



City of Venice

Permit No. _____

Special Event Permit & Agreement

The Event Holder agrees to comply with all requirements outlined in this permit, the City's Special Events Guide, City Code of Ordinances, and applicable laws. Any changes to the approved plans without prior City approval may result in the termination or denial of future permits. This permit is binding and valid only for the year of issuance.

EVENT INFORMATION AND POINT OF CONTACT

Event:

Location(s):

Set-up date(s) & time(s):

Tear-down date & time:

Open to the public date(s) & time(s):

Point of Contact name:

**Point of Contact cell:
Email:**

Approved inclement weather plan:

Alcohol Service **YES** **NO**

Food Trucks or Vending **YES** **NO**

EVENT STIPULATIONS AND REQUIREMENTS

Requirements

Site Plan and Event Timeline

DBPR Temporary Liquor Permit

Certificate of Liability Insurance (COI)

Sarasota County Permit

Minor Work Order/Tent Permit

FAA Aeronautical/Height Study

Right-of-Way Sign Agreement

Florida Department of Transportation Permit

MOT/Hardened Barricade Plan

U.S. Coast Guard Permit

Off-Site Parking Plan

Other

Comments & Stipulations



CITY SERVICES & FEE ESTIMATES

City Services - City staff reserve the right to adjust and increase services at the Event Holder's expense if deemed necessary to ensure public safety or minimize impacts on the community.

Public Works

Solid Waste

Police

Fire/EMS

Estimated Fees - The City will send the Event Holder an itemized statement of all expenses incurred within thirty (30) days after the Event concludes. The Event Holder must pay the fees immediately upon receiving the statement. These expenses are subject to change and may increase if deemed necessary by City staff. Failure to pay may result in denial of future Special Event Permit requests.

Airport Festival Grounds (Set-up/Tear-down/OTP)

Centennial Park

Fire/EMS Services

FOP/Venice Police

Public Works (Special Events trailer)

Solid Waste (Trash and Recycling)

City Streets (Tampa, Miami, Nassau, Venice, Nokomis)

Other

Estimated Total

City Subsidy Eligibility - City subsidy may only be applied to Public Space fees. Services provided by Venice Police, Venice Fire Rescue, Solid Waste (trash and recycling), and metered water and electricity are not eligible for subsidies. First time events are not eligible for subsidy.

Heritage Status, \$5,000

Legacy Status, \$1,000

First Time Event, Not Eligible

Other



AUTHORIZATION BY VENCIE CITY MANAGER'S OFFICE

The use of City property for the specific activities indicated in this Special Event Permit & Agreement is hereby approved.

City Manager
or Designee

Date

Special Events
Coordinator

Date

SPECIAL EVENT PERMIT & AGREEMENT

This agreement is for all events held on City of Venice owned and/or maintained property or facilities under the jurisdiction of the City of Venice. The City of Venice retains the authority to determine whether the event should be held or continued in times of inclement weather, civil disturbance, or failure to adhere to the requirements outlined in this Special Permit & Agreement, the City's Special Events Guide, City Code of Ordinances, and applicable laws.

To be valid, this Agreement must be signed, returned and be in the possession of the City Manager's Office

by _____, 20 .

SPECIAL EVENT AGREEMENT. This Special Event Agreement ("Agreement") is made between the City of Venice, a political subdivision of the State of Florida, whose address is 401 W. Venice Avenue, Venice, FL 34285 (hereinafter the "City"), and _____, a _____, whose address is _____ (hereinafter the "Event Holder").

WITNESSETH

WHEREAS, the City, acting by and through the City Council, did grant a Special Event Permit to the Event Holder for the dates of, _____, for the purpose of conducting the event described in the Special Event Permit and further described in Appendix "A", attached hereto and incorporated herein by reference, (hereinafter the "Event") at _____, and;

WHEREAS, the granting of said Special Event Permit by the City is contingent on the execution of this Agreement; and



WHEREAS, the Event Holder has complied with and/or is complying with all requirements of the City in connection with the granting of said Permit.

NOW, THEREFORE, in consideration of the covenants and conditions contained herein, the parties do hereby agree as follows:

1. It is expressly agreed by the parties hereto that the Permit is granted at the discretion of the City and may be canceled at any time if deemed necessary in the reasonable opinion of the City Council, the City Manager, or public safety officials. The City shall incur no liability to the Event Holders as a result of such cancellation.
2. The Event Holder further agrees to abide by all rules and regulations of the City contained in this Agreement and the City's Special Events Guide. Any decision by the City Manager or designee regarding public safety at the Event shall be binding on the Event Holder and promptly complied with by the Event Holder. It is the duty of the Event Holder to terminate any activity by Event performers, vendors, staff, attendees, or other participants that is non-compliant with the rules and regulations, or to request City officials or on-site law enforcement officers to intercede in the event of continued non-compliance. City officials reserve the right to take action, including immediate action, if any violations of the rules and regulations are observed during the Event. These actions may include issuing on-site directives, requiring operational adjustments, suspending or canceling vendors, amenities, or the entire Event, or suspending the Event Holder from additional special event permits. Any suspension decision will be provided in writing and may be appealed to the City Council.
3. The Event Holder agrees and acknowledges that no part of the Event shall violate F.S. §255.70 relating to public permitting and F.S. §827.11 relating to exposing children to an adult live performance. The Event Holder acknowledges that the City may not issue a permit or otherwise authorize a person to conduct a performance in violation of F.S. § 827.11. Further, the Event Holder acknowledges that the City has relied on Event Holder's acknowledgement and agreement in issuing the Special Event Permit. Finally, the Event Holder acknowledges that if a violation of F.S. §827.11 occurs for a lawfully issued permit or other authorization, the Event Holder commits a misdemeanor of the first degree.
4. Unless otherwise stated in this Agreement or Special Event Permit, the Event Holder has control and responsibility over, and may retain revenues from, any ticket sales, concessions, merchandise, or refreshment stands, subject to all applicable laws and regulations of the State of Florida and City of Venice.
5. **SPECIAL EVENT CODE OF CONDUCT:** The Event Holder is responsible for ensuring that all participants, sponsors, volunteers, attendees, and exhibitors/vendors comply with the following Code of Conduct at all times during the event:
 - a. Except as protected by the First Amendment, the use of profane, obscene, or vulgar language, gestures, decorations, accessories, and signs is prohibited.
 - b. Indecent exposure, lewd behavior, sexually explicit nudity, and any material or performance that depicts sexually explicit nudity or sexual activity and that taken as a whole is patently offensive to prevailing standards in the adult community concerning what is suitable and lacks serious literary, artistic, political, or scientific value is prohibited.
 - c. Any activity, attire or conduct inappropriate to the peace and good order of the Event or which may adversely affect the safety of people or property shall be prohibited.



- d. There shall be no harassment or discrimination based on age, ancestry, color, gender identity or expression, national origin, physical or mental disability, religion, sexual orientation, or any other characteristic protected by applicable laws, regulations, and ordinances.
6. In the event of litigation arising out of either party's obligations under this Agreement, sole and exclusive venue shall exist in the 12th Judicial Circuit Court in and for Sarasota County, Florida, and the prevailing party shall be entitled to recover its attorney's fees and costs from the non-prevailing party, including but not limited to trial level fees, bankruptcy fees and appellate fees as well as fees and costs incurred in proceedings to determine entitlement to and reasonableness of such fees and costs.
7. The Event Holder agrees, at its sole cost and expense, to indemnify, defend and hold harmless the City of Venice and its officials, employees, agents and representatives from and against any and all liability, damages, claims and demands which may be imposed upon, incurred by, or be asserted against the City of Venice and its officials, employees, agents and representatives as a result of or in any way connected with this Special Event. Unless, by exception authorized by the City Manager, the Event Holder shall provide general liability insurance in the amount of \$1,000,000 and property damage liability in the amount of \$500,000, naming the City of Venice, 401 W. Venice Avenue, Venice, FL 34285, as an additional insured. If alcohol is to be provided at the Event, unless by exception authorized by the City Manager, the Event Holder shall provide liquor liability insurance in the amount of \$1,000,000, naming the City as an additional insured. The policies of insurance shall be primary and written on forms acceptable to the City and placed with insurance carriers approved and licensed by the Insurance Department in the State of Florida and meet minimum financial AM Best and Company rating of no less than A. No changes are to be made to these specifications without prior written specific approval by the City.
8. **SPECIAL EVENT STANDARDS AND PERMIT CONDITIONS:** The following standards and conditions shall be adhered to:
 - a. **Standard 1:** All necessary permits and inspections required by the City shall be obtained before the event opens to the public and displayed conspicuously. To obtain this, Event Holders will submit a complete application and required documents as outlined, including but not limited to an event timeline, site plan, inclement weather plan, barricade/Maintenance of Traffic plan, sign agreement, trash and recycling control plan, event timeline, temporary liquor license, county permit, or other supplemental permits.
 - b. **Standard 2:** Event Holders will follow the timelines outlined within this guidebook for submitting new event requests, event changes, annual event permit applications, submit applicable fees, and attend planning meetings as required. Late or missing items may result in delays or mandatory event cancellation.
 - c. **Standard 3:** Event Holders shall include alternative plans for inclement weather, red tide, or other unforeseen emergencies in the application/permit. This includes, but is not limited to, alternative locations, times, delays, and cancellations. If any such alternative plans are implemented, the Special Events Coordinator and the City Public Information Officer must be notified by phone or email. This information should also be updated on the Event Holder's website and social media platforms as soon as possible to keep the public well-informed. The City may cancel events scheduled between June 1 through November 30, during Florida's hurricane season, due to impending severe weather post-hurricane impacts, or storm recovery. Any costs incurred as a result of weather, hazard or emergency cancellations are the responsibility of the event holder.



- d. **Standard 4:** The City Manager's Office, Emergency Manager or Venice Police Department designee, reserves the right to cancel any event at any time if there is an immediate threat to life and safety or if the event does not meet the conditions as outlined in the Special Event Permit Agreement. The Event Holder and/or sponsors shall not deviate from the approved Special Event Permit, including, but not limited to, the hours of the event, vendor locations, road closures, site plan, and related event details. Any deviation may result in permit revocation, excluding day-of modifications required by the City Manager's Office, Venice Police Department or designee.
- e. **Standard 5:** If applicable, Event Holders will notify surrounding businesses, religious institutions, homeowners, and tenants, at least one month before the event of the date, potential for noise, and impacts on traffic, street closures or detours, and modifications to other public spaces. All Event Holders, their affiliates, and agents are bound by all conditions and stipulations included in this guidebook and permit and must comply with all federal, state, and local laws, rules, regulations, and requirements, including the Code of Conduct, Event Holders are responsible for communicating/distributing all information to all parties.
- f. **Standard 6:** Event Holder shall comply with Article II Noise Control of the City's Code of Ordinances. All amplified sound, music, and other event-related noise must conclude by 10 p.m. unless otherwise approved by the City Manager or designee.
- g. **Standard 7:** The Event Holder agrees to abide by all rules, regulations, standards, stipulations, and orders of the City Manager or designee of the City of Venice or Venice Police Department concerning the public safety within or outside of the permitted event premises. During the event, the Event Holder or designee shall be onsite and available via cell phone during setup, event operating hours, breakdown, and cleanup. Any decision by the City Manager or designee regarding public safety shall be binding on the Event Holder and promptly complied with by the Event Holder.
- h. **Standard 8:** Event Holders agree to follow the placement and size policies set forth in the Event Sign Agreement Terms and map, including locations and installation and removal deadlines.
- i. **Standard 9:** Event Holders will familiarize themselves with all applicable laws on accessibility and discrimination and ensure compliance during the Special Event.
- j. **Standard 10:** Portable or inflatable play structures, including bounce houses, water/inflatable slides, rock climbing walls, and trampolines are prohibited.
- k. **Standard 11:** Event Holders and their event staff, volunteers, or monitors shall wear high-visibility clothing such as safety vests, brightly colored shirts, or other markings, allowing them to stand out from the general event population and designating them as event staff. Event holders may use the blue high-visibility vests provided in the Special Events trailer.
- l. **Standard 12:** All City property and equipment shall be returned in its original or "pre-event" condition by the Event Holder at the Event Holder's expense. Damage to City property or equipment could incur additional fees and charges to the Event Holder. No modifications or alterations may be made to the City-owned infrastructure, including, but not limited to, water and electrical systems, benches and park furnishings, and any other City property at the Event Site without prior written approval of the City. Tent stakes may not be driven into the asphalt pavement at any site, and stakes within grass areas must be verified, and underground utilities must be avoided. Violators will be charged for the cost of restoring the system to its original condition and may be suspended from future use of the City Event Site. Any City-approved improvements made to the Event Site become the property of the City after the Event and may be altered or removed if necessary.



- Standard 13:** Event Holders utilizing Centennial Park in its entirety, including public parking spaces, must prepare and submit an off-site parking plan for event attendees. For example, event holders may arrange shuttle services from Venice High School, if available and permission is granted, to transport attendees to the event space. Event Holders may not charge fees or solicit donations for parking at Centennial Park. Event vendors are prohibited from parking in the designated public parking spaces around the event area to ensure these public parking spaces remain available for event attendees and the general public.
- m. **Standard 14:** Event Holders must provide separate access points for bicyclists and pedestrians, distinct from vehicle entries/exits at the Airport Festival Grounds. Event Holders are encouraged to utilize the northeast bicycle-pedestrian access gate, which is equipped with bicycle racks and offers direct access to the Venetian Waterway Park and adjacent areas.
- n. **Standard 15:** Event Holders wanting to advertise on the fence at the Airport Festival Grounds or near the airport must contact the Airport Operations Maintenance Supervisor and receive written approval prior to placing signs. Call 941-882-7253 for more information.
- o. **Standard 16:** The Event Holder agrees to pay all fees associated with the Permit and City services for the Event, including electrical charges, charges for toilet facilities, telephone charges, and water charges. The Event Holder acknowledges that the fees stated in the Special Event Permit are only an estimate and additional fees may be incurred for additional City services deemed necessary by City staff, the City Manager or appointed designee for public safety or other reasonable factors. Within thirty (30) days after the conclusion of the Event, the City shall provide the Event Holder with an itemized statement of all expenses incurred. The Event Holder shall submit payment in full to the City within thirty (30) days of receipt of the itemized statement. Failure to timely pay may result in the termination or denial of future permits.
- p. **Standard 17:** Mobile Food Dispensing Vehicles (MFDV), hot dog carts, and certain catering services must have an account with the DBPR Division of Hotels and Restaurants to apply for and manage their license and inspections. Event Holders must certify that all vendors comply with state and local requirements and communicate expectations from the National Fire Protection Association to those with an MFDV NFPA Food Truck Safety Fact Sheet) Hotels and Restaurants – Guide to Mobile Food Establishments – MyFloridaLicense.com Hotels and Restaurants – Guide to Catering – MyFloridaLicense.com.
- q. **Standard 18:** Event Holders will contact the Department of Business and Professional Regulation when food will be cooked, prepared, sold, and/or consumed at the event and ensure all proper licensing and inspections are obtained. Call 850-487-1395 or email dhf.info@myfloridalicense.com, including temporary liquor licensing.
- r. **Standard 19:** Event Holders must plan for the proper disposal of all waste, including solid waste, recyclables, and cooking grease, and consult the City's Solid Waste and Recycling Department and Fire Department as applicable. Fees may apply for these services. Cooking grease must be taken off the premises and properly disposed of. Disposal of used cooking oil requires a Florida DEP-approved company to provide the service. Event Holders are required to have a recycling plan and are encouraged to implement environmentally friendly sustainable practices such as limiting single-use plastics, using biodegradable or compostable serve ware, reducing or eliminating printed materials, etc. Learn more with UF/IFAS Sarasota Extension.
- s. **Standard 20:** All Event Holders and/or sponsors shall coordinate with the Florida Department of Health-Sarasota County for the use of portable restrooms and handwashing stations/sinks. If needed, any required sanitary facilities are to be provided by the Event Holder. The County Health Department can be reached at 941-861-3310 and is located at 4000 S. Tamiami Trail (Room 121) Venice, FL 34293. Event Holders are encouraged to hire restroom attendants.



- t. **Standard 21:** Event Holders will identify if the event requires a Temporary Traffic Control Plan (TTCP)/ Maintenance of Traffic (MOT). A security and traffic plan approved by the Venice Police Chief or his design must be provided. Upon the Venice Police Chief's approval, security and traffic management can be provided by either Venice Police (VPD), Sarasota County Sheriff's Office, or other police or private agencies approved by the VPD. Event Holders will contract with a TTC/MOT company for materials and implementation of a TTC/MOT plan. See Standard 22 for allowable types of hardened barricades.
 - u. **Standard 22:** Event Holders implementing a road closure must deploy hardened barricades- defined as; a Jersey barricade, SUV or truck, SUV or truck with trailer, dump truck, garbage truck, box truck, Meridian Archer vehicular barricades, Crowdguard H-Stop barricades, or other Florida Department of Transportation (FDOT) speed-rated barricade, as part of their MOT or TTCP plan. The City of Venice prohibits the closure of Venice Avenue from September through March. Closing the 100 block of W. Venice Avenue is prohibited yearlong.
 - v. **Standard 23:** Event Holders with road closures, detours, diversions, traffic delays or impacts on city and state-owned roadways or any of three draw bridges (North/KMI, Venice Avenue, Circus bridges) shall coordinate with the City Special Event Coordinator to obtain a Florida Department of Transportation (FDOT) or U.S. Coast Guard closure permit at least 30 days before the event date.
9. The Event Holder agrees to place sign(s) in the public right-of-way only at the specified location(s) (See Map in Appendix A) designated in this Agreement and in accordance with the following:
- 1) All signs placed on public right of way must be pre-approved by City Administration
 - 2) The map indicates areas the City has designated as locations for routing event-goers to special events located within the City of Venice.
 - 3) Banner signs must not exceed 3 feet in height and 6 feet in length and may only be placed in designated areas. All other signs must not exceed 2 feet by 2 feet and are to be directional in nature. Any brand logo or advertising is not permitted on the sign.

A typical directional sign should appear as follows:



- 4) Signs may be placed no earlier than 7 days prior to the event and must be removed no later than one day after the event.
 - 5) Signs or banners placed on private property are subject to the City's sign code in Section 3.5 of the City Land Development Code (Chapter 87).
 - 6) All signs that are not in compliance with this Agreement or City Code may be removed and discarded.
10. All Event Holders, their affiliates, and agents are bound by the conditions herein and in the Agreement and must comply with all federal, state and local laws, rules, regulations and requirements.



IN WITNESS WHEREOF, the City has caused these presents and another of like tenor to be signed and its corporate seal to be hereunto affixed by the Mayor, duly authorized hereunto, and the Event Holder has hereunto caused his Officers, thereunto so duly authorized, to set their hands and corporate seals on the _____ day of _____, 2025.

In the presence of:

CITY OF VENICE, FLORIDA

City Clerk
or designee

Mayor
or designee

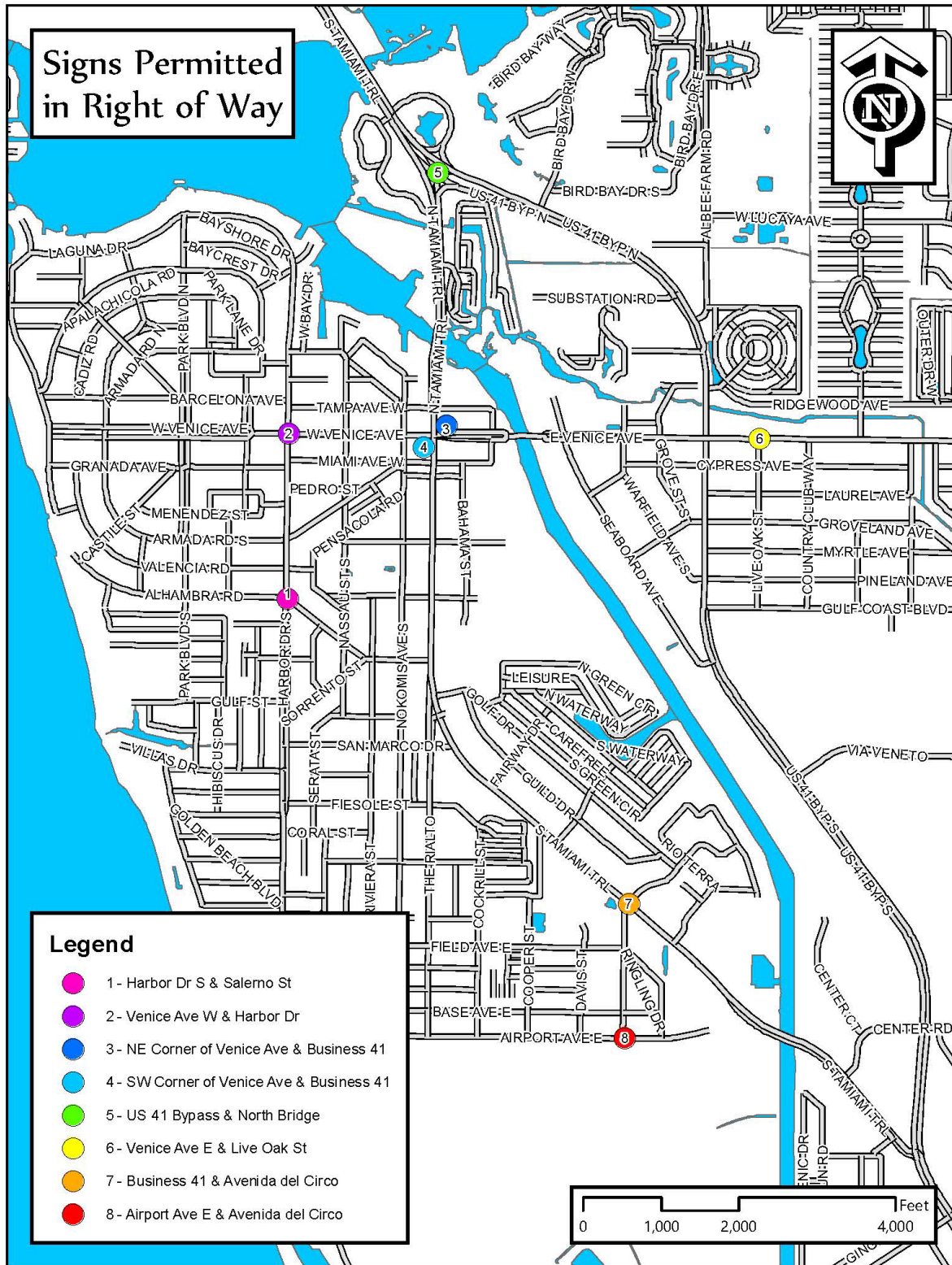
Event Holder Signature

Event Holder Name and Title (Print)

Date



APPENDIX A



DATE: 8/5/2021



REQUIRED DOCUMENTS

Site Plan

Event Timeline

Certificate of Liability Insurance (COI)

Minor Work Order/Tent Permit

Right-of-Way Sign Agreement

DBPR Temporary Liquor License

MOT/Hardened Barricade Plan

Inclement Weather Plan

Off-Site Parking Plan

Firework Display Permit

FAA Aeronautical/Height Study

Florida Department of Transportation Permit

Sarasota County Permit

U.S. Coast Guard Permit

Other