



# SPECIAL EVENT POLICIES & GENERAL INSTRUCTIONS

Welcome to the City of Sanford – a destination City in Central Florida known for its special events, exemplary art, live entertainment, craft breweries and distilleries, and tantalizing culinary offerings for every palate – a vibrant City with something for everyone! The City features a charming downtown, miles of riverfront views and award winning parks. Special events are an important part of our quality of life and significantly contribute to Central Florida’s sustainable tourism industry. Events provide economic benefits to nonprofits, small businesses, and vendors while providing unique civic, cultural, educational, recreational, and entertainment experiences to the tens of thousands visitors to the City of Sanford annually.

We invite you to create a new #Sanfording experience and build memories for our community! Special event staff members find it a privilege to serve you, the applicant, and look forward to making the application permitting process as streamlined as possible. The City’s policies and procedures ensure that the applicant is a good host as well as a good neighbor to all those attending and those effected by a special event. Please review the policies below, complete the application as early as possible and submit it to the Recreation Department at least sixty (60) days prior to your event.

## I. DEFINITION:

Special Event shall mean any preplanned meeting, activity, parade, or gathering of a group of persons, animals or vehicles or a combination thereof, having a common purpose on any public/private street, sidewalk, alley, park, lake or other public/private place or building, which a special event substantially inhibits the usual flow of pedestrian or vehicular travel or which occupies any public/private place or building so as to preempt normal use of space by the general public or which deviates from the established use of space or building.

## II. APPLICANT’S PROCEDURAL SYSTEM:

- 1) Applicants for a Special Event Permit shall file a written Application with Parks and Recreation Department no less than **sixty (60) days in advance of the planned event** with a nonrefundable **\$50** Processing Fee, site map and event timeline.
  - a. Park, green space or pavilion rentals, that invite the public at large or advertise to the public at large, are considered a special event per this definition and shall obtain a Special Event Permit.
  - b. Section 2 (d) of the City of Sanford’s Special Event Ordinance states, in part, “The issuance of special event permits shall be limited as follows: Persons or entities actively engaged in a licensed business and maintaining a physical business location within the City may be issued permits for special events located on the premises of the business or entity or off-premises. Evidence of a permanent physical business location must be provided to the City at the time of application.”
  - c. An event sponsor, meeting the requirements above, may accept full responsibility for an event being requested by a non-city business and actively work with you and city staff to execute a desirable event in Sanford. Please provide a letter from the Sponsor requesting that the City consider such a request and their full involvement in the execution of the event.



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- 2) All applications shall be reviewed by the Special Events Review Committee (SERC). SERC members are appointed by their respective City department heads. They are accountable to their own department heads for their recommendations and decisions concerning special events. The Special Events Supervisor for the Parks and Recreation Department shall act as facilitator.
  - a. The office of the Special Event Supervisor may reject an application for various reasons. Examples include failure to submit an application within 60-days of the event date; if application is not executed properly or is incomplete; if the applicant owes the City of Sanford money from another event, services provided or damages to city property; if another event has been given preliminary consideration or approval for the same date or space; if the use or the event would conflict with previously planned programs organized and previously scheduled for the same time and place, or the applicant does not comply with all applicable city ordinances, traffic rules, park rules and regulations, state health laws, fire codes and liquor licensing regulations.
  - b. The Special Events Review Committee (SERC) reviews the application with each SERC member providing direction, requirements and suggestions to the applicant. Each member may deem staffing, equipment or other assets as a requirement to successfully host an event and the applicant will be responsible to pay for those city expenses or to contract for those services, if staff agrees.
  - c. The Event Request, with staff's recommendations, will be forwarded to the City Commission for action.
  - d. Upon receiving confirmation of approval from the Special Events Supervisor, the applicant shall remit all required permit fee(s), estimated fees for City services and insurance certificates at least ten (10) days prior to event setup day.
  - e. Payment shall be made in full with all final required paperwork to the Office of the Special Event Supervisor at least 10 days prior to the event date. The event is at risk of automatic cancellation if this requirement is not met.
  - f. Following the event, the applicant shall be billed for any additional expenses that may have been incurred. The applicant shall be responsible to promptly pay all additional charges.

### III. POLICIES:

- 1) **PUBLIC RECORDS:** The City of Sanford supports and complies with the State of Florida's "Government in the Sunshine" laws, designed to provide transparency and openness in government operations. The Florida law regarding public records may be found in its entirety in Chapter 119, Florida Statutes. "Public records" means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. [Chapter 119.011, Florida Statutes]
- 2) **APPROVAL OF EVENT:**
  - a. The City of Sanford's City Commission shall approve or deny all Special Event Permit Requests with consideration of city staff's recommendations, event notification responses from the public, the number of other events already approved during the requested event month, as well as Applicant's prior event experience and performance.

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- b. Applicants shall consider those directly affected by their event to minimize any negative effects that the event may have on affected businesses and residences in the potential impact area of 2-3 blocks in each direction of your event footprint including parking availability, noise, trash, etc. Such consideration is unique to each event and may include such enticements such as special sponsorship packages, marketing, signage, designated parking, but also thoughtful placement of staging, speakers, vendors, and maintaining cleanliness of the event footprint and the surrounding area.
  - c. The capacity of events throughout the City of Sanford is limited. Applicants may be asked to consider alternative locations, dates and/or hours to avoid conflict with another event, render relief to a particular area or the availability of city resources. Additionally, staff shall monitor the number of events in any one month in the downtown corridor between Sanford Avenue, 3rd Street, Myrtle Avenue and Seminole Boulevard, as well as immediate adjacent areas, and notify the City Commission if a seventh (7th) event is requested.
- 3) **CANCELLATION / TERMINATION OF EVENT:**
- a. The Applicant may cancel their event by notifying the City and the City shall cancel as many of its scheduled services as possible. Some charges may still apply including services scheduled and delivered (including solid waste containers) as well as the loss of rental revenue from your reserved site.
  - b. If the Applicant makes a material misrepresentation on an application (special event, facility or pavilion rental) such as a significant understatement of the number of participants, vendors, noise, alcohol, the Applicant risks immediate cancellation, shall be responsible for all additional costs incurred by the City to properly support the event and may be not be approved for future events as a result of the misrepresentation.
  - c. Applicant understands that at any time during a special event or facility rental, the Chief of Police and/or Fire Chief, or their representative, may order its termination if it is in violation of any law or ordinance, or if it endangers any employee, person, participant or spectator, or if it threatens the peace and dignity of the community, or if it creates unmanageable problems for public safety officials whereby the proper execution of their duties are endangered.
- 4) **ADVERTISING:** No advertising or distribution of flyers, brochures, posters, etc. regarding the event is to take place until the date(s) and time(s) have been approved by the City Commission. Park, green space or pavilion rentals, which invite the public at large or advertise to the public at large, are considered a special event per this definition and shall obtain a Special Event Permit.
- 5) **CAPACITY:** The City may deny the use of a site or area because of capacity standards.
- 6) **TIMES OF EVENTS:** The City shall determine the allowed time of the event as may be appropriate for the event and the surrounding neighborhood.
- 7) **ALCOHOLIC BEVERAGES:** Florida law requires alcohol to be contained within licensed premises and the applicant must prevent alcohol from being removed from the licensed premises.
- a. Nonprofit applicants may obtain a license to sell alcohol at their event from Florida's Department of Professional Regulation (DBPR) by using Form [DBPR ABT-6003](#) for a period not to exceed 3 days for a single event and limited to 12 permits per calendar year.
  - b. For-Profit applicants, who already have an alcohol license, may apply for a Temporary Extension of Premises using Form [DBPR ABT-6029](#) to conduct alcohol beverage sales beyond their licensed space. Following City Commission approval of the event, the applicant may obtain required signature from the City's Zoning Department and turn it into DBPR. The special event applicant shall provide the city with a list of permitted alcohol sellers with their licenses and their insurance certificates to the City at least ten (10) days before the event date.
  - c. The City Commission and Police Department will require the presence of security, such as an off-duty Police Officer, as a condition of approval at any Special Event or City Facility where alcohol is consumed and/or sold.

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## 8) ROAD CLOSURES:

- a. Any proposed event that involves closure of a major or minor arterial roadway or a collector roadway must receive City Commission approval. No road closure shall be approved for Non-City sponsored events for more than 48 hours. Road closure notification shall be provided to those addresses affected by the street closure prior to Commission approval either through SERC or by the applicant with a SERC-approved Road Closure Notification.
- b. Individual or a combination of overlapping, events requesting simultaneous closure of more than one arterial road downtown will receive additional staff scrutiny due to the requested space negatively affecting thoroughfares and accessibility to parking. Specific examples include requesting closure of any two (2) downtown arterial roadways between Commercial Street, 1st Street, 2nd Street and 3rd Street or closure of more than one (1) downtown arterial roadway between Sanford Avenue, Palmetto Avenue, and Park Avenue; or between Park Avenue, Oak Avenue and Myrtle Avenue.

## 9) SOUND / NOISE / AMPLIFICATIONS:

Special events with noise shall only be approved with event times between 7 AM and 10 PM and shall not exceed 95dBA or 100 dBC at the event, although lower levels may be required. (See Ordinance No. 2021-4582.) Amplified sounds in Fort Mellon Park shall face Lake Monroe.

## 10) FOOD / COOKING OUTDOORS:

Applicant shall obtain all appropriate licensing and inspections for distributing or cooking food including the City of Sanford, the Seminole County Health Department and the State of Florida.

- a. For-Profit applicants must notify Florida's DBPR no less than three business days prior to the scheduled event of the time and location of the event; a complete list of food service vendor owners and operators participating; current license number of each public food service by emailing [chr.info@myfloridalicense.com](mailto:chr.info@myfloridalicense.com). Inspectors from the State of Florida may be in attendance at any event and vendors shall be prepared to purchase a temporary food service license, if required, from the inspector. For more information, please visit <http://www.myfloridalicense.com/dbpr/hr/faqs/hr-faq-temporaryevents.html>.
- b. All events shall take proper preventative measures to prevent grease from dropping onto the ground, streets, sidewalks, landscaping, paving, etc. Proper arrangements, approved by the City, shall be made for the disposal of grease. Improper grease disposal, by applicant or their vendors, will result in additional cleanup costs assessed to the Special Event Applicant.
- c. All food vendors are subject to S.O.P. 1212 "Mobile or Temporary Cooking Fire Safety Requirements" which allows for fire safety inspections before or during an event. For fire safety, all hydrants must maintain a 5-foot clear radius. All food vendors must have a fire extinguisher.

## 11) PORTABLE RESTROOMS:

SERC may require Applicant to obtain portable, ADA-compliant sanitary facilities by a vendor of their choice, which shall be placed in an agreed upon location(s), and whose rental fees will be the sole responsibility of the Applicant.

## 12) TRASH & CLEAN UP:

The Applicant shall be responsible to ensure the cleanliness of their event site, as well as its potential impact area of 2-3 blocks in each direction, during and after their event. SERC may require additional dumpsters, trash receptacles and personnel to assist with clean up during and/or after the event. The City will coordinate dumpster rental and delivery through its current Collection Franchise. The Applicant shall be responsible for all cleanup costs.

## 13) TENTS / SPECIAL STRUCTURES:

Permits for all tents 400' square feet and larger must be obtained from the City of Sanford, Planning and Development Services through the [Citizenserve](#) online portal. (Permit Tech 407-688-5140). Any tent, 400' square feet or larger, must have a fire retardant certificate and be inspected by the City of Sanford Fire Inspector prior to the event. Any special structures such as fences, platforms, electrical structures, etc. may require separate permits and must comply with all appropriate codes and be City-inspected for final approval. For fire safety, all hydrants must maintain a 5-foot clear radius.

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- 14) **SIGNS & BANNERS:** The City of Sanford's Community Development Department shall provide applicants with information on allowable event signage.
- Snipe signs, a sign of any material when tacked, nailed, posted, pasted, glued or attached in any way to trees, poles, stakes, wire frames, fences or any other objects where such sign may or may not apply to the premise, are prohibited.
  - A 1<sup>st</sup> Street Banner permit shall be processed on a first-come, first-serve basis for one week, from Monday to Monday, and shall be subject to a \$120.00 per week fee. All banners must meet the requirements as outlined on the 1<sup>st</sup> Street Banner Permit Request Form and provide a packing label, or other similar statement from the manufacturer, showing that the banner specifications have been met or it will not be hung. Applicant shall pick up their banner from Public Works within ten (10) days following their event at which time it will be discarded.
- 15) **CARNIVALS / CIRCUSES / PARADES:** No carnival or circus will be allowed within three hundred feet (300) of a residential area except for approved City Sites. Parades shall not use fireworks or other explosive-type devices along the route, which may cause injury or danger, to spectators and participants. Parades shall not have tokens, candy, or other articles thrown from parade participants in moving vehicles to spectators along the route, but walking parade participants may hand out such items to spectators.
- 16) **PYROTECHNICS, BONFIRES, CEREMONIAL-TYPE FIRES and SPECIAL EFFECTS:** All applicants must include detailed description of such requests, including special licenses and licensed individuals operating them, with their special event application. Such requests are subject to approval, permitting and monitoring by the Sanford Fire Department, as they may deem necessary, in addition to City Commission approval.
- 17) **MOTION PICTURE FILMING:** Production Companies will enjoy working with the permitting office at the [Metro Orlando Film and Entertainment Commission](#) to process a Motion Photography Production Permit in Sanford. The City of Sanford requires the completed permit application at least five days in advance and does not charge a permitting fee. The Film Commission will arrange for all support services needed including police, fire, barricades, parking, etc., and provide you with the costs to reimburse the City for their actual costs. The Film Commission's telephone number is 407.446.0201. Sanford's Economic Development Department can provide further assistance at 407.688.5015.
- 18) **LIABILITY INSURANCE:** The Risk Management Department shall determine the types of coverage, limits of insurance, and who must provide it. The applicant shall procure and maintain commercial general liability insurance, from an A- or better rating in the most current edition of A.M. Best's Key Rating, with a minimum of \$1,000,000 per occurrence. Additional insurance may be required, including, but not limited to: Automobile Liability Insurance, Liquor Liability Endorsement, Hazardous Materials Endorsement, Worker's Compensation Insurance and Employer's Liability Insurance, Boats and Planes Endorsement, Participant Liability Insurance with insurance limits decided by City staff. The Applicant may also require their vendors, suppliers, contractors, etc. to name the event and/or themselves as additionally insured and, if so, the "City of Sanford" shall also be named as additionally insured by those same entities.
- Proof of insurance shall be submitted on an Acord 25 Certificate of Insurance Form, with a 30-day written notice if the insurance policy is cancelled or modified before the expiration date, at least 10 days prior to the event with the City of Sanford named as additionally insured.
- 19) **DISCRIMINATION:** Special events shall not discriminate against participants or observers as to race, color, religion, sex, national origin, age, handicap, marital or veteran status.
- 20) **POST EVENT REPORT:** Following each event, the applicant will receive a letter detailing the expenses incurred by the City to support the event and issue another invoice or refund as appropriate. Applicant further understands that records shall be kept of all Special Events. Future approval for additional special events shall be determined by previous performance history according to records on file as well as existing ordinances, policies, rules, and procedures.