

**CITY OF TARPON SPRINGS**  
**SPECIAL EVENTS PACKET**  
General Procedures and Policies

**Applicants' Packet:**

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3. TS Extra Duty Detail Form (pgs. 6-8)
4. Designated Vendor Parking (pg. 9)
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**Application Packets Available at:**

City of Tarpon Springs, City Hall, Public Works Department, 324 East Pine St., Tarpon Springs, Florida 34689, or on the City of Tarpon Springs Web Site ([www.ctsfl.us](http://www.ctsfl.us)).

**Return Completed Application to:**

City of Tarpon Springs, City Hall, Public Works Department, 324 East Pine St., Tarpon Springs, FL 34688-5004, or you may or email [athompson@ctsfl.us](mailto:athompson@ctsfl.us) and [bcrum@ctsfl.us](mailto:bcrum@ctsfl.us).

*All Special Event Applications and required forms must be received no less than sixty (60) days before the first date on which the special event is scheduled to be conducted.*

**Applicant's Procedural System:**

1. Applicant returns completed application with;
  - A. Check for \$50.00, non-refundable application fee, made payable to the City of Tarpon Springs.
  - B. Another check for \$100.00, refundable deposit. (One check in the amount of \$150 is acceptable.)
  - C. Copy of Certificate of Insurance naming the City as an “additional insured”. See the attached insurance requirements (pg 19).
  - D. A completed Extra Duty Detail Application (if applicable).
  - E. A completed Designated Vendor Parking Form.
  - F. Map if required.
  - G. Covid -19 Event Safety Plan (per Pinellas County Emergency Order 21-3, see attached pg. 27 -
  - H. A Post Special Event Report Form (after completion of event).
  - I. A completed Deposit Forfeiture Form.

## **POLICIES:**

1. Applicant: must be a non-profit organization based out of Tarpon Springs.
2. Reservation Date: It is suggested, prior to application submission, that the location and date of the event be tentatively reserved by Public Works Department. Upon application approval, the date will be confirmed.
3. Meeting: Applicant agrees to meet with the City upon request to discuss any questions or concerns raised before the event is presented to the Board of Commissioners.
4. Special Event Permit: Upon Board of Commissioners approval of the special event, applicant will be required to sign the permit prior to the event being held.
5. Equipment: Tables, chairs, portable stage, barricades and cones may be available for use upon request on the application.
6. Site Viewing: Upon the City's request, the applicant agrees to be present for a pre-event site inspection, and if needed, a post-event inspection.
7. Post Special Event Report: Applicant shall submit the City's Post Special Event Report ten (10) days subsequent to the event, in order to qualify for the \$100.00 refundable deposit, unless damages to the City facility have occurred.
8. Site/Equipment Damages: Following the event, the applicant will be billed for any additional expenses that may have been incurred. The applicant shall be responsible to pay additional charges within thirty (30) days subsequent to the event.
9. Parades:
  - A. It is understood that no tokens, candy, or other articles are to be thrown from parade participants to spectators along the route.
  - B. It is also to be understood that NO fireworks or other explosive-type devices are to be used by parade participants along the route, which may cause injury or danger to spectators, or participants.
  - C. All vehicles participating in parades and/or antique car activities shall each have the minimum liability insurance as required by Florida Statutes.
10. Tents: Any tent, which will cover people, must have a fire retardant certificate.
11. Cooking Outdoors: Proper preventative measures shall be taken to prevent grease from dropping onto the ground, streets, sidewalks, paving, etc. Properly approved arrangements shall be made for the disposal of grease. See the attached Fire Department Requirements/Guidelines (pg. 23 to 27).

12. Fee Charges: In addition to the application fee and deposit, there may be additional fees charged if any of the special services listed below are required. Payment of these services will be paid directly to the designated department listed below:

1. Utility Billing (Special Event Roll-off)
2. Utility Billing (Hydrant meter)
3. Police Department (Hiring of Police Officers for crowd and/or traffic control.)
4. Hiring off-duty staff (sanitation, electrical, set-up/clean up etc.) Request to be made on the application.

13. It is at the City's discretion on whether Police Officers will be required for crowd/traffic control. Generally officers are required for any event that serves alcohol, or for significant road closures. Any fees involved for the hiring of officers will be paid by the applicant.

**City of Tarpon Springs**  
**Application for Special Events**

**Event Information:**

Date of Application: \_\_\_\_\_

Name of Event: \_\_\_\_\_

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

Alternate Date(s): \_\_\_\_\_

Hours of Event: \_\_\_\_\_

Set up/break down time needed: \_\_\_\_\_

Type/Purpose of Event: \_\_\_\_\_

Location of Event (include map for parade/procession routes with assembly and disband points): \_\_\_\_\_

If Closure of a City Parking is needed, please check:    Mother Meres ☐    Tarpon Ave. ☐    Orange St. ☐    Court/Lemon ☐

Other: \_\_\_\_\_

Disposition of Proceeds: \_\_\_\_\_

**Applicant Information:**

Name of Organization: \_\_\_\_\_

Registered Nonprofit Org.:    Yes ☐    No ☐

Organizations Address: \_\_\_\_\_

Individual to Contact: \_\_\_\_\_ (Telephone #) \_\_\_\_\_ (email) \_\_\_\_\_

Alternative Contact: \_\_\_\_\_ (Telephone #) \_\_\_\_\_ (email) \_\_\_\_\_

**General Information:**

Number of Vendors: \_\_\_\_\_ (Sponsor is required to keep a list of vendors, and must be able to produce upon request.)

Location for Designated Vendor Parking (Please complete Vendor Designated Parking Form and attach to application): \_\_\_\_\_

Approximate Number of Attendees: \_\_\_\_\_ Entrance Fee: \$ \_\_\_\_\_

Location for Attendee Parking: \_\_\_\_\_

Will Private Security be Provided: Yes ☐ No ☐ Name of Private Company: \_\_\_\_\_

Will the Following be Provided:    Traffic Control: Yes ☐ No ☐    Crowd Control: Yes ☐ No ☐

Will Music be Provided: Yes ☐ No ☐ Hours of Play: \_\_\_\_\_ Band: ☐ DJ: ☐ Other: \_\_\_\_\_

Type & Location of Toilet Facilities: \_\_\_\_\_

Tent or Other Structure: Yes ☐ No ☐ Type of Structure: \_\_\_\_\_

How will Structure be Secured: \_\_\_\_\_

Solid Waste Collection/Disposal: Yes ☐ No ☐ Dumpster: ☐ Rolloff: ☐ Other: \_\_\_\_\_

If parade # of: Participants \_\_\_\_\_ Animals \_\_\_\_\_ Floats \_\_\_\_\_ Bands \_\_\_\_\_ Other \_\_\_\_\_

Amusement/Carnival Rides: Yes ☐ No ☐ Name of Company Providing Rides: \_\_\_\_\_

Types of Rides: \_\_\_\_\_ Is Diagram of Layout Attached: Yes ☐ No ☐

Will Food/Beverages be Served: Yes ☐ No ☐ Cooked on Site: ☐ Catered: ☐ Sold: ☐ Given Away: ☐

Will Alcoholic Beverages be Served: Yes ☐ No ☐ Type of Alcoholic Beverages: \_\_\_\_\_

*Event Sponsor is responsible to ensure that all food/alcohol vendors have all necessary licenses as required by the Department of Business and Professional Regulations, Division of Hotels & Restaurants and/or Division of Alcohol and Tobacco, Department of Health, Environmental Health Division or any other applicable State Agency.*

**Equipment/Miscellaneous (please check if needed):**

Barricades: ☐ How many: \_\_\_\_\_

Cones: ☐ How many: \_\_\_\_\_

Portable Stage: ☐ Location: \_\_\_\_\_

Electricity Needed: ☐ Where: \_\_\_\_\_

Public Restrooms: ☐ Hours of Opening/Closing: \_\_\_\_\_

Street Banners: ☐ Locations: \_\_\_\_\_

Additional City Trash Cans: ☐

Directional Parking Signs: ☐ Locations: \_\_\_\_\_

Other: \_\_\_\_\_

Is a check made payable to the City of Tarpon Springs for the Application Fee & Deposit Attached: Yes ☐ No ☐

If not, when will it be sent: \_\_\_\_\_

Is the Certificate of Insurance Attached: Yes ☐ No ☐ If not, when will it be sent: \_\_\_\_\_

I (we) agree that it is my (our) responsibility to cleanup after the conclusion of the special event: Yes ☐ No ☐

I (we) have read and completed this application and it is true and correct to the best of my (our) knowledge; I (we) have read the general instructions for this application and the City of Tarpon Springs Ordinance #88-25 and agree to conform with the provisions as set forth therein. I (we) understand that knowingly providing false information on the application shall automatically void the application and cancel the event.

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

\_\_\_\_\_  
Date



**Robert P. Kochen**  
CHIEF OF POLICE

## TARPON SPRINGS POLICE DEPARTMENT

*"Building a Better Future Through Excellence in Policing"*

### **Tarpon Springs Police Extra Duty Detail Application Rules**

Thank you for inquiring about the availability of off-duty officers for security services or other related functions. In compliance with Tarpon Springs Police Department General Order #122, this application is required to engage the extra-duty services of police officers for public safety, health and welfare services in addition to those already provided to the public. It is understood that this is a non-binding agreement. The Police Department may cancel this request without advance notice or cause at any time. The Tarpon Springs Police Department will attempt to place officers during the requested dates and hours. Because of emergencies, inability to find an Officer to work this detail or other unforeseen circumstances, this request may not be filled when requested. The Tarpon Springs Police Department will not permit an Officer to work an assignment that is deemed as a conflict of interest.

The following represents the hourly rate associated with this service:

#### ***Fees***

\$35.00(per hour) Regular

\$50.00(per hour) Premium

There is a three (3) hour minimum on all off duty employment.

In accordance with the current collective bargaining agreement between the City of Tarpon Springs and the Pinellas County Police Benevolent Association Inc., the following holidays will be charged at a Premium rate:

Thanksgiving Day  
Christmas Eve Day (December 24)  
Christmas Day (December 25)  
New Years Eve (December 31)  
New Years Day (January 1)

#### ***Cancellations***

Job cancellations must be made at least two (2) hours **prior** to the scheduled starting time of the detail (with exception of a natural disaster) and must be called in to the Patrol Supervisor at 727-938-2849.

The (3) hour minimum shall apply to cancellations not meeting this requirement. If the time worked is greater than half the assigned time, the officer will be paid for the full time of the assignment scheduled.

*Applicant's signature of understanding*



444 S. HUEY AVE. TARPON SPRINGS, FL 34689 - PHONE (727) 938-2849  
WWW.TSPD.US

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**Robert P. Kochen**  
CHIEF OF POLICE

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### *Payment*

Invoices for services rendered for off-duty work will be sent to the vendor after the event has occurred, unless otherwise specified. All compensation due for services performed by Tarpon Springs Police personnel will be paid by Cash, Check or Money Order only to;  
The City of Tarpon Springs  
Attn. Collections  
P.O. Box 5004  
Tarpon Springs, FL. 34688-5004 (727)942-5612

Officers are prohibited from accepting cash and/or check payments. Any employer failing to meet this deadline may be refused further details.

At large events, the hiring entity shall be required to employ a sufficient number of officers to ensure safe and efficient law enforcement coverage, as determined by the Operations Major or his/her designee. The special detail coordinator shall make a minimum manpower requirement determination to ensure proper security and safety of agency members and the community. The Operations Major or his/her designee shall determine appropriate manpower allocation for all events where alcohol is served. For events that require five or more officers, it will be required to have one supervisor for every five officers needed.

If the event becomes larger than expected or stated, then the on duty officer or supervisor may request the event is terminated early for safety reasons, or at the approval of the applicant call more officers in to assist.

Contact the Special Events Coordinator Sgt. Frank Ruggiero for additional information:  
Office Phone number: 727-938-2849 ext. 1226 or by e-mail [fruggiero@tspd.us](mailto:fruggiero@tspd.us)

*Applicant's signature of understanding*



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## TARPON SPRINGS POLICE DEPARTMENT

*"Building a Better Future Through Excellence in Policing"*

**Robert P. Kochen**  
CHIEF OF POLICE

### Extra Duty Detail Application

Business Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address of event: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Date of birth: \_\_\_\_\_ Email address: \_\_\_\_\_

Applicant's Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Contact Person at the event: \_\_\_\_\_

Type of event: \_\_\_\_\_

Will alcohol be served at the event? YES NO Number of expected Participants: \_\_\_\_\_

Requested Officer Duties (please be specific):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How Many Officers do you require: \_\_\_\_\_ Police Vehicle Required: YES NO

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

*By signing this form, I agree that, I have read and understand the entire agreement and agree to pay for the services rendered, which are in writing or are verbally agreed upon in an emergency situation to prevent shutting down the event if it becomes too large.*

\_\_\_\_\_  
*Applicant's signature of understanding*

Approved  
or  
Denied by: \_\_\_\_\_ Date: \_\_\_\_\_



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**City of Tarpon Springs  
Special Event  
Designated Vendor Parking**

To be submitted to the Public Works Department along with the Special Events Application.

**General Information:**

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Designation Location for Vendor Parking: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Owner/Agent of Designated Parking Area Signoff:**

\_\_\_\_\_  
Owner/Agent Name (print)

\_\_\_\_\_  
Owner/Agent Signature

\_\_\_\_\_  
Owner/Agent Title

\_\_\_\_\_  
Date

**Event Sponsor Signoff:**

I have read and completed this form and it is true and correct to the best of my knowledge.

\_\_\_\_\_  
Event Sponsor Signature

\_\_\_\_\_  
Date

**City of Tarpon Springs  
Post Special Event Report**

To be submitted to the Public Works Department within ten (10) working days following the event.

I. General Information:

Name of Event: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_

Name of authorized person completing this form: \_\_\_\_\_

II. Participation Information:

# of vendors: \_\_\_\_\_

# in attendance: \_\_\_\_\_

III. Disposition of Proceeds:

Statement of how proceeds will be used:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read and completed this report and it is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **City of Tarpon Springs Deposit Forfeiture Policy**

Event Sponsor agrees to return City property to the exact condition it was in prior to the event. This includes the removal of all items placed on City property by the Sponsor including, but not limited to tents, port-o-lets, ice machines, tables, vehicles, concession stands, trash, etc.

If the Event Sponsor does not comply with cleanup by the date outlined on the Special Event Application, the \$100 deposit will not be returned, and the Sponsor's next event will require double the deposit amount. This procedure will continue until the Event Sponsor complies with the Special Event requirements.

Please note, deposits will be withheld and additional money may be due for any and all damages to City property caused the Special Event.

### **Event Sponsor Signoff:**

I have read and agree to the conditions above:

---

Event Sponsor Signature

---

Date

## **ARTICLE II. SPECIAL EVENTS**

### **§ 12.5-7. DEFINITION.**

**SPECIAL EVENT** shall mean any meeting, activity, parade, or gathering of a group of persons, animals or vehicles or a combination thereof, having a common purpose on any public street, sidewalk, alley, park, beach or other public place or building, which special event substantially inhibits the usual flow of pedestrian or vehicular travel or which occupies any public area or building so as to preempt use of said area by the general public or which deviates from the established use of said area or building.

(’80 Code, § 12.5-7) (Ord.88-25, passed 8-2-88)

### **§ 12.5-8. CITY MANAGER’S AUTHORITY.**

The City Manager is hereby authorized and directed to conduct and maintain current surveys of all parks and recreational facilities of the city. At each location, he shall locate and designate all areas which have a specialized function, such as picnic areas, swimming pools, beaches, tennis courts, baseball diamonds, etc.

(’80 Code, § 12.5-8) (Ord.88-25, passed 8-2-88)

### **§ 12.5-9. PERMIT REQUIRED.**

No person shall engage in, participate in, aid, form or start any special event, unless a special event permit shall have been obtained from the City Manager or his authorized designee.

(’80 Code, § 12.5-9) (Ord.88-25, passed 8-2-88)

### **§ 12.5-10. PERMIT APPLICATION.**

- (a) A person or organization seeking issuance of a special event permit shall file an application with the City Manager or his authorized designee on forms provided by the city.
- (b) An application for a special event permit shall be filed with the City Manager or his authorized designee not less than thirty (30) days nor more than ninety (90) days before the first date on which the special event is scheduled to be conducted and not less than sixty (60) days nor more than one hundred twenty (120) days for application that require the closing of state roads.
- (c) The application for a special event permit shall include the following information:
  - (1) The name, date of birth, address and telephone number of the person or persons seeking to conduct such special event. If the special event is proposed to be conducted for, on behalf of or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorized and responsible heads of such organization;
  - (2) The purpose of the special event;
  - (3) The ultimate use of net proceeds from the special event;

## **Tarpon Springs Code**

- (4) The name, address and telephone number of the person or persons who will be responsible for conducting the special event;
- (5) The dates and hours when the special event is to be conducted and the location of such event;
- (6) The estimated number of participants or those otherwise attending and the estimated number of vehicles participating or parking near the event. If the event is a parade, the estimated number of units in each category, such as band, marching units, floats, cars, etc.;
- (7) The number, type, location and provision for toilet facilities during the event;
- (8) A statement describing what portion of any street will be occupied by the event;
- (9) Whether any music will be provided, the hours of duration and location of such bands or loudspeakers, along with the numbers and types of such amplifiers or other such devices;
- (10) Location of assembly and disband areas for the event and proposed time of assembly and disband;
- (11) The location and size of any area designated for parking;
- (12) Applicant's provisions for cleanup after conclusion of the special event;
- (13) Applicant's provisions for security, traffic control and crowd control;
- (14) Applicant's intent to have food and drinks and whether or not such food or drinks will be sold or otherwise dispersed; who will be supplying such food or drinks and who will receive the funds obtained from the sale of such food and drinks and the names and addresses of all vendors, as soon as possible;
- (15) Applicant's intent to serve alcoholic beverages and applicant's compliance with section §12.5-4 of this Code;
- (16) What provision have been made for any needed electric power;
- (17) Whether admission fees will be charged or prizes given and the dollar amounts involved;
- (18) Applicant's agreement to provide a policy of liability insurance where the special event involves more than fifty (50) persons or vehicles, naming the city as an additional insured in the amount of one million dollars (\$1,000,000.00); in the case of parades, the insurance will cover the assembly area in addition to the parade route. If vehicles are to be used in the parade, proof of vehicle liability insurance must be provided by the owners of such vehicles;

## **Tarpon Springs Code**

- (19) Applicant's agreement to provide a report within four (4) weeks subsequent to the event, containing the number of participants and other data included on the application;
  - (20) A fee of fifty dollars (\$50.00) payable to the city as reasonable cost for processing, evaluating and issuing the permit;
  - (21) A deposit of one hundred dollars (\$100.00) for damage to city property resulting in any way from the special event. Said deposit shall be returned upon the city's inspection of the location of such event, but in any event, no later than ten (10) days after the conclusion of the event.
- (d) The City Manager or his designee shall waive or reduce the requirements of insurance contained herein, where the applicant presents evidence of financial disability or inability to obtain the required insurance. As used herein, financial disability shall mean lack of present funds with which to pay the premium charged for the insurance policy required ('80 Code, § 12.5-10) (Ord. 88-25, passed 8-2-88; Am. Ord. 90-44, passed 9-18-90)

### **§ 12.5-11. PERMIT DENIAL AND REASONS.**

- (a) Within ten (10) business days of the filing of the application for permit, the City Manager or his authorized designee shall send the applicant written notice by regular U.S. mail of the action he has taken on the application and the specific reasons therefor. The permit for the special event shall be granted, unless one (1) or more of the following conditions is found to exist:
- (1) The application is incomplete in a material respect;
  - (2) The application has been fraudulently completed;
  - (3) A prior permit has already been issued for the same area requested, within the same calendar month;
  - (4) The application is not for a public area;
  - (5) An adjacent public area already has been scheduled for use at the same time and simultaneous uses cannot be accommodated;
  - (6) The estimate of the anticipated attendance is in excess of the maximum designated as allowable for the area;
  - (7) The chief of police has factual knowledge that the applicant or sponsoring group specifically intends to cause or create imminent lawless actions in connections with the special event. Anticipated violence on the part of persons unassociated with the applicant or sponsoring group shall not be considered.



## **Tarpon Springs Code**

- (b) Where denial occurs by reason of the conditions set forth in paragraphs (a)(3), (4), (5) and (6) above, the City Manager or his authorized designee shall inform the applicant of the existence of a reasonable equivalent site, if available and uncommitted, which shall be held for the applicant for a period of five (5) business days, pending reapplication by the applicant for the alternate site.
- (c) Nothing contained in this article shall permit the City Manager or his authorized designee to deny a permit based upon political or religious grounds.  
(’80 Code, § 12.5-11) (Ord.88-25, passed 8-2-88)

### **§ 12.5-12. PERMIT CONDITIONS.**

Permits issued under this article shall be subject to the following conditions:

- (1) Special events may only be approved for daylight hours, except in areas possessing appropriate artificial light.
- (2) No special event shall be approved for the city’s beach areas on a holiday weekend.
- (3) The Chief of Police may stop a special event where a breach of the peace is occurring or an activity in the nature of a riot has occurred.
- (4) All public areas are to be left clean and undamaged following any special event.
- (5) The City Manager or his authorized designee shall have authority to restrict, limit or prohibit the use or construction of platforms, chairs or other equipment, if he finds that their use would result in damage to city property or constitute a hazard to safety or would block or infringe upon some other lawful use of the public property.
- (6) The grant of the permit shall not entitle the applicant to violate any other general park rules or regulations applicable to the use of public property.
- (7) In the case of parades, the applicant agrees that there will be no tossing of candy, medallions or other like matter by those participating in the parade.
- (8) The conduct of the event will not substantially interrupt the orderly movement of other traffic contiguous to the event’s route.
- (9) The conduct of the event will not require the diversion of so great a number of police officers of the city to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the city.
- (10) The conduct of the event will not require the diversion of so great a number of ambulances and fire rescue units as to prevent normal ambulance and rescue service to portions of the city other than that to be occupied by the proposed event and areas contiguous thereto.

## **Tarpon Springs Code**

- (11) The concentration of persons, animals and vehicles at assembly points of the event will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to the assembly areas.
- (12) The conduct of the event will not interfere with the movement of firefighting equipment enroute to a fire.
- (13) The conduct of the event is not reasonably likely to cause injury to persons to property, to provoke disorderly conduct or create a disturbance.
- (14) The event is scheduled to move from its point of origin to the point of termination expeditiously and without unreasonable delays enroute.
- (15) Reimbursement to the city for expenses and fees charged for a prior special event held by the applicant or the applicant's predecessor, or any person responsible for conducting the special event pursuant to this article.  
( '80 Code, § 12.5-12) (Ord.88-25, passed 8-2-88)

### **§ 12.5-13. APPEAL OF DENIAL.**

- (a) An applicant denied a permit hereunder may appeal the decision of the City Manager or his authorized designee to the Board of Commissioners by filing a written notice of appeal, stating the reasons for the appeal, with the office of the City Manager or his authorized designee within five (5) business days of the mailing of the decision of the City Manager or his authorized designee.
- (b) Such appeal shall be heard and decided by the Board of Commissioners within fourteen (14) days of the filing of the appeal. The applicant shall be notified twenty-four (24) hours before the hearing. Such applicant may appear at the hearing in person and be represented by counsel. Evidence on the applicant's behalf may be presented at such hearing. The City Manager or his authorized designee shall state his reasons for denying the permit and shall provide any other evidence supporting such denial. The Board of Commissioners shall have authority by a vote of a majority of its members to affirm, reverse or modify the decision of the City Manager or his authorized designee. Such decision shall be in writing and contain the reasons therefor. The decision shall be mailed to the applicant within ten (10) days of the hearing. Failure of the Board of Commissioners to decide the case within fourteen (14) days or mail its decision within ten (10) days shall operate as an automatic reversal of the decision of the City Manager or his authorized designee.  
( '80 Code, § 12.5-13) (Ord.88-25, passed 8-2-88; Am. Ord. 92-01, passed 2-4-92)

### **§ 12.5-14. CERTAIN OFFICIALS TO RECEIVE NOTICE OF PERMIT.**

Immediately upon the issuance of a special event permit, the City Manager or his authorized designee shall send a copy thereof to the following:

- (1) City Attorney;

## **Tarpon Springs Code**

- (2) Fire Chief;
  - (3) Leisure Services Director;
  - (4) Chief of Police;
  - (5) Harbormaster;
  - (6) Planning Department
- ('80 Code, § 12.5-14) (Ord.88-25, passed 8-2-88)

### **§ 12.5-15. REVOCATION OF PERMIT.**

The City Manager or his designee shall have the authority to revoke a special event permit issued pursuant to this article upon violation of the standards for issuance or conditions for issuance prescribed in this article. During the event, the Chief of Police or his designee shall have the authority to order a ceasing of the event, should the continuance of such event contribute to public disorder or endanger life or property or should he find that the application was fraudulent in any manner.

('80 Code, § 12.5-15) (Ord.88-25, passed 8-2-88)

### **State Agency Requirements**

If alcohol is going to be served at a Special Event, either sold or given away free, an alcohol permit must be obtained. It is the Sponsor's responsibility to obtain the permit by contacting the following agency:

**Department of Business and Professional Regulations – Division of Alcohol and Tobacco** located at 1313 North Tampa Street, Tampa, FL 33602 Telephone (813) 272-2610. This office will provide a non-profit alcohol permit for one, two or three days. Please note that the City of Tarpon Springs Planning & Zoning Department must sign "Section 4 – Zoning" of the permit in order for alcohol to be served at the event.

If food is going to be served at a Special Event, either sold or given away free, a food permit must be obtained. It is the Sponsor's responsibility to obtain the permit by contacting the following agencies:

**Department of Business and Professional Regulations – Division of Hotels & Restaurants** at 3725 W. Grace Street Ste. 520, Tampa, FL 33607 (850) 487-1395.



# City of Tarpon Springs, Florida

## INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

It is the responsibility of the **Event Sponsor** to provide **CERTIFICATE OF INSURANCE** to the City of Tarpon Springs. The certificate must indicate the following information:

- 1) Producer or Agent of Record
- 2) Insurance company affording coverage
- 3) Insured (Sponsor of the Special Event)
- 4) Type of coverage (e.g. General Liability, Liquor Liability)
- 5) Effective and expiration dates of policy
- 6) **\$1,000,000** Limit of Liability
- 7) The Certificate of Insurance must name the "City of Tarpon Springs" as "**ADDITIONAL INSURED**" and include "**ALL VENDORS**". The **name of the event, date(s) of the event** and "**ALL VENDORS**" should be indicated in the portion of the certificate entitled "**Description of Operations**". See attached Sample.
- 8) When **ALCOHOLIC BEVERAGES** are served, **LIQUOR LIABILITY** coverage **must** be purchased and **must** be indicated on the certificate.

When extreme circumstances dictates that the insurance can not be provided prior to the scheduled Board of Commissioners meeting, a "Binder" enumerating the required coverage and language will be accepted, otherwise the Certificate of Insurance must be present when recommendation is made to the Board of Commissioners for approval.

Final approval for the event to take place shall not be permitted until the City has received the official insurance document.

ACORD

## CERTIFICATE OF INSURANCE

DATE MM/DD/YY

PRODUCER

(1) JOHN DOE INSURANCE  
123 USA ST.  
ANYWHERE, USA

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

## COMPANIES AFFORDING COVERAGE

COMPANY  
A (2)

COMPANY

COMPANY

COMPANY

COMPANY

COMPANY

COMPANY

INSURED

(3) ABC CLUB  
P.O. BOX 0000  
ANYWHERE, USA

## COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	(4) TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EFFECTIVE DATE (MM/DD/YY)	LIMITS (6)
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT <input type="checkbox"/>	00000	01/01/04	01/01/05	GENERAL AGGREGATE \$ 1,000,000 PRODUCTS-COMP/OP AGG \$ PERSONAL & ADV INJURY \$ 1,000,000 EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ 100,000 MED EXP (Any one person) \$ 1000 COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$ AUTO ONLY-EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$ EACH OCCURRENCE \$ AGGREGATE \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>				
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>				
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/ <input type="checkbox"/> INCL PARTNERS/EXECUTIVE <input type="checkbox"/> EXCL OFFICERS ARE: OTHER - BOND				STATUTORY LIMITS EACH ACCIDENT \$ DISEASE - POLICY LIMIT \$ DISEASE - EACH EMPLOYEE \$
	(8) *HOST LIQUOR LIABILITY 00000				PENALTY AMOUNT:

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

(7) NAME OF THE EVENT: ARTS AND CRAFT SHOW  
INCLUDING ALL VENDORS

DATE/DATES: 04/03/04-04/05/04

CERTIFICATE HOLDER / ADDITIONAL INSURED

CANCELLATION

(7) CITY OF TARPON SPRINGS  
324 E. PINE ST  
TARPON SPRINGS, FLORIDA 34689

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

ACORD 201S (3)

V.W. ACORD CORPORATION 1999

SAMPLE



**Tarpon Springs Police  
Department**

**Memo**

**To:**

**From:** Officer William Schaibly  
Code Enforcement Supervisor

**CC:**

**Date:** 2/21/2005

**Re:** Signage for Special Events

---

There are certain Code requirements that must be adhered to when placing signage for all special events. Please adhere to these requirements and should you have questions, please call us (937 0017) prior to installing the signs.

You are allowed to place one sign on each property where the event is to be held. Each sign must not be more than 24 square feet in size, nor more than 6 feet in height.

The sign, (or banner), must be set back 10 feet from all property lines and not block any visibility triangles which might endanger motorists or pedestrians.

The sign/banner cannot be attached to any trees, traffic control devices, (such as stop sign posts, etc.) nor on any right of way.

The sign is not to be placed on site more than 14 days prior to the first day of the event.

Special event signs do not require permits.

For further information pertaining to sign codes, they can be found in sections 192.02 of the City Code.



## **City of Tarpon Springs Special Event Sign Policy November 1, 2012**

You are allowed to place one sign/banner at the intersection of Tarpon Ave. and US Highway 19 on either the north or south side of road in the designated area as outlined in the map below.

Each sign must not be more than 24 square feet in size or more than 6 feet in height.

The sign/banner must set back 10 feet from all property lines and not block any visibility which might endanger motorists or pedestrians, nor may they block the welcome to Tarpon Springs sign.

The sign/banner cannot be attached to any tree/foliage, traffic control devices, stop signs, street signs or power poles.

The sign/banner may not be placed at the site more than 14 calendar days prior to the first day of the event, and they must be removed two (2) business days after the completion of the event.

The City reserves the right to adjust or remove signs/banners at any time.

The existing Signage for Special Events Policy § 192.02 will remain in effect.

Failure to adhere to this policy will result in a \$25 fine per infraction deductible from your \$100 Special Events deposit.

### **South Side of Tarpon Ave./US 19**

### **North Side of Tarpon Ave./US 19**



**No signs/banners allowed in the yellow shaded areas**

## 2018 Special Outdoor Events, Carnivals, & Fairs Minimum Requirements

(By Order of Tarpon Springs Fire Marshal, effective February 05, 2018)

### Florida Code References

#### Florida Fire Prevention Code Sixth Edition

**NFPA 1.** Fire Code 2015 Edition

**NFPA 10.** Standard for Portable Fire Extinguishers 2013 Edition

**NFPA 96.** Standard for Ventilation Control & Fire Protection of Commercial Cooking Operations 2014 Edition

#### Special Outdoor Events, Carnivals and Fairs

**NFPA 1.10.14 Special Outdoor Events, Carnivals, and Fairs.**

10.14.1 Permits. Permits, where required, shall comply with Section 1.12.

10.14.2 The AHJ shall be permitted to regulate all outdoor events such as carnivals and fairs as it pertains to access for emergency vehicles; access to fire protection equipment; placement of stands, concession booths, and exhibits; and the control of hazardous conditions dangerous to life and property.

18.2.3.1.0 Fire department access roads shall consist of roadways, fire lanes, parking lot lanes, or a combination thereof.

25.6.1.4.1 All membrane structure fabric shall meet the flame propagation performance criteria contained in Test Method 2 of NFPA 701, *Standard Methods of Fire Tests for Flame Propagation of Textiles and Films*. [101: 11.10.1.5.1]

#### Portable Fire Extinguishers

**NFPA 1.10.14.5 Portable Fire Extinguishers.** A minimum of one portable fire extinguisher shall be provided for each concession stand where required by the AHJ in accordance with Section 13.6. *(Any booth with 110 volt A/C powered product present. Required by AHJ)*

50.7.1.3.1 Portable fire extinguishers shall be provided per NFPA 96 for cooking operations.

50.7.1.3.2 A minimum of one 2A:10BC portable fire extinguisher shall be provided when a generator or other fuel fired appliance is used.

**NFPA 10.6.6 Installations for Class K Hazards.**

6.6.1 Class K fire extinguishers shall be provided for hazards where there is a potential for fires involving combustible cooking media (vegetable or animal oils and fats).

6.6.2 Maximum travel distance shall not exceed 30 ft (9.1 m) from the hazard to the extinguishers.

#### Portable Generators

**NFPA 1.50.7.1.9.2** Fuel tanks shall be of adequate capacity to permit uninterrupted operation during normal operating hours.

11.7.2.1.2 Fueling from a container shall be permitted when the engine is shut down and engine surface temperature is below the auto-ignition temperature of the fuel.

11.7.2.2 Portable generators shall be positioned so that the exhaust is directed as follows:

(1) At least 5 ft (1.5 m) in any direction away from any openings or air intakes

(2) Away from the building

10.14.10.3 Protection. Internal combustion power sources shall be isolated from contact with the public by either physical guards, fencing, or an enclosure

25.1.12.1 Generators and other internal combustion power sources shall be separated from temporary membrane structures and tents by a minimum of 5 ft (1.5 m) and shall be protected from contact by fencing, enclosure, or other approved means.

#### Mobile and Temporary Cooking Operation

**NFPA 1.10.14.8 Cooking.** Concession stands utilized for cooking shall have a minimum of 10 ft (3 m) of clearance on two sides and shall not be located within 10 ft (3 m) of amusement rides or devices.

50.7.1.1 Mobile and temporary cooking operations shall comply with Section 50.7.1 and the applicable section for the type of cooking being performed.

**NFPA 96.4.1.1** Cooking equipment used in processes producing smoke or grease-laden vapors shall be equipped with an exhaust system that complies with all the equipment and performance requirements of this standard.

96.4.1.2 All such equipment and its performance shall be maintained in accordance with the requirements of this standard during all periods of operation of the cooking equipment.

96.4.1.9<sup>a</sup> Cooking equipment used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents or any form of roofed enclosure, shall comply with this standard unless otherwise exempted by the authority having jurisdictions in accordance with 1.3.2 of this standard.

#### Equipment provided for Cooking, Electrical, or any other function during the Event

**NFPA 1.10.14.7 Electrical Equipment.** Electrical equipment and installations shall comply with Section 11.1.

11.1.5.1 Extension cords shall be plugged directly into an approved receptacle, power tap, or multi-plug adapter and shall, except for approved multi-plug extension cords, serve only one portable appliance.

11.1.5.2<sup>a</sup> The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.

11.1.5.3 The extension cords shall be maintained in good condition without splices, deterioration, or damage.

11.1.5.4 Extension cords shall be grounded when servicing grounded portable appliances.

**NFPA 96.11.7.1** Inspection and servicing of the cooking equipment shall be made at least annually by properly trained and qualified persons.

Equipment shall be maintained in good working order as listed by UL approved manufacturers specifications. Equipment found damaged or missing manufacturer installed components **SHALL NOT** be allowed to be operated and shall be **REMOVED** from the event. The equipment may be returned to service only after it has been repaired, inspected and tagged compliant by an authorized service agent for that equipment, and proof of compliance is provided to the Authority having Jurisdiction.

# City of Tarpon Springs Authorized Special Events Only Minimum Unobstructed Fire Lane

(By Order of the Fire Marshal, effective February 05, 2018)

## Florida Code References

Florida Fire Prevention Code Sixth Edition  
NFPA 1, Fire Code 2015 Edition: Chapter 18 Fire Department Access and Water Supply

### NFPA 1:

18.2.3.1.1 Approved fire department access roads shall be provided for every facility, building, or portion of a building hereafter constructed or relocated.

18.2.3.1.2 Fire department access roads shall consist of roadways, fire lanes, parking lot lanes, or a combination thereof.

18.2.3.2.1 A fire department access road shall extend to within 50 ft (15m) of at least one exterior door that can be opened from the outside and that provides access to the interior of the building.

18.2.3.4.1.1 Fire department access roads shall have an unobstructed width of not less than 20 ft (6.1m).

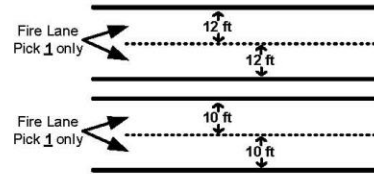
18.2.3.4.1.2 Fire department access roads shall have an unobstructed vertical clearance of not less than 13 ft 6 in (4.1m).

18.2.4.1.1 The required width of a fire department access road shall not be obstructed in any manner, including by the parking of vehicles.

18.2.4.1.2 Minimum required widths and clearances established under 18.2.3.4 shall be maintained at all times.

## \*\* Special Event Allowances\*\*

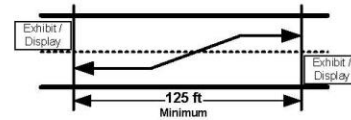
1. Roadways with individual lane widths of 12 ft: a Fire Lane of twelve ft (12) unobstructed width & thirteen ft six inches (13'6") unobstructed vertical height shall be provided.



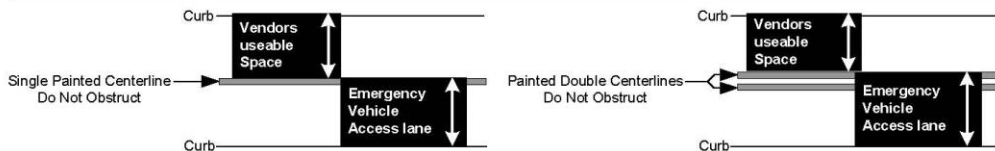
2. Roadways with individual lane widths less than 12 ft: a Fire Lane of ten ft (10') unobstructed width & thirteen ft six inches (13'6") unobstructed vertical height shall be provided.

3. Fire Lanes Shall be in a straight line whenever possible.

4. Fire Lanes that change lanes Shall have a clear unobstructed full road width lane change distance of one hundred twenty five ft (125') between any exhibit or display.



## Where painted centerlines are present, the entire painted centerline SHALL be Vacant of Obstructions



## Emergency Vehicle Access Compliance is Mandatory

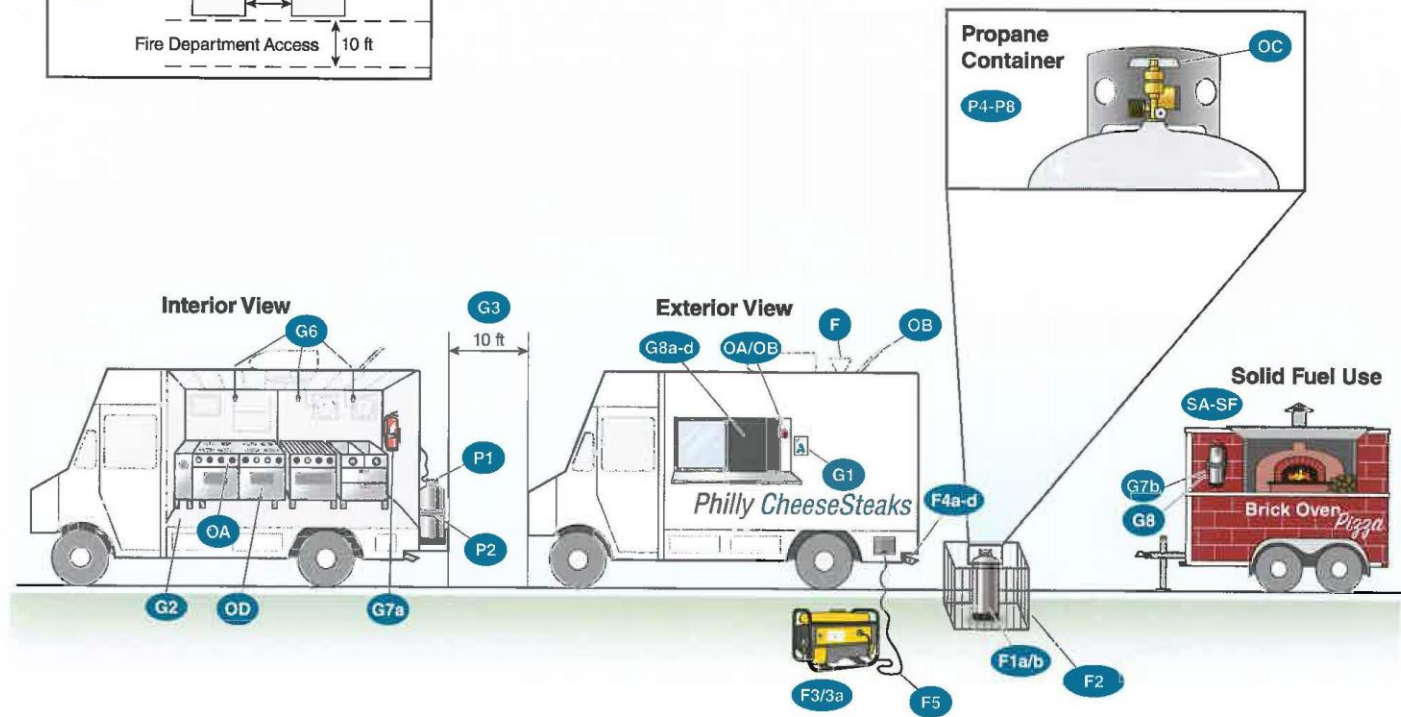
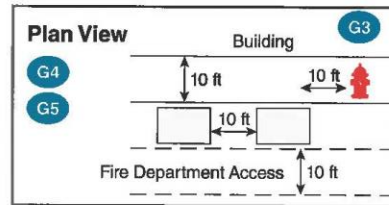
Fire Marshal has authority to require event organizers to modify event layouts to gain compliance. Refusal to comply may result in delayed event opening and offending violators vacating the event.

Capt. R.A. Kinney  
Fire Marshal





## NFPA Quick Tips: Food Truck Safety



## FOOD TRUCK SAFETY TIP SHEET

### GENERAL

#### Key Safety Tip & NFPA Code Reference

- G1 Obtain license or permits from the local authorities. [1:1.12.8(a)]
- G2 Ensure there is no public seating within the mobile food truck.
- G3 Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:7.8.2; 96:7.8.3 for carnivals only]
- G4 Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4]
- G5 Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.3; 1:13.1.4; 1:13.1.5]
- G6 Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2]
- G7a Verify there is at least one approved 10-B:C portable fire extinguisher rated in accordance with NFPA 10. [58:6.24.8.1]
- G7b Where wood or charcoal is used, make sure that a 2½ gallon water-type fire extinguisher or an approved hose line is provided. [96:14.7]
- G8 Ensure that workers are trained in the following:
  - G8a Proper use of portable fire extinguishers and extinguishing systems [10:1.2]
  - G8b Proper method of shutting off fuel sources [96:10.4.1]
  - G8c Proper procedure for notifying the local fire department [1:10.14.9 for carnivals only]
  - G8d Proper procedure for how to perform simple leak test on gas connections [58:6.14; 58:6.15]

### FUEL & POWER SOURCES

#### Key Safety Tip & NFPA Code Reference

- F1a Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.10.1 for carnivals only]
- F1b Ensure that refueling is conducted only during non-operating hours. [1:10.14.10.2 for carnivals only]
- F2 Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [1:10.14.10.3 for carnivals only]
- F3 Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:11.7.2.1.2]
- F3a Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container.
- F4 Make sure that exhaust from engine-driven source of power complies with the following:
  - F4a At least 5 ft in all directions from openings and air intakes [1:11.7.2.2]
  - F4b At least 5 ft from every means of egress [1:11.7.2.2]
  - F4c Directed away from all buildings [1:11.7.2.2]
  - F4d Directed away from all other cooking vehicles and operations [1:11.7.2.2]
- F5 Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the *National Electrical Code®*. [NFPA 70]

### PROPANE SYSTEM INTEGRITY

#### Key Safety Tip & NFPA Code Reference

- P1 Check that the main shutoff valve on all gas containers is readily accessible. [58:6.24.4.1(3)]
- P2 Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.24.3.4]
- P3 Inspect gas systems prior to each use.
- P4 Perform leak testing on all new gas connections of the gas system. [58:6.14; 58:6.15]
- P5 Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.14; 58:6.15]
- P6 Document leak testing and make documentation available for review by the authorized official. [58:6.24.5.1(M)]
- P7 Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.24.5.1(B)]
- P8 Where a gas detection system is installed, ensure that it has been tested in accordance with the manufacturer's instructions. [1192:6.4.8.1]

### OPERATIONAL SAFETY

#### Key Safety Tip & NFPA Code Reference

- OA Do not leave cooking equipment unattended while it is still hot. (Note that this is the leading cause of home structure fires and home fire injuries.)
- OB Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:14.2.2; 96:14.2.3]
- OC Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.24.9.3]
- OD Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:11.4]

### SOLID FUEL: WHERE WOOD, CHARCOAL, OR OTHER SOLID FUEL IS USED

#### Key Safety Tip & NFPA Code Reference

- SA Do not store fuel above any heat-producing appliance or vent. [96:14.9.2.2]
- SB Do not store fuel closer than 3 ft to any cooking appliance. [96:14.9.2.2]
- SC Do not store fuel near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:14.9.2.7]
- SD Do not store fuel in the path of the ash removal or near removed ashes. [96:14.9.2.4]
- SE Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:14.9.3.6.1]
- SF Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container at least 3 ft in the open. [96:14.9.3.8]

**Note:** This information is provided to help advance safety of mobile and temporary cooking operations. It is not intended to be a comprehensive list of requirements for mobile and temporary cooking operations. Check with the local jurisdiction for specific requirements. This tip sheet does not represent the official position of the NFPA or its Technical Committees. The NFPA disclaims liability for any personal injury, property, or other damages of any nature whatsoever resulting from the use of this information. For more information, go to [nfpa.org/foodtrucksafety](http://nfpa.org/foodtrucksafety).



## FIRE SAFETY TIPS FOR MOBILE COOKING OPERATIONS



### General

- Does your jurisdiction require a license or permit to operate (e.g. local fire/health department)?
- Is cooking equipment attended at all times?
- Are all required ventilation openings open during cooking operations?
- Is the cooking hood/ventilation system free from grease?
- Is the vehicle parked at least 10 feet from buildings, other vehicles, or combustibles?
- Is the vehicle parked so as not to block fire hydrants, fire lanes, fire department connections, exits, etc.?

### Training

- Are employees trained in proper use of cooking equipment?
- Are employees trained in how to shut-off fuel sources (e.g. propane, generators)?
- Are employees trained in how to notify the local fire department in an emergency?
- Are employees trained in proper storage, handling and fueling procedures?
- Are employees trained in how to perform a leak test and when one is needed?
- Are workers trained in the proper use of portable fire extinguishers and hood extinguishing system?

### Fire Protection

#### PORTABLE FIRE EXTINGUISHERS

- Are portable fire extinguishers charged, not obstructed, and in operating condition?
- Are portable fire extinguisher located near the cooking appliance, solid fuel storage, and any portable energy source (e.g. generator)?

### Hood Fire Suppression System

- Is the hood fire suppression system charged and in operating condition?

### Fuel and Power Sources

#### PROPANE

- Is the propane system inspected prior to use?
- Are the propane tanks secured in an upright position?
- Are the propane tanks within their hydrostatic test date?
- Is the propane system in good condition, (i.e. no leaks, rust)?
- Has the propane system been leak tested?
- Has a leak test been performed when a new tank is installed, or a modification to the system has been made?
- Is documentation available for any leak test?
- Is the main shut-off marked, in plain view and easily assessable?
- Is the fuel supply shut off when not in use and while in transit?
- On gas system piping, is a flexible connector installed between the regulator outlet and the fixed piping system?

### ELECTRICAL

- Is the electrical system and other equipment in good working condition?
- Are extension cords in good condition?
- Is the electrical system, including extension cords in accordance with the electrical code?

### GENERATORS

- Are generators placed at least 10 feet from buildings, structures, vehicles and combustibles?
- Are generator exhausts directed away from mobile cooking vehicle, vehicles, buildings, structures, exits and openings?
- Are generators protected from contact by the public?
- Are fuel supplies properly stored?
- When refueling are the generators shut down, engine cooled and then refueled?

### SOLID FUEL

- Is combustible solid fuel stored properly and away from combustibles or heat producing appliances?
- Are ashes, cinders, and other fire debris removed at the end of the day and stored in a proper container away from the vehicle, buildings and combustibles?

» This tip sheet provides some safety information to help advance safety of mobile and temporary cooking operations. It is not intended to be a comprehensive list of requirements for mobile and temporary cooking operations. You should check with your local jurisdiction for specific requirements. This tip sheet does not represent the official position of the NFPA or its Technical Committees. The NFPA disclaims liability for any personal injury, property, or other damages of any nature whatsoever resulting from the use of this information.



FOR MORE INFORMATION go to [nfpa.org/foodtrucksafety](https://www.nfpa.org/foodtrucksafety)

**Emergency Order No. 21-3  
of the Official Authority of the County of Pinellas Pursuant to Resolution No. 20-16, as  
Extended**

**COVID-19 Requirements for Outdoor Large-Scale Special Events**

WHEREAS, in response to the emergence of a novel coronavirus and the respiratory disease it causes ("COVID-19"), the World Health Organization (WHO) has officially characterized COVID-19 as a pandemic that constitutes a Public Health Emergency of International Concern; and

WHEREAS, on March 1, 2020, Governor Ron DeSantis issued Executive Order Number 20-51, declaring that appropriate measures to control the spread of COVID-19 in the State of Florida are necessary, and accordingly the State Surgeon General and State Health Officer declared that a Public Health Emergency exists in the State of Florida; and

WHEREAS, on March 9, 2020, Governor Ron DeSantis issued Executive Order Number 20-52 declaring a State of Emergency for the state of Florida in furtherance of efforts to respond to and mitigate the effects of COVID-19 throughout the state, and most recently extended this State of Emergency in Executive Order Number 20-166; and

WHEREAS, since that time, the Governor has found it necessary and appropriate to issue additional Executive Orders to slow the spread of COVID-19, and has modified existing restrictions to implement a phased re-opening process, and has provided parameters for the conduct of permitted business operations, directed compliance with health and safety practices as established by the Centers for Disease Control and Prevention (CDC), and elaborated other restrictions and modifications to previous orders; and

WHEREAS, in order to fully and effectively respond to the developing threats posed by the novel coronavirus and its associated disease (COVID-19), and in coordination with ongoing emergency actions by the state and federal governments, the Pinellas County Board of County Commissioners (Board) passed Resolution 20-16 declaring a local state of emergency (LSE) in Pinellas County (Resolution), and subsequently such extensions and orders as have been deemed necessary have been issued pursuant thereto; and

WHEREAS, the LSE is intended to enable the County to effectively respond to the ongoing and evolving public health threat posed by COVID-19, which continues to pose a threat throughout Pinellas County, including by taking measures to mitigate and slow the spread of the virus; and

WHEREAS, it is the duty of Pinellas County to take proactive measures to support the public health and safety of the community; and

WHEREAS, Section 252.38(3)(a)5, Florida Statutes, provides authority for a political subdivision such as Pinellas County to exercise emergency powers; and

WHEREAS, Pursuant to §252.38(1), Florida Statutes, and Pinellas County Charter section 2.04 (k), the County has jurisdictional authority over the entire county for emergency management purposes.

WHEREAS, as of September 25, 2020, the State of Florida has lifted virtually all state restrictions on activities and does not have in place any restrictions on gatherings or large-scale events;

WHEREAS, the Florida Department of Health webpage answers the question, "Is it okay to have or go to large events?" as follows, "All persons in Florida are encouraged to avoid congregating in groups larger than 10."; and

WHEREAS, the seven day moving percent positivity for COVID-19 testing in Pinellas County has progressively moved from 2.58% on September 17, 2020 to 7.21% on January 17, 2021;

WHEREAS, the United States Centers for Disease Control and Prevention (CDC) has stated:

The more people an individual interacts with at a gathering and the longer that interaction lasts, the higher the potential risk of becoming infected with COVID-19 and COVID-19 spreading.

The higher the level of community transmission in the area that the gathering is being held, the higher the risk of COVID-19 spreading during a gathering.

The size of an event or gathering should be determined based on state, local, territorial or tribal safety laws and regulations.

WHEREAS, a significant number of large-scale special events that occur in Pinellas County typically occur in the winter and spring;

WHEREAS, there is a significant risk to the public of heightened risk of transmission of COVID-19 at large scale special events that may be mitigated if precautions are taken;

WHEREAS, there are 24 cities within the County that collectively support the mitigation of the spread of COVID-19 by additional requirements for large events; and

WHEREAS, the requirements within this order are a minimum set of requirements and nothing herein should be construed to prohibit a city from having additional or more restrictive requirements;

NOW, THEREFORE, in accordance with Resolution No. 20-16, as extended and supplemented by other emergency actions, I now order, effective at 9:00 a.m. on January 21, 2021 that:


Large Scale Special Events, as further defined and described below, within the County are prohibited unless they fully comply with the following procedures and requirements:

#### Section 1. INTENT:


The requirements of this Order are supplemental requirements to the Pinellas County Face Coverings Ordinance (Ordinance 20-14) and are intended to apply to Large Scale Special Events. To the extent that there is inconsistency with Ordinance 20-14, the provisions of this Order will govern. For events held completely indoors, the provisions of Ordinance 20-14 continue to apply.

These requirements are intended to help protect the community from the spread of COVID-19 from contagions being spread at Large-Scale Special Events. While these requirements should not be interpreted as meaning that full compliance with these restrictions will completely prevent any risk of exposure to COVID-19, the requirements reflected here, based on the guidance from the CDC and other public health officials, should mitigate the spread of COVID-19 from these types of events as compared to similar types of events not required to follow these requirements. Large events create substantial risk of exacerbating transmission of this deadly disease. These standards should not be interpreted as suggesting that the County recommends hosting or attending large events during this pandemic. Large-scale special events should be postponed to reduce the spread of the virus. Organizers hosting these types of events

must do so only pursuant to an approved COVID-19 Event Safety Plan. Nothing herein should be construed to prohibit any city from having additional or more restrictive COVID-19 mitigation requirements.

Outdoor events or with fewer than 1000 people in attendance at any one time are strongly encouraged to consider implementing [social distancing, face covering and sanitation measures as recommended by the CDC](#) .

## Section 2. DEFINITIONS:

"CDC Guidelines" means the guidance from the U.S. Centers for Disease Control and Prevention that is available at [www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov) , as may be updated from time to time, and any guidance or subpages on that site.

"Large-Scale Special Event" or "LSSE" means an outdoor (in whole or in part) onetime or infrequently occurring opportunity for a leisure, social, cultural or other experience outside the normal range of choices or beyond everyday experience, or which is outside normal day to day programs or activities of the sponsoring or organizing body that has more than 1000 people in attendance at any one time. Events held only annually or semi-annually are not day to day programs or activities and may be an LSSE depending on the size of the event.

"Social Distancing" means staying at least 6 feet away (in all directions) from any person from outside your household or immediate family.

"Staff" means all performers, vendors, organizers, employees, volunteers, contractors, sub-contractors, and workers of any kind.

## Section 3. REQUIREMENTS:

All Large-Scale Special Events may not be held without compliance with the following requirements:


1. **Prepare and Follow an Approved COVID-19 Event Safety Plan.**
  - For LSSEs within a city, the city must require a COVID-19 Event Safety Plan that conforms to the requirements of this Order and provide the city approved COVID-19 Event Safety Plan to the Pinellas County Administrator prior to, or in conjunction with the issuing of a permit or approval.
  - No city permit or approval for a LSSE may be issued without the approved COVID-19 Event Safety Plan.
  - For LSSEs within unincorporated Pinellas County, the event organizer must submit a COVID-19 Event Safety Plan and receive formal written approval from the Pinellas County Administrator prior to holding the event.
2. **COVID-19 Event Safety Plan minimum requirements.** At a minimum, the plan must outline the steps that will be taken to mitigate the spread of COVID-19, including, but not limited to:
  - **Face coverings are mandatory.** Face coverings (also known as "face masks") must be worn by all persons in attendance at an LSSE subject only to the exceptions permitted within this Order. Persons in attendance includes, in addition to those admitted, whether for free or for consideration, to avail themselves of the event, all Staff. Describe how the requirement for mandatory face coverings will be communicated to Staff and attendees and consistently reinforced.

- **Social Distancing.** Social Distancing must be maintained to the greatest extent practicable at all times. Describe what steps will be taken to ensure social distancing.
- **Limitation on Number of Attendees.**
  - No more attendees than may Socially Distance within the area of the LSSE may be allowed into the event. Establish a cap on attendees to meet Social Distancing requirements and describe how this will be managed to maintain the event within this limit. (i.e. the maximum number of people allowed at the event at any one time divided by total useable area in sq. ft., that allows for social distancing). Organizers should continue to assess, based on current conditions, whether to postpone, cancel, or significantly reduce the number of attendees for LSSEs.
  - Provide a site map with dimensions that allows for the ability to determine:
    - Total event area square footage;
    - Location and dimensions of all entrances, exits, booths, stages, activities, facilities, bathrooms, or vendors will be, including queue areas at which gatherings or lines might be expected to form.
- **Ingress/Egress, Access Control, and Line Queuing.**
  - Describe how activities, including arrival and departure from the event, will be managed in compliance with the face covering and social distancing measures.
  - Where distancing of at least 6 feet cannot be maintained between people physical barriers should be used to help reduce the risk of transmission. Show any such barriers on the site map.
  - Describe strategies to address the following requirements:
    - Establish separate entry and exit points. Describe how there has been considered and implemented width to allow for free movement, queue markings, and provision of handwashing and sanitizing stations.
    - Minimize queuing. Encourage pre-purchase of tickets and ensure sufficient ticket sellers and food, beverage or goods vendors to prevent long lines for which adequate room for queuing in the space available may be accomplished while maintaining Social Distancing.
- **Screen ing and Sick Persons.** No person displaying COVID-19 symptoms (such as fever, cough or shortness of breath, sore throat or tiredness) should attend the event. Event organizers are required to screen Staff and attendees for COVID-19 symptoms prior to or before entering the event.
  - Describe how you will advise Staff and attendees who are displaying COVID19 symptoms (such as fever, cough or shortness of breath, sore throat or tiredness) not to attend the event. Will refunds for non-attendance to encourage the unwell to stay home be offered?
  - Identify a specific person or office to whom Staff and attendees should report if they become unwell during the event.
  - Describe what protocol will be taken in the event that anyone appears at the event displaying COVID-19 symptoms.
- **Signage and Communication of Requirements.**
  - Signs must be posted, at a minimum, be at all entry points and the entrances to all bathroom facilities that reflect the requirements for mandatory face masks, social distancing, and advising those that are sick to stay home. Signs must be not smaller than 11" x 17".
  - Describe or provide any additional signage to be placed throughout the event that discourages attendees from gathering in any one area of the event and

encourages attendees to remain at least 6 feet from others when moving through the event.

- Describe how you will ensure communication with Staff and attendees to ensure Staff and attendees know what their responsibilities are.
- Describe how the event will promote these measures and requirements when advertising the event or ticket sales.

▪ **Sanitation and Disinfection Requirements.**

- Sanitation and Disinfection Plan. Describe your process and schedule to ensure that all frequently touched objects and surfaces will be cleaned and disinfected on an ongoing basis. At a minimum the sanitization and disinfection plan must provide for:
  - Frequently during the event provide for cleaning and disinfection of high touch surfaces such as door handles, handrails and counters and shared facilities, including bathrooms.
  - A regular cleaning routine should be in place for all other areas within the event. Refer to the [CDC Guidance for Cleaning and Disinfecting](#) .
  - Identify what Staff is responsible for this cleaning and disinfection.
  - Identify what sanitation supplies will be provided, where and how frequently they will be replenished.
- Describe how you will provide training on sanitation practices to Staff and ensure they have access to sufficient supplies to accomplish the sanitization and disinfection plan. At a minimum Staff must know and be trained to:
  - Frequently wash hands with soap and water e.g. after going to the bathroom, after handling money, before and after eating and after touching face or hair.
  - Avoid touching eyes, mouth and nose.
  - Wash hands with soap and water or use a hand sanitizer at the beginning of their shift and before commencing a new activity.
  - Not attend work if they are not feeling well.
- Describe how you will provide sanitization information to attendees which must at a minimum include advice to wash hands with soap and water or use hand sanitizer upon entering an event, and to frequently wash hands with soap and water or use hand sanitizer during the event.
- Describe payment options to be utilized during the event for ticketing, vendors, or activities. Promote cashless payments. However, if cash is exchanged, require those handling cash to wash hands with soap and water, or use hand sanitizer after handling money. Sanitize any pens, or hard surfaces between each use.

▪ **Enforcement of Requirements.**

- Develop and describe clearly defined protocols to ensure adherence to Social Distancing, face covering and sanitation measures by all Staff and attendees. What steps will be taken should someone not comply?
- Identify the person at the event who is responsible for monitoring the event and ensuring procedures and measures identified in the COVID-19 Event Safety Plan are implemented and followed during the event. This person is designated as the COVID-19 Event Safety Plan Manager. Provide contact information (phone number and/or email address) at which the COVID-19 Event Safety Plan Manager may be reached at all times within 15 minutes during the LSSE and for the two hours before the event.
- Describe the staffing plan that will ensure that there will be sufficient Staff to monitor and ensure compliance with an approved COVID-19 Event Safety Plan.
- Describe measures you will implement to ensure that all businesses/organizations/suppliers/vendors involved in your event are aware of and will comply with Social Distancing, face covering, and sanitation measures. At a minimum this must include a signed statement of commitment from all contractors



and sub-contractors that they are governed by and will comply with your COVID-19 Event Safety Plan.

#### Section 4. APPLICABILITY:

This Order applies to all incorporated and unincorporated areas within Pinellas County. This Order serves as a minimum requirement and the municipalities within Pinellas County may establish more stringent standards within their jurisdictions to the extent permitted by law.

Any provision(s) within this Order that (i) conflict(s) with any state or federal law or constitutional provision, or (ii) conflict(s) with or are superseded by a current or subsequently-issued Executive Order of the Governor or the President of the United States solely to the extent such Executive Order (a) expressly preempts the substance of this Order or (b) imposes stricter closures than set forth herein, shall be deemed inapplicable and deemed to be severed from this Order, with the remainder of the Order remaining intact and in full force and effect.

Nothing in this Order or any Pinellas County Emergency Order applies to a training, competition, event, or game for a professional sports team in accordance with the Governor's Executive Order 20-123.

#### Section 5. EXCEPTIONS:

This Order does not apply to:

1. School events that are operated by or under the jurisdiction of the Pinellas County School Board. However, the use of facial coverings and the limitation of gatherings are encouraged. All activities are encouraged to comply with the CDC's "Considerations for Schools," which are available at [www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html).
2. Public Health events such as mass immunizations or virus testing. These events should comply with all applicable CDC Guidelines.
3. Religious rituals where Social Distancing is otherwise maintained at all times except during such times as it would interfere with an integral part of the ritual.

This Order does not require compliance with the requirement to wear a face covering while attending a LSSE for the following:

1. Children under the age of 2.
2. When actively eating or drinking while stationary or seated and maintaining Social Distancing.
3. Persons exercising while maintaining Social Distancing.
4. In any manner that would conflict with the Americans with Disabilities Act (ADA).

#### Section 6. ENFORCEMENT BY AUTHORITIES:

1. Any person at any gathering in violation of the limitations in this Order is individually liable for the violation and subject to all applicable civil and criminal penalties. Additionally, the owners, operators, and landlords of residential or commercial property are individually liable for any prohibited gathering that occurs on their property, regardless of whether such owners, operators, or landlords are in the residence or on site at the time of the violation. However, owners and landlords of a residential property that is under a lease with a contract term of 6 months or longer are not individually liable under this provision for gatherings taking place at the leased property.

2. In the event that there is not substantial compliance with an approved COVID-19 Event Safety Plan, the County Administrator or City Mayor or City Manager, or their designee or Law Enforcement may require the event to immediately close and cease.

Ordered by Barry A. Burton, County Administrator.

Approved as to Form by Donald S. Crowell, Chief Asst. County Attorney.

[order \(non-ADA compliant\)](#)

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