



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

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.



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DEFINITION:

A Street Closure/Special Event shall include any preplanned event **on any City owned property (excluding City Parking Lots which may not be used for placement of vendors)**, 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



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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 calculated on number barricades and labor, however, for those City roads in zones, the cost is **\$35 per zone (Zones 1-4) per event** and **\$150 for all other streets per event**, larger scale events will be calculated based on event needs. Additional City Services are outlined on the service & equipment request form (page 5 in the application). The City Clerk's Office which will advise the applicant the total cost for City services. The applicant must remit the required invoiced fees for City services to the City Clerk's Office within 5 days upon conclusion of the event. (Non-payment of fees may result in the denial of future applications).

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.



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SPECIAL EVENT MEETING

The City Clerk's Office may suggest a Special Event Coordination 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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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, staff time, and other inspections will NOT be waived under sponsorship credit or other mechanisms.

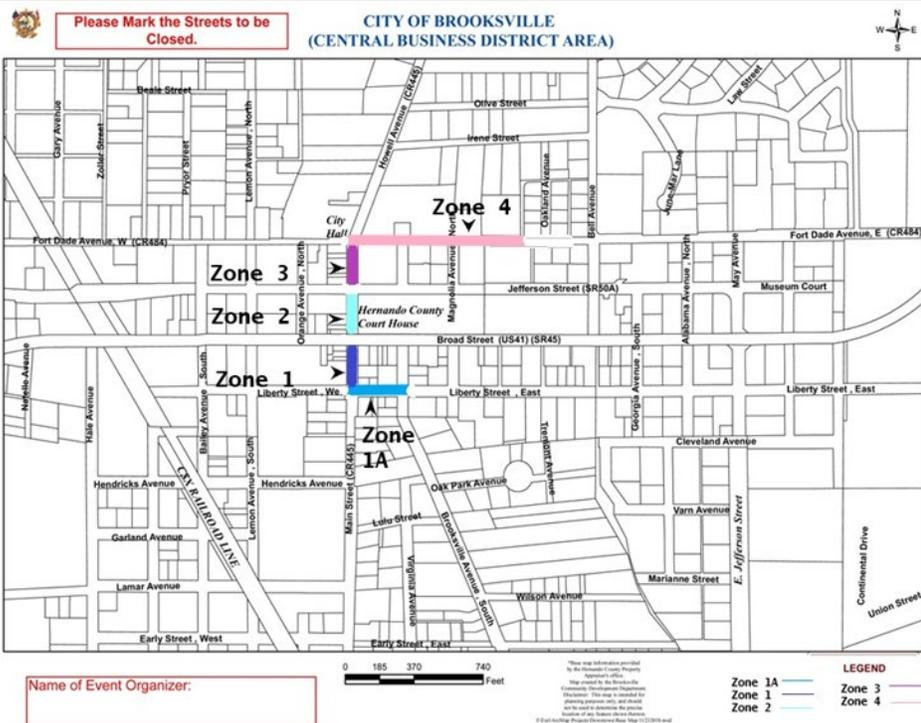


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SITE PLAN

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.

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



SITE PLAN REQUIREMENTS

1. Location of Alcohol sales/stations
2. Location of Food Vendor area(s)
3. Canopy/Tent locations with sizes
4. Emergency access route for LEO & Fire
5. Placement/locations of barricades
6. Location of vendor booths & games layout
7. Parade Route (when applicable)
8. Location of generators/air conditioner units
9. Location of temporary power drop
10. Identify any fences/gates around event
11. Identify boundary line of entire event
12. Stage locations
13. Location of portable restrooms
14. Location of City facilities/equipment utilized
15. Traffic routing, road closures, separation of parking area from event

PORTABLE TOILETS QUANTITY CHART

Fla. Admin. Code R. 64E-6.0101

NUMBER OF PORTABLE RESTROOMS REQUIRED OR 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



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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 level 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.