VI, § 9) (Ord. passed 9-26-72)

- (a) Intent. The provisions of this district are intended to apply to an area which can serve the needs of the community for public facilities.
- (b) Principal uses and structures:
  - 1) Public buildings and activities, such as city halls, public safety buildings, auditoriums and similar uses.
  - 2) Public educational institutions.
  - 3) Public recreational uses.
- (c) Accessory uses and structures: Customary accessory uses of one or more of the principal uses clearly incidental and subordinate to the principal use and in keeping with the intent of the district.



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- (d) Special exceptions: None.
- (e) Prohibited uses: Any use which is not public in character.
- (f) Lot and structure requirements: None.

## **Cost Estimates**

A cost estimate for town services will be prepared by town staff for each event based on information submitted in the Special Event Application. Upon the applicant's agreement to pay all associated event costs, the event coordination process will begin. A non-refundable application fee is required to submit a Special Event Application.

Based on the type of event, a security/damage deposit may be required. The deposit will be refunded upon verification by town staff that the rental area has been returned to a condition similar to that prior to use. In the event of damages, the applicant will be responsible for all costs associated with damages to park facilities, equipment, furnishings, grounds and right-of-ways, including but not limited to labor, materials and equipment required to complete repairs.

## **Park Rules & Regulations**

Applicants must comply with all applicable town ordinances, traffic rules, park rules and regulations, state health laws, fire codes and liquor licensing regulations.

1. The Town of Melbourne Beach shall have the authority to designate areas in town parks for specific activities and to prohibit other activities within designated areas.
2. Authorized Town officials/personnel and law enforcement officers shall have the right at all times to enter the premises of any building, structure, or enclosure of any town park including such grounds, buildings, structures, or enclosures as may be leased, permitted, or set aside for the private or exclusive use of any individual or group.
3. No person, except authorized personnel or law enforcement officers, shall enter upon any part of any town park that is in an unfinished condition or under construction or withheld from general public usage in the interest of public safety, health, and/or welfare
4. It is unlawful for any person to make a material misrepresentation with the intent to obtain a permit. Any applicant who has made a material misrepresentation will be subject to denial or revocation of the permit and may be prohibited from obtaining permits for a period of not less than five (5) years. Each misrepresentation shall constitute a separate offense.
5. Park officials/personnel shall have the authority to revoke a permit upon finding a violation of any of the provisions of this Chapter, or any rule or regulation, or any condition or requirement of a permit, or upon finding that a material misrepresentation was made on the permit application
6. It is unlawful for any person, other than law enforcement officers or authorized personnel, to go upon or remain in any Town managed land at any time the same is closed to the public. The provisions of this section shall not pertain to persons having a written facility use or special event



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permit issued by the Town allowing them to be or remain in any part of any Town managed land beyond normal operating hours. Failure of any person to leave a Town managed land after direction and request has been made by a law enforcement officer or authorized Town official/personnel shall constitute a trespass.

7. The Town may establish exceptions to the operating hours as set forth above for certain uses and when it is otherwise in the interest of the public health, safety, or welfare. Any such exceptions shall be posted at the Town managed land entrance and obeyed accordingly. Any Town managed land, or any part thereof, may be closed to the public by the Town at any time and for any interval of time, whether temporarily or at regular and stated intervals (daily or otherwise), either entirely or for certain uses, as the Town shall find reasonably necessary.
8. Animals Prohibited in Parks and on Beaches.
9. Any person, entity, group, or organization engaging in speech, expression, or assembly, which is protected by the First Amendment of the United States Constitution or by Article I, Section 4 of the State of Florida Constitution, may do so in any Town managed land, subject to reasonable time, place, and manner regulations as established by the Town.
10. No person shall engage in any activity in any Town managed land that is or may be dangerous to the health, safety, or welfare of themselves or others.
11. No person shall engage in any activity in any department managed land that interferes with the use and enjoyment of the recreation facility by others.

## **What to Expect**

Once your application is received, it will be reviewed for completeness and accuracy. Incomplete applications will be returned to the applicant.

Complete applications will be forwarded to each Town department for their individual review and comments. This process normally takes 5-7 business days. Should a question or clarification be necessary as a result of the review process, the applicant will be contacted for additional information or clarification.

At the conclusion of the individual department review process, the application is placed on the next agenda of the Parks Board. The Parks Board meets the second Wednesday of each month, 7 PM in the Masny Room, located at 507 Ocean Ave, Melbourne Beach. Applicants are encouraged to attend and be prepared to answer questions posed by members of the Parks Board.

Should the Parks Board recommend approval, the application will then be forwarded to the Town Manager and in some cases the application will be forwarded to the Town Commission for final disposition. The Town Commission meets the third Wednesday of each month in the Melbourne Beach Community Center, 509 Ocean Avenue, 6:30 PM. Applicants are encouraged to be in attendance at the commission meeting and be prepared to answer questions posed by the commission.

If the application requires Commission approval, the process may take approximately 45-90 days. If the application does not require Commission approval, the process may take 30-45 days. It is important to



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submit your application well in advance of your proposed activity and may be submitted up to a year in advance. Applicants will be notified after the final approval or disapproval is received from either the Town Manager or Town Commission.

We hope you find this Special Event Information to be of value to you. If we can be of service or should you have any comments or questions, please feel free to contact us at 321-724-5860.



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## Special Event Application

- Applications **MUST** be complete, otherwise they will be returned without further action.
- Applications must be accompanied with a \$ 75.00 non-refundable application fee.
- Application must be legible.
- Site map must accompany application.

If a question is not applicable to your event, please identify such with N/A. Do not leave any question or requested information blank. Staff is available to answer your question(s). If in doubt please call and speak to a staff person.

**Title of Event:** \_\_\_\_\_

**Purpose of Special Event:**

Procession/Parade       Public Assembly       Organized Competitive Event  
 Road Festival       Fair       Other, please specify \_\_\_\_\_

Date(s) of Special Event Title: \_\_\_\_\_

Hours of Special Event, including set-up and take down:

Day 1 \_\_\_\_\_ Day 2 \_\_\_\_\_  
 Day 3 \_\_\_\_\_ Day 4 \_\_\_\_\_  
 Day 5 \_\_\_\_\_ Day 6 \_\_\_\_\_

**Venue Site(s) - Please check all that apply:**

Ryckman Park Pavilion     Community Center     Ryckman House  
 Masny Room     Ocean Park     Ryckman Park     Other \_\_\_\_\_

**Please submit a detailed course map and, or site plan.**

**Name of Applicant** (This person must be on site of the event and be the responsible person)

\_\_\_\_\_

Date of Birth (must be at least 18 year old) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Home Address. \_\_\_\_\_

Phone #. \_\_\_\_\_



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Cell# . \_\_\_\_\_

Email. \_\_\_\_\_

If the special event is proposed to be conducted for, on behalf of or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorized and responsible heads of such organization:

Organization Name \_\_\_\_\_

Organization Address \_\_\_\_\_ Phone# \_\_\_\_\_

Authorized Responsible Heads: \_\_\_\_\_

\_\_\_\_\_

Is Organization 501-(c)(3) or equivalent? No \_\_\_\_ Yes \_\_\_\_

If yes please provide supporting document(s)

Please identify the ultimate use of the net proceeds: \_\_\_\_\_

\_\_\_\_\_

Will professional service providers be utilized to support this event? No \_\_\_\_ Yes \_\_\_\_

If yes, please provide the company name and contact information for each.

Note: Commercial ventures such as food vendors, sale of goods or products, etc. are not allowed.

Service Provider #1 \_\_\_\_\_ Contact # \_\_\_\_\_

Service Provider #2 \_\_\_\_\_ Contact # \_\_\_\_\_

Service Provider #3 \_\_\_\_\_ Contact # \_\_\_\_\_

Estimated number of persons expected to participate and attend this event. \_\_\_\_\_

If this event was held in Melbourne Beach in the past, what was the estimated number of persons who participated and attended the last event? \_\_\_\_\_

Estimated number of vehicles requiring parking? \_\_\_\_\_

If the event is a parade, the estimated number of units in each category, such as band, marching units, floats, cars and the like? \_\_\_\_\_

Toilet facilities will be provided by the applicant in accordance with the chart in the Special Events Manual, unless otherwise instructed by town staff. Please indicate the number of persons expected to attend and the number of hours for the event per day.



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Day 1 \_\_\_\_\_/\_\_\_\_\_ Day 2 \_\_\_\_\_/\_\_\_\_\_

Day 3 \_\_\_\_\_/\_\_\_\_\_ Day 4 \_\_\_\_\_/\_\_\_\_\_

Location of restroom facilities shown on your site map. Yes \_\_\_\_\_ No \_\_\_\_\_

Applicant MUST provide sufficient number of ADA compliant restroom facilities in accordance with ADA requirements.

Will any portion of any street be occupied by the event? Yes \_\_\_\_\_ No \_\_\_\_\_

These areas must be shown on your site map? Yes \_\_\_\_\_ No \_\_\_\_\_

Will any music or amplified sound be provided/used? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what are the hours each day?

Day 1: From \_\_\_\_\_ Until \_\_\_\_\_

Day 2: From \_\_\_\_\_ Until \_\_\_\_\_

Location(s) of music or amplified sound. \_\_\_\_\_

Numbers and types of such amplifiers or other such devices:

\_\_\_\_\_  
\_\_\_\_\_

Location of any music or amplified sound shown on site map? Yes \_\_\_\_\_ No \_\_\_\_\_

**Note:**

**You must adhere to and comply with the Town's Noise Ordinance. Are you familiar with the Town of Melbourne Beach's noise ordinance rules? Yes \_\_\_\_\_ No \_\_\_\_\_**

**You must adhere to and comply with the Amplified Sound section of this manual and any policies set by the Town. Are you familiar with this section and rules? Yes \_\_\_\_\_ No \_\_\_\_\_**

If applicable, what is the location of assembly/start point? \_\_\_\_\_

What is the location of the disband/finish point? \_\_\_\_\_

**Provisions for clean-up during and after conclusion of the event:**

Town provided waste receptacles are all that is necessary for this event. Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, it is your responsibility to ensure all refuse is placed into receptacles. Do not allow receptacles to over flow. Excess refuse must be removed from the site.





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If additional receptacles are necessary do to nature, length or size of the event, have you made arrangements with Waste Pro? Yes \_\_\_\_\_ No \_\_\_\_\_

### Security, Traffic Control and Crowd Control:

For events involving greater than 250 persons, you must establish a meeting with the Police Chief or designee to discuss security, traffic control and crowd control measures and requirements.

Are security, traffic and crowd control elements shown on you site plan? Yes \_\_\_\_\_ No \_\_\_\_\_

Has a meeting with the Police Chief or designee been established? Yes \_\_\_\_\_ No \_\_\_\_\_

Have all security, traffic and crowd control measures been satisfied? Yes \_\_\_\_\_ No \_\_\_\_\_

### Emergency Medical Services

If your event involves more than 300 persons, on-site EMS may be required.

Has a meeting with the Fire Chief or designee been established? Yes \_\_\_\_\_ No \_\_\_\_\_

### Food Rules (When allowed)

If there is intent to have food and drinks, and if food or drinks will be sold or otherwise dispersed:

Who will be supplying food and drinks? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: Food items should be served and prepared in a sanitary manner consistent with the Florida Department of Health. Vendors selling any food items and persons wishing to give away food are required to be in compliance with the established Florida Department of Business and Professional Regulation guidelines for Temporary Food Service Events and have all the appropriate business licenses and insurance. Anyone who serves food to the public at a temporary food service event needs a license. Food may not be stored or prepared at private residences.

Have food licenses and insurance information been submitted with application? Yes \_\_\_ No \_\_\_

### Electrical Service:

As the applicant it is your responsibility to identify and determine electrical service requirements for this event. It may be necessary to consult with a certified electrician.

How many total Amps of electric service do you require? \_\_\_\_\_

Are electrical requirements specified on you site map for each area or your event. Yes \_\_\_\_\_ No \_\_\_\_\_

Note: Must be in compliance with Florida Fire Prevention and Building Code requirements.



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### Fees:

Will admission or entrant fees be charged? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how much will participants be charged. \$ \_\_\_\_\_ per person.

Will spectators be charged? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how much will spectators be charged. \$ \_\_\_\_\_ per person.

Will prizes be given? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is the dollar amount of the prizes. \$ \_\_\_\_\_

### Pamphlets, Handbills, Advertising

Will pamphlets, handbills or advertising of any kind be distributed at the event? YES \_\_\_ NO\_\_\_ If YES, what? \_\_\_\_\_

Will the event be advertised? YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, where and when?  
\_\_\_\_\_

### Event Liability Insurance

An applicant shall provide a policy of liability insurance where the special event involves more than 50 persons or vehicles, naming the Town of Melbourne as an additional insured in an amount of \$1,000,000 Public Liability Coverage and in the case of parades, shall cover the assembly area in addition to the parade route. If vehicles are to be used in the parade, proof of vehicle liability insurance must be provided by the owners of such vehicles.

The applicant is required to hold the town and its officials, employees and agents harmless from any damages to property or injuries (including death) to any person that may occur arising directly or indirectly from the activity for which the permit is being issued.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

The following coverage shall be in effect: Public Liability, \$300,000 per person and \$1,000,000 per accident; Property Damage, \$200,000 per any one claim. If motor vehicles are to be used coverage in the foregoing limits shall be included. The foregoing coverage shall not exclude and shall specifically include coverage for violation of any civil rights actions brought pursuant to 42 U.S.C. Section 1983. The insurance carrier with whom the insurance is placed shall be reasonably acceptable to the Town, licensed by the State of Florida to carry on insurance activities as set forth in this chapter, and rated as "A+" or better by Best's Rating Guide. The town shall be named as loss payee in any policy set forth in this division. The policy shall include a non-cancellation clause, unless at least 30 days notice is first extended to the town and in the event of cancellation.



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Has your Certificate of Insurance(s) been filed with the town by the insurance carrier showing such insurance to be in force at all times. Yes \_\_\_\_\_ No \_\_\_\_\_

**As the applicant, I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I agree to abide by the Terms set forth in this application, and the Ordinances of the Town of Melbourne Beach. I understand that failure to do so may lead to the cancellation of the event, the denial of future permit applications, and/or other legal action.**

I have read the Town Special Events Informational Brochure. Yes \_\_\_ No \_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR TOWN USE ONLY: SPECIAL EVENTS APPROVAL / DENIAL / COMMENTS

Date \_\_\_\_\_ CHIEF OF POLICE \_\_\_\_\_  
\_\_\_ Approval    \_\_\_ Denial    Comments: \_\_\_\_\_

Date \_\_\_\_\_ PARKS BOARD CHAIR \_\_\_\_\_  
\_\_\_ Approval    \_\_\_ Denial    Comments: \_\_\_\_\_

Date \_\_\_\_\_ PUBLIC WORKS \_\_\_\_\_  
\_\_\_ Approval    \_\_\_ Denial    Comments: \_\_\_\_\_

Date \_\_\_\_\_ FIRE CHIEF/ MARSHALL \_\_\_\_\_  
\_\_\_ Approval    \_\_\_ Denial    Comments: \_\_\_\_\_

Date \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_  
\_\_\_ Approval    \_\_\_ Denial    Comments: \_\_\_\_\_

Date \_\_\_\_\_ TOWN COMMISSION \_\_\_\_\_  
\_\_\_ Approval    \_\_\_ Denial    Comments: \_\_\_\_\_