



City of St. Augustine

Event Venues & Permit Guidelines

Public Affairs Department

Department of Public Affairs
P.O. Box 210 | St. Augustine, FL 32085-0210
Phn: 904.825.1004 | Fax: 904.825.1096
Email: events@citystaug.com | Web Site: www.citystaug.com

Table of Contents

| | | |
|------|---|----|
| I. | Introduction | 4 |
| | Mission..... | 4 |
| | Philosophy..... | 4 |
| II. | Event Site..... | 5 |
| | Venues | 5 |
| | Right-of-Ways | 5 |
| | Open Use Areas | 5 |
| III. | Event Date..... | 6 |
| | Scheduling Request..... | 6 |
| | Date and Space Availability | 6 |
| | Scheduling Confirmation | 6 |
| IV. | Event planning..... | 7 |
| | Operations Profile..... | 7 |
| | Profile Form | 7 |
| | Site Plan | 7 |
| | Deposit..... | 7 |
| | Insurance Provider | 7 |
| | Event Review Committee | 7 |
| | Risk Management Assessment Team (RMAT)..... | 8 |
| | Operations Profile Review | 8 |
| V. | Event Operation | 9 |
| | Unified Operation Plan | 9 |
| | City-Required Support Services..... | 9 |
| | Responsibilities of the organizer | 9 |
| | Checklist and Timeline..... | 9 |
| | Defining Specific Logistical Considerations | 9 |
| | Event Summary..... | 9 |
| | Staff Assistance | 9 |
| | Event Planning and Management Timeline..... | 10 |
| VI. | General policies..... | 11 |
| | Compliance | 11 |
| | Insurance | 11 |
| | Portable Toilets..... | 11 |
| | Alcoholic Beverages | 11 |
| | Public Safety..... | 11 |
| | Amplified Sound..... | 12 |
| | Weapons | 12 |
| | Signage..... | 12 |
| | Fireworks | 12 |
| | Open Fires..... | 12 |
| | Overnight Camping | 12 |

| | |
|---|----|
| St. Johns County Local Business Tax | 12 |
| Site Maintenance | 13 |
| VII. Site descriptions | 13 |
| A. Venues..... | 13 |
| Francis Field | 13 |
| The Willie Galimore Center | 14 |
| The Gazebo in the Plaza de la Constitución | 14 |
| St. Augustine Municipal Marina | 14 |
| The Lightner Courtyard | 14 |
| The VIC / The Promenade / The Fountain Garden | 15 |
| B. Right-of-Ways Profiles..... | 15 |
| Parade..... | 15 |
| Procession | 15 |
| Run..... | 16 |
| Walk..... | 16 |
| Street Event or “Block Party” | 16 |
| VIII. Fees | 16 |
| Fixed fees and rates | 16 |
| Application..... | 16 |
| Site use | 17 |
| 1. Solid waste services | 17 |
| 2. Streets & grounds services..... | 17 |
| 3. Utility services | 17 |
| 4. Public safety services | 17 |
| IX. Forms..... | 19 |
| Sample Scheduling Request..... | 19 |
| Sample: Scheduling Confirmation | 20 |
| Event Cost Accounting Worksheet | 21 |

I. Introduction

Mission

The City of St. Augustine facilitates the success of events held on public property by providing professional and reliable services.

Philosophy

St. Augustine plays host to a wide variety and a great many events that have become an important part of the community's tourist economy and often provide much needed fundraising opportunities for community based charitable and service organizations. A growing number of these events depend on the facilities made available by the City of St. Augustine and the essential support services only a municipality can provide. By making these facilities and services available to organizers at reasonable costs, the city supports the successful staging of events without placing an undue financial burden on public resources or diminishing the level of services the municipality is required to provide to residents, businesses and visitors.

II. Event Site

Those publicly owned areas which are available for events are classified into three categories: venues, right-of-ways, and open use areas. Level of available services and regulations governing the use of each site varies.

Venues

Venues are specifically designated as event sites with supporting infrastructure. Events held in venues have standard operating procedures for city provided support services, and require a rigorous application process including sufficient advance notice, plan approval, staff review process, and appropriate fees.

Venues include Francis Field; The Plaza de la Constitución's Gazebo; The VIC/ Promenade/The Fountain Garden; the St. Augustine Municipal Marina; the Willie Galimore Center; and the Lightner Courtyard. Each venue has its own capacities and capabilities and are most appropriate for specific types of events, i.e. Francis Field for festivals, the Plaza Gazebo for concerts, and the Lightner Courtyard for small ceremonies.

Right-of-Ways

Right-of-Ways are generally the city's streets and sidewalks, both those maintained by the city and those under the management of the Florida Department of Transportation. Events in a right-of-way have standard operating procedures for all city provided support services, and require a rigorous application process including sufficient advance notice, plan approval, staff review process, and appropriate fees.

Right-of-Ways are most appropriate for runs, walks, parades, processions and street events or "block parties."

Open Use Areas

Open use areas are available for public use on a first-come/first-serve basis, may not be reserved, and access to the area by the general public may not be restricted in any way. The city provides no support services for events in open use areas, and no reservations, prior approvals or use fees are required.

Open use areas include Davenport Park, Oglethorpe Park, and Project SWING. Open use areas are most appropriate for family birthday parties, picnics, and other small private events held in a public space.

III. Event Date

Scheduling Request

All events require the submission of a scheduling request so that staff may determine the availability of the date and space requested and determine if the location requested is the most suitable for the event. The scheduling request will include proposed date and site, estimated attendance, contact information, and a brief description of the event.

Date and Space Availability

A date/holiday and specific site may not be reserved more than two calendar years in advance, although first right of refusal of any specific date/holiday in a specific location will be given to any organizer who held an event on that specific date/holiday the previous year in the specified location.

Request for specific date and location is addressed with consideration given to:

- Whether or not the date/holiday and site requested was used for an event the previous year and if so will that event be reoccurring;
- The proximity of the requested date to the date of other events using the same site in order to allow sufficient time for cleaning/recovery; and
- If the requested date coincides with a major holiday or event which is likely to create a significant demand on city services and resources.

Scheduling Confirmation

Upon staff determination that the date and space requested are available and are the most suitable for the event, the organizer may submit the non-refundable application fee and reserve the date and space.

IV. Event planning

Operations Profile

No later than seven months prior to an event, the organizer will submit an operations profile for review by the Events Review Committee. Some events may require a longer lead time because of their complexity, but seven months is a minimum for all events. The operations profile includes:

Profile Form

The profile form provides a summary of the event including contact information, proposed date, estimated attendance, type of activities, name of insurer, and brief description of required city services.

Site Plan

The site plan provides an illustration drawn to-scale of the area, whether venue or right-of-way, where the event will take place.

Deposit

A refundable security deposit is required of all events, the amount determined by the scope of the event, including expected costs incurred for city support services. This amount may be adjusted based on the unified operational plan.

Insurance Provider

Organizer must identify the insurance carrier that will provide applicable certificates of insurance with the City of St. Augustine named as an additional insured.

Event Review Committee

The Event Review Committee reviews the operations profile and meets with the organizer to discuss the event's details. Only completed profiles will be reviewed. Incomplete profiles will delay the review process and jeopardize the event's approval schedule.

The Event Review Committee is an interdepartmental team representing those areas where city services are impacted by an event. While some events may require participation by additional representatives, departments/divisions/groups consistently participating include:

- City Attorney's Office
- Fire Dept.
- General Services Dept. (Municipal Marina, Facilities Management Group)
- Parking Enforcement Division
- Planning and Building Dept.
- Police Dept.
- Public Affairs Dept
- Public Works Dept (Streets/Grounds, Solid Waste/Sanitation Divisions)
- Visitor Information Center / Historic Downtown parking Facility

Risk Management Assessment Team (RMAT)

All events, both those in venues and upon the rights-of-way, will be reviewed by the Risk Management Assessment Team will identify risk factors related to an event so that public safety needs are met. The RMAT may develop an Incident Action Plan which will become part of the unified operation plan for the event. The RMAT is comprised of multi-jurisdictional police, fire, rescue, and marine patrol personnel and resources.

Operations Profile Review

In reviewing the operations profile, the Event Review Committee will consider:

- If the site can adequately accommodate the event taking into account the site's infrastructure, the event's expected attendance and format (i.e. festival, concert, fair, run, parade).
- If the event coincides with other events and thus may place an undue burden on the delivery of city services to the event and/or to the community.
- If the event is in compliance with all permitting and licensing requirements from other jurisdictions, including federal, state, county and city.
- If the event may pose a public threat to residents, businesses, and visitors, not considering content of speech, message, or reaction to the message.
- How the event will impact neighborhoods in the immediate vicinity (i.e. noise, litter, traffic).
- To what extent the organizers, if responsible for a previous event on public property, adhered to city ordinances or policies or other applicable laws.
- If the event will place a undue strain on city services including those for crowd control, policing, security, parking, solid waste or traffic.
- The organizer's demonstrated ability to manage the event.

In reviewing the profile, the committee will not consider:

- The content of speech or message that may be conveyed by the event, or the identity or associational relationships of the organizer, or assumptions or predictions as to the public response to the content of speech or message conveyed by the event.

Recommendations of the Event Review Committee are forwarded to the City manager or his designee for final approval. If an event's application is denied by the Event Review Committee, the applicant may appeal that recommendation to the City Manager.

V. Event Operation

Unified Operation Plan

A unified operations plan is developed based on the meeting between the organizer and the Event Review Committee. The unified operations plan, managed by the Public Affairs Department, will specify:

City-Required Support Services

The plan will specify levels of city provided services for the event including those associated with site use, sanitation and utility service, public safety, and other personnel and/or equipment. The plan will include an estimated total cost for the services, the amount to be pre-paid, and the amount of any required deposit.

Responsibilities of the organizer

The plan will reiterate that an organizer's primary responsibility is adherence to the general policies for events and those specific to the site being used. Additionally, the plan will specify any other responsibilities belonging to the organizer (i.e. securing applicable permits, informational out-reach to the community regarding the event's impact).

Checklist and Timeline

The plan will include a checklist of all required documents, permits, fees and required inspections and a timeline indicating benchmarks at which point certain items must be completed so as not to jeopardize the event. Events using a venue may be required to secure permits for the sale of food and beverage, while those using a right-of-way may need permits from the Florida Department of Transportation. All events must provide documentation of insurance as specified.

Defining Specific Logistical Considerations

The plan will include logistical considerations developed to facilitate both the delivery of city services and the event's operations. Such considerations include temporary removal of obstructions such as trash receptacles, or temporary closing of certain streets, or rerouting of traffic.

Event Summary

The event summary is a internal, one-page synopsis of city provided services for an event. The summary is prepared by the Public Affairs Department drawn on information from the unified operations plan, and is distributed to city personnel involved with event management approximately one week prior to the event.

Staff Assistance

Organizer will have a primary point of contact for assistance, specifically in regards to city provided services. Based on the size and complexity of the event that point of contact will be on-site as necessary and on-call throughout the event to act as liaison between the organizer and all city personnel.

Event Planning and Management Timeline



Organizer submits scheduling request

- proposed dates and site, estimated attendance, contact information, brief description of the event

City sends scheduling conformation

- determination that date and space are available and suitable for a specific site

Organizer secures date & space

- organizer reserves date and space with nonrefundable application fee

Organizer submits operations profile

- profile form
- site plan
- deposit
- insurance

Event Review Committee and organizer meet

- organizer and staff reviews operations profile and discuss necessary operations

City and organizer develop unified operations plan

- city-required services
- organizer responsibilities
- timeline for documents, fees, inspections
- logistics

Organizer holds event

- operations plan implemented

City and organizer hold wrap meeting

- organizer and staff after action meeting

VI. General policies

Compliance

Organizer is responsible for compliance with all applicable City of St. Augustine ordinances including those related to signage, banners, noise, fire prevention, alcohol sales and consumption, occupancy, crowd control and emergency evacuation.

Insurance

The organizer must provide a certificate of insurance verifying a general liability policy coverage in the amount of not less than \$1,000,000 per occurrence / \$1,000,000 aggregate, and including the City of St. Augustine as a certificate holder/additional insured. No event will be held without proof of required insurance.

Portable Toilets

The organizer is responsible for providing portable toilets, including disabled accessible toilets, hand washing stations and portable holding tanks in a sufficient amount based on expected attendance, number of days of the event, the nature of cooking and foodservice, and consistent with requirements of Chapter 11 of the Florida Building Code. The organizer and the provider of the portable facilities shall comply with the Standards for Onsite Sewage Treatment and Disposal Systems, State of Florida Department of Health, Chapter 64E-6.0101, Fla. Admin. Code, Sept. 24, 2007. The location of all portable facilities must be specified in the operations profile.

Alcoholic Beverages

The organizer is responsible for ensuring that the distribution and consumption of alcohol is conducted only as allowed by law and in compliance with all required permits. The organizer is responsible for securing and completing the Application for One/Two/Three Day Permit or Special Sales License (Form DBPR-ABT-6003) from the Florida Department of Business & Professional Regulation and securing appropriate signatures from the City's Planning & Building Department. Alcoholic beverages may be sold and consumed only where and when permitted by law. Any event allowing sale or consumption of alcoholic beverages will be required to have additional security by the St. Augustine Police Department during hours when alcohol is distributed and/or consumed at a level as determined by the Police Department. The Police Department reserves the right to approve the placement of points of alcohol service.

Public Safety

The City of St. Augustine Police Department and the St. Augustine Fire Department are the lead agencies for public safety relating to events within their jurisdictions. Both departments will work with the organizer to develop a suitable plan that will provide a safe environment for participants and attendees and not impede the event's operations. Representatives from each department will determine the level of services an event requires based on the type of event, location and expected attendance. If the event's impact causes limitations on access to certain areas by the fire department, the organizer is responsible for the cost of the establishment of a temporary satellite fire unit. The cost of all public safety services is the responsibility of the organizer. Additionally, for any event with 250 or more attendees, the organizer is responsible for ensuring the event has trained and Certified Crowd Managers at a ratio of 1:250 attendees and as provided in accordance with National Fire Protection Association standards (NFPA 101.12.7.6).

Amplified Sound

The City prohibits unreasonable or disruptive noise that is incompatible with normal activities in certain locations at certain times. City ordinances require that “no person shall cause, suffer, allow, or permit the operation of any source of sound in such a manner as to create a sound level that exceeds the sound level limits” (ART IV. Section 11-86--1-94). There may be instances when the organizer will need to apply for a special permit to exceed noise levels as defined in Sec. 11-92. Permits for entertainment may be granted under the following conditions:

- 1) The function must be open to the public (admission may be charged);
- 2) The function must take place on public property;
- 3) The permit will be given for only eight (8) hours in one (1) twenty-four-hour day;
- 4) The function must be staged between the hours of 9:00am and 12:00am.

The City may prescribe any reasonable conditions or requirements it deems necessary to minimize adverse effects upon the community or the surrounding neighborhood, including use of mufflers, screens or other sound-attenuating devices.

Weapons

Weapons, including firearms, knives, etc., whether modern or historic in nature, are prohibited in any event unless they are an essential part of entertainment, exhibits or demonstrations and their use is approved by the City Police Chief. Events utilizing historic weapons must meet safety standards set by the St. Augustine Police Department including proof of applicable certifications and sufficient levels of training with such weapons specifically for public demonstrations utilizing such weapons.

Signage

Event signs (promotional, directional, etc.) may be displayed only as permitted by law.

Fireworks

Fireworks are prohibited unless approved by the City Fire Marshal.

Open Fires

Open fires are prohibited unless approved by the City Fire Marshal.

Overnight Camping

City ordinances prohibit sleeping overnight vehicles on public property, thus event participants, including entertainers, vendors, volunteers, etc. are not permitted to stay in recreational vehicles, campers or other vehicles overnight. Exceptions may be made for the purpose of providing overnight security with the approval of the Police Chief. Overnight camping as part of historical reenactments are only allowed on a limited basis if the exhibit is intended to be open to the public as a continuous encampment exhibit.

St. Johns County Local Business Tax

The St. Johns County Local Business Tax is regulated by Florida Statute 205 and St. Johns County Ordinances 72-2 and 87-36. The organizer may elect to pay the Business Tax Receipt in a single specified amount for the event or may acquire the Business Tax Receipts on behalf of the vendors and pass that cost along to each vendor. Otherwise, each vendor will be required to acquire an individual Business Tax Receipt. An application may be made in advance with arrangements through the Tax

Collector's office or an onsite visit by Tax Collector Field Inspectors. To obtain the downloadable Business Tax Receipt Application or learn more about the regulations visit the St. Johns County Tax Collector's web site at <http://www.sjctax.us> and click on "Business Tax Receipt." For additional details or to make arrangements for staff to visit the event during set-up, contact the Tax Collector's office at 904.209.2285.

Site Maintenance

The City of St. Augustine has an obligation to maintain public property and reserves the right to conduct such measures as is necessary to ensure that maintenance is performed in a timely manner to structures, landscaping and public right-of-ways. Every effort will be made to notify an event organizer of scheduled or emergency maintenance when such maintenance may affect an event and will work with the organizer to minimize any inconvenience arising from such maintenance. Should the organizer decide not to use the site because of such circumstances, fees for unused services will be refunded. The City of St. Augustine is not liable for any expenses incurred by the organizer arising from unscheduled or emergency maintenance or rescheduling of an event.

VII. Site descriptions

Following are brief descriptions of sites managed by the city that are available for special events. These descriptions are not meant to be comprehensive, but rather to offer a general guide to opening discussions regarding an event on public property. Each site carries guidelines specific to that location. The following descriptions are just the first step in constructive planning of special events held on public property in the city. Events sites are divided into two general categories:

- A. Venues
- B. Right-of-ways

Venues

There are six distinct venues offered by the City of St. Augustine for the staging of events. Each carries its own policies governing its use, its level of available services, its use fee structure, and its suitability for specific types of events.

The following summaries of venues is provided as a guide to introduce each site, identify its location and the type of event most suited for that specific venue. These summaries are not intended as comprehensive sources of all rules and regulations governing the use of each venue; that information will be provided in the context of discussions between staff and the event organizer. Venues are:

- Francis Field
- The Willie Galimore Center
- The Plaza de la Constitución's Gazebo
- St. Augustine Municipal Marina
- The Lightner Courtyard
- The VIC/The Promenade/The Fountain Garden

Francis Field

Location: 55 W. Castillo Dr.

Summary: Francis Field is a four-acre site located just east of the intersection of Ponce de Leon Blvd. (US Hwy 1) and West Castillo Drive, adjacent to the municipally operated St. Augustine & St. Johns County Visitor Information Center and the Historic Downtown Parking Facility. The site has a grass surface fenced by a 40" chain-link fence with two vehicular entrances and five pedestrian entrances. Basic utilities (water and electric) are offered as is a small event support building.

Use: The site is most often used for large music or food festivals, and arts and craft shows.

The Willie Galimore Center

Location: 399 Riberia St.

Summary: The Willie Galimore Center is adjacent to Eddie Vickers Park, site of the Lincolnville Farmers Market (Sundays) as well as CitySprout's Lincolnville Community Garden. Built as a multi-purpose facility in 1984, the facility features two function rooms. The large room will seat 143 people in a banquet style and can accommodate up to 280 people for a stand-up event, such as a reception. The smaller room will seat 30 people for dining and 80 people for a stand-up event. The Center also features a kitchen, with ice machine, and restrooms sufficient for the facility's capacity.

Use: Receptions, dinner functions, exercise and arts/crafts classes, club meetings.

The Gazebo in the Plaza de la Constitución

Location: bounded by St. George St., Cathedral Pl., Charlotte St., King St.

Summary: The Plaza de la Constitución, listed on the National Register of Historic Places, is located in the center of downtown St. Augustine and has served as a gathering place since the late 16th Century. Use of the site is strictly limited to The Gazebo in the center of the site which includes a small thrust stage, electrical service and interior lighting.

Use: Events that are limited to the use of a stage such as concerts, presentations, ceremonies and rallies.

St. Augustine Municipal Marina

Location: 111-E Avenida Menendez

Summary: The St. Augustine Municipal Marina is located in the heart of St. Augustine, just south of the Bridge of Lions. This location provides a picturesque and convenient harborage for sail and power boats with staff on duty 24/7/365. Fuel, oil, ice and complimentary pump-out stations secure restroom/shower facilities and a laundromat are available on site. The site also includes a half-acre, waterfront lawn.

Use: Waterfront related events including boating clubs, fishing tournaments, concerts, weddings, and private parties, governmental, civic and social gatherings. Event catering, tents, tables, chairs and set up for all events are available through the Municipal Marina. The lawn area is also available for use separate from the marina. Electrical power, potable water and public restrooms are available on site.

The Lightner Courtyard

Location: 75 King St.

Summary: The Lightner Courtyard, an open interior space in The Alcazar Building built in 1889 as the Alcazar Hotel, is now the location of the Lightner Museum and the City of St. Augustine City Hall. Activities in the area are limited by available space, time of day and number of participants largely because of the building's primary use as an office and commercial facility.

Use: Wedding related events including ceremonies, rehearsals, and photography sessions.

The VIC / The Promenade / The Fountain Garden

Location: 10 S. Castillo Dr.

Summary: The VIC dates from the 1930's serving generations of residents as a function space, and of visitors as their stop for information. The Promenade, an open European style plaza, lies between The VIC and the Historic Downtown Parking Facility. The Fountain Garden is a small lawn area that includes a replica of a fountain in Avilés Spain.

Uses: The VIC: exhibits, seated dinners or receptions. The Promenade: booth oriented festivals. The Fountain Garden: small receptions, ceremonies, presentations. The three areas may be used in conjunction with each other or as separate entities.

Note: The Promenade and The Fountain Garden are restricted to City of St. Augustine sponsored or produced events directly related to the heritage tourism purposes. The Promenade and The Fountain Garden are not available for use by persons, groups or purposes outside these perimeters.

Right-of-Ways Profiles

Events staged on the streets or sidewalks of the city are considered to be in the right-of-way. Such events take extraordinary planning and management to ensure the safety of event participants, attendees and spectators. Additionally, such events by their very nature will disrupt the community which relies on the dependable access to its streets and sidewalks so strict management of location, time, and route is necessary.

As right-of-way events are being planned the city will provide template formats that will offer greater security for public safety and will likely be most cost effective for the organizer.

Events held in the right-of-way may be defined as one of five types based on size and format of the event. Those types of events are:

- Parade
- Procession
- Run
- Walk
- Street event / "block party"

Parade

A parade is an event held at a specified time and date, has a pre-approved route along public streets, and requires the rerouting or interruption of vehicular traffic for more than thirty minutes. The City of St. Augustine has two pre-determined parade routes of varying lengths and complexity, the Downtown Loop (~1.2 miles) and the San Marco/Downtown Route (~1.6 miles). Additionally, because of the varying length and complexity, some parades are more suitable for one route over another.

Procession

A procession is an event held at a specified time and date, has a pre-approved route along public streets, and requires only intermittent interruption of vehicular traffic and never for more than thirty minutes. The City of St. Augustine has pre-determined procession routes of varying lengths and complexity, although because of processions' brevity there is greater flexibility in developing unique routes. Additionally, processions may be small enough to remain on sidewalks and only interface with traffic at designated pedestrian crossing points.

Run

A “RUN” is an event held at a specified time and date, has a pre-approved route along public streets, requires rerouting or interruption of vehicular traffic for more than thirty minutes and likely intermittent interruption of vehicular traffic. The city has pre-determined run routes of varying lengths and complexity.

Walk

A “WALK” is an event held at a specified time and date, has a pre-approved route along public sidewalks, and does not require rerouting or interruption of vehicular traffic. Although the City of St. Augustine does not have pre-determined walk routes, because they remain on sidewalks and only interface with traffic at designated street crossing points, routes of previous walks will be provided for consideration.

Street Event or “Block Party”

Residents and/or businesses in a specified area may request the closure of a street they have in common/share for a Street Event or “Block Party.” The closure must not interfere with the normal flow of business for areas outside the specified area and must not create an impediment to emergency services.

Granting a street event permit is allowed only for the enhanced safety of pedestrians attending the event and does not permit the placement of any items (i.e. tables, chairs, stage) in the street. Additionally, all ordinances regulating activity on a public street remain in force (i.e. open containers, signage).

Examples of street events include those held in a residential area by neighborhood associations or in business districts when anticipated crowds dictate such closing for pedestrian safety.

Street events are subject to all the requirements as other events (i.e. insurance, crowd managers, etc.).

VIII.Fees

Fees associated with events held on public property are determined at a rate sufficient to cover all costs of the services delivered by the City of St. Augustine.

There are some basic fixed fees that remain unchanged (application fee, site use fee), and others that vary based on a standard rate (i.e. personnel by the hour or solid waste by the volume).

For some events, depending on their complexity, an exact determination of costs prior to the event may not be possible, but city staff will work diligently to provide an accurate estimation based on the past history of the specific event or similar events.

Estimation of costs will be determined during the development of the unified operations plan when details and level of city provided services of the event are confirmed.

Fixed fees and rates

Application

| | |
|--|---------|
| Fee required of all events (nonrefundable) | \$25.00 |
|--|---------|

Site use

Use fees are subject to state sales tax of 6% and a security/damage deposit determined by the event's location, scope, and expected costs for city support services. A day is a 24-hr. period.

Francis Field

| | |
|--------------------------|----------|
| use fee per event day | \$300.00 |
| use fee per shoulder day | \$150.00 |

The Gazebo / Plaza de la Constitución

| | |
|-----------------|----------|
| use fee per day | \$200.00 |
|-----------------|----------|

St. Augustine Municipal Marina

| | |
|-----------------|----------|
| use fee per day | \$500.00 |
|-----------------|----------|

The Willie Galimore Center

| | |
|------------------|---------|
| use fee per hour | \$35.00 |
|------------------|---------|

The Lightner Courtyard

| | |
|--|----------|
| use fee per hour, one hour limit per day | \$200.00 |
|--|----------|

The VIC/The Promenade/The Fountain Garden

| | |
|-------------------------------------|------------|
| The VIC use fee per day | \$3,000.00 |
| The Promenade use fee per day | \$1,500.00 |
| The Fountain Garden use fee per day | \$500.00 |

Solid waste services

| | |
|---------------------|--------|
| Roll off - per unit | 175.00 |
|---------------------|--------|

| | |
|-----------------------|-----------------|
| Roll-off disposal fee | Based on volume |
|-----------------------|-----------------|

Recycling is mandatory and support equipment is free if material is not contaminated

| | |
|---|-------|
| Dumpster - per unit (includes disposal) | 65.00 |
|---|-------|

| | |
|-----------------------|-------|
| Trash cart - per unit | 10.00 |
|-----------------------|-------|

| | |
|------------|-------|
| Trash Bags | 37.00 |
|------------|-------|

Streets & grounds services

| | |
|-------------------------------|-------|
| Drop off/retrieval (per hour) | 30.00 |
|-------------------------------|-------|

| | |
|--|--------|
| Traffic control devices (per unit) | |
| sign | 5.00 |
| barricade | 3.00 |
| cone | .50 |
| water barricade (personnel/equipment to service barricade) | 150.00 |

Utility services

| | |
|-------------------------------|-------|
| Water - initial 3,000 gallons | 18.78 |
|-------------------------------|-------|

| | |
|--------------------------------|------|
| - per additional 1,000 gallons | 4.68 |
|--------------------------------|------|

| | |
|-------------------------------|----------------------|
| Electric (Francis Field only) | Based on consumption |
|-------------------------------|----------------------|

Public safety services

| | |
|--|-------|
| Police | |
| Personnel (per officer per hour, two hour minimum) | 35.00 |

Additional costs may be incurred if police vehicles or other equipment is required

Fire

| | |
|--|--------|
| Personnel (per firefighter per hour, two hour minimum) | 37.16 |
| Engine unit (per hour, one hour minimum) | 85.00 |
| Ladder unit | 125.00 |

Life safety unit (medical staff, ambulance) services are obtained through St. Johns County Fire Rescue

Auxiliary Fire Unit: If an event restricts access to areas of the city to the extent that the Fire Marshall determines an auxiliary fire unit is required so as not to diminish response time to any area of the city, the event must pay the cost of that unit which requires a minimum of two firefighters and one engine. Actual size of auxiliary fire unit is determined by event size and duration.

Large events and those requiring multi-jurisdictional participation must be reviewed and approved by the Risk Assessment Team which will determine staffing and equipment requirements and will develop the incident action plan.

IX.Forms

Sample Scheduling Request

January 1, 2013

City of St. Augustine
P. O. Box 210
St. Augustine, FL 32085

Attn: Public Affairs Department

I am writing on behalf of the Downtown Club to inquire as to the availability of dates and space for the annual Big Downtown Event.

The proposed dates are Friday, Saturday and Sunday, November 2, 3 & 4, 2013. The proposed site is Francis Field. We estimate approximately 10,000 attendees over the entire time with half attending on Saturday.

The Big Downtown Event includes family-fun games, small rides for children, local food booths, and a music stage. Beer and wine will be sold.

Please let me know as soon as possible if this site and these dates are available so that we might continue with the process of securing the them for the Big Downtown Event

Thank you,

Jan Doe
President
Downtown Club

Sample: Scheduling Confirmation

January 10, 2013

Jan Doe, President
Downtown Club
P. O. Box 120
St. Augustine, FL 32085

This office has reviewed the scheduling request from the Downtown Club regarding the Big Downtown Event and can confirm the availability of Francis Field on Friday, Saturday and Sunday, November 2, 3 & 4, 2013 as per the request.

Upon receipt of the \$25.00 application fee, specified dates and site will be held for this event.

At least seven months prior to the event, the Downtown Club will submit a complete Operations Profile of the event which will serve as the basis for the cooperative planning with the city. A copy of the Operations Profile form is enclosed. Additional and digital copies are available from the Public Affairs Department.

Thank you,

Event Coordinator

Event Cost Accounting Worksheet

| <i>Fee description</i> | <i>Fee</i> | <i>Pre-Pay</i> | <i>Post-Pay</i> | <i>Total</i> |
|--|-------------|----------------|-----------------|--------------|
| Application | | | | |
| Fee required of all events (nonrefundable) | \$ 25.00 | | | |
| Site use | | | | |
| Francis Field | | | | |
| use fee per event day | \$ 300.00 | | | |
| use fee per shoulder day | \$ 150.00 | | | |
| The Gazebo / Plaza de la Constitución | | | | |
| use fee per day | \$ 200.00 | | | |
| St. Augustine Municipal Marina | | | | |
| use fee per day | \$ 500.00 | | | |
| The Willie Galimore Center | | | | |
| use fee per hour | \$ 35.00 | | | |
| The Lightner Courtyard | | | | |
| use fee per hour (one hour limit) | \$ 200.00 | | | |
| The VIC/The Promenade/The Fountain Garden | | | | |
| The VIC use fee per day | \$ 3,000.00 | | | |
| The Promenade use fee per day | \$ 1,500.00 | | | |
| The Fountain Garden use fee per day | \$ 500.00 | | | |
| State sales tax of 6% | \$ - | | | |
| Solid waste services | | | | |
| Roll off - per unit | \$ 175.00 | | | |
| Roll-off disposal fee bBased on volume) | | | | |
| Dumpster - per unit (includes disposal) | \$ 65.00 | | | |
| Trash cart - per unit | \$ 10.00 | | | |
| Streets & grounds services | | | | |
| Drop off/retrieval (per hour) | \$ 30.00 | | | |
| Traffic control devices (per unit) | | | | |
| sign | \$ 5.00 | | | |
| barricade | \$ 3.00 | | | |
| cone | \$ 0.50 | | | |
| water barricade (cost of service additional) | \$ 10.00 | | | |
| Utility services | | | | |
| Water: initial 3,000 gallons | \$ 16.82 | | | |
| per additional 1,000 gallons | \$ 4.68 | | | |
| Electric (Francis Field, based on consumption) | \$ - | | | |
| Public safety services | | | | |
| Police | | | | |
| Personnel (per officer per hour, two hour minimum) | \$ 33.00 | | | |
| additional costs may be incurred is police | | | | |
| vehicles or other equipment is required | | | | |
| Fire | | | | |
| Personnel (per firefighter per hour, two hour minimum) | \$ 37.16 | | | |
| engine unit (per hours, one hour minimum) | \$ 85.00 | | | |
| ladder unit | \$ 125.00 | | | |
| Security/damage deposit | | | | |
| based on event's scope and costs of city services | \$ - | | | |