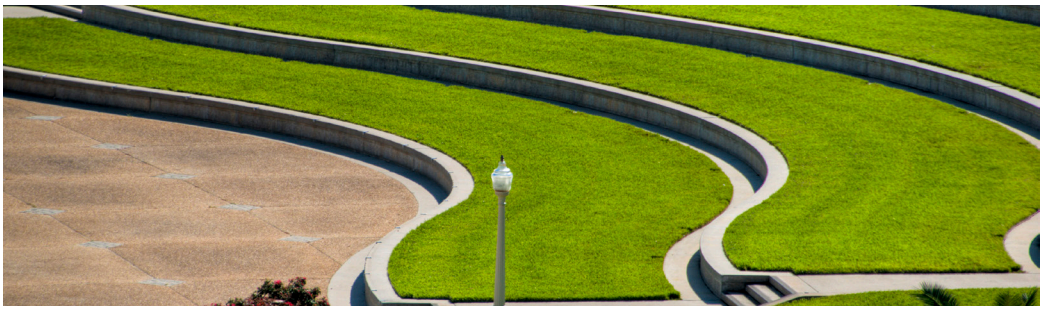

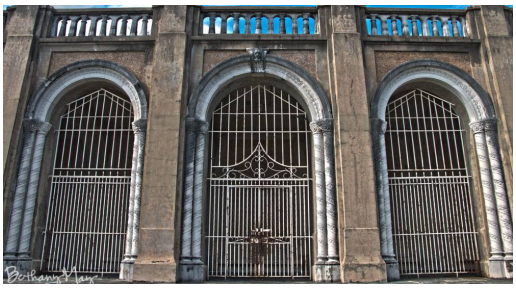

CITY OF LAKELAND

SPECIAL EVENT

PERMIT APPLICATION

CITY OF Lakeland

www.lakelandgov.net

Special Event Permit Application

Dates to Remember: Applications may be submitted no more than one year prior to an Event, but no less than 60 days prior to the requested event date. To ensure a smoother permitting process, event organizers are encouraged to apply as early as possible.

Events without Alcohol Present	Events with Alcohol Present
Minimum of 60 Days Before Event: • Special Event Permit Application & Fee • Site Plan (including any street closure barricades placement) • Planning meeting with City of Lakeland Special Events Review Team (SERT), if necessary	**Minimum of 60 Days Before Event:** • Special Event Permit Application & Fee • Site Plan (including any street closure barricades placement) • Planning meeting with City of Lakeland Special Events Review Team (SERT), if necessary
Documents Needed for Venue Reservation: • Application • 501c3 Documentation or Tax-Exempt Certificate (if applicable) • Commercial General Liability Insurance/COL Additional Insured	**Documents Needed for Venue Reservation**: • Application • 501c3 Documentation or Tax-Exempt Certificate (if applicable) • Commercial General Liability Insurance/COL Additional Insured • Proof of Liquor Liability Insurance • Liquor License • Alcohol Exemption Request Letter
Minimum of 30 Days Before Event: • Final confirmation of all City-related resources and fees. • Final Site Plan • Event Timeline and Onsite Contacts • Payment of any pre-event City fees • Return signed copy of Issued Permit • Distribute Event Leave-Behind Document/Return Signature Page	**Minimum of 30 Days Before Event:** • Final confirmation of all City-related resources and fees. • Final Site Plan • Event Timeline and Onsite Contacts • Payment of any pre-event City fees • Return signed copy of Issued Permit • Distribute Event Leave-Behind Document/Return Signature Page
Post-Event – Within 30 Days After Event: • Final payment (LPD) • Debrief meeting – SERT • Secure future dates with application	**Post-Event – Within 30 Days After Event:** • Final payment (LPD) • Debrief meeting – SERT • Secure future dates with application
City-related Resources and Fees: • Parks & Recreation • Lakeland Police Department • Lakeland Fire Department • Public Works: Traffic, Parking, Solid Waste	**City-related Resources and Fees:** • Parks & Recreation • Lakeland Police Department • Lakeland Fire Department • Public Works: Traffic, Parking, Solid Waste

Applicant and Host Organization Information

Host Organization – The Host Organization is legally and financially responsible for the overall permitting process, management and implementation of an event and its associated dynamics and activities.

Host Organization Name: _____

Host Organization Event Representative - The Event Representative will be the main point of contact for all planning activities and must sign the application, venue reservation contract and all other associated contracts and documents for City resources and services.

Event Representative: _____

Host Organization website: _____

Address:_____

City:_____ State: _____ Zip Code:_____

Phone: _____ Cell:_____ Fax: _____

Email: _____

For Profit: ☐ **Non-Profit:** ☐

If Non-Profit, a copy of the Organization's Consumer's Certificate of Exemption or your IRS 501(c)3 Determination Letter is required.

Applicant Information: Please list the primary contact for this event.

First Name: _____ Last Name:_____

Mailing Address:_____

City:_____ State: _____ Zip Code:_____

Phone:_____ Cell: _____

Email: _____

Please list any additional person, professional event organizer or service contractor hired by the applicant that is authorized to make decisions on the applicant's behalf to plan this event.

Name:_____ Company:_____

Name:_____ Company:_____

Event Information

Event Name:_____

Is this an annual event? _____No ____Yes

Anticipated Attendance – The estimated amount of people expected at the event. _____

Anticipated Participants – If the proposed event has registered participants, the estimated number expected. _____

Anticipated Number of Event Staff/Volunteers - _____

Event Description: Information provided here may be used for publication on the City of

Lakeland's calendar of events.

Event Type: Please check one.

	Run/Walk		Concert/Performance		Street Closure
	Festival in Park Venue		Parade		Other: Specify in space below.
	Festival in Street		Neighborhood Block Party		

Event Location: Please check one.

	Munn Park		Lake Hollingsworth Trail		Neighborhood Park (please specify below)
	Frances Langford Promenade		The Loggia and/or Kryger Park		Street Closure (specify below)
	Sun-N-Fun				

Neighborhood Park: _____

Street(s) to be closed:

_____

Between_____& _____

Date of requested closure: _____ time span: from_____ to _____

**If requesting street closures, please see the Property Owner Awareness Leave-Behind Link, for required signature page and leave-behind example.*

Event Date Information:

Proposed Event Date:_____ *For multiple event dates, use date fields below.*

Date: _____

Set-Up Begin Time*:_____ Set-Up End Time:_____

Event Begin Time:_____ Event End Time:_____
Break-Down Begin Time: _____ Break-Down End Time**:_____
Date: _____
Set-Up Begin Time*:_____ Set-Up End Time:_____
Event Begin Time:_____ Event End Time:_____
Break-Down Begin Time: _____ Break-Down End Time**:_____

**The Set-Up Begin Time is the time the venue reservation contract time begins and the earliest any event-related activity can happen in the venue/space.*

***The Break-Down End Time is time the venue reservation contract ends and the latest any event-related activity can happen in the venue/space.*

Site Plan/Route Map Information & Event Components

Site Plan/Route Map

A site plan/route map must be submitted along with the completed application. Applications without site plans/route maps are incomplete and will be rejected and returned to the applicant.

Please attach a clear and legible site plan or map with the following indicated:

1. Directional orientation, indicated by arrows.
2. An outline of the entire event venue footprint, including labeling the streets that are requested to be closed as a part of the event venue. If the event involves a route, please indicate the direction of travel with all street closures and barricade placement clearly marked.
3. The location of all physical equipment and structures being placed within the event footprint including, but not limited to, stage(s), vendors, concessions, tents, portable restrooms and fencing.
4. Location of event-based alcohol sales including the proposed consumption area. If a confined area is requested, provide dimensions of this area and what will be used to determine boundaries, i.e., fencing, enclosed tents, etc.
5. Generator locations, if used to power event vendors or contract services.
6. Proposed placement of vehicles and/or trailers.
7. Entry and exit gate locations for outdoor events that are using fencing as boundaries.
8. Location of accessible viewing area.
9. General Parking and Accessible Parking areas.
10. Please provide a name and phone # for a representative who can answer accommodation requests on event day. _____
    Name Ph. Number

Is this Event open to the public? _____No _____Yes

Is there an admission fee? _____No _____Yes

Does the event involve the provision of alcoholic beverages?
If yes, please check all that apply.
____ Beer _____Wine _____Distilled Spirits _____Host & Alcohol Distribution

The above checked: Sold?* _____No _____Yes

If alcohol is present, please see Alcohol Ordinance page 5&6, for signature.

*Alcoholic beverages cannot be sold, distributed nor consumed on City of Lakeland Property without appropriate zoning. If the above alcohol-related questions were answered "yes", please also submit an Alcoholic Beverages (Temporary) Sales Form and submit it with this application and alcohol exemption request letter.

City of Lakeland Alcohol Ordinance

The consumption of alcoholic beverages on —public property is prohibited by City Ordinance 6-12 UNLESS the City Manager or designee has authorized same. The City Manager has designated the Chief of Police and the Chief's designee to exercise this authority. You must, therefore, obtain written authorization from the Chief of Police, or the Chief's designee, to serve alcoholic beverages on Public Property.

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 Florida Statute (Fla. Stat.) Chapter 561, authorizing and permitting the sale of alcoholic or intoxicating beverages, nor shall it mean any public property upon or within the City, 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 Fla. Stat. § 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 of Special Event Sponsor

_____

Signature of Special Event Sponsor

_____

Event Components and Dynamics

Will the event be marketed, promoted or advertised? _____ **No** _____**Yes**
If yes, please describe through what outlets.

_____

Are there musical entertainment features related to the proposed event?_____**No** _____**Yes**

Will the City of Lakeland Mobile Stage be requested for this event? _____ **No** _____**Yes**

Will inflatables or any other portable recreation devices be used at your event? _____ **No** _____**Yes**
If yes, please describe: _____
Name of Company:_____

Will food be prepared at the event? _____ **No** _____**Yes**
If yes, please describe: _____
How will food be prepared?: _____
Ex: Grills (gas or charcoal), grease fryers, etc., food trucks

If Food Trucks, please list vendors:_____
_____
Please note: Temporary food service for events must meet all State and local guidelines and requirements.

Will the event include fireworks or other pyrotechnics? _____ **No** _____**Yes**
If yes, please describe:_____
Name of Company:_____

Will your event feature animals? _____ **No** _____ **Yes**
If yes, please describe:_____

Will this event have a parking/shuttle/valet plan? _____ **No** _____**Yes**
If yes, please describe:_____
Upon review of event permit application, it may be deemed that the City of Lakeland's Parking Services will be required.

Will temporary fencing be erected? _____ **No** _____**Yes**

Will structures or tents be erected or utilized? _____ **No** _____**Yes**
How many?_____ What size?_____

Will there be amplified music? _____**No** _____**Yes**
If yes, please see Noise Ordinance Pg. 10&11, for signature.

Portable restrooms are required for all park venue space reservations.
Upon review of event permit application, number of toilets and handwashing stations required will be determined by City of Lakeland SERT. 10% of restrooms provided must be accessible.

ADA Accessibility and Accessibility Plan:
Please describe your plan for people with special needs participation, parking, and viewing: **Please see Accessibility Checklist for Events below, if you have questions please call the Special Event Office 863 834 2280.**

Accessibility Checklist for Events in the City of Lakeland

Name of Event: **Name of Sponsor (Business/Organization):**		**Location:** **Event Date:** **Name and number of contact for ADA/Accessibility questions during event:**			
	Accessibility	**Yes**	**No**	**N/A**	**Comments**
	Entrance				
1	Is there Accessible parking with posted signs? - **"Accessible Parking"**				
2	Is there a designated area to drop off and pick up passengers, accessible for individuals with mobility devices?				
3	Is there a clear path of travel from parking area to the event/activity – easily accessed with mobility devices such as wheelchairs, walkers, etc.?				
4	Are there signs throughout the event directing individuals where to go to participate in different parts of the event or activity?				
5	Are there alternative forms of communication available at the entrances: Large print materials? Recorded information? Interpreters? Phone number to request assistance?				
	Event/Activity				
6	Are there alternative activities for those who can't participate in the primary activity? For example, arts & crafts area or designated viewing and information area for individuals who can't participate in a run, boat race, etc.				
7	Are staff or volunteers available to provide help if requested? Are they instructed on location of Accessible restrooms, etc.?				
8	If there is seating for activities, are there spaces reserved for wheelchairs, with companion seats next to them? Posted signs? **"Reserved Seating"**				
9	If there is a stage or platform for speeches or performances, is there reserved seating for individuals with wheelchairs (and their				

	companions), which provides unobstructed viewing in an area where other audience members can't stand in front of them?				
10	Are the event activities located in areas with firm and stable ground surfaces for individuals with mobility devices to travel on? Are there ramps (including temporary ramps) positioned for access over curbs, etc.?				
	Restrooms / Portable Toilets	**Yes**	**No**	**N/A**	**Comments**
11	Are there Accessible restrooms or portable toilets readily available and located with all other restrooms/portable toilets?				
12	Are there signs throughout the event indicating the location of Accessible restrooms or portable toilets? **"Accessible Restroom"**				
	Food Service				
13	Sale of food: are there vendor trucks, booths, counters or concession stands at an accessible height for individuals who use wheelchairs? If not, have vendors been instructed to leave the booth, truck or concession stand to offer assistance to individuals with disabilities?				
14	Seating: are there tables in food service areas that are in an Accessible location for individuals with wheelchairs, with extra seating for companions?				
	Accommodations				
15	Before and during the event, is there designated staff to handle accommodation requests?				

Please note that the ADA covers individuals with disabilities who need a Service Dog with them or, need to bring their own food into events due to dietary restrictions. For additional information about event accessibility refer to the ADA National Network resource: "A Planning Guide for Making Temporary Events Accessible to People with Disabilities" https://adata.org/guide/planning-guide-making-temporary-events-accessible-people-disabilities

Please include any additional comments, including additional plans to improve Accessibility over time:

_____

_____

_____

Signature of Individual Completing Checklist
Date Signed

_____

_____
Phone and/or email

Please contact Kim Stopiak of Parks and Recreation with questions or if you are unable to submit this form online: kimberly.stopiak@lakelandgov.net Phone: (8

The City of Lakeland is involved in an ongoing process to improve accessibility for citizens and visitors with disabilities. This includes accessibility of special events held in the City. Therefore, the City is informing entities seeking permitting from the City for special events that, the Americans with Disabilities Act (ADA) and related accessibility legislation has standards for accessibility compliance of special events. Entities must make the Event site accessible in compliance with the requirements of the ADA. To assist with this objective, the City can provide information and feedback via its ADA Specialist. Please contact the City if you would like more information about accessibility standards.

Sanitation and Recycling:

Upon review of event permit application, sanitation solutions may be required by the City of Lakeland SERT. Please see cost guide for more information.

Mitigation of Impact to the Community

Due to the nature of the proposed event, the City of Lakeland may require the event planner, at the event planner's expense, to notify residents, businesses and other entities that may be directly or indirectly affected by the event. The below chart lists notification options; at least one of these options will be required as notification, as determined by SERT.

Residential Area	Downtown District	Commercial Area
Mailer	Downtown Corridor Events are excluded and do not need to get signatures.	Mailer
Leave-behind Addendum		
Door Hanger		
Signature Page (see pg. 14)		

Insurance Requirements

You are required to procure and maintain commercial general liability insurance with a minimum of $1,000,000 per occurrence. Proof of insurance must be submitted on the Acord 25 Certificate of Insurance Form a minimum of 30 days prior to the first day of the rental period through the move-out activities. This insurance must name the City of Lakeland as an additional insured in any and all policies. Due to the nature of your event, additional insurance may be required. The below listing is some of the types of additional insurance that may be required due to the nature of your proposed event.

- **Automobile Liability Insurance**

Any event involving the use of automobiles must maintain automobile liability insurance for the duration of the event with a combined bodily injury and property damage with a minimum of $500,000 for each occurrence.

- **Liquor Liability Endorsement**

All special events that involve the sale and consumption of alcoholic beverage must provide a coverage with a minimum of $1,000,000 for each occurrence.

- **Hazardous Materials Endorsement**

Any activities involving the use of hazardous materials should provide a coverage limit with a minimum of $2,000,000 combined single limit per occurrence and annual aggregate with no deductible.

- **Worker's Compensation Insurance and Employer's Liability Insurance**

Any event involving the hiring of employees by the applicants must maintain workers' compensation insurance or employer's liability insurance for the duration of the event with a combined bodily injury and property damage with a minimum of $1,000,000 for each occurrence.

- **Boats and Planes Endorsement**

Any special events involving the use of motorcycles, powered model cars, boats, planes, nonstandard personal cars and jet or inducted fan propulsion watercraft should provide a coverage with a minimum of $2,000,000 for each occurrence and annual aggregate with no deductible.

- **Participant Liability Insurance**

Any walks, runs, parades, amateur sports, boxing matches and tournaments require participant liability insurance with a $1,000,000 limit per occurrence.

Certificates of Insurance:

- All Certificates of Insurance must name the City of Lakeland as "Additional Insured".
- Additional Insured:
    - City of Lakeland

      228 S. Massachusetts Avenue

Lakeland, FL 33801

These insurance requirements shall in no way limit the liability of the Other Party (Event Planner). The City does not represent these minimum insurance requirements to be sufficient or adequate to protect the Other Party's interests or liabilities, but are merely minimums. Except for Worker's Compensation, the Other Party's insurance policies shall be endorsed to name the City of Lakeland as an additional insured. If exempt from Worker's Compensation coverage, as defined in Florida Statute 440, the Other Party will provide a copy of State Worker's Compensation Exemption.

City of Lakeland Noise Ordinance

If you intend to have any amplifying equipment at this special 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 likewise 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 devise, 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 Sunday through Thursday and end no later than 11:00 p.m. on Friday or Saturday *night*. If your event will require a street closure, please complete the Property Owner Approval Sheet on Page 4 and have notarized.

_____

I, _____, have read and will comply with above listed City ordinances and rules.

Printed Name of Sponsor

_____

Signature of Sponsor

_____

Please Note: if your event is in the Downtown Corridor you DO NOT have to get signatures.

Road Closure - Property Owner Awareness Sheet

We, the undersigned property or business owners or tenants have been made aware, and have received, a leave-behind reminder of the temporary closure of the street and/or sidewalks abutting our property being temporarily closed for the time span indicated below.

Road closures must start one hour before the event start time and end one hour after the event end time. This form must be notarized.

STREET(S) TO BE CLOSED:

_____

BETWEEN_____& _____

DATE OF REQUESTED CLOSURE: _____ TIME SPAN: FROM_____ TO _____

****NOTE: PLEASE IDENTIFY ALL PROPERTIES THAT ARE VACANT AS "VACANT"**

PRINTED NAME	ADDRESS	SIGNATURE

I hereby swear or affirm I have notified the owners, tenants or representatives of all residences and businesses located on property abutting the streets and

sidewalks on which all or some part of the special event will occur and have left a leave-behind reminder with said owner, tenant or representative.

_____

(Signature of Special Event Sponsor)

State of _____ County of _____

The foregoing instrument was acknowledged before this _____day of_____,20___, by _____who is personally known to me [ ] or who has produced_____ as identification.

Notary Stamp

(Signature of Notary Public)

_____

Print, Type, or Stamp Name of Notary Public_____

WAIVER, PROMISE TO DEFEND, INDEMNIFY AND HOLD CITY OF LAKELAND, FLORIDA, ET AL., HARMLESS

1. **REPRESENTATION OF AUTHORITY**

In executing this document the undersigned acknowledges he/she/they is/are the chief executive officer, principal and/or owner(s) of (NAME) _____ and, as such, is/are fully authorized to act for and to bind same to the obligations and undertakings of, or as required by the execution of this legal document. The undersigned does/do hereby further acknowledge it is by the acts, efforts and/or sponsorship of (EVENT) _____, as permitted by the City of Lakeland, Florida (hereinafter "City"), that a special event of their design and control, generally known as (EVENT)_____ is to occur, on the _____ day of _____, 20_____, in the vicinity of (LOCATION) _____, in whole or part on Public property, or other public property under the maintenance or control of the City. The undersigned does/do hereby further acknowledge, in executing this legal document, they are of sound mind, the age of majority, and otherwise possess both capacity and full authority to act for _____, and fully understand the contents of this document.

2. **WAIVER**

As such, the undersigned does/do hereby, with respect to the City, all of its officials, officers, directors, agents, guests, invitees, employees and persons or entities acting for or on behalf of the City, voluntarily, fully and completely waive, abandon, and relinquish all grounds, rights and privileges now existing or yet to come into existence for any action, failure to take action, and arising in connection with or stemming from the City's approval of his/her/their application for a City permit to conduct the special event identified herein. In the event of litigation or arbitration in connection with the enforcement or interpretation of this General Waiver, the undersigned agrees to waive all rights to payment or contribution of payment for any fees or costs incurred by or through them by the City, all of its officials, officers, directors, agents, any employee, or persons or entities acting for or on behalf of the City.

FURTHER, with regard to any applicable insurance coverage the undersigned may enjoy or obtain as a condition precedent to the City permitting a "Special Event" and/or the possession or service of alcoholic beverages on public property, the undersigned hereby waives their right of subrogation otherwise available therein or thereby.

3. **PROMISE TO DEFEND AND INDEMNIFY**

FURTHER, the undersigned do/does hereby, individually and on behalf of all their contractors and sub-contractors of the special event, their heirs, executors, administrators, successors, privies, and assigns assignees, voluntarily agree to defend, indemnify and hold harmless the City, its officials, officers, directors, agents, guests, invitees, and employees, and entities acting for or on behalf of the City, their heirs, agents, executors, administrators, insurers, insureds, suppliers, distributors, successors, privies, assigns, assignees, associations, partnerships, or anyone claiming by or through them, from any and all claims, actions, causes of actions, demands, payments, attorney fees, benefits, rights, damages, costs, losses of any kind, liens, expenses and compensation whatsoever arising out of, or resulting from

the City's approval of the "Special Event", the City's issuance of a "Special Event Permit" for such occurrence, and the special event or occurrence itself.

THE UNDERSIGNED FURTHER ACKNOWLEDGES THEY HAVE READ THE FOREGOING AND FULLY UNDERSTAND THE MEANING THEREOF.

Signed, sealed and delivered this _____ day of _____, 20_____.

_____

(Name of sponsor/sponsor business entity)

By:_____

(Owner/Principal/Authorized Officer)

By:_____

(Owner/Principal/Authorized Officer)

ATTEST:

_____

Sponsor/Business Entity Executive Secretary or Witness

STATE OF FLORIDA
COUNTY OF POLK

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

_____

Notary Stamp

Notary Public, State of Florida

_____

Printed Name of Notary Public

Fee Schedule for City of Lakeland Services

All Special Events require City Resources to be provided. The level of resources necessary will be vetted and determined by the Special Events Review Team. Below are the various Departments and associated resources that are involved in the facilitation of special events.

Parks & Recreation Department:

- All park rentals and street closures (in the downtown district) require a pre-event walkthrough with a Parks & Recreation employee. The required level of event staffing is determined at the time of the walkthrough.
- Events are subject to labor fees.
    - **Regular: $34/Hr/Person:** Fees are assessed at $34.00 per hour, per employee. Staffing levels are increased during evening hours. A minimum of two staff members will be required during the evening.
    - **Holiday: $51.00/Hr/Person:** Labor fees assessed on Holidays will be $51.00 per hour, per staff member.
- Event fees will be managed through the Parks & Recreation Rental Office at the Lake Mirror Complex, 121 S. Lake Avenue, 863-834-2280.

Public Works - Traffic Operations Division Fees:

<u>STREET CLOSURES</u> - LAKELAND TRAFFIC OPERATIONS/PARKING SERVICES

On February 15, 1993, the Lakeland City Commission adopted Resolution No. 3561 that set a policy concerning City services that are required for special events. This policy provides that costs incurred by the City's Traffic Operations Division in servicing the special event are to be passed on to the special event sponsor unless the special event is considered a City sponsored event. Special events may require temporary detouring of traffic and/or street closures. Examples of special events are: block parties, parades, races, festivals, etc. The Lakeland Police Department must approve all special events. The approval process requires the sponsor of the event to follow certain procedures outlined in the attached form appearing on page 1.

TRAFFIC OPERATIONS FEES:

- $30.00 per person/hour - Pick up/ Drop off Barricades

- $45.00 per person/hour - Hours worked during an event if deemed necessary by Traffic Operations.

Example:

- Weddings: Require 1 Employee for a total of 3 hours (includes 1 hour for Pick up/Drop off barricades and 2 hours for staffing) =$120.00. You may indicate which 2 hours are preferred on your application.

- Large Events such as races, parades, and festivals' final fee will be determined based on the actual number of person/hours required. You will be billed prior to the event and may receive a final bill or refund after the event if deemed necessary.

PARKING SERVICES FEES:

- Munn Park North Parking Lot:
  - $50 for half-day (4.5 hours) / $100 for full-day (9 hours) (Monday thru Friday 8A – 5P)
- You will be billed prior to the event and may receive a final bill or refund after the event if deemed necessary.

- Parking Garage Staffing: $41.00 per person/hour (Parking Services will determine when Staffing is deemed necessary). You will be billed prior to the event and may receive a final bill or refund after the event if deemed necessary.

• IMPORTANT: For events where staffing is deemed necessary please let your participants know that parking will be available at the following locations:

- Iowa St Garage (LE Garage) - Events taking place at: Lake Mirror Promenade, Magnolia Building, Lake Mirror Amphitheatre, Hollis Gardens, Loggia, Kryger Park, or Main St Overlook Park.

- Main St Garage - Events taking place at: Munn Park, Loggia, Kryger Park, or Main St. Overlook Park.

- Parking is also available at the Magnolia Building, Lake Mirror Center, and Munn Park.

The Traffic Operations Division, 834 East Rose Street, is required by City Resolution to charge fees for street closures. Use only chalk (no paint) on sidewalks. If paint is used, you will be billed for paint clean up fees. For further inquiries please contact Traffic Operations at (863)834-3490. Note: The above fees do not include service charges and Extra-Duty Detail charges by the Lakeland Police Department or other City Divisions.

Public Works – Solid Waste Fees:

- Dumpster Cost: $58.49 per dumpster
- Solid Waste Garbage Truck: $141.92 per truck

The Solid Waste Division will determine the appropriate resources necessary for each event.

Lakeland Police Department (LPD) Fees:

Based on the type and dynamics present at events, Lakeland Police Officers may be required. Below are the rates for the different types of events, as identified and determined by the Special Event Lieutenant.

FLAT RATE	**RANK TYPE**	**ADMIN FEE**	**WORKERS COMP**	**TOTAL**	**3 HR MIN**
	OFFICER	2.00	1.00	31.00	93.00
	SERGEANT	2.00	1.00	34.00	102.00
	LIEUTENANT	2.00	1.00	37.00	111.00
SPECIAL RATE	**RANK TYPE**	**ADMIN FEE**	**WORKERS COMP**	**TOTAL**	**3 HR MIN**
	OFFICER	2.00	1.00	38.00	114.00
	SERGEANT	2.00	1.00	41.00	123.00
	LIEUTENANT	2.00	1.00	44.00	132.00
O/T RATE	**RANK TYPE**	NA	NA	**TOTAL**	**3 HR MIN**
	OFFICER	NA	NA	VARIES	VARIES
	SERGEANT	NA	NA	VARIES	VARIES
	LIEUTENANT	NA	NA	VARIES	VARIES

Tier 1 - FLAT RATE EVENT: Applies to any detail not involving holidays, alcohol or wet zones, commonly referred to as Beer Gardens. Subject to hourly increases – updated frequently.

Tier 2 – SPECIAL RATE EVENT: Applies to events occurring on Holidays and those where alcohol is present. Subject to hourly increases – updated frequently.

<u>SPECIAL RATE DEFINED</u>

a. Alcohol in public venues and or established wet zones (beer gardens). Examples would include the following: music events, orchestra concerts, beer and wine festivals, etc. and street parties with street closures.

b. An active event requiring street closures for route management.

HOLIDAYS DEFINED

Thanksgiving Day and Night	**Black Friday**
Christmas Eve Night after 6:00pm	**Christmas Day and Night**
New Year's Eve after 6:00 p.m.	**New Year's Day and Night**

Tier 3: OVERTIME RATE: As identified and determined by the Special Event Lieutenant.

Note: The above fees do not include service charges and Extra-Duty Detail charges by the Lakeland Police Department or other City Divisions.

Lakeland Fire Department – Fees

- Rescue Boat or ATV Cost: $40 x 2 per hour (2) Personnel Are Required – 4 hour Minimum.