



RULES FOR SPECIAL EVENTS

Name of Event: _____ **Date:** _____

Location: _____

Host Organization: _____

Contact Name: _____

Please read each of the rules, terms and conditions below and initial each where indicated to ensure that you, as the Promoter, understands the requirements and your responsibilities in hosting an event in a City of Tampa park and/or property. All persons granted a Special Event Permit to use a Parks and Recreation Department managed land or facility must agree to abide by all applicable permitting and licensing requirements, established rules, regulations, laws, and ordinances of local, state and federal governments and agencies.

Usage _____

Use of the park is guaranteed for the dates and times specified in the Special Event Permit only. If additional time is needed, including for load-in and load-out, prior approval from Parks Operations team is required. If the event exceeds the permitted time, including during load-in and/or load-out, additional costs including staff and rental fees will be deducted from deposit. Access into parks will be at the discretion of the Parks Operations team.

Event Fees _____

To reserve the date and space, park rental fees and the refundable damage deposit is required. All remaining City fees must be paid to the City of Tampa at least thirty (30) days prior to the event and payment may be made by check or major credit card. If Applicant defaults on a payment, the City reserves the right to deny future Special Event Applications from the host organization and/or any of its' representatives.

Damage Deposit _____

A refundable damage deposit will be charged to all events. Any damages to City property will be deducted from the damage deposit. Any damages more than the damage deposit shall be paid to the City within ten (10) days after notice of such assessment of damages is sent. If there are additional staffing fees differing from the initial cost estimate for City services (EMS, Fire, Parks), fees will be deducted from damage deposit. All refunds will be processed within forty-five (45) business days following the event.

Cancellation/ Refund _____

Cancellations and refund requests must be received in writing thirty (30) days prior to the first scheduled date of use. Refund will only be issued in the name of and delivered to the person whose name(s) appear(s) on the original receipt. Check refunds take approximately four (4) to six (6) weeks.

Declared Emergency _____

In the case of a declared state of emergency, the City reserves the right to cancel an event with or without notice in the interest of public safety. Promoter will be given the opportunity to reschedule the event when it is safe to do so and will be dependent on park availability. If unable to reschedule, a full refund will be provided.

Revoking Special Event Permit _____

The City of Tampa's Office of Special Events shall have exclusive authority to revoke or temporarily suspend a special event permit after issuance for any of the following reasons: if the application for special event permit contains a material misrepresentation or fraudulent information; upon the declaration of a state of emergency, the issuance of a tropical storm or hurricane warning or warning of severe inclement weather by the county; or, when there is an instance of terrorism, insurrection or mayhem absolutely imminent or underway and emergency services personnel are necessary for essential services.

Park Attendant(s) _____

Park attendant(s) will be present during the load-in/load-out and time of the event. Any directions or instructions from the attendant(s) must be followed for the safety and security of the park and all users. Please report any safety issues to the attendant(s) immediately. The attendant(s) has the authority to stop or modify the event if deemed necessary or if the applicant has provided information that is found to be false or differs from the issued Special Event Permit.

Attendant fee is \$37.50 per attendant, per hour. Holiday rate of \$56.25 will apply for all holidays.

Tents _____

- No staking of tents or any other equipment allowed. Tents must be weighed down by sandbags or water ballasts weighing at least 40 lbs. on each leg. Weights must be securely attached to canopy roof and canopy legs separately. Ropes and straps should be high quality. Bungee or rubber straps are prohibited. Weights must be on the ground and not dangling. Weights and lines must not pose a hazard and be clearly visible.
- For maximum safety, tents should be secured as soon as they are put up and brought down as soon as weight is removed. Do not leave unsecured tents at any time.
- Tents must be set 3 feet from sidewalk on the lawn and be 2 feet apart.
- Items that make acceptable weights: 5-gallon bucket full of water, sand, or concrete; 4" PVC pipe at least 36" long filled with concrete; large commercially available tent weights; sandbags or salt bags 40lbs or heavier.

Sidewalk Obstruction _____

Public sidewalks or walkways, including the Tampa Riverwalk may not be obstructed with any objects or event equipment at any time.

Public Access _____

- The Office of Special Events works to limit closing off public access to parks for extended periods; however, for public safety purposes, Parks staff will determine if and when it is necessary to close off public access for fenced events during load-in and load-out.
- The Office of Special Events will determine on a case-by-case basis if gated events will be permitted to block access or fence in park amenities such as playgrounds, splash pads, tennis courts, or athletic fields.
- Public restrooms cannot be used exclusively for VIPs.

ADA Compliance _____

- Aisles or walkways within an event must be at least 60" wide.
- Barricades used to block off streets must be positioned so they do not interfere with accessible routes or curb ramps.
- ADA cord covers (yellow jackets) must be over any electrical extension cord or water hose that cross any public pathways.
- If promoter is supplying portable restrooms, at least 10% of the restroom units must be ADA-compliant.
- For events with stages- if seating is provided, accessible seating with companion seating should be made available if the park/location allows it.

Portable Restrooms _____

The number of portable restrooms must comply with the Florida Department of Health's requirements. The amount is based on anticipated number of attendees. Additionally, one hand washing station is required for every 10 portable restroom units, and at least 10% of the restroom units must be ADA-compliant. Staff will provide a chart to assist with the planning process.

Electricity _____

Electricity is available but not guaranteed. Event promoter will be responsible for supplying generators, if needed, for their event. ADA cord covers (yellow jackets) must be over any electrical extension cord or water hose that cross any public pathways. Cord covers are to be provided by the event promoter.

Ground Cover _____

Plywood (min. of $\frac{3}{4}$ inch thick) must be placed under all vehicle tires and engine placed in the park. Plywood and tarps must be placed under any tent containing a heat source including grilling equipment, fryers, warmers, etc. Event promoter will be responsible for cleanup of any grease spill or waste spill. Food vendors without appropriate ground cover will not be allowed to operate.

Vendors _____

- Vendors may not drive into park greenspace without proper authorization. All vehicles not involved with the event will need to be out of the park at least one hour prior to event start time.
- Bounce houses may be allowed by approved vendors only. They must be secured with at least 500 lbs of weights as staking is prohibited.
- It is the event promoter's responsibility to ensure vendors are aware of and adhering to all park rules and regulations.

Food Vendors _____

- Vendors cooking under tents, in trailers, or food trucks must adhere to all state and local licensing requirements. They must also follow the City of Tampa Fire Marshal's guidelines, which will be provided to the event promoter to distribute.
- Food vendors cooking or using a heat source, must provide 2A-10BC tagged and serviced extinguisher.
- If cooking produces grease laden vapors, must provide tagged and serviced Class K extinguisher.
- Propane must be connected by a hose that is minimum of 5 ft. in length and away from the flame source.
- Food trucks must have external source of power as vehicle must not be operating during the event.

Clean-Up _____

- Event promoter is responsible for park clean-up during and post event. They may use volunteers or a third-party service to complete this.
- Event promoter will incur additional charges for any waste disposal for items left post event by vendors, sponsors, etc.
- Gray water and grease must be disposed of properly. No pouring into the storm drains, flower beds and/or lawn.
- Event promoter/fireworks vendors are responsible for cleanup of any firework debris if fireworks are shot within a park. Staging area must be secured from public prior and during shoot.

Prohibited Items _____

- No glass is allowed in the parks. Exception to rule allows only back of house server to pour from glass into plastic cups keeping glass in secured location. Glass bottles are to be contained in cardboard boxes once emptied.
- No Styrofoam containers or cups are permitted for use in City parks. Use of single-use plastic is highly discouraged.
- Use of confetti or streamers is not allowed.
- No sidewalk chalk or lawn marking paint allowed.
- Tying off equipment or tents into trees, railing, benches, poles and fencing is prohibited.

Event Safety _____

- Feather flag exit signs are required for all gated events. Signs are to be placed at all exits, including emergency exits, and must be a minimum of 12" above the top fence rail.
- Events with street closures, gated, and/or alcohol will be required to have Tampa Police Department Extra Duty personnel, Fire Watch, and EMS.
- Event promoters may hire third party security to work in conjunction with, not in lieu of, Tampa Police Department. Security must be unarmed per Tampa Police Department safety protocol.

Inclement Weather _____

- Event promoter must have a contingency plan for inclement weather. The City does not cancel an event unless there is a threat to public safety such as lightning, high winds, hurricanes, etc. Event promoter and City representatives may discuss a delay if the event is operational when inclement weather occurs.
- Lawn conditions after inclement weather may dictate the location of event infrastructure. It is advised that event organizers have optional site plans if lawn conditions does not permit any structure placement or vehicle movement.

Load-in/Load-out _____

- An event representative must be onsite during event load-in and load-out. No vendors, sponsors or merchants will be allowed access into the park to set up if event representatives not present. Access into parks will be at the discretion of the Parks Operations team.
- Times specified on the permit will be strictly enforced, unless explicitly extended by prior approval from Parks Operations team.
- Organizers and/or vendors are not permitted to remove bollards.
- Portalets may be set up the day before an event and picked up the day after an event, but they must be secured closed when not in use pre and post event.

All event equipment must be out of the park by close of business of designated load-out date.

Amplified Sound _____

Amplified sound is only permitted during the event times listed on the permit. While amplified sound is permitted during that time, it must be played at a reasonable level, no more than 86 decibels.

PARK SPECIFIC RULES

(Only initial next to the park relevant to your event.)

Al Lopez _____

Event organizer is required to pay shelter rental fees in addition to event fees. Fees will be determined based on the size of the event.

Centennial _____

- Events with vendors and/or food trucks will include street closures of 9th Ave, 18th St. and 19th St.
- Vehicles may not drive into the park.

Cotanchobee _____

Lane closure of Old Water Street for load-in and load-out is required based on Parks Operations team's discretion.

Curtis Hixon _____

- Events cannot block access from Ashley Drive or the Riverwalk for surrounding venues of Curtis Hixon Waterfront Park. Venues include: Four Green Fields restaurant, Tampa Museum of Art, and Glazer Children's Museum.
- The Parks Operations team will determine when allowable to restrict access to passthrough due to safety concerns.
- Lane closure of Ashley Drive for load-in and load-out is required based on Parks Operations team's discretion.
- No parking in the right-of-way of Ashley Drive, Twiggs Street or Gasparilla Plaza during load-in, load-out and during event. Vehicles in violation are subject to tickets and being towed.
- No driving or parking equipment on louver fountains and mist fountains. No driving on non-load bearing areas, Riverwalk, and Museums' properties. Vehicles include golf carts, gators, trucks et all.

Julian B. Lane Riverfront _____

Event organizer is required to buy-out the Tampa River Center for the duration of their event, including load-in and load-out.

Perry Harvey Sr. Park _____

- Road closure of Harrison Street required if using stage pad (performance plaza) in the festival lawn.
- If placing food trucks on Central Ave, a road closure would be required.

Water Works _____

To avoid traffic congestion on Doyle Carlton Dr. , Parks Operations team may require staging of vendors at 1420 Tampa Street parking lot.

Special Event Permits are **non-transferable** or assignable.

I, as the Promoter, acknowledge and affirm that I have received, read, and agree to abide by all the above rules, City of Tampa Code of Ordinances, and any other requirements provided by law. I further understand that failure to comply with any of these rules may result in the cancellation of the event.

Print Name: _____

Signature: _____ Date: _____