

CITY OF BRADENTON



The City of Bradenton's intention is to support and assist event organizers in their efforts. The goal of the City is to allow its citizens and their guests the opportunity to enjoy the fine festivals and events held in this community. This manual is provided to help ensure that such events are safe and enjoyable gatherings for all.

May 2019

EVENT MANUAL

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www.cityofbradenton.com
www.bradentonevents.com

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Introductory Overview

The guidelines set forth in this manual apply to ALL city parks and property. The majority of the content, however, is focused on Riverwalk Park. For information on the amenities of other city parks, please go to www.cityofbradenton.com.

IMPORTANT PARK INFORMATION:

- Please note that there are no tables in Riverwalk Park, but small portable tables are allowed.
- No grilling, cooking, reheating of food, food trucks, or food vendors are allowed in the park unless you have gone through an official Event Application process; however, prepared food may be brought in.
- Open flames, including candles, are not allowed as wax damages park grounds.
- Large inflatables (including bounce houses) are not allowed.
- Balloon and/or lantern releases are not permitted.
- Due to safety concerns, drones cannot be flown over Riverwalk Park.
- The splash pad hours of operation are 9AM to 8PM (if weather permits). The splash pad cannot be turned off for an event.
- The Mosaic Amphitheater is closed from 9:00p.m. to 7:00a.m. Closing hours do not apply to permitted events.
- The maximum tent size is 10' x 10,' without permit. Absolutely NO stakes or umbrellas can be driven into the ground so as to protect underground utilities. Tent weights are required.

SMALL INFORMAL EVENTS:

For small, informal events (*composed of 25 or less participants and which do not require electrical access, sound amplification, and/or are not using any special amenities like large tents, etc.,*) such as children's birthday parties, brief wedding ceremonies, family picnics or reunions, etc., city facilities can be used on a first-come, first-served basis. (Exception: Street closures MUST be approved by City Council.)

Please remember that for first-come, first-served gatherings, there may be other scheduled events which have been reserved for the time and space in which you are interested. These reserved events will take precedent, and you may be asked to move. Please check the event calendar at www.BradentonEvents.com for a listing of approved events.

LARGER PUBLIC AND PRIVATE EVENTS:

For larger events, both public and private, which require more services and for which you would like to reserve a date, time, and space, fees will vary. (Refer to Fee Schedule, pg. 8). Also, depending upon the size of your event and the type of activities at your event, an additional damage deposit will be required which is refundable upon determination of no damage.

For officially permitted events which have followed the Event Application process, grilling, cooking, reheating of food, food trucks, or food vendors can be allowed, but adherence to cooking policies must be maintained. All grounds must be properly protected and grease disposed of under controlled conditions. (See specific details regarding the grease policy under Standard 6, P. 7.)

For officially permitted events which have followed the event application process, the serving of alcohol can be allowed, but completion of Drug Free Manatee's Festival & Event Alcohol Training Course MUST be completed by the Event Organizer(s) prior to approval. Event Organizer(s) must require all volunteers serving alcohol during the event complete the training course and keep documentation of such. The event organizer must also provide a Certificate of Insurance that includes a Liquor Liability Endorsement if alcohol is to be served.

Per City of Bradenton Code of Ordinances for governing regulations. Especially, but not limited to, Chapters 1, 6, 10, 14, 38, 50, 54, 58, 62, and 70.

OTHER POSSIBLE COSTS:

- A minimum of one police officer is required for each permitted event. A dollar amount per hour per officer will be charged by the Police Department. You would be informed of the number of officers required and anticipated cost prior to your event. Races require police officers at all intersections.
- If you have tents larger than 10' x 10', a tent permit is required.
- A certificate of liability insurance coverage in the amount of \$1 million is also required naming the City of Bradenton as an "Additional Insured" along with the name and date of your event. You may wish to compare pricing from various insurance companies.
- For large events, additional port-o-lets may need to be obtained.
- There may be a charge for Solid Waste (garbage) service and other Public Works and Utilities Services.
- Barricades and cones must be secured by a private vendor.

Event Definitions

An event includes any use of a public facility by a group which in turn could limit the normal access and use of such facility by the general public.

An event may include but is not limited to:

- A. Any activity involving the use of a public facility where the activity is advertised to attract participants and/or spectators.
- B. Where the activity involves a planned contest involving prizes or awards.
- C. Where the activity includes the advertising, display or sale of goods or services of any type.
- D. Where the activity would include the placement and use of tents (no stakes), portable toilets, sales booths, temporary parking area, blocking of public rights-of-way, etc.
- E. Where the activity will have an impact on City rights-of-way or could affect public safety.
- F. Activities involving gatherings where a group of individuals desire exclusive use of any public property.

Public Event: Event where a group desires exclusive use of a facility and activities are open to the general public such as festivals, tournaments, races, parades, boat shows, concerts, arts and/or craft shows, etc.

Private Event: Event where a group desires exclusive use of a facility and activities are not open to the general public such as weddings, company picnics, family gatherings, private parties, etc. Because private events prohibit the general public from accessing a public space, a separate set of fees have been established. Private events also may require a minimum of one (1) Bradenton Police Officer to ensure the reserved space remains private.

“A” Event: Large, high impact event requiring City Council approval. Events are considered “A” events when one or more of the following are true:

- A. The event will draw more than 200 people during the entire event.
- B. The event is scheduled for more than 4 hours, and/or will span multiple days.
- C. The event will involve the sale or distribution of alcoholic beverages.
- D. The event will occupy the majority of the land area in the subject park.
- E. The event might place an extreme burden on City work crews because of its nature, size, or timing.
- F. Off-premise directional signage is planned.
- G. The event involves fencing off of specific areas.
- H. The event involves an organized race. *See *Race Standards* document for more details

“B” Event: Small, low impact event requiring Event Review Committee (ERC) approval only. Events are considered “B” events when all of the following are true:

- A. The event will draw 200 or less guests during the entire event.
- B. The event will last 4 hours or less.
- C. The event will not involve alcoholic beverages.
- D. The event will not involve cooking, grilling, or re-heating of food, food trucks, or vendors.
- E. The event will only occupy one venue of a City park, or have minimal impact on City right-of-way/property.

Important Venue Information

Public spaces are reserved on a “First-Come, First-Served” basis, however, the City of Bradenton has the discretion to cancel, reschedule, or change the venue for any event, in the event of an emergency. All annual events will be provided the opportunity to reserve the same dates and/or weekends of the same month for their annual event(s) up to one (1) year in advance with deposit amount determined by the Event Review Committee (ERC). If, for some reason the event cancels future event dates, cancellation must be received a minimum of six months prior to the reserved date or the reservation fee is forfeited. Information on Riverwalk venues and capacities can be found online at www.BradentonEvents.com – coming soon.

- a) All fishing and watercraft events must abide by all Federal, State and Local regulations and laws.
- b) All park regulations and/or codes remain in effect, as stated on park signs posted throughout the parks and shall be strictly enforced.
- c) Overnight camping at any City park is prohibited; however, for an approved event, a maximum of one (1) fully self-contained recreational vehicle may be allowed overnight for security purposes.
- d) Public events take precedence over private events. The City of Bradenton reserves the right to reschedule or change the venue for a private event that conflicts with a public event up to three months before the event is scheduled.

Application Procedure – Non-refundable Fee \$25.00

The City of Bradenton’s Event Review Committee (ERC) oversees the processing of applications to hold both public and private events on city property.

Event permits are required when a group or individual is seeking exclusive use of all or part of a public park or roadway for any length of time. Event organizers should include both set-up and clean-up time in their total time request for event approval.

The following procedure shall be followed by all event organizers to obtain an event permit from the City of Bradenton. You may call the City of Bradenton at 941-932-9447 if you have any questions.

STEPS TO FOLLOW

Before Applying

- ___ Check venue availability at www.BradentonEvents.com
- ___ Review Event Manual

Step 1: Submit Event Permit Application and Street Closure Request (if needed)

- ___ Complete and submit Event Permit Application 6 months prior to an “A” event and 3 months prior to a “B” event. Only completed applications will be reviewed.
- ___ Submit a City of Bradenton Request for Temporary Closing of City Street(s) – IF NEEDED

Mail the above items to:

Office of the City Council & City Clerk - City of Bradenton
101 Old Main Street - Bradenton, FL 34205

Or scan and email them to: events@cityofbradenton.com

Step 2: Await Contact from the City of Bradenton

You will await contact from the City of Bradenton. Fees and damage deposit required will be communicated to you at this time.
**You may be asked to attend an ERC meeting. Be prepared to present your event to the committee.*

Step 3: Finalize Approval Process

Provide the following:

- ___ Certificate of Liability Insurance (with Liquor Liability Endorsement, if applicable) as specified by the City of Bradenton
- ___ Damage Deposit
- ___ Rental Fee
- ___ Signed tent permit (if applicable)
- ___ Provide the Drug Free Manatee’s Certificate of Completion of the Festival & Event Alcohol Training Course for the Event Organizer(s). The course can be completed online at www.drugfreemanatee.org.

Mail the above items to:

Office of the City Council & City Clerk - City of Bradenton
101 Old Main Street - Bradenton, FL 34205

Or scan and email them to: events@cityofbradenton.com

If fees and insurance are not received 30 days prior to the event, the city reserves the right to revoke its approval.

Step 4: Schedule City Services (see Key Contact Numbers, pg. 9 and 10)

- ___ The City of Bradenton Police Department (BPD) will contact you to discuss security requirements and schedule officers if deemed necessary by the BPD. Officers must be scheduled a minimum of 30 days in advance of event.
- ___ Contact Manatee County Department of Public Safety to schedule EMS if necessary. Patron safety is the responsibility of the event organizer.
- ___ For other city services, the appropriate City of Bradenton personnel will contact you to schedule and provide written estimates of cost for services.

Note: If city services deemed necessary by ERC are not paid by applicant within 30 days, the cost of those services will be deducted from damage deposit.

Step 5: Notifications

- ___ Notify any businesses affected by event (see pg. 8, Standard 15)

Note: Races require additional notifications.

Step 6: Attend ERC Meeting if required

30 days prior to your event you may be asked to attend an ERC meeting. You must be prepared to present the following information:

___ Internal Day of Event Agenda – listing details on set up, vendor arrivals, volunteer arrivals and numbers, expected crowd, plan for food and beverage, city services scheduled, and break down.

___ Final site plan

___ Parking plans

___ Community notifications of event (businesses and residents affected and how they have been notified).

**Failure to provide the above information may result in Permit being denied.*

Note: ANY changes from initial event application must be communicated to the ERC 30 days prior to event.

Step 7: Receive Event Permit

If your event is approved, you will be issued an event permit from the City of Bradenton. Please keep this permit and your application with you on the event day in case any questions arise.

Step 8: Post Event Review

The event site will be evaluated by Public Works and Utilities personnel. Any property damaged or loss due to the event will result in a deduction from damage deposit AND/OR a claim against the liability insurance. **You will generally receive your damage deposit 30 days after city services have been paid. You may be asked to attend an ERC meeting for a formal post event review.**

Event Approval Standards

A series of standards have been developed to assist organizers in planning the operations of their event. These standards may be varied and/or waived upon appeal to the City Council by the applicant. However, these review standards are to serve as the minimum requirements to be met to insure a safe and successful event.

Standard 1. All site plan and event routes must be clearly drawn on a site map submitted with the event permit application. Specifically, the applicant should show the approximate location where the following event components will be located:

- A. Food vendors - number and type.
- B. The direction and location of all amplified sound.
- C. Tent locations.
- D. Fencing.
- E. Any off-premise directional signage – list of location(s), sizes, sign material & digital samples required with application.
- F. Parking on and off-site, including a designated handicap area.
- G. Parking for recreational vehicles – if used for security purposes only, this is limited to one fully self-contained unit.
- H. Traffic ingress and egress points as well as emergency vehicle access.
- I. Bathroom/sanitation facilities.
- J. Alcoholic beverage distribution areas.
- K. First aid area.

Standard 2. Per Bradenton City Code, “It shall be unlawful to park any trailer on any privately owned property within the City for the purpose of living in such motor trailer, except on any property authorized and licensed as a trailer park.” One (1) fully self-contained recreational vehicle is permitted for security and/or event purposes. If more than one, but less than four recreational vehicles are requested, City Council may grant special City Council approval. In the event that more than four (4) trailers/recreational vehicles are necessary to remain within the City park as part of the event due to the nature of the event, such as but not limited to a national cooking event where participants must be on site to monitor overnight cooking, the request will require special City Council approval. Manatee County Health Department, Environmental Services, will permit the Recreational Vehicles, provided that no gray water or black water is discharged on the property. Manatee County Health Department, Environmental Services, will conduct inspections for events with overnight Recreational Vehicle parking/camping. If any recreational vehicles in conjunction with the event are found to be in violation of the above regulations, the event organizer shall be cited and fined up to \$100.00 for the first offense and \$200.00 for the second offense.

Standard 3. Certificate of Liability Insurance in the amount of \$1,000,000 naming the City of Bradenton as "Additional Insured" and specifying the NAME and DATE of the event must be provided prior to the event. Event organizers must keep a copy of the certificate for their own records.

Standard 4. Any event organizer selling alcoholic beverages must obtain a State of Florida Alcoholic Beverage license and a liquor liability endorsement on the certificate of liability insurance is required when applicable. This must be signed off by the city zoning manager. The event organizer(s) must successfully complete Drug Free Manatee’s Festival & Event Alcohol Training Course and require all volunteers that will serve alcohol at the event to successfully complete said training prior to the event.

Standard 5. Any event organizer using food/beverage vendors must certify that each vendor has State of Florida Health Department approval and complies with all county and local guidelines and ordinances.

Standard 6. Any event cooking or serving food with grease shall provide a plan to remove grease generated by the event. Please see grease containment requirements below:

Food Vendor Management Requirements for Event Sponsors on City of Bradenton Property

Event organizers desiring to include food at events on City property shall:

1. Contract, at no expense to the City, with a licensed grease hauling company to handle waste cooking grease/oil generated at the event. The hauling company shall supply a grease receptacle (tank) placed in reasonable proximity to the festival that vendors are required to dispose of their spent grease/oil into on a daily basis over the duration of the event.
2. Ensure, at no expense to the City, protective barriers (i.e. tarps, oil absorbing materials, etc.) are used in food vending areas to protect City of Bradenton property from grease/oil/food-related damage.
3. Contract, at no expense to the City, with the City of Bradenton’s Solid Waste Division to provide solid waste services, garbage and recycle receptacles and equipment for the event.
4. Ensure, through appropriate and reasonable means and at no expense to the City, that City of Bradenton property does not sustain damage from the event organizers, vendors, participants or guests, including, but not limited to:
 - a. Garbage, trash and other event-related litter
 - b. Food detritus (i.e., garbage, grease, oil, kitchen waste, etc.)
 - c. Damaged City property (i.e., sidewalks, curbs, streets, signs, lights, landscape, hardscape, facilities, buildings, benches, trash cans, utilities, etc.)
 - d. Graffiti
5. The City will require meetings and inspections with the Organizer to establish pre- and post-conditions and expectations for the event and event venue.
6. The Organizer shall provide monitors, at no expense to the City, during the event to ensure compliance with these requirements.

Standard 7. Permits from the Planning & Community Development Dept. are required for tents over 10 x 10 and the application for permit must be received no less than 5 working days prior to the event. See page 9 for contact. All tents/canopies must be fire retardant, per fire prevention requirements. No stakes are to be driven into the ground to protect underground utilities and tent weights are required.

Standard 8. All approved events must provide sufficient on-site sanitation facilities. Some areas of the Riverwalk Park have permanent sanitation facilities.

NUMBER OF PORTABLE TOILETS RECOMMENDED FOR SPECIAL EVENTS							
Number of Persons – peak crowd	4 Hour event	5 Hour Event	6 Hour Event	7 Hour Event	8 Hour Event	9 Hour Event	10 Hour Event
250	2	2	3	3	3	3	3
500	4	4	4	4	4	4	4
1000	6	6	7	7	7	7	8
2000	8	9	10	10	12	12	13
3000	12	12	14	15	16	18	18
4000	16	18	19	20	20	22	24
5000	16	18	20	24	28	28	30
10,000	30	32	36	36	40	42	48
20,000	56	64	70	78	78	90	98

Standard 9. Police security is required whenever alcoholic beverages are present, when closure of a public street is necessary, when large crowds are in attendance, or in any other situation as deemed necessary by the Bradenton Police Department (BPD). The number of personnel required is determined by BPD and wages are payable by applicant prior to or at the time of service.

NOTE: The Bradenton Police and Fire Departments reserve the right to cancel off-duty details without notice, and to recall personnel for official duty when necessary for community safety.

Standard 10. Requirements set forth by the Fire Marshal must be adhered to and all events are subject to inspection.

Standard 11. All events requiring Public Works and Utilities services shall bear the cost of providing such service.

Standard 12. The use of fireworks or any other potentially hazardous devices may only be approved by a permit from the Planning and Community Development Dept. in conjunction with the Fire Department.

Standard 13. No vehicles may be driven off designated vehicle areas unless expressly authorized as part of an approved event.

Standard 14. No event may keep, display, or otherwise house live animals on City park land unless expressly authorized by the City Council

Standard 15. It is the responsibility of the event organizer to contact each business that could be affected by the event. The notification should include the dates and times of the event and contact information of the event organizer, in case the businesses have any questions or comments regarding the event. Races require additional notifications. See *Race/Run/Walk Standards* document.

Fee Schedule

Events and gatherings held in Bradenton’s public spaces require a rental fee covering the costs associated with reserving one or more of the various venues as well as public property maintenance. Fees are subject to change. **CANCELLATION POLICY:** *If all fees and/or insurance is not received 30 days prior to the event, the city reserves the right to revoke approval.*

Venue Rental for Public Events

<u>Attendance 1-200</u>	\$ 75.00 per day
<u>Attendance 201-500</u>	\$ 300.00 per day
<u>Attendance 501-1,000</u>	\$ 500.00 per day
<u>Attendance 1,001-2,500</u>	\$ 750.00 per day
<u>Attendance 2,501-5,000</u>	\$ 1,000.00 per day
<u>Attendance 5,001+</u>	\$ 2,000.00 per day

Venue Rental for Private Events

The below fees have been established for events that are privately held and not open to the general public i.e. weddings, graduations, company parties, etc. For private events, a maximum of two venues can be rented per day. The entire park cannot be reserved.

<u>Amphitheater</u>	\$ 750.00 per day
<u>Great Lawn</u>	\$ 350.00 per day
<u>Pavilion and Event Oval</u>	\$ 2,000.00 per day
<u>Regatta Plaza</u>	\$ 350.00 per day
<u>Outdoor Living Room</u>	\$ 150.00 per day
<u>Skate Park (special requests only, requires City Council approval)</u>	\$ 2,000.00 per day
<u>Tower Plaza</u>	\$ 150.00 per day
<u>Botanical Gardens</u>	\$ 150.00 per day
<u>Volley Ball Courts</u>	\$ 150.00 per day
<u>Lewis Park (north of Garden Club only)</u>	or \$ 25/hr. (2 hr. min) \$ 75.00 per day

**Private events require a minimum of one City of Bradenton police officer to ensure your reservation is respected by the general public.*

Fees for Races/Walks

<u>Under 500 Participants</u>	\$ 200.00 per day
<u>Over 500 Participants</u>	\$ 300.00 per day

Fees for City of Bradenton Services

<u>Bradenton Police Department off duty officers (3 hr. min.)</u>	\$40.00 hourly/ officer
<u>Tent Permit</u>	contact Planning Dept. for fee
<u>Public Works and Utilities (solid waste, electricity, signs, pick up and removal)</u>	*Fees vary

Damage Deposit

A damage deposit will be charged for all reserved events. The damage deposit is refundable, only after an inspection is completed by City employees to determine if additional clean-up is necessary and all city services have been paid. If there is damage or additional clean up required, the event organizer will be responsible for additional charges in excess of the damage deposit.

Florida Statute 255.045 - Cleanup after events held on public property

- (1) Any person who sponsors or promotes an event to be held on or within any public property or facility in the state must reasonably protect such property or facility and, after the event, must provide for all necessary cleanup, repair, and restoration of such property or facility to its condition prior to the event, so that such public property or facility is suitable for normal use. The cleanup, repair, and restoration must be accomplished within 15 days after the date the event is concluded.
- (2) This section does not supersede any laws, rules, ordinances, or properly adopted policies the requirements of which are more stringent than the requirements imposed by this section.
- (3) A violation of this section is a noncriminal violation, punishable by a fine not to exceed \$500 per day, to begin on the day after the 15-day cleanup period has expired. The imposition of the fine against any person does not abrogate that person's duty to pay any cleanup or restoration costs resulting from the event.

Damage Deposit Fee Schedule*

Add each line that applies to your event to determine total deposit amount

EVENT WITH	
<u>Under 100 people anticipated</u>	\$ 200.00
<u>Over 100 people anticipated</u>	\$ 400.00
EVENT WITH	
<u>Non-alcoholic beverages only</u>	\$ 150.00
<u>Alcoholic beverages</u>	\$ 200.00
EVENT WITH	
<u>Cold food</u>	\$ 250.00
<u>On-site cooked food</u>	\$ 350.00
<u>On-site cooked food using fryers/grease</u>	\$ 1,500.00

**The City reserves the option to increase damage deposit fees based on extenuating circumstances of event.*

Key Contact Numbers

The following provides a list of contacts that may be helpful assisting event organizers with the various components of most events. Event organizers should feel free to call these departments to request assistance in planning and holding their event.

Event Component	Department	Contact
Initial Event Coordination	Public Event Coordinator	941-932-9440
Event Security	Police Department Fire Department	941-932-9317 941-932-9603
EMS	Public Safety	941-749-3500
Solid Waste, Electric	Public Works Events Team	941-708-6342

Key Contact Numbers, Continued...

Event Component	Department	Contact
Tent Permitting	Planning & Community Development Dept.	941-932-9400
Food Vending (Inspections)	Department of Business and Professional Regulation, Division of Hotels and Restaurants	239-278-7355 or 800-226-7359
Alcoholic Beverages	State of Florida, Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco & City of Bradenton Zoning Manager	239-278-7195 or 800-226-7359 941-932-9413

Event Monitoring

Any major deviations from the approved event permit conditions by the event organizer may result in the event being prohibited from taking place in the City in the future. Following the completion of an approved event, City crews will inspect the park or event route to check for any problems. Failure to have portable toilets, dumpsters and/or vendor equipment removed within 24-hours of the event and/or excessive damage to City property or the use of City crews to clean up after a given event may result in an additional security/damage deposit being required of that event organizer in the future, and/or a direct billing for the services rendered.

It is the City's express intention to support and assist event organizers in their efforts. The goal of the City of Bradenton is to allow its citizens and their guests to enjoy the fine festivals and events held in this community. This manual is an attempt to insure that such events are truly an enjoyable gathering for one and all.

NOTE: Any event organizer who wishes to appeal any requirement or decision rendered by the City Council in conjunction with the provisions of this event manual may do so in writing to the City Council no less than 60 days in advance of the first day of the event.