



Welcome to the City of Brooksville

The City of Brooksville celebrates special events for their contributions to cultural, community and economic growth. We are pleased you have selected Brooksville as the site for your event. The City of Brooksville strives to provide excellent customer service while facilitating your event needs.

City Event Coordination staff in the City Clerk's Office oversee the street closure/special event permitting process. Staff serves as a resource to assist event organizers during event planning and will coordinate the collaborative involvement of City resources. Depending on the scope of your event, a number of City departments and the Hernando County Sheriff's Office may be involved in the logistics necessary to produce a safe and successfully executed event.

The Street Closure/Special Event Permit Packet will facilitate these requirements. The Street Closure/Special Event Information Packet has been developed for you to use as a reference while you complete your application. The Packet provides a review of the process and key information needed during the planning stages of your event.

Please feel free to contact the City Clerk staff at (352) 540-3810 or COB-Information@cityofbrooksville.us, if you have any questions. It is the City's goal to work with event organizers to ensure safe and successful events are held in the City of Brooksville.

It is the goal of the City of Brooksville to assist event organizers in planning safe and successful events that create a minimal impact on the areas surrounding the event site. The City believes you will find these instructions helpful in completing your Street Closure/Special Event Application and ensuring your event is a great success!

The City thanks you for choosing the City of Brooksville as the hosting location for the Special Event you are planning.



CITY OF BROOKSVILLE
STREET CLOSURE/SPECIAL EVENT PACKET
COB POLICY 4-2021

For Office Use Only

Date: Received: _____

Permit Number: _____

Project Code: _____

DEFINITION:

A Street Closure/Special Event shall include any preplanned event **on any City owned property**, including, but not limited to rights of way and other city owned property, which has the potential of inhibiting emergency response. If an event does not require the closure of a street or sidewalk or does not have the potential of inhibiting emergency response, such event does not require a Street Closure/Special Event permit. Certain events to take place in public parks require an application through the Parks and Recreation Department. For further information about requirements for events at a public park, please call 352-540-3830.

In general, any organized activity intending to draw public participation, involving the use of city owned property, facilities, sidewalks, streets, or right-of-way requires a Street Closure/Special Event Permit. Funerals, Memorial Services, Celebrations of Life etc. held at the Brooksville Cemetery are exempt from this application.

PLEASE NOTE: This application does not apply to any events occurring at City Parks and/or Park facilities. All events occurring at City Parks and/or facilities require a separate application through the Parks and Recreation Department.

APPLICATION REQUIREMENTS

APPLICATION PACKET MUST INCLUDE:

1. General Instructions and Provisions
2. Application Form
3. Site plan and a location map.
4. Zone Map
5. Requests for City services.
6. Insurance Requirements
7. Protective Measures Addendum
8. Payment of a nonrefundable administrative fee for the permit application (see Provision 2, Fee Charges).

APPLICATION PACKET MUST BE SUBMITTED TO:

cob-infomation@cityofbrooksville.us

Phone: 352-540-3810

City of Brooksville

Attention: City Clerk's Office

201 Howell Ave.

Brooksville, FL 34601



APPLICATION SUBMISSION TIMELINE:

- A. For events requiring a closure of **City owned roads**, applications must be submitted for a review of a minimum of **forty-five (45) days prior** to the event.
- B. For events *requesting the closure of a **state road(s)***, the application must be submitted a minimum of **ninety (90) days prior** to the event.
- C. *Events requiring closure of state roads require City Council approval prior to submittal to the Florida Department of Transportation.*

PLEASE NOTE: Applications presented less than the number of days indicated above, may not be accepted. Delays in providing the required documents can delay staff's ability to complete the review process in a timely manner and may result in a delay in issuing a Street Closure/Special Event Permit or non-issuance of the permit due to non-compliance with City policies and procedures.

GENERAL PROVISIONS

FEES

PERMIT APPLICATION FEE:

Applicants shall be charged a \$50 fee per application. Fees for City services as deemed necessary and any required permitting fees, as well as EMS and/or Law Enforcement fees as applicable. Application fee must be paid at time of application. Payment of all charges shall be made to the City of Brooksville. PLEASE NOTE: Application fees are non-refundable; application fees cannot be waived through sponsorship credits or other mechanisms.

FEES FOR SERVICES

Closure of City-owned streets is \$150 per zone per day; larger scale events will be calculated based on event needs. Additional City Services are outlined on the service & equipment request form (page XX). The City Clerk's Office which will advise the applicant the total cost for City services. The applicant must remit the required estimated fees for City services to the City Clerk's Office within 5 days upon conclusion of the event.

FIRE INSPECTION

In accordance with the fire codes adopted by city ordinance, the Brooksville fire department regulates all outdoor events as it pertains to access of emergency vehicles; access to fire protection equipment; placement of stands, concession booths, and exhibits; and the control of hazardous conditions dangerous to life and property. (NFPA 1 10.14.2) Verification of a State licensure by the Department of Business and Professional Regulations (DBPR) and a valid fire inspection report shall be provided to the fire department 15 business days prior to the event.



SPECIAL EVENT MEETING

The City Clerk's Office may suggest a Special Event's Meeting for all relevant department/agency representatives and the event applicant/authorized representative within two (2) weeks of receiving event application. This meeting is highly recommended for the applicant, particularly in the case of new events.

INSURANCE

The event sponsor must provide a Certificate of General Liability Insurance listing the City of Brooksville as additional insured and as the Certificate Holder and include the name and date of the event; the certificate must be submitted fifteen (15) business days prior to the event set-up day. Please see attachment to this packet for required limits.

EVENT SITE INSPECTION

No later than five (5) days prior to the event, pre-event site inspection may occur to ensure all public service needs will be met. The applicant agrees to be present for a pre-event site inspection, when necessary, and if needed, a post-event site inspection.

SECURITY DEPOSIT

The City reserves the right to require a security deposit; the deposit will be approved and determined by City Council based on the event.

CANCELLATION/TERMINATION/SPECIAL CONDITIONS

CANCELLATION

An application may be withdrawn at any time prior to a City decision for approval or denial; however, the application fee will not be refunded if the City has started the review process. An applicant must notify the City Clerk immediately of an event cancellation. Personnel fees or equipment/miscellaneous fees not already incurred may be refundable upon request.

TERMINATION

Applicant understands that at any time during the event, the Sheriff's Office, Fire Chief or City Manager, or their representative, may order termination of the street closure/special event if any or all of the following occur:

- 1) It is in violation of any law or ordinance
- 2) If it endangers any person, participant or spectator
- 3) If it creates unmanageable problems for public safety officials whereby the proper execution of their duties are endangered.

SPECIAL CONDITIONS

The City reserves the right to impose special conditions, deny an application, or revoke a special event permit due to failure to comply with the policies, procedures, or public safety requirements. An



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STREET CLOSURE/SPECIAL EVENT PACKET
COB POLICY 4-2021

Applicant may appeal such denial, special condition, or revocation of a permit to the City Council by submitting a written appeal within ten (10) calendar days after the decision.

SITE CLEAN UP

The applicant shall be responsible to clean up the site. The applicant shall be billed for any additional special maintenance services or trash clean-up required before/during/after the event. Applicant/event organizer is responsible for any and all additional maintenance costs and/or damages resulting from the event. The applicant shall be responsible to pay the additional charges within twenty-one (21) days subsequent to event.

WATER

Applicants must provide a plan for water sources and/or services along with the proper disposal of water, gray water, and grease, if needed, in accordance with City storm water regulations.

More information is available from the Utilities Department (352) 540-3860.

DISCRIMINATION

Special events shall not discriminate against participants or observers as to race, color, religion, sex, national origin, age, handicap, marital or veteran status.

EVENT MATERIALS

Event related materials may be displayed on-site no sooner than twenty-four (24) hours prior to event start date and must be removed no later than twenty-four hours following event end date. Any material left displayed following the twenty-four (24) hour post-event period will be subject to removal at the City's discretion.

Placement of such materials must not constitute an obstruction to impede pedestrian or vehicular traffic and visibility, right-of-way, or the general safety of the public.

SPONSORSHIP CREDIT

Event Sponsorship credits require a separate Street Closure/Special Events Sponsorship Credit application and Council approval is required for all requests involving fee waivers. Completed Street Closure/Special Event Sponsorship Credit Applications must be returned a minimum of thirty (30) days before the event. The event organizer or someone from that organization must attend the City Council Meeting when fees are requested to be waived and present information about the event.

PLEASE NOTE: The Street Closure/Special Event application fee, required Law Enforcement, Fire and Emergency services including life safety and other inspections will NOT be waived under sponsorship credit or other mechanisms.



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STREET CLOSURE/SPECIAL EVENT APPLICATION

APPLICANT INFORMATION

Organization Name: _____

Mailing Address: _____

Office Address (if different than mailing): _____

Authorized Representative: _____ Email: _____

Cell Phone #: _____ Work Phone #: _____

Event Coordinator Name: _____ Email: _____

**Event Coordinator Must be on-sight on event day(s)*

Cell Phone #: _____ Work Phone #: _____

**Event Coordinator must be on-site day of event*

Nonprofit 501(c)3 tax exempt organization? Yes No Type of Legal Entity: Non-Profit For-Profit

**If yes, please provide copy of 501(c)3*

EVENT INFORMATION

Name of Event: _____

Type of Event: _____

Purpose/Goal of Event: _____

Facility or Location of Event: _____

	BEGIN	END	SET-UP TIME		ACTUAL EVENT TIME		BREAKDOWN TIME	
	DATE	DATE	From	To	From	To	From	To
1	12/31/2021	12/31/2021	6:30 AM	8:30 AM	8:00 AM	6:00 PM	6:00 PM	7:00 PM
2								
3								
4								

*Note: Up to four events of the same type held on different days in a month may be listed on one application.



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Anticipated number of: Participants _____ Spectators _____

Is the event open to the public? Yes No

What is your total event budget? \$ _____

Has your organization put on this same event in the past? Yes No

If so, when and where?

If not, has your organization put on other events in the City of Brooksville? Please indicate which ones:

EVENT ACTIVITIES

1. Alcohol: a. Sold Yes No b. Served Yes No

If yes, alcohol is sold, open to the public, and on public property; a State of Florida Alcohol Beverage License or Florida Temporary Beverages permit, or proof of application thereof must be attached. A copy of the actual/issued State Alcoholic Beverage License or Florida Temporary Beverage Permit is required prior to the event.

If yes, but a private event in which alcohol is served, not sold, no permit is required.

Permit Holder: _____

2. Canopy/Tent Use: Yes No

*If yes, indicate on site plan the tent size, location and type of surface on which the tent(s) will be installed and intended use of each. Tents are subject to permits as required by the Building/Fire Safety Division. Tents must be properly secured. A separate permit and review will be required for the construction, location, protection and maintenance of tents **for those over 900 square feet**; F.S. §6332.02(17). Food vendor tents that cook require 10 feet of separation between tents.*

3. Electrical Use: Yes No

If Yes, subject to usage fees as required by the Utilities Department

4. Band, Music or Sound Amplification Devices: Yes No

If yes, please include types of entertainment and time(s) of performances on a separate sheet.

If the event includes music or live performances, attach a copy of the music license from BMI and/or ASCAP (unless all music will be original music written by performers present on site).

-BMI (Broadcast Music Inc.) 1-888-689-5264

-ASCAP (American Society of Composers, Authors and Publishers) 1-800-505-4052

PLEASE NOTE: All amplified sound systems shall abide by current City code for noise.

5. Rides: Yes No

If yes, must include on site plan and may require additional City and/or State inspections 1-850-488-9790.



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6. Selling Food: Yes No

If an Applicant intends to sell, serve, give away, or provide samples of food or consumable products, including water or other beverages, all Florida Health Codes must be followed. The Florida Department of Business and Professional Regulation (DBPR) is the regulatory authority for food and beverage concessions at public events. If food or drink is not prepared and handled in a sanitary manner, public health may be at risk. License application requirements and further information can be found by visiting the DBPR webpages for [food trucks](#) and [temporary food service event vendors](#).

The City of Brooksville Fire Department, the Hernando County Health Department and the State of Florida must pre-approve the vendor’s equipment. The applicant is responsible for obtaining the approval from the County Health Department and the State of Florida.

7. Cooking Equipment Use: Yes No

- a. **If yes**, the Florida Department of Business and Professional Regulation (DBPR) is the regulatory authority for food and beverage concessions at public events. License application requirements and further information can be found by visiting the DBPR webpages for [food trucks](#) and [temporary food service event vendors](#).*
- b. All food vendors will be required to register and have a fire inspection conducted by the Brooksville Fire Department, annually. Any registration and inspection fees that apply are separate and must be paid by the food vendor. All vendors must comply with the Florida Fire Prevention Code as adopted by the City.*
- c. An appropriately rated fire and current inspection tag for the Hood Suppression System is required. If the Hood Suppression tag has EXPIRED, the Food Truck will not be allowed to participate in the event.*
- d. Proper preventative measures shall be taken to prevent grease from dropping onto the ground, streets, sidewalks, paving, etc. Proper arrangements, approved by the City, shall be made for the disposal of grease. All food vendors shall comply with the Florida Fire Codes as adopted by the City and must be inspected by the City of Brooksville Fire Inspector.*

Types: Fryers Propane Grills Charcoal Grills Concession Trailers Food Trucks
Gas Fueled Equipment Estimated # of vendors: _____

8. Will Exterior Air Conditioning Units or Power Generating Equipment Be Operated from Vehicles Or Trailers: Yes No

If yes, indicate location of equipment on site plan.

9. City Parking Lots to Be Closed: Yes No

Signs indicating City parking lot closure(s) are the responsibility of the applicant and must be posted no later than twenty-four (24) hours prior to the event indicating date and time of closure.

10. Will Private Security Be Provided for The Event: Yes No Daytime and/or Overnight

(If yes, please provide the name of the provider: _____

****Armed security firms must provide proof of license to carry from the State of Florida.***



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11. Other Permits: Yes No

Additional permits may be required for special events.

Contact the Community Development Department at 352-340-3810 for the following:

Special Structures

Event Signage

Contact the Fire Department at 352-540-3840 for the following:

Pyrotechnic

Fireworks

Bonfires/Ceremonial type fires

Special Effects

Permit applications for any/all of the above must be made no less than fifteen (15) business days prior to event set-up. The possibility of a Fire Department unit on a stand-by-basis including the applicable fee may also apply.

PLEASE NOTE: The release of Sky Lanterns is not permitted under state law.

12. Law Enforcement Stand-by Requested: Yes No

If yes, events requesting law enforcement services will be required to complete a separate permit application with Hernando County Sheriff's Office. The Hernando County Sheriff's Office is responsible for the protection of life and constitutional rights of the public by maintaining and promotion community order. The cost for these services is \$30.00 per hour with a three (3) hour minimum for special detail of law enforcement services. This cost may increase if an HCSO Supervisor is required to be present.

13. Fire or EMS Services Requested: Yes No [Note: If requesting Fire/EMS, an additional Fire Department Special Event form is required. Please call the Fire Department at 352-540-3840.]

The Fire Department requires a department-staffed fire service and/or emergency medical on site when daily attendance exceeds 5,000 people. The Fire Department reserves the right to require a fire service and/or medical on-site when daily attendance is less than 1,000 people, when necessary, to help protect the safety and well-being of participants and staff.

If the Fire Department deems it necessary that a fire/medical unit be on-site, Fire Department personnel will provide fire and/or EMS services at the City Council approved rates and fee schedule. If the applicant can demonstrate that a privately hired provider is an authorized participant in the regional response system and can provide parity services including communications, interoperability, medical direction standards, and service delivery capabilities. A private provider is subject to approval by the Fire Chief or designee.

PLEASE NOTE: Law Enforcement or Fire/EMS stand-by may be required by the City for certain events/activities at the applicant's cost and cannot be waived.

14. Will Sanitary Facilities be provided: Yes No

If yes, indicate location of facilities on site plan. The required number of portable restrooms are determined by the Florida Administrative Code R. 64E-6.0101. Please see attached matrix at the end of this packet. Facilities shall be removed within 24 hours after the conclusion of the event. Rental fees are the sole responsibility of the applicant.



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STREET CLOSURE/SPECIAL EVENT SERVICE & EQUIPMENT REQUEST FORM

To Be Completed by applicant for any services being requested.

NAME OF EVENT: _____

Number requested EQUIPMENT	Item / Service Requested	Fee	Unit	Total
	Type II Barricade	\$ 1.00 each	Per Day	
	Type III Barricade	\$ 1.00 each	Per Day	
	28" Cone	\$.10 each	Per Day	
	42" Cone	\$.10 each	Per Day	
	Variable Message Board	\$ 11.50 each	Per Hour	
	Signage	\$.10 each	Per Day	
	Trash/Recycling Can	\$ 5.00 each	Per Day	
	Trash Can Collection/dumping fee	\$ 85.00 each (1-4 hrs)	Per Day	
	Event Dumpster <i>(delivery, pick-up, dumping)</i>	\$360.00 Per Trip	Per Event	
	Recycling Can <i>(delivery, pick-up, dumping)</i>	\$150.00 Per Trip	Per Event	
	Street Sweeping	\$ 78.80 each	Per Trip	
	Pick-up Truck	\$ 12.78 each	Per Hour	
	Dump Truck	\$ 57.70 each	Per Hour	
	Grapple Truck	\$ 53.22 each	Per Hour	
	Garbage Truck	\$ 49.79 each	Per Hour	
	Staff Vehicle	\$ 35.00 each	Per Hour	
	Rescue Unit	\$ 50.00 each	Per Hour	
	Fire Engine	\$ 75.00 each	Per Hour	
STAFFING *Minimum of 4 hours				
	City of Brooksville - Event Staff	\$35.00 each	Per Hour	
STREET CLOSURE <i>(each street closure includes the required barricades)</i>				
	Zone 1 – Main St. from Liberty St. to Broad St.	\$150.00	Per event	
	Zone 1a – Liberty St. from S. Brooksville Ave. to Main St.	\$150.00	Per event	
	Zone 2 – Main St. from Jefferson St. to Ft. Dade Ave.	\$150.00	Per event	
	Zone 3 – Main St. from Jefferson St. to Ft. Dade Ave.	\$150.00	Per event	
	Zone 4 – Ft. Dade from Bell Ave to Main St.	\$150.00	Per event	
	Other			



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EVENT HOSTING (____)

Initial

The issuance of a Street Closure/Special Events Permit from the City shall NOT relieve any person from the duty to secure other City, State or County permits or approvals as may be required to include, but not be limited to, Department of Business and Professional Regulation, Florida Department of Health Department, City of Brooksville tent permits, fireworks permit, or business tax receipt, etc.

INDEMNIFICATION (____)

Initial

I, _____, authorized representative for _____ certify that I have read this application and that all information contained in this application is true and correct. I agree to comply with and be bound by any and all applicable provisions of the city code. I understand that falsehoods or misrepresentations will constitute a violation of the permit and the event may be cancelled by Hernando County Sheriff's Office, the Fire Chief or City Manager, should any conditions/stipulations of the permit or city ordinance or state statute be violated. I certify that I am authorized by the organization named herein to act as its agent for the herein described activity. I also acknowledge the information in regards to my responsibilities and obligations should I cancel the event (*see Provision 28, Cancellation*).

By filing this application, I, the undersigned, and the organization on whose behalf I make this application, shall defend, indemnify and hold harmless the City of Brooksville and all of the City of Brooksville's officers, agents, and employees from and against all claims, liability loss and expense, including reasonable costs, collection expenses, attorneys' fees, and court costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of the City of Brooksville, its officers, agents or employees in performance of its obligations under the Agreement. Furthermore, I, and the organization on whose behalf I make this application, recognizes the broad nature of this indemnification and hold harmless clause, as well as the provision of a legal defense to the City of Brooksville when necessary, and voluntarily makes this covenant and expressly acknowledges the receipt of such good and valuable consideration provided by the City of Brooksville in support of these indemnification, legal defense and hold harmless contractual obligations in accordance with the laws of the State of Florida. This clause shall survive the termination of this Agreement. Compliance with any insurance requirements required elsewhere within this Agreement shall not relieve the applicant and the organization on whose behalf they represent of its liability and obligation to defend, hold harmless and indemnify the City of Brooksville as set forth in this article of the Agreement.

Nothing here shall be construed to extend the City of Brooksville's liability beyond that provided in section 768.28, Florida Statutes.

Furthermore, the undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.



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NOTIFICATION (____)

Initial

I agree to notify the following entities of any/all street and parking lot closures at least thirty (30) days prior to the event date and will provide a copy of the notice and list of residents/businesses as indicated below to the City:

- All businesses along route
- All residents along route
- Hernando County Sheriff's Office

Furthermore, I understand that the City suggests that no advertising or distribution of flyers, brochures, posters, etc. regarding the event take place until the date(s) and time(s) have been approved in writing by the City through the issuance of a Street Closure/Special Event Permit. This is in part to avoid the advertising of events that may conflict in location and time.

REVIEW (____)

Initial

DURING REVIEW BY VARIOUS CITY DEPARTMENTS AND THE SHERIFF'S OFFICE, ADDITIONAL CONDITIONS MAY BE IMPOSED IF DEEMED NECESSARY TO PROTECT THE SAFETY OF THE PUBLIC. THIS STREET CLOSURE/SPECIAL EVENT PERMIT APPLICATION IS VALID ONLY FOR THE TIME INDICATED ON THIS STREET CLOSURE/SPECIAL EVENT PERMIT APPLICATION. IN THE EVENT THAT THE APPLICANT FAILS TO FULFILL THE REQUIREMENT(S) AS SET FORTH IN THIS PERMIT OR FAILS TO OBTAIN PROPER AUTHORIZATION TO PROCEED, IF CONDITIONS HAVE CHANGED, OR THE EXPECTED OUTCOMES, IMPACTS, OR SPECIFICATIONS, INCLUDING BUT NOT LIMITED TO TIME AND ACTIVITIES, THIS STREET CLOSURE/SPECIAL EVENT PERMIT APPLICATION MAY BE CANCELLED BY THE CITY MANAGER AND THE ACTIVITY SHALL CEASE IMMEDIATELY.

SIGNATURES

Authorized Representative Signature

Date

State of _____ County of _____

Sworn to (or affirmed) and subscribed before me by means of _____ physical presence or _____ online notarization, this _____ day of _____, 20____, by _____ (name of person making statement) who, is Personally Known or Produced _____ as identification, and who (did) (did not) take an oath.

[Signature of Notary Public]

[Printed, typed or stamped name of Notary]

[Notary Stamp]



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PROTECTIVE MEASURES ADDENDUM

Effective August 17, 2020 City Council voted to require event coordinators to adhere to protective measures set out by the Centers for Disease Control and Prevention, the State of Florida Plan for Florida’s Recovery and Florida Department of Health Resources during the COVID-19 pandemic.

The risk of COVID-19 spreading increases as more people gather to attend an event. Gathering allows individuals to gather closer than the recommended six feet and when not wearing protective face covering increases the possibility of infection. As the event organizer, please detail your plan on how you will social distance at your event. For example: signs, set up tables/stations with hand sanitizer, purchase of portable toilets/washing stations or have additional personnel available for cleaning common areas used by event attendees.

To address clean up procedures after your event. please detail your clean up procedure after your event.

I _____ agree to adhere as much as possible to the current COVID-19 suggested guidelines while organizing the event of _____.

Signature of Person Organizing Event

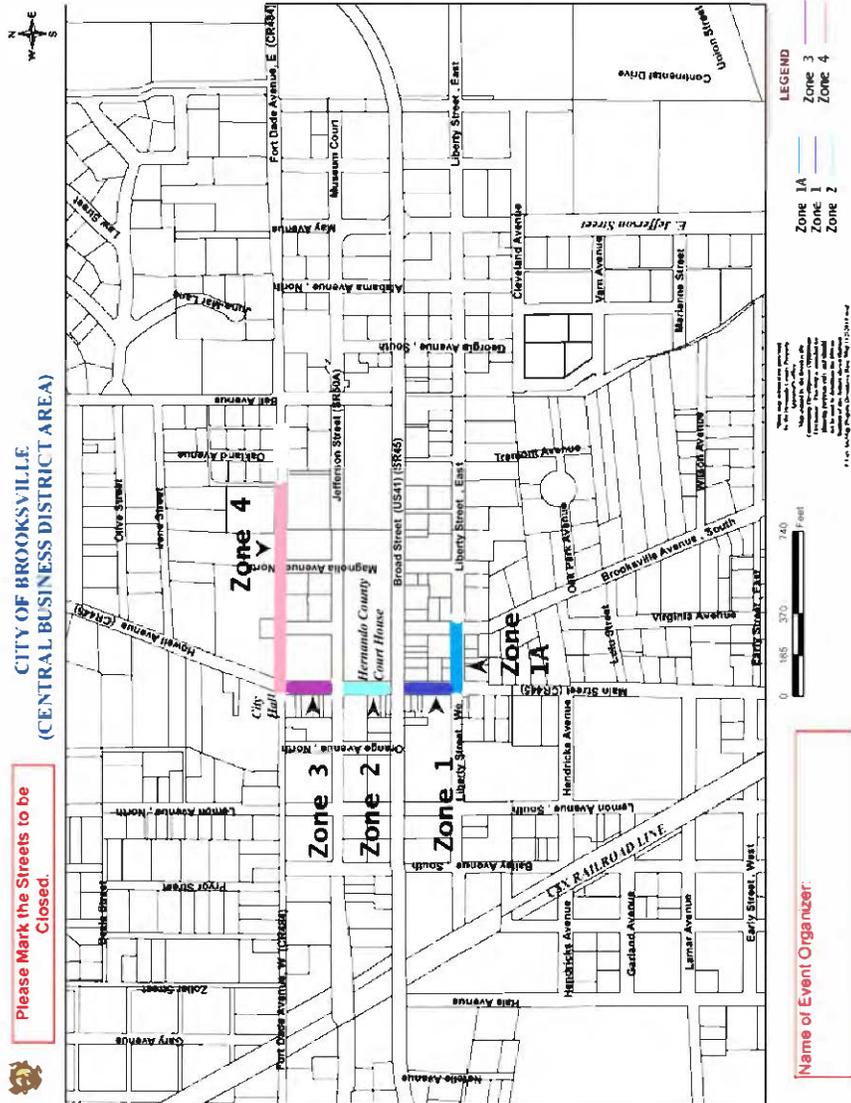
Print Name of Organizer

Date



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SITE PLAN



CITY OF BROOKSVILLE
(CENTRAL BUSINESS DISTRICT AREA)

Please Mark the Streets to be Closed.

Name of Event Organizer:

This map is not to be used as a site-plan; site plans must be on separate sheet and include all items as indicated in the Site Plan Requirements chart on page 18 of this packet.

Site Plan/Route Layout (on a separate sheet) needs to include the following information:

- ✓ **SITE PLAN REQUIREMENTS**
- Location of Alcohol sales/stations
- Location of Food Vendor area(s)
- Canopy/Tent locations with sizes
- Emergency access route for LEO & Fire
- Placement/locations of barricades
- Location of vendor booths & games
- Table, chair and equipment layout
- Identify location of City facilities or equipment to be utilized
- Parade Route (when applicable)
- Location of generators/air conditioner units
- Location of temporary power drop
- Identify any fences/gates around event
- Identify boundary line of entire event
- Stage locations
- Traffic routing, road closures, separation of parking area from event
- Location of portable restrooms



PORTABLE TOILETS QUANTITY CHART

Fla. Admin. Code R. 64E-6.0101

NUMBER OF PORTABLE RESTROOMS REQUIRED FOR SPECIAL EVENTS

(ASSUMES SERVICING ONCE PER DAY)

NUMBER OF PEOPLE PER DAY	NUMBER OF HOURS FOR EVENT PER DAY									
	1	2	3	4	5	6	7	8	9	10
250	2	2	2	2	2	3	3	3	3	3
500	2	3	4	4	4	4	4	4	4	4
1000	4	5	6	7	7	8	8	8	8	8
2000	6	10	12	13	14	14	14	15	15	15
3000	9	14	17	19	20	21	21	21	21	22
4000	12	19	23	25	28	28	28	30	30	30
5000	15	23	30	32	34	36	36	36	36	36
6000	17	28	34	38	40	42	42	42	44	44
7000	20	32	40	44	46	48	50	50	50	50
8000	23	38	46	50	54	57	57	58	58	58
9000	26	42	52	56	60	62	62	62	64	64
10,000	30	46	57	63	66	70	70	72	72	72
12,500	36	58	72	80	84	88	88	88	88	92
15,000	44	70	84	96	100	105	105	110	110	110
17,500	50	80	100	110	115	120	125	125	126	126
20,000	57	92	115	125	132	138	138	144	144	150
25,000	72	115	144	154	168	175	175	176	176	184
30,000	88	138	168	192	200	208	208	216	216	216



INSURANCE REQUIREMENTS **The City of Brooksville reserves the right to require increased limits of coverage.*

FAX OR E-MAIL THIS IMMEDIATELY TO YOUR INSURANCE AGENT

The certificate of liability insurance must reflect the following:

Insurers

Must have an A.M. Best Financial Strength Rating of A- or better and Financial Strength Category of VII or better. *Proof of the insurer's rating and category size must accompany the certificate of liability insurance.*

General Liability*

Required for all contractors and vendors.

- \$1,000,000 Each Occurrence
- \$50,000 Fire Damage (Per Incident)
- \$5,000 Medical Expenses (Per Individual)
- \$1,000,000 Personal and Advertisement Injury
- \$2,000,000 General Aggregate
- \$1,000,000 Products – Comp/Op Aggregate

Auto Liability*

Required if vendor vehicle will be on City property.

- \$1,000,000 Combined Single Limit (required when vehicle is used to perform contracted work)
- \$500,000 Combined Single Limit (required for all other contractors/vendors for vehicle driven to/from worksite)

Worker's Compensation*

Required if four or more employees are employed. *WC Statutory limits must be marked.*

Other (as applicable) *

- Liquor Liability (Hold harmless agreement and authorization by the City Council): \$1,000,000 minimum
- Environmental/Pollution Liability Insurance: \$1,000,000 minimum
- Other: Event specific

Additional Insured

The City of Brooksville must be listed as an Additional Insured. The event name and dates (both begin and end dates) must be included.

Certificate Holder

Should be listed as follows: City of Brooksville, 201 Howell Ave., Brooksville, FL 34601



CITY OF BROOKSVILLE
STREET CLOSURE/SPECIAL EVENT PACKET
COB POLICY 4-2021

Please have your insurance agent mail or e-mail an acceptable Certificate of Liability Insurance (in Word or PDF format) no later than **fifteen (15) DAYS PRIOR TO THE EVENT START DATE** to:

cob-information@cityofbrooksville.us

Phone: 352-540-3810

Or

City of Brooksville

Attention: City Clerk's Office

201 Howell Ave.

Brooksville, FL 34601

If an applicant is unable to obtain Special Event Insurance through their local carrier, the City's Insurance Provide recommends the following:

TULIP Program

Tenant Users Liability Insurance Protection (TULIP) is insurance uniquely designed to provide short-term liability insurance coverage for temporary tenants of City facilities or venues for events which cannot be covered under their current insurance or for which they have no other coverage. The cost to purchase is as low as \$0.10 to \$0.90 per event attendee, based on the number of attendees and estimated risk of the event. Events are evaluated on a case-by-case basis. TULIP may cover alcohol serving (*not* sales) and commercial activity. For high-risk, large, or complex events, this option may be cost prohibitive and a separate insurance policy preferred.

Go to www.onebeaconentertainment.com

1. Under TULIP – Event Insurance click on PURCHASE OR QUOTE
2. For the vendor ID code, enter 4574-005
3. Click on Next
4. Under Enter Your Event Details select your type of event from the drop-down menu and answer the Yes or No questions
5. Select the date of your event
6. Select Yes or No regarding Liquor Liability coverage
7. Input the average daily attendance and answer the 4 questions, if necessary
8. Select GET QUOTE

If the third party decides to purchase coverage through the facility's program, they simply enter their credit card information and coverage is bound, including forwarding a Certificate of Insurance to the facility, the third party and the agent or broker.