

# CITY OF BRADENTON



## SPECIAL EVENTS

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[www.bradentonfl.gov](http://www.bradentonfl.gov)

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## **Introductory Overview**

***The City of Bradenton’s intention is to support and assist event organizers to allow its citizens the opportunity to enjoy the fine festivals and events held in this community. This guide is a tool to help ensure that events are safe and enjoyable gatherings for all.***

**The guidelines and standards set forth in this guide apply to ALL city parks and property.**

## **Event Definitions**

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An event includes any use of a public facility by a group that may limit the normal access and use of such facility by the public.

An event may include but is not limited to:

- A. Any activity involving the use of a public facility where the activity is advertised to attract participants and/or spectators.
- B. Any activity with a planned contest involving prizes or awards.
- C. Any activity that includes the advertising, display or sale of goods or services of any type.
- D. Any activity that will include the placement and use of tents (no stakes), portable toilets, sales booths, temporary parking area, blocking of public rights-of-way, etc.
- E. Any activity having an impact on City rights-of-way or could affect public safety.
- F. Any activity involving gatherings where a group of individuals desire exclusive use of any public property.

**Public Event:** Event where a group desires exclusive use of a facility and activities are open to the public such as festivals, tournaments, races, parades, boat shows, concerts, arts and/or craft shows.

**Private Event:** Event where a group desires exclusive use of a facility and activities are not open to the public such as weddings, company picnics, family gatherings and private parties. Private events prohibit the public from accessing a public space and a separate set of fees have been established. Private events also may require a minimum of one (1) Bradenton Police Officer to ensure the reserved space remains private.

**“A” Event:** Large, high impact event requiring City Council approval. Events are considered “A” events when one or more of the following are true:

- A. The event will draw more than 200 people during the entire event.
- B. The event is scheduled for more than 4 hours, and/or will span multiple days.
- C. The event will involve the sale or distribution of alcoholic beverages.
- D. The event will occupy the majority of the land area in the subject park.
- E. The event might place an extreme burden on City work crews because of its nature, size or timing.
- F. Off-premise directional signage is planned
- G. The event involves fencing off specific areas. All fencing, barricades and cones must be secured by a private vendor.
- H. The event involves an organized race. \*See *Race Standards* document for more details.
- I. All “A” events require **six months** advance notice.

**“B” Event:** Small, low impact event requiring Event Review Committee (ERC) approval only. Events are considered “B” events when all of the following are true:

- A. The event will draw 200 or less guests during the entire event.
- B. The event will last 4 hours or less.
- C. The event will not involve alcoholic beverages.
- D. The event will not involve cooking, grilling, or re-heating of food, food trucks, or vendors.
- E. The event will only occupy one venue of a City park, or have minimal impact on City right-of-way/property.
- F. All “B” events require **three months** advance notice.

### **SMALL INFORMAL EVENTS:**

For small, informal events (*composed of 25 or less participants and do not require electrical access, sound amplification, and/or are not using any special amenities,*) such as children’s birthday parties, brief wedding ceremonies, family picnics or reunions, etc., city facilities can be used on a first-come, first-served basis.

*Please remember for first-come, first-served gatherings, there may be other scheduled events that have been reserved for the same time and space. These reserved events will take precedent, and you will be unable to utilize the space. Please check the event calendar at [www.bradentonfl.gov](http://www.bradentonfl.gov) for approved events.*

### **LARGER PUBLIC AND PRIVATE EVENTS:**

Fees will vary for larger public or private events, which require more services and for which you would like to reserve a date, time, and space. (See Fee Schedule, pg. 8). Depending upon the size of the event and type of activities, an additional damage deposit will be required, which is refundable upon determination of no damage.

*Per City of Bradenton Code of Ordinances for governing regulations. Especially, but not limited to, Chapters 1, 6, 10, 14, 38, 50, 54, 58, 62, and 70.*

### **Important Venue Information**

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- Public spaces are reserved on a “First-Come, First-Served” basis, however, the City of Bradenton has the discretion to cancel, reschedule, or change the venue for any event, in the event of an emergency.
- Public events take precedence over private events. The City of Bradenton reserves the right to reschedule or change the venue for a private event that conflicts with a public event up to three months prior to the event date.
- All annual events will be provided the opportunity to reserve the same dates and/or weekends of the same month for their annual event(s) up to one (1) year in advance with deposit amount determined by the Event Review Committee (ERC). If the event cancels future event dates, cancellation must be received a minimum of six months prior to the reserved date or the reservation fee is forfeited.
- All fishing and watercraft events must abide by all Federal, State and Local regulations and laws.



## Application Overview

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The City of Bradenton's Event Review Committee (ERC) oversees the processing of applications to hold both public and private events on city property.

Event permits are required when a group or individual is seeking exclusive use of all or part of a public park or roadway for any length of time. Event organizers should include both set-up and clean-up time in their total time request for event approval.

Application packet, documents and fees should be sent directly to:

Kelly Thomas  
Event Coordinator  
City of Bradenton  
101 Old Main Street  
Bradenton, FL 34205  
Phone: (941) 932-9445  
Email: [events@bradentonfl.gov](mailto:events@bradentonfl.gov)  
Web: [www.bradentonfl.gov](http://www.bradentonfl.gov)  
(3/2022)



## Application Procedure – Non-refundable Fee \$25.00

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### **Step 1: Submit Event Permit Application and Street Closure Request (if needed)**

- Review Event Manual at Events Tab ([www.bradentonfl.gov](http://www.bradentonfl.gov)).
- Application may be downloaded from [www.bradentonfl.gov](http://www.bradentonfl.gov).
- Submit Event Permit Application.  
**“A” events require 6 months advance notice. “B” events require 3 months advance notice.**
- If applicable, submit a request for temporary closing of city street/s.

### **Step 2: Await Contact from the City of Bradenton**

The City of Bradenton event coordinator will contact you with fee and damage deposit requirements.

### **Step 3: Finalize Approval Process**

Provide the following:

- Certificate of Liability Insurance (with Liquor Liability Endorsement, if applicable)
- Damage Deposit
- Rental Fee
- If applicable, signed tent permit.
- Provide the Drug Free Manatee's Certificate of Completion of the Festival & Event Alcohol Training Course for the Event Organizer(s).  
[www.drugfreemanatee.org](http://www.drugfreemanatee.org).

**All fees, documentation and insurance certificate must be received no later than 30 days prior to the event. Otherwise, the city reserves the right to revoke its approval.**

### **Step 4: Schedule City Services**

- Please contact Bradenton Police Department (BPD) to discuss security requirements and schedule extra duty officers if deemed necessary. Officers must be scheduled a minimum of 30 days in advance of event.
- Contact Manatee County Department of Public Safety to schedule EMS if necessary.
- For other city services, the appropriate City of Bradenton personnel will contact you to schedule and provide written estimates for cost of services.

*Note: If applicant does not pay city services deemed necessary by ERC within 30 days, the cost of those services will be deducted from damage deposit.*

### **Step 5: Notifications**

- Notify any businesses and/or residential complexes affected by event. (See Standard 14.) *Note: Races require additional notifications.*

### **Step 6: Attend ERC Meeting if required**

- Event Agenda – set up details, vendor arrivals, volunteer arrivals and numbers, expected crowd, food and beverage plan, city services scheduled, and break down.
- Final Site Plan
- Parking Plans
- Community Notifications (businesses and residential complexes).

*Note: ANY changes from initial event application must be communicated to the ERC 30 days prior to event.*

### **Step 7: Receive Event Permit**

Upon approval and completion of all stipulations; an event permit will be issued from the City of Bradenton. Please keep this permit and your application with you on event day.

### **Step 8: Post Event Review**

The event site will be evaluated by Public Works event personnel. Any property damage or loss due to the event will result in a deduction from damage deposit and/or a claim against the liability insurance. **You will generally receive your damage deposit 30 days after city services have been paid.**

## **Event Approval Standards**

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A series of standards to assist organizers in planning the operations of their event. These standards may be varied and/or waived upon appeal to the City Council by the applicant. However, these standards are to serve as the minimum requirements to insure a safe and successful event.

**Standard 1 (Site Plan):** All site plan and event routes must be clearly marked on a site map submitted with the event permit application. Specifically, the applicant should show the approximate location where the following event components will be located:

- A. Food vendors - number and type
- B. Amplified sound direction and location
- C. Tent locations
- D. Fencing/Barricades
- E. Off-premise directional signage –location(s), sizes, sign material & digital samples
- F. Parking on and off-site, including a designated handicap area.
- G. Recreational vehicle parking – if used for security purposes only, limited to one fully self-contained unit.
- H. Traffic ingress and egress points as well as emergency vehicle access.
- I. Bathroom/sanitation facilities
- J. Alcoholic beverage distribution areas
- K. First aid area

**Standard 2 (Liability Insurance):** Certificate of Liability Insurance in the amount of \$1,000,000 naming the City of Bradenton as "Additional Insured" and specifying the NAME and DATE of the event must be provided a minimum of 30 days prior to event. Event organizers must keep a copy of the certificate for their own records.

**Standard 3 (Alcoholic Beverages):** Any event organizer selling alcoholic beverages must obtain a State of Florida Alcoholic Beverage license and a mandatory liquor liability endorsement on the certificate of liability insurance. The license must be signed by the city zoning manager. The event organizer(s) must successfully complete Drug Free Manatee's Festival & Event Alcohol Training Course and require all volunteers that will serve alcohol at the event to successfully complete the training course and keep all required documentation.

**Standard 4 (Food/Beverage):** Any event organizer using food/beverage vendors must certify that each vendor has State of Florida Health Department approval and complies with all county and local guidelines and ordinances.

**Standard 5 (Food Prep):** Any event cooking or serving food with grease shall provide a plan to remove grease generated by the event. For officially permitted events, grilling, cooking, reheating of food, food trucks, or food vendors is allowed, but adherence to cooking policies must be maintained. Please see grease containment requirements.

## **Food Vendor Management Requirements for Events**

Event organizers desiring to include food at events at City parks and/or property shall:

1. Contract, at no expense to the City, with a licensed grease hauling company to handle waste cooking grease/oil generated at the event. The hauling company shall supply a grease receptacle (tank) placed in reasonable proximity to the festival that vendors are required to dispose of their spent grease/oil into on a daily basis over the duration of the event.
2. Provide, at no expense to the City, protective barriers (i.e. tarps, oil absorbing materials, etc.) to be used in food vending areas to protect City of Bradenton property from grease/oil/food-related damage.
3. Contract, at no expense to the City, with the City of Bradenton Solid Waste Division to provide solid waste services, garbage and recycle receptacles and equipment for the event.
4. Ensure, through appropriate and reasonable means and at no expense to the City, that City of Bradenton property does not sustain damage from the event organizers, vendors, participants or guests, including, but not limited to:
  - o Garbage, trash and other event-related litter
  - o Food detritus (i.e., garbage, grease, oil, kitchen waste, etc.)
  - o Damaged City property (i.e., sidewalks, curbs, streets, signs, lights, landscape, hardscape, facilities, buildings, benches, trashcans, utilities, graffiti, etc.)
5. The Organizer shall provide monitors, at no expense to the City, during the event to ensure compliance with these requirements.

**Standard 6 (Tents):** Permits from the City of Bradenton Planning Department are required for tents over 10' x 10'. Upon review of the tent application, a permit will be issued no less than 30 days prior to event. All tents/canopies must be fire retardant, per fire prevention requirements. Stakes are prohibited and tent weights are required.

**Standard 7 (Sanitation):** All approved events must provide sufficient on-site sanitation facilities. Some areas of Riverwalk Park have permanent sanitation facilities. For large events, additional port-o-lets may need to be obtained.

<b>NUMBER OF PORTABLE TOILETS RECOMMENDED FOR SPECIAL EVENTS</b>							
<b>Number of Persons – peak crowd</b>	<b>4 Hour event</b>	<b>5 Hour Event</b>	<b>6 Hour Event</b>	<b>7 Hour Event</b>	<b>8 Hour Event</b>	<b>9 Hour Event</b>	<b>10 Hour Event</b>
250	2	2	3	3	3	3	3
500	4	4	4	4	4	4	4
1000	6	6	7	7	7	7	8
2000	8	9	10	10	12	12	13
3000	12	12	14	15	16	18	18
4000	16	18	19	20	20	22	24
5000	16	18	20	24	28	28	30
10,000	30	32	36	36	40	42	48
20,000	56	64	70	78	78	90	98



**Standard 8 (Extra Duty Security):** Police security is required whenever alcoholic beverages are present, when closure of a public street is necessary, when large crowds are in attendance, or in any other situation as deemed necessary by the Bradenton Police Department (BPD). The number of personnel required is determined by BPD and wages are payable by applicant prior to or at the time of service.

**NOTE:** *The Bradenton Police and Fire Departments reserve the right to cancel extra-duty details without notice, and to recall personnel for official duty when necessary for community safety.*

**Standard 9 (Fire Marshal):** Requirements set forth by the Fire Marshal must be adhered to and all events are subject to inspection.

**Standard 10 (Public Works/Utilities):** All events requiring Public Works and Utilities services shall bear the cost of providing such service.

**Standard 11 (Fireworks):** The use of fireworks or other potentially hazardous devices may only be approved by a permit issued by the Bradenton Planning Department and the Bradenton Fire Department.

**Standard 12 (Vehicles):** No vehicles may be driven off designated vehicle areas unless expressly authorized as part of an approved event.

**Standard 13 (Live Animals):** No event may keep, display, or otherwise house live animals on City park property unless authorized by the City Council.

**Standard 14 (Notifications):** Event organizer must contact each business or residential complex that could be impacted by the event. The notification should include event dates and times and event organizer contact information. Races require additional notifications. See *Race/Run/Walk Standards* document.

**Standard 15 (Drones/Balloon and Lantern Releases):** Drones are prohibited at Riverwalk. Balloon/lantern releases are prohibited at all City Parks.

**Standard 16 (Candles/Open Flames):** Candles are prohibited at Riverwalk Park.

**Standard 17 (Large Inflatables):** Large inflatables and bounce houses are prohibited in City Parks.

**Standard 18 (Trailers/Recreational Vehicles):** One fully self-contained recreational vehicle is permitted for security and/or event purposes. If additional trailer/recreational vehicles are deemed necessary to remain within the City park as part of the event, the request will require special City Council approval. Manatee County Health Department, Environmental Services, will permit the Recreational Vehicles, provided no gray water or black water is discharged on the property. Manatee County Health Department, Environmental Services, will conduct inspections for events with overnight recreational vehicle parking/camping. If any recreational vehicles in conjunction with the event are found to be in violation of the above regulations, the event organizer shall be cited and fined up to \$100.00 for the first offense and \$200.00 for the second offense.

## Fee Schedule

Events and gatherings held in Bradenton's public spaces require a rental fee covering the costs associated with reserving one or more of the venues and public property maintenance. *Fees are subject to change.*

**CANCELLATION POLICY:** *If all fees and/or insurance is not received 30 days prior to the event, the city reserves the right to revoke approval.*

### Venue Rental for Public Events

Attendance 1-200	\$ 75.00 per day
Attendance 201-500	\$ 300.00 per day
Attendance 501-1,000	\$ 500.00 per day
Attendance 1,001-2,500	\$ 750.00 per day
Attendance 2,501-5,000	\$ 1,000.00 per day
Attendance 5,001+	\$ 2,000.00 per day

### Venue Rental for Private Events

*(A maximum of two venues may be rented per day.)*

Amphitheater	\$ 750.00 per day
Great Lawn	\$ 350.00 per day
Pavilion and Event Oval	\$ 2,000.00 per day
Regatta Plaza	\$ 350.00 per day
Outdoor Living Room	\$ 150.00 per day
Skate Park <i>(special requests only, requires City Council approval)</i>	\$ 2,000.00 per day
Tower Plaza	\$ 150.00 per day
Botanical Gardens	\$ 150.00 per day
Volley Ball Courts	\$150.00 per day or \$25/hr. (2 hr. min)
Lewis Park (north of Garden Club only)	\$ 75.00 per day

*\*Private events require a minimum of one City of Bradenton police officer to ensure your reservation is respected by the public.*

### Fees for Races/Walks

Under 500 Participants	\$ 200.00 per day
Over 500 Participants	\$ 300.00 per day

### Fees for City of Bradenton Services

Bradenton Police Department Officers (Contact BPD at (941) 932-9317.)

Tent Permits (Contact Planning Dept at (941) 932-9400.)

Public Works and Utilities (Contact Staff at (941) 708-6342.)

## Damage Deposit

A damage deposit will be charged for all reserved events. The damage deposit is refundable, only after an inspection is completed by City employees to determine if additional cleanup is necessary and all city services have been paid. If there is damage or additional cleanup required, the event organizer will be responsible for additional charges in excess of the damage deposit.

### **Damage Deposit Fee Schedule\***

*Add each line that applies to your event to determine total deposit amount*

EVENT WITH	
<u>Under 100 people anticipated</u>	<u>\$ 200.00</u>
<u>Over 100 people anticipated</u>	<u>\$ 400.00</u>
EVENT WITH	
<u>Non-alcoholic beverages only</u>	<u>\$ 150.00</u>
<u>Alcoholic beverages</u>	<u>\$ 200.00</u>
EVENT WITH	
<u>Cold food</u>	<u>\$ 250.00</u>
<u>On-site cooked food</u>	<u>\$ 350.00</u>
<u>On-site cooked food using fryers/grease</u>	<u>\$ 1,500.00</u>

*\*The City reserves the option to increase damage deposit fees based on extenuating circumstances of event.*

### **Florida Statute 255.045 - Cleanup after events held on public property**

(1) Any person who sponsors or promotes an event to be held on or within any public property or facility in the state must reasonably protect such property or facility and, after the event, must provide for all necessary cleanup, repair, and restoration of such property or facility to its condition prior to the event, so that such public property or facility is suitable for normal use. The cleanup, repair, and restoration must be accomplished within 15 days after the date the event is concluded.

(2) This section does not supersede any laws, rules, ordinances, or properly adopted policies the requirements of which are more stringent than the requirements imposed by this section.

(3) A violation of this section is a noncriminal violation, punishable by a fine not to exceed \$500 per day, to begin on the day after the 15-day cleanup period has expired. The imposition of the fine against any person does not abrogate that person's duty to pay any cleanup or restoration costs resulting from the event.

## Event Monitoring

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Any major deviations from the approved event permit conditions by the event organizer may result in the event being prohibited from taking place in the City in the future. Following the completion of an approved event, City crews will inspect the park or event route to check for any problems. Failure to have portable toilets, dumpsters and/or vendor equipment removed within 24-hours of the event and/or excessive damage to City property or the use of City crews to clean up after a given event may result in an additional security/damage deposit being required for future events, and/or a direct billing for the services rendered.

## Key Contact Numbers

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The following provides a list of contacts that may be helpful assisting event organizers with the various components of most events.

Event Component	Department	Contact
Initial Event Coordination	Special Event Coordinator	941-932-9445
Event Security	Police Department Fire Department	941-932-9317 941-932-9603
EMS	Public Safety	941-749-3500
Electrical Needs	Public Works Events Team	941-465-4923
Sanitation	Public Works Events Team	941-708-6342
Park Layout	Public Works Events Team	941-462-1994
Tent Permitting	Planning Department	941-932-9400
Alcoholic Beverages	State of Florida Dept. of Business and Professional Regulations, Division of Alcoholic Beverages	850-487-1395
	City of Bradenton Zoning Manager	941-932-9400

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*NOTE: Any event organizer who wishes to appeal any requirement or decision rendered by the City Council in conjunction with the provisions of this event manual may do so in writing to the City Council no less than 60 days in advance of the first day of the event.*