

<p><b>POLICY</b> Number: POL-2016-001-REC-3</p>		<p><b>Effective:</b> June 1, 2016</p>
<p><b>Section:</b> How We Work</p>	<p><b>Special Events Policy</b></p>	<p>Revision 0, supersedes all previous documents</p>

**I. PURPOSE**

To establish a policy governing the use of Canaveral Port Authority (CPA) property for Special Events.

**II. DEFINITIONS**

- A. Special Event means any pre-planned gathering, activity, event or series of related gatherings, activities or events to be held on CPA property that falls outside the tenant's leased premises. Special Events do not include CPA coordinated events or events held within Exploration Tower.
- B. Canaveral Port Authority property means any property that is owned, leased, operated, maintained, and/or controlled by the Canaveral Port Authority.

**III. POLICY**

- A. Requests for Special Events will be addressed to the Supervisor of Recreation and Events and will be entertained by CPA on a first come, first served basis.
- B. CPA will only accept Requests for Special Events twice per calendar year (March 1- 31 and September 1 – 30).
- C. Requests for Special Events shall be submitted at least ninety (90) days in advance of the need for a permit and may be made up to twelve (12) months in advance of the scheduled event.
- D. All requests will be considered tentative until such time as the requester has paid the required fees and has received a Special Event Permit approved by the Port Director/CEO or his/her designee.
- E. Special Events may not interfere with maritime operations or commercial business operations. CPA shall prohibit use of land, facilities, assets, and/or personnel for Special Events which, in the sole judgment of the CPA, would encumber such operations or create a public safety risk.
- F. Attendance at ticketed Special Events may not exceed 5,000 attendees per day.
- G. Multi-day Special Events require approval by the CPA Board of Commissioners.
- H. Permittees shall provide evidence of required insurance coverage in a form and amount acceptable to CPA for the duration of occupancy no later than fourteen (14) days prior to the scheduled event. The policy must specifically identify the Canaveral Port Authority as an additional insured.
- I. Permittees will be required to pay applicable fees to the Canaveral Port Authority in accordance with the Special Events Application Procedures and Fee Schedule.
- J. Applications for a Special Event Permit shall be accompanied by a damage/clean-up deposit. The deposit shall be refunded in full if the permit is not issued or if CPA property is left in a

clean and damage-free condition after use. The deposit shall be used to pay any actual expense to repair any damage or for cleaning required as a result of the event. The deposit may, upon approval by CPA, be in the form of a credit card that will be kept on file until after a damage/clean-up inspection is conducted following the event. Events may be subject to additional fees if assessed damage/clean-up is higher than the deposit amount.

- K. The Port Director/CEO may consider a reduction in permit fees as set forth in the Fee Schedule for tax-exempt, non-profit organizations that demonstrate to the Port Director/CEO's satisfaction that the organization is exempt from federal taxes. Organizations shall provide evidence of their 501(c) certification. Insurance requirements and other fees including deposits and Operational Support Costs, however, shall not be waived.
- L. The Permittee shall obtain all appropriate regulatory approvals such as from the Department of Business and Professional Regulation, Division of Alcoholic Beverages & Tobacco, and obtain other permits, as may be required.
- M. The Permittee shall comply with all applicable laws.
- N. Pre-planned gatherings, activities, events held within a tenant's leased premises impacting CPA facilities outside the tenant's leased premises shall submit a Special Event Permit application to the Supervisor of Recreation and Events to determine the need for additional public safety support (e.g., security, fire, life safety, inspections, etc.).

#### **IV. EXCEPTIONS**

Exceptions to this policy require the prior approval of the Chief Executive Officer or his/her designee and the applicable Department Director or his/her designee.

#### **V. RESPONSIBILITY**

The Recreation Department shall have the responsibility for maintaining and updating this policy.

## VI. ATTACHMENTS

### Attachment 1

#### Special Event Application Procedure

1. Special Event Permit application packets may be obtained from the Recreation Department. Completed Special Event Permit applications, including all required information and applicable fees, must be submitted at least ninety (90) days prior to the proposed event date for events consisting of 1,000 attendees or less and one hundred-twenty (120) days prior for events exceeding 1,000 attendees.
2. Special Event Permit applications are subject to review of the Special Events Committee.
3. Permit approval is contingent upon meeting all applicable requirements, including the following:
  - A. Timely submittal of a complete, signed Special Event Permit application with all required information and the non-refundable application fee and damage/clean-up deposit as set forth in the Fee Schedule.
  - B. Port tenants and sub-tenants are required to submit signed consent forms from adjacent businesses and other tenants that may be affected.
  - C. Sub-tenants must receive written consent from their landlord on the Special Event Permit application.
  - D. Building and Fire Inspection(s) may be required at the expense of the Permittee.
  - E. Timely submittal of evidence of requisite insurance.
  - F. Certificate of Liquor Liability Coverage and applicable licenses/permits from the Department of Business and Professional Regulation, Division of Alcoholic Beverages & Tobacco shall be required for events where alcohol is sold and/or consumed.
  - G. Completed hold harmless agreement.
  - H. Completed and signed Off-Duty Cape Canaveral Fire Department and Brevard County Sheriff's Office Employment Services Application/Request Form.
  - I. Copy of approved Coast Guard Marine Permit, if applicable, for water related events (e.g. fishing tournaments, regattas, etc.).
  - J. Detailed Timeline of Activities
  - K. Detailed Parking Plan including provisions for adequate disabled parking spaces
  - L. Detailed Site Plan
    - i. Must show the location of all event facilities, including portable restrooms and hand wash stations, trash receptacles, fencing, entrances, exits, power sources, lighting equipment and any other information requested by the Canaveral Port Authority.
    - ii. Signature of approval is required on final site plan.
    - iii. If changes are made without approval, the event is subject to cancellation.
  - M. Flame Retardant Certificate(s) for Tents must be presented at time of fire inspection

- N. Adequate provisions for trash receptacles/dumpsters, as determined/approved by CPA.
  - O. Adequate provisions for portable restrooms and hand wash stations as determined/approved by CPA.
  - P. Permittees are required to contact the state inspector for all events containing food and beverage vendors and must provide CPA adequate verification.
4. All billable event costs and applicable fees will be invoiced by CPA to the Permittee at the billing address listed on the Special Event Permit application. Payment is due within ten (10) days of receipt of the invoice. Unless previously authorized, acceptable forms of payment to CPA for event fees and services are check only.
  5. Should the Permittee fail to timely provide all required information, CPA retains the right to cancel the event without penalty or refund.
  6. Should the Permittee alter or fail to follow an approved operating plan, CPA has the right to cancel or stop the event until rectified.

**Attachment 2**  
**Special Event Fee Schedule**

**I. GENERAL**

- a. Non-refundable \$100.00 application fee for all Special Events.
- b. Depending on the event type and attendance, a damage/clean-up deposit of up to \$15,000 may be assessed.
- c. A cancellation fee of \$500 may be deducted from the damage/clean-up deposit if a permittee provides less than thirty (30) days' prior written notice to CPA of cancellation of a scheduled event.
- d. Event Fees may include up to 15% from the gross revenue generated by the event (vendors, food, beverages, etc), a flat fee, or a combination thereof.
- e. Parking and parking fees will be handled by the Port unless otherwise negotiated.
- f. Ticket fee revenue will be negotiated based upon your contract. If applicable, the percentage fee, along with copies of all revenue generated will be submitted to CPA within one week from the conclusion of the event or be subject to an additional 5% late fee.
- g. Operational Support Costs including security, terminal support, and custodial fees will be based upon size and scope of the event.

**II. Operational Support Costs**

The Canaveral Port Authority, in collaboration with support providers, determines the level and amount of support required for a Special Event based on details provided in the event request, historical data, and other applicable information. Operational Support Costs are subject to change without notice based upon current rates.


- A. Emergency Services- *see Brevard County Sheriff and Canaveral Fire Department Off-Duty Forms.*
- B. Environmental Cleanup - TBD
- C. Fire/Building Inspection - \$50.00 - \$250.00
- D. Harbor Cleanup - \$200.00 - \$600.00, or more as required
- E. Light Towers - \$150.00 per tower, per day
- F. Mobile Electronic Sign - \$100.00 - \$150.00 per day
- G. Event Sign Permit - \$104.00
  - a. Permittee must submit an Event Sign permit form and adhere to current CPA Sign Regulations.
  - b. Event Signs at approved locations on CPA Property shall be limited to a maximum of 7 days prior to the event. All signs and advertisements must be removed within 48 hours following the event.

### **Attachment 3**

#### **Special Event Insurance Requirements**

Permittee must submit evidence of current General Liability Insurance for review with minimum coverage limits of \$1,000,000 per occurrence/\$2,000,000 aggregate, and liquor liability when applicable. A Permittee for a Special Event with the potential to exceed 3,000 attendees must also submit evidence of an umbrella insurance policy for \$2,000,000 each occurrence insuring over General Liability. A Certificate of Insurance naming the Canaveral Port Authority (CPA) and the Cape Canaveral Volunteer Fire Department (CCVFD) as additionally insured must be provided to the CPA no later than fourteen (14) days prior to the date of the event. Higher coverage may be required depending upon size and type of event.

**\*Approval Page**

Name	Title	Signature	Date
Kellie Frakes	Supervisor of Recreation and Events (Document Creator)		5-20-16
Scott Shepard, CCIM	Director, Real Estate (Functional Area Director)		5/20/2016
Craig Langley	General Counsel		5-19-16
George P. Kistner III	Records Manager		5-19-16
John W. Murray	Canaveral Port Authority Director/CEO		5-20-16
Jerry W. Allender	Canaveral Port Authority Commission Chairman		5-25-16

\*If anyone is a part of review process multiple times, a second signature is not required

## Revision History Page

Revision	Effective Date	Changes Made (initial release, *minor amendment, revision, policy review w/change, **policy review w/o change)	Briefly explain the purpose/reason for revision
0	June 1, 2016	Initial Release	Creation Of Document

\* If change is minor amendment, then only the Records Manager is required to review and sign.

Minor Amendment: **Any change to an existing document that is limited to a clerical or grammatical change or correction that does not change the intent, scope, application or meaning of the document.**

\*\*If no change to policy, Records Manager is required to verify and sign.

Records Manager	Date