



# TOWN OF LAKE HAMILTON

## SPECIAL EVENTS APPLICATION

(TO CONDUCT A LARGE GROUP EVENT ON CITY PROPERTY OR OTHER PUBLIC PROPERTY)

1. **APPLICANT:** \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

2. **EVENT:** \_\_\_\_\_

Purpose: \_\_\_\_\_

Profit: \_\_\_\_\_ Non-Profit: \_\_\_\_\_ Date: \_\_\_\_\_

Time Start: \_\_\_\_\_ End: \_\_\_\_\_

Estimated # of participants: \_\_\_\_\_ Estimated # of spectators: \_\_\_\_\_

Location of event: \_\_\_\_\_

(Attach map to show route, if applicable)

3. **APPLICATION FEE:** The application fee is \$25.00, which shall accompany this fully completed form and shall be submitted to the Town Clerk for review and processing. The application for small events must be submitted at least two weeks before the event and at least one month (30 days) before the first day of any medium and large events.

4. **INSURANCE:** Attach Certificate of Insurance naming Town of Lake Hamilton as an additional insured: Limits \$500,000 each person; \$1 Million each occurrence for bodily injury liability; \$100,000 each occurrence on property damage liability. This is required for events utilizing outside equipment or services.

5. **FACILITY CLEAN-UP/DAMAGE REPAIR:** There is a deposit required of \$100 to cover cost of applicant litter clean-up and facility repair. Applicant agrees to reimburse the Town if its clean-up/damage repair costs exceed the \$100 deposit. If no clean-up/damage repair is required, the deposit will be returned. **NOTE:** Applicant is responsible for providing adequate "recycling" containers to dispose of recyclable material.

6. **SPECIAL SERVICES:** The applicant certifies that she/he has discussed the following with town staff:

Lake Hamilton Police Department: traffic control, off-street parking and crowd control, hiring off-duty police officers to provide any and all special services for the event when deemed necessary by the Department.

Town Clerk: additional electrical services such as generators, outside licensed vendors.

7. **CODE COMPLIANCE:** Any placement of placards, banners, signs, etc., must be cleared with the Chief of Police and the Town Planner in compliance with the Town Code.

**Applicant hereby affirms that they have read the Ordinance pertaining to special events and will abide by the policies. Applicant hereby affirms that there will be no alcoholic beverages and none of the activities involved in this request involve any nudity or acts which could be construed as lewd, offensive to the senses, or offensive to the decency of an individual or the Town.**

Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact phones: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

1. Police Department \_\_\_\_\_ Date \_\_\_\_\_

2. Town Planner \_\_\_\_\_ Date \_\_\_\_\_

3. Code Enforcement \_\_\_\_\_ Date \_\_\_\_\_

4. Town Clerk \_\_\_\_\_ Date \_\_\_\_\_

5. Mayor \_\_\_\_\_ Date \_\_\_\_\_

Enclosures: Certificate of Insurance Yes \_\_\_\_ No \_\_\_\_ Waived \_\_\_\_

Clean up/ Repair Deposit Yes \_\_\_\_ No \_\_\_\_ Waived \_\_\_\_

Application Fee Yes \_\_\_\_ No \_\_\_\_ Waived \_\_\_\_

Special Conditions Yes \_\_\_\_ No \_\_\_\_ Waived \_\_\_\_

## **ORDINANCE 2014-06**

AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA, ADDING CHAPTER 18, ARTICLE IV, SPECIAL EVENTS, PERTAINING TO SPECIAL EVENTS IN PUBLIC PARKS; PROVIDING REQUIREMENTS FOR SMALL, MEDIUM AND LARGE GROUP SPECIAL EVENTS IN PARKS AND PUBLIC SPACES OF THE TOWN OF LAKE HAMILTON; PROVIDING PENALTIES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, ARTICLE III of the State Constitution and Chapter 166 of the Florida Statutes provide that municipalities shall have the government, corporate, and propriety powers o enable them to conduct municipal government, perform municipal functions, and render municipal services, except when expressly prohibited; and

**WHEREAS**, the Town Council of the Town of Lake Hamilton deems it in the best interest of the Town and its residents to regulate special events at public parks and other public areas within the Town of Lake Hamilton.

**NOW THEREFORE BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, AS FOLLOWS:**

1. Chapter 18, Article IV, Special Events is hereby created and shall read as shown in Exhibit "A" attached hereto and made a part hereof.
2. All ordinances in conflict herewith are repealed to the extent necessary to give this ordinance full force and effect.
3. Should any section, paragraph, clause, sentence, item, word or provision of this Ordinance be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance as a whole or any part hereof, not so declared to be invalid.
4. It is the intent of the City Council that the provisions of Exhibit "A" to this Ordinance shall become codified and made a part of the Code of Ordinances of

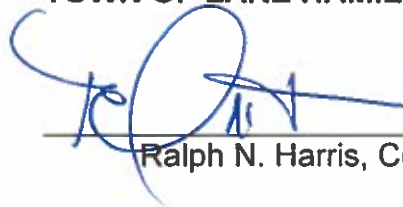
the Town of Lake Hamilton, Florida, and the sections cited in this Ordinance and set forth in Exhibit "A" hereto may be renumbered, reformatted or re-lettered to accomplish such intention.

5. This Ordinance shall take effect immediately upon its adoption by the Town Council of the Town of Lake Hamilton, Florida.

INTRODUCED on first reading this 2<sup>nd</sup> day of September, 2014.

PASSED on second reading this 7<sup>th</sup> day of October, 2014.

TOWN OF LAKE HAMILTON, FLORIDA



Ralph N. Harris, Council Chairman

Approved:

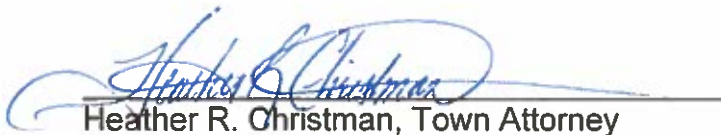
  
Marlene M. Wagner, Mayor

Date: 10-7-2014

Attest with Seal:

  
Sara Irvine, Town Clerk

Approved as to Form:

  
Heather R. Christman, Town Attorney

#### **Article IV. Special Events in Public Parks**

##### **Sec. 18-80.**

- (a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning.

*Special event* means a civic, commercial, co-sponsored or private event, and includes but is not limited to uses or activities such as art shows, festivals, weddings, reunions, parties, concerts, parades and fairs if held on public property.

*Small group special event* means any special event which is reasonably expected to have up to 50 participants in a one hour period.

*Medium group special event* means any special event which is reasonably expected to have between 50 and 100 participants in a one hour period.

*Large group special event* means any special event which is reasonably expected to have between 100 and 200 participants in a one hour period.

##### **Sec. 18-81. Application requirements**

- (a) Responsible persons for special events are required to submit an application in the form provided by the Town of Lake Hamilton, which requires a non-refundable application fee of \$25. The application fee will be waived for Lake Hamilton residents, organized athletic events, civic or religious activities, town or other government sponsored events.
- (b) Applications for small group special events must be submitted no later than two weeks prior to the event. Applications for medium and large group special events must be submitted at least one month prior to the event.

##### **Sec. 18-82. Insurance**

A Certificate of Liability Insurance listing the Town as an additional insured is required at the time of the application if the event will utilize equipment not provided at the park, such as a bounce house, petting zoo, catered events or use of a generator. Limits of \$500,000 per each person; \$1 million for each occurrence for bodily injury liability; and \$100,000 for each occurrence on property damage are required.

**Sec. 18-83. Security deposit**

A deposit of \$100 is required for clean-up and damage to facilities at the park. If the area is left in the condition it was found the deposit will be refunded. Clean up required by town staff or any damage to property will forfeit the entire deposit. Damage or clean up beyond the amount of the deposit will be determined by the Town and assessed to the responsible applicant.

**Sec. 18-84. Streets and parking**

If the event will need the temporary use of public streets, the applicant must submit a plan showing and describing how streets serving the event will be kept open to non-event traffic and to emergency vehicles and include a parking plan. The plan must be submitted one month prior to the event to the Lake Hamilton Police Department for review and approval.

**Sec. 18-85. Alcohol and food vending or consumption**

The serving, selling or consumption of alcoholic beverages on the streets, rights of way, or in a public park is strictly prohibited. The selling of food and merchandise in a non-commercial zoning district is prohibited, unless authorized by the Council for a special event, and that they have the appropriate licenses, insurance and permit to operate as a business.

**Sec. 18-86. Requirements**

- (a) **Off-Duty Officers:** Medium and Large group events will require the employment of off-duty police officers or sheriff's deputy. A plan is required to be submitted at least thirty days prior to event for review and approval by the Lake Hamilton Police department to ensure adequate security is provided for the safety of the citizens. Applicant will be responsible for all associated costs.
- (b) **Trash:** The applicant organization shall provide additional trash collection containers and recycling receptacles for medium and large events and shall provide for their removal and the disposal of accumulated trash and recyclables.
- (c) **Toilet Facilities:** Additional portable facilities are required for medium and large events and are the responsibility of the applicant. Medium events require two additional facilities and large events require three. A plan must be submitted showing where the facilities will be located and information on the vendor must be submitted with the application.

**Sec. 18-87. Unsafe activity**

In the event that any group event activity, whether permitted or not, conducted within the town limits becomes unsafe for the citizens of the town, the general public, emergency personnel, or becomes a traffic hazard, the activity can be shut down by the Police and the area cleared regardless of the event or park hours.

**Sec. 18-88. Restrictions**

- (a) Park hours are dawn to dusk in parks with no lights; 9:00 PM if park has lights. You may not start your event before dawn and must have your event completed, cleared out of the park and cleaned up before dusk or 9:00 PM.
- (b) If event or park exceeds capacity admission to the event will cease and/or event will be closed.
- (c) Lewd, suggestive or vulgar activities or music are prohibited.
- (d) Pets (unless service) are not allowed in city parks. Any person with a service pet shall be responsible for both the conduct of the pet and removal of feces deposited by such pet. The person responsible for the service pet must have in their possession the container/equipment required for feces removal.
- (e) Cattle, horses, mules, swine, sheep, goats, or fowl shall be allowed except in such permitted events allowed by the Town Council.
- (f) No driver of any vehicle shall obstruct traffic or park or stop on any road or driveway except at a place so designated or in case of an emergency beyond his control. Any unlicensed motorized or electric vehicles are prohibited, unless otherwise authorized by the Town. Authorized or approved ADA mobility devices.
- (g) Non-motorized vehicles, bicycles, skateboards, and rollerblades are permitted except in or around structures, spectator areas or where use of such vehicles creates a safety hazard.
- (h) No fires shall be built by any person against or adjacent to any building, structure, tree, plant or near the property of others or in any public area except in such areas that are specifically designated for fire building and burning. No person starting a fire shall leave the area without extinguishing the fire.

- (i) While on or within any park property or recreational area, no person shall openly carry, possess, display, or discharge firearms of any type, nature or description in violation of the laws of the State of Florida. Further, while on or within any park property or recreational area, no person shall openly carry, possess, display, or use any other form of weapon that is (i) actually or potentially inimical or harmful to human life or to wildlife, or (ii) otherwise dangerous to human life and safety, including, but not limited to, air rifles or pistols, spring guns, bows and arrows, and paint guns. The prohibitions stated in this section do not apply to duly authorized law enforcement officers acting within the scope and course of their duties.
- (j) Fireworks are prohibited on town property unless specifically approved by the Town Council.
- (k) Gambling is prohibited on town property.
- (l) No person will loiter in or around any restroom, wooded or natural area, nor engage in any lewd or lascivious behavior as defined in Chapters 798 and 800, Florida Statutes (1995) or any amended Statute.

#### Sec. 18-89. Waivers

Any waivers to the policy must be approved by the town council, which meets the first Tuesday of every month.

#### Sec. 18-90. Penalty

It shall be unlawful for any person to violate or fail to comply with any provision of this section. The violation of any provision of this section shall be punishable by a fine not exceeding five hundred dollars (\$500.00) or imprisonment for a term not exceeding sixty (60) days or both by such fine and imprisonment.