



City of Eustis
Police Department

51 East Norton Avenue • Eustis, Florida 32726 • (352) 483-5400

City of Eustis
Special Event Permit Application

Dear Special Event Applicant:

Thank you for obtaining a City of Eustis Special Event Application. There are several things you need to accomplish per the checklist and we understand you may have questions throughout this process. It is important to ensure the venue you plan on holding the Special Event at is available, especially if it is on City Property or at the Lake County Fairgrounds. Please contact the Recreation Department at (352) 357-7969 to check on location availability or the Lake County Fairgrounds at (352) 357-9692 for events to be held there.

If you have concerns that our front office personnel cannot answer, please contact me by **email** or **phone**. I will be happy to address these concerns to help make this process as easy as possible.

When using Ferran Park or Fountain Green **DO NOT USE STAKES** to secure tents to ground. Please use water or sand filled containers to secure the tents against wind. There has been a problem with stakes puncturing electrical lines at these locations.

Sincerely,

Lt. Kenneth Birkhofer
(352) 483-5400
birkhoferk@ci.eustis.fl.us

• Telephone: (352) 483-5400

• Fax: (352) 483-5429

• E-Mail: eustispolice@ci.eustis.fl.us

• URL: <http://www.eustis.org>

City of Eustis

Special Event Application Checklist



All required documentation must be attached with the application. A partial application submission will not be accepted.

Reserve the venue you plan on holding the event at if it is City Property or Lake County Fairgrounds

Completed special event permit application

\$50 filing fee

Proof of liability insurance w/ City of Eustis named as additional insured IF event is held on City of Eustis property

A list of all concessionaires and vendors (if applicable)

A printout from Sunbiz.org showing active status if event organizer is an LLC or Corporation

Copies of flyers and advertisements (if applicable)

Written proof of permission from land owner (if the event is not held on City of Eustis property)

Copy of business licenses (if applicable)

An event plan must be created, and include a security plan, site plan map, and parking plan

(The event plan does not require a template, but must contain all of the below listed applicable information)

Security plan must include:

1. Name of entity providing security (ie. Florida Highway Patrol)

2. Contact name and number for verification of security

3. List of all persons and vehicles authorized to be on the premises overnight if it is a is multi-day event

4. Contact name and number of person on premises overnight in case of emergency

Site plan map must include:

1. Dimensions and locations of all permanent structures located on property (ie. Existing buildings, existing structures- used as references)

2. Dimensions and locations of all temporary structures located on property (ie. Tents, trailers, food vendors, etc.)

3. Location of all entrances and exits

4. Location and capacity of restrooms

6. How will the trash collection and disposal be handled?

Parking plan must include:

1. Location of on-site parking (if applicable)

2. Location of off-site parking (if applicable)

3. Location of street closures (if applicable)

4. List any special traffic hazards

5. List any special traffic control device needs



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Special Event Permit Application

***** Must be submitted at least 30 days before event. *****

NOTE: Permit is **NOT FINAL** until executed by the Chief of Police OR his/ her designee, and is subject to approval by the affected City Departments.

PERMIT APPLICATION NUMBER _____

DATE APPLICATION RECEIVED _____

NAME OF EVENT: _____

DESCRIPTION/ TYPE OF EVENT: _____

SPONSORING ORGANIZATION/PERSON: _____

HEAD OF ORGANIZATION: _____ FEDERAL TAX ID # _____

ADDRESS: _____

PHONE: Business () Street City State Zip
2nd # ()

APPLICANT: _____ E-MAIL: _____

ADDRESS: _____

PHONE: Business () Street City State Zip
2nd # () FAX _____

PERSON RESPONSIBLE FOR EVENT CHARGES: _____ PHONE NUMBER: _____

LOCATION OF EVENT: _____

DATE (S) OF EVENT: _____

SET UP START TIME: _____ (a.m.) (p.m.) BREAKDOWN END TIME: _____ (a.m.) (p.m.)

'EVENT' START TIME: _____ (a.m.) (p.m.) 'EVENT' END TIME: _____ (a.m.) (p.m.)

(NOT to exceed 2:00 a.m.)

DAILY ESTIMATED NUMBER OF EVENT ATTENDEES: _____

***** If the answer to any of the following questions is YES, EXPLAIN FULLY in the space provided or on an attachment. *****

YES	NO	
		Will alcoholic beverages be sold or consumed on the premises? If yes, a copy of the Florida Beverages Commission Permit is required at the time of application and prior to event approval. Permit Holder: _____ Division of Alcoholic Beverages and Tobacco: (407) 245-0785.
		Do you intend to serve or sell any food, goods, or services? Indicate on site plan the location of vendors and cooking equipment to be used. (Appropriately rated fire extinguishers required.) The applicant is responsible for obtaining required food permits from the Florida Department of Business and Professional Regulation-Division of Hotel and Restaurant Management- (850) 787-1395. The applicant is responsible for obtaining all necessary fire permits from the City of Eustis Fire Department (352) 357-6585
		Are fireworks or other pyrotechnics going to be used? Applicant must comply with State Law F.S. 791: and NFPA 1123 and obtain any applicable Lake County permit.

	<p>Will it be necessary to have any street, lane, or sidewalk closures? If yes, specify which ones. All road closures must have approval by the city manager prior to the event.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>I have reviewed the street closure request above, and the attached application/ information. I approve the street closure request for this event. Street closure for this event include the listed roadways below.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>City Manager _____ Date _____</p>												
	<p>Will any tent(s), stages, or other structures be used? Which ones? What are the sizes?</p>												
	<p>Will there be any hot-air balloons or other inflatable device, helicopters, or parachutists? If yes, which ones.</p>												
	<p>Will there be any amplified sound equipment? What type? How /where will power source be accessed?</p>												
	<p>Will there be any signs or banners used at the site? If yes, include size, location, and method of attachment.</p>												
	<p>Will any admission fee be charged? If so, how much?</p>												
	<p>Will private security be provided to protect exhibits, equipment or facilities brought on-site for the event? Name of Company: _____ How many?: _____</p>												
	<p>Will temporary sanitary facilities be provided? If yes, indicate location on site plan.</p>												
	<p>Is the event being held on City of Eustis Property? (Events on City of Eustis property or City of Eustis co-sponsored). If yes, please provide the City of Eustis with a Certificate of Insurance for property and liability coverage of the event, naming the City of Eustis as additional insured.</p>												
	<p>Will you be requesting the use of any City services, assistance from any City staff, or use of any City owned equipment? The applicant is responsible for the cost of services or equipment rental.</p> <p>Indicate your needs by checking the appropriate box.</p> <table border="0"> <tr> <td><input type="checkbox"/> Trash Pickup \$85/ Hr</td> <td><input type="checkbox"/> Custodial (Restroom Cleaning) \$30/ Hr</td> </tr> <tr> <td><input type="checkbox"/> Trash Containers \$10/ Day/ Each</td> <td><input type="checkbox"/> Port-a-Let (Regular) \$85/ Day/ Each</td> </tr> <tr> <td><input type="checkbox"/> Barricades \$10 Each/ Per Day</td> <td><input type="checkbox"/> Fire Inspection Fee (if needed) \$35</td> </tr> <tr> <td><input type="checkbox"/> Police Officer \$35 Hr/ 3 Hr minimum</td> <td><input type="checkbox"/> Other _____</td> </tr> <tr> <td><input type="checkbox"/> Port-a-Let (Handicap) \$150/ Day/ Each</td> <td><input type="checkbox"/> Other _____</td> </tr> <tr> <td><input type="checkbox"/> Wash Station \$75/ Day/ Each</td> <td></td> </tr> </table>	<input type="checkbox"/> Trash Pickup \$85/ Hr	<input type="checkbox"/> Custodial (Restroom Cleaning) \$30/ Hr	<input type="checkbox"/> Trash Containers \$10/ Day/ Each	<input type="checkbox"/> Port-a-Let (Regular) \$85/ Day/ Each	<input type="checkbox"/> Barricades \$10 Each/ Per Day	<input type="checkbox"/> Fire Inspection Fee (if needed) \$35	<input type="checkbox"/> Police Officer \$35 Hr/ 3 Hr minimum	<input type="checkbox"/> Other _____	<input type="checkbox"/> Port-a-Let (Handicap) \$150/ Day/ Each	<input type="checkbox"/> Other _____	<input type="checkbox"/> Wash Station \$75/ Day/ Each	
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During review by the appropriate city departments, additional conditions may be imposed. This permit is valid only for the time indicated on this permit. In the event that the applicant fails to fulfill the requirements set forth in this permit, fails to obtain proper authorization to proceed, of the expected outcomes, impacts, or specifications including but not limited to the time and activities have changed, the permit may be cancelled by the Chief of Police or his/ her designee, and the activity shall cease immediately.

The Eustis Fire Department may also require additional permits for your event. This will be determined during the initial review of the application. If anything additional is required, the fire department will contact you. These permit fees required by the fire department shall be paid in advance of the issuance of the Special Event Permit. There are also additional requirements for tents and mobile food vendors. Copies of these requirements will be available when you drop off your application for review.

The fire department will come out and make a physical inspection of the premises on the first day of the event prior to its opening. You will need to make yourself available to help expedite this portion of the process. This review is important to ensure that the event is taking place in a safe environment and all life safety requirements are being followed. The Special Event Permit will be issued by the fire department upon completion of this inspection providing the event is determined to be safe. If you have any questions, please contact the fire department at 352-357-6585.

WHO WILL PROVIDE CLEAN-UP FOR STREET/SIDEWALK AFTER THE EVENT? _____

WHO WILL PROVIDE OTHER CLEAN-UP (TRASH, ETC) AFTER THE EVENT? _____

PARADE INFORMATION:

MARSHALLING TIME: _____ DISPERSAL TIME: _____

NUMBER OF: PERSONS _____ ANIMALS _____ VEHICLES _____

PERSON ONSITE COORDINATING: _____ PHONE NUMBER : _____

TOTAL NUMBER OF UNITS: _____ (approximately)

PORTION OF ROADWAY(S)/SIDEWALK(S) THAT THE PARADE WILL OCCUPY (EXPLAIN FULLY, ROUTE, ETC):

**** A DIAGRAM OF THE PROPOSED ASSEMBLY SITE MUST BE SUBMITTED WITH THIS APPLICATION. ****

INCLUDE: ROUTE FOR RACE/PARADE/MARCH; LOCATION OF VENDOR SITES; LOCATION OF TENTS, STAGES, BLEACHERS, LOCATION OF FIREWORKS/PYROTECHNICS, PARADE STARTING POINT, TERMINATION POINT, MARSHALLING AREA, AND DISPERSAL AREA; ETC.

NOTICE: There is a **NON-REFUNDABLE application fee payable when this application is filed.** Payment must be made with a **check or money order**, payable to the **City of Eustis**. The application and fee must be submitted to the Eustis Police Department, 51 East Norton Avenue, Eustis, Florida 32726. If the event will necessitate or require the use of City facilities, personnel, or equipment, the Permittee must pay the costs. **All projected costs must be paid before the event and prior to issuance of the permit.** Upon completion of the event, the exact charges for City services will be totaled and the Permittee may be subject to additional charges or a partial refund. **Altered applications will NOT be accepted.**

Application Fee Received by: _____ on _____ (Date)

CERTIFICATION BY APPLICANT: I certify that all information contained in this application is true and correct. Any falsehoods or misrepresentations will constitute grounds for immediate revocation of permit. I certify that I have reviewed The City of Eustis code article IV, section 18 (can be viewed at www.municode.com) and I agree to comply with all applicable provisions of the code. I understand the event may be cancelled by the Chief of Police or his/ her designee should any conditions/ stipulations of the permit or city ordinance or state statute be violated. I certify that I am authorized by the organization named herein to act as its agent for the herein described activity.

I, the undersigned, will indemnify, defend and hold harmless, the City of Eustis, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the conduct of this event.

The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

SIGNED: _____
Applicant Signature

Sworn to me and subscribed before me this _____ day of _____, 20_____.

Printed/Typed Name of Applicant

Date: _____

NOTARY PUBLIC SIGNATURE (or Law Enforcement Officer)

My commission expires _____

ORDINANCE NO. 14-22

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, LAKE COUNTY, FLORIDA, REPLACING ARTICLE IV SPECIAL EVENTS OF CHAPTER 18 OF THE EUSTIS CODE OF ORDINANCES IN ITS ENTIRETY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Article IV, Section 18, of the City of Eustis Code of Ordinances establishes a permitting process for special events in the City of Eustis; and

WHEREAS, the current provisions of Article IV Special Events have not adequately addressed the needs of the City; and

WHEREAS, various City staff members collaborated to develop a more effective process to review and approve special events, including the Police, Fire, Customer Service, Public Works, Development Services, and Parks and Recreation Departments,

NOW, THEREFORE, THE COMMISSION OF THE CITY OF EUSTIS HEREBY ORDAINS:

Section 1. That Article IV Special Events of Chapter 18 in the Eustis Code of Ordinances be repealed and replaced in its entirety with the following:

Sec. 18-100. – Purpose and intent. The purpose and intent of this article is to establish a permitting process for special events held on “regulated property” within the City limits that because of their nature create traffic control, crowd control, public safety, sanitation and/or other public health, safety and welfare issues of a nature sufficient to require review by the Chief of Police, Fire Inspector, and other city staff.

Sec. 18-101. – Definitions. The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly requires otherwise:

- (a) *Advertise* is the act of publicly announcing or calling public attention to a person, thing, place, or event and shall include, but not be limited to, the distribution of handbills or mass mailings, the use of outdoor advertising and announcements by radio, television, or newspaper. Distribution also includes the use of electronic media to include email, internet, social media sites, and other electronic means.
- (b) *Event Organizer* means a business, corporation, Limited Liability Company, individual, or any other legal entity which organizes, sponsors, or operates a special event.
- (c) *“Regulated Property”* means all real property located within the municipal boundaries of the City of Eustis, to include the property commonly known as the “Lake County Fairgrounds” and property owned by the City of Eustis. Any property within the City of Eustis owned by the Lake County School Board is exempt from this definition and the applicable requirements of this ordinance.

- (d) *Parade* is any procession, march or assembly wherein the participants travel by foot, vehicle or otherwise in or upon any street, sidewalk, public right-of-way, bicycle path, public property, or public parking facility within the city; provided, however, that “parade” shall not include a peaceful procession or peaceful picketing that is conducted off the street or roadway in conformance with all traffic laws, city ordinances and state statutes and not in a manner as to obstruct vehicular or pedestrian traffic.
- (e) *Public Use* is any lawful utilization of city owned parks, grounds, or other facilities which is not prohibited by any applicable regulation, ordinance, or law and which does not in fact interfere with, or tend to interfere with or obstruct the use of the park grounds or facilities by the general public or by any other person or person previously authorized to utilize the same.
- (f) *Special Event* means a temporary assembly held on regulated property within the City of Eustis, not regularly used by the event organizer to conduct its business or affairs. Special events may be “for profit” or “not-for-profit”. A special event may include, but not be limited to, private entertainment events, seasonal holiday sales, professional performances, concerts, parades, street dances, sporting events, festivals, competitions, art shows, and runs/ races/ walks. Private birthday parties, private celebrations, private family reunions and other similar events held at private residences, rented halls, or other rented facilities are not considered special events.

Sec. 18-102. – Permit required/ Exemptions

- (1) All special events held on regulated property within the City of Eustis require a special event permit in accordance with the provisions of this ordinance, unless expressly exempted. No event organizer required by this ordinance to obtain a special event permit shall advertise, engage in, participate in, aid, form, or start any special event prior to obtaining a special event permit from the City of Eustis.
- (2) The City of Eustis, including any and all departments within, is exempt from the special permitting process.
- (3) Any event held at the Lake County Fairgrounds which expects a daily attendance of 250 persons or greater, OR serves alcohol, OR by nature of the event creates traffic control, crowd control, public safety, sanitation and other public health, safety and welfare issues requires a special event permit. Other Fairground activities are exempt.
- (4) An existing business or establishment within the City of Eustis that holds, sponsors, supports, or otherwise provides for an event at that establishment which is outside of the normal scope of the intended business practices requires a special event permit if:
 - a. The daily attendance of the event is greater than 250 persons OR
 - b. Alcohol is served at the event OR

- c. Because of the nature of the event creates traffic control, crowd control, public safety, OR sanitation and other public health, safety and welfare issues
- (5) The issue of a special event permit by the City of Eustis shall not relieve any person from the duty to secure other permits or approvals as may be required by the city code to include, but not be limited to, a business tax receipt, street closure authorization, or other permits/authorizations.

Sec. 18-103. – Application for Permit

- (1) *Filing Period.* All special event applications shall be for a single event, and shall not be valid for reoccurring future events. A complete application with all required documents for a special event permit shall be filed with the police department not more than one hundred eighty (180) days before, and not less than thirty (30) calendar days before the date and time at which it is proposed to commence the assembly; provided, however, that the Chief of Police or designee may waive the minimum thirty (30) day filing period and accept an application filed within a shorter period if after due consideration of the date, time, place, and nature of the assembly, the anticipated number of participants, and the necessity for an amount of city services which will be required in connection therewith, the Chief of Police or designee determines that such waiver will not present a hazard to the public safety because of the reduced amount of time available to fully process the application.
- (2) *Contents.* The application shall, at a minimum, state the following:
 - 1. The name of the event organizer.
 - 2. The mailing address, email address, and telephone number of the event organizer.
 - 3. The location of the proposed special event.
 - 4. The date of the special event and the hours of operation.
 - 5. A general description of the activities to be conducted at the special event together with attendance estimates.

In addition the applicant shall submit the following:

- a) Proof of general liability insurance coverage in the amount of at least \$1,000,000.00, with the City of Eustis named as an additional insured if the event is held on City owned property.
- b) A security plan with the name of the company providing staffing for the special event. A predetermined manpower allocation table shall be used as a guideline in order to determine how many officers with arrest powers will be assigned to the special event (if any). The Chief of Police or designee may adjust the requirement of officers with arrest powers as he/she determines necessary.

- c) A site plan, which shall show at a minimum the following:
 - 1. The dimensions and locations of all permanent and proposed temporary structures to be located on the property. Should any temporary structures be required for the event, the applicants will be responsible for obtaining all necessary building permits and meeting all requirements of applicable building and fire codes;
 - 2. Ingress and egress locations; access to the site must not impede normal traffic flow on adjacent roadways;
 - 3. The capacity and location of restroom facilities (either permanent or temporary) sufficient to meet the anticipated demand at the event;
 - 4. Adequate provision for solid waste collection and disposal.
- d) A parking plan with all on-site and overflow parking (if necessary) and proposed traffic flow, in addition to any necessary traffic control devices at the special event location.
- e) A list of all concessionaires and vendors in addition to the event organizer, if any.
- f) A certificate of good standing certifying that the event organizer is authorized to do business in Florida if the event organizer is a corporation or Limited Liability Company or some other business entity required to be registered with the Department of State.
- g) Copies of all fliers, handbills, newspaper advertisements and other advertising that the event organizer anticipates using to promote or advertise the special event.
- h) Written proof of permission from the owner of the regulated property for the use of said property by the event organizer for the special event. The owner shall be required to sign the application and agree to any conditions placed on the special event by the City.
- i) Copies of all required federal, state and local business or regulatory licenses required to be held by the event organizer.
- j) Any other documentation or information that city staff or the City Commission, upon appeal, determines to be reasonably necessary to properly evaluate the application.

Sec. 18 – 104. Departmental review.

(1)The Police Department shall receive the completed application together with all supporting documentation required by this section. It is the responsibility of the event organizer, or person submitting the application, to provide all of the required documentation to the Police Department. The Police Department shall distribute the application to the Fire Department, Public Works, Parks and Recreation, Developmental Services and/ or any other city department that the Chief of Police or designee determines should review and comment on the special event application. All city

departments involved in reviewing the application shall provide written comments to the Police Department regarding any additional requirements, provisions, or concerns within ten days after receipt. After all reviewing departments have provided comments on the special event application, the Chief of Police or designee shall either approve, approve with conditions, or deny the application. In considering whether to approve or deny an application, the Chief of Police or designee shall consider the following:

- a) The suitability of the event site to host the special event.
 - b) The potential adverse or negative effect that granting the special event permit could have on surrounding properties or businesses including, but not limited to, noise, vibration, air pollution, glare, odor and inadequate parking.
 - c) Disturbances, complaints or problems associated with special events of a similar character or nature as the proposed special event; or disturbances, complaints or problems associated with special events organized by the event organizer in the past.
 - d) Whether the special event will require additional staffing of public safety personnel by the city and the availability of said personnel.
 - e) Any other criteria or fact considered relevant by the Chief of Police or designee.
- 2) In granting a permit, the Chief of Police or designee may attach any conditions it determines to be reasonably necessary to protect the public health, safety and welfare.
 - 3) Any party directly affected by the decision of the Chief of Police or designee may appeal the decision to the City Commission by submitting written notice of intent to appeal to the Police Department within five days of the department's decision. Upon receipt of a written notice of intent to appeal, the Chief of Police or designee shall place the appeal of the special event determination on the agenda for the next regularly scheduled City Commission meeting.

Sec. 18 - 105. Appeal to City Commission. In the event of an appeal of the decision of the Chief of Police or designee regarding an application for a special event permit, the City Commission shall review the application together with all supporting documentation and departmental comments, if any, and shall either uphold, overturn or revise the decision of the Chief of Police or his/ her designee.

Sec. 18 – 106. Limitations. No special permit issued under this section shall extend for a period of more than three consecutive days. Any break in the event shall require the issuance of a separate special event permit. Seasonal holiday sales may extend beyond 3 days, but shall not extend beyond 30 days prior to the applicable holiday.

Sec. 18 – 107. Application fee. The City Commission shall determine the application fee for special event permits by resolution. Said fee may be amended from time to time by resolution in accordance with the estimated cost to review and process the applications.

Section 2. That all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 3. That it is the intention of the City Commission of the City of Eustis that the provisions of this Ordinance shall become and be made a part of the City of Eustis Code of Ordinances and that the sections of this Ordinance may be re-numbered or re-lettered and the word "Ordinance" may be changed to "Section", "Article", or such other appropriate word or phrase to accomplish such intentions.

Section 4. That should any section, phrase, sentence, provision, or portion of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinance as a whole, or any part thereof, other than the part so declared to be unconstitutional or invalid.

Section 5. That this Ordinance shall become effective immediately on passing.

PASSED, ORDAINED AND APPROVED in Regular Session of the City Commission of the City of Eustis, Florida, this _____ day of _____, 2014.

**CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA**

Linda Durham Bob
Mayor-Commissioner

ATTEST:

Mary C. Montez, City Clerk

CITY OF EUSTIS CERTIFICATION

**STATE OF FLORIDA
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me this _____ day of _____, 2014, by Linda Durham Bob, Mayor, and Mary C. Montez, City Clerk, who are personally known to me.

Notary Public - State of Florida
My Commission Expires:
Notary Serial No:

CITY ATTORNEY'S OFFICE

This document is approved as to form and legal content for use and reliance of the City Commission of the City of Eustis, Florida.

City Attorney's Office

Date

CERTIFICATE OF POSTING

The foregoing Ordinance No. 14-22 is hereby approved, and I certify that I published the same by posting one (1) copy hereof at City Hall, one (1) copy hereof at the Eustis Memorial Library, and one (1) copy hereof at the Eustis Senior Service Center, all within the corporate limits of the City of Eustis, Lake County, Florida.

Mary C. Montez, City Clerk



City of Eustis

Office of the Chief of Police

51 East Norton Avenue • Eustis, Florida 32726 • (352) 483-5400

MANPOWER ALLOCATION TABLE FOR NON-CITY SPONSORED SPECIAL EVENTS OCCURRING WITHIN THE CITY OF EUSTIS, TO INCLUDE SPECIAL EVENTS OCCURRING AT THE LAKE COUNTY FAIRGROUNDS.

- I. NUMBER OF ATTENDEES**
- II. WITH ADVERTISEMENT**
- III. WITHOUT ADVERTISEMENT**
- IV. WITH ALCOHOL**
- V. WITHOUT ALCOHOL**
- VI. NUMBER OF SECURITY OFFICERS NEEDED WITH ARREST POWERS**

I.	II.	III.	IV.	V.	VI.
1 - 1000		X		X	2
1000 - 3000		X		X	4
3000 & Up		X		X	7
1 - 1000	X		X		4
1000 - 3000	X		X		8
3000 & Up	X		X		10
1 - 1000		X	X		4
1000 - 3000		X	X		8
3000 & Up		X	X		10
1 - 1000	X			X	2
1000 - 3000	X			X	4
3000 & Up	X			X	7

- The law enforcement agency charged with special event security at the Lake County Fairgrounds, when deemed appropriate, shall be responsible for providing traffic control at the intersection of CR-44 and CR 452, as well as at the intersection of North SR-19 and CR 44, and possibly at the Intersection of North SR-19 and CR 452, as it relates to traffic issues generated by the event.
- The law enforcement agency charged with special event security at the Lake County Fairgrounds for concerts/gatherings larger than outlined above shall be subject to approval/disapproval on case by case bases by the City of Eustis Chief of Police or his designee.
- Regardless of the location for security, deviations from this table as it relates to manpower may be adjusted as determined appropriate by the City of Eustis Chief of Police or his designee.
- The Eustis Chief of Police or his designee shall approve/disapprove all requests for Eustis Police officers to provide security at non-city sponsored special events involving the sale and/or service of alcoholic beverages.

Note: Currently, The Eustis Police Department charges \$35.00 per hour per officer, with a three hour minimum.



City of Eustis Fire Department

100 West Norton Avenue • Eustis, Florida 32726 • (352) 357-6585

The Eustis Fire Department welcomes your event to the City of Eustis. Although the location of the venue provides a safe environment for you, we also require an inspection be completed before your event takes place to ensure your event is a success and safe for all of your guests. Prior to the inspection on the day of the event, we require you contact us to discuss exactly what your event entails to ensure everything is approved by the Fire Department. If we are not contacted prior to your event, the Eustis Fire Department will not approve the Special Event and will not allow the event to be held.

All activities held during the event must comply with the Florida Fire Prevention Code as well as the City of Eustis Ordinances.

Some items to be aware of:

- Food Vendors shall comply with the Mobile Vendor handout provided to you by the Fairgrounds
- No pyrotechnics or open flames allowed unless approved prior to event
- Means of egress shall remain clear at all times
- Fire extinguishers shall not be obstructed
- Seating over 200 shall require the seats to be tied together (between 3 and 7 seats)
- Any electrical cords run shall be in good repair.
- Generators and LP tanks shall remain outside
- Compressed gas tanks shall be properly secured
- NO SMOKING signs shall be posted where required
- Tents over 10'x10' require a permit. Tents shall comply with all NFPA standards



City of Eustis Fire Department

100 West Norton Avenue • Eustis, Florida 32726 • (352) 357-6585

City of Eustis Fire Department Guidelines for Mobile/Temporary Food Vendors

This document is designed to give mobile/temporary food vendors a general idea of what the Eustis Fire Department is looking for during an inspection. There may be other requirements that may surface at the time of inspection. For information on specific requirements, refer to the Florida Fire Prevention Code and the City of Eustis Ordinances.

- All mobile/temporary food vendors shall have a portable fire extinguisher readily accessible (minimum 5lb 2A10BC)
- All mobile/temporary food vendors that produce grease laden vapors shall have a class K fire extinguisher readily accessible
- All fire extinguishers shall be serviced and inspected annually and properly tagged
- If a mobile/temporary vendor's cooking creates grease laden vapors it shall comply with NFPA 1: 50.2.1.9: Cooking equipment used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents, or any form of roofed enclosure, shall comply with NFPA 96 or this chapter. [96:4.1.9]
- If the vendor produces any grease laden vapors (pan frying, deep-fat frying, using a griddle, etc.) a hood system complying with NFPA96 shall be installed
- All hood systems shall have a UL300 suppression system. If the hood currently meets NFPA17 standards, it shall be upgraded to a UL300 system when the existing system can no longer be serviced
- The suppression system shall be serviced and inspected every 6 months and properly tagged. Inspection paperwork (two most recent semiannual reports) shall be kept on site for the fire department to review.
- All cooking appliances creating grease laden vapors shall be located under the hood. No part of the appliances shall extend beyond the lip of the hood
- Hood systems (including filters and ducts) shall not have an accumulation of grease build-up. Hoods and ducts shall be cleaned as required per the Florida Fire Prevention Code
- Hood filters shall be properly installed at all times
- Deep fat fryers shall be separated from any open flame cooking appliance by 16 inches or separated by a baffle with a minimum of 8 inches in height
- All L.P. Gas containers shall be located outside and properly secured
- All mobile units with propane shall post a NO SMOKING sign next to the propane bottle.
- All electrical shall be in good repair
- Any compressed gas tanks shall be properly secured
- If tents and/or canopies are utilized: Smoking is prohibited in tents and canopies. Approved NO SMOKING signs shall be posted. The use of open flame devices such as candles is prohibited in tents and canopies. Tents are required to be flame retardant in accordance with NFPA 701 standards. A Certificate of Flame Resistance or other documentation affirming compliance with this requirement must be provided.

These guidelines may not be ideal for every situation. If you have any questions or concerns, please feel free to contact the Fire Department.

• Telephone: (352) 357-6585

• Fax: (352) 357-2349

• E-Mail: swansonm@ci.eustis.fl.us

• URL: <http://www.eustis.org>



City of Eustis Fire Department

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City of Eustis Tent Requirements

Inspections

1. Once erected, the tent/canopy shall be inspected for code compliance and approval by a city fire inspector prior to the event.
2. To schedule the inspection, call 352-357-6585 the day prior to schedule an onsite fire final inspection. Inspections can only be accomplished Monday thru Friday 8AM-5PM. The tent must be set up and ready for inspection during normal work hours only.
3. Keep the permit card and plans available at all times during the event.

Tents

1. Tents erected for the sale of fireworks shall comply with the criteria set forth within this checklist and criteria set forth by Florida Statute 791.
2. Tents shall be permitted only on a temporary basis.
3. Tents shall be erected to cover not more than 75 percent of the premises, unless otherwise approved by the authority having jurisdiction.

Seating

1. Rows of chairs must be fastened together in groups of 3-7 chairs per group.
2. There must be 12" clear width of space between each row (measured from the back of one chair to the seat front of the chair in the row directly behind).
3. Center or main aisle must be 42" in width and side or cross aisles must be 36" in width.

Flame Resistance

1. All tent fabric shall be flame resistant.
2. One of the following shall serve as evidence that the tent fabric materials have the required flame resistance:
3. The authority having jurisdiction shall require a certificate or other evidence of acceptance by an organization acceptable to the authority having jurisdiction.
4. The authority having jurisdiction shall require a report of tests made by other inspection authorities or organizations acceptable to the authority having jurisdiction.

Location and Spacing

1. There shall be a minimum of 10-ft (3 m) between stake lines and 10 feet to any other structure on the property.
2. Adjacent tents shall be spaced to provide an area to be used as a means of emergency egress. Where 10-ft (3 m) between stake lines does not meet the requirements for means of egress, the distance necessary for means of egress shall govern.
3. The placement of tents relative to other structures shall be at the discretion of the authority having jurisdiction, with consideration given to occupancy, use, opening, exposure, and other similar factors.

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Fire Hazards

1. The ground enclosed by any tent, and the ground for a reasonable distance but for not less than 10-ft (3 m) outside of such a tent(s), shall be cleared of all flammable or combustible material or vegetation.
2. The premises shall be kept free from such flammable or combustible materials during the period for which the public uses the premises.
3. No fireworks, open flame, or other device emitting fire or flame shall be used in or immediately adjacent to a tent.
4. Smoking shall not be permitted in any tent.
5. **"NO SMOKING"** Signs shall be posted at 20 foot intervals around the perimeter of the tent.
6. Portable fire-extinguishing equipment of approved types shall be furnished and maintained in tents in such quantity and in such locations as directed by the authority having jurisdiction.
7. One 2A10BC rated fire extinguisher shall be provide for every tent having a floor area more than 500 square feet but less than 1000 square feet and one in each auxiliary tent adjacent thereto. .
8. At least one 40BC rated fire extinguisher shall be provided at power generators and at locations where flammable liquids are used, stored, or dispensed.

Means of Egress

1. Number of means of egress (Exits) shall not be less than two with a minimum with of 6 feet for each exit. .
2. Means of Egress (Exits) shall be marked with exit signage.
3. Illumination of Means of Egress. Means of egress, other than for private party tents not exceeding 1200 square feet shall be illuminated.
4. Emergency Lighting. Emergency lighting shall be provided. Private party tents not exceeding 1200 square feet shall not be required to have emergency lighting.

Electrical Service

1. Building department permit and inspection required for the erection of temporary power poles.
2. Building department permit and inspection required if new wiring is run from an existing electrical service. (Extension Cords are exempt)
3. Building department permit and inspection required when using generator(s) having a 5 kW rating or greater to provide power to the tent.

Fired Heaters

1. Fuel-fired heaters and their installation shall be approved by the authority having jurisdiction.
2. Containers for liquefied petroleum gases shall be installed not less than 5-ft (1.5 m) from any tent and shall be in accordance with the provisions of NFPA 58, Liquefied Petroleum Gas Code.
3. Tanks shall be secured in the upright position and protected from vehicular traffic.

Electric Heaters

1. Heaters used inside a tent shall be UL approved and listed for such a purpose.
2. Heaters shall be connected to electricity by electric cable that is suitable for outside use and is of sufficient size to handle the electrical load.



City of Eustis
Development Services Department
4 N. Grove Street
Eustis, FL 32726
(352) 483-5460

<i>Office Use Only</i>
File #: _____
Date: _____

ALCOHOLIC BEVERAGE REVIEW APPLICATION

(\$50 Application Fee – Please Make Checks Payable to: City of Eustis)

Note: Applications may be submitted in person or via mail. Applications must contain original signature(s). Review and approval of the City of Eustis Alcoholic Beverage Review application is required prior to an authorized Development Services representative completing the zoning verification portion of the State of Florida application.

Business Information:

Name of Business: _____
Address of Business: _____
Alternate Key Number: _____

Business Owner's Name: _____
Address: _____
Telephone Number: _____ Fax Number: _____
E-mail: _____

Owner/Applicant Information:

Applicant/Agent's Name: _____
Address: _____
Telephone Number: _____ Fax Number: _____
E-mail: _____

Property Owner: _____
Address: _____
Telephone Number: _____ Fax Number: _____
E-mail: _____

Site Information:

1. Land Use Designation: _____
2. Present use of property: _____
3. Proposed use of property: _____
4. Type of State License requested: _____
5. Hours of Business Operation: _____
6. Select type of sales and list hours of sales:
 ___ On-Site Consumption
 Hours of Alcoholic Beverage Sales _____
 ___ Off-Site Consumption
 Hours of Alcoholic Beverage Sales _____
7. Are there any schools within 528 feet of the subject property? ___ Yes ___ No
 If yes, list school name(s): _____
8. Are there any churches within 528 feet of the subject property? ___ Yes ___ No
 If yes, list church name(s): _____

APPLICANT'S AFFIDAVIT

Applicant is: Business Owner: Property Owner: Agent: (attach proper documentation)

**STATE OF FLORIDA
COUNTY OF LAKE
CITY OF EUSTIS**

BEFORE ME, the undersigned authority personally appeared _____,
who being by me first duly sworn on oath, deposes and says:

1. That he/she Affirms and Certifies that he/she understands and will comply with all Ordinances, Regulations, and Provisions of the City of Eustis, and that all statements and diagrams submitted herewith and attached hereto, are true and accurate to the best of their knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the City of Eustis, Florida, and are **Not Returnable**.
2. That he/she desires Alcoholic Beverage Sales activity at _____.
3. That should the applicant not be the property owner, the applicant, by signing this application, acknowledges that he/she has approval from the property owner to conduct alcoholic beverage sales/service on the subject property.
4. That the submittal requirements for this Application, which are attached hereto, have been completed and attached hereto as part of this Application.

(Applicant's Signature)

**STATE OF FLORIDA
COUNTY OF LAKE
CITY OF EUSTIS**

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification.

(SEAL)

Notary Public (Signature)

Print or type Notary Name

Commission (serial) Number _____

My Commission Expires: _____

(For Office Use Only)

Approved / Denied: _____ Date: _____

Printed Name: _____ Title: _____