



## **City of Parkland Special Event Permit Application Guidelines and Requirements**

The City of Parkland (“City”) hosts a wide variety of special events that enrich the community for both visitors and residents. To mitigate the ever-increasing demands made upon City resources and infrastructure, applicants are required to present proposed special event activities to potentially impacted neighborhood associations and appropriate City departments to ensure that these events are compatible with the surrounding neighborhoods. This process assists in evaluating and assessing the City’s resources, both in terms of personnel and use of public property and right-of-ways, to adequately protect the public safety, health, and welfare of the community.

This review may also require a more detailed and coordinated Major Event Plan, especially during holidays, disaster management, emergency declaration, or repeat event periods that have a high impact on City services. The Special Events Ordinance Article 65 of the City of Parkland Code, and the Special Event Requirements and Guidelines explained here are intended to mitigate the costs of City services for special events.

The intent of the Special Event Ordinance and the Special Event Requirements and Guidelines is:

- To ensure the City will have advance notice of a proposed special event and the cooperation of the organizers to adequately plan City services (such as City staff, police, fire rescue, parking, traffic control, etc.) that may be required for such an event.
- To ensure that the City’s parks and public right-of-ways are protected and conserved, by limiting the number and type of events held in these areas.
- To preserve the City’s commitment to attract quality events with significant cultural and entertainment enrichment for the community at-large.

This Special Event Requirements and Guidelines package has been designed to help guide applicants through the process of applying for a Special Event Permit and to minimize disruption to the impacted surrounding environment.

Please e-mail your completed documents to [ParklandEvents@CityofParkland.org](mailto:ParklandEvents@CityofParkland.org). If you have any questions, please contact the Parks and Recreation Department at 954-757-4105.

# Table of Contents

<b>Application Procedure.....</b>	<b>2-5</b>
<b>Internal Review Procedure .....</b>	<b>5</b>
<b>Criteria for Grant of Special Event Permit .....</b>	<b>5-6</b>
<b>Criteria for Approval of Permit .....</b>	<b>7</b>
<b>Coordination of City Services.....</b>	<b>8</b>
<b>Adherence to Regulations and Other Policies.....</b>	<b>8-9</b>
<b>Special Event Contract and City Service Fees.....</b>	<b>9-10</b>
<b>Denial of a Special Event Permit Application .....</b>	<b>10</b>
 <b>Appendix A – Fee Schedule</b>	
 <b>Appendix B – Special Event Permit Application</b>	
 <b>Appendix C – Mobile Food Truck Permit Application</b>	

## **I. APPLICATION PROCEDURE**

A City permit is required for special events. Special Events shall mean any meeting, activity, parade or gathering of a group of persons, animals or vehicles or combination thereof, having a common purpose on any publicly or privately owned property, sidewalk, alley, park, lake, or publicly or privately owned place or building which special event substantially inhibits the usual flow of pedestrian or vehicular travel or which occupies any public place or building so as to preempt normal public or private use of space or which deviates from the established, legally permitted use of a space or building. Applications will be reviewed and approved by the city on a first-come, first-serve basis. When there are competing applications for the same day, time, and location, priority will be given to pre-established annual events that are in good standing. The City of Parkland has complete discretion to approve or deny any application.

Usage of City park pavilions through an executed rental agreement and activities located on private or public school property which are contained within the school site and will not require assistance from the City of Parkland, shall not require a special event permit.

### **A. APPLICATION AND QUESTIONNAIRE FORMS**

Applications and questionnaires can be submitted up to twelve (12) months prior to the event. Special Event Permit Applications with less than 1,000 persons must submit a minimum of forty-five (45) days prior to the event and events with more than 1,000 persons must submit a minimum of two (2) months prior to the event. Mobile Food Truck Event Applications should be submitted a minimum of one (1) week prior to the event. All persons or entities interested in conducting a special event must complete an application listing all required information. No marketing or promotion of proposed events may be published until a special event permit is finalized and approved. Please refer to Appendix B for a copy of the Special Event Permit Application or Appendix C for a copy of the Mobile Food Truck Event Application.

#### **1. APPLICATION PROCESSING FEE**

This fee is non-refundable and must be made payable to the City of Parkland at the time of application. All special event permits are subject to an application fee in accordance with the adopted fee schedule. However, City events, City sponsored events, areas on private property which are specifically designed for public gatherings or events conducted by a nonprofit organization are not required to pay the application fee. To be eligible for nonprofit status, organization must submit either the Internal Revenue Service 501 (c) Determination Letter along with the most recent Form 990 or the current Florida Not For Profit Annual Report. Please see attached Fee Schedule (Appendix A) to determine fee amount.

## **2. RENTAL FEE**

This fee is non-refundable and must be made payable to the City of Parkland no later than fourteen (14) days prior to the event. All special event permits are subject to a facility rental fee in accordance with the adopted fee schedule. However, City events, Parkland sanctioned non-profit sports organizations, and events on private property which are specifically designed for public gatherings or events conducted by a nonprofit organization are not required to pay the rental fee. To be eligible for nonprofit status, organization must submit either the Internal Revenue Service 501 (c) Determination Letter along with the most recent Form 990 or the current Florida Not For Profit Annual Report.. Please see attached Fee Schedule (Appendix A) to determine fee amount.

## **3. SECURITY DEPOSIT**

A refundable security deposit in the form of cash, check, or money order, will be required no later than fourteen (14) days prior to the event. Security deposits will only be waived for City Special Events, Mobile Food Truck Special Events, and free events being hosted by Parkland sanctioned non-profit sports organizations (ie, opening ceremonies, end of season picnics, etc). A financial pledge affidavit will be required to ensure any damage is repaired and the premises returned to its previous condition prior to the event. Based on the scope and location of the event, a pre- and post-event site inspection may be conducted by the applicant and appropriate City personnel to determine existing conditions and evaluate potential damages, if any. Security deposits will be refunded within twenty (20) business days, if all conditions are followed, public property is left in as good condition or better without damage, any pending code citations are satisfied, and all City invoices are fully paid. Failure to comply with restrictions imposed may result in forfeiture of up to the entire amount of the security deposit. Please see attached Fee Schedule (Appendix A) to determine security deposit amount.

Any post-event balance or fines owed to the City, departmental or facility charge/expenses, damage, repair or replacement cost(s), etc. may be deducted from the security deposit. Any unpaid balance owed exceeding the security deposit will be cause for refusal to accept future special event permit applications. Such applications will not be considered until all outstanding debts to the City are paid in full.

## **4. INDEMNITY AGREEMENT**

The applicant must sign the Special Event Permit which includes an indemnification agreement as approved by the City Attorney, including any and all such claims, suits, actions, damages, or causes of action arising as a result of the special event, or of the condition of the premises on which the special event is held including any personal injury or loss of life, or damage to or loss of property, and from and against any order, judgments, or decrees which may be entered, and from and against any costs, attorneys' fees, expenses and liabilities incurred in and about the defense or settlement of any claims, and the investigation thereof.

## 5. INSURANCE REQUIREMENTS

The City of Parkland must be named as an additional insured and policy holder on all insurance certificates issued for the event. Insurance requirements cannot be waived.

Proof of additional insurance may be required by the City. Insurance shall not be cancelled or re-issued without a thirty (30) day written notice to the City.

The City of Parkland reserves the absolute right at its sole discretion to increase these requirements, as necessary, to protect the interests of the City, including an increase in the amount and type of coverage required, depending upon the scope and nature of the special event.

All Contractors currently conducting business or performing services at any of the city's properties submit a Certificate of Insurance. The city requires the following insurance provisions from Contractors and Suppliers:

**Workers Compensation:** Insurance covering all employees and owners performing work or providing services meeting statutory limits in compliance with applicable state and federal laws. The coverage must include employers' liability with a limit of \$100,000 for each accident.

**Comprehensive General Liability:** Coverage shall have a minimum of \$1,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability. This shall include premises and/or operations; independent contractors; products and completed operations and contractual liability.

**Business Auto Liability:** Coverage shall have minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability. This shall include: owned vehicles, hired and non-owned vehicles and employee non-ownership.

The City of Parkland is to be listed as an Additional Insured on both the comprehensive general liability and business auto liability policies. The city shall be named as the Certificate Holder using the following name and address:

**City of Parkland  
6600 N. University Drive  
Parkland, FL 33067**

## **6. SITE PLAN**

A site plan must be submitted with the event application. The site plan must show detailed diagram(s), including but not limited to: property boundaries; road access; location of trash receptacles, sanitary facilities, tents or other structures; location of rides if applicable; location of mobile food truck if applicable; location of parking; location of temporary dwellings, offices, and equipment; and proposed setbacks of activities, fences, booths, etc., from adjacent properties. Once the final site plan is approved, it cannot be altered. Please note the city reserves the right to modify the set up plan as needed to ensure safety or to accommodate unforeseen weather or property conditions. Mobile Food Truck permit applications for residential properties must be located in the applicant's driveway to not impeded on traffic. Residential Food Truck permits shall only be for walk-up service. Mobile Food Truck permit applications for common properties must have designated parking spaces to allow vehicular parking.

## **II. INTERNAL REVIEW PROCEDURE**

The Special Event Review Committee is composed of representatives from City departments, including, but not limited to Police, Fire, Development Services, Public Works, Code Compliance and Parks and Recreation. The Committee will review and comment on the proposed site, security, parking, transportation, and any and all other necessary plans for the proposed event. Staff will indicate the specific requirements the applicant will need to satisfy and the time frame for completing these requirements.

No refunds will be made after a permit is issued. All approved permits must be available for inspection on site at all times.

## **III. CRITERIA FOR GRANT OF SPECIAL EVENT PERMIT**

The City shall be charged with the responsibility and authority to determine whether a particular applicant shall be granted a special event permit. The City shall have sole authority, to approve, approve with conditions, deny, and/or revoke a special event permit upon considering the following factors:

**The standards and guidelines for evaluating special event permits are as follows:**

1. *Location.*

- a. Special events within nonresidential zoning districts may occur only on properties possessing the following zoning district designations: B-1, B-2, B-3, PCD, OP, OS, CR, and CF. In residential portions of PUDs, PCDs, or PRDs, a special event permit must be obtained for special events occurring on public or private schools, places of worship, and public parks. For private property

in residential zoning districts, a special event permit is not required as long as the property owner can provide documentation that the event will not interfere with the public's safety and welfare which includes, at a minimum, evidence that parking will be provided on site and not spill to adjacent properties and that traffic or noise created by the event will not unduly burden a neighboring resident's quiet enjoyment of their property.

- b. The City will consider whether the event is compatible with the surrounding neighborhoods and complements the ambience and aesthetics of the area in which it is presented.
- c. The City will consider whether the event poses a public threat to residents, businesses, and visitors.

2. *Duration.*

- a. A special event on non-residential property shall not exceed seven (7) consecutive days. The City may authorize one (1) administrative time extension of up to seven (7) days for good cause and for the public interest of the City. Pumpkin sales and Christmas tree sales shall not exceed thirty (30) days. Special events on residential property shall be limited to two (2) days.

3. *Number per year.*

- a. No more than two (2) special events at any given time may occur simultaneously at any commercial/office plaza.
- b. City sponsored and City co-sponsored events are hereby exempt from the limitation on the number of events per year.

4. *Access.*

- a. With the exception of block parties, all efforts shall be made to provide vehicular access from a collector or arterial roadway.

5. *Traffic control.*

- a. Use of Police Officers or acceptable alternative to direct and control traffic may be required.

6. *Sanitation.*

- a. Plans for sanitation including temporary bathroom facilities, inspection of food facilities, drainage, garbage and litter control, and recycling shall be approved by the City.

7. *Compliance.*

- a. If a violation occurs at an event permitted by the City, the City may deny permits to the operator for future temporary events for a period of no more than eighteen (18) months.

## IV. CRITERIA FOR APPROVAL OF PERMIT

After all required elements are completed, and City departments have reviewed and submitted their comments regarding an application, the following will occur:

- Approve the permit;
- Approve the permit with conditions; or
- Deny the permit upon conditions (as set forth in these guidelines).

After the City approves the issuance of a permit, the applicant may obtain such permit by agreeing to accept the “Terms and Conditions” imposed in accordance with these guidelines.

If the City denies or subsequently revokes a permit, they will provide the applicant/permit holder with written notification and reasons for the denial/revocation of the permit (which shall be consistent with the criteria in these guidelines). It is understood and inherent as part of the application process and agreed to by applicant upon submittal of the application, that application does not constitute approval and any and all marketing or production expenses incurred are solely the responsibility of the applicant and not the responsibility of the City regardless of the application’s approval or denial.

Under extreme weather conditions, including lightning storms, the City may temporarily suspend all operations or cancel an event. The declaration of an emergency, threat, or a natural disaster, including extreme weather or the existence of a national threat, shall be just cause for the denial or revocation of a Special Event Permit.

All events must adhere to the severe weather policy. There are lightning prediction systems (Thor-Guard) at the majority of parks throughout the City. When lightning is detected the system will sound an alert horn, a strobe light will flash, all park activities are suspended, and immediate shelter must be taken. When the probability of a nearby lightning strike ceases, the system sounds an “all clear” (three 5-second blasts of the horn) and activities can resume. The following parks are equipped with this system:

- Equestrian Center at Temple Park
- Liberty Park
- Barkland
- Terramar Park
- Pine Trails Park
- Tennis Center at Quigley Park

Parks not protected by lightning warning system are to be used at your own risk. If there is lightning or the sound of thunder anywhere near the area, you are advised to take shelter immediately until the threat has passed.



## **V. COORDINATION OF CITY SERVICES**

The City will review comments received during the review processes and will determine minimum staffing levels, with recommendations from the relevant department directors and leaders in the review committee. Please refer to Appendix A for the Fee Schedule. City Service Fees will be waived for City events and for free events being hosted by Parkland sanctioned 501 (c) non-profit sports organizations (ie, opening ceremonies, end of season picnics, etc).

Fully paid receipts/invoices for Fire Rescue/Emergency Medical Services and/or Police Services must be submitted to the Parks and Recreation Department no later than fourteen (14) days prior to the event. Any additional City Service Fees that may be required must be paid in advance, failure to do so will result in fees being deducted from the security deposit.

## **VI. ADHERENCE TO REGULATIONS AND OTHER POLICIES**

The City of Parkland reserves the right to require services that it believes are necessary and sufficient to safeguard and ensure the health, safety and welfare for all participants, visitors, businesses, staff and general citizenry. All arrangements for services or facilities shall be staffed and paid for no less than fourteen (14) days prior to load-in of the event. An applicant's budgetary constraints cannot dictate staffing levels required for public safety, which includes police and fire services.

In addition to compliance with all applicable Federal, State and County regulations, the applicant shall comply with all City codes, regulations, and laws. Any other permits, as may be required by the City of Parkland, County, the State of Florida, or the Federal government, must be obtained and adhered to. It is the sole responsibility of the applicant to obtain all permits and comply with all requirements, including but not limited to those described herein.

The City of Parkland, under no circumstances, guarantees, warrants or represents that the issuance of a Special Event Permit exempts the event from obtaining, or ensure the obtaining of, any permits or complying with any requirements which may be required currently or in the future by any Federal, State or local authorities, including other permits that may be required by the City.

The City has the authority to alter or end an event at any time it is determined necessary to assure the continued health, welfare and safety of the City's residents and visitors. Lack of compliance with the City's directives, including but not limited to, audio volume and adherence to site plan, shall be sufficient cause to warrant an events closing (or other remedies provided in the City Code or herein).

### **1. Food service.**

- a. If food service will be available at the event, the applicant shall provide a complete list of food service vendors. Each food service vendor must have on file with the City of Parkland their respective Broward County mobile business tax receipt, Florida State health certificates, approved inspection by the Coral Springs-Parkland Fire Department, and a list of the type of food service proposed. All food service vendors shall provide the City a valid certificate of insurance naming the City as additional insured no later than one (1) week prior to the scheduled event. A fire watch may be required.

## **2. Signage.**

- a. Only the following on-site signs relating to a special event are permitted:
  - i. Only one (1) professional on-site sign per special event is permitted unless waived by the City for good cause and the public interest of the City.
  - ii. Any professional on-site sign related to a special event shall be illustrated in a detailed on-site sign plan, including, but not limited to the proposed location, size, type, copy area, graphics, and color, including the dates of installation and removal of the sign for the event.
- b. As per the City of Parkland Banner Policy, the banner poles located throughout the City are only intended for use by the City of Parkland.

## **3. Noise Ordinance.**

- a. The City prohibits unreasonable and disruptive noise that is clearly incompatible with the normal activities of certain locations at certain times. The City of Parkland Noise Ordinance, Article IV, Section 11-43 is applicable and enforceable to both public and private property within the City. These Ordinances make it unlawful for any person to make, continue or cause to be made any loud, excessive or unusual noise.

If a noise violation occurs, the enforcing Code Compliance Officer will require that the noise be lowered to an acceptable level. Failure to comply with a request from the Department of Code Compliance concerning violation of the Ordinances may result in the immediate revocation of a Special Event Permit and/or immediate cease and desist of event activity.

# **VII. SPECIAL EVENT CONTRACT AND CITY SERVICE FEES**

## **1. Police Services**

- a. The City's Law Enforcement Department shall review the permit application and assess the need for police services. If police services are required, the applicant will be informed of such and will take the responsibility for contacting the Police Department directly. The applicant is responsible for the cost of these services. The Police Chief or designee is the final authority on the need for police service, including the number of officers required and

the hours assigned. Payment for police services, based on the estimate, is required to be paid in full no later than fourteen (14) days prior to the event. Payment adjustments for police services, based on a final invoice, is required to be paid in full no more than fourteen (14) days after the event.

**2. *Fire Rescue Services/Emergency Medical Services***

- a. The City's Fire Rescue Department shall review the permit application and assess the need for fire rescue services, fire watch and/or emergency medical services. If such services are required, the applicant will be informed of such and will take responsibility for contacting the Fire Rescue Department directly. The applicant is responsible for the cost of such services. The Fire Chief or designee is the final authority on the need for fire rescue and/or emergency medical services. Payment for services, based on the estimate, is required to be paid in full no later than fourteen (14) days prior to the event. Payment adjustments for services, based on a final invoice, is required to be paid in full no more than fourteen (14) days after the event.

## **VIII. Denial of a Special Event Permit Application**

A Special event permit is a special privilege granted by the City and may be denied for reasons such as, but not limited to, the following:

- a. The application is not complete in all material. The City Manager may allow for additional materials to be submitted within seven (7) days of notification; or
- b. All of the conditions set forth in this article and all contractual requirements imposed by the City, if any, have not been met; or
- c. The special event will interfere with or unduly burden municipal services including, but not limited to, police, fire and emergency medical protection, water and sanitary sewer service and solid waste removal; or
- d. The application fee has not been paid; or
- e. The special event will pose a threat to the health, safety, or welfare of residents of the city or unduly burden the resources of the City; and
- f. Any other valid reason including, but not limited to, noise, traffic, previous special event permit concerns with applicant, harm to the health, safety or public welfare, as so determined by the City Manager.

APPENDIX A  
SPECIAL EVENT FEE SCHEDULE

**Application Fee:**

Attendees	Application Fee	Security Deposit
Up to 100 Attendees	\$250 resident \$300 non-resident	\$500
101 - 500 Attendees	\$250 resident \$300 non-resident	\$1,000
501 – 1,500 Attendees	\$250 resident \$300 non-resident	\$2,500
1,501 – 5,000 Attendees	\$250 resident \$300 non-resident	\$5,000
5,000 + Attendees	\$250 resident \$300 non-resident	\$10,000
PRIVATE / COMMERCIAL PROPERTY USE ONLY	\$250 resident \$300 non-resident	\$500
Late Application Fee	\$250 in addition to above	

**Late Application Fee:**

A late fee of \$250, in addition to the application fee described above, will be charged if application is received later than the required deadline (refer to page 2, Section A).

**Security Deposit:**

If required, a refundable security deposit in the form of cash, check, or money order, must be made payable to the City of Parkland and submitted no later than fourteen (14) days prior to the event. Based on the scope and location of the event, a pre- and post-event site inspection may be conducted by the applicant and appropriate City personnel to determine existing conditions and evaluate potential damages, if any. Security deposits will be refunded within twenty (20) business days after the event if all conditions are followed; public property is left in as good or better condition, without damage, and all invoices are paid. Failure to comply with conditions imposed may result in forfeiture of up to the entire security deposit.

**Rental Fee:**

If required, this fee is non-refundable and must be made payable to the City of Parkland no later than fourteen (14) days prior to the event.

Facility Rentals	Capacity	Fee
Amphitheatre at Pine Trails Park (Stage and Great Lawn Only)	Up to 2,500	Res:\$2,000 per day NonRes: \$2,400
Amphitheatre at Pine Trails Park (Stage and Great Lawn Only)	2,501 or more	TBD by City
Equestrian Center Open Field	Up to 2,500	Res:\$2,000 per day NonRes: \$2,400
Equestrian Center Open Field	2,501 or more	TBD by City
Equestrian Center Horse Rings		Res:\$300 per day NonRes: \$360
Ticketed Events		TBD by City
Terramar Park Event Field		Res: \$800 NonRes: \$960
Clay Tennis Court at Quigley Park		Res: \$25 NonRes: \$30

**NOTE:** Additional rental fees may apply, including but not limited to pavilion rentals and facility room rentals.

#### City Service Fees:

City Staff	Capacity	Fee
Manager	Per Hour	\$102.32
Coordinator	Per Hour	\$79.09
Specialist	Per Hour	\$62.04
Ranger	Per Hour	\$57.90
Recreation Aid	Per Hour	\$34.40
Maintenance Technician	Per Hour	\$44.30

**NOTE:** Hourly rates will be charged to the nearest 30 minutes

City Equipment	Capacity	Fee
Light Towers (4 hour minimum)	Per Hour, Per Tower	\$50
Field Lining	Per Field /Per Day	\$200
Drag and Reline Baseball Fields	Per Field	\$50
Repaint Existing Fields- Lacrosse/Soccer/Football	Per Field	\$150

Quick Dry for Fields	Each Bag	\$30
Field/Court Lighting	Per Hour/Per Field	\$15

**Sports Special Events Permits:**

Tournament Fee (Non-profit)	\$500
Tournament Fee (For Profit)	To be determined by City