

Special Events Fees & Charges

The City Council established the attached fee schedule for Police, Fire and Public Works Services.

TO: EVENT ORGANIZER

FROM: ROBERT H. HOFFMAN, SPECIAL EVENT COORDINATOR

SUBJECT: SPECIAL EVENT FEES

The City Council at their October 2, 2012 meeting established the following special events fees and procedures:

I. Special Event Application Fee

- A. The application fee will be a flat \$25.
- B. The application fee will be \$25.00 both for a one day event or multiple day events.
- C. For events approved by Council to occur on a routine monthly basis the application fee is a one-time \$25 per year.
- D. The application fee is not refundable.

II. Police and Fire Services

- A. **Events not requiring additional staffing and held during normal working hours** – Police and Fire services provided for events during normal working hours and without the need for additional staffing (i.e. Homecoming Parade, Tractor Parade, etc.) are provided by the City at no cost.
- B. **Events held after normal working hours or requiring additional staffing** – Events requiring additional staffing are billed as follows:
 - a. Police Department personnel working in a **supervisory** role are compensated at \$30/hr.
 - b. Police and Fire personnel working in a **non-supervisory** role are compensated at \$25/hr.
 - c. There is a **three hour minimum** for all personnel.
 - d. Lt Hoglund and Chief Batz, during the planning process, will provide the event organizer with a cost estimate for the event.
 - e. Police and Fire personnel are paid directly and not through the City's payroll process.
 - f. After the event, both the Police and Fire Department will invoice the event organizer. Checks are made payable directly to the Police and Fire personnel involved. For certain events, personnel are paid immediately following the event.
 - g. Police vehicles and the Fire department emergency cart and boat, if needed, are billed at a rate of \$10/hr. The department invoices the event organizer after the event. The City keeps the fee collected for use of vehicles. The exception to the policy is the Sebring Race, where the police cars are typically parked and not used as part of the security detail.

- C. Public Works Services** – The event organizer will pay **in advance** the following charges for services.
1. Stage rental setup and breakdown - \$150.00
 2. Hanging and removing banners over roadways – \$100.00 each.
 3. Road Closures (Excludes events designed to celebrate City observed Holidays, SHS Homecoming Parade and Tractor Parade).
 - a. Circle Drive & spoke streets
 - (1) During normal working hours \$144.00
 - (2) After normal working hours \$216.00
 - b. Circle Drive, spoke street & Ridgewood Dr.
 - (1) During normal working hours \$192.00
 - (2) After normal working hours \$288.00
 - c. Major citywide closures/Triathlon, etc. – To be negotiated at time of event.
 4. Solid Waste Services
 - a. Trash pickup of downtown receptacles during event including additional blue cans - \$75.00/day
 - b. Dumpster rates (includes placement, rental fee and one pickup per event - \$100.00
 - (1) Additional pickup - \$55.00
 5. Public Works Employees – Should an event sponsor want the services of Public Works Employees during the event, the hourly rate is \$25/hr. This includes use of City vehicles. The number of hours needed will be determined and negotiated prior to the event and payment will be made in advance prior to the event. Payment will be made to the City of Sebring. The hours worked will be shown on the employee’s time and attendance record and processed through the City’s payroll.

Thank you.

RHH:rp

cc: Fire Chief
Police Chief
Public Works Director
CRA Exec. Director
City Attorney