



# City of Naples

City Council Chamber  
735 Eighth Street South  
Naples, Florida 34102

## Community Services Advisory Board Regular Meeting July 8, 2008 - 9:00 a.m.

Chairman Selfon called the meeting to order and presided.

**CALL TO ORDER (8:59 a.m.).....ITEM 1**

**ROLL CALL.....ITEM 2**

**Present:**

Lois Selfon, Chairman  
Dianne Mayberry-Hatt, Vice Chairman  
Douglas Finlay  
Art Ritas  
Billy Tucker  
Jenah Victor-Smith

**Absent:**

Carol Olsen (excused)

**Also Present:**

David Lykins, Community Services Director  
Michael Leslie, Assistant Comm. Services Director  
Kathy Brisson, Senior Administrative Specialist  
Rachael McLean, Technical Writing Specialist  
Mike Klein, Waterfront Operations Manager

Lisa Swirda  
Other interested citizens and visitors.

**ANNOUNCEMENTS .....ITEM 3**

None.

**ITEMS TO BE ADDED .....ITEM 4**

None.

**APPROVAL OF MINUTES .....ITEM 5**

Chairman Selfon requested that the Board defer approval of the June 10, 2008, meeting minutes to the August 12 meeting; various Board Members concurred.

**SPECIAL EVENTS CRITERIA REVIEW .....ITEM 6**

(It is noted for the record that the draft Special Event Planning Guide (Attachment 1) has been paginated and renumbered for purposes of the record.) Chairman Selfon thanked Vice Chair Mayberry-Hatt for presiding over the June 23 workshop meeting. Community Services Director David Lykins stated that the revised special event permit application form had been provided for review, in addition to a new special event planning guide drafted by Assistant Community Services Director Michael Leslie and Senior Administrative Specialist Kathy Brisson. The Board commended staff for creating a guide for applicants that clarifies the process and explains the regulations pertaining to special events, describing the format as accessible and user-friendly.

In addition to a request for various grammatical and minor compositional revisions, the Board offered the following comments on the proposed planning guide (See Attachment 1):

- The Permit Process (#1)
  - Clarification provided by staff that organizers must submit all application materials at least 60 business days prior to the event date, because of the substantial amount of time required by the review process.
- Who Needs A Special Event Permit (#3)
  - Suggestion that events be categorized by type (examples include private party, traditional, street closure, and foot races), with separate or color-coded applications based on type, in order to simplify the process for organizers and establish a framework for later identifying trends from data collected (Selfon);
  - Clarification by staff that all special event permit applications are subject to the same review process, but that it would be possible to track applications by event type for recordkeeping purposes;
  - Suggestion to include in the monthly Director's Staff Report a summary of the number of permit applications submitted and approved, including event types (Victor-Smith); and
  - Expressed preference for a single application and process, with staff tracking applications based on event type (Mayberry-Hatt).
- Application Deadline (#4)
  - Staff assured the Board that sites are evaluated for damage/disarray after an event has occurred; and
  - Brief discussion as to whether applications submitted after the stated deadline should be considered under any circumstances.
- If The Event Is In A City Park (#5)
  - Staff clarified that park rental/usage fees are reviewed with the applicant when the site is reserved with park staff.
- Items Due At Time Of Permit Submittal (#8)
  - Commended staff for providing applicants with an itemized checklist, as indicated in the planning guide under this section (Victor-Smith).
- Items Due No Later Than 60 Days After Event Is Held (#9)
  - Discussion by the Board regarding the financial report/disclosure form (Attachment 2) for fundraising events, which must be submitted no later than 60 days after the event is conducted;
  - Requested further information regarding purpose of collecting event-specific disclosure information and whether the content would be evaluated by City Council and/or staff (Finlay);
  - Stressed that the Board has a responsibility to protect the residential community, and that taxpayers have a right to certain information regarding fundraisers conducted on public property because of the residential and financial impact of special events (Selfon);

- Noted that the requirement will ensure accountability and send a strong message to fundraising organizers (Tucker);
- Pointed out that sponsor should be relied upon as to documentation submitted to fulfill this requirement, and that information will therefore be accepted as correct (Selfon);
- Expressed willingness to support this provision as a first step, despite initial reservations, noting that the information requested is minimal (See Attachment 2) and appropriate when public facilities and infrastructure are utilized for the purpose of fundraising (Ritas);
- Asserted that the requirement for disclosure does not address the issues of residential or financial impact, which are not affected by the amount raised for charity, and expressed concern that problems associated with the Naples Music Festival event are directing policy changes that will affect all (Finlay);
- Clarification by staff that there is no plan to audit information submitted or deny current/future permit applications for failing to raise a particular amount for specified charities;
- Citing smaller events that are approved administratively, questioned whether staff must deny permit applications that do not provide the required information, including financial reports (Finlay);
- Confirmation by staff that approximately 90 to 100% of fundraising event permit applications must be reviewed by City Council, and that the proposed revisions to special events policy will be reviewed by the City Attorney at the appropriate time;
- Expressed support for the disclosure requirement, noting that an event organizer should be willing to submit the necessary information when he/she applies for a permit under the auspice of fundraising (Mayberry-Hatt);
- Brief discussion by the Board of various concerns regarding the Downtown Naples Association's (DNA's) annual art festivals which have significant impact on the community due to street closures, that financial reports/disclosures for the DNA may be submitted, although financial information for event promoter Howard Alan (hired by the permit applicant) would not be available;
- Clarification by staff that special events are not required to have a fundraising component;
- Pointed out that financial reports/disclosures, which will not be verified or audited, would become public records when received by the City (Finlay);
- Suggested that it may be possible to justify a certain level of noise, traffic, or other impacts by referring to the funds raised for a particular charity, and that it would then be the responsibility of City Council to weigh the fundraising component against the impacts (Mayberry-Hatt);
- Reiterated earlier suggestion to utilize event categories/types, such as small fundraiser and large fundraiser, which may enable the Board to tailor solutions without impacting every event, citing the range (size, impact) of special events (Selfon); and
- Agreement by staff to consider the above suggestion and provide further information at the August meeting.

- Event Attendance (#11) and Notification Criteria (Planning Guide, Page 6)
  - Expressed support for limiting the provision mandating notification of nearby residents and businesses to events with more than 1,500 anticipated attendees (Tucker);
  - Pointed out that events conducted on City streets or sidewalks with less than 1,500 attendees must however provide written notification, which would include foot races (Victor-Smith);
  - Noted that providing notice to condominium owners may be difficult, questioning whether a single flyer for one building would be sufficient (Finlay);
  - Suggestion that a duration-based exemption for events may be helpful in minimizing the impact of the notification requirement, particularly for foot races or other events lasting no more than two to three hours (Ritas);
  - Asserted that approximately 50 events had more than 1,500 attendees and questioned whether the attendance threshold should be increased to 5,000 or 10,000 with regard to notification, because the largest events typically have the most residential impact in terms of noise and street closures (Finlay); and
  - Requested a list of the previous year's events based on category (event type) and attendance estimates (Victor-Smith).
  
- Street/Sidewalk Closure (#13)
  - Request for further information regarding the number of street and sidewalk closures in recent years (Selfon).
  
- Amplified Sound/Music (#14)
  - Distributed a summary of sound levels by decibel to the Board (a copy of which is contained in the file for this meeting in the City Clerk's Office) (Selfon);
  - Asserted that event organizers incorrectly assume that a permit for amplified sound provides an exemption from the City's noise regulations (Section 22-37, Code of Ordinances) (Selfon);
  - Questioned whether concert bands in Cambier Park would be able to comply with the City's existing regulations, which limit noise to 65 decibels (Finlay);
  - Suggested that the City consider applying a higher threshold in the case of waivers, which would permit an event to exceed 65 decibels without allowing any and all noise levels beyond; (Selfon);
  - Clarification by staff that the manner in which the noise regulations apply to an amplified sound permit must be examined in the future, also stressing that every event site within city limits is near a residential area, including Cambier Park, Venetian Village, and Gulfview Middle School;
  - Clarification by staff that, when responding to a complaint, police personnel utilize a specific procedure to measure the noise level;
  - Pointed out that, with regard to noise, a certain level of residential impact may be acceptable, but that, as opposed to decibel levels, an event's start/end time and notification of residents are of significant concern (Victor-Smith);
  - Stressed that event duration must also be restricted (Selfon);
  - Requested any available information pertaining to noise level measurements obtained during the current year's Naples Music Festival event (Finlay);

- Requested information with regard to decibel level limits imposed by other communities (Victor-Smith); and
  - Brief discussion by the Board and staff with reference to various sources of noise, including Celebration Community Church services (Cambier Park), live music at restaurants, and leaf blowers, and whether the related decibel level would comply with the City's 65 decibel limit.
- City Financial Assistance (#15)
    - Request for further information regarding the cost to the City of providing financial assistance in the previous year (Selfon);
    - Suggestion that the City consider eliminating financial assistance, due to budgetary constraints (Finlay);
    - Stressed support for discontinuing subsidy program in light of statewide property tax reform and recent announcement of a workforce reduction in the City (Selfon); and
    - Indication by staff that eliminating financial assistance would most likely have minimal impacts on event organizers, noting that assistance is capped at \$500 per event.

***MOTION by Victor-Smith to DISCONTINUE the City's financial assistance program for special events, which reimburses non-profit organizations for a portion of police/fire personnel costs. This motion was seconded by Finlay and unanimously carried (Finlay-yes, Mayberry-Hatt-yes, Olsen-absent, Ritas-yes, Tucker-yes, Victor-Smith-yes, Selfon-yes).***

- Booth/Vendor Fee (#16)
  - Suggested that the City increase the booth fee (Selfon);
  - Pointed out that booth fees generate approximately \$20,000 annually in revenue, which is then redistributed to support the City's financial assistance program (See above) (Finlay);
  - Noting that police and fire services for special events total approximately \$75,000 annually, suggested increasing the booth fee to \$35 in order to essentially cover that expense, in addition to increasing the special event permit application fee (Finlay);
  - Clarification by staff that, three years prior, the City increased the event application fee to \$50 from \$25;
  - Brief discussion by the Board regarding variations in event size, in terms of implementing a multi-tiered fee structure, and the fees charged by event promoter Howard Alan for participation in the Downtown Naples Association (DNA) art festivals;
  - Brief discussion by the Board of increasing the permit application fee to \$75 or \$100, emphasizing that the intention is not to generate revenue but to cover direct/indirect costs to the City, and staff notation that an increase in the application fee would impact small events as well; and
  - Board consensus to increase the booth fee to \$35 from \$10 and special event permit application fee to \$75 from \$50.

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**Recess: 10:42 a.m. to 10:47 a.m. It is noted for the record that the same Board Members were present when the meeting reconvened.**

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- Security (#21)
  - Questioned whether the attendee threshold for the security plan requirement should be increased (Finlay); and
  - Suggested deferring further discussion of this provision to the following meeting in order to consider the number of events in each size category (Victor-Smith).
  
- Events On Private Property (#22)
  - Questioned the size or extent of the required notification area (Victor-Smith);
  - Clarification by staff that this provision requires applicants for private parties or block parties to obtain the signatures of residents from the street on which the event will occur to ensure that neighbors are informed, but stressed that it does not require the event host to notify each resident in writing or to contact those who may be on vacation or otherwise absent; and
  - Staff confirmed that this provision is neither new nor revised.
  
- Tent/Canopies (#23)
  - Confirmation by staff that fire personnel typically inspect all tents installed for an event.
  
- Use Of City Electricity (#25)
  - Clarification by staff that the majority of events utilize the City’s electrical outlets, although use ranges from minor (radios) to significant (cooking equipment), and that the noise and extent of exhaust produced from generators provided by the event organizer may vary significantly;
  - Confirmation by staff that event organizers are strongly encouraged to provide generators, noting insufficiency of the City’s electric infrastructure capacity in certain areas for such uses as cooking equipment, resulting in blown breakers;
  - Stressed that electric use during special events is a hidden cost funded by the taxpayers and expressed support for establishing a electric usage fee (Selfon);
  - Brief discussion by the Board as to whether an electric fee should be assessed in a two-tiered structure according to event duration (less than four hours and more than four hours);
  - Expressed concern that, in the past, event organizers have utilized private electrical outlets without authorization from the property owner/resident (Victor-Smith); and
  - Agreement by staff to provide a proposed fee structure based on event duration for review at the August meeting.
  
- Refuse Removal (#27)
  - Clarification by staff that failure to properly remove and dispose of all refuse will result in forfeiture of the event’s security deposit.
  
- Restrooms/Sanitary Facilities (#28)
  - Clarification by staff that the City’s restroom facilities are used, in some areas heavily, but not abused; and
  - Confirmation by staff that the standard of one toilet per 250 attendees was determined by the City.

- City Personnel (#29)
  - Clarification by staff that all event organizers have funded police and fire services when invoiced after an event.
  
- Insurance (#30)
  - Clarification by staff that all events are required to provide insurance coverage as described in this provision, and that it is strictly enforced.
  
- Residential (Community) Impact (#31) & Notification Criteria (Planning Guide, Page 6)
  - Pointed out that the Board must determine the extent of notification, based on event size or category/type (Finlay);
  - Brief discussion by the Board regarding the requirement for letters of support from impacted entities, whether that may be construed as an invitation to lobby for an event, and alternatives that may be more suitable for obtaining feedback from affected individuals and groups;
  - Clarification by staff that any flyer/letter distributed or received by the event organizer/applicant, with regard to the event, must be attached to the special event permit application; and
  - Suggested that the Board defer further discussion of this provision to the following meeting (Selfon).

Community Services Director Lykins requested Board input on the revised permit application (Attachment 3). Member Victor-Smith noted that the application should be amended to reflect that day's recommendations, including increasing the permit application fee to \$75 and eliminating the financial assistance program. Member Ritas pointed out that a checklist had been provided with the application, as suggested by Vice Chair Mayberry-Hatt at the June 23 workshop meeting, and commended staff for creating a special event planning guide.

**DIRECTOR'S STAFF REPORT .....ITEM 7**

(It is noted for the record that a copy of the director's staff report is contained in the file for this meeting in the City Clerk's Office.) Member Finlay commended the Norris Community Center for receipt of the Naples Daily News Southwest Florida Choice Award for live theater. Member Tucker pointed out that Fleischmann Park had generated significant revenue through its summer camp program and thanked park staff for offering such diverse camp programs. In response to Member Victor-Smith, Assistant Community Services Director Michael Leslie explained that the specialty camps do not operate at a deficit, therefore, each summer the City continues to offer a larger selection of those programs. However, the day camps at Sea Gate Elementary and Gulfview Middle Schools typically operate at a deficit, although the margin is decreasing, he said. Mr. Leslie further clarified that approximately 60 to 70% of camp participants are residents of unincorporated Collier County, but that financial assistance for these programs is limited to City resident participants. Member Ritas commended staff for its successful summer camp program.

Chairman Selfon said that she believed several irrigation systems in the Old Naples neighborhood rights-of-way are not properly programmed; Community Services Director David Lykins confirmed that staff regularly monitors the irrigation systems.

Member Ritas stated that he is consistently impressed with the professionalism of the Natural Resources Division, noting that staff had recently attended an advanced Marine Mammal

Stranding Training and performed a sea turtle lighting violation compliance check. He also requested a copy of the City’s most recent tree inventory when it becomes available.

Waterfront Operations Manager Mike Klein provided a brief update on City Dock operations, noting that the overall economic downturn and increasing fuel costs had affected the marine industry. He said he had observed a noticeable decline in the number of boats on the water, but that staff remains committed to providing excellent service to customers at the City Dock.

Member Finlay noted that the Naples Daily News had published a letter to the editor regarding the summer camp program at River Park Community Center, which did not receive a state-funded food grant this year. Assistant Community Services Director Leslie explained that the program, which provides free breakfast and lunch to students in need, is coordinated locally by Collier County’s Parks and Recreation, and that the City had expected the River Park summer camp to qualify for this program, as it had in previous years. He further explained that the camp was deemed ineligible this year, apparently due to a changed demographic resulting from redistricting by the Collier County School Board. Mr. Leslie confirmed that County staff had failed to notify the City that it was no longer eligible prior to the first day of camp, but that various entities and individuals had donated food items, enabling the camp to continue to offer free meals to the 20 to 25 children in need. Mr. Leslie clarified that the City is addressing this issue to ensure that the summer camp will be eligible for the program in 2009. Member Victor-Smith requested that a list of items suggested for donation be provided to the Board; Member Finlay requested that the Board remain informed with regard to this issue. Various Board Members offered suggestions for procuring donated items.

**PUBLIC INPUT ..... ITEM 8**

None.

**ADJOURN ..... ITEM 9**

11:31 a.m.

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Lois Selfon, Chairman

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David Lykins, Community Services Director

Minutes prepared by:

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Rachael McLean, Technical Writing Specialist

Minutes Approved: October 14, 2008



## Special Event Planning Guide

1. ■ **THE PERMIT PROCESS:** The permit application process begins when you submit to the City of Naples Community Services Department a completed Special Event Permit Application. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request. Staff will process your application internally through the necessary departments for approval. Throughout the review process you will be notified if your event requires additional information, permits, licenses or certificates. During initial application screening process you will be allowed time to provide us with all pending documents (i.e. certificate of insurance, non-profit information, additional permits, etc.) Delays in providing these items often delay the ability to finish the internal review process and may delay approval of your event. Due to the many changing components of an event and approval process in many cases Special Event Permits are approved only a few days/weeks in advance of the event date.
2. ■ **BEFORE YOU COMMIT TO A PLAN:** Contact the Community Services Department at (239) 213-7120 for information and assistance on submitting your special event request.
3. ■ **WHO NEEDS A SPECIAL EVENT PERMIT?** Any event that takes place on public property (other than indoor venues) and on private property requiring: Off-Site Parking, Street/Sidewalk Closure, Sound Amplification or City Personnel. i.e. \*Parades \*Festival/Carnival \*Run/Race/Walk \*Art Show \*Concerts \*Special Musical Presentation \*Street Dance \*Fireworks.
4. ■ **APPLICATION DEADLINE:** The completed Special Event Permit application must be submitted to the Community Services Department no later than 60 business days PRIOR to the day of the event. There will be a \$50.00 non-refundable application processing fee and a \$250.00 refundable damage deposit (refundable if no damage occurs or clean up by city staff is required), per event. Both fees are due when permit application is submitted.
5. ■ **IF THE EVENT IS IN A CITY PARK:** First you must contact the park staff and complete a Park Reservation Request Form. The park manager must approve the reservation and any park rental/usage fees will be discussed with you at that time. Applicable park rental fees must be paid at the community center per the park reservation form. Once you receive the approved park rental agreement you must apply for the Special Event Permit through the Community Services Department at 280 Riverside Circle, Naples FL 34102, (239) 213-7120.
6. ■ **IF THE EVENT IS NOT IN A CITY PARK:** You only need to complete a Special Event Permit Application through the Community Services Department at 280 Riverside Circle, Naples FL, 34102, (239) 213-7120.

## Special Event Planning Guide

7. ■ **WHAT GOES TO CITY COUNCIL FOR APPROVAL:** If any one of items 1–6 on the special event permit application is checked yes, your event will require City Council approval. The six items are as follows: 1. If the anticipated crowd is 1500 or more; 2. If Off-Site parking will be provided or required; 3. If there will be any closure of public streets or sidewalks; 4. If there will be amplified music or sound; 5. If city financial assistance is requested; 6. Request for Fireworks within city limits.
8. ■ **ITEMS DUE AT TIME OF PERMIT SUBMITTAL (some may not apply):** Site Plan, Parking Plans (Public & Vendor), Alcohol Certificate, current Insurance Certificate, D.O.T. Approval, Signed City Personnel Contract, Application Fee, Damage Deposit, 501 (c)3 Certificate, IRS 990 Statement, Residential Impact Notification, ROW Permit, FASAC Approval, Security Plan, Parking Plan info in all advertising, fliers, signage, etc. *Don't worry... an itemized checklist is included in the special event permit application to assist you with this.*
9. ■ **ITEMS DUE NO LATER THAN 60 DAYS AFTER EVENT IS HELD:** City of Naples Event Fundraising Financial Report (if event was a fundraiser), Booths Fees, City Personnel Costs. (A checklist is included in the special event permit application.)
10. ■ **NON-PROFIT REQUIREMENTS:** To receive non-profit status you must provide: 1. A copy of a valid 501 (c)3 or a government agency certification; 2. A copy of Florida State Tax Exemption Certificate. Note: All entities without a 501 (c)3 valid tax exemption status or government agency are considered to be commercial in nature.
11. ■ **EVENT ATTENDANCE:** It is important to anticipate the attendance number for your event. If the anticipated attendance is over 1500 your special event permit will need to be approved by City Council and you will be required to notify local residents, businesses and neighborhood associations in writing of the event per the Notification Criteria on the last page of this guide.
12. ■ **PARKING PLAN:** It is important that you plan for the safe arrival/departure of event attendees, participants, vendors, etc. A parking plan must be submitted for both participants and vendors. The parking plan must address locations for any off-site parking, shuttle service, Right-of-Way (ROW) parking and obtaining a ROW permit, etc. It will also be the responsibility of the event organizer to promote the off-site parking in all advertising, event fliers and event signs and banners per the Notification Criteria on the last page of this guide.

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13. ■ **STREET/SIDEWALK CLOSURE:** If your event will require any street(s) or sidewalk(s) to be closed your permit application must be approved by City Council. Please designate the location(s) on Site Plan. All signs, barricades and traffic control plans will be the responsibility of the applicant and will be required in conjunction with Police and Emergency Services review and approval. Note: If any traffic will be affected on U.S. 41 a separate permit must be filed with the Florida Dept. of Transportation, 2885 S. Horseshoe Dr., Naples, FL 34104, 239-252-5767.
14. ■ **AMPLIFIED SOUND/MUSIC:** If your event will have amplified music or sound your permit application must be approved by City Council. Please indicate on the permit application what type of sound/music you will be having and designate the location(s) on the Site Plan. City ordinance limits the decibel level to 65dBA and amplification must end by 10:00 p.m.
15. ■ **CITY FINANCIAL ASSISTANCE:** Non-profit organizations with a valid 501 (c)3 may request financial assistance to pay for 50% of Police/Fire personnel costs. Financial assistance is limited to a maximum of \$500.00 (max. of \$2,500.00 per year). Financial assistance must be approved by City Council.
16. ■ **BOOTH/VENDOR FEE:** There will be a \$10.00 per booth/vendor fee per day. Booth fees must be paid in a single check by the host organization, for each event within 60 days after the event.
17. ■ **SITE PLAN:** A Site Plan must be submitted with every special event permit application. Site Plan should include the set up location(s) of the event, street/sidewalk closures, cooking location(s), activity locations, restroom/port-o-let location(s), barricade locations, number of booths, booth locations, electric useage locations, equipment locations, and other pertinent event information.
18. ■ **FUNDRAISING REQUIREMENTS:** If the event will contain fundraising elements you must provide: 1. Name of the organization that will benefit from the event; 2. Percentage of profits or the estimated donation amount that will go to the named benefactor; 3. A copy of the charity's last IRS 990 form; 4. Submit a completed City of Naples Event Fundraising Financial Report 60 days AFTER the event is held.
19. ■ **SIGN/BANNERS:** Any signage in the Public/Right of Way require a permit through Public Works/Engineering Dept 380 Riverside Circle, Naples 34102, 239-213-5000. Signage similar to real estate or political signs will be required to notify participants of any off site parking and/or shuttle service per the Notification Criteria on the last page of this guide.

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## Special Event Planning Guide

20. ■ **ALCOHOL:** If alcohol will be sold and/or consumed on the premises a copy of the Florida Beverage Commission permit and name of permit holder will be required at the time of permit application. If your event includes the use of alcohol on city property, liquor Liability Coverage must be included on your certificate of insurance.
21. ■ **SECURITY:** If security (other than city police) is provided include the name of the company and a contact number. A security plan is required if the event anticipates 1500 or more participants. Security Plan should include where security will be located, how will security be utilized, the plan for allowing the public access/egress to public facilities/locations, name of company providing security, etc.
22. ■ **EVENTS ON PRIVATE PROPERTY:** If the event is to be held on private property and the event organizer is not the owner a letter of permission from the owner will be required. Letter from neighbors will also be required if amplified sound will be used. Must adhere to all parking and noise ordinances.
23. ■ **TENT/CANOPIES:** In order to avoid damage to irrigation and other buried systems, the number and placement of tents/canopies must be indicated on the Site Plan. Fire staff will inspect all tents once in place for the event. There will be a fire inspection fee.
24. ■ **GENERATORS/AC UNITS:** We highly recommend use of generators instead of city electric due to the lack of necessary power and associated costs. Be sure and designate all equipment location(s) on Site Plan.
25. ■ **USE OF CITY ELECTRICITY:** Electrical power is extremely limited on public property and all event organizers/vendors should be prepared to supply their own power. If use of city electrical outlets, lighting, etc., is requested the type of uses must be included in the permit and outlet locations designated on the site plan. A cost may be incurred depending on use, duration, etc.
26. ■ **FOOD/COOKING ON SITE:** Guidelines for food service is provided by the Collier County Health Department. Indicate on Site Plan the locations of food/cooking areas and type of cooking equipment to be used during event. Must provide appropriately rated fire extinguishers in all the cooking areas. Proper removal and disposal of grease and refuse will be required by the end of the event (see Refuse Removal section).

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## Special Event Planning Guide

- 27. ■ REFUSE REMOVAL:** It will be the responsibility of the event organizer for the proper removal and disposal of all trash, refuse and debris throughout the term and immediately upon conclusion of the event. If you, as an event organizer, set a standard of leaving the venue better than you found it, you will promote a highly beneficial impact on the Naples community. Additional dumpsters and trash containers can be arranged through the Solid Waste Department at (239) 213-4700.
- 28. ■ RESTROOMS/SANITARY FACILITIES:** It is recommended to have one (1) toilet per every 250 people, or a portion thereof who attend your event. This figure can be based upon the maximum number of attendees at your event during peak time. If public restrooms are not available to meet or exceed this number then portable restrooms will be required at the event organizers expense. Portable restrooms are provided by a number of private firms. Please contact them directly and specify location on the Site Plan.
- 29. ■ CITY PERSONNEL:** Based on responses to questions in the permit certain City personnel may be required, i.e. Police Officer, E.M.T. Fire, etc. Once staffing needs are determined, applicant will be required to complete and sign a contract detailing obligated City personnel costs necessary to stage the event. Payment for any city personnel will be invoiced by the City Finance Department after the event.
- 30. ■ INSURANCE:** Certificate of Insurance must be provided for property and liability coverage of the event, naming the City as additional insured. Liability = \$1 Mil each occurrence; Aggregate = \$2 Mil; Property Damage = \$1 Mil. Proof of insurance must be provided prior to permit processing and approval. See alcohol section for insurance requirements for events serving alcohol.
- 31. ■ RESIDENTIAL (COMMUNITY) IMPACT:** Event organizers may be required to develop mitigating measures to accommodate the negative impact your event may have on entities that may be affected by your event. Most neighborhoods and business areas are represented by a number of community groups that are officially recognized by the City of Naples. Event organizers may be required to notify local residents, businesses and neighborhood associations and provide signs regarding parking during the event, due to impacts by the event to the surrounding community. Information in this notice(s) should include date(s), time(s), location(s), the types of activities, provide alternate route information if regular access is affected and include a contact name and telephone number where members of the public can contact the organization if they have any questions, concerns or issues. A detailed review of the notification guidelines is included in the Notification Criteria on the last page of this guide. Letters of support or endorsement from the impacted entities and community groups should be attached to the permit application.

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## Special Event Planning Guide

### 32. ■ NOTIFICATION CRITERIA FOR SPECIAL EVENTS:

#### GUIDELINES FOR NOTIFICATION:

- Events held in a **City Park** with anticipated attendance of 500 or less: **No notification is necessary.**
- Events held in a **City Park** with anticipated attendance of more than 500 and less than 1500: **Must notify in writing: neighborhood & business association(s) in immediate area of the City park.**
- Events held in a **City Park** with anticipated attendance of 1500 or more: **Must notify in writing: residents, neighborhood & business association(s) along the outer perimeters of the park.** For example: Events in Cambier Park should notify 8<sup>th</sup> Street South, 8<sup>th</sup> Avenue South, 6<sup>th</sup> Street South, Park Street and the Downtown Naples Association (DNA).
- Events held on a **City Street/Sidewalk/etc.**, with anticipated attendance of less of 1500: **Must notify in writing: residents, neighborhood & business association(s) immediately where the event will take place.**
- Events held on a **City Street/Sidewalk/etc.**, with anticipated attendance of 1500 or more: **Must notify in writing: residents, neighborhood & business association(s) within a four (4) block radius from the event.**

#### APPROVED TYPES OF NOTIFICATION:

- **Letters/Fliers notifying of upcoming special event:**
  - Must clearly state date, time and location(s) of event.
  - Must detail the off-site parking plan and locations(s).
  - Must include a contact name and phone number.
  - Must attach a copy of all letters/fliers to permit application.
- **Signage/Banners:**
  - Directional signs similar to small real estate/election signs.
  - Signs can only be put up the day of the event and removed immediately following the event.
  - Signs must clearly state the off-site parking location(s).
  - Any Public/Right of Way signage require a permit through the Public Works/Engineering Department at 380 Riverside Circle, Naples, FL 34102 or call 239-213-5000.

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**SPECIAL EVENT  
FUNDRAISING FINANCIAL REPORT**  
New Form June, 2008

Date Received: \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

**DRAFT**

City of Naples - Community Services Department  
280 Riverside Circle, Naples, FL 34102-6796  
Phone: 239-213-7120 • Fax: 239-213-7130  
Email: [events@naplesgov.com](mailto:events@naplesgov.com)

Use this form if you conducted fundraising during your special event.  
Completed report is required SIXTY (60) days AFTER actual event.

**Event Information:**

(Please specify if any information below is different than provided in original special event permit)

Organization: \_\_\_\_\_

Event & Description: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization(s) benefiting from event proceeds: \_\_\_\_\_

**Specific Event Financial Information:**

1. Total Revenues from event: \_\_\_\_\_
2. Total Expenses from event: \_\_\_\_\_
3. Percentage of profits that will go to named charity: \_\_\_\_\_
4. Total donation to non-profit organization: \_\_\_\_\_

I, the undersigned attest that the above information is accurate and correct and any misrepresentation therein and non-compliance may result in denial of future events.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Date Received:

**DRAFT**

**SPECIAL EVENT  
PERMIT APPLICATION**  
Revised June 30, 2008

PERMIT NO. \_\_\_\_\_

Permit = \$50.00 (non-refundable)  
Deposit = \$250.00 (refundable)

City of Naples - Community Services Department  
280 Riverside Circle, Naples, FL 34102-6796  
Phone: 239-213-7120 ♦ Fax: 239-213-7130  
Email: events@naplesgov.com

Use this form for: Any event that takes place on public property (other than indoor venues) and on private property requiring: Off-Site Parking, Street or Sidewalk Closure, Sound Amplification or City Personnel. i.e. \*Parades \*Festival/Carnival \*Run/Race/Walk/Bike \*Art Show \*Concerts \*Special Musical Presentation \*Street Dance \*Fireworks.

**Completed application with all necessary attachments is required a minimum of SIXTY (60) business days PRIOR to actual event.**

Organization: \_\_\_\_\_

Event & Description: \_\_\_\_\_

Location (Attach Site Plan & any applicable attachments): \_\_\_\_\_

\*Events within 5th Ave South district must be presented to and approved by the FASAC (Fifth Ave South Action Committee) prior to permit approval. CCO 46-39 C 2e

	Set Up Time	Actual Event Times	Take Down Time
Date: _____	_____ to _____	_____ to _____	_____ to _____
Date: _____	_____ to _____	_____ to _____	_____ to _____
Date: _____	_____ to _____	_____ to _____	_____ to _____

Has this event been held in the past? \_\_\_\_\_ If yes, when? \_\_\_\_\_ Actual Attendance: \_\_\_\_\_

Billing Information: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Event Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you a Charitable/Non-Profit Organization? \_\_\_\_\_ If yes, FL State Tax Exempt #: \_\_\_\_\_  
Please provide a copy of your current 501 (c) 3 Certificate with this permit.

*Any items 1-6 marked YES require City Council approval. Per City Code of Ordinances 46-39 C (1,2,3)	YES	NO
1. <b>Crowd:</b> Anticipated Attendance Number is: _____ Is anticipated crowd size 1500 or more?	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>Parking:</b> 1. Will off-site parking be provided? <u>If yes, provide list of off site parking areas to be used inc ROW.</u> <b>Note:</b> You must provide parking plan info in all advertising, fliers and temporary event signage. 2. Will "shuttle" service to parking be provided? By whom? 3. Will you be leasing Booth space? <u>If yes, must provide vendor parking plans with provisions as to how parking will be enforced.</u>	<input type="checkbox"/>	<input type="checkbox"/>
3. <b>Streets/Traffic:</b> Will any street(s) or sidewalk(s) be closed? <u>If yes, provide location on site plan.</u> Signs, barricades and traffic control plans will be the responsibility of the applicant and will be required in conjunction with Police and Emergency Services review and approval. <b>Note: If any traffic will be affected on U.S. 41 a separate permit must be filed with the Florida Dept. of Transportation, 2885 S. Horseshoe Dr., Naples, FL 34104, 239-252-5767.</b>	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>Amplified Sound:</b> Will there be amplified music or entertainment? If yes, please attach description of entertainment and scheduled time(s) of performance(s). Indicate stage location(s) on site plan. <u>Decibel Level is 65 dBA.</u> *Amplification must end by 10:00 p.m. <b>City Code of Ordinances Sec 22-37</b>	<input type="checkbox"/>	<input type="checkbox"/>
5. <b>City Financial Assistance:</b> Is City financial assistance being requested for this event? If yes, please describe reason(s): _____ <b>Financial Assistance is limited to 50% and \$500.00 maximum for police/emergency personnel expenses.</b>	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Fireworks:</b> Is this a public _____ or private _____ display? Applicant must comply with City Code of Ordinances Article V, Sec. 24 Sections 221 through 226; State Law F.S. 791; and NFPA 1123.	<input type="checkbox"/>	<input type="checkbox"/>



- |     |  | YES  | NO   |
|-----|--|--|--|
| 7.  | <b>Fundraising:</b> Will this be a fundraising event? If yes, please provide a copy of last years IRS 990 form.<br>Organization(s) benefiting from event proceeds: _____<br>Percentage of profits/donation amount that will go to named charity: _____<br><i>*Must provide to the CS Department a Fundraising Financial Report within 60 days after the event.</i>   | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| 8.  | <b>Banners, Signs, etc.:</b> Will exterior banners, balloons, signs or other types of advertising and directional techniques be used? <b>Any Public/Right of Way signage require a permit through Public Works/Engineering Dept 380 Riverside Circle, Naples 34102, 239-213-5000: City Code of Ordinance Sec 50-32 through 39.</b>   | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| 9.  | <b>Alcoholic Beverages:</b> Will alcoholic beverages be sold _____ or consumed _____ on the premises? Please check one or both. A copy of the Florida Beverages Commission permit is required at the time of application and prior to event approval. Permit Holder _____<br><b>Division of Alcoholic Beverages and Tobacco, 4100 Center Point Dr. Ft Myers, FL 33916<br/>Call 239-278-7195 or go to www.MyFlorida.com/dbpr.</b> | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| 10. | <b>Security:</b> Will private security be provided to protect exhibits, equipment or facilities brought on-site for the event? Name of company: _____ Contact Number: _____<br><i>*For events of 1500 or more a security plan must be submitted.</i>   | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| 11. | <b>Private Property:</b> Does the applicant own the property where the event is to be held? If NO, please attach a letter of permission from the property owner(s) and approval letters from neighbors.  | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| 12. | <b>Tents/Canopies:</b> Will tents or canopies be used? <b><u>If yes, indicate on site plan the tent size, location and type of surface on which the tent(s) will be installed and intended use of each tent.</u></b>   | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| 13. | <b>Generators/AC Units:</b> Will exterior power generators or air conditioning equipment be operated during the event and from vehicles or trailers? <b><u>If yes, indicate location(s) of equipment on site plan.</u></b>   | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| 14. | Will event require use of <b>City Electricity</b> ? If yes, what type of uses: _____<br><b><u>If yes, indicate outlet and other electrical use location(s) on site plan.</u></b>   | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| 15. | <b>Food/Cooking:</b> Will food be cooked _____ catered _____ on-site during this event? <b><u>Indicate on site plan the location of vendors and cooking equipment to be used.</u></b> (Appropriately rated fire extinguishers and proper disposal of grease and refuse will be required.)  | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| 16. | <b>Refuse Removal/Sanitary Facilities:</b> <i>Petitioner is responsible for collection and removal of all refuse.</i><br>Will temporary sanitary facilities be provided? <b><u>If yes, indicate location(s) on site plan.</u></b><br>Will additional refuse containers/dumpsters be provided? If yes, by whom: _____   | <input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/> |

**Please initial in the box next to each of the following:**

- |     |  |                          |
|-----|--|--------------------------|
| 17. | <b>City Personnel:</b> Based on responses to questions 1-6 & 10 certain City personnel may be required, i.e. Police Officer, E.M.T. Fire, etc. Once staffing needs are determined, applicant will be required to complete and sign a contract detailing obligated City personnel costs necessary to assist with event. The applicant will receive an invoice for payment for any City Personnel by the City Finance Department after the event.      | <input type="checkbox"/> |
| 18. | <b>Insurance Requirement: (excluding private property):</b> Please provide the City of Naples with a Certificate of Insurance for property and liability coverage of the event, naming the City as additional insured. Liability = \$1 Mil each occurrence; Aggregate = \$2 Mil; Property Damage = \$1 Mil. Proof of insurance must be provided prior to permit processing and approval.   | <input type="checkbox"/> |
| 19. | <b>Residential Impact:</b> All events with anticipated attendance of 1500 or more will be required to notify residents, businesses, etc., up to 4 blocks from event in <b>writing prior to the event</b> including any neighborhood associations. Must allow access to any public facility or public egress. A copy of notification must be attached to this permit.   | <input type="checkbox"/> |
| 20. | <b>Items due no later than 60 business days PRIOR to event (some may not apply):</b> Site Plan, Parking Plans (Public & Vendor), Alcohol Certificate, current Insurance Certificate, D.O.T. Approval, Signed City Personnel Contract, Application Fee, Damage Deposit, 501C3 Certificate, IRS 990 Statement, Residential Impact Notification, ROW Permit, FASAC Approval, Security Plan, Parking Plan info in all advertising, fliers, signage, etc. | <input type="checkbox"/> |
| 21. | <b>Items due no later than 60 days AFTER event is held:</b> City of Naples Event Fundraising Financial Report (if event was a fundraiser), Booths Fees, City Personnel Costs. <b>(See attached checklist for items 20 &amp; 21).</b>   | <input type="checkbox"/> |
| 22. | <b>Copies Provided:</b> A copy of the noise ordinance, parking ordinance and special event permit planning guide has been provided to the petitioner.  | <input type="checkbox"/> |
| 23. | <b>Non-compliance of any item listed in this permit may result in denial of current or future events.</b>  | <input type="checkbox"/> |

**Estimated Fees & Charges:**  
 Permit Fee = **\$50.00**; Damage Deposit = **\$250.00**; Booth Fee = **\$10.00 per booth per day**

Damage Deposit will be refunded approximately 30 days after event, if no clean up is required or no damage occurs to City property.

Police/Fire/Emergency Personnel Costs: \$ \_\_\_\_\_

Community Services Personnel Costs: \$ \_\_\_\_\_

Electric Cost (on City Property): \$ \_\_\_\_\_

**Total Due = \$ \_\_\_\_\_**. Cash or Checks Only. Make checks payable to the City of Naples.  
 Full payment is due prior to the day of event, (except for contracted city personnel costs and booth fees).

**Special Notice:** During review by various 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 (as set forth in this permit) or fails to obtain proper authorization to proceed, if conditions have changed, or the expected outcomes, impacts, or conditions are substantially altered, then the permit will be voided immediately by authorized City personnel and denial of future events may occur.

**Applicant Agreement and Waiver of Liability:**

I, the undersigned, will indemnify, defend and hold harmless, the City of Naples, 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. The undersigned agrees to pay all required fees and charges and will abide by all the rules and procedures presented therein and non-compliance may result in denial of current or future events.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

Applicant Comments: \_\_\_\_\_

**For office use only:**

Permit has met all criteria to be forwarded for approval: \_\_\_\_\_  
 City Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Comments: \_\_\_\_\_

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Police Approval \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_ Police Comments \_\_\_\_\_

Fire Approval \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_ Fire Comments \_\_\_\_\_

Community Services Approval \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_ CS Comments \_\_\_\_\_

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**Required Items for Permit Submittal  
Event Organizer Checklist**

**20. Items due no later than 60 business days PRIOR to event (some may not apply):**

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking Plan — Public
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking Plan — Vendor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking Plan Info-provide info in all advertising, fliers, signage, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permit Application Fee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Damage Deposit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current Insurance Certificate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed City Personnel Contract
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D.O.T. Approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Residential Impact Notification Review
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	501C3 Certificate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IRS 990 Statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ROW Permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Security Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FASAC Approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alcohol Certificate

**21. Items due no later than 60 days AFTER event is held:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City of Naples Event Fundraising Financial Report (if event was a fundraiser)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Booths Fees
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City Personnel Costs