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# Special Events Manual

*The attached Special Events Manual is an overview for coordinating Special Events in the City of Sebring.*

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# CITY OF SEBRING SPECIAL EVENT MANUAL

## INTRODUCTION

Sebring, Florida enjoys many fine and entertaining Special Events and festivals that help to make this an exciting City. These events enhance the lives of our citizens and attract visitors to our City. The City of Sebring is committed to supporting quality Special Events throughout the community. If you are planning a first time event or simply making site or program changes to an already-established annual event, give us a call before you complete your event plans. City staff members have valuable experience with several events and want to see your event succeed. Whether you are wondering about the availability of a site or seeking specific assistance with traffic and safety planning, a preliminary conversation with City staff may help you save time and provide you with invaluable guidance in the development of your Special Event plan.

In order to help event organizers coordinate their plans with City requirements, we have compiled this Special Event Manual which contains application forms, policies, and related materials that are involved in the City's review and approval process. **Please read this manual completely, even if you have planned events before.**

The City of Sebring's Special Events Coordinator is available at the Sebring City Office located at 368 South Commerce Avenue, Sebring, to answer any questions about your event.

## WHAT IS A SPECIAL EVENT?

The City of Sebring defines a Special Event as...

"...any planned occurrence on public property or public-access private property that by nature of the event causes a greater impact on City services or resources than would have occurred had the event not taken place."

Though it is impossible to list all functions that would qualify your event as a "Special Event", some common examples include:

- Road closures or restrictions on parking,
- Temporary alcohol sales or alcohol variances,
- Temporary food service or food preparation,
- Parades,
- Art and craft shows,
- Concerts,
- Pyrotechnic displays,
- Athletic events,
- Vehicle shows, boating events, fly-ins, etc.

Even if your planned event does not meet the definition of a Special Event, certain regulations may still apply

## **HOW MUCH WILL IT COST?**

Though each event will have costs unique to itself, the fee to apply for a Special Event is \$25 per application. Should any event be held on a regularly scheduled date and time with similar requests for services then one application with a fee of \$25 could be submitted.

In addition to the application fee, other costs such as those associated with personnel services, insurance, temporary food or alcohol licenses or site rental are not included in this fee. Other identified fees and costs associated with your Special Event must be paid independently. To assist with planning your event, please utilize the adopted city personnel fee schedule.

## **GETTING STARTED**

Special Event planning is coordinated by the Special Events Coordinator at the Sebring City Office located at 368 South Commerce Avenue, Sebring, Florida. Stop by to discuss the **Special Event Application**, or you can find it on the City of Sebring's webpage at [www.mysebring.com](http://www.mysebring.com).

Based on the nature of your event, a variety of different permits may be required. This manual will help you to identify the specific permits you will need and a timeline that should be followed in order to obtain them.

How will your event affect the community? As you begin the preliminary plans for your event, think carefully about the impacts and benefits the event brings to the community. Here are some points to consider when planning your event...

### **Scheduling Your Event**

**When do you want to hold your event?** Is your chosen event venue available? Does your event span multiple days? What other events are planned on the chosen date of your event? Will other scheduled events reduce attendance at your event or inhibit the ability of the City to provide necessary staffing? Is the weather conducive to holding your type of event during the scheduled timeframe? Each of these points must be considered during the planning process.

### **Where to Hold Your Event**

**Where do you want to hold your event?** Is an inside venue best based on the nature of the event, or is a park or outside location more appropriate? Perhaps a tent or other temporary structure will best serve your needs. Several aspects of your event will help determine this, and if any special permits are going to be required. For instance, certain tents and other temporary structures require special permitting.

**City Parks:** If you are considering holding your event in a City of Sebring Park, does your event have any special requirements? Do you need access to a sound system, bathrooms, cooking facilities or some other type of specialty equipment? The size of your event may dictate which of the City's parks are best suited to your event. The Special Events Coordinator can assist you in finding and reserving the best park to make your event successful. If you decide to have your event in a city park, City parks are open to the public and reservation of these facilities may have to be approved by Council. All park rules, regulations and policies must be adhered to.

**Other Locations and Structures:** In addition to one of the city’s parks, there are numerous public-access locations that may be suitable for your event. As with city parks however, there are several issues such as occupancy, fire code and building code compliance requirements that must be taken into consideration.

For instance, if you would like to use a public-access parking lot for an event, and you want to erect canopies, tents or other temporary structures as part of the event; then a **Tent Permit** may need to be issued depending upon the type of canopy or tent you wish to use.

Our Special Events Coordinator can help you determine which venue may be the most appropriate, and which permits you may need to hold the event.

### **Street Closures**

**Do you want to close streets or parking areas as part of your event?** Closing highways and “major” thoroughfares will undoubtedly have a greater impact on the community than closing “local” roads. Remember, when you close a street, even for two or three blocks, this can affect traffic for miles around as traffic is re-routed or turned away.

If you want to close streets for your event, public works and the police department will need to review your request in order to determine the event’s impact on area traffic. Together, they will work with you to develop a Traffic Management Plan to ensure that all safety measures are met and that street closures will not adversely affect the local community.

Points of consideration include assessing whether or not your requested road closure blocks or impedes access to police stations, fire stations, hospital emergency access routes, churches, schools, businesses or residences? Lastly, they’ll need to determine if there is enough time to gain approval for the requested road closures?

Though local roadways can be closed with the approval of the Sebring City Council, approval to close State Roadways must come from the Department of Transportation. We’ll need to know which streets you wish to close, and the duration of the requested closure.

Local streets and roads are multi-jurisdictional and require the approval of the proper authority. The City Council may authorize closure of local streets. The County Engineers office is responsible for approving closure of County maintained roads. This includes Kenilworth Blvd, the Sebring Parkway, Martin Luther King Blvd and a portion of Lakeview Drive. Local road closure requests must be submitted thirty (30) days in advance of the closure.

State roads which include US27 and SR17 (i.e. Ridgewood Drive) require a closure request submitted to FDOT forty-five (45) days in advance of the closure.

### **What is the Event Itinerary?**

**Will you be serving food?** Are you planning to serve food at the event? If you are, which food vendors will you be using? Are they licensed? Do they need to be licensed?

Unless your food vendors are non-profit or 501C3, as the event planner **you** are required to provide the Florida Department of Business & Professional Regulation, Division of Hotels and Restaurants specific information concerning the food vendors you'll have at your event. Further information regarding these requirements can be obtained from **DBPR Form HR 5030-034 which is included as an attachment to this policy.**

In addition to these mandates, there are fire code compliance issues that your food vendors must adhere to as well. To ensure your food vendors are in operating safely, the fire department will need to work with you to develop a safety plan.

### **Will you be selling/serving alcohol?**

A **temporary variance** must be obtained from the Sebring City Council for authorization to consume or possess alcoholic beverages in City Parks, Public Streets, Alleys, Sidewalks, Public Parking Areas and other Public Property. The variance form the City's open container ordinance is **conditioned upon** the organization obtaining a temporary permit for the sale of alcoholic beverages for consumption on the event premises through the State Department of Business & Professional Regulation, Division of Alcoholic Beverages and Tobacco. To obtain the temporary permits the applicant must complete and submit DBPR Form ABT-6003 to the State Agency. The form and instructions can be found at the following web address: **[My Florida License](http://www.myfloridalicense.com/dbpr/abt/forms/index_licensing.html)**

**[www.myfloridalicense.com/dbpr/abt/forms/index\\_licensing.html](http://www.myfloridalicense.com/dbpr/abt/forms/index_licensing.html)**

Please note that the above referenced form in Section 3 requires approval by the Department of Revenue for the sale tax collections and Section 4 requires approval by City of Sebring Zoning Department.

The following points of contact are offered to assist with this process.

1. Division of Alcohol Beverages & Tobacco  
1313 Tampa Street Park  
Trammel Bldg., Suite 909  
Tampa, FL. 33602
2. Florida Department of Revenue  
230 S. Florida Ave.  
Lakeland, FL 33801
3. City of Sebring Zoning Office  
368 S. Commerce Ave  
Sebring, FL. 33870

**Will there be Music & Entertainment:** If you are planning on having a band or amplified music as part of the event there are a number of things that you must take into consideration

- Is there a stage available at your proposed location, or will you need to obtain one?
- Is there sufficient electricity to supply the band's equipment?
- Will a tent or other shelter be required?
- What hours will the band or music be playing?
- Will you be in compliance with the city's noise ordinance or will you need to request a variance?

As noise is regulated within the city limits of Sebring it may be necessary to obtain a “Noise Ordinance Variance” through the Sebring City Council. In general, the ordinance states that, “No person within the municipal limits of the city shall make or create, or permit the making or creation of, any unreasonably loud, disturbing, unusual and unnecessary noises of such character, intensity or duration as to cause the public peace to be disturbed, between the hours of 10:00 p.m. and 7:00 a.m. during the week and between the hours of 11:00 p.m. Friday and 7:00 a.m. on Saturday and between 11:00 p.m. on Saturday and 7:00 a.m. on Sunday.”

**Will there be Fireworks or Pyrotechnics:** If your event has a planned fireworks, pyrotechnics or open flame display, it must be facilitated by a licensed fireworks technician. Fireworks displays may be cancelled during periods of declared fire-bans. Furthermore, your event safety plan will have to be approved by the fire and police departments.

**Will there be Vehicle Exhibitions or Stunt Shows?** Prior to approving any stunt shows or vehicle exhibitions, the fire department and police department will need to evaluate your chosen venue and the nature of the show or exhibition. Approvals for vehicle exhibitions and stunt shows will only come after your event safety plan has been approved by both departments.

### Miscellaneous Event Considerations

**Special Needs Assessment:** Do your event plans ensure that your event is accessible to the disabled? (Disabilities include, but are not limited to, vision, hearing and physical limitations.) Do any aspects of your site plan block access to handicap parking? Are TDD phones on site? Will portable toilets accommodate wheelchairs?

**Risk Management:** Risk Management in Special Events is defined as “Recognizing the possibility of meeting danger or suffering harm or loss and organizing or planning to minimize or eliminate said danger, harm or loss.” Ensuring that appropriate risk management practices are in place is a priority for the City of Sebring.

**Insurance coverage:** A Certificate of Insurance or a Hold Harmless Agreement is generally required for every Special Event held in the city. A certificate of insurance must be provided if your event involves more than 250 people; you request a street closure; or you are bringing additional items/structures onto public premises. Proof of coverage will include naming the City of Sebring as an additional insured. The amount and type of insurance coverage varies, although

\$1 million to \$2 million is a typical level.

The Special Events Coordinator can help you fulfill the necessary insurance requirements for your event.

**Event Security:** For the overall safety of your event security measures should be considered essential. Determining your security needs however, may not be a simple accomplishment. For instance, concerts, alcohol-related events, stunt shows or vehicle exhibitions may require more security.

During the planning process, you should estimate that you’ll need security personnel at the rate of one security member for every 100 people present if alcohol is available, or one security guard for every 300 people if alcohol is not being served. To meet these requirements, you may either contract with your own security personnel, or you may hire off-duty police officers.

These security ratios are rough guidelines and may need to be adjusted due to the facts and circumstances of your event. As your event plan is developed, the Sebring Police Department will assist you with assessing your event and recommending ways that you may meet your security needs.

**Bathrooms & Toilet Facilities:** Your event plan must include provisions for restrooms and comfort stations. If your event is going to be held in a park or venue that is not equipped with bathroom facilities, you may need to plan for the delivery of portable restrooms. The following guidelines may be used to assess how many portable restrooms you may need for your event.

### Special Event Chart for Portable Restrooms

#### Average Hours at the Event

Average Crowd Size	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63

*Number of units required when no pumping service is provided*

**Refuse Collection & Site Cleanup:** Another crucial component of your event pertains to litter control and site cleanup. The event coordinator will have to coordinate the development of a Litter Control Plan with the solid waste department. This plan will address litter control during and after an event, and should contain provisions for site clean-up once the event is finished.

### CLOSING THOUGHTS

We want your event to be safe, enjoyable and successful for everyone involved! Hopefully, this guide has helped you get started, or it has helped guide you along your way during the planning process.

If you have any questions or need any assistance with planning your Special Event, please don't hesitate to contact the Special Events Coordinator by telephone at (863) 471-5100 or by email [SebringSpecialEvents@mysebring.com](mailto:SebringSpecialEvents@mysebring.com)

Good luck!

## **DOCUMENTS THAT MAY BE OF ASSISTANCE IN ORGANIZING YOUR EVENT**

Special Event Application

Tent Permit

Special Use of State Road Request Form

Application to Place Banners on Non-Limited Access Right of Way (DOT 575-070-18)

Temporary Food Service Events Brochure (DBPR Form HR 5030-034)