



General Information and Instructions for Special Event Application

Lakeland Police Department

219 N. Massachusetts Ave.

Lakeland, Florida 33801

(863) 834-6961

Fax (863) 834-6986

Instructions for completing the attached Application for Special Event Permit:

If you intend to hold a "Special Event" (for example, a block party, parade, race, festival, etc.) entailing the use of the public property within the City of Lakeland, Florida, the City of Lakeland requires you to first obtain a permit from the City of Lakeland Police Department, pay fees, perhaps enter into a contract to employ police personnel for "extra duty detail" work, perhaps obtain other authorizations from the City of Lakeland, etc. The details of the application and approval process are contained in these materials. Please review all the attached materials before completing the application attached below at page 2.

The completed application **MUST BE RETURNED NO LATER THAN 10 BUSINESS DAYS** preceding the event. **There are to be no exceptions. ALL PAGES OF THE APPLICATION MUST BE COMPLETED.** You may return the application in person or by mail to the Lakeland Police Department. If hiring police personnel (see pages 2, 8, 9 and 10-15 below), please ensure the attached application (see page 2 below) is notarized prior to returning that document. If mailed, please send to the address noted above to the attention of: Sandee Sanders/Uniform Patrol Division.

Block parties, if approved, must begin no later than 9:00 p.m. and end no later than 10:00 p.m. on weekdays or no later than 11:00 p.m. on Friday or Saturday night. In addition, all residents and/or businesses affected by the closure must be notified of the event and sign the Property Owner Approval Sheet on page 3 below.

You must contact the City Manager's Office to obtain *written authorization* to serve alcoholic beverages on "public property" as defined by city ordinance. (See page 6 below.) Prior to the special event, you must forward Sandee Sanders, Uniform Patrol Division, a copy of the written authorization you receive from the City Manager's Office granting permission to serve alcoholic beverages on "public property" to the Lakeland Police Department, along with the application appearing on page 2 below. You must also read and agree to comply with the City of Lakeland ordinance Section 6-12 appearing on page 6 below.

The Traffic Operations Division (Ph: 603-6310) of the Public Works Department must also approve the special event (please see page 5 below) and may require fees for materials and labor if street closures are requested. Such fees are to be paid to the Traffic Operations Division prior to turning in this application to the Lakeland Police Department, see page 5 below.

If you are utilizing city parks you must contact and obtain the approval of the Parks and Recreation Division (863) 834-2233 (see page 5 below). If you intend to have any amplifying equipment at this event, you must read, sign and comply with the City of Lakeland ordinance Section 70-45, Section 70-46, and Section 70-47 provided at page 7 below.

The Lakeland Police Department reserves the right to approve, disapprove, make alterations, or cancel any event as deemed necessary for public safety. The Lakeland Police Department will review and assess the need to employ extra-duty police officers based upon the specific event for which you have applied for authentication. A copy of a form Extra-Duty Detail Agreement appears below, beginning at page 10 below. The Agreement must be completed and submitted with the Application 10 days prior to the event.

Further, if you propose to close a state road for your special event, you must obtain prior approval from the Florida Department of Transportation's District I Engineer.

If you have any questions regarding your application, please call the Lakeland Police Department Special Events Section, Monday through Friday, between 8:00 a.m. and 5:00 p.m. (863) 834-6961 or 834-2502.

Sincerely,

Roger G. Boatner
Chief of Police

Lieutenant Michael Link
Special Operations Section

Proposed Event Route

You must provide, below, a diagram of the proposed special event route to include the assembly area, starting point, and disbandment point. **USE THIS PAGE FOR THE DIAGRAM.**

NOTE: The Lakeland Police Department reserves the right to approve, disapprove, make alterations to, or cancel any special event.

You must obtain written authorization from the City Manager's Office to serve alcoholic beverages on City Property. If approved, you must forward the below authorization to the Lakeland Police Department to the attention of UPD Secretary Sandee Sanders with the Application for Special Event permit.

Section 6-12 Public consumption of alcoholic beverages.

The consumption by an individual of an alcoholic or intoxicating beverage on public property within the city shall constitute a violation of this section, and punishable as provided in section 1-14.

The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

(1) *Alcoholic beverage* means all beverages containing more than one percent of alcohol by weight.

(2) *Intoxicating beverage* means those alcoholic beverages containing more than 3.2 percent of alcohol by weight.

(3) *Public property* means lands and improvements owned or leased by the federal government, the state, the county, the city or any other governmental entity, and includes, but is not limited to, buildings, grounds, parks, playgrounds, streets, sidewalks, parkways, rights-of-way and other similar property, but does not mean any such property on which any person has a beverage license issued by the state pursuant to F.S. ch. 561, authorizing and permitting the sale of alcoholic or intoxicating beverages, nor shall it mean any public property upon or within the city manager, or his designee, has authorized the sale or consumption of alcoholic or intoxicating beverages in conjunction with a specific event and subject to the imposition of such terms and conditions as determined to be necessary or appropriate.

c) The percentage of alcohol by weight shall be determined in the manner provided in F.S. § 561.01(4)(b).

d) For the purposes of this section, the possession of an opened container having an alcoholic or intoxicating beverage therein shall constitute prima facie evidence of consumption by the person in possession of the container.

(Code 1960, § 18.19; Ord. No. 3329, §1, 12-16-91; Ord. No. 3370, § 1, 7-20-92)

I _____, have read and will comply with the above listed city ordinance.
(Printed Name)

(Print name of Special Event Sponsor)

(Signature of Special Event Sponsor)

If you intend to have any amplifying equipment at this event, you must read and comply with the following city ordinances.

Section 70-45. Definition of noise disturbance.

As used in this article, a "noise disturbance" is any sound which is:

- (1) Unreasonably loud and disturbing;
- (2) Of such character, quantity, or duration as to be injurious to human or animal life, or property;
- (3) Of such character, quantity, or duration as to unreasonably interfere with comfortable enjoyment of life or property; or
- (4) Of such character, quantity, or duration as to unreasonably interfere with the normal conduct of business.

(Ord. No. 3717, § 5, 5-20-96)

Section 70-46. Prohibition of noise disturbance.

No person or legal entity, through its officer, agents or employees, shall make, maintain, or cause to be made or maintained a noise disturbance as defined in this article. The continuation of a noise disturbance upon one's property following notice of its existence to that person making, maintaining, or causing to be made or maintained a noise disturbance shall be deemed to continue with the permission of the property owner.

(Ord. No. 3717, § 6, 5-20-96)

Section 70-47. Specific prohibitions.

The following specified acts and circumstance are hereby declared to constitute prohibited noise disturbances in violation of this article; provided, however, such enumeration is not and shall not be deemed to be exclusive; provided, further, that all other acts and circumstance meeting the definition of noise disturbance are like wise declared to be in violation of this article:

- (1) *Radios, televisions, tape players, compact disc players, musical instruments and similar devices.* Playing or permitting the playing of any radio, television, tape player, compact disc player, musical instrument or similar device, whether or not amplified, in such a manner or with such volume as to annoy or disturb the quiet, comfort and repose of a reasonable person in any dwelling, place of business, hotel or other place of residence.
- (2) *Amplified human voice.* Amplifying the human voice in such a manner or with such volume as to annoy or disturb the quiet, comfort, and repose of a reasonable person in any dwelling, place of business, hotel or other place of residence.

(Ord. No. 3717, § 7, 5-20-96)

Note: Block parties, if approved, must begin no later than 9:00 p.m. and end no later than 10:00 p.m. on weekdays or no later than 11:00 p.m. on Friday or Saturday night. In addition, all residents and/or businesses affected by the closure must be notified of the event and sign the Property Owner Approval Sheet on page 3. If any vacant properties, please note on the Property Owner Approval Sheet.

I _____, have read and will comply with above listed city ordinances and rules.
(Printed Name)

(Signature)

NOTICE TO PARTIES REQUESTING EXTRA-DUTY DETAIL

Lakeland Police Department
219 N. Massachusetts Ave.
Lakeland, Florida 33801
(863) 834-6961

Our aim is to provide you with an extra-duty detail that meets your needs. To ensure that enhanced police services are provided in an efficient and timely manner, we request that you review the following guidelines. **The attached Application must be provided to Sandee Sanders of the Lakeland Police Department no later than 10 working days before the event.**

1. The Chief of Police, or designee, must approve all details.
2. The Lakeland Police Department reserves the right to cancel any detail special event upon notice to the sponsor.
3. There is a cost of \$29.50 per officer providing extra-duty detail services with a 3 (three) hour minimum. A worker's compensation surcharge of \$1.50 per hour is included in the \$29.50 rate.
4. To cancel a detail, you **MUST** notify the Special Operations Secretary (834-6961) 24 hours in advance, or by 3:00 p.m. on Friday for a weekend detail. If advance notice of cancellation is not provided, you agree to pay the minimum "call-out" fee of 3 (three) hours totaling \$88.50.
5. If you are requesting an extra-duty detail for the first time, you are required to **pay the entire cost prior to the detail**. This requirement may be revised once sufficient credit has been established with the City of Lakeland. A check or money order, payable to the City of Lakeland, must be received by the Lakeland Police Department/Sandee Sanders one week prior to the event. If paying in cash please contact the City Treasurer's Office, E&W Administration Building, 501 E. Lemon Street, Lakeland, Florida 33801 (863) 834-8353.
6. The following pages must be completed in their entirety, and you will be asked to enter into a written agreement with the City of Lakeland, which is provided on Pages 9-15.

Lakeland Police Department
Extra-Duty Officer Detail Application

Return this form to the Lakeland Police Department no later than 10 DAYS prior to the event

Date of Event: _____ Officer Start Time: _____ End Time: _____

Event Location: _____

Number of Officers Requested: _____

Duties Requested of Officers (Be Specific): _____

Contact Person at Event: _____ Phone No.: _____

Send Invoice To: (THIS MUST BE FILLED OUT)

Organization Name: _____

Address: _____

Phone: _____

Estimated Number of Participants

Persons: _____ Vehicles: _____ Animals: Y/N Type: _____

Alcohol Served Y/N (If on City Property, Permit must be attached before approval)

Flat Rate Amount: (\$29.50 x Number of hours _____ x Number of Officers) = \$ _____

Payment required one week prior to event. Due: _____

City Rate Amount: (\$39.80 x Number of hours _____ x Number of Officers) = \$ _____

Payment required one week prior to event. Due: _____

Return this application with check or money order **made payable to the City of Lakeland** to the following address:

Lakeland Police Department
Attention: Sandee Sanders
219 N Massachusetts Ave
Lakeland, Florida 33801 (863) 834-6961 Fax: (863) 834-6986

Remember: Organizations or persons requesting extra-duty officers must pay total amount one week before the event. If paying with cash, please pay at the City Treasurer's Office, 501 East Lemon Street, Lakeland, Florida 33801.

FOR POLICE DEPARTMENT USE ONLY

Comments: _____

Number of Personnel Required: _____

Special Events Lieutenant

Date

[] Approve [] Disapprove

Commanding Officer UPD

[] Approve [] Disapprove

Prepared by:
Roger A. Mallory, General Counsel
City of Lakeland Police Department
219 N. Massachusetts Avenue
Lakeland, Florida 33801-4972

AGREEMENT FOR “EXTRA-DUTY” POLICE SERVICES (“SPECIAL EVENTS”)

THIS AGREEMENT is made and entered into this _____ day of _____, 20____, by and between the **City of Lakeland, Florida Police Department** (hereinafter “**LPD**”), a department of the municipal corporation, City of Lakeland, Florida, a city organized and existing under the laws of the State of Florida (hereinafter “**City**”), and _____ (hereinafter “**Sponsor**”). The parties to this agreement are **LPD** and **Sponsor**.

WITNESSETH:

WHEREAS, _____ conducts or operates a business, resides, or plans to engage in activity at _____, located within the limits of the City, and desires, as a security measure and in exchange for obtaining permission and authorization by LPD to conduct or hold a “special event” (as that phrase is defined below), whether in whole or part, on City property, to obtain the presence of (an) off-duty City police officer(s) who would wear official police uniforms and use City property or equipment during the term, days and hours specified herein; and

WHEREAS, the City is willing to allow its off-duty police officers to provide private security services at and in the immediate vicinity of _____ while wearing official City police uniforms and using City property pursuant to the terms and conditions set forth hereinafter,

NOW THEREFORE, in consideration of the mutual covenants and obligations undertaken by the parties as contained herein, and for other good and valuable consideration, the parties hereto agree as follows:

1. **Definitions.**

The Parties to this agreement hereinafter agree the following words and phrases shall have the following meanings for purposes of understanding and construing this Agreement:

A. A “Special Event” (whether appearing in capitalized form, in the singular, plural or possessive form) shall include, but not be limited to, for example, block parties, parades, races, and festivals and may require the detour of traffic and the closure of streets.

B. A “Sponsor” (whether appearing in capitalized form, in the singular, plural or possessive form) is a person who, while acting in their individual or representative capacity, for themselves, the Sponsor’s business, a corporation, association, organization, club, etc. for whom they are legally empowered and authorized to act, a person of legal capacity to enter into a binding contract and act for themselves or the entity for whom they purport to act, in application for the required City permits and authorizations, and who seeks to obtain Extra Duty police services for or in association with a Special Event.

2. **Description of Special Event.**

The Sponsor expressly represents the Special Event for which the Sponsor desires to obtain extra duty police security services of the LPD is as follows (please provide a detailed description of the planned special event to include the event information provided in the Sponsor's Application for Special Event Permit appearing on page 2 of the packet of materials entitled "The 'Special Event' Process")

3. **Term of Agreement.**

The term of this Agreement shall extend from _____ A.M. on the _____ day of _____, 200__ through _____ A.M _____ day of _____, 200_ unless cancelled or terminated in the manner described herein.

4. **Authority and Acknowledgement of Reliance.**

The Sponsor affirmatively asserts the Sponsor has full legal capacity and authority to bind and act for and on behalf of themselves and the party identified above with whom the City enters into this Agreement. The Sponsor fully comprehends and acknowledges the City is acting in reliance on this, as well as other, representations the Sponsor has made as recited in, or otherwise contained herein.

5. **Assessment of Extra Duty Police Security Needs, Acknowledgements of Understanding by Sponsor, and Authority Retained by the LPD and the City.**

The Sponsor understands and consents to the LPD conducting a pre-event assessment of the security needs created by the occurrence of the special event that is a subject of this Agreement. The Sponsor understands the assessment of the referenced security needs by the LPD is conducted by the LPD to allow the LPD to determine the minimum number of off-duty LPD officers believed to be adequate under the facts and circumstances anticipated by the Sponsor as a result of the future, planned occurrence of the special event, and, as explicitly communicated to the LPD. The Sponsor acknowledges the assessment of security needs by the LPD as set out herein does not constitute a representation, promise, guarantee or warranty by the City or LPD, the City, the LPD or any other department of the City, the LPD will be able to supply the minimum number of off-duty officers the LPD determines are required for the Special Event given anticipated, scope, facts and circumstances of the anticipated special event as represented by the Sponsor. The Sponsor further acknowledges the City or LPD expressly reserves the right to alter, disapprove, cancel or terminate the special event as is deemed necessary for purposes of public safety. The Sponsor fully understands and agrees that a cancellation or termination of the Special Event by the LPD due to reasonable public safety concerns shall not constitute a breach of this Agreement and the exclusive remedy available to the Sponsor for such cancellation or termination is the return to the Sponsor of whatever sum would constitute an actual overpayment by the Sponsor for anticipated Extra Duty police services not actually rendered. (See paragraph 7 below for Agreement terms relevant to Sponsor cancellation of Special Event.)

6. **Defining Extra Duty Police Services.**

A. Subject to availability and considerations of public safety, the LPD agrees to facilitate and provide _____ off-duty police officers to provide private security services associated with the occurrence of the Special Event described by the Sponsor herein. The selection and scheduling of the off-duty police officers shall be in accordance with the practices and policies of the LPD as adopted from time to time.

B. The primary duties and essential functions of the off-duty police officers providing private security services shall be as assigned by LPD command in accordance with security need assessments occurring before, during or after, but in association with the occurrence of the Special Event that is a subject of this Agreement.

C. The City shall furnish such records, reports, and documentation evidencing the performance of services pursuant to this Agreement as the Sponsor may reasonably request or as may be required by applicable law.

7. **Sponsor Cancellation of Special Event; Notice Required; "Call-Out Fee"**

In the event the Sponsor wishes to cancel a Special Event for which they have been approved by the LPD, the Sponsor agrees to notify the Special Operations Secretary (telephone 863-834-6961) a minimum of twenty-four (24) hours in advance of the represented time upon which the Special Event is to occur unless the Special Event is scheduled to occur on a Saturday, Sunday or holiday celebrated by the City, in which case, before 3:00 p.m. on the preceding regular business day. The Sponsor further agrees if the Sponsor fails in this regard the Sponsor will timely pay the "call-out" fee of Eighty-Eight Dollars and Fifty Cents (\$88.50) by money order or check made payable to the City of Lakeland, delivered to the LPD and the attention of Sandee Sanders.

8. **Worker Compensation.**

It is expressly understood and agreed off-duty police officers in the course and scope of providing private security services pursuant to this Agreement are independent contractors and not employees of the Sponsor. The City shall be responsible for paying unemployment compensation contributions, and providing and maintaining worker's compensation coverage in an amount and under such terms as required by law.

9. **Compensation For Providing Off-Duty Police Officers.**

A. In return for providing off-duty police officers to render private security services in association with the occurrence of the Special Event the Sponsor agrees to pay the City the rate of \$29.50 per hour for each hour of Extra Duty police services provided by each off-duty LPD police officer providing those services pursuant to this Agreement. This hourly rate includes an administrative fee of \$2.00 per hour, per each and every off-duty LPD police officer provided under this Agreement for the Special Event to cover the costs of scheduling, invoicing, handling, and worker compensation surcharges.

B. The payment by the Sponsor for the provision by the City of off-duty police officers pursuant to this Agreement represents the fair market value for the services being rendered and have been bargained for by arms-length negotiation.

C. Notwithstanding the provisions of paragraph 9.A. of this Agreement, in the event the City, during the term of this Agreement, is required, pursuant to a collective bargaining agreement with its police officers, to increase the amount of compensation that it pays to its police officers for off-duty private security services as are a subject of this Agreement, the City shall have the right to pass on any such increase to the Sponsor upon giving the Sponsor reasonable written notice of such increase.

D. If the Sponsor, by entering into this Agreement, is seeking off-duty, Extra Duty police services of the LPD, for the first time, the Sponsor must prepay the entire costs to the City for those services as determined, calculated and disclosed by the LPD and the City to the Sponsor.

10. **Independent Relationships.**

None of the provisions of this Agreement are intended to create nor shall be deemed or construed to create any relationship between the Sponsor and the LPD or the City other than that of independent entities contracting with each other hereunder solely for the purpose of effecting the provisions of this Agreement. The parties are not joint venture's, partners, agents, or employees of one another.

The Sponsor fully understands that entering into this Agreement with the LPD does not act to guarantee, warranty or otherwise suggest other departments of the City will authorize actions by the Sponsor or the persons or entities for whom the Sponsor may act or who may participate in the anticipated Special Event.

11. **Waiver of Terms and Conditions.**

The failure of the LPD or the City to insist in any one or more instances upon performance of any of the terms and conditions of this Agreement or to exercise any right or privilege contained in this Agreement, or the waiver of any breach of the terms and conditions of this Agreement, shall not be considered as thereafter waiving any such terms, conditions, rights or privileges, and the same shall continue and remain in force and effect as if no waiver occurred.

12. **Severability.**

It is the intention of the parties this Agreement is in compliance with all relevant state and federal statutes, regulations, and governmental agency guidelines governing the relationship between the parties at the time of execution. If any provision of this Agreement is subsequently rendered invalid or unenforceable by any local, state or federal statute or regulation, or declared null and void by any court of competent jurisdiction, the remaining provisions of this Agreement will remain in full force and effect.

13. **Third Party Beneficiaries.**

This Agreement is intended solely for the benefit of the parties hereto and shall not, directly or by implication, create any rights in or duties to any third parties of any nature whatsoever.

14. **Assignment.**

This Agreement shall not be assigned in whole or in part by either party without the express prior written consent of the other party.

15. **Binding Effect.**

This Agreement shall be binding upon the parties hereto and shall inure to the benefit of the Sponsor, the LPD, and the City.

16. **Governing Law.**

This Agreement shall be controlled, interpreted, construed, and enforced in accordance with the laws of the State of Florida.

17. **Venue.**

In the event any legal action is taken in connection with this Agreement, the proper venue for said action shall be in Polk County, Florida.

18. **Titles or Captions.**

The paragraph titles or captions contained in this Agreement are inserted only as a matter of convenience and for reference and in no way define, limit, extend, modify, amplify, or describe the scope of this Agreement or the intent of any provision hereof.

19. **Draftsmanship.**

The fact that one of the parties may have drafted or structured any provision of this Agreement shall not be considered in construing the particular provision or document either in favor of or against such party.

20. **Amendments.**

This Agreement may only be modified or amended by the mutual written agreement of the parties. Any such modification or amendment shall be signed by each party and shall be attached to and become a part of this Agreement.

21. **Indemnification.**

In consideration of the City and LPD authorizing its personnel to engage in private employment while wearing official uniforms and/or using City property or equipment, the employer, Sponsor Polk County Veterans Council , does hereby agree to defend, indemnify and hold harmless the City, LPD, their officers, and employees from and against all claims, damages, losses, and expenses, including, but not limited to, reasonable attorney's fees and incidental defense costs arising out of or resulting from any acts of commission or omission in the performance of the Extra Duty police services as described herein from any personal injury suffered by LPD personnel while in the performance of such private employment work. This indemnification obligation shall not be subject to any limitation as to the amount or type of recovery sought, or, on the amount or type of insurance coverage secured by the Sponsor. Further, the Sponsor shall require all their insurance

carriers, with respect to all insurance policies to which they are a party, to waive all rights of subrogation against the City and the LPD incidental to the Extra Duty police employment described herein.

22. **Entire Agreement.**

This Agreement constitutes the entire agreement between the parties hereto and supersedes all prior oral or written agreements, representations, statements, negotiations, understandings, proposals, and undertakings with respect to the subject matter hereof.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first written above.

SPONSOR
Print name: _____
Acting for: _____

LAKELAND POLICE DEPARTMENT

By: _____
Signature

By: _____
Commanding Officer

Attest:

STATE OF FLORIDA
COUNTY OF POLK

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by, _____ of _____, who is personally known to me or who has produced _____ as identification, and who did not take an oath.

Notary Public, State of Florida

(Printed Name of Notary Public)