



**CITY OF RIVIERA BEACH
SPECIAL EVENTS POLICY AND PROCEDURES MANUAL**

In collaboration with the Riviera Beach Community Redevelopment Agency

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What is a Special Event?

A Special Event is any parade, fair, show, festival, carnival, party, motorcade, run, street dance, bike-a-thon, race, walks, athletic event or other attended entertainment or celebration that is to be held in whole or in part upon publicly owned property and/or public right-of-way, or any such entertainment or celebration, if held wholly upon private property, that will nevertheless affect or impact the quality-of-life, ordinary and normal use by the general public of public property or public rights-of-way within the vicinity of the event. The term "special event" also means any activity to be held in whole or in part upon publicly owned or controlled property and/or public rights-of-way where merchandise or services are offered for sale, whether by for-profit or nonprofit organizations.

Any special event that takes place in the City of Riviera Beach without a permit will be subject to penalties in accordance with City Ordinance 4161.

Definitions

- **Applicant or Organizer** is the person or persons who are financially responsible for all fees, deposits, damages or other charges for holding an event in Riviera Beach. This person has authority to make decisions regarding the event, including cancellation of the event.
- **Special Event Manager** is the designated City employee that is responsible for facilitating the special event permitting process. They will be the main point-of-contact for the applicant and will coordinate the approval process and ensure compliance with the special events policy and procedural manual and city ordinances.
- **Special Event Committee** is appointed by the City manager to conduct departmental reviews of all Special Event applications for uniformity and consistency with city codes, policies and procedures. The Committee will consist of the Police, Fire, Public Works, Parks and Recreation, Development Services and Community Redevelopment Agency personnel. The committee will meet as applications are received.
- **City-Produced Event** is any event produced and managed by the City and authorized by the City Manager.
- **City-Sponsored/Contracted Event** is an event being managed by an individual or group, and is held through the sponsorship of the City. Such events are intended to be family-friendly and require the approval of the City Council. **A Sponsorship Request Form must be submitted at least 90 days before the event.** The City Manager/designee will determine if the request will be heard at a designated City Council Meeting. The applicant will be required to attend the City Council meeting where the event is to be considered for approval. (The form can be found on the City's website rivierabeach.org/specialevents). **Note:** Costs for public safety services from the Police or Fire Department will be the responsibility of the applicant/organizer.

Special Event Permit

Application Process & Deadlines

Step 1: Apply Online. Applications must be submitted **no later than 60 days** prior to the event. Please see the *Applications Requirement* section on the following page for more information. A nonrefundable \$50 application must be submitted with the application, in order for it to be reviewed. To apply and pay online visit rivierabeach.org/specialevents.

Step 2: Application Review. The Special Events Coordinator will coordinate with the Special Events Committee for the approval of each special event permit application. Any inspection deemed necessary may be required prior to the start of the event. Once the application is approved, the special events coordinator will notify the applicant with a notice of approval.

Step 3: Approval. If the application has been approved, the Applicant will have ten (10) days to pay the security deposit and all other applicable fees. Assuming all requirements are met, the Special Events Permit will be issued at least two weeks before the event.

Timeline of Due Dates:

Please note that though the timeline of due dates demonstrates the process flow within a 60 day timeframe, it is highly recommended that applications are submitted prior to 60 days.

| | |
|----------------------|---|
| 60 Days Prior | The Application with all required documents and the \$50 application fee is received. |
| 50 Days Prior | Special Events Committee Meets with applicant or organizer. |
| 40 Days Prior | Notice of Approval/Denial. |
| 30 Days Prior | Security Deposit, Administrative Fees, and all other fees are paid. |
| 20 Days Prior | All other applicable permits and licenses submitted |
| 15 Days Prior | Permit Issued |
| 10 Days Prior | Notify businesses and residents affected by road closures, etc. |
| 7 Days After | If applicable, an After-Action Meeting will take place between the Applicant/Organizer, the Special Events Committee and any other City or CRA personnel. |
| 10 Days After | If applicable, the Security Deposit will be returned to the Applicant/Organizer after the completion of after-action inspection. |

Events with over five hundred (500) or more attendees are required to submit an application no later than six (6) months in advance. This will provide sufficient time for the processing of various elements associated with high impact events, of which they would be considered.

Early Applications: Applicants can submit a permit application no earlier than one (1) year in advance of the event date.

Application Requirements

The applicant is responsible for submitting all required documentation with the application.

- Asterisk means that those forms can be found on the webpage, rivierabeach.org/specialevents.

Required Documentation/Forms

- Notarized Affidavit of Completeness and Accuracy (Form 05) **.
- Notarized Consent (Form 06) **.
- Recorded Warranty Deed (Not required if City owned property).
- Notification Letter (If applicable for permits that require road closure).
- Event Site Plan (Survey or approved Site Plan with all relevant site elements showing, layout and location of proposed temporary improvements).
- Temporary Tent or Structure (See below “Additional Information” subsection for more info)
- Shared parking affidavit (If property cannot accommodate projected parking onsite).
- Applicant must locate all items relating to specific event on Site Plan.
- List of participating vendors and individual licenses for each.
- Certificate of Insurance (1,000,000.00 policy with the City of Riviera Beach as additional insured, see Appendix A as an example).
- Alcohol and Tobacco Permit (If applicable)
- Business Tax Receipt (BTR) for Vendors (If applicable). **Note:** BTRs may take up to 4 weeks to receive.
- Proof of payment for City facility rental (If applicable)

Additional Documents (If Applicable)

- Right of Way (ROW) permit application + fee.
- Event Route Map.
- Alcohol Beverage and Tobacco (ABT) Temporary Permit.
- Liquor Liability Insurance
- Tax Exempt Form for Non Profit (Copy of 501.C3 Status)
- State License for use of amusement apparatus
- Crowd Control Certificate
- Food Truck Safety and Outdoor Cooking Checklist & Mobile Vendor Checklist**
- COVID-19 Mitigation Plan

Additional Information:

- Special Permits are not valid until approved.
- All temporary electrical hook-ups must receive a temporary electrical permit from the Building Division.

- Tents used for human occupancy may require separate permit from the Building Division.
- All tents that are erected must receive an inspection from the Fire Department.
- The Applicant shall provide for adequate parking and safe vehicular and pedestrian circulation.

Denial, Revocation & Appeal of Special Event Requests

Special event requests will be denied under circumstances in which:

- The application is not complete in all material respects and all information contained therein are not accurate within the knowledge of the Applicant.
- All of the conditions set forth herein, and all contractual requirements imposed by the City, if any, have not been or will not be met.
- The Special Event will interfere with or unduly burden the City's provision of municipal services to the community including, but not limited to, police, fire and emergency medical protection, water and sanitary sewer service, risk, and solid waste removal.
- The City Manager decides to refuse issuance of or deny any permit in matters where there is a risk to public health, safety and welfare, to include but not limited to: a public health crisis, a severe weather event, and other matters as deemed by the City Manager.
- The appropriate fees have not been paid in full.
- The proposed event and/or applicant/organizer has previously violated the City's Special Event Policy or Special Event Permit requirements.
- After-action review completed by City staff following an event previously produced by the applicant indicate that the applicant acted in a manner that violated the Special Event Policy or the Special Event Permit, created unsafe conditions, failed to correct event problems identified by City representatives at any time, or created other problems of similar magnitude.
- If the city building official or designated representative determines any structure of applicant's being used for permit location or premises where the event is to be held, is being operated or maintained in violation of this Code or other ordinances and laws of the state, county or city, the permit may be revoked.
- It shall be unlawful for any person to cause or permit any use of such structure after revocation of permit.
- The City may refuse to issue, reissue or may revoke any Special Event permit which violates any portion of the policy or city codes. An applicant whose special event permit has been denied or revoked may, within fourteen (14) calendar days of the denial or

revocation, file a written appeal of the denial or revocation to the City Manager or designee for review. An appeal fee will apply.

Fees and Charges for Special Events

- Fees and charges for special events are established and periodically adjusted. All special event fees are intended primarily to offset the cost to the City resulting from such special events. Therefore, except for City-produced or City-sponsored/contracted events, the City does not waive special event fees for facility rentals, permits, licenses or any other charges for City services. Any applicant requesting to hold an event on City property or facilities must pay all required fees. City contracted events shall not allow the sale, distribution or consumption of alcohol.
- An assessment will be made based on the information given in the application. Fees can range from \$50 to over \$15,000.00. A few of the things which determine the special event fee are as follows: the time of year, the location length of the event, time of the event, type of event, alcoholic vs. non-alcoholic, one site vs. many sites, ticketed event vs. free event, road closure vs. no road closure, and so forth.
- The event applicant is responsible for all costs for City services as determined by the City. All applicable costs associated with the event must be paid to the City by credit card or cashier's check. Personal checks or cash will NOT be accepted.
- Any applicant requesting to hold a special event on City property or facilities must pay the security deposit and all required Special Event fees prior to the issuance of the Special Event Permit. The security deposit may be utilized to pay for City staff, cleanup, maintenance, or repair if the site is not in a condition satisfactory to the City's representative within forty-eight (48) hours after the after-action inspection unless extenuating circumstances exist and are agreed upon by the Special Events Committee.
- All fees must be paid for and presented to the City not less than thirty (30) calendar days in advance of the event.
- All required permits and temporary licenses, if applicable, must be paid and provided to the City not less than thirty (30) calendar days in advance of the event.

Fees Schedule

Table 1. General Fees

| Service | Fee |
|----------------------------------|--|
| Special Event Permit Application | \$50 |
| Security Deposit (refundable) | \$50 -\$15,000 |
| Appeal Fee | 3% of the security deposit, but not less than \$50 |
| Date Change Fee | \$100 |
| Rush/Priority Fee | 3% of the security deposit, but not less than \$50 |
| Cancellation Fee | 100% refund of all refundable fees, if a request of cancellation is received 50-60 days before the first day of the event; A cancellation fee that is a 50% refund of refundable fees, if a request of cancellation is received 45 days before the first day of the event; Events that are cancelled less than 45 days of the first day of the event will forfeit 100% of all fees, deposits and applicable charges. |
| Cleaning Fee | \$25/hr./staff |

Table 2a. Fire Dept. Fees

| Fire Dept. Personnel & Other Items | Hourly Rate | Min. Hours | Special Note |
|---|--------------------|-------------------|-----------------------|
| 2 Fire Rescue Personnel | \$100.00 per hour | 3-hours | Includes ALS/BLS Unit |
| Additional Personnel | \$ 50.00 per hour | 3-hours | |
| Fire Engine | \$ 50.00 per hour | | |
| Ladder Truck | \$ 75.00 per hour | | |
| Administrative Fee | \$ 5.00 | | |

Table 2b. Minimum Number of Required Fire Personnel to Provide Service.

| # of Attendees Anticipated | Minimum # of Fire Personnel | # of Supervisors | Includes ALS/BLS Unit |
|-----------------------------------|------------------------------------|-------------------------|------------------------------|
| 0 -1000 | 2 | | Yes |
| 1000 -2000 | 4 | | Yes |
| Over 2000 | 5 | 1 Supervisor | Yes + Golf Cart |

Note: This information may be subject to change as determined by the City.

Table 3a. Police Dept. Fees**NEW RATES - EFFECTIVE JULY 1, 2024****Regular Rates:**

Traffic Aide: \$65.85/Hr
 Officer: \$87.80/Hr
 Supervisor: \$98.78/Hr
 Commander: \$109.75/Hr
 Mobile Command Center: \$75.00/Hr +
 Officer Rate

Premium Days:

Traffic Aide: \$120.72
 Officer: \$170.11/Hr
 Supervisor: \$192.06/Hr
 Commander: \$257.91/Hr

Supervisor Staffing Thresholds:

4 or more Officers >1 Supervisor
 10 or more Officers >2 Supervisors
 15+ Officers > 2 Supervisors & 1 Lieutenant
 or above

There is a three (3) hour minimum for each Officer scheduled.

Extra duty details are filled on a voluntary basis and the potential for unfilled requests exists.

NOTE: Cancellations must be at least forty-eight (48) hours prior to start of job or there is a three (3) hour minimum charged for each Officer scheduled

***Premium Days** – New Year’s Eve, New Year’s Day, Super Bowl Sunday, Easter Sunday, Memorial Day, Independence Day, Labor Day, Halloween, Thanksgiving, Day after Thanksgiving (Black Friday), Christmas Eve, and Christmas Day. Customers can also offer the Premium Days rate in order to increase the chances of the detail being filled.

Extra duty details are filled on a voluntary basis and the potential for unfilled requests exist.

**Contact Info: Extra Duty Solutions (EDS) Phone – 561-867-9220
 Email - RivieraBeachFL@ExtraDutySolutions.com**

| # of Attendees | Minimum # of Officers Required | # of Supervisors Required | # of Police Vehicle Required |
|----------------|--------------------------------|---------------------------|------------------------------|
| 0-75 | 1 Police Officer | | 1 Police Vehicle |
| 76-250 | 2 Police Officers | | 1 Police Vehicle |
| 251-500 | 3 Police Officers | 1 Supervisor | 2 Police Vehicle |
| Over 500 | 4 Police Officers | 1 Supervisor | 3 Police Vehicle |

Note: This information may be subject to change as determined by the City.

Table 4. Parks Facility Rental & Staffing Fees

| Facility/Staffing/Equipment | Special Note | Rates |
|--|--|--|
| Lindsey Davis Community Center | Large Room | \$95.00/ hr. |
| Dan Calloway “ Tate” Recreation Center | Small Room | \$50.00/hr. (Resident) \$60.00/hr. (Nonresident) |
| Gym Rental: Wells OR Dan Calloway Recreation Center | | \$95.00/hr. (Resident) \$100.00/hr. (Nonresident) |
| Ball Field | | <i>Without lights:</i> \$35.00/hr. (Resident) \$45.00/hr. (Non-Resident) <i>With lights:</i> \$50.00/hr. (Resident) \$60.00/hr. (Non-Resident) |
| Volleyball/Basketball Courts | 2 hr. minimum rental | \$10.00/hr. (Residents) \$20.00/hr. (Nonresident) |
| Park/Municipal Beach Pavilion Permit | Must obtain a park permit to reserve park. | \$25.00- \$150 |
| Park/Municipal Beach Pavilion Permit – Refundable Security Deposit | 4 hr. rental | 50.00-\$200.00 |

| | | |
|-------------------------------------|--------------------------------------|---|
| Pool Facility Rental Fees | | Please contact the parks and recreation administrative office for pricing |
| Staffing | | \$20.00 - \$35.00/hr. |
| Amphitheater (500 or more seating) | | Rates vary, contact the parks and recreation administrative office |
| Multi Rink | Group hourly rate | \$50.00 (Residents) \$60.00 (Nonresidents) |
| Aqua Spray Ground | Group Hourly rate, Minimum of 2 hrs. | \$25.00 (Residents) \$35.00 (Nonresidents) |
| Barracuda Bay Rental Rates | | |
| Application Fee | Non refundable | \$50.00 |
| Security Deposit | Refundable | \$200.00 -\$500.00 |
| Reservation Fee | | \$300.00 (Resident) \$400.00 (Nonresident) |
| Entrance Fee: Non-Profit | | \$3.00 |
| Entrance Fee: For-Profit | | |
| Up to 100 Patrons | | \$5.00/person |
| 101-200 Patrons | | \$7.00/person |
| 201-300 Patrons | | \$9.00/person |
| 301-400 Patrons | | \$11.00/person |
| Additional Hour | | \$50.00/hr. |

Cancellation & Refund Policy

- A request for cancellation must be submitted in writing to the special event coordinator.
- 100% refund of fees will be issued if the event is cancelled 50-60 days before the first day of the event.
- 50% refund of fees will be issued if the event is cancelled 45 days before the event.
- Events that are cancelled less than forty-five (45) days' notice will forfeit 100% of all fees, deposits, and applicable charges.
- Refunds will be issued by check or issued by credit card within thirty (30) days of receipt of the written cancellation request. Refunds will be issued to the Applicant or Organizer on file.
- If the City of Riviera Beach cancels the event with or without cause, the applicant will receive a full refund or may change the event date at no additional charge.
- If the applicant decides to cancel the event on the "day-of", they must contact the Special Events Coordinator immediately so that all appropriate City staff members are notified. The

phone number of the coordinator will be provided to the Applicant. The applicant is responsible for notifying its vendors and all other attendees or participants of the event.

- If the applicant/organizer would like to move the event to another day after it has been approved by the City, a written request must be submitted to the special event coordinator with the date-change fee of \$100.

General Requirements for Special Event Permits

Alcohol

- Sale, dispensing, possession, use and/or consumption of alcoholic beverages on public property is prohibited except when special permission is granted pursuant to City and State Ordinance. Serving or selling alcohol at the event is subject to departmental approval. Event Applicant is responsible for abiding by all Local, State and Federal liquor regulations, including the Division of Alcoholic Beverages & Tobacco (ABT). City contracted events shall NOT allow the sale, distribution or consumption of alcohol.
- Liquor License: After approval of the special event permit application, the Event Applicant must obtain a temporary liquor license permit or an extension of a current liquor license. A copy of the liquor license must be provided in the name of the organization selling the product and submitted to the City of Riviera Beach a minimum of twenty (20) days prior to the event. For more information, contact the Florida Department of Business & Professional Regulation at www.myflorida.com/dbpr.
- Wet Zone: A Wet Zone is the designated area (s) where alcohol is distributed and consumed. Alcohol can only be sold or provided to individuals that are 21 years or older. Therefore, a method by which to identify those persons shall be indicated in the application, such as the use of a specifically colored wristband. The Wet Zone location(s) and dimensions must be included on the site plan and approved by the Riviera Beach Police Department. No alcohol may be served in glass containers, cans, or bottles. In addition, the Event Applicant is asked to provide a photo of the cup being used for the event (e.g. white solo cup) so as to be easily identified.
- Police officers are required to work any event that involves alcohol at a cost to the Event Applicant. Payment for police officers are made 30 days prior to the event. The cost is based on the hourly rate per officer with a minimum of three (3) hours per officer.

Advertising

- Special Events that have not been approved by the City, should not be promoted, marketed or advertised. Submission of a Special Event Application by the City is neither a guarantee of the date or location, nor an automatic approval of your event. The event applicant must complete

the application requirements entirely before the City will issue a Special Event Permit. Event applicants advertising an event or collecting registration fees prior to the issuance of an approved permit do so at their own risk.

- The applicant must provide proof of any communications for approval prior its release. The applicant must submit communications to include, but not limited to: social media posts, letters, flyers, signage, news releases or newspaper ads informing affected parties of the event and any impacts (traffic volumes, parking, detours, delays, etc.) that may affect them.
- Use of the City logo on advertising materials is NOT permitted for private events. Only City sponsored/contracted events may request approval to use the City's logo.
- Any deviation to the advertisement after approval must be resubmitted, otherwise the applicant or organizer jeopardize the opportunity to apply for a special event in the future.

Compliance with City Codes

- All activities conducted as part of a special event are required to comply with the provisions of all City Code of Ordinances and the Special Events Policy and Procedures Manual.

COVID-19 Mitigation

- A COVID-19 Mitigation Plan may be required with all special event applications to ensure that the applicant will implement guidance from the Center for Disease Control and Prevention (CDC), state and local government orders. Noncompliance with the plan will be a violation of this policy and will jeopardize the applicants' ability to be approved for future special event requests.
- The City may at any time during the special event permitting process request that the applicant modify the event format to comply with guidance from the CDC, state and local government orders.

Health and Sanitary Requirements

- In order to ensure a clean, sanitary environment during and after events held at City facilities, the City's designated representative will approve site cleanup services. The organizer/applicant is responsible for ensuring their vendors and providers keep City facilities, and the surrounding areas used or affected by the crowds attending the special event, in a clean and sanitary condition during and after an event. Failure to do so will result in forfeiture of the security

deposit with the potential of an additional cleaning fee, which will be the full responsibility of the applicant/organizer.

Insurance & Indemnification Requirements

- Certificate of Insurance. If the event is on City property, a certificate of insurance must be provided that includes \$1,000,000 coverage, of which the City of Riviera Beach is listed as additionally insured (See Appendix A).
- The applicant must submit an indemnification agreement, as approved by the city attorney, indemnifying city, its employees, agents, volunteers, and elected and appointed officials from any and all claims, demands, judgments, including, but not limited to, any and all such claims, suits, actions, damages, or causes of action arising as a result of the special event, or of the condition of the premises on which the special event is held including any personal injury or loss of life, or damage to or loss of property, and from and against any order, judgments, or decrees which may be entered, and from and against any costs, attorneys' fees, expenses and liabilities incurred in and about the defense or settlement of any claims, and the investigation thereof.

Facility Rental

- If the applicant desires to rent a Parks & Recreation or Community Redevelopment Agency (CRA) facility, they must abide by the policy and procedures that are provided through the appropriate departments.

Fire/Rescue Personnel

- The requirement for an ALS Unit (Advanced Life Support) with a minimum of three (3) fire/EMS or additional fire/EMS personnel, in addition to a supervisor, at special events will be determined by the Fire Chief and/or Fire Marshal prior to the event based on, but not limited to, the type of special event, expected attendance and crowds, number of food vendors, sale, distribution, and/or consumption of alcohol, and other factors that would tax the department's ability to provide fire/rescue services.
- It will be the responsibility of the event organizer/applicant to pay the Fire Department for fire/rescue personnel required during the special event. If personnel are scheduled for and report to an event, then the minimum number of hours each shall be paid is three (3) hours. Payment shall be made at least 30 days prior to the event.

Ocean Rescue Personnel

- The requirement for Ocean Rescue participation at special events will be determined by the Fire Chief and/or Fire Marshal and the Parks & Recreation Director prior to the event based on, but not limited to, the type of special event, weather/water conditions, expected attendance and crowds, and other factors that would tax the department's ability to provide ocean rescue services.
- It will be the responsibility of the event organizer/applicant to pay the Fire Department for personnel required during the special event. If personnel are scheduled and report to an event, then the minimum number of hours each shall be paid is three (3) hours. Payment for personnel shall be made at least 30 days prior to the event

Police Personnel

- The requirement for police personnel at special events will be determined by the Chief of Police or designee. All requests by the organizer/applicant for police personnel shall be made in advance of the event through the Special Events Committee. When three (3) or more officers are required, an additional supervisor is required and will receive supervisory rate of pay. The Chief of Police or designee may require additional police personnel for special events which include the sales, distribution, and/or consumption of alcohol as deemed necessary for public safety. Payment for personnel shall be made at least 30 days prior to the event.

Other City Personnel

- Should the services of other City department personnel be required to facilitate a special event, the event organizer/applicant is required to pay for those services thirty (30) calendar days before the event.

Cleanup

- The applicant will provide all cleanup services for special events, including any closed roads and streets. Cleanup includes personnel costs during and after the event, as well as adequate dumpsters, trash cans and grease vats. The number of dumpsters will be determined by the Public Works Department or the Parks and Recreation Department in conjunction with the applicant, based upon the scope of the event and previous experience with events held in the City of Riviera Beach.
- Cleanup also includes the removal of all dumpsters, trashcans, trash, other equipment and pressure washing any areas where grease or other substances are present after an event. Arrangements for the proper disposal of used cooking grease and gray water will be the responsibility of the applicant. The grease vat and gray water provider must be City approved. The cost of these services will be the responsibility of the event applicant.

- No paint or other supplies used to mark surfaces shall be used on the Facility Rental Area, City facilities, event routes, sidewalks, roads, right-of-ways or other public property. Event applicants who fail to remove such substances prior to the after-action inspection will have all or part of the security deposit withheld with the possibility of an additional cleaning fee.
- The City of Riviera Beach has an ordinance prohibiting illicit discharge of any liquid or solid into the storm water drainage system. This is a health and sanitation issue. If the applicant/organizer fails to comply, they will be subject to penalties as enumerated in the City's ordinance.

Event Infrastructure

- The use or construction of platforms, chairs or other equipment may be prohibited or restricted by the City Manager or designee, if such would result in permanent damage to City property or constitute a hazard to public safety.
- A detailed site plan shall be submitted showing the locations of any tents, port-o-lets (e.g. portable public restroom facilities), parking lots, stages, booths, and the like, and the time periods for set up and break down of the event. This plan shall be subject to review and approval by City staff.

Certified Crowd Control

The event applicant/organizer must provide for certified crowd control that will ensure that areas within the event space do not become overcrowded and that the site(s) can accommodate the entertainment that will be present. Certified crowd control cannot serve as security or in any other capacity to ensure their ability to monitor the event crowd. Proof of certification is required.

Smoking

In compliance with the "Florida Clean Indoor Act" Chapter 386.201FS, the City of Riviera Beach does not permit smoking within City owned and operated buildings. Therefore, the City of Riviera Beach will not permit smoking inside its facilities.

General Requirements for Special Event Vendors

- All vendors not licensed by the City will be required to be licensed before conducting business in this City. The City reserves the right to set guidelines and restrictions for vendors. All applicable City, county and state laws/codes will be strictly enforced. The placement of vendors is limited to areas designated in the Special Event Permit for crafts, food, beverages, and amusements.
- Only authorized licensed food vendors (selling or serving food or beverages) must be permitted to operate on City property or facilities during special events. Food vendors must adhere to the requirements of the Parks & Recreation Department, Public Works Department, Fire Department, and the State of Florida Division of Hotels and Restaurants - Department of Business and Professional Regulation. NO vendor will be allowed to open for business until they have been inspected and approved by all appropriate entities.
- No staking of tents, trailers, or other items is allowed in the Facility Rental Area, streets, or parking lots.
- Nothing may be attached to the landscape or hardscape. Vehicles may only be driven on pavers or concreted areas during set up and tear down of a special event. No vehicle may be driven or parked on any grassy areas at any time.

Drive-Through Birthday Parade Requests

Organizers requesting to hold a drive-through birthday parade with City participation must obtain a special event permit. A permit must be obtained by submitting a Special Event Application with a non-refundable \$50 application fee at least 60 days prior to the event date. If the request is approved, the city will provide public safety personnel at no additional cost to the organizer. Public Safety personnel is only expected to provide traffic control and to escort the vehicles involved in the event. The following set of criteria must be met in order for such requests to be considered, otherwise, they will be denied:

- The individual whose birthday is being recognized must be 80+ years old and currently residing within the City of Riviera Beach.
- The parade must take place within the city limits of Riviera Beach.

The number of vehicles that can be involved in the parade will be determined by the city.

The City reserves the right to deny any drive-through birthday parade request at any time without reason. The City's ability to provide services are contingent upon the availability of resources.

All applicable elements of this policy and procedures manual and city ordinances must be adhered to.








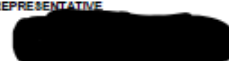
At this moment, the City is providing this complimentary service **only** for birthday parade requests that meet the criteria stated previously.

Contact Information

Aladia Franks-Edwards
Special Events Manager
561-845-3412
afranks@rivierabeach.org

Appendices

Appendix A: Sample

| ACORD® | | CERTIFICATE OF LIABILITY INSURANCE | | DATE (MM/DD/YYYY) 01/12/2021 | | | |
|---|--|---|----------|---|-------------------------|-------------------------|--|
| <p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p> | | | | | | | |
| PRODUCER | | CONTACT | | | | | |
|  | | NAME:  | | | | | |
| | | PHONE:  | | FAX:  | | | |
| | | E-MAIL:  | | | | | |
| | | ADDRESS:  | | | | | |
| | | INSURER(S) AFFORDING COVERAGE | | | | | |
| INSURED | | INSURER A: | | NAIC # | | | |
|  | | INSURER B: | | | | | |
| | | INSURER C: | | | | | |
| | | INSURER D: | | | | | |
| | | INSURER E: | | | | | |
| | | INSURER F: | | | | | |
| COVERAGES | | CERTIFICATE NUMBER: | | REVISION NUMBER: | | | |
| <p>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.</p> | | | | | | | |
| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
| <input checked="" type="checkbox"/> | COMMERCIAL GENERAL LIABILITY | | | | | | EACH OCCURRENCE \$ 1,000,000 |
| | CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 |
| | | | | | | | MED EXP (Any one person) \$ 5,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | PERSONAL & ADV INJURY \$ 1,000,000 |
| | <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC | | | | | | GENERAL AGGREGATE \$ 2,000,000 |
| | OTHER: | | | | | | PRODUCTS - COMPI/OP AGG \$ 2,000,000 |
| | AUTOMOBILE LIABILITY | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ |
| | ANY AUTO | | | | | | BODILY INJURY (Per person) \$ |
| | OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> | | | | | | BODILY INJURY (Per accident) \$ |
| | HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> | | | | | | PROPERTY DAMAGE (Per accident) \$ |
| | UMBRELLA LIAB | | | | | | EACH OCCURRENCE \$ |
| | EXCESS LIAB | | | | | | AGGREGATE \$ |
| | DED <input type="checkbox"/> RETENTION \$ | | | | | | \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | | | | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) | | | | | | E.L. EACH ACCIDENT \$ |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. DISEASE - EA EMPLOYEE \$ |
| | | | | | | | E.L. DISEASE - POLICY LIMIT \$ |
| <p>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)</p> <p>CITY OF RIVIERA BEACH IS THE LISTED ADDITIONAL INSURED.</p> | | | | | | | |
| CERTIFICATE HOLDER | | | | CANCELLATION | | | |
| <p>CITY OF RIVIERA BEACH ATTN: RISK MANAGER 600 WEST BLUE HERON BLVD RIVIERA BEACH FL 33404</p> | | | | <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> | | | |
| | | | | <p>AUTHORIZED REPRESENTATIVE</p>  | | | |

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