

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46

**ORDINANCE NO. 2009-126**

**AN ORDINANCE OF THE CITY OF TAMPA, FLORIDA, ADOPTING AND ENACTING A NEW CHAPTER OF THE CITY OF TAMPA CODE TO BE HEREAFTER REFERENCED AND KNOWN AS "CHAPTER 28, SPECIAL EVENTS"; ESTABLISHING CRITERIA AND PROCEDURES FOR SUBMITTAL, REVIEW AND APPROVAL OF APPLICATION FOR A SPECIAL EVENT PERMIT ON A CITY PARK(S) AND/OR A SPECIAL EVENT ON PUBLIC RIGHTS-OF-WAY AND THE TEMPORARY CLOSURE OF PUBLIC RIGHTS-OF-WAY; IDENTIFYING AND QUALIFYING ACTIVITIES ASSOCIATED THEREWITH EXEMPT FROM THE SPECIAL EVENT PERMITTING PROCESS; ESTABLISHING THE CITY OF TAMPA'S SPECIAL EVENT CO-SPONSORSHIP COMMITTEE, WHICH SHALL BE RESPONSIBLE FOR REVIEW AND APPROVAL OR DENIAL OF SPECIAL EVENT PERMIT APPLICATIONS FOR CITY CO-SPONSORSHIP OF SPECIAL EVENTS PURSUANT TO CRITERIA ESTABLISHED HEREIN; PROVIDING A PROCESS FOR APPEAL OF ADMINISTRATIVE DETERMINATIONS AND DENIAL OF A SPECIAL EVENT PERMIT; PROVIDING FOR THE ESTABLISHMENT OF FEES BY CITY COUNCIL RESOLUTION; DELETING SPECIAL EVENT PROVISIONS FROM CHAPTER 25 OF THE CITY OF TAMPA CODE OF ORDINANCES; AMENDING AND UPDATING THE REFERENCE TO SPECIAL EVENT PROVISIONS IN CHAPTER 27-145; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING AN EFFECTIVE DATE.**

---

**RECITALS**

**WHEREAS**, it is the desire of the City to create a new Chapter of the City of Tampa Code of Ordinances and therein establish and consolidate the appropriate references, regulations and requirements for the petition, review and approval of a special event permit for an event within the City;

**WHEREAS**, special events are important to the City of Tampa because they generate recreational, cultural and social benefits for residents and visitors of all ages;

**WHEREAS**, special events generate economic benefits by: (a) attracting visitors from beyond the immediate community that spend money with local businesses,

*E2009-8 CH 25  
E2009-8 CH 27 + E2009-8 CH 28*

1 attractions and event organizers; (b) employing local craftsmen, performers, technicians,  
2 promoters, suppliers and others who make an event work; and (c) attracting attention and  
3 interest to Tampa from opinion leaders and decision-makers outside our region and  
4 fostering a continuing positive identity for the city;

5  
6 **WHEREAS**, special events: (a) create wonderful memories and provide the  
7 bonding that every community needs for economic growth and civic awareness; (b)  
8 generate cultural and social benefits by instilling community pride; and (c) provide  
9 unique and inclusive opportunities that bring together people from different backgrounds  
10 and different neighborhoods safely on city streets and in city neighborhoods and parks;

11  
12 **WHEREAS**, special events: (a) generate recreational benefits by offering  
13 interactive and participatory experiences that offer health and fitness opportunities; (b)  
14 introduce citizens and visitors to outdoor parks and community gathering places; and (c)  
15 take advantage of Tampa's unique climate and environmental assets;

16  
17 **WHEREAS**, special events help to promote Tampa as a "City of the Arts," where  
18 residents and visitors of all ages can enjoy and be enriched by a wide array of creative  
19 pursuits;

20  
21 **WHEREAS**, the City of Tampa encourages and supports the safe and enjoyable  
22 interaction of neighbors, friends, families and visitors through the shared experience of  
23 special events;

24  
25 **WHEREAS**, the purpose of this Ordinance is to promote special events by  
26 balancing the interests and needs of our citizens and event promoters with the available  
27 City resources to support them;

28  
29 **WHEREAS**, the purpose of this Ordinance is to institute a uniform special event  
30 permitting process for special events so that the City can effectively regulate the time,  
31 place and manner of special events in order to protect public health and safety, to reduce  
32 adverse impacts on the event site and neighboring areas, and to protect the rights of other  
33 public users of our public places; and

34  
35 **WHEREAS**, it is the desire of the City to authorize the use of rights-of-way and  
36 parks and recreation facilities for special events through special event permits issued by  
37 the official.

38  
39 **NOW, THEREFORE,**

40  
41 **BE IT ORDAINED BY THE CITY COUNCIL**  
42 **OF THE CITY OF TAMPA, FLORIDA:**

43  
44 **Section 1. Enactment of City of Tampa Code of Ordinances Chapter 28:**  
45 **Chapter 28, Special Events, shall be hereby established and enacted as follows:**  
46

1 **Article I. Administrative Provisions; Definitions; Exemptions.**

2  
3 **Sec. 28-1. Purpose.**

4  
5 (a) The purpose and intent of this chapter is to identify when and where a special  
6 event permit is required within the city that affects public parks and/or public rights-of-  
7 way and to establish uniform standards for review and approval of special events. These  
8 standards are designed to protect and promote the health, safety and welfare of persons  
9 within the city and to provide uniform requirements for the review and approval of  
10 special event permits. This chapter does not include the standards for regulation of  
11 special events held entirely on private property and that are regulated by Chapter 27,  
12 Zoning, of the City of Tampa Code of Ordinances; provided, however, if an aspect of the  
13 event, such as valet parking, forms a component of the event then additional code  
14 provisions may apply. These standards are intended to provide for the regulation and  
15 enforcement of this chapter.

16  
17 **Sec. 28-2. Short Title.**

18  
19 This chapter shall be referred to and cited as the "City of Tampa Special Event  
20 Code."

21  
22 **Sec. 28-3. Administrative Authority.**

23  
24 The provisions of this chapter shall be administered, interpreted and enforced by  
25 the official, as defined in Chapter 1 of this code. Upon issuance of a special event permit,  
26 the provisions of this chapter shall be enforced, respectively, through the Department of  
27 Code Enforcement (Code Enforcement), the Tampa Police Department and the Tampa  
28 Fire Rescue Department, whom are hereby authorized and directed to enforce this  
29 chapter.

30  
31 **Sec. 28-4. Words Defined.**

32  
33 For purposes of this chapter, the following words, terms, phrases and their  
34 derivatives shall have the meanings set forth in this section. Any word, term or phrase  
35 not defined in this section shall have the meaning assigned in the city code, however, if  
36 not defined elsewhere in the city code, then the definition assigned in the dictionary  
37 identified in section 1-3 of this code shall control. When consistent with the context, the  
38 present tense includes the future tense; the plural shall include the singular number and  
39 the singular number shall include the plural number.

40  
41 (a) *Admission Fee* means that certain fee that a person is required to pay to access the  
42 event as a spectator, but excludes those fees paid for special privileges such as bleacher  
43 seating at an event where a spectator is not required to pay to access the event and may  
44 otherwise view the event from a park or public right of way. This definition does not  
45 include any fees that a person may be required to pay to participate in an event.

1 (b) *Applicant* means any person or organization seeking to obtain a special event  
2 permit and that has formally submitted the appropriate forms with the city.  
3

4 (c) *Application Processing Fee* means that certain non-refundable fee required at the  
5 time of submitting a special event permit application. Said fee being established by city  
6 council resolution and intended to cover part of the costs to review the application  
7 regardless of whether the special event permit is issued or not.  
8

9 (d) *Amplified Sound* means any sound projected or transmitted by artificial means,  
10 including, but not limited to, loud speakers, amplifiers, beat box, compact disc or digital  
11 media device, turn tables, 8-track/cassette player, powered mega-phones or similar  
12 devices.  
13

14 (e) *Block party* means an organized neighborhood or public gathering on a public  
15 right-of-way (street, sidewalk or alley) on a specified date at a specific time and place  
16 when such is confined to a designated area and when such is to occur only at a time  
17 between the hours permitted by this code.  
18

19 (f) *Chief of the Fire Rescue Department* means the chief of the Fire and Rescue  
20 Department of the city.  
21

22 (g) *Chief of Police* means the chief of police of the city.  
23

24 (h) *City Co-Sponsored Event* means any event where the city provides or contributes  
25 service(s). The following are recognized co-sponsored Events: (1) Gasparilla parade; (2)  
26 Krewe Knights of Sant'Yago Knight Parade; (3) Veterans' Day parade; (4) Gasparilla  
27 Distance Classic Races; (5) Children's Gasparilla parade; and (6) other official public  
28 events, as designated by the city.  
29

30 (i) *City* means the City of Tampa.  
31

32 (j) *City Department* means any department of the city or division thereof.  
33

34 (k) *City Park* means any property owned by the city and designated as a "dedicated  
35 City Park" pursuant to section 16-91 of this code or other city owned, leased, operated or  
36 maintained by the city pursuant to Chapter 16 of this code or by executive order as a  
37 public park or space.  
38

39 (l) *E.M.S.* means emergency medical services provided by Tampa Fire Rescue or  
40 other duly licensed, constituted or authorized medical services first responder.  
41

42 (m) *Interlocal Agreement* means an agreement between the City and another  
43 governmental entity entered into pursuant to Florida Statute, Chapter 163.  
44

45 (n) *Material Misrepresentation* means the falsification of information provided in an  
46 application or request for a special event permit.

1  
2 (o) *Organized Competitive Event* means any planned race, walk, derby, or event,  
3 whether human powered or otherwise, that involves a contest of skill(s) and/or strength  
4 and takes place upon public rights-of-way, parks, or both.

5  
6 (p) *Permittee* means any person or organization that has been granted a special event  
7 permit.

8  
9 (q) *Private road or drive or driveway* means every way or place in private ownership  
10 and used for vehicular travel by the owner and those having express or implied  
11 permission from the owner, but not by other persons.

12  
13 (r) *Procession* means a public or private march, run, cortege, walk, cavalcade,  
14 autocade, parade of any kind, other gathering of persons that occurs upon public right-of-  
15 way, park or both that is used for vehicular traffic.

16  
17 (s) *Protective Services* are security measures from, but not limited to, local, state and  
18 federal officials designated to protect secured zones around certain venues or foreign and  
19 domestic dignitaries engaged in official functions in the City.

20  
21 (t) *Public Assembly* means any public gathering, demonstration, picket, rally, gala,  
22 ceremony, celebration, or other gathering of persons upon right-of-way, park or both that  
23 does not occur upon areas of the right-of-way used for vehicular traffic.

24  
25 (u) *Right-of-way* means any street, alley or portion of land set apart for public use,  
26 vehicular travel and local convenience, except footpaths, which is either owned by, or  
27 dedicated to, a governmental agency by deed or plat and/or is intended or designated for  
28 public use (i.e., Riverwalk).

29  
30 (v) *Road Festival* means an organized neighborhood or public gathering on a public  
31 right-of-way (street, sidewalk and alley) on a specified date, at a specified time permitted  
32 by this code and confined to a designated area that requires an admission fee to enter and  
33 participate. A road festival is distinguished from a block party in that there is an  
34 admission to enter and participate in the event.

35  
36 (w) *Safety Zone* means the area or space officially set apart within a roadway for the  
37 exclusive use of pedestrians, and which is protected or is so marked or indicated by  
38 adequate signs as to be plainly visible at all times while set apart as a safety zone.

39  
40 (x) *Secure Zone* is any geographical space; to include jurisdictional air, land and  
41 water, that is designated for the requirement of protective services by local, state and/or  
42 federal government agencies

43  
44 (y) *Security Deposit* means a bond or letter of credit in favor of the city, or cash  
45 deposit, which is pledged by an applicant/permittee in order to ensure performance of an

1 obligation under a special event permit issued by the City or cover the cost of damages to  
2 city equipment or facilities as a result of or relating to the special event.

3  
4 (z) *Sidewalk* means that portion of a street adjacent to the curb lines or the lateral  
5 lines of a roadway and the adjacent property lines, intended for use of pedestrians and  
6 open to the general public.

7  
8 (aa) *Special Event* means a planned event, whether publicly and/or privately  
9 sponsored, including, without limitation, a block party, organized competitive event,  
10 procession, road festival or public assembly on one (1) or more city parks or public  
11 rights-of-way that involves the reservation and use of a public venue, or closure of one  
12 (1) or more rights-of-way, for a particular purpose, for a short duration of time and which  
13 involves the use of city services, either paid by the event promoter, or through co-  
14 sponsorship. This definition applies to this chapter only; the definitions for Special Event  
15 and Temporary Special Event in Chapter 27 of this Code are not applicable to this  
16 chapter.

17  
18 (bb) *Special Event Permit* means an official document authorizing performance of a  
19 specific event regulated by this chapter.

20  
21 (cc) *Special Event Permit Fee* means that certain fee, established by city council  
22 resolution, representing in whole or in part the cost of issuing the special event permit  
23 and of inspecting and regulating the permitted activity.

24  
25 (dd) *User Fee* means charges which are assessed to any person in payment for services  
26 for use of city park facilities, as more particularly set forth in Chapter 16.

27  
28 **Sec. 28-5. Authorization and Powers of the Official and City Council -**  
29 **Temporary, Complete or Partial Street and Park Closures.**

30  
31 (a) The official is authorized and empowered to issue a special event permit for the  
32 temporary partial closure or enclosure of a city park.

33  
34 (b) Pursuant to city council approval as provided herein, the official is authorized and  
35 empowered to issue a special event permit for the temporary complete or partial closure  
36 of roads, alleys, sidewalks or any other public ways used for vehicular or pedestrian  
37 traffic, parking or other public use or city parks (unless otherwise provided) in a manner  
38 consistent with regulations and conditions set forth in this chapter.

39  
40 **Sec. 28-6 – 28-20 Reserved.**

41  
42 **Article II. Special Event Permitting.**

43  
44 **Sec. 28-21. Special Event Permit – Exemptions.**  
45

1 (a) A special event permit shall not be required for events on private property, unless  
2 otherwise required herein.

3  
4 (b) A special event permit shall not be required for the following events on public  
5 rights-of-way.

6  
7 (1) Valet parking services which are otherwise regulated by this code;

8  
9 (2) Funeral processions by vehicle under the most reasonable route from the  
10 funeral home, church or residence of the deceased to the place of  
11 interment;

12 (3) Any event authorized by interlocal agreement with the city;

13 (4) The establishment of a Secure Zone and/or coordination of Protective  
14 Services with state or federal agencies.

15 (c) A special event permit shall not be required for the following events on parks.

16 (1) Any event on a city park and facility involving one hundred ninety-nine  
17 (199) participants or less, unless otherwise required herein;

18  
19 (2) Any event by a non-city governmental agency acting within the scope of  
20 its function, subject to the provision of reasonable notice to the official  
21 and so long as the event does not require city services or a temporary road  
22 closure(s);

23 (3) Any event authorized by interlocal agreement with the city;

24 (4) For the establishment of a Secure Zone and/or coordination of Protective  
25 Services with state or federal agencies.

26 **Sec 28-22. Reserved.**

27  
28 **Sec 28-23. Special Event Zoning Restrictions.**

29  
30 A special event may be held in any zoning district provided the following  
31 limitations are met:

32  
33 (1) The maximum permit duration for a specific event is two (2) weeks,  
34 provided, however, no road closure shall be for a period of longer than  
35 forty-eight (48) hours. The official may authorize up to an additional six  
36 (6) hours before or after an event for set up and take down of event related  
37 facilities.

38  
39 (2) Upon conclusion of the event, the property must be cleared of all trash and  
40 debris within twenty-four (24) hours of conclusion of the event.

1  
2 **Sec. 28-24. Special Event Permit Requirements on City Park Property;**  
3 **Administrative Approval.**  
4

5 (a) No person shall engage in, participate in, or aid any special event on city parks in  
6 a manner enumerated in Section 16-22 of this Code, unless a special event permit has  
7 been obtained from the official. The activities enumerated in Section 16-22 of this Code  
8 shall require a special event permit.  
9

10 **Sec. 28-25. Special Event Permit Requirements on Public Right-of-Way**  
11

12 (a) Unless otherwise exempted herein this chapter, no person shall engage in,  
13 participate in or aid any special event on public rights-of-way in a manner enumerated  
14 herein, unless a special event permit shall have been obtained from the official after  
15 approval of the issuance of such special event permit from the city council. Without  
16 limiting the foregoing requirements, the following activities on public rights-of-way shall  
17 require a special event permit:  
18

- 19 (1) Procession;
- 20 (2) Public Assembly involving two-hundred (200) or more participants;
- 21 (2) Block Party. The official may close more than two (2) blocks per street  
22 and more than one (1) street within a designated area when such block  
23 parties are requested for city co-sponsored events. All other block parties  
24 are restricted to two (2) adjacent blocks. All block parties not requested  
25 by the city are subject to the provisions of this chapter, as are reasonably  
26 applicable to block parties;
- 27 (3) Road Festival;
- 28 (4) A city co-sponsored event that is either:  
29  
30 a. a public assembly; or  
31 b. an organized competitive event.  
32  
33

34 **Sec. 28-26. Special Event Permit Application - Filing Periods, Notice, Contents.**  
35

36 *Application:* Any natural person or legal entity required to obtain a Special Event permit,  
37 pursuant to this chapter, shall apply for said permit by filing a fully executed application  
38 on a form prescribed by the official. The applicant must be at least eighteen (18) years  
39 of age to reserve a facility. The Parks and Recreation Director or his/her designee may  
40 refuse to reserve a facility for any person who cannot prove the age requirement to the  
41 satisfaction of the Department. The application shall contain the following recitals:  
42



1 "In consideration of the privileges granted by issuance of this permit, the Applicant shall,  
2 to the fullest extent permitted by law, indemnify, defend and hold harmless the City, and  
3 all officials, agents and employees of the City, from and against all claims which may  
4 result from allowing Applicant to utilize the public right-of-way or City owned park.  
5 "Claim" as used in this agreement means any financial loss, claim, suit, action, damage,  
6 or expense, including but not limited to attorney's fees, attributable for bodily injury,  
7 sickness, disease or death, or injury to or destruction of tangible property including loss  
8 of use resulting therefrom. The Applicant's obligation to indemnify, defend, and hold  
9 harmless includes any claim by Applicant's agents, employees, representatives or any  
10 subcontractor or its employees. The Applicant acknowledges that the provisions of this  
11 paragraph apply to and include any liability resulting for incidents involving the streetcar  
12 electrified cables. Said indemnification shall not include claims resulting solely from the  
13 act, omission, negligence, or other fault on the part of the City, its official, agents, or  
14 employees."

15  
16  
17 (a) *Filing Period:* A complete special event permit application must be filed no later  
18 than:

- 19  
20 (1) Sixty (60) days prior to a special event that does not require city services,  
21 street closure, city co-sponsorship or a special use permit (i.e. a qualifying  
22 event to be held entirely within the confines of a city park or public  
23 property not for vehicular use); or  
24 (2) Ninety (90) days prior to a planned event that requires street closure, city  
25 services, city co-sponsorship and/or a special use permit.

26 (b) *Neighborhood Notice:* The official shall not be required to provide public notice  
27 of events held entirely within the boundary of a city park or public property used for  
28 motor vehicle traffic and for which a special event permit is issued administratively by  
29 the official as provided herein. The official shall provide notice to the public of each  
30 proposed special event that requires city council action in the following manner:

- 31  
32 (1) *Posted and Internet City Website Notice:* There shall be posted on the  
33 Special Event Calendar page of the City of Tampa internet website and at  
34 the Special Event Public Notice bulletin board in the lobby of the Special  
35 Event office notice of the event, which shall include the date of city  
36 council action, the name of the event sponsor, the route, the location and  
37 times of temporary road closures and the date, time and name of the  
38 proposed event.  
39  
40 (2) *Notice to Tampa Downtown Partnership and/or the Ybor City*  
41 *Development Corporation:* In connection with any proposed special event  
42 that will include all or a portion of the Central Business District or Ybor  
43 City Historic District, as described in Chapter 27 of the code, the official  
44 shall, in addition to the notices above, provide notice by electronic mail to  
45 the Tampa Downtown Partnership and/or the Ybor City Development

1 Corporation, as applicable. Notice shall include, at minimum: the date of  
2 city council action, the name of the event sponsor, the route, the location  
3 and times of temporary road closures and the date, time and name of the  
4 proposed event.  
5

- 6 (3) *Additional Methods of Notice:* Recognizing that certain events may be of  
7 such size and magnitude that they result in significant impact to the flow  
8 and or pattern of pedestrian and vehicular traffic on public rights-of-way,  
9 nothing herein shall be deemed to restrict the official from conducting  
10 additional methods of notice than herein required.  
11

12 (c) Each Applicant shall comply with the following:  
13

- 14 (1) *Application:* Submit a complete and fully executed application.  
15  
16 (2) *Age Requirement:* Applicant must be at least eighteen (18) years of age to  
17 reserve a facility. The Parks and Recreation Director or his/her designee  
18 may refuse to reserve a facility for any person who cannot prove the age  
19 requirement to the satisfaction of the Department.  
20  
21 (3) *Site Plan:* If stationary structures such as tents, stalls, carts, vendor booths  
22 or outdoor exhibits/displays are to be part of the special event, then a site  
23 plan depicting and naming the relevant property(ies), streets and  
24 intersections showing the proposed location and general dimensions of  
25 each facility must be included and submitted for review and approval by  
26 the official. The site plan shall provide evidence of compliance with all of  
27 the standards for "essential event services" as required herein. Each site  
28 plan shall be reviewed by the official for adequate spacing between  
29 facilities and the location of facilities on or near rights-of-way to ensure  
30 the safe and orderly flow of pedestrian and or vehicular traffic. In the  
31 event the site plan fails to adequately address compliance with the  
32 "essential event services" described below, and/or if spacing and location  
33 is deemed by the official to be inadequate for the safe and orderly flow of  
34 pedestrian and/or vehicular traffic, the official shall provide the applicant  
35 with specific comment on the deficiencies of the site plan and require that  
36 a revised site plan be submitted, if necessary.  
37  
38 (4) *Application Processing Fee:* Pay at the time of filing an application for  
39 special event permit the required application processing fee, in an amount  
40 in accordance with the schedule of fees set by the official and approved by  
41 city council resolution. The application processing fee is in addition to the  
42 special event permit fee and any applicable user fee and security deposit.  
43  
44 (5) *State of Florida Food and Beverage License;* Permittees shall require their  
45 food and beverage vendors participating in the requested special event to  
46 be licensed by the State of Florida.

- 1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46
- (6) *Special Event Permit Fee; User fee and Security Deposit:* Pay any applicable special event permit fee, user fee and security deposit, in the form of a cash deposit, bond or letter of credit acceptable to the city, in an amount in accordance with the schedule of fees set by the official and approved by city council. Any applicable special event permit fee, user fee and security deposit shall be paid at the time of issuance of the special event permit. The payment of a special event permit fee, user fee or security deposit is not exclusive of the other, depending on the event and facilities used each fee may be applicable. A security deposit shall be returned or released as follows upon conclusion of a permitted event subject to inspection of the premises and equipment used by the permittee.
- a. *No Damage.* If it is determined that there has been no damage to city right-of-way, park property or equipment beyond reasonable wear and tear, the security deposit shall be refunded in full within forty-five (45) days of the conclusion of the permitted event.
- b. *Damage.* If it is determined by such inspection that the permitted event proximately caused damage to city right-of-way, or park property or equipment in excess of routine wear and tear, the official shall retain the security deposit or any portion thereof, necessary to pay for the cost of the repair.
- c. *Notice of Assessment of Damages.* The official shall give written notice of the assessment of damages and retention of the security deposit to the permittee by personal delivery or by deposit in the United States mail, with proper postage prepaid to the name and address set forth in the application permit.
- d. *Damages in Excess of Security Deposit.* Any assessment of damages in excess of the security deposit shall be paid to the city within ten (10) days after notice of such assessment of damages is sent. Any party aggrieved by a decision of the official in enforcing this section may appeal said decision in accordance with the appeal procedures contained in this chapter. A permittee's failure to pay damage assessments may be grounds for denial of application for subsequent events.
- e. *User Fee Refund.* An event cancelled prior to commencement of the event shall be entitled to a complete refund if notice of the cancellation is provided no less than thirty (30) days before the scheduled commencement date of the event. No refunds shall be issued for untimely notice, except if the event is cancelled due to declaration of a state of emergency, the issuance of a tropical storm

1 or hurricane warning or warning of severe inclement weather by  
2 the county. An applicant seeking a refund shall be required to  
3 submit a timely Event Cancellation Notice and Refund Request on  
4 the form provided by the city. Refunds checks will only be issued  
5 in the name of and delivered to the person/company whose  
6 name(s) appear(s) on the special event application.  
7

8 f. *Special Event Permit Fee Refund.* An event cancelled prior to  
9 commencement of the event shall be entitled to a complete refund  
10 if notice of the cancellation is provided no less than thirty (30)  
11 days before the scheduled commencement date of the event. No  
12 refunds shall be issued for untimely notice, except if the event is  
13 cancelled due to declaration of a state of emergency, the issuance  
14 of a tropical storm or hurricane warning or warning of severe  
15 inclement weather by the county. An applicant seeking a refund  
16 shall be required to submit a timely Event Cancellation Notice and  
17 Refund Request on the form provided by the city. Refund checks  
18 will only be issued in the name of and delivered to the  
19 person/company whose name(s) appear(s) on the special event  
20 application.  
21

22 (7) *Essential Event Services:* Each applicant, at the applicants sole cost  
23 and expense, shall provide security services, emergency services,  
24 transportation (traffic control), temporary restroom, solid waste  
25 services and procession safety services for the event in such manner as  
26 required below:  
27

28 a. *Security Services:* Each applicant shall arrange for security at the  
29 event in such manner as required in Exhibit I, the Security Services  
30 Personnel Staffing Matrix Guide at the end of this chapter and  
31 which is incorporated herein by this reference. For the purposes of  
32 this section, "security" shall consist of the number of off-duty  
33 (extra-duty) sworn law enforcement officers based upon projected  
34 attendees and participants. Each Petitioner shall first satisfy this  
35 requirement by arranging for security with Tampa Police  
36 Department off-duty (extra-duty) personnel. If Tampa Police  
37 Department Personnel are not available, then the petitioner may  
38 satisfy this requirement by arranging for security with off-duty  
39 (extra-duty) personnel from such law enforcement agencies having  
40 concurrent jurisdiction or having a mutual aid agreement with the  
41 City.  
42

43 (i) For purposes of this section, the term "active attendee event"  
44 means those events in which past experiences and recognized  
45 entertainment industry and police standards indicate that active  
46 participation by spectators is expected. These would include, but

1 not be limited to, foot races, mosh pits and other events that  
2 present highly increased risks to the safety of participants or  
3 spectators. The term "passive attendee event" means those events  
4 in which past experiences and recognized entertainment industry  
5 and police standards indicate that passive participation by  
6 spectators is expected. These would include, but not be limited  
7 to, mime acting presentations, Broadway shows, symphonic  
8 performances, and outdoor Shakespearian festivals.  
9

10 (ii) In the event it is necessary for security services personnel to  
11 regulate or control outdoor vehicular or pedestrian traffic at a  
12 special event, the applicant shall, in addition to the security  
13 services personnel in the matrix above, be responsible for the  
14 cost of providing no less than one, and no more than three,  
15 additional security services personnel for each intersection.  
16

17 b. *EMS*: Each applicant shall arrange for emergency services at the  
18 event in such manner as required in Exhibit II, the Emergency  
19 Services Personnel Matrix at the end of this chapter and which is  
20 incorporated herein by this reference. For the purposes of this  
21 section, "emergency services" shall consist of the following  
22 number of off-duty (extra-duty) fire rescue and emergency services  
23 officers, including appropriate emergency vehicle(s) and shall be  
24 subject to the requirements set forth in Section 11-3 of this Code.  
25

26 c. *Solid Waste Collection Services*: Each applicant shall arrange for  
27 solid waste collection services and receptacles in such manner as  
28 required by Exhibit III, the Solid Waste Receptacle Matrix at the  
29 end of this chapter and which is incorporated herein by this  
30 reference and submit a written description as part of the application  
31 to be titled the "Solid Waste Collection Services Plan" describing  
32 what special arrangements, if any, have been made for solid waste  
33 collection before, during and after the proposed event. The  
34 official, in the interest of sanitation and public safety, shall approve  
35 or reject the plan and provide the basis therefor. In review of the  
36 plan, the official shall consider the number of spectators and  
37 participants as well as the size, location, duration and nature of the  
38 event. In the event the plan is rejected, the applicant shall be  
39 required to modify the plan as required by the official. The  
40 applicant shall be responsible for paying all costs associated with  
41 implementing the approved plan for the permitted special event.  
42

43 d. *Temporary Restroom Facilities*: Each applicant shall arrange for  
44 adequate temporary restroom facilities at the event in such manner  
45 as required by state and federal rules, regulations or laws and  
46 submit a written description as part of the application to be titled

1 the "Temporary Restroom Facilities Plan" which shall include the  
2 location of temporary restroom facilities, the distribution of male  
3 and female restroom facilities, and, if applicable, the total number  
4 of temporary restroom facilities proposed if said facilities will  
5 exceed the minimum requirements. The official shall approve or  
6 reject the plan and provide the basis therefor. In review of the  
7 plan, the official shall consider the number of spectators and  
8 participants as well as the size, location, duration and nature of the  
9 event. In the event the plan is rejected, the applicant shall be  
10 required to modify the plan as required by the official. The  
11 applicant shall be responsible for paying all costs associated with  
12 implementing the approved plan for the permitted special event.  
13

14 e. *Parking and Traffic Control Plan:* Each applicant shall arrange for  
15 adequate parking and traffic control at the event and submit a  
16 written description as part of the application to be titled the  
17 "Parking and Traffic Control Plan" describing what special  
18 arrangements, if any, have been made for parking and traffic  
19 control for the proposed event. Said plan shall include, but not be  
20 limited to, identifying the method and location of any barricade,  
21 fence, enclosure or traffic control support device used to regulate  
22 the safe and orderly movement of traffic on the surrounding road  
23 network; and, identifying ingress and egress route(s) for pedestrian  
24 and emergency vehicle access. The official shall determine the  
25 extent to which the proposed parking and traffic control plan meets  
26 the needs of the event and provides for parking and the orderly  
27 ingress and egress of traffic to and from the event area, which shall  
28 include the review and adequate use of primary and secondary  
29 available road networks. This determination shall be based upon  
30 the number of spectators and participants as well as the size,  
31 location, duration and nature of the event. If the official deems  
32 modifications to the parking and traffic control plan for the special  
33 event are necessary, the applicant for the special event permit shall  
34 be so informed and the "Parking and Traffic Control Plan" shall be  
35 modified as directed by the official. The applicant shall have the  
36 duty to provide such adequate parking and traffic control plans and  
37 equipment as are deemed necessary pursuant to the approved  
38 Parking and Traffic Control Plan at the sole expense of the  
39 applicant.  
40

41 f. *Procession Safety Monitors:* In the event the special event  
42 requested by the applicant involves a procession that includes the  
43 use of any motorized vehicle or vehicles that are longer than 20' in  
44 length, each applicant shall provide four (4) safety monitors  
45 stationed at the corners of any vehicle used in the procession at all  
46 times while the vehicle or vehicles are moving. Each safety

1 monitor shall be equipped with an orange safety vest and a loud  
2 whistle. The role of the safety monitor is to make sure the driver is  
3 aware of any emergency requiring him/her to stop immediately.  
4 Said emergencies include, but are not limited to, equipment  
5 malfunctions, passengers falling from the vehicle, overhead  
6 obstructions endangering riders, parade viewers coming too close  
7 to the vehicle and parade participants coming too close to the  
8 vehicle's wheels. Safety Monitors shall not consume any alcoholic  
9 beverages or hand out any items during the special event to any  
10 spectators along the parade route. Said items include but are not  
11 limited to beads, candy, fliers, and merchandise. Any vehicle  
12 fitting the description above that does not have the requisite  
13 number of safety monitors may be pulled out of a procession line  
14 until the safety monitor requirement can be met.  
15

16  
17 (6) *Road Festival.* In addition to the criteria above, a road festival applicant  
18 shall meet the following criteria:  
19

- 20 a. That applicant shall identify the amount(s) of the proposed  
21 admission fee. The admission fee shall be reasonably related to the  
22 costs to be borne by the permittee in conducting and promoting  
23 the road festival, and that any admission fees realized by any  
24 sponsors or participants in connection with the road festival are  
25 utilized to offset the costs associated with conducting and  
26 promoting the road festival. Upon request by the official, a road  
27 festival applicant shall provide evidence of the relation between  
28 the admission fee and costs of the event including, without  
29 limitation, the projected costs that the applicant will bear and the  
30 projected revenue to be derived from the road festival.  
31
- 32 b. That the permittee will make accommodations in advance to  
33 ensure either free access and/or access at a reduced admission fee  
34 to the road festival to those who cannot reasonably afford the  
35 proposed admission fee as set forth herein. At least one (1) placard  
36 no less than 10x10 inches in size shall be on display at one  
37 entrance point to the event, which shall include the name and  
38 address of the permittee and the following statement: "City of  
39 Tampa Code of Ordinances Chapter 28 provides that any person  
40 evidencing income below the 2000 U.S. Census Bureau recognized  
41 poverty level for the Tampa Bay area may request free or reduced  
42 admission to the event from the Event Sponsor in advance of the  
43 event."  
44
- 45 c. That any applicant obtaining a road festival permit shall be  
46 responsible for all costs for services, including those services that

1 may be provided by the city in support of any road festival. These  
2 costs shall include, but not be limited to, the following:

- 3 1. All signs, fences, barricades, enclosures and related traffic  
4 control support, manpower, equipment and materials;
- 5 2. All police services, emergency medical services, private  
6 security services, equipment and material;
- 7 3. All sanitation services, equipment and material;
- 8 4. All street sweeping and cleaning services, equipment and  
9 material;
- 10 5. Administrative costs for planning meetings. All costs will be  
11 determined by the department responsible for the provision of  
12 the appropriate service. The costs will be assembled by the  
13 official and shall be paid by the person requesting the special  
14 event permit at the request of the city.
- 15 6. A fee shall be paid by the person applying for the road festival  
16 permit at the time determined by the city council.

- 17 d. That prior to, and as a condition to issuance of a road festival  
18 permit, the permittee shall provide the city a security deposit,  
19 bond, unconditional letter of credit or such other security as may  
20 be deemed acceptable by the official that is equal to the estimated  
21 cost of the road festival and which secures the permittee's  
22 compliance with all terms and conditions of the special event  
23 permit, including, without limitation, payment of all costs  
24 associated with the road festival.

25  
26  
27  
28 **Sec. 28-27 Exceptions to Security and Emergency Services Requirements,**  
29 **notwithstanding the requirements of this Chapter.**  
30

31 (a) A special event may be required to have more security and emergency services  
32 personnel for administration of maintenance of traffic plans and wetzoned events, if  
33 applicable. A special event may be required to have more security and emergency  
34 services personnel in attendance for events with extraordinary risk factors, including, but  
35 not limited to, pyrotechnics, automobile races, air shows, boating (including water  
36 activities such as ski, wakeboarding etc), mosh pits or other activities perilous to public  
37 health and safety are present at special events according to recognized public safety  
38 standards of the City of Tampa Police Department and Tampa Fire and Rescue. Either the  
39 Police Chief and Fire Chief or their designees shall be required to declare an event to  
40 consist of "extraordinary risk", and provide reasons therefore in writing, prior to  
41 requiring emergency services personnel beyond those set forth in Exhibit I hereto and  
42 may increase personnel by up to 50% of the required personnel for each attendance  
43 category.

44  
45 (b) A special event may be allowed to have less security and emergency services  
46 personnel in attendance if the special event is of a demonstrated low risk category based



1 upon recognized public safety standards of the Tampa Police Department and Tampa Fire  
2 Rescue. In such a situation, the Police Chief and Fire Chief or their designees, based upon  
3 such standards and other knowledge of similar special events, may decrease personnel by  
4 up to 50% of the required personnel for each attendance category.  
5

6 **Sec. 28-28 Wet Zoning of Special Event.**  
7

8 The sale and consumption of alcoholic beverages during a special event shall be  
9 subject to the requirements set forth in Chapter 3 and Chapter 27 of this code. In addition  
10 to the foregoing, the applicant shall provide for a fenced or gated area where alcoholic  
11 beverages may lawfully be served and consumed during the event.  
12

13 **Sec. 28-29. Review of Special Event Permit Applications.**  
14

15 (a) Upon receipt of an application for a special event, the official shall cause review  
16 of the application to commence by distributing said application to each of the affected  
17 city departments, whom shall conduct a review on the following criteria, as applicable to  
18 the respective department:  
19

- 20 (1) Whether the construction of any barricade, fence, enclosure or traffic  
21 control support device will not substantially interrupt the safe and orderly  
22 movement of traffic on the surrounding transportation network.  
23
- 24 (2) Whether the construction of any barricade, fence, enclosure or traffic-  
25 control support device shall be constructed and located in a safe manner.  
26
- 27 (3) Whether adequate pedestrian and emergency vehicle ingress and egress is  
28 provided to the event.  
29
- 30 (4) Whether the proposed security and emergency services staffing  
31 requirements are adequate for the proposed event?  
32
- 33 (5) Whether the Solid Waste Services Collection Plan, Temporary Restroom  
34 Facilities Plan and Parking and Traffic Control Plan comply with the  
35 applicable technical requirements adopted by the respective department.  
36

37 In addition to the items above, the official shall also consider the following for  
38 any application seeking a special event permit to conduct a road festival:  
39

- 40 (6) Whether the proposed admission fee is reasonably related to the costs to  
41 be borne by the permittee in conducting and promoting the road festival,  
42 and that any admission fees realized by any sponsors or participants in  
43 connection with the road festival are utilized to offset the costs associated  
44 with conducting and promoting the road festival.  
45

- 1 (7) Whether, to the extent reasonably possible, the permittee will make  
2 accommodations to ensure either free access and/or access at a reduced  
3 admission fee to the road festival to those who cannot reasonably afford  
4 the proposed admission fee. Accommodations, for purposes of this  
5 subsection, shall include adequate notice by signage or publication of  
6 either free access and/or access at a reduced admission fee to those who  
7 cannot reasonably afford the proposed admission fee.  
8
- 9 (8) Whether the road festival or enclosure of roads pursuant to the application  
10 for a special event permit for a road festival is necessary to provide for the  
11 public health, safety and welfare of the public, including both the general  
12 public and participants in the road festival.  
13
- 14 (9) That at all times during the time of the special event permit, the city has  
15 reasonable control over any permittee(s) to ensure that the road festival is  
16 conducted in a safe and orderly manner.  
17

18 **Sec. 28-30. Insurance Requirements; Exemptions; Indemnity/Hold Harmless.**  
19

20 (a) All special event permits shall require the applicant to provide evidence of, and  
21 maintain during the period of the special event permit, commercial general liability  
22 insurance with the appropriate endorsements, if applicable. Further, the applicant shall  
23 be responsible for paying all deductibles. An event involving the use of automobiles will  
24 require the applicant to provide evidence of, and maintain during the period of the special  
25 event permit, automobile liability insurance. An event involving the hiring of employees  
26 by the applicant will require the applicant to provide evidence of, and maintain during the  
27 period of the special event permit, workers' compensation insurance and employer's  
28 liability insurance. An event involving the hiring of employees by the applicant to  
29 engage in work on or around a navigable waterway will require the applicant to provide  
30 evidence of, and maintain during the period of the special event permit, longshoreman's  
31 and harbor worker's insurance. The minimum requirements for the types of insurance  
32 identified in this paragraph are as follows:  
33

- 34 (1) *General Liability Insurance:* Each applicant shall, unless otherwise  
35 exempted, effect and maintain during the period of the special event  
36 permit insurance with companies authorized to do business in Florida,  
37 with an A.M. Best rating of B+ (or better), Class VII (or higher), or  
38 otherwise be acceptable to the City if not rated by A.M., Commercial  
39 General Liability Insurance with a minimum limit of coverage of no less  
40 than one million dollars (\$1,000,000.00) for each occurrence and a general  
41 aggregate of two million dollars (\$2,000,000) which shall include the  
42 following coverages:  
43
- 44 a. Premises/Operations Liability.
  - 45 b. Products/Completed Operations.
  - 46 c. Personal/Advertising Injury.

- d. Contractual Liability.
- e. Independent Contractors Liability.
- f. Medical Payments Five Thousand Dollars (\$5,000) coverage limit.
- g. Fire Damage One-Hundred Thousand Dollars (\$100,000) coverage limit.

(2) *Additional Endorsements:* As may be applicable to a particular event, one (1) or more of the following endorsement(s) shall be required:

- a. *Liquor Liability Endorsement.* A liquor liability endorsement shall be required for activities involving the sale and consumption of alcoholic beverages, as defined and regulated in Chapter 3 of this city code. Said endorsement shall provide a coverage limit of no less than one million dollars (\$1,000,000.00) for each occurrence.
- b. *Hazardous Materials Endorsement:* A hazardous materials endorsement shall be required for any activities involving the use of hazardous materials. Said endorsement shall provide a coverage limit of no less than two million dollars (\$2,000,000.00) combined single limit per occurrence and annual aggregate with no deductible.
- c. *Animal Endorsement:* An animal endorsement shall be required for any activities involving pony rides, petting zoos and other animal related activities with non-domestic household pets. Said endorsement shall provide a coverage limit of no less than two million dollars (\$2,000,000.00) for each occurrence and annual aggregate with no deductible.
- d. *Carnival Endorsement:* A carnival endorsement shall be obtained for activities involving carnival type rides, bungee jumps, trampolines, orbital rides and related rides and attractions commonly associated with a fair or carnival. Said endorsement shall provide a coverage limit of no less than five million dollars (\$5,000,000.00) for each occurrence and annual aggregate with no deductible.
- e. *Boats and Planes Endorsement:* A boats and planes endorsement shall be obtained for events involving the use of motorcycles, powered model cars, boats, planes, non standard personal cars and jet or inducted fan propulsion watercraft. Said endorsement shall provide a coverage limit of no less than two million dollars (\$2,000,000.00) for each occurrence and annual aggregate with no deductible.

1 f. *Garage Keepers Liability Endorsement:* A garage keepers and  
2 liability endorsement shall be obtained for events that include valet  
3 parking service. Said endorsement shall provide a coverage limit  
4 of no less than five hundred thousand dollars (\$500,000.00) per  
5 occurrence and per location for actual cash value comprehensive  
6 and collision.  
7

8 (3) *Automobile Liability Insurance.* For any event involving the use of  
9 automobiles, each applicant shall, unless otherwise exempted, effect and  
10 maintain during the period of the special event permit automobile liability  
11 insurance with companies authorized to do business in Florida, with a A.M.  
12 Best rating of B+ (or better), Class VII (or higher), or otherwise be  
13 acceptable to the city if not rated by A.M. Such insurance shall be obtained  
14 in accordance with the laws of the state of Florida as to the ownership,  
15 maintenance and use of all owned, non-owned, leased and hired vehicles.  
16 The combined bodily injury and property damage limit shall be no less than  
17 one million dollars (\$1,000,000.00) for each occurrence.  
18

19 (4) *Worker's Compensation Insurance and Employer's Liability Insurance.* For  
20 any event involving the hiring of employees by the applicant, each applicant  
21 shall, unless otherwise exempted, effect and maintain during the period of the  
22 special event permit workers' compensation insurance or employer's liability  
23 insurance with companies authorized to do business in Florida, with a A.M.  
24 Best rating of B+ (or better), Class VII (or higher), or otherwise be  
25 acceptable to the city if not rated by A.M. workers' compensation insurance  
26 or employer's liability insurance shall be provided for all employees engaged  
27 in work under contract and/or for any contractor or subcontractor a permittee  
28 may hire, in accordance with the laws of the State of Florida with a limit of  
29 no less than one million dollars (\$1,000,000.00) bodily injury by accident  
30 and each accident, one million dollars (\$1,000,000.00) bodily injury by  
31 disease policy limit, and one million dollars (\$1,000,000.00) bodily injury by  
32 disease each employee.  
33

34 (5) *Longshoreman's and Harbor Worker's (USL & H) Insurance.* For any event  
35 involving the hiring of employees by the applicant to engage in work on or  
36 around a navigable waterway, each permittee shall, unless otherwise  
37 exempted, effect and maintain longshoreman's and harbor worker's  
38 insurance in compliance with federal statutes for activities requiring work on  
39 or around a navigable waterway.  
40

41 (b) *Certificate of Insurance:* Any insurance required for a special event pursuant to  
42 the requirements of this section, shall be subject to the approval of the City's Risk  
43 Management office and supported by evidence of approved insurance coverage for the  
44 term of the special event permit by a properly executed Acord 25 certificates of insurance  
45 form. The certificate of insurance must be personally and manually signed by the  
46 authorized representative of the insurance company shown on the certificate. The City

1 must be notified in writing at least 30 days prior to any cancellation or modification of  
2 the insurance policy. All liability insurance policies required for an event pursuant to this  
3 section shall name the City as an additional insured.  
4

5 (c) *Exemption from Insurance Requirements for Special Events on City Parks:* The  
6 insurance requirements herein shall not be required for events held at city parks when  
7 said event will take place entirely within an existing park shelter or has as its only  
8 additional structure a moon-walk/moon-bounce apparatus that has approval for use by the  
9 City.  
10

11 (d) *Hold Harmless/Indemnification:* In consideration of the privileges granted by  
12 issuance of this permit, the permittee shall, to the fullest extent permitted by law,  
13 indemnify, defend and hold harmless the City, and all officials, agents and employees of  
14 the City, from and against all claims, including but not limited to expenses of whatever  
15 kind or nature which the City may sustain, suffer or incur, or be required to pay due to  
16 damages or losses suffered by any person, including without limitation, the employees,  
17 contractors, subcontractors, invitees and guests of the permittee arising out of the  
18 issuance of the Special Events Permit, which may result from allowing permittee to  
19 utilize the public right-of-way or City owned park. "Claim" as used in this agreement  
20 means any financial loss, claim, suit, action, damage, or expense, including but not  
21 limited to attorney's fees, attributable for bodily injury, sickness, disease or death, or  
22 injury to or destruction of tangible property including loss of use resulting therefrom.  
23 The permittee's obligation to indemnify, defend, and hold harmless includes any claim by  
24 permittee's agents, employees, representatives or any subcontractor or its employees or  
25 liability resulting for incidents involving the streetcar electrified cables. Said  
26 indemnification shall not include claims resulting solely from the act, omission,  
27 negligence, or other fault on the part of the City, its official, agents, or employees.  
28  
29  
30

31 **Sec. 28-31. Processing of Application for Special Event Permits; Rejection of**  
32 **Application; Amendments.**  
33

34 (a) *Order:* Each application for a special event permit shall be processed in the order  
35 of receipt. The reservation of a particular park or right-of-way, or parts thereof, shall be  
36 allocated in order of receipt of a fully executed application, which contains all of the  
37 information required, accompanied by the application fee, security deposit and user fee,  
38 where applicable.  
39

40 (b) *Rejection of Application:* The official shall reject an application for one (1) or  
41 more of any of the following grounds:  
42

- 43 (1) Failure to submit an application within the time periods prescribed in this  
44 ordinance.  
45

- 1 (2) If the application for special event permit (including any required  
2 attachments and submissions) is executed improperly or is incomplete.  
3  
4 (3) Failure to pay the required application fee at the time of submitting a  
5 complete and properly executed application.  
6  
7 (4) If the application for special event permit contains a material  
8 misrepresentation or fraudulent information.  
9  
10 (5) If the applicant is legally incompetent to contract or to sue and be sued.  
11  
12 (6) If the applicant or entity on whose behalf the application for special event  
13 permit was made has in the course of a previous permitted special event  
14 damaged city property and upon being given proper notice failed to pay in  
15 full for such damage or claim.  
16  
17 (7) If a fully executed prior application for special event permit for the same  
18 time and place has been received, and a special event permit has been or  
19 will be granted to a prior applicant authorizing uses or activities which do  
20 not reasonably permit multiple occupancy or use of the right-of-way, park  
21 or part hereof.  
22  
23 (8) If the use or event intended by the applicant would conflict with  
24 previously planned programs organized and conducted by the city or non-  
25 city governmental agencies previously scheduled for the same time and  
26 place.  
27  
28 (9) If the use or event intended by the applicant would present an  
29 unreasonable danger to the health or safety of the applicant or the public.  
30  
31 (10) If the applicant has not complied or cannot comply with applicable local,  
32 state and federal licensure requirements for all or part of the planned event  
33 no less than five (5) days prior to the time for city council consideration.  
34  
35 (11) If the use or event intended by the applicant is prohibited by law.  
36  
37 (12) If the applicant fails to provide neighborhood notice requirements as  
38 provided in Section 28-26(c) of this Chapter.  
39

40 In the event an application is rejected, the official shall provide notice of such  
41 rejection within ten (10) days of the official action by personal delivery or by  
42 deposit in the regular U.S. first class mail, postage prepaid, to the name and  
43 address set forth on the application for special event permit.  
44

45 (c) *Amendments to Special Event Permit Application; Approval by the Official;*  
46 *Approval by City Council Action;*

1  
2 (1) *Approval by the Official:* Should an error by the permittee in the original  
3 application require the filing of an amended application, an applicant may amend the  
4 application anytime prior to approval by the official, provided that the applicant pay an  
5 additional fee in an amount specified by resolution of the city council to defray additional  
6 costs and expenses.  
7

8 (2) *Approval by City Council Action:* Should an error in the original application  
9 require the filing of an amended application, an applicant may amend the application  
10 anytime prior to city council action, provided that the applicant pay an additional fee in  
11 an amount specified by resolution of the city council to defray additional costs and  
12 expenses. The official shall update the posted notice and the notice to the Tampa  
13 Downtown Partnership and/or the Ybor City Development Corporation, as applicable.  
14 For any amendment filed less than thirty (30) days before the day that city council is  
15 scheduled to consider and act on the application for a special event, the city council shall  
16 have the authority, at its discretion, by a majority of its members present and voting, to  
17 waive or reduce the notice requirements.  
18

19 (d) *Amendments to Special Event Permit After Approval by the Official; Amendments*  
20 *to Special Event Permit After Approval by City Council Action:*  
21

22 (1) An amendment to petition that has been approved by the official may be  
23 filed anytime prior to the commencement of the event. There shall be a fee, as prescribed  
24 by city council resolution, for any amendment filed after approval by the official, to cover  
25 administrative costs to review and reschedule review of the amendment. Subject to a  
26 permittee having timely filed and paid the appropriate fee, the official shall promptly  
27 schedule review of an amendment.  
28

29 (2) An amendment to petition that has been approved by city council shall be  
30 filed within five (5) days after such city council action. City council shall have the  
31 authority, at its discretion, by a majority of its members present and voting, to waive the  
32 notice and five (5) day post-approval filing requirement. An amendment of an application  
33 after city council action shall be required any time there is a material change to the nature  
34 and conduct of the event. A material change shall mean a change to the event name,  
35 stated purpose, route, location, time or increase in city services to be provided. A material  
36 change shall require city council review and approval. There shall be a fee, as established  
37 by city council, for any amendment filed after city council action, to cover administrative  
38 costs to review and reschedule review of the amendment. Subject to a permittee having  
39 timely filed and paid the appropriate fee, city council shall promptly schedule review of an  
40 amendment at the next regularly scheduled meeting.  
41

42 (e) *Priority of Amendment:* Any amendment or revision of an application or special  
43 event permit shall, for purposes of determining the priority of the application for special  
44 event permit, relate back to the original filing thereof, but the time in which official shall  
45 grant or deny the application for special event permit and serve notice of such granting or  
46 denial shall be computed from the date of the amendment or revision.

1  
2 **Sec 28-32. Approval Process; Denial of Application; Notice.**  
3

4 (a) *Administrative Approval:* The official shall have fifteen (15) days to review a  
5 complete special event permit application and administratively approve each such  
6 application that complies with the requirements of this chapter. The official shall provide  
7 the applicant with notice of approval by certified mail, with proper postage prepaid,  
8 return receipt requested, to the name and address set forth on the application for special  
9 event permit. Administrative review is limited to proposed event(s) held and contained  
10 entirely within a city park, provided the event is not co-sponsored by the city.  
11

12 (b) *City Council Approval:* Upon the filing of a timely special event permit  
13 application, and payment of the applicable fees required in this chapter, the city council  
14 shall, by motion, assign a date for the matter to be placed on the consent agenda portion  
15 of a regularly scheduled meeting of city council prior to the date of the planned event.  
16 City council shall review and approve each complete special event permit application that  
17 complies with the requirements of this chapter. Approval of an application shall be by  
18 motion. When city council approves an application for a special event permit, the city  
19 clerk shall provide the applicant with a copy of the motion by certified mail, with proper  
20 postage prepaid, return receipt requested, to the name and address set forth on the  
21 application for special event permit within five (5) days of city council action. The  
22 official shall promptly issue a special event permit upon city council approval. All  
23 special event permit fees shall be paid prior to issuance of a special event permit.  
24

25 (c) *Denial:* The official or city council may deny any special event permit application  
26 for one (1) or more of the reasons enumerated in the foregoing subsections.  
27

28 (1) *Administrative Denial:* In the event the official denies an application for a  
29 special event permit, the official shall provide the applicant with notice of said denial by  
30 certified mail, with proper postage prepaid, return receipt requested, to the name and  
31 address set forth on the application for special event permit, promptly after the official's  
32 determination to deny the special event permit application. Notice of denial of an  
33 application for special event permit shall clearly set forth the grounds upon which the  
34 special event permit was denied.  
35

36 (2) *City Council Denial:* In the event city council denies an application for a  
37 special event permit, the city clerk shall provide the applicant with notice of said denial  
38 by certified mail, with proper postage prepaid, return receipt requested, to the name and  
39 address set forth on the application for special event permit, within five (5) days of city  
40 council action. Notice of denial of an application for special event permit shall clearly set  
41 forth the grounds upon which the special event permit was denied.  
42

43 **Article III. City Sponsorship of Special Events.**  
44

45 **Sec. 28-33. Co-Sponsorship Committee - Establishment; Composition.**  
46



1 (a) *Establishment:* There is hereby established the City of Tampa Special Event Co-  
2 sponsorship Committee, to be known as the "Special Event Co-Sponsorship Committee."  
3

4 (b) *Composition:* The Special Event Co-Sponsorship Committee shall consist of five  
5 (5) members, as follows: (1) the administrator of neighborhood services, or designee; (2)  
6 the fire chief, or designee; (3) the chief of police, or designee; (4) the administrator of  
7 public works, or designee; and, (5) the administrator of economic development, or  
8 designee.  
9

10 **Sec. 28-34. Meetings; Chairmanship; Conduct of Meetings; Voting.**  
11

12 (a) *Meetings:* The committee shall meet at least once a month at a regularly  
13 scheduled time. Additional meetings may be called by the chairperson or upon a request  
14 by the official. All meetings of the committee shall be noticed and open to the public in  
15 accordance with Florida law.  
16

17 (b) *Chair:* The administrator of neighborhood services or designee shall chair the  
18 meetings and shall have the right to vote.  
19

20 (c) *Quorum and voting:* A simple majority of those present shall be necessary to  
21 conduct routine business and approve or deny an application for co-sponsorship.  
22

23 (d) *Rules of procedure:* The committee shall adopt and make public rules of  
24 procedure for the conduct of its business, provided such rules are consistent with the  
25 provisions hereof.  
26

27 (e) *Minutes:* The committee shall prepare and keep on file minutes and a record of  
28 its meetings, including the vote of each member on every question, and all documents  
29 submitted to it in every case with the city clerk. The committee shall cause a tape  
30 recording to be made of all proceedings, which, together with all the materials related to  
31 each certain petition presented to the committee, shall constitute the official record of the  
32 proceeding.  
33

34 **Sec. 28-35. Administration; Power and Duties; Road Festival Exclusion.**  
35

36 (a) *Administration;* Applications for co-sponsorship shall be filed with the official, as  
37 agent for the committee. Applications shall be submitted on forms provided by the city.  
38

39 (b) *Authority to Review:* The Special Event Co-Sponsorship Committee shall have  
40 the responsibility to review applications for co-sponsorship and, based on the criteria and  
41 authority granted herein, make a determination whether to approve or deny requests for  
42 city co-sponsorship of special events.  
43

44 (c) *Time to Review:* Upon receipt of a complete application for co-sponsorship, the  
45 official shall schedule review of said application by the Special Event Co-Sponsorship

1 Committee at the next regularly scheduled meeting, unless an extension of time is  
2 requested by the petitioner in writing.

3  
4 (d) *Road Festival Exclusion:* The city shall not co-sponsor a Road Festival.

5  
6 (e) *Criteria for Review; Presentation of Co-sponsorship Requests:* Each applicant  
7 shall file a memorandum with exhibits, if applicable, that address the criteria set forth in  
8 this section. Any person, applicant or authorized agent may appear in person before the  
9 committee on the day scheduled for consideration of the application. The co-sponsorship  
10 committee shall consider the following in deciding whether to approve or deny a request  
11 for co-sponsorship.

- 12  
13 (1) Does the event serve a public purpose of community-wide importance?
- 14 (2) Why is the applicant requesting co-sponsorship?
- 15 (3) What, if any, and to what extent, is media or publicity campaign planned  
16 for the event?
- 17 (4) Does the applicant have the demonstrated financial ability to provide all  
18 other services required for the event, except those services which the city  
19 is being asked to co-sponsor?
- 20 (5) What is the prior history of the event?
- 21 (6) Are there additional co-sponsors? If so, identify each co-sponsor.
- 22 (7) What are the costs to conduct the event? When providing the costs for the  
23 event, each applicant shall make available a budget for the event and  
24 identify the total contribution by each co-sponsor.
- 25 (8) Is the event open to participation of all citizens? Will the event promote  
26 and attract visitors to the City?
- 27 (9) What is the estimated economic impact of the event on the City?
- 28 (10) Will the event impact the surrounding neighborhoods? If so, how will the  
29 impact be mitigated?
- 30 (11) What is the pre-event set up and post event removal and clean up plan?
- 31 (12) What city services is the applicant requesting?
- 32 (13) What is the security plan for the event?
- 33 (14) Is the applicant requesting use of the city seal? If so, in what manner and  
34 in what publications will the city seal be used?

1 (15) Does the City have the available funds, as determined by the City in its  
2 sole discretion, to co-sponsor the event?

3 In addition to the above criteria, committee staff shall provide a report containing,  
4 at minimum, the following:

5  
6 (16) A report on what impact the event may have on local infrastructure, public  
7 facilities and traffic.

8  
9 (17) A report on estimate of cost of city of services.

10  
11 (18) Previous performance history of the applicant and co-sponsor(s).  
12  
13

14 **Sec. 28-36. Effect of Approval.**

15  
16 Following the public hearing(s) and the special event co-sponsorship committee's  
17 decision on the application, staff shall forward prompt written notice of the decision to  
18 the applicant. Said notice shall contain any and all conditions or limitations approved by  
19 the committee.  
20

21 **Sec. 28-37. Effect of denial.**

22  
23 Denial of an application to the Special Event Co-sponsorship Committee shall  
24 preclude consideration of a substantially similar request for a period of twelve (12)  
25 months from the date of denial. The committee may determine that this time period does  
26 not apply if a substantially different request is submitted which addresses the grounds for  
27 denial identified during the public hearing.  
28

29 **Sec. 28-37--28-50. Reserved.**

30  
31 **Article IV. Appeals; Petition for Administrative Hearing De Novo; Fee**  
32 **Authority; Revocation of Special Event Permit After Issuance; Amplified Sound.**  
33

34 **Sec. 28-51. Appeal of Denial of a Special event permit by City Council.**

35  
36 Any person aggrieved by a determination of city council shall file an appeal in  
37 such manner as prescribed by law.  
38

39 **Sec 28-52. Appeals from Determinations by the Official or Co-sponsorship**  
40 **Committee.**

41  
42 (a) An applicant aggrieved by a determination of the official or the co-sponsorship  
43 committee, shall file a request for an administrative hearing in the manner set forth in  
44 section 1-19 of the city code. Each request for an administrative hearing shall state  
45 succinctly the grounds upon which it is asserted that the determination should be  
46 modified or reversed and shall be accompanied by copies of all documents of record. A

1 request for an administrative hearing to contest a determination of the co-sponsorship  
2 committee shall include the record of the proceedings before the committee and, for such  
3 purpose, the applicant shall ensure that a verbatim record of the proceedings is made.  
4 The record shall consist of the testimony and evidence upon which the co-sponsorship  
5 committee based its decision.

6  
7 (b) An appeal of the decision by the official, or his designee, pursuant to section 1-19  
8 of the city code, shall be made by filing a petition with the circuit court in such manner as  
9 prescribed by law.

10  
11 **Sec 28-53. Appeal - Retention of Security Deposit.**

12  
13 (a) A permittee who has had all, or a portion of its security deposit retained, because  
14 it was assessed damages pursuant to this chapter may, within fifteen (15) days of the  
15 service of notice of such determination, file a written contest of such determination with  
16 the official.

17  
18 (b) The official shall have fifteen (15) days from the date on which the contest was  
19 received in which to review the file, the applicants written contest and serve upon the  
20 permittee a notice that the official has affirmed, modified or reversed the retention of  
21 security deposit. Such notice shall be deemed served upon the permittee when it is  
22 personally delivered or when it is sent by certified United States mail, with proper  
23 postage prepaid, to the name and address set forth on the application for special event  
24 permit.

25  
26 (c) A permittee aggrieved by a determination of the official shall file a request for an  
27 administrative hearing in the manner set forth in section 1-19 of the city code of  
28 ordinances. The permittee shall pay a fee, as established by city council, at the time of  
29 filing. Each request for an administrative hearing shall state succinctly the grounds upon  
30 which it is asserted that the determination should be modified or reversed and shall be  
31 accompanied by copies of all relevant items of record.

32  
33 (d) An appeal of the decision by the official, or his designee, pursuant to section 1-19  
34 of the city code, shall be made by filing a petition for writ of certiorari to the circuit court  
35 in such manner as prescribed by law.

36  
37 **Sec 28-54. Fee Authority; Fee Refund.**

38  
39 The city council shall have authority to set fees prescribed herein by resolution.

40  
41 **Sec 28-55. Compliance with applicable laws.**

42  
43 A permittee for a Special Event permit shall comply with all special event permit  
44 directions and conditions and with all applicable laws and ordinances. The permittee shall  
45 produce the special event permit on request from any officer of the city. Failure to

1 produce the special event permit shall be grounds for suspension of the special event  
2 permit.  
3

4 **Sec. 28-56. Authority to Revoke Special Event Permit After Issuance**  
5

6 The official shall have exclusive authority to revoke or temporarily suspend a  
7 special event permit after issuance if the application for special event permit contains a  
8 material misrepresentation or fraudulent information; upon the declaration of a state of  
9 emergency, the issuance of a tropical storm or hurricane warning or warning of severe  
10 inclement weather by the county; or, when there is an instance of terrorism, insurrection  
11 or mayhem absolutely imminent or underway and emergency services personnel are  
12 necessary for essential services.  
13

14 **Sec. 28-57. Amplified Sound.**  
15

16 The issuance of a special event permit grants a permittee the exclusive use of  
17 amplified sound within the area requested by the permittee for the special event. Unless  
18 otherwise requested by the permittee, no other amplified sound shall be permitted within  
19 the aforementioned area.  
20

21 **Sec. 28-58. Procession Safety Monitors.**  
22

23 If the special event requested by the applicant involves a procession that includes  
24 the use of any motorized vehicle or vehicles that are longer than 20 feet in length, the  
25 applicant shall provide four (4) safety monitors stationed at the corners of any vehicle  
26 used in the procession at all times while the vehicle or vehicles are moving. Each safety  
27 monitor shall be equipped with an orange safety vest and a loud whistle. The role of the  
28 safety monitor is to make sure the driver is aware of any emergency requiring him/her to  
29 stop immediately. Said emergencies include, but are not limited to, equipment  
30 malfunctions, passengers falling from the vehicle, overhead obstructions endangering  
31 riders, parade viewers coming too close to the vehicle, parade participants coming too  
32 close to the vehicle's wheels. Safety Monitors shall not consume any alcoholic beverages  
33 or hand out any items during the procession to any spectators along the procession route.  
34 Said items include but are not limited to beads, candy, fliers, and merchandise. Any  
35 vehicle fitting the description above that does not have the requisite number of safety  
36 monitors may be pulled out of a procession line up until the safety monitor requirement  
37 can be met.  
38  
39

40 **Section 2. Amendment to City of Tampa Code of Ordinances Chapter 25:** The  
41 following provisions in Chapter 25 of the City Code shall be hereby deleted and removed  
42 from said chapter.  
43

44 ~~Sec. 25-53. Parade permit Required; exception.~~

1 (a) — No person shall engage in, participate in or aid any parade, unless a parade permit  
2 shall have been obtained from the official after approval of the issuance of such permit  
3 from the city council.

4 (b) — This requirement shall not apply to:

5 (1) — Funeral processions by vehicle under the most reasonable route from the funeral  
6 home, church or residence of the deceased to the place of interment;

7 (2) — A governmental agency acting within the scope of its function; or

8 (3) — Lawful picketing or other orderly processions on the sidewalk or other public  
9 right of way not utilized for the movement of vehicular traffic, that do not constitute  
10 loitering.

11  
12 ~~Sec. 25-54. Same Application; filing period; contents.~~

13 (a) — A person seeking issuance of a parade permit shall file an application with the city  
14 transportation manager on forms provided.

15 (b) — An application for a parade permit shall be filed with the city not less than forty-  
16 five (45) days nor more than ninety (90) days before the date of the proposed parade.

17 (c) — The application for a parade permit shall set forth the information required by the  
18 department.

19 (d) — The official shall notify any person who has submitted a complete application for  
20 a permit under this section of the date on which city council shall consider the issuance of  
21 the permit. If possible, the applicant shall send a courtesy copy of its permit application  
22 (including any amendments or supplements thereto) together with a courtesy notice in  
23 writing of the date on which city council shall consider whether to issue a permit based  
24 on this application to any neighborhood organizations or groups that have registered with  
25 the city as representing property owners and residents in the neighborhood or area that  
26 will be affected by the proposed permit at least twenty one (21) days prior to the date on  
27 which city council will consider the issuance of the proposed permit. In connection with  
28 any permit affecting the Ybor City Historic District as described in Chapter 27 of the  
29 Code, the applicant shall also provide the same courtesy notice to the Ybor City Chamber  
30 of Commerce. In connection with any permit affecting the Central Business District as  
31 described in Chapter 27 of the Code, the applicant shall also provide the same courtesy  
32 notice to the Tampa Downtown Partnership. The applicant shall send any courtesy notice  
33 as set forth above by a "certificate of mailing" to the address or addresses of the affected  
34 neighborhood organizations as provided by the official. The applicant shall also provide  
35 the official with a copy of the both the courtesy notice sent by the applicant and the  
36 "certificate of mailing" at least five (5) days prior to the city council hearing on the  
37 proposed permit. The courtesy notice provisions set forth above shall not be considered  
38 mandatory; and the failure of any applicant to comply with such notice provisions shall  
39 neither affect the validity of the permit application filed under this section nor affect city  
40 council's ability to consider the permit application.

41 (e) — All parade permits shall require the permittee to:

42 (1) — Hold the city harmless from all claims, suits or actions of any kind whatsoever  
43 arising out of or resulting from the road festival, the issuance of the permit or the  
44 operations and activities of the permittee.

45 (2) — Effect and maintain during the period of the permit, public liability insurance  
46 protecting the city with bodily injury limits of not less than one hundred thousand dollars

1 (~~\$100,000.00~~) per each person and subject to such limit per person, five hundred  
2 thousand dollars (~~\$500,000.00~~) each accident, and property damage of not less than ten  
3 thousand dollars (~~\$10,000.00~~) each accident, and twenty five thousand dollars  
4 (~~\$25,000.00~~) aggregate. The city council may increase the foregoing coverage amounts to  
5 ensure adequate protection for the city.  
6

7 ~~Sec. 25 55. Same Standards for issuance; notice to city officials.~~

8 ~~The official shall issue a parade permit as provided for hereunder when, from a~~  
9 ~~consideration of the application and from such other information as may otherwise be~~  
10 ~~obtained, he finds that:~~

11 ~~(1) The conduct of the parade will not substantially interrupt the safe and orderly~~  
12 ~~movement of the other traffic contiguous to the route;~~

13 ~~(2) The conduct of the parade will not require the diversion of so great a number of~~  
14 ~~police officers of the city to properly police the line of movement and the areas~~  
15 ~~contiguous thereto as to prevent adequate police protection of the city;~~

16 ~~(3) The conduct of the parade will not require the diversion of so great a number of~~  
17 ~~ambulances as to prevent normal ambulance service to portions of the city other than that~~  
18 ~~to be occupied by the proposed line of march and areas contiguous thereto;~~

19 ~~(4) The concentration of people, animals and vehicles at the assembly point of the~~  
20 ~~parade will not unduly interfere with proper fire and police protection of or ambulance~~  
21 ~~service to areas contiguous to the assembly areas;~~

22 ~~(5) The conduct of the parade will not interfere with the movement of firefighting~~  
23 ~~equipment in route to a fire;~~

24 ~~(6) The parade is scheduled to move from its point of origin to its point of~~  
25 ~~termination expeditiously and without unreasonable delays in route;~~

26 ~~(7) The parade is not to be held for the sole purpose of advertising any product, goods~~  
27 ~~or event and is not designed to be held primarily for private profit; however, the~~  
28 ~~prohibition against advertising any product, goods or event shall not apply to signs~~  
29 ~~identifying organizations or sponsors furnishing or sponsoring floats or transportation for~~  
30 ~~the parade.~~

31  
32 ~~Sec. 25 56. Same Costs for parade services.~~

33 ~~(a) For other than public events, each person obtaining a permit shall be responsible~~  
34 ~~for all costs for services provided by the city required in support of any parade. These~~  
35 ~~costs shall include, but not be limited to, the following:~~

36 ~~(1) All signs, barricades and related traffic control support, manpower, equipment~~  
37 ~~and materials;~~

38 ~~(2) All police services, manpower, equipment and material;~~

39 ~~(3) All sanitation, parks services, manpower, equipment and material;~~

40 ~~(4) All street sweeping and cleaning required, manpower, equipment and material;~~

41 ~~(5) Administrative costs for planning meetings.~~

42 ~~(b) All costs will be determined by the department responsible for the provision of~~  
43 ~~the appropriate service. The costs will be assembled by the city transportation manager~~  
44 ~~and shall be paid by the person requesting the permit a minimum of fifteen (15) days in~~  
45 ~~advance of the parade. The city transportation manager is authorized to issue the permit~~

1 to the person upon payment to the city all costs as determined by the city transportation  
2 manager and further upon approval by the director, the official and the chief of police.

3 (c) ~~Public events are as follows:~~

4 (1) ~~Gasparilla parade;~~

5 (2) ~~Krewe Knights of Sant [sic] Yago parade;~~

6 (3) ~~Veterans' Day parade;~~

7 (4) ~~Gasparilla Distance parade;~~

8 (5) ~~Children's Gasparilla parade;~~

9 (6) ~~Other official public events, as designated by the official.~~

10 (d) ~~A fee shall be paid by the person applying for the parade permit at the time of~~  
11 ~~filing the application.~~

12  
13 ~~Sec. 25-57. Same Late application.~~

14 ~~The official, upon good cause shown, shall have the authority to consider any application~~  
15 ~~hereunder which is filed less than forty five (45) days before the date on which the~~  
16 ~~parade is proposed to be conducted.~~

17  
18 ~~Sec. 25-58. Same Signing of application.~~

19 ~~The application for a parade permit shall be signed by the person filing the application.~~

20  
21 ~~Sec. 25-59. Same Alternative permit.~~

22 ~~The official in denying an application for a parade permit shall be empowered to~~  
23 ~~authorize the conduct of the parade on a date, at a time or over a route different from that~~  
24 ~~named by the applicant. An alternate parade permit shall conform to the requirements of~~  
25 ~~a parade permit as provided thereunder. The city transportation manager and the chief of~~  
26 ~~police are authorized to establish a limited free parade route which excludes all costs for~~  
27 ~~services required in this chapter.~~

28  
29 ~~Sec. 25-60. Same Duties of parade permittee.~~

30 ~~A permittee for a parade permit shall comply with all permit directions and conditions~~  
31 ~~and with all applicable laws and ordinances. The permittee shall produce the permit on~~  
32 ~~request from any officer of the city.~~

33  
34 ~~Sec. 25-60.5. Road festival event requiring enclosure.~~

35 ~~Because of the significance of certain parades, block parties, festivals and public events,~~  
36 ~~and in recognition of their magnitude, importance and overall benefits provided to the~~  
37 ~~City of Tampa, the sponsors of these parades, block parties, festivals and public events~~  
38 ~~may be permitted by the city council to obtain a road festival permit, authorizing either~~  
39 ~~the temporary, complete or partial closure or enclosure of roads; and, if authorized by the~~  
40 ~~city council, the permittee may impose a reasonable admission fee to offset the costs~~  
41 ~~associated with conducting the road festival. The methods and types of enclosure and~~  
42 ~~admission fee(s) may be authorized by the city council in connection with city council's~~  
43 ~~review and approval of a road festival permit.~~

44 (1) ~~Application; filing period; contents.~~

45 a. ~~Person(s) seeking issuance of a road festival permit shall file an application with~~  
46 ~~the official on forms provided by the transportation department.~~



1 b. — The application for a road festival permit shall set forth the information required  
2 by the transportation department on forms approved by the city council.

3 e. — An application for a road festival permit shall be filed with the official not less  
4 than forty five (45) days or no more than ninety (90) days before the date of the proposed  
5 road festival. However, the official or city council, upon good cause shown, shall have  
6 authority to consider any application which is filed less than forty five (45) days before  
7 the date of which the road festival is proposed to be conducted.

8 d. — All road festival permits shall require the permittee to:

9 1. — Hold the City of Tampa harmless from all claims, suits or action of any kind  
10 whatsoever arising out of or resulting from the road festival, the issuance of the permit or  
11 the operations or activities of the permittee.

12 2. — Effect and maintain during the period of the permit, public liability insurance  
13 protecting the city with bodily injury limits of not less than one hundred thousand dollars  
14 (\$100,000.00) per each person and subject to such limit per person, five hundred  
15 thousand dollars (\$500,000.00) each accident, and property damage of not less than ten  
16 thousand dollars (\$10,000.00) each accident, and twenty five thousand dollars  
17 (\$25,000.00) aggregate. The city council may modify the foregoing coverage amounts to  
18 ensure adequate protection for the city.

19 e. — The official shall notify any person who has submitted a complete application for  
20 a permit under this section of the date on which city council shall consider the issuance of  
21 the permit. If possible, the applicant shall send a courtesy copy of its permit application  
22 (including any amendments or supplements thereto) together with a courtesy notice in  
23 writing of the date on which city council shall consider whether to issue a permit based  
24 on this application to any neighborhood organizations or groups that have registered with  
25 the city as representing property owners and residents in the neighborhood or area that  
26 will be affected by the proposed permit at least twenty one (21) days prior to the date on  
27 which city council will consider the issuance of the proposed permit. In connection with  
28 any permit affecting the Ybor City Historic District as described in Chapter 27 of the  
29 Code, the applicant shall also provide, if possible, the same courtesy notice to the Ybor  
30 City Chamber of Commerce. In connection with any permit affecting the Central  
31 Business District as described in Chapter 27 of the Code, the applicant shall also provide,  
32 if possible, the same courtesy notice to the Tampa Downtown Partnership. The applicant  
33 shall send any courtesy notice as set forth above by a "certificate of mailing" to the  
34 address or addresses of the affected neighborhood organizations as provided by the  
35 official. The applicant shall also provide the official with a copy of the both the courtesy  
36 notice sent by the applicant and the "certificate of mailing" at least five (5) days prior to  
37 the city council hearing on the proposed permit. The courtesy notice provisions set forth  
38 above shall not be considered mandatory; and the failure of any applicant to comply with  
39 such notice provisions shall neither affect the validity of the permit application filed  
40 under this section nor affect city council's ability to consider the permit application.

41 (2) — Road festival permit required. Applications for road festival permits shall be  
42 reviewed as follows:

43 a. — The official shall transmit one (1) copy of the application to the city clerk for  
44 presentation to the city council.

1 b. ~~— The official shall cause an analysis to be made of the application based upon the~~  
2 ~~criteria provided in subsection c.1. through c.8. of this section, and prepare a~~  
3 ~~recommendation for consideration by the city council.~~

4 e. ~~— Upon receipt of the recommendation of the official, city council may approve the~~  
5 ~~application, approve the application with conditions, or deny the application based on city~~  
6 ~~council's determination that the road festival application is in accordance with either~~  
7 ~~some or all of the following criteria:~~

8 1. ~~— That the construction of any barricade, fence, enclosure, or traffic control support~~  
9 ~~devices will not substantially interfere with the rights of surrounding property owners to~~  
10 ~~the reasonable use of their property during the road festival.~~

11 2. ~~— That the construction of any barricade, fence, enclosure, or traffic control support~~  
12 ~~device will not substantially interrupt the safe and orderly movement of traffic on the~~  
13 ~~surrounding transportation network.~~

14 3. ~~— That the construction of any barricade, fence, enclosure, or traffic control support~~  
15 ~~device shall be constructed and located in a safe manner.~~

16 4. ~~— That adequate pedestrian and emergency vehicle ingress and egress is provided to~~  
17 ~~the road festival.~~

18 5. ~~— That in the event the permittee requests authorization to charge an admission fee~~  
19 ~~to the road festival, that the admission fee is reasonably related to the costs to be borne by~~  
20 ~~the permittee in conducting and promoting the road festival, and that any admission fees~~  
21 ~~realized by any sponsors or participants in connection with the road festival are utilized to~~  
22 ~~offset the costs associated with conducting and promoting the road festival.~~

23 6. ~~— That to the extent reasonably possible, the permittee will make accommodations~~  
24 ~~to ensure either free access and/or access at a reduced admission fee to the road festival to~~  
25 ~~those who cannot reasonably afford the proposed admission fee.~~

26 7. ~~— That the road festival is temporary in nature and closure or enclosure of roads is~~  
27 ~~necessary to provide for the public health, safety and welfare of the public, including both~~  
28 ~~the general public and participants in the road festival.~~

29 8. ~~— That at all times during the time of the permit, the city has reasonable control over~~  
30 ~~any permittee(s) to ensure that the road festival is conducted in a safe and orderly~~  
31 ~~manner.~~

32 (3) ~~— Duties of a road festival permittee. A permittee for a road festival permit shall~~  
33 ~~comply with all permit directions and conditions that may be imposed by the city council,~~  
34 ~~along with all applicable laws and ordinances. In the event the city council should~~  
35 ~~authorize a road festival permit that may require additional permits or approvals to be~~  
36 ~~issued by the city, the city council shall be authorized to issue said permit(s) or approvals~~  
37 ~~directly to the permittee, notwithstanding any provisions contained in the Tampa Code or~~  
38 ~~regulations to the contrary.~~

39 (4) ~~— Costs of road festival services. Each person obtaining a road festival permit shall~~  
40 ~~be responsible for all costs for services, including those services that may be provided by~~  
41 ~~the city in support of any road festival. These costs shall include, but not be limited to,~~  
42 ~~the following:~~

43 a. ~~— All signs, fences, barricades, enclosures and related traffic control support,~~  
44 ~~manpower, equipment and materials;~~

45 b. ~~— All police services, manpower, equipment and material;~~

46 e. ~~— All sanitation, park, services, manpower and material;~~

- d. ~~All street sweeping and cleaning required, manpower, equipment and material;~~
- e. ~~Administrative costs for planning meetings. All costs will be determined by the department responsible for the provision of the appropriate service. The costs will be assembled by the official and shall be paid by the person requesting the permit at the request of the city.~~
- f. ~~A fee shall be paid by the person applying for the road festival permit at the time determined by the city council.~~
- g. ~~Prior to and as a condition to issuance of a road festival permit (except in connection with a block party), the permittee shall provide the city a bond, unconditional letter of credit or such other security as may be deemed acceptable by the city which is equal to the estimated cost of the road festival and which secures the permittee's compliance with all terms and conditions of the permit, including, without limitation, payment of all costs associated with the road festival.~~

**Section 3. Amendment to City of Tampa Code of Ordinances Chapter 27:**  
The following provision in Chapter 27 of the City Code shall be hereby amended as follows:

Sec. 27-145. Temporary special event.

For purposes of this chapter, a temporary special event shall mean a special event held entirely on private property; a special event held on a city park or public right-of-way shall be administered in compliance with Chapter 28, the City of Tampa Special Event Code. A temporary special event may be held in any zoning district provided the following limitations are met:

- (1) The maximum duration for a specific event is two (2) weeks. No more than four (4) events per year are allowed on one (1) property.
- (2) If tents or outdoor exhibits/displays are used, a site plan must be submitted to the division of land development coordination to demonstrate compliance with zoning setbacks.
- (3) Adequate parking must be provided as determined by the city traffic engineer.
- (4) The applicant must demonstrate that bathroom facilities are available at the site of the special event.
- (5) The property must be cleared of all trash and debris immediately after the special event.

**Section 4. Codification.** The publisher of the City's Code of Ordinances, the Municipal Code Corporation, is directed to incorporate the above amendments into the City of Tampa Code of Ordinances and promptly publish same.



**Exhibit I**

**Security Services Personnel Staffing Matrix<sup>1</sup>**

Attendees and Participants <sup>2</sup>	Security Services Personnel @ Passive Attendee Event	Supervisors and Managers @ Passive Attendee Event	Security Services Personnel @ Active Attendee Event	Supervisors and Managers @ Active Attendee Event	Decrease in Security Services Personnel based on 28-27(a) on Passive Event <sup>3</sup>	Increase in Security Services Personnel based on 28-27(a) on Active Event <sup>4</sup>
200-500	1-2	0	2-5	0	0	10 + 1 supervisor
500-1000	3-5	0	4-7	1 + 0	2	14 + 2 Supervisors
1001-2500	5-7	1+0	7-10	1 + 0	3	20 + 3 supervisors
2501 – 5000	7-9	1+0	10-13	1 + 0	4	26 + 3 supervisors
5001 – 7500	9-12	1+0	13-17	2+0	5	34 + 4spv + 1 mgr
7501-10,000	12-15	2+0	17-22	3+0	6	44 + 5spv + 1 mgr
10,001 – 15,000	15-18	2+0	22-35	4+1	7 + 1spv	70 + 8spv + 2mgr
15,001 – 25,000	18-24	3+0	35-60	6+1	9 + 1spv	120 + 12spv + 3mgr
25,001 – 35,000	21-24	3+0	60-80	7+2	10 + 1spv	160 + 16spv + 4mgr
35,001 – 50,000	24-30	3+1	80-110	8+2	12 + 1spv	220 + 22spv + 5mgr
50,001 – 65,000	30-35	3+1	110-140	11+3	15 + 1spv + 1mgr	280 + 28spv + 7mgr
65,001 – 80,000	35-45	4+1	140-170	14+3	16 + 2spv + 1mgr	340 + 34spv + 8mgr
80,001 – 95,000	45-60	5+1	170-225	17+4	22 + 2spv + 1mgr	450 + 45spv + 11mgr
95,001 – Over	60 +	1:10+1:7	225 +	1:7 + 1:4	-50% of passive	+50% of active

<sup>1</sup> Does not include Maintenance of Traffic (MOT) and/or Wetzone staffing personnel – which may or may not increase total staffing

<sup>2</sup> Attendance matrix adjusted to meet our proposed definition of an event versus the 500 mark

<sup>3</sup> 50% scale demonstrated for viewing numbers, but does not necessarily have to be included in chart

<sup>4</sup> Same as 2

**Exhibit II**

**EMERGENCY SERVICES PERSONNEL MATRIX:**

Attendees and Participants (combined)	Emergency Services Personnel
200--1,000	2--3
1,001--2,500	3--5
2,501--5,000	5--8
5,001--7,500	8--11
7,501--10,000	11--13
10,001--15,000	13--15
15,001--25,000	15--18
25,001--35,000	18--21
35,001--50,000	21--24
50,001--65,000	24--27
65,001--80,000	27--31
80,001--95,000	31--36
95,001 and over	37 plus 2 for each additional 1000

**Exhibit III**

**SOLID WASTE RECEPTACLE MATRIX:**

(The Following Represents the Minimum Number of Receptacles Required for an Event.)

	Number of Attendees	Receptacle Box Type	Dumpster/Roll Off 8 x 20 cu. yds.	Roll Off Requirements	Dumpster Fee Per Ton Charge
1	0 - 2,500	-	N/A	3 - 5	\$71.00 per ton
2	2,500 - 5,000	15	N/A	5 - 10	" "
3	5,000 - 10,000	30	N/A	10 - 15	" "
4	10,000 - 15,000	45	N/A	15 - 17	" "
5	15,000 - 20,000	60	N/A	17 - 20	" "
6	20,000 - 25,000	75	N/A	20 - 25	" "
7	25,000 - 50,000	150	1 - 8 yd	25 - 30	" "
8	50,000 - 100,000	300	2 - 8 yd	30 - 40	" "
9	100,000 - 250,000	500	4 - 8 yd	40 - 50	" "
10	250,000+	750+	4 - 20 yd	50+	" "