



SPECIAL EVENT PLANNING GUIDE

Updated June 28, 2023

The City of Venice has set forth this Special Event Planning Guide to outline the laws, rules, policies, and procedures for holding special events in City parks, on City property, and on public streets and right-of-way. This planning guide is a community resource to assist event organizers and to ensure that all special events are safe and enjoyable gatherings for everyone who operates and attends special events.

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1. Introduction

Welcome to Venice, the “City on the Gulf.” The City of Venice is a popular vacation destination as well as a wonderful place to live, work and play. The beautifully landscaped historic downtown district is lined with a variety of restaurants, boutiques, and unique shops. There are over 30 public parks, 5 miles of trails along the Intracoastal Waterway (ICW) and 3.5 miles of beautiful beaches including a dog friendly beach. The city has received numerous awards and recognition on lists such as:

1. Best Beach Towns to Live In
2. America In Bloom
3. USA Today Best Coastal Small Town
4. Safest Cities in Florida
5. Top Fishing Piers in Florida
6. Best Places to Retire in Florida
7. Top Small Cities to Relocate

A complete list of all our awards and recognitions can be found on the city website here: [Awards and Recognition | Venice, FL \(venicegov.com\)](#)

The shopping, dining, recreation, and natural beauty draws thousands of people to the City each year; making Venice a great place to host special events. Annually, there are 60-80 medium to large events held within the City and over 200 park reservations. These park reservations include smaller activities and events such as concerts at the Centennial Park gazebo.

This comprehensive guide is intended to help applicants plan for a safe and successful event and to assist with navigating the special event permitting process. Reading this document all the way through should answer most special event questions. However, for any additional questions, please contact the City Special Events and Marketing Coordinator (SEMC) (Appendix A: [Contacts](#)).

2. Definitions

Special Event

An organized activity taking place on public property that invites or is open to the public **and** involves ANY of the following:

1. Use of City services beyond gazebo electrical access
2. Serving, selling, or consuming alcohol
3. Cooking, grilling, reheating of food, or a food truck (excluding normal use of Sarasota County/City installed park grills)
4. Activities that require a certificate of insurance
5. Higher risk activities such as large gatherings, street closures/impacts on traffic, timed activities, etc.

*The City Manager's Office will make the final determination whether an activity is considered a Special Event.

*All new Special Events require initial approval from City Council and all Special Events require the issuance of a Special Event permit for each occurrence.

Informal Events (Park Reservation)

Small to medium-size events that occur on public property but require no City services. These types of events may be private or open to the public. Examples may include reunions, birthday parties, ceremonies, and small concerts, and are held with or without a park reservation. Using public space without a reservation can be done on a first-come first-serve basis; however, park reservations will receive priority for the use of the public space.

Please complete a [Park and Public Space Reservations \(arcgis.com\)](https://arcgis.com) if:

1. You wish to reserve a specific day and time (limited to four hours or less)
2. You intend to have over 50 people attending
3. You are requesting park electrical access be turned on
4. You would like to use sound amplification
5. You wish to alter or rearranging park space or amenities in any way (i.e. adding an arbor or chairs)
6. You are advertising or wish to post signs

Park reservations can be made through the City of Venice website www.venicegov.com under the 'Make a Park Reservation' option or by clicking here: [Park and Public Space Reservations \(arcgis.com\)](https://arcgis.com). Park reservations are not considered special events. There are no fees for use; however, the user is responsible for all setup and cleanup.

Other Events and Activities

Some events may need a staff assessment to determine if they should be completed through the park reservation system and/or include an insurance policy or if they should go through the special event permitting process. If you are uncertain as to what type of process your event or activity falls into, please contact the SEMC (Appendix A: [Contacts](#)).

For ADA information, visit [A Planning Guide for Making Temporary Events Accessible to People With Disabilities | ADA National Network \(adata.org\)](#)

3. Event Venues

Whether you are thinking of using a park, street, or other space it is important to consider which venue is appropriate for the type, size and scope of your event. Questions to consider are:

1. How many people are expected, and will the space provide room to prevent overcrowding as well as adequate parking?
2. Will you need dumpsters, trailers, portable restrooms, tents, or other large items, and if so, where is the best location for them?

Centennial Park: 200 W. Venice Ave., Venice, FL 34285

Centennial Park is in the heart of downtown, between West Venice Avenue and West Tampa Avenue, and is surrounded by unique shops and restaurants. It is often used for concerts and vendor booths. The cost to reserve Centennial Park is summarized in the Public Space Rental Fees section. Please keep in mind that event dates for this location are limited due to an abundance of regularly scheduled annual events.

Amenities include:

ADA Accessible Gazebo	Picnic Tables
Benches	Restrooms
Interactive Fountain	Shelter(s)/Gazebo
Veterans Memorial	Pedestrian Walkway

West Blalock Park: 401 Pensacola Rd., Venice, FL 34285

West Blalock Park, located across from the Triangle Inn/Venice Museum and the Venice Community Center has traditionally been used for events that align well with its organic design and purpose. The following are features that make this space perfect for plant sales, nature events, and ceremonies.

Amenities include:

Arboretum	Playground equipment
Gazebo	Restroom facilities must be supplied by the event in accordance with the Sarasota County Health Department (see Restrooms)
Benches and Picnic Tables	Trash Receptacles
Pedestrian Walkway	

The cost is summarized in the [Public Space Rental Fees](#) section

Festival Grounds: 675 Airport Ave., Venice, FL 34285

The Festival Grounds at the Venice Municipal Airport offer the largest open event space in the city. The 50-acre area allows for an expansive site plan and a larger number of attendees. The types of public events that have taken place here include festivals, carnivals, arts and craft shows, and race/running events. Types of private events include driving skills tests and car club events.

Amenities include:

1. Large advertising space easily seen from U.S. 41/Tamiami Trail S.
2. Connecting pathway to the picturesque Intracoastal Waterway and Venetian Waterway Park trail.
3. It is comprised of paved space often used for vendor tents and walkways as well as open field space often used for parking.
4. Utilities (Water & Electricity):
 - Visit this link [Festival Utilities \(venicefl.gov\)](http://venicefl.gov) to view utility locations and type. Click the legend icon to display water and electrical access locations as well as amps/volts;
 - Fee for electricity used is based on starting and ending reading by Airport staff; and,
 - Water use requires the Event Holder to complete a hydrant meter set form (See [Utilities](#) section)
5. Restroom facilities must be supplied by the event in accordance with Sarasota County Health Department (see [Restrooms](#))

The Festival Grounds are part of the Venice Municipal Airport and are regulated by the Federal Aviation Administration (FAA). Certain conditions and restrictions apply, such as:

1. Tall structures may not penetrate Federal Aviation Regulation (FAR) Part 77 Surfaces (Appendix B: [Height Restrictions at the Festival Grounds/Airport](#)). Objects above the maximum heights require an aeronautical study to be completed. Information must be received by Airport staff a minimum of 120 days prior to the event.
2. All signs and banners must comply with the Special Event Advertising and Sign Policy (Appendix C: [Event Sign Terms](#))
3. FAA recommends grass height minimums of six inches. Airport staff maintains the grounds to this specification.
4. The event must not pose any aviation safety hazard, including but not limited to, bright lights, smoke and wildlife attractants, especially birds. All lights must be angled less than 25 degrees from horizontal (no lighting may be pointed skyward).
5. The event site has paved areas. If used, no holes may be put into concrete or asphalt.
6. The Festival Grounds are secured at all times. Entry to the area must be coordinated with the Airport Operations Maintenance Supervisor who will provide Event Holders with a lock code.

The cost to use the Festival Grounds is \$300.00 per day for set-up and tear-down days and \$600.00 per day for event days.

Events at Businesses

Events taking place at a local business should contact planning and zoning well in advance of your event date to verify whether a permit will be required. Private events on private property will not typically require a Special Event Permit (Appendix A: [Contacts](#))

Other Public Spaces, Rights of Way (ROWs) and Road Closures

Events such as parades or running and biking events often take place on public roadways or in the right of way (ROW). It is important to ensure use of these spaces are managed to ensure safety as well as minimize disruptions to traffic. If the event requires closure of a roadway, lane, or intersection, or the nature of the event will impact the flow of traffic, the Event Holder will be required to have a Temporary Traffic Control Plan (TTCP, often referred to as Maintenance of Traffic/MOT). The City has adopted several routes to choose from. Routes range from those that remain within a park space and do not require a TTCP/MOT, while others require closures, materials, and hiring professionals to implement them. Visit the events page on the City website to view the routes and TTCP/MOT plans for each.

Standard 1: Event Holders will identify if the event requires a TTCP/MOT. A security and traffic plan approved by the Venice Police Chief, or his designee must be provided. Upon Venice Police Chief approval, security and traffic management can be provided by either Venice Police (VPD), Sarasota County Sheriff’s Office or other police or private agencies as approved by the VPD. Event Holders will contract with a TTC/MOT company for materials and implementation of a TTC/MOT plan (Appendix A: [Contacts](#)).

Venues Managed by Other Entities

There are many spaces within the City that are managed and/or maintained by other entities, primarily Sarasota County [Sarasota, FL - Splash \(myvscloud.com\)](http://myvscloud.com). If you are interested in having an event at the following locations and the scope of your event falls within the normal use of that facility, please reach out to the organization listed next to it. If your event does not fall within the normal use of the park/facility, it may be necessary to dually permit the event between the City of Venice and the other entity.

Venice Community Center	Venice Community Center Sarasota County, FL (scgov.net) 941-861-1380
Venice Train Depot	Call 941-861-1380 for pricing information and to make reservations
All Beach Space/activities	Call Sarasota County at 941-861-5000 or 311
Legacy Park/pavilions/open space	Sarasota County 941-861-5000 or 311

<p>*Special Events at Legacy Park require annual approval by the Florida Communities Trust (FCT) 120 days in advance due to grant terms.</p>	<p>FCT email Bill Bibby – Bill.bibby@floridadep.gov</p>
<p>Maxine Barritt Park/Brohard Park</p>	<p>Sarasota County 941-861-5000 or 311</p>
<p>Service Club Park and Venice Beach Pavilion</p>	<p>No reservations are accepted</p>
<p>Legacy Trail</p>	<p>Sarasota County 941-861-5000 or 311</p>

4. Ensuring Accessibility

The Americans with Disabilities Act of 1990 (ADA) was passed to ensure those with disabilities have the same opportunities as everyone else and does apply to special events. Event organizers are responsible for ensuring ADA compliance in the event space and in all aspects associated with the event. Questions to ask yourself include but are not limited to:

- How will I ensure my event is equally accessible for all to enjoy?
- Have I provided adequate amenities such as ADA compliant restrooms/portables, sinks or wash stations, ramps, or other necessary equipment?
- Do I understand what conditions might create a trip hazard and how to eliminate them?
- Have I visited sites such as <https://adata.org/publication/temporary-events-guide?>

Additionally, service animals have certain protections under laws as well. It is important to understand the difference between a pet, an emotional support animal and a service animal.

*Service animals must be housebroken and under the control of their handler at all times.

Standard 2: Event Holders will familiarize themselves with all applicable laws pertaining to accessibility and discrimination and ensure full compliance during the special event.

5. Special Event Permits

All Special Events require a permit from the City of Venice. Please be sure you have read the definition of a Special Event (see [definitions](#)).

Process Overview and Timeline:

1. Contact the Special Events and Marketing Coordinator (SEMC)
 - a. Request a Special Event Application (Appendix L: Special Event Application)
 - b. Read the Special Event Planning Guide
 - c. Complete and submit an application via email and pay the \$50.00 application fee (Appendix K: Special Event Fee Revenue Transmittal Form)
2. City Council Review and Approval
 - a. Required for first time events
 - b. Returning events with significant changes or that were not “successful” during the first year. “Success” is defined as the event meeting all terms and conditions of the permit and reconciling all financial obligations of the permit.
3. Attend a planning meeting with City staff if required
4. Submit all final event planning documents to:
 - a. The Special Event and Marketing Coordinator
 - b. Other departments for permits/inspections as applicable
5. Sign the Special Event Agreement for Public and Community Events in the City of Venice and agree to the code of conduct, special conditions, and fees and charges (Appendix M: Special Event Agreement for Public and Community Events in the City of Venice)
6. Receive final Special Event Permit
7. Host your event successfully
8. Follow up with the SEMC to assess the event and plan for the next occurrence if applicable
9. Pay all invoices within 30 days of receipt

<p>1st Time Events: Minimum 120 Days Prior</p>	<ul style="list-style-type: none"> ● Completed an Application for Council Review and Approval <ul style="list-style-type: none"> ○ Narrative ○ Event Layout/Maps ○ Detailed Timeline (if available) ○ Proof of Tax Exempt Status/Type ○ Proof your agency is able to conduct business in Florida ○ Event holder will need to be available and attend the City Council meeting to answer any questions that arise
<p>All Events: Minimum 90 Days Prior</p>	<ul style="list-style-type: none"> ● Completed Application <ul style="list-style-type: none"> ○ Narrative ○ Event Layout/Maps ○ Detailed Timeline ○ Proof of Tax Exempt Status ○ Proof your agency is able to conduct business in Florida ○ General Liability Policy listing the City of Venice as certificate holder and named as additionally insured. General aggregate of \$1,000,000. ○ Supplemental permits/licenses/insurance <ul style="list-style-type: none"> ▪ Tent Inspection/Certificates of Flame Resistance ▪ Utility account if using water ▪ Liquor License and Liquor Liability Insurance for \$1,000,000 added to your General Liability Policy. ▪ Fireworks/other Fire Reviews or Inspections ▪ Coast Guard/FDOT permits if applicable
<p>Minimum 30 Days Prior</p>	<ul style="list-style-type: none"> ● Update On Site Contacts if changed since application ● Verification of Fraternal Order of Police details ● Final Permit/Special Event Agreement Signed
<p>Post Event</p>	<ul style="list-style-type: none"> ● Final Payments will be Invoiced/Paid <ul style="list-style-type: none"> ○ Sent from the City within 60 days ○ Invoice Paid by within 30 days of receipt ○ Direct Payments to Fraternal Order of Police/Fire/EMS/Water/Electric, etc. ● Reserve dates and space for next year ● After-action review meeting if necessary

Standard 3: Event Holders will follow the timelines outlined within this guidebook and understand that late or missing items may result in delays or the need to reschedule your event date for a later time.

Application

Please be sure to review the timelines and submit application with payment at least 120 days in advance. New events requiring Council approval are helpful to have as far in advance as possible. It is important to only submit a COMPLETE application, with every question having a response. Event Holders can write N/A for “not applicable” instead of leaving it blank. The application must be:

- **OPENED AND SAVED TO COMPUTER OR DEVICE:** It is recommended that Event Holders do this first to ensure it is working properly the before investing a lot of time into typing responses.
- **TYPED:** This document will evolve into your final permit therefore it must remain a working document. Once received, City staff will be adding details of the services Event Holders will receive, delivery dates, etc. into it. Once complete, it is sent for electronic signatures. For these reasons, printed, handwritten, or scanned applications cannot be accepted.
- **ATTACHED IN AN EMAIL:** Please send the completed application PDF and required documents in one email to the Special Events and Marketing Coordinator at [contacts](#). Be sure all required items are attached.

Required Documents: Please include the following documents with the application in PDF format:

- **Narrative:** Tell us about the event, including the following:
 - Information about Event Holder’s organization/business
 - Outline of the purpose (is it raising funds? For whom?)
 - Goals/what do you hope to achieve?
 - What will it bring to the City? What is the impact on local businesses and the economy?
 - How will the Event Holder involve local businesses, services, and organizations? Who?
 - Parking Plan: What will be the impact on public parking? Where will vendors/volunteers park or store trailers, and where will the public park? Does it leave room for local businesses to have parking for their patrons?
- **Event Map(s) or Site Plan:** Depicting a detailed layout for the event. Google has excellent satellite images and drawing tools. If hand-drawing a map, it must be clear and legible. All Maps must include clearly marked locations of the following:
 - Dumpsters/roll-offs: If an area must be reserved/coned off, please indicate the exact location or parking space(s).

- Restrooms and Handwashing Areas: If an area must be reserved/coned off for portable restrooms, please indicate the exact area or parking space(s).
- Parking Areas
 - Staff and volunteer parking locations (notate if off-site).
 - Where will trailers be parked/stored?
- What is the direction of traffic? (Use arrows)
 - Clearly label points of ingress and egress
 - Ensure signs are provided if the direction deviates from everyday traffic/pedestrian routes
- Ensure there is room for emergency vehicles to gain access to all areas
- If requesting use of the Special Event Trailer, indicate the location we need to park the unit
- Food Service Areas or Mobile Food Trucks
- All areas alcohol will be served/sold/consumed
- Vendor Areas/Booths/Tents/Commercial Generators
 - Tents 10x10 feet do not require a permit. Indicate the general area or preferably specify where each tent will be using squares.
 - Tents 11ft or larger AND Large Commercial Generators require a Minor Work Order/Inspection to be completed in the Building Department (see [Tents and Generators](#))
 - Resource Area (First Aid, Lost and Found, etc.)
- Show any other important resources or relevant event details.
- See Appendix D: [Event Sample Map](#)
- **Timeline:** Include an itemized list of tasks/activities from setup through teardown. Be especially detailed if Police, Fire, or EMT services from the City are requested (See Appendix E: [Timeline Sample](#))
- **Proof of Tax Exemption Status:** If you are a nonprofit, the City will verify the exemption category and expiration dates. Ensure an updated Consumer's Certificate of Exemption is on file. The City will not provide any sponsorship without current documentation of a 501c (3) or (4) status.
- **Proof your agency is able to conduct business in the state of Florida** (i.e. Sunbiz Annual Report showing Active) [Search Records - Division of Corporations - Florida Department of State \(myflorida.com\)](#)
- **Legal Designee Verification:** The person signing the final permit, agreeing to the terms and conditions, and entering into an Agreement, must be legally designated to do so on behalf of the organization. Please provide document showing individual listed on the Sunbiz Annual Report or a letter from the board/president/CEO.
- **Insurance:** If the Event Holders has the proper coverage at this time covering the date of the event, include it with the application. Otherwise, it should be provided

no later than 60 days prior to the event date (see [Insurance and Liability](#) section for more information)

Standard 4: Event Holders will submit a complete application and required documents as outlined.

City Council Review/Approval

First-time special events are required to obtain City Council approval. If a returning event has a significant change or is not deemed “successful” it will have to get City Council approval for subsequent approvals. The Special Events and Marketing Coordinator will use information provided in the application to add an item to the agenda. Agenda items and all event documentation must be ready three weeks prior to the council meeting. Event holder will need to be available and attend the City Council meeting to answer any questions that may arise regarding the proposed special event.

Planning Process with the City

Planning Meeting and Cost Estimates: Once the event has been approved by City Council, the Event Holder will work with the SEMC to determine if a planning meeting with the applicable city departments is necessary. If no meeting is required, the Event Holder can proceed with gathering all additional documents, permits, licenses, etc. and submitting them to the SEMC. If a meeting is needed, the SEMC will set it up and attend with the Event Holder. This meeting serves to determine the services the Event Holder will need to ensure a safe and successful event. After the meeting, the SEMC will provide estimates from each department for the cost of their services.

Event applicants are encouraged to engage local volunteers and area interest groups as “partners” in the formation, administration, and execution of their event. Partnerships in the operation of a recycling plan, internal parking plan, and similar operational components are examples of activities where the use of local partners can be mutually beneficial. Event holders are strongly encouraged to use services provided by the City of Venice for their events.

Draft Permit: A draft of the Event Holder’s permit is created using the information submitted in the application, from the planning meeting and provided to the SEMC. It will include a summary of the services being provided and estimates. If the Event Holder has any revisions to make on the initial application materials (i.e. maps, timelines) or has any remaining documents to submit (i.e. insurance, liquor license) send them to the SEMC within the timeframes specified for each.

Permit Issued: The final permit will be sent via email for electronic signatures. The Assistant City Manager first reviews it before signing. It is then automatically sent to the remaining signers in this order: the organizer/legal designee, their witness to signature, the Mayor, and the City Clerk. A final copy is automatically sent to all parties. The event will be reviewed afterward to determine if it was successful per the criteria in the [Funding Policy and Heritage Events](#) and to make recommendations

on improvements and enhancements for future events. If the event was successful and all related invoices are paid, the Event Holder may request a 'tentative' date for the following year.

Termination of Permit: A Special Event Permit is issued contingent upon the Event Holder using the premises only as authorized by the City, and in compliance with all City rules, regulations, reservation regulations and ordinances, and all state and federal laws. The City reserves the right to cancel the permit at any time for failure to comply with any provision of the permit or due to public safety concerns and the City and/or the City Manager shall incur no liability to the Event Holder as a result of such cancellation. The City retains the authority to determine whether the event should be held or continued in times of inclement weather, civil disturbance, or other conditions deemed unacceptable by City staff.

Event Expectations & Management

Code of Conduct

The City of Venice's mission is to support events that can be enjoyed by people of all ages and are community friendly.

- Behavior that is disruptive, disrespectful, or degrading to others, including any messages, materials, images, or interactions by anyone, in any form, regardless of location. This includes but is not limited to in person interactions/speech, written communication, apparel, signs/banners, merchandise, etc.
- Harassment or discrimination based on age, ancestry, color, gender identity or expression, national origin, physical or mental disability, religion, sexual orientation, or any other characteristic protected by applicable local laws, regulations, and ordinances.
- We encourage everyone to assist in creating a welcoming and safe environment. Please report any concerns, harassing behavior, or suspicious or disruptive activity to the Venice Police Department. For non-emergencies call VPD (941) 486-2444. For emergencies call 911. You can also report it to the nearest officer on site.

Standard 5: We expect all participants, sponsors, volunteers, attendees, exhibitors/vendors, and event holders to uphold the principles of our Code of Conduct (Appendix M: Special Event Code of Conduct).

Notifications/Communication

Standard 6: One month prior to the event, Event Holders will notify surrounding businesses, religious institutions, homeowners, and tenants of the event date, time, [potential for noise](#), and anticipated impacts to traffic and other public spaces. During the event, the Event Holder shall be onsite and available via cell phone during setup, event operating hours, tear-down, and cleanup.

Standard 7: All Event Holders, their affiliates, and agents are bound by all conditions and stipulations included in this guidebook and permit, and must comply with all federal, state, and local laws, rules, regulations, and requirements. Event Holders are responsible for communicating/distributing all information to all parties.

Standard 8: Event Holders shall have alternative plans for inclement weather, red tide, or other unforeseen emergency situations included in the application/permit. This includes but is not limited to alternative locations, times, delays, and cancellation. In the event such changes need to be implemented, inform the SEMC and the City Public Information Officer in writing of the information that should be communicated to the public as soon as possible. This information should be included/updated on your websites and social media platforms as soon as possible to keep the public well-informed.

Use of Public Property: The use of public property for events should provide a safe and inviting space for people to gather, that also complies with State and local regulations, provides an economic benefit to the area, and supports the City's strategic goals. Additionally, certain activities and materials are prohibited which may include but are not limited to the following:

- No portable play structures or inflatables (e.g., bounce houses, slides, rock climbing walls, trampolines, etc.)
- No petting zoos or hooved animals (e.g., ponies, goats, cows, pigs)
- No glass, confetti, artificial petals, or materials difficult to remove or harmful to the environment/wildlife.
- No objects that interfere with aviation routes such as balloons, sky lanterns, etc.
- No drones
- Pets are prohibited at the Festival Grounds unless specified by the Event Holder and advertised as pet friendly. Service animals are allowed under the ADA (see [Ensuring Accessibility](#))

Standard 9: All necessary permits and inspections required by the City shall be obtained prior to event opening to the public and displayed conspicuously.

Standard 10: The Event Holder and/or sponsors shall not deviate from the approved Special Event Permit including, but not limited to, hours of event, vendor locations, road closures, site plan, and related event details. Any deviation may result in revocation of the permit.

Standard 11: No modifications or alterations may be made to the City-owned infrastructure including, but not limited to water and electrical systems, benches and park furnishings, and any other City property at the Event Site without prior written approval of the City. Tent stakes may not be driven into the asphalt pavement at any site and stakes within grass areas must verify and avoid any underground utilities. Violators will be charged for the cost of restoring the system to its original condition and may be suspended from future use of the City Event Site. Any City-approved improvements made to the Event Site become property of the City at the conclusion of

the Event and may be altered or removed if necessary.

Standard 12: All City property and equipment shall be returned in its original or “pre-Event” condition by the Event Holder at the Event Holder’s expense. Damage to City property or equipment could result in additional fees and charges to the Event Holder.

Standard 13: Event Holder shall comply with [Article II](#). Noise Control of the City’s Code of Ordinances.

Event Restrooms

- **Public Restrooms:** If utilizing public restroom facilities, City staff will ensure they are clean and supplies are stocked prior to the event. Restrooms are checked once daily and restocked as needed; however, Event Holders may be required to keep additional supplies on hand and restock the facility during the event due to demand. Event Holders may be required to supplement existing facilities with restroom attendants, portable restrooms, and handwashing stations to meet the event demand and health code.
- **Portable Restrooms & Hand Washing Stations:** The **Florida Department of Health-Sarasota County (FDOH)** regulates how many restrooms may be required at Special Events. In some cases, for smaller events, any permanent restrooms on-site may be all that is required. The local office can assist in determining how many and what type of units are required as part of their review. They may have the Event Holder complete a Temporary Event Review Form, provide a copy of the contract with the servicing company of their choice, and a review fee.
 - Please note: Portable hand washing facilities shall be provided in a proportion of one hand wash facility to every 10 portable restrooms required and shall be provided at special events and remote locations where food is served, or picnic areas are provided. Except for locations where food is served, hand sanitizers may be used in lieu of hand washing facilities, at the option of the applicant. Check for the most up-to-date information at [64E-6.0101 : Portable Restrooms and Portable or Stationary Holding Tanks \(Transferred\) - Florida Administrative Rules, Law, Code, Register - FAC, FAR, eRulemaking \(flrules.org\)](#)

Standard 14: All Event Holders and/or sponsors shall coordinate with the FDOH-Sarasota County for the use of portable restrooms and sinks. If needed, any required sanitary facilities are to be provided by the Event Holder. The County Health Department can be reached at 941-861-3310 and is located at 4000 S. Tamiami Trail (Room 121) Venice, FL 34293.

Food Services/Mobile Food Dispensing Vehicles (MFDV): The Florida Department of Business & Professional Regulation (DBPR)-Division of Hotels and Restaurants along with the Florida Department of Agriculture and Consumer Services (FDACS) and the FDOH regulate, license, and inspect temporary food services at events unless otherwise exempt. The division keeps records of all notifications received for proposed temporary food service events and provides appropriate educational materials to the event sponsor.

Standard 15: Event Holders will contact the DBPR when food will be cooked, prepared, sold, and/or consumed at the event, and ensure all proper licensing and inspections are obtained. Call 850-487-1395 or email dhf.info@myfloridalicense.com

[Hotels and Restaurants – Guide to Temporary Food Service Events – MyFloridaLicense.com](#)

Standard 16: Mobile Food Dispensing Vehicles (MFDV), hot dog carts, and certain catering services are required to have an account with the DBPR Division of Hotels and Restaurants to apply for and manage their license and inspections. Event Holders must certify all vendors comply with state and local requirements and communicate expectations from the National Fire Protection Association to those with a MFDV (Appendix F: [Venice Fire Department safety Requirements](#) and Appendix G: [NFPA Food Truck Safety Fact Sheet](#))

[Hotels and Restaurants – Guide to Mobile Food Establishments – MyFloridaLicense.com](#)

[Hotels and Restaurants – Guide to Catering – MyFloridaLicense.com](#)

Standard 17: The Event Holder will ensure all food service providers are sent information regarding how to properly dispose of solid waste, recycling items, and cooking grease. Cooking grease must be taken off the premises and properly disposed of. Disposal of used cooking oil requires a Florida DEP-approved company to provide the service.

Alcohol: Event Holders including the **sale** or **consumption** of alcohol must supply liquor liability insurance in addition to a general liability policy ([see Liability and Insurance](#)). The DBPR Alcoholic Beverages and Tobacco (ABT) Division regulates which entities require a permit and what type. This process takes time and has multiple steps; it is recommended to start the process at least 90 days before turning in this application so Event Holders will have the required documents to include with the City of Venice special event application. Questions regarding what license is required should be directed to the local ABT Licensing District Office. The office serving Sarasota County is:

Alcoholic Beverages and Tobacco-Fort Myers

2295 Victoria Ave, Suite 145, Fort Myers, FL 33901

Dominique Sinclair, District Supervisor

Phone: 239-344-0885

Fax: 239-344-0888

Written approval from the City of Venice Planning and Zoning Department is required as part of the state application. Event Holders can email all pages of the form to rclark@venicefl.gov for signature or call the Planning and Zoning Administrative Coordinator to schedule an in person signing (941)882-7444. The office is located at City Hall 401 W Venice Ave., Venice FL 34285 (see Appendix A: [Contacts](#))

[Alcoholic Beverages & Tobacco – Temporary Permits – MyFloridaLicense.com](#)

[Alcoholic Beverages & Tobacco – Special Events – MyFloridaLicense.com](#)

Tents and Commercial Generators: If using 10x10 foot tents a tent inspection is NOT required. Please ensure tents are properly secured using materials that will not cause damage to surrounding people, objects, or property. During inclement weather, the Event Holder must ensure these tents cannot be blown loose and cause damage to people or property. Tents 11 feet or larger require a tent inspection by the Fire Marshal. Large Commercial Generators also require an inspection. To arrange for inspections, Event Holders complete a **Minor Work Order Form** through the City Building Department. Printed forms are available in the lobby at 100 S. Harbor Dr., Venice, FL 34285, and can be printed from the City website at <https://www.venicegov.com/government/building-and-code/app-permits-forms>.

Please complete one form for multiple tents and/or generators. You will need to provide the following:

- Exact addresses, size of the tent(s), and name of the tent company; and,
- Detailed event map/layout clearly showing locations of tent(s) and/or generators

Forms can be returned in person to the Building Department or emailed to a building department technician ([see Contacts](#)). Event Holders will receive an email when it has been reviewed and is complete. Event Holders will pick up the inspection card, schedule the inspection, and pay any fees at the Cashiers Office.

Solid Waste, Recycling, Grease, Other Debris Waste: Applicants are encouraged to demonstrate the inclusion of eco-friendly features such as recycled and compostable materials, alternative energy sources, public education, and other environmental conservation measures. All events need a written solid waste and recycling plan. This plan should include the following:

1. Where will vendors and volunteers dispose of waste/recycling during set-up and clean-up?
2. Where will attendees dispose of waste/recycling?
3. Who will monitor and empty receptacles and bags during the event?
4. Will food vendors be equipped with their own grease receptacles? If not, they will need to contract with a private firm.
5. Are there other types of waste to plan for, such as pet waste?

Standard 18: Event Holders must plan for the proper disposal of all waste and consult the City's Solid Waste and Recycling Department and Fire Department as applicable. Fees may apply for these services.

Liability and Insurance: All Special Events require Event Holders to have general liability insurance and if alcohol is served, it must also include liquor liability. All policies of insurance shall be primary and written on forms acceptable to the City, placed with insurance carriers approved and licensed by the Insurance Department in the State of Florida, and meet a minimum financial AM Best and Company rating of no less than A. No changes are to be made to these specifications without prior written specific approval by the City Manager.

Event Holders are responsible for ensuring a safe environment while utilizing public space, which requires the Event Holder to agree to terms and conditions that Indemnify and Hold Harmless the City of Venice.

Standard 19: Event Holder must provide the City with a Certificate of Insurance that includes property and liability with minimum limits of \$1,000,000 general liability per occurrence, and \$500,000 property damage liability. The City of Venice must be named as **Certificate Holder** AND indicated as an **additional insured**. If alcohol is to be provided at the event, the Event Holder shall provide liquor liability with minimum limits of \$1,000,000, naming the City as **Certificate Holder** AND as an **additional insured**. The policies of insurance shall be primary and written on forms acceptable to the City and placed with insurance carriers approved and licensed by the Insurance Department in the State of Florida and meet a minimum financial AM Best and Company rating of no less than A. No changes are to be made to these specifications without prior written specific approval by the City Manager.

Event Holders should provide their special event insurance agent with the specifications outlined above and use the following address: **City of Venice, 401 W. Venice Ave., Venice, FL 34285.**

Standard 20: The Event Holder agrees to, at their sole cost and expense, to indemnify, defend and hold harmless the City and its officials, employees, agents and representatives from and against any and all liability, damages, claims and demands which may be imposed upon, incurred by, or be asserted against the City of Venice and its officials, employees, agents and representatives as a result of or in any way connected with this Special Event. In the event it becomes necessary to file legal action to enforce any of the provisions of this Agreement, the parties hereto agree that the prevailing party shall be entitled to recover, as part of the costs of such action, all reasonable attorneys' fees. Venue for any dispute related to shall be in Sarasota County, Florida. Event Holders may be asked to sign a separate indemnification/hold harmless agreement.

Signs and Advertising: Special Event signs and banners are welcome in select areas throughout the city. All signs and banners must comply with local codes. Signs not in compliance risk removal and disposal by Code Enforcement. If advertising at the Festival Grounds, written approval from Airport staff is required. This is to ensure compliance with FAA regulations and that signs do not distract incoming planes. Event information provided will be added to the Event Calendar on the City website. Events can also be promoted through sharing your social media posts. For more information or questions about promotion contact the City Public Information Officer. Other methods include the Venice Gondolier Sun and the Herald Tribune (Appendix A: [Contacts](#))

Standard 21: Event Holders agree to follow the placement and size policies set forth in the [Event Sign Terms](#) (Appendix C)

Standard 22: Event Holders wanting to advertise on the fence at the Airport Festival Grounds or near the airport must contact the Airport Operations Maintenance Supervisor and receive written approval prior to placing signs. Call 941-882-7253 for more information.

Post-Event Follow-up

Within 60 days following the event, Event Holders should submit the post event evaluation. This will let the city know if goals were met, and what aspects could be improved by the Event Holder and the City. It also provides the opportunity to request a tentative date for the following year. The City will notify the Event Holder if an after-action meeting is deemed necessary to share any issues or recommendations observed from the event.

Standard 23: Event Holders will complete a post-event follow-up form within 60 days of the conclusion of the event.

6. Costs and Payments

The costs associated with each event vary based on several factors including, but not limited to, the venue, use of public space, permits required, and City services provided. All expenses attributed to the event period shall be paid directly by the Event Holder. An estimate for City services is included in the permit; however, the City retains the right to increase or decrease City personnel, materials, and services as dictated by necessity, crowd influx and other public safety factors at the discretion of the City Manager or appointed designee. In case of an emergency, as determined by the City Manager or designee, the Event Holder shall pay all additional costs incurred in the hiring of extra personnel.

Standard 24: The Event Holder, in their own name and at their own expense, shall obtain all permits and/or licenses required or needed in connection with any use or Special Event.

Standard 25: The Event Holder agrees to pay the City for the furnishing of municipal services that are made necessary because of the influx of people to the City attending the event including, but not limited to, cost of Fire/EMS personnel or vehicle operation, cleaning of litter and debris, placement and removal of barricades and signs, traffic and safety services, use of water and electric, and fees associated with the use of public space. The City may require that the Event Holder deposit a fee towards the cost of these services.

Standard 26: Within 60 days after the conclusion of the event, the City shall provide the Event Holder with an itemized statement of all expenses.

Standard 27: The Event Holder agrees fees for City Services and equipment shall be paid within 30 days of receipt of invoice. Failure to pay fees on time can result in denial of future Special Event Permit requests or loss of City sponsorship eligibility.

Application Fee

A Special Event Application and \$50 processing fee is required for every event occurrence. Event Holders will email completed applications to the SEMC, and remit payment to the Cashier's Office. Once payment is processed, the SEMC will review the application and contact the Event Holder regarding the status and next steps. The process for making payments is as follow:

1. Complete the **Special Event Application Fee Revenue Transmittal form** (Appendix L)
2. Option 1: Mail the form and check to:

City of Venice Cashier's Office
401 W. Venice Ave.
Venice, FL 34285

Make checks payable to: City of Venice

3. Option 2: Pay in person using a check, cash, or card at the Cashier's Office

City of Venice Cashier's Office
401 W. Venice Ave.
Venice, FL 34285

Public Space Rental Fees

Special events that occur on public space create wear and tear of these public facilities, as well as prevent the normal public enjoyment of the space and facilities for designated periods of time. The following rental fee structure has been established by City Council for the use of public space:

1. Centennial Park: \$1,500 per day (cost reflects exclusive use of the entire park)
2. City Streets: \$500 per day per city block
3. Other public spaces: \$35 per hour for every 10,000 square feet
4. Airport Festival Grounds: \$300 per day for setup and tear-down days and \$600 per day for event days.

Certain types of events create an increased risk of damaging public property, including vegetation, landscaping, and measurable wear and tear. Accordingly, for events creating a risk of incurring property damage to a public site, the City may require a pre-event security deposit, or appropriately articulated insurance coverage.

Sponsorship Funding Policy and Heritage Events

Resolution No. 2020-18 Section 2. Defines terms of eligibility for subsidizing City costs and reads as follows:

Subsidy of City costs related to a Special Event includes the following prerequisites:

1. "City costs" as used herein means costs incurred by the City including, but not limited to, labor and materials provided by the Police Department, Fire Department, and Public Works Department.
2. First time events are not eligible for a funding subsidy.
3. The Applicant/sponsor entity must be a 501(c)(3) or 501(c)(4) organization.
4. An ongoing event meeting the criteria for a successful operation, as defined herein, is eligible for a subsidy of 50% of City costs related to the event, not to exceed \$2,000.
5. A "Heritage Event," defined as an ongoing event with ten or more years of successful operation in Venice, is eligible for a subsidy not to exceed \$5,000 for City costs. To be categorized as a "Heritage Event," the event must have reached the 10-year mark of successful operation in Venice no later than January 2020.
6. The City's criteria for "successful operation" includes no unpaid debt from previous events, provides a marketing benefit to the City, provides a public benefit, does not present a public health or safety risk, and prior invoices from the City were paid within ninety (90) days of event completion.

Refer to the table below for further clarification on eligible expenses for subsidy:

COV Department/Equipment	Examples		Subsidy Eligible
Fraternal Order of Police	Event security/traffic/safety		No
Fire/EMS	Medical		No
Solid Waste and Recycling	Roll-offs, receptacles		Yes
Public Works	Barricades, cones, trash cans, signs		Yes
Utilities	Water use, hydrant meters, electricity		Yes
Festival Grounds	Space fees (excludes hangars/Airport)		Yes
Public Space Fees	COV maintained property		Yes
Other	Permits, application fees, inspections		No

Public Safety-Fraternal Order of Police

Event Holders in need of event security or traffic control will work with the Special Events and Marketing Coordinator and the VPD to coordinate posting the details with the Fraternal Order of Police (FOP). If the FOP is unable to fill the requested detail, VPD will reach out to subscribing mutual aid agencies to solicit services. If the details are unable to be filled by subscribing agencies, VPD will notify the Event Holder, so they are able to contract with a private company.

FOP security & traffic details are \$55.00/hour per officer (4 hour minimum)

Standard 28: The Event Holder agrees to abide by all rules, regulations and orders of the City Manager or his designee of the City of Venice concerning the public safety within or outside of the permitted premises. Any decision by the City Manager or designee regarding public safety shall be binding on the Event Holder and promptly complied with by the Event Holder.

Fire Department/EMS

Staff and vehicles such as an ambulance or ATV are included in permit estimates if requested or required. An inspection by the Fire Marshal must be requested for all fireworks, large commercial generators, and for tents over 10x10 feet. Fees may apply (Appendix I: [Fire Department Fees](#))

Solid Waste and Recycling

City staff will assess requests and create an estimated cost for materials, delivery, pick-up, and processing. They will provide delivery dates for a single drop-off location. Final costs are determined once waste is collected, weighed, and processed.

Public Works

Public Works has a limited supply of event materials. Use of these materials are currently offered as a courtesy and at no charge; however, the terms of use specify fees for missing, damaged, or misplaced items. (Appendix J: [Special Event Trailer Materials and Terms of Use](#))

Utilities (Water and Electric)

Requests for hydrant meter sets, readings, usage, deposit, fees, and payments are initiated through the Utilities Department. Event Hosts identify the hydrant(s) closest to the desired location and complete a hydrant meter set form. Forms and information can be found at: [Utility Services Forms | Venice, FL \(venicegov.com\)](#)

Temporary Traffic Control Plan (TTCP)/Maintenance of Traffic (MOT)

The cost of a TTCP/MOT design and materials to implement a modification to a roadway can be extensive. Consult with a professional MOT company as a first step if the event will impact City, County, or Florida Department of Transportation roadways. Plans do not have to be “certified” but should conform to the FDOT Design Standards 100-600 series (see [Contacts](#) for referrals).

Other

Any applicable City Permits or inspections:

Examples of non-City Expenses

Event Insurance: Event Holder should contact an insurance provider for an estimate.

Sarasota County Government: Events using county roadways, bridges, parks, or property within the city limits of Venice. Contact Sarasota County for more information. Examples include the Venice Avenue Bridge, Maxine Barritt Park, Legacy Park, the Train Depot, and Venice Beach.

Florida Department of Transportation (FDOT): Events using FDOT roadways or bridges. For example, the Circus Bridge and the KMI Bridge often referred to as Hatchett Creek/North Bridge, or U.S. 41 Bypass and Tamiami Trail/U.S. 41)

Coast Guard: Events impacting the waterways in and around Venice including the Intracoastal Waterway.

Health Department: Regulation of portable restrooms/wash stations and some food service events/facilities.

Damage

As outlined in **Standards 11 and 12**, all City property and equipment shall be returned in its original or “pre-event” condition by the Event Holder at the Event Holder’s expense. Damage to City property or equipment could result in additional fees and charges to the Event Holder. Additionally, fees may apply for equipment that is not returned to the requested location at the conclusion of the event. Fees in this category are not eligible for the funding subsidy.

7. Appendices

APPENDIX A: CONTACTS

City of Venice:

Building Department (Apply for Tent and/or Commercial Generator Inspection/Life Safety Walkthrough)

100 Harbor Drive S., Venice, FL 34285

941-882-7382 (Call to verify an email address if you wish to send information).

Planning and Zoning Department (Request zoning signature for a Temporary Sales License)

Josh Law, jlaw@venicefl.gov 941-882-7458. Signatures via email should be sent to

rclark@venicefl.gov

In person signatures require an appointment. Contact the Administrative Coordinator at

941-882-7444, 401 W. Venice Ave., Venice, FL 34285

Public Information Officer (Event Promotions and Information)

Lorraine Anderson, landerson@venicefl.gov

941-882-7401

Special Events and Marketing Coordinator

Brianne Lorenz, blorenz@venicefl.gov , specialevents@venicefl.gov

941-882-7439

Other Contacts:

FDBPR: Alcohol, Beverage and Tobacco-Area Office is Fort Myers

2295 Victoria Ave, Suite 145, Fort Myers, FL 33901

Dominique Sinclair, District Supervisor

Phone: 239-344-0885

Fax: 239-344-0888

Florida Department of Environmental Protection, Division of State Lands/Florida Communities Trust

Bill Bibby, FCCM, bill.bibby@floridadep.gov

850-245-2783

Local Health Department Office

Venice Environmental Health (for Portable Restrooms/Handwashing)

4000 S. Tamiami Trail, (in the Robert L. Anderson Administration Center), Venice, FL 34293

- [941-861-3310 Environmental Health](tel:941-861-3310)
- DOHSarasotaInfo@FLHealth.gov

Sarasota County Parks and Recreation

941-861-5000 or 311

941-861-PARK (7275)

[Sarasota, FL - Splash \(myvscloud.com\)](http://myvscloud.com)

Sarasota County Sheriff's Office

Special Detail Coordinator

Anne Barrett, specialdetail@sarasotasherriff.org

Phone: 941-861-4082

TTCP/MOT Companies and Rental Equipment (Examples in the Area)

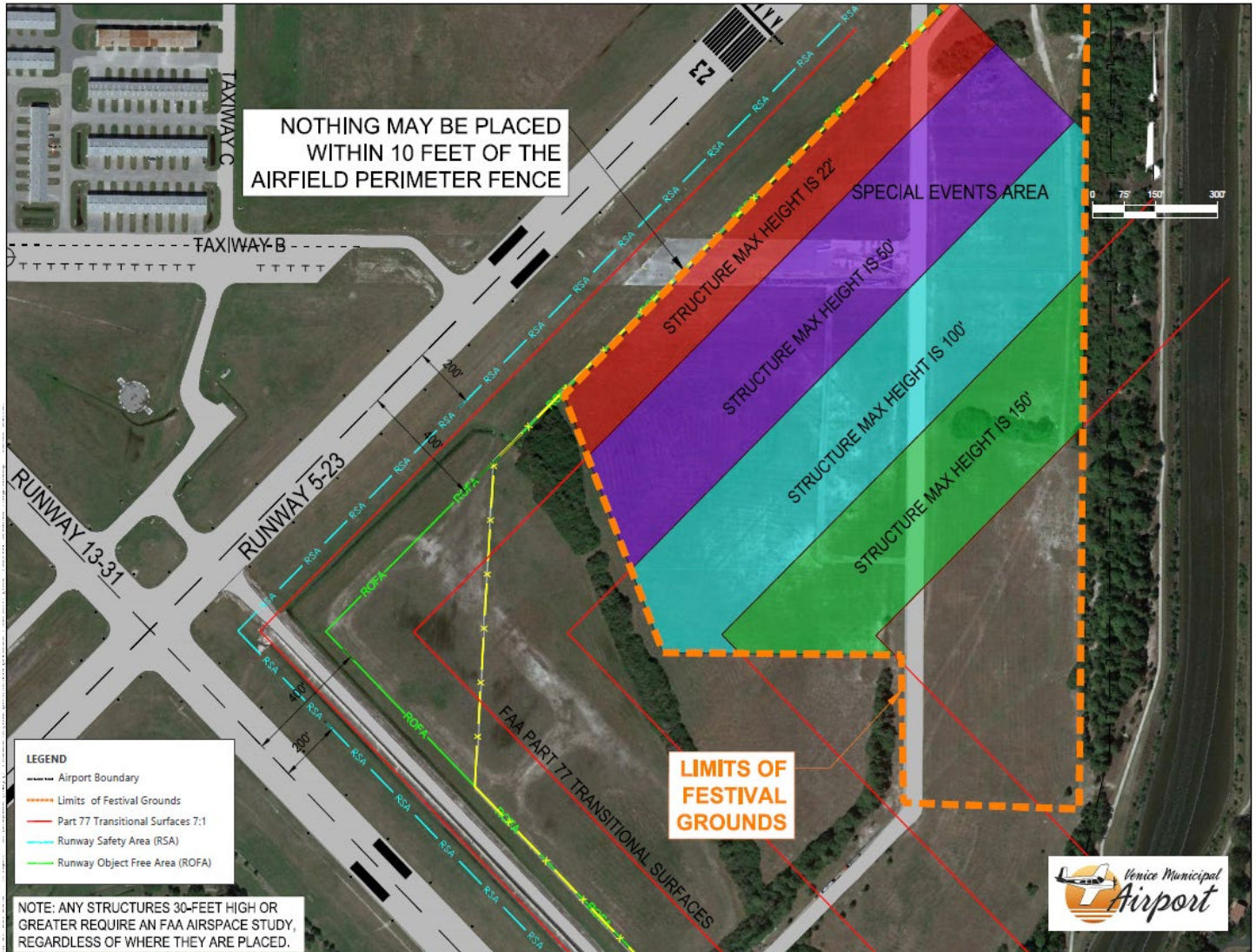
- Lakeshore Athletic Services www.lakeshoreathleticservices.com
 - Bob's Barricades www.bobsbarricades.com
 - Acme www.acmebarricades.com
 - United Rentals www.unitedrentals.com
 - Sunbelt Rentals www.sunbeltrentals.com
 - Clean Cans LLC (Portable Restrooms) 941-429-9333
 - United Site Services (Portable Restrooms) 866-974-2461
- [Porta Potty Rentals | Portable Toilet Rental | United Site Services](#)

Advertising Options:

- Visit Sarasota (free to add to their event calendar and may offer other advertising resources) www.visitsarasota.com
- Venice Area Chamber of Commerce (promotional) [Venice Area Chamber of Commerce \(venicechamber.com\)](http://venicechamber.com)
- Venice Gondolier (local Newspaper, ads, editorials) [The Gondolier | yoursun.com](http://TheGondolier.yoursun.com)
- Herald Tribune (Sarasota Newspaper, ads, editorials) [Sarasota Herald-Tribune: Local News, Politics & Sports in Sarasota, FL \(heraldtribune.com\)](http://SarasotaHeraldTribune.com)

APPENDIX B: HEIGHT RESTRICTIONS AT THE FESTIVAL GROUNDS/AIRPORT

Tall structures may not penetrate Federal Aviation Regulation (FAR) Part 77 Surfaces. Objects above the maximums require an aeronautical study to be completed. Information must be received by airport staff a minimum of 120 days prior to the event.



APPENDIX C: EVENT SIGN TERMS

Special Event Sign and Advertising Policy

- 1) Banners must not exceed 3ft in height and 6ft in length. All other signs must not exceed 2ft by 2ft and are to be directional in nature (see sample image below).
- 2) Any brand logo or advertising is not permitted on the sign.
- 3) Signs may be placed no earlier than seven days prior to the event and must be removed no later than one day after the event.
- 4) Signs and banners on private property are subject to current zoning codes for the area where the signs are placed.
- 5) All signs and banners placed on public right of way must be placed in locations indicated in the map on the following page.
- 6) All signs that are not in compliance with the stipulations in this policy will be removed by City personnel and disposed of.

Sample directional Sign (2ftx2ft)



Signs outside the Festival Grounds Permitted Space Require Approval

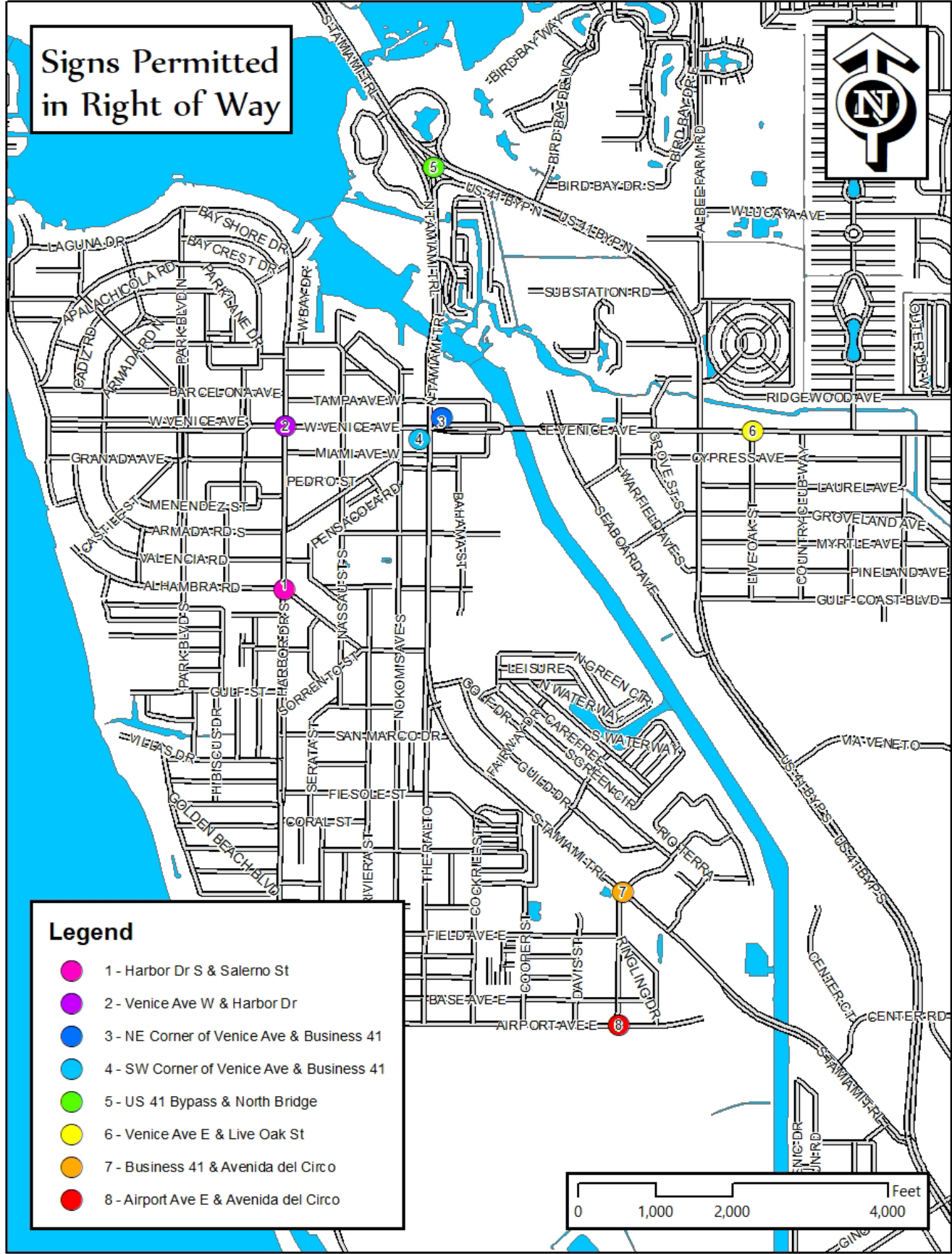
(Excludes signs meeting the above criteria)

- 1) Contact the Airport Operations Maintenance Supervisor and submit your request in writing. You must receive written approval prior to placing signs. Call 941-882-7253 for more information.
- 2) Signs never be placed in the areas indicated in red on the map below. The red area poses a distraction to aircraft approaching the runway.
- 3) Event Holders must completely remove all materials which includes string, zip ties, fasteners, and other debris.
- 4) Event Holders must place signs to direct bicyclists and pedestrians away from the Festival Ground vehicle entrance. Signs should be placed at the locations indicated a day prior to the event to help direct cyclists and pedestrians to use the entrance off the Venetian Waterway Trail.

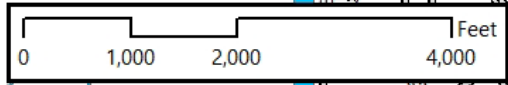
Advertising

Event Holders with an approved event will automatically have the event posted to our website event calendar. Basic information will be posted unless you email a flyer or additional details to the Public Information Officer at landerson@venicefl.gov. If you have a Facebook post or other social media promotion you wish to have shared, please communicate that to the PIO. All information must be ready to be shared and not require City staff to alter the information or format. Other ways to advertise include www.visitsarasota.com and local newspapers such as the Venice Gondolier Sun and the Herald Tribune.

Signs Permitted in Right of Way



- Legend**
- 1 - Harbor Dr S & Salerno St
 - 2 - Venice Ave W & Harbor Dr
 - 3 - NE Corner of Venice Ave & Business 41
 - 4 - SW Corner of Venice Ave & Business 41
 - 5 - US 41 Bypass & North Bridge
 - 6 - Venice Ave E & Live Oak St
 - 7 - Business 41 & Avenida del Circo
 - 8 - Airport Ave E & Avenida del Circo



Festival Grounds Permitted Event Area (Approximately 51 Acres)

Signs are prohibited outside of this area *No items within 10ft of Airport fence.



Festival Ground Sign Exceptions (permission required)

 =No Signs Allowed

 =Approval Required



Festival Grounds Bike Path Signs at Circus Bridge
Event Holder places/Signs provided by the City



Festival Grounds Bike Path Signs at Connector Trail
Event Holder places/Signs provided by the City



APPENDIX D: EVENT MAP SAMPLE

Sample Event Map
Centennial Park 'Fun Festival'



APPENDIX E: TIMELINE SAMPLE

45th Fun Festival (date)

Thursday

No parking after midnight signs put up by the City of Venice Public Works along Nassau, Nokomis, West Entrance of Centennial Park and in area designated for vendor parking.

Friday

5AM: Solid Waste delivers dumpster to Nokomis and PW delivers special event trailer.

6AM: Temporary barricades are placed at Tampa/Nokomis, Venice Ave/Nokomis and Tampa/Nassau, Venice Ave/Nassau. Barricades placed to close off west end of Centennial Park.

7AM: Stage arrives and begins setup and Tent Company sets up tent for inspection.

8AM: vendors and Resource area tents begin setup.

11AM: Food truck arrives and tent set up is complete. Fire Inspection was scheduled for this time.

1PM: Temporary barricades on streets are replaced with hardened barricades.

2PM: Safety briefing with all volunteers (at Stage area)

3PM: Band shows up to set up.

4PM-9PM: Event opens to the public. Alcohol begins serving (8:30PM is last call).

Saturday

10AM-9PM: Event opens to the public. Alcohol is not served until noon and last call is at 8:30PM.

Sunday

10AM-4PM: Event opens to the public. Alcohol is served noon with last call at 3:30PM.

4PM-10PM: Cleanup begins and Nassau/Nokomis reopen once clear. All materials are returned to the event trailer. Recycling and SW containers are returned to the original drop-off location for pickup Monday.

Monday

AM: Tent company breaks down and removes tent and portable restrooms are picked up.

APPENDIX F: VENICE FIRE RESCUE SAFETY REQUIREMENTS

FIRE SAFETY REQUIREMENTS

1. All vehicles are subject to a fire inspection by Venice Fire Rescue.
2. Restrictions are established prohibiting the parking of mobile food vehicles in the following areas:
 - o Within 20 feet of a crosswalk
 - o Within 30 feet of a stop signs or stop light
3. No vehicle shall be parked within 10 feet of a structure or any manner that impedes an exit or entrance of an operating building.
4. No vehicle shall be parked within 30 feet of a fire hydrant or fire department connection.
5. Mobile food vehicles may park on private property subject to the following conditions:
 - o The vehicle operator has a valid lease with the property owner
 - o Location of the vehicle at the site is in compliance with the provisions of the City of Venice Codes and Ordinances.
6. There shall be no more than 100 pounds of propane in/on the vehicle.
7. All cooking appliances creating grease laden vapors shall be under an approved type I hood with a suppression system tagged current by a Florida licensed contractor and compliant with NFPA 96 and 17A.
8. Shall provide a 2A-10BC and type K extinguisher certified and tagged current by a Florida licensed contractor and maintained per FPA 10.
9. The vehicle shall be inspected and maintained by a Florida licensed contractor for fire prevention equipment, and propane tanks on mobile food vehicles, as often as required by NFP A 1 and 58, and copies of the last four maintained reports must be kept in the vehicle at all times while the vehicle is in use.
10. All propane tanks shall be mechanically secured and protected from damage and maintained per NFPA 58.
11. A propane leak detection device shall be installed (if applicable) and in operation while in use.
12. All gas lines shall be in good condition or be replaced per NFP A 58.
13. All electrical wiring shall be in good working order per FP A 70.
14. Storage of gasoline is strictly prohibited inside vehicles.
15. Portable gasoline generators with separate fill are prohibited.
16. Use of portable generators Diesel or propane stored on the vehicle shall be in an enclosed compartment with vents.

APPENDIX G: NFPA FOOD TRUCK SAFETY FACTS/CHECKLIST

General Safety Checklist

- Obtain license or permits from the local authorities.
- Ensure there is no public seating within the mobile food truck.
- Check that there is a clearance of at least 10 feet away from buildings, structures, vehicles, and any combustible materials.
- Verify fire department vehicular access is provided for fire lanes and access roads.
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections.
- Check that appliances using combustible media are protected by an approved fire extinguishing system.
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10.
- Where cooking appliances that use solid fuel, such as charcoal or wood, produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment.
- Ensure that workers are trained in the following:
 - Proper use of portable fire extinguishers and extinguishing systems
 - Proper method of shutting off fuel sources
 - Proper procedure for notifying the local fire department
 - Proper procedure for how to perform simple leak test on gas connections

Fuel & Power Sources Checklist

- Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours.
- Ensure that refueling is conducted only during non-operating hours.
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures.
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container.
- Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container.
- Make sure that exhaust from engine-driven source of power complies with the following:
 - At least 12 feet in all directions from openings and air intakes
 - At least 12 feet from every means of egress
 - Directed away from all buildings
 - Directed away from all other cooking vehicles and operations
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70®.

Propane System Integrity Checklist

- Check that the main shutoff valve on all gas containers is readily accessible.
- Ensure that portable gas containers are in the upright position and secured to prevent tipping over.
- Inspect gas systems prior to each use.
- Perform leak testing on all new gas connections of the gas system.
- Perform leak testing on all gas connections affected by replacement of an exchangeable container.
- Document leak testing and make documentation available for review by the authorized official.
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system.
- Where a gas detection system is installed, ensure that it is tested monthly.

Operational Safety Checklist

- Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.)
- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened.
- Close gas supply piping valves and gas container valves when equipment is not in use.
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease.

Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- Fuel is not stored above any heat-producing appliance or vent.
- Fuel is not stored closer than 3 feet to any cooking appliance.
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods.
- Fuel is not stored in the path of the ash removal or near removed ashes.
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day.
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container.

Learn More

Get free digital access to NFPA codes and standards at: [nfpa.org/docinfo](https://www.nfpa.org/docinfo)

Read the latest news and updates at: [nfpa.org/foodtrucksafety](https://www.nfpa.org/foodtrucksafety)

Review the following and other NFPA resources at: [nfpa.org](https://www.nfpa.org)

- NFPA 1, Fire Code, 2021 Edition
- NFPA 1 Fire Code Handbook, 2021 Edition
- NFPA 10, Standard for Portable Fire Extinguishers, 2018 Edition

- NFPA 58, Liquefied Petroleum Gas Code, 2020 Edition
- LP-Gas Code Handbook, 2020 Edition
- NFPA 70® , National Electrical Code®, 2020 Edition
- National Electrical Code® Handbook, 2020 Edition
- NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations, 2021 Edition
- NFPA 96: Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook, 2017 Edition

Complete NFPA Food Truck Safety Fact Sheet available at: <https://www.nfpa.org/-/media/files/public-education/by-topic/food-trucks/foodtruckfactsheet.pdf>

APPENDIX H: FIRE DEPARTMENT FEES
Schedule of Emergency Medical Aid Fees

Service	Cost
Basic Life Support	\$600.00
Advanced Life Support 1	\$600.00
Advanced Life Support 2	\$650.00
Medical Treatment without Transport	\$125.00
Mileage	\$10.00 per mile
<p align="center">Special Events:</p> <p>a. Stand-by Time for ambulance and crew, per hour (minimum charge will be for three hours and charges will be rounded up to the next hour)</p> <p>b. Stand-by Time for vehicle and one paramedic, per hour (minimum charge will be for three hours and charges will be rounded up to the next hour)</p> <p>c. Stand-by Time for crew only (one paramedic, one EMT) per hour (minimum charge will be for three hours and charges will be rounded up to the next hour)</p>	<p>a. \$160.00</p> <p>b. \$60.00</p> <p>c. \$60.00</p>

APPENDIX I: SPECIAL EVENT TRAILER MATERIALS AND TERMS OF USE

The City of Venice Public Works Department offers delivery and use of event materials free of charge if the materials are well cared for and returned to the trailer in the same or better condition.

The contents of the trailer are as follows:

1. Barricade A-Frames (quantity 48)
 - a. Makes 24 'complete' barricades: Two A-frames on each side with one to two horizontal slats (must be used when blocking an entrance/exit); and,
 - b. 48 if using one A-frame with one slat angled to the ground.
2. Barricade Slats (30)
3. 36-inch Traffic Cones (10)
4. Blue Trash Barrels (55-gallon drums: Require 55-gallon bags) (10)

Replacement cost for Barricades if lost/damaged are sold as a set. \$250.00

Replacement cost for Traffic Cones if lost/damaged are \$45.00 each

Replacement cost for Blue Trash Barrels if lost/damaged or not cleaned are \$ 35.00 each

If all the items are not returned to the event trailer the event holder will be charged \$250.00.

The code combination for the lock on the back of the trailer for your event will be in your final permit. This code is only for the primary on site event organizer and is not to be shared or distributed to others.

At NO time should the event holder hook to or move this trailer.

The above items are loaned with the assumption they will be used to shape event spaces for functional and temporary safety purposes; however, street closures should be done in conjunction with a professional MOT/TTC company using materials approved for the scope of your event.

All items must be returned to the inside of the trailer as found and depicted below and the lock secured. Thank you and have a safe and successful event!



APPENDIX J: SCHEDULE OF ANNUAL SPECIAL EVENTS

City of Venice Major Events

Due to a number of factors, events may be postponed, canceled, or modified during the year.

For an updated listing of special events in the City, visit www.venicegov.com, click on the Events tab at the bottom of the homepage, and More Events to access the full year's calendar.

You can also check with individual event websites.

For questions regarding special events, please call 941-882-7439.

January	YMCA Resolution Run 5K Rotary Fine Arts & Craft Festival Downtown Venice Craft Festival on W. Venice Ave.
February	Venice Half Marathon Italian Feast & Carnival
March	Downtown Venice Craft Festival on W. Venice Ave. Shark's Tooth 10K/Shark Fin 5K Toast to Venice Corvette Show Tour de Parks Venice Book Fair and Writer's Festival AACA Car Show
April	Fools Run 5K Eggstravaganza Public Safety Day Shark's Tooth Festival Sharky's Ride the Beaches
May	Venice Museum Day Hurricane Expo
June	Downtown Venice Craft Festival on Miami Ave.
July	July 4 th Fireworks Show
September	Downtown Venice Craft Festival on Miami Ave. Enviro 5K Beach Bash Party
October	WineFeast Oktoberfest Sun Fiesta

	<p>Make a Difference Day</p> <p>Children's Halloween Downtown</p>
November	<p>Downtown Venice Craft Festival on W. Venice Ave.</p> <p>Turkey Trot for the Twig 5K</p> <p>Downtown Holiday Parade</p>
December	<p>Christmas Boat Parade</p> <p>VABI Holiday Tree Lighting</p> <p>Glow Ride Bicycle Parade</p> <p>Sharky's New Year's Eve Fireworks</p>

APPENDIX K: SPECIAL EVENTS APPLICATION FEE TRANSMITTAL FORM

Special Event Application Fee Revenue Transmittal

Event Holder to complete and return with payment before applications will be reviewed.

Event & Date: _____

Event Holder's First & Last Name: _____

Organization/Business Address: _____

Email: _____ Phone: _____ Today's Date: _____ Fee Due \$50.00

Payment Option 1: If mailing payment, address checks to: City of Venice Mail form with payment to:

City of Venice Cashier's Office
401 W. Venice Ave., Venice, FL 34285

Payment Option 2: Pay in person using cash, check, or credit/debit card at:

City of Venice Cashier's Office
401 W. Venice Ave., Venice, FL 34285

Cashier's Office Use Only

Account Number: 001-0000-349.00-00

Payment Type: _____ Cash _____ Check No. _____ Credit/Debit (no added fees)

Date Received: _____

_____ Email Interim Special Events/Marketing Coordinator Brianne Lorenz at
specialevents@venicefl.gov when payment has processed. Initial when sent.

6/23/23

APPENDIX L: SPECIAL EVENT APPLICATION

City of Venice Florida Special Event Timeline

Special event applications may be submitted no less than 120 days prior to your event date. First time events require city council approval so the earlier the better. A **Special Event** is an organized activity taking place on public property that invites or is open to the public **and** involves ANY of the following:

1. City services beyond gazebo electrical access
2. involves alcohol
3. includes activities that require a certificate of insurance
4. Involves cooking, grilling, reheating of food, or a food truck (excludes everyday use of county/city installed park grills).

EVENT TIMELINES

Minimum 120 Days Prior	<ul style="list-style-type: none"> • New and Renewal Applications <ul style="list-style-type: none"> ○ Include all relevant documents and: <ul style="list-style-type: none"> ▪ Florida tax exemption certificate and active no-profit, charitable status. ○ Planning meeting with city staff (if needed) ○ Reserve dates/space
Minimum 90 Days Prior	<ul style="list-style-type: none"> • Events with an approved application <ul style="list-style-type: none"> ○ Final event details/amendments ○ General Liability Policy listing the City of Venice as certificate holder and named as additionally insured. General aggregate of \$1,000,000. ○ Verification of VPD details ○ Supplemental permits/licenses/insurance <ul style="list-style-type: none"> ▪ Tent Permit/Certificates of Flame Resistance ▪ Utility account if using water ▪ Liquor License and liquor liability insurance for \$1,000,000 added to your General Liability Policy. ▪ Firework Permit ▪ Coastguard/FDOT permits if applicable
Minimum 30 Days Prior	<ul style="list-style-type: none"> • On Site Contacts if changed/updated since application • Verification of Fraternal Order of Police details <ul style="list-style-type: none"> ○ Final Permit/Special Event Agreement Signed
Post Event-Within 30 days	<ul style="list-style-type: none"> • Final Payments <ul style="list-style-type: none"> ○ Invoice from City of Venice to be paid ○ Fraternal Order of Police • Reserve dates and space for next year

City of Venice Florida Special Event Application

A. Event & Event Holder Information

Event title: _____

Event location address: _____

Requested set-up date(s) and times: _____

Dates and times event is open to the public: _____

Tear down date(s) and times: _____

What is your inclement weather plan? _____

Event Type: Athletic Event/Competition Parade/March/Procession Festival/Carnival
 Concert/Performance Fireworks Auto Show Other: _____

Event summary description: Attach additional detailed narrative, daily timeline of events, parking plan and layout.

Note: Races/runs may be required to follow preapproved routes for safety and preservation of city functions

Is this your first year in Venice? _____ Yes _____ No If no, what was your 1st year? _____

If

this is a reoccurring event, please describe any proposed changes this year.

Estimated staff/volunteers/vendors: Daily _____ Total _____

Estimated attendance of the public (do not include staff/volunteers/vendors): Daily _____ Total _____

Event Holder's first & last Name: _____

Business/organization address: _____

Non-Profit _____ No _____ Yes Category: _____ If yes, attach proof of type and active status

On-site main contact: _____ Cell number: _____

Email: _____

Who is authorized to sign legal documents and will be signing the event permit? (Name and email) _____

Who will act as a witness to their signature? (Name and email) _____

B. Venice Police Department:

1. Is alcohol being served or consumed? _____ Yes _____ No **If yes, obtain a Temporary Sales License from the Department of Alcohol, Beverages and Tobacco and a \$1,000,000 Liquor Liability Insurance policy naming the City of Venice as Certificate Holder and as Additional Insured.**

2. Is alcohol being limited to 2 drinks or less? _____ Yes _____ No
Venice Police Department will post details for the timeframe alcohol is served with an additional 30 minutes after service ends. Police details are contracted through the Fraternal Order of Police/FOP and are not eligible for sponsorship funding.

3. When will alcohol be served? Date/time _____ Date/time _____ Date/time _____

4. Is overnight security being requested? _____ Yes _____ No

5. Will there be exchanges in currency/cash? _____ Yes _____ No. If so, where? _____

6. Is security for money drops being requested? _____ Yes _____ No

7. Are there any areas of sensitivity such as gates, ATMs, points of service _____ Yes _____ No

8. Will there be private security for the event? _____ Yes _____ No Times: _____

If yes, provide: company and contact number: _____

*Event Holders may be asked to send names of on duty personnel to VPD

9. Will there be disruptions to the flow of traffic or the need for lane closures? _____ Yes _____ No

If yes please explain the 'Temporary Traffic Control Plan/Maintenance of Traffic Plan' (TTCP/MOT): _____

10. Who will implement & provide materials for the TTCP/MOT? _____

TTCP/MOT Contact

name: _____ Number(s): _____

Attach TTCP/MOT if available at the time of application

11. Does the event utilize space managed by the United States Coast Guard? _____ Yes _____ No _____

12. What areas will be used for vendor/volunteer parking? _____

13. What areas will be used for attendees to park? _____

14. Is there a fee to park? _____ Yes _____ No

15. Is there a fee for admission? _____ Yes _____ No

16. Will amplified sound, live/recorded music, or public-address system be used? _____ Yes _____ No

17. What hours might the event create noise and/or require an exception to our code? _____

Based on the information above, please specify the dates, times, and services you are requesting VPD to review.

Dates of Detail: _____ Start time: _____ End time: _____

Service(s): Traffic Security

Dates of Detail: _____ Start time: _____ End time: _____

Service(s):

Dates of Detail: _____ Start time: _____ End time: _____

Service(s):

Dates of Detail: _____ Start time: _____ End time: _____

Service(s):

Additional Information & City Services:

C. Public Works & Utilities

- 1. Irrigation turned off (dates & times) _____
- 2. Fire ant treatment: _____ No _____ Yes
- 3. Street sweeper (if applicable): _____ No _____ Yes If yes, date/time _____
- 4. City garbage roll offs: _____ No _____ Yes Size _____ Quantity _____ Size _____ Quantity _____
Requesting delivery no later than: Date _____ Time: _____
Location of delivery (detailed description & labeled on event layout) _____
- 5. Recycling receptacles: _____ No _____ Yes If yes, how many? _____
- 6. Are you requesting use of the Special Event Trailer materials: approximately 10 Garbage Barrels, 10 traffic cones (36”), and 24 barricades: _____ No _____ Yes (subject to availability, terms of use, and not intended to replace Temporary Traffic Control/Maintenance of Traffic requirements-Section B)
If yes, mark the trailer location on the event layout and describe below (requires 2 linear parking spaces): _____
- 7. Does the City need to prevent or limit parking for set up or the delivery of items such as restrooms?
_____ No _____ Yes If yes, indicate where, when, and why. Include images if necessary.

- 8. Will the event increase use of public restrooms? _____ No _____ Yes If yes, specify where:

- 9. Does the event require Event Holders to provide Port-O-Lets according to Florida Regulation 64E-6.0101/Sarasota County Health Department _____ Yes _____ No
If yes, how many will be ADA? _____ How many standard? _____
Will there be handwashing stations: _____ Yes _____ No How Many? _____

Utilities:

- 1. Does the event require use of water? _____ Yes _____ No. If yes, complete a Hydrant Meter Set form. [Utility Services Forms | Venice, FL \(venicegov.com\)](http://venicegov.com/utility-services-forms)
- 2. Does the event require use of electric _____ Yes _____ No. If yes, please explain: _____

*Generator use is in section D.

Additional information and City Services:

D. Building and Fire Departments

1. Will there be tents or canopies 10x10 ft or smaller? ____ No ____ Yes If yes how many? _____

2. Will there be large commercial generators, power poles, or tents larger than 10x10ft? ____ Yes ____ No
If yes complete a Minor Work Order <https://www.venicegov.com/government/building-and-code/app-permits-forms> and Include:

- Certificates of Flame Resistance for each tent
- Event map/layout clearly showing locations of tent(s) and if applicable, generators
- Inspection with the Fire Marshal and/or Building Officials

3. Will there be a stage? ____ Yes ____ No If yes please describe size, set up, electric _____

4. Does the event include fireworks? ____ Yes ____ No

5. Will there be open-flame cooking equipment? ____ Yes ____ No If yes, please explain the type and location of the cooking: _____

6. Will there be Mobile Food Vendors: No ____ Yes ____ How Many: _____

Temporary public food service establishments are required to be licensed and inspected by the Division of Hotels and Restaurants of the Florida Department of Business and Professional Regulation (DBPR) per Florida Administrative Code Rule 61C-1.002(5) (a) 4a.

7. Explain the process for disposing of cooking grease (method, frequency)

Additional Information & City Services:

E. City Manager's Office

1. Will the event be advertised using signs, posters, or banners? _____ Yes _____ No (See Special Event Sign and Advertising Policy for locations and terms).

2. Does the Event Holder intend to advertise using any of the following resources?

_____ The Herald Tribune _____ The Venice Gondoliere _____ Visit Sarasota
_____ Venice Chamber of Commerce _____ Facebook _____ website

3. If requesting the City to promote the event on the City's Website Event Calendar, Facebook, and in the City's Community Newsletter, please provide the following:

Organization/event website _____

Facebook Page/event Link _____

Other social media links _____

Include promotional materials with your application.

The Event Holder agrees, at its sole cost and expense, to indemnify, defend and hold harmless the City of Venice and its officials, employees, agents and representatives from and against any and all liability, damages, claims and demands which may be imposed upon, incurred by, or be asserted against the City of Venice and its officials, employees, agents and representatives as a result of or in any way connected with this Special Event. Unless by exception authorized by the City Manager, the Event Holder shall provide general liability insurance in the amount of \$1,000,000; naming the City as certificate holder and as an additional insured. If alcohol is to be provided at the Event, unless by exception authorized by the City Manager, the Event Holder shall provide liquor liability insurance in the amount of \$1,000,000; naming the City as an additional insured. The policies of insurance shall be primary and written on forms acceptable to the City and placed with insurance carriers approved and licensed by the Insurance Department in the State of Florida and meet a minimum financial AM Best and Company rating of no less than A. No changes are to be made to these specifications without prior written specific approval by the City.

By signing this application you certify you understand the information in this application and all information provided is true and accurate to the best of your knowledge. You certify you have the legal authority to sign agreements on behalf of the organization named in this agreement.

Event Holder Name _____ Date _____

**APPENDIX M: SPECIAL EVENT AGREEMENT FOR
PUBLIC AND COMMUNITY EVENTS IN THE CITY OF VENICE**

Special Event Agreement for Public and Community Events in the City of Venice

**City of Venice
401 West Venice Avenue
Venice, FL 34285**

This agreement is for all events held on City of Venice owned and/or maintained property or facilities under the jurisdiction of the City of Venice. The City of Venice retains the authority to determine whether the event should be held or continued in times of inclement weather, civil disturbance or other conditions deemed unacceptable by the staff of the City of Venice.

To be valid, this Agreement must be signed, returned and be in the possession of the City Manager's Office by _____, 20_____, along with any required fees.

AGREEMENT AND SPECIAL CONDITIONS

This Special Event Agreement ("Agreement") is made between the City of Venice, a political subdivision of the State of Florida, whose address is 401 W. Venice Avenue, Venice, FL 34285 (hereinafter the "City") and _____, a _____, whose address is _____ (hereinafter the "Event").

WITNESSETH:

WHEREAS, THE City, acting by and through the City Council, did grant a Special Event Permit to the Event Holder for the dates of _____, _____ for the purpose of conducting the _____ Event at _____ and;

WHEREAS, the granting of said Special Event Permit by the City is subject to the execution of this Agreement; and

WHEREAS, the Event Holder has complied with and/or is complying with the requirements of the City in connection with the granting of said Permit.

NOW, THEREFORE, in consideration of the covenants and conditions contained herein, the parties do hereby agree as follows:

1. It is expressly agreed by the parties hereto that the Permit is granted at the discretion of the City and, if in the reasonable opinion of the City Council or the City Manager the public safety demands, said Permit may be canceled at any time by the City or the City Manager and the City and/or the City Manager shall incur no liability to the Event Holder as a result of such cancellation.
2. The Event Holder also agrees to pay the City for said Permit, and for the furnishing by the City of Fire, Public Works, and other municipal services that are made necessary because of the

influx of people to the City attending the Event held by the Event Holder including, but not limited to, cost of fire vehicle operation, cleaning of litter and debris, erection and removal of barricades and signs (directional) and regulatory). The City may require that the Event Holder deposit a fee towards the cost of these aforementioned services. (If required, the deposit amount is indicated in the following section)

3. (a) It is agreed that a deposit of \$_____ for the Event period shall be used by the City toward any reasonable and necessary costs incurred by the City as a result of said Event, including the providing of Fire protection, Public Works, and for any other purposes that the City deems reasonably proper or necessary that pertain to the Event. The Event Holder also agrees to pay for the stationing of Fire Fighters, as needed, on each day of the Event. The City retains the right to increase or decrease manpower assignments as dictated by crowd influx and other public safety factors, such decision to be made by the City Manager or appointed designee. In case of an emergency, as determined by the City Manager or the appointed designee, the Event Holder shall pay all reasonable additional costs incurred in the hiring of extra personnel. *All the above cost conditions apply, unless otherwise stated as a Special Condition. (See Appendix "A: Other Resources/Stipulations")*.

(b) Within sixty (60) days after the conclusion of the Event, the City shall provide the Event Holder with an itemized statement of all expenses incurred by the City and if the amount expended for the Event is less than the amount of the deposit, the difference shall be refunded to the Event Holder. If the amount expended by the City hereunder exceeds the amount of the deposit, the difference shall be paid immediately to the City by the Event Holder.

4. It is expressly understood and agreed by the parties hereto that all expenses attributed to the Event period shall be paid directly by the Event Holder, other than Fire protection and other municipal services outside the confines of the Event Holder's leased or assigned premises. Included as direct expenses of the Event Holder shall be all electrical charges, charges for toilet facilities, telephone charges, water charges, and all charges arising from the operation of the Event, unless otherwise denoted in this Agreement.
5. Upon the signing hereof and payment of the proper permit fees, the City shall issue or cause to be issued the Special Event Permit to the Event Holder; the fee for which permit is to be paid directly to the City and is separate from the required deposit referenced in this contract.
6. Unless otherwise stated in this Agreement, at the discretion of the City of Venice, the Event Holder may have control over and retain revenues from any concessions, parking and refreshment stands, at the assigned premises and shall be responsible for their operation; subject; however, to all laws of the State of Florida and ordinances of the City of Venice and subject to the orders of the City Manager or his designee.
7. If needed, any required sanitary facilities are to be provided for by the Event Holder.
8. The Event Holder further agrees to abide by all rules, regulations and orders of the City Manager or his designee of the City of Venice concerning the public safety and conduct within or outside of the permitted premises. Any decision by the City Manager or designee regarding public safety shall be binding on the Event Holder and promptly complied with by the Event Holder. Where conflict or risk of confrontation with non-compliant performers, attendees, or other participants is exhibited or threatened, it is the duty of the Event Holder to notify City officials or on-site law enforcement officers to intercede and mitigate non-compliant issues and activities.
9. The Event Holder agrees and acknowledges that no part of the Event shall violate F.S. §255.70

relating to public permitting and F.S. §827.11 relating to exposing children to an adult live performance. The Event Holder acknowledges that the City may not issue a permit or otherwise authorize a person to conduct a performance in violation of F.S. § 827.11. Further, the Event Holder acknowledges that the City has relied on Event Holder's acknowledgement and agreement in issuing the Special Event Permit. Finally, the Event Holder acknowledges that if a violation of F.S. §827.11 occurs for a lawfully issued permit or other authorization, the Event Holder commits a misdemeanor of the first degree.

10. In the event it becomes necessary to file legal action to enforce any of the provisions of this Agreement, the parties hereto agree that the prevailing party shall be entitled to recover, as part of the costs of such action, all reasonable attorneys' fees. Venue for any dispute related to this Agreement shall be in Sarasota County, Florida.

11. The Event Holder agrees, at its sole cost and expense, to indemnify, defend and hold harmless the City of Venice and its officials, employees, agents and representatives from and against any and all liability, damages, claims and demands which may be imposed upon, incurred by, or be asserted against the City of Venice and its officials, employees, agents and representatives as a result of or in any way connected with this Special Event. Unless by exception authorized by the City Manager, the Event

Holder shall provide general liability insurance in the amount of \$1,000,000, naming the City as an additional insured. If alcohol is to be provided at the Event, unless by exception authorized by the City Manager, the Event Holder shall provide liquor liability insurance in the amount of \$1,000,000, naming the City as an additional insured. **The policies of insurance shall be primary and written on forms acceptable to the City and placed with insurance carriers approved and licensed by the Insurance Department in the State of Florida and meet a minimum financial AM Best and Company rating of no less than A. No changes are to be made to these specifications without prior written specific approval by the City.**

12. The Event Holder agrees and attests to the special Conditions and Event details attached as Appendix "A" along with other Event details including but not limited to an Event narrative, timeline, and site plan.

4. SPECIAL EVENT CODE OF CONDUCT: The Event Holder is responsible for ensuring that all participants, sponsors, volunteers, attendees, and exhibitors/vendors comply with the following Code of Conduct at all times during the event:

- a) Except as protected by the First Amendment, the use of profane, obscene, or vulgar language, gestures, decorations, accessories, and signs is prohibited.
- b) Indecent exposure, lewd behavior, sexually explicit nudity, and any material or performance that depicts sexually explicit nudity or sexual activity and that taken as a whole is patently offensive to prevailing standards in the adult community concerning what is suitable and lacks serious literary, artistic, political, or scientific value is prohibited.
- c) Any activity, attire or conduct inappropriate to the peace and good order of the Event or which may adversely affect the safety of persons or property shall be prohibited.
- d) There shall be no harassment or discrimination based on age, ancestry, color, gender identity or expression, national origin, physical or mental disability, religion, sexual orientation, or any other characteristic protected by applicable laws, regulations, and ordinances.

14. Failure to comply with any of the terms of this Agreement, including the Code of Conduct, may result in revocation, in whole or in part, of the Special Event Permit and suspension of receiving future special event permits. Any suspension decision may be appealed to the City Council, subject to the time and notice terms of the written notification of suspension.

IN WITNESS WHEREOF, the City has caused these presents and another of like tenor to be signed and its corporate seal to be hereunto affixed by the Mayor, duly authorized hereunto, and the Event Holder has hereunto caused his Officers, thereunto so duly authorized, to set their hands and corporate seals on the _____ day of _____, 20 _____

In the presence of:

CITY OF VENICE, FLORIDA

City Clerk

Mayor

In the presence of:

EVENT HOLDER

Event Holder Witness

Signature

Title

APPENDIX "A"

Title of Event: _____

Purpose of Event: _____

How many years have you held this event in Venice? _____

Description of Event: See attached Special Event Application/Site Plan and other applicable documents.

Event applicants are encouraged to engage local volunteers and area interest groups as local "partners" in the formation, administration, and execution of their event. Partnerships in the operation of a recycling plan, internal parking plan, and similar operational components are examples of activities where the use of local partners can be mutually beneficial. Event holders are strongly encouraged to use services provided by the City of Venice for their event.

GENERAL SPECIAL EVENT PERMIT CONDITIONS

If applicable, as indicated by checkmark (☑) and noted herein, the following conditions, stipulations and safeguards shall be adhered to:

- A state liquor license shall be obtained, and a copy shall be provided to the City.
- A security and traffic plan approved by the Venice Police Chief, or his designee must be provided. (Upon City of Venice Police Chief approval, security and traffic management can be provided by either City of Venice Police (VPD), Sarasota County Sherriff or other police or private agencies as approved by the Venice PD.
- An approved recycling plan must be provided. Applicants are encouraged to demonstrate the inclusion of eco-friendly features such as alternative energy sources, public education, and other environmental conservation measures.
- Temporary public food service establishments are required to be licensed and inspected by the Division of Hotels and Restaurants of the Florida Department of Business and Professional Regulation (DBPR) per Florida Administrative Code Rule 61C-1.002(5) (a) 4a.
- All necessary permits and inspections required by the City of Venice shall be obtained prior to event kickoff and displayed conspicuously.
- All event holders and/or sponsors shall coordinate with the Florida Department of Health, the Sarasota County Health Department for the use of portable restrooms and sinks.
- The Event Holder, in its own name and at its own expense, shall obtain all permits and/or licenses required or needed in connection with any use or Special Event or under this Agreement. Unless another land use approval has been obtained, the Event Holder shall obtain, at a minimum, a Special Event Permit approval from the Office of Development Services.
- All fees for City Staff and equipment shall be paid within 30 days of receipt of invoice. Failure to pay fees can result in denial of future Special Event Permit requests.
- All City property and equipment shall be returned in its original or "pre-Event" condition by the Event Holder at the Event Holder's expense. Damage to City property or equipment could result in additional fees and charges to the Event Holder.

The Event Holder and/or sponsors shall not deviate from the approved Special Event Permit including, but not limited to hours of event, vendor locations, road closures, site plan, and related event details. Any deviation may result in revocation of the permit.

The Event Holder shall be on-site and available via cell phone during set-up and event operating hours, each day of the event.

1) Event signage may be erected one week prior to the event and shall be removed within 24 hours of event conclusion.

2) Event Holder shall coordinate with a designated City staff person on Event set-up and tear down.

Notification to surrounding businesses, religious institutions, homeowners, tenants shall occur one month prior to event.

Event shall comply with *Article II. Noise Control* of the City's Code of Ordinances.

No modifications or alterations may be made to the infrastructure including, but not limited to water and electrical systems and components, at the Event Site without prior written approval of the City. Violators will be charged for the cost of restoring the system to its original condition and may be suspended from future use of the City Event Site. Any City approved improvements made to the Event Site become property of the City at the conclusion of the Event and may be altered or removed if necessary.

All Event Holders, their affiliates, and agents are bound by all conditions and stipulations included in this Agreement and must comply with all federal, state and local laws, rules, regulations and requirements.

Other Resources/Stipulations:

REVOCACTION / MODIFICATION

Except as otherwise provided in the terms and conditions to a Special Event Permit, the City may revoke a Special Event Permit on five (5) days' advance notice to the Event Holder. The City may modify and abrogate these general conditions and any special terms and conditions imposed on the Special Event Permit at any time.

FEES & CHARGES

Costs of City Services: The Special Event identified above is subject to the following estimated costs of City services: (indicate cost for each or N/A)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Estimated Costs of Services	\$ _____

Costs for water, and electricity, if applicable, will be billed separately based on usage.

Public Space Usage Fees: The Special Event identified above is subject to the following estimated public space usage fees: (indicate cost for each or N/A)

Centennial Park (\$1,500/day)	\$ _____
City Streets (\$500/day/block)	\$ _____
Other Public Space (\$35/hour/10,000 square feet)	\$ _____
Total Estimated Public Space Fees	\$ _____

Events may qualify for relief of some or all the cost of city services and/or public space fees. Final costs are assessed and applied according to the special event funding policies and will be billed accordingly.

Event Holder Signature: _____ **Date:** _____

APPENDIX N: STANDARDS

Standard 1: Event Holders will identify if the event requires a TTC/MOT. A security and traffic plan approved by the Venice Police Chief, or his designee must be provided. Upon Venice Police Chief approval, security and traffic management can be provided by either Venice Police (VPD), Sarasota County Sherriff's Office or other police or private agencies as approved by the VPD. Event Holders will contract with a TTC/MOT company for materials and implementation of a TTC/MOT plan (see [Contacts](#)).

Standard 2: Event Holders will familiarize themselves with all applicable laws pertaining to accessibility and discrimination and ensure full compliance during the special event.

Standard 3: Event Holders will follow the timelines outlined within this guidebook and understand that late or missing items may result in delays or the need to reschedule your event date for a later time.

Standard 4: Event Holders will submit a complete application and required documents as outlined.

Standard 5: We expect all participants, sponsors, volunteers, attendees, exhibitors/vendors, and event holders to uphold the principles of our Code of Conduct.

Standard 6: One month prior to the event, Event Holders will notify surrounding businesses, religious institutions, homeowners, and tenants of the event date, time, potential for noise, and impacts to traffic, streets, and other public spaces. During the event, the Event Holder shall be onsite and available via cell phone during setup, event operating hours, tear-down, and cleanup.

Standard 7: All Event Holders, their affiliates, and agents are bound by all conditions and stipulations included in this guidebook and permit, and must comply with all federal, state, and local laws, rules, regulations, and requirements. Event Holders are responsible for communicating/distributing all information to all parties.

Standard 8: Event Holders shall have alternative plans for inclement weather, red tide, or other unforeseen emergency situations included in the application/permit. This includes but is not limited to alternative locations, times, delays, and cancellation. In the event such changes need to be implemented, inform the SEMC and the city Public Information Officer in writing of the information that should be communicated to the public as soon as possible. This information should be included/updated on your websites and social media platforms as soon as possible to keep the public well-informed.

Standard 9: All necessary permits and inspections required by the City shall be obtained prior to event opening to the public and displayed conspicuously.

Standard 10: The Event Holder and/or sponsors shall not deviate from the approved Special Event Permit including, but not limited to, hours of event, vendor locations, road closures, site plan, and related event details. Any deviation may result in revocation of the permit.

Standard 11: No modifications or alterations may be made to the City-owned infrastructure including, but not limited to water and electrical systems, benches and park furnishings and any other City property at the Event Site without prior written approval of the City. Tent stakes may not be driven into the asphalt pavement at any site and stakes within grass areas must verify and avoid

any underground utilities. Violators will be charged for the cost of restoring the system to its original condition and may be suspended from future use of the City Event Site. Any City-approved improvements made to the Event Site become property of the City at the conclusion of the Event and may be altered or removed if necessary.

Standard 12: All City property and equipment shall be returned in its original or “pre-Event” condition by the Event Holder at the Event Holder’s expense. Damage to City property or equipment could result in additional fees and charges to the Event Holder.

Standard 13: Event Holder shall comply with [Article II](#). Noise Control of the City’s Code of Ordinances.

Standard 14: All Event Holders and/or sponsors shall coordinate with the FDOH-Sarasota County for the use of portable restrooms and sinks. If needed, any required sanitary facilities are to be provided by the Event Holder. The County Health Department can be reached at 941-861-3310 and is located at 4000 S. Tamiami Trail (Room 121) Venice, FL 34293.

Standard 15: Event Holders will contact the DBPR when food will be cooked, prepared, sold, and/or consumed at the event, and ensure all proper licensing and inspections are obtained. Call 850-487-1395 or email dhf.info@myfloridalicense.com

[Hotels and Restaurants – Guide to Temporary Food Service Events – MyFloridaLicense.com](#)

Standard 16: Mobile Food Dispensing Vehicles (MFDV), hot dog carts, and certain catering services are required to have an account with the DBPR Division of Hotels and Restaurants to apply for and manage their license and inspections. Event Holders must certify all vendors comply with state and local requirements and communicate expectations from the National Fire Protection Association to those with a MFDV (Appendix F: [Venice Fire Department safety Requirements](#) and Appendix G: [NFPA Food Truck Safety Fact Sheet](#)) [Hotels and Restaurants – Guide to Mobile Food Establishments – MyFloridaLicense.com](#) [Hotels and Restaurants – Guide to Catering – MyFloridaLicense.com](#)

Standard 17: The Event Holder will ensure all food service providers are sent information regarding how to properly dispose of solid waste, recycling items, and cooking grease. Cooking grease must be taken off the premises and properly disposed of. Disposal of used cooking oil requires a Florida DEP-approved company to provide the service.

Standard 18: Event Holders must plan for the proper disposal of all waste and consult the City’s Solid Waste and Recycling Department and Fire Department as applicable. Fees may apply for these services.

Standard 19: Event Holder must provide the City with a Certificate of Insurance that includes property and liability with minimum limits of \$1,000,000 general liability per occurrence, and \$500,000 property damage liability. The City of Venice must be named as **Certificate Holder** AND indicated as an **additional insured**. If alcohol is to be provided at the event, the Event Holder shall provide liquor liability with minimum limits of \$1,000,000, naming the City as **Certificate Holder** AND as an **additional insured**. The policies of insurance shall be primary and written on forms acceptable to the City and placed with insurance carriers approved and licensed by the Insurance Department in the State of Florida and meet a minimum financial AM Best and Company rating of no less than A. No changes are to be made to these specifications without prior written specific approval by the City Manager.

Event Holders should provide their special event insurance agent with the specifications outlined above and use the following address: **City of Venice, 401 W. Venice Ave., Venice, FL 34285.**

Standard 20: The Event Holder agrees to, at their sole cost and expense, to indemnify, defend and hold harmless the City and its officials, employees, agents and representatives from and against any and all liability, damages, claims and demands which may be imposed upon, incurred by, or be asserted against the City of Venice and its officials, employees, agents and representatives as a result of or in any way connected with this Special Event. In the event it becomes necessary to file legal action to enforce any of the provisions of this Agreement, the parties hereto agree that the prevailing party shall be entitled to recover, as part of the costs of such action, all reasonable attorneys' fees. Venue for any dispute related to shall be in Sarasota County, Florida. Event Holders may be asked to sign a separate indemnification/hold harmless agreement.

Standard 21: Event Holders agree to follow the placement and size policies set forth in the [Event Sign Terms](#) (Appendix C)

Standard 22: Event Holders wanting to advertise on the fence at the Airport Festival Grounds or near the airport must contact the Airport Operations Maintenance Supervisor and receive written approval prior to placing signs. Call 941-882-7253 for more information.

Standard 23: Event Holders will complete a post-event follow-up form within 60 days of the conclusion of the event.

Standard 24: The Event Holder, in their own name and at their own expense, shall obtain all permits and/or licenses required or needed in connection with any use or Special Event.

Standard 25: The Event Holder agrees to pay the City for the furnishing of municipal services that are made necessary because of the influx of people to the City attending the event including, but not limited to, cost of Fire/EMS personnel or vehicle operation, cleaning of litter and debris, placement and removal of barricades and signs, traffic and safety services, use of water and electric, and fees associated with the use of public space. The City may require that the Event Holder deposit a fee towards the cost of these services.

Standard 26: Within 60 days after the conclusion of the event, the City shall provide the Event Holder with an itemized statement of all expenses.

Standard 27: The Event Holder agrees fees for City Services and equipment shall be paid within 30 days of receipt of invoice. Failure to pay fees on time can result in denial of future Special Event Permit requests or loss of City funding eligibility.

Standard 28: The Event Holder agrees to abide by all rules, regulations and orders of the City Manager or his designee of the City of Venice concerning the public safety within or outside of the permitted premises. Any decision by the City Manager or designee regarding public safety shall be binding on the Event Holder and promptly complied with by the Event Holder.