

CITY OF OPA-LOCKA

The City of Bright Opportunities



SPECIAL EVENTS WORKSHOP Agenda

**Wednesday, January 28, 2026
5:00 PM**

*Commission Chambers
780 Fisherman Street, 3rd Floor
Opa-locka, FL 33054*

City Commission

**Mayor John H. Taylor Jr.
Vice Mayor Joseph L. Kelley
Commissioner Dr. Sherelean Bass
Commissioner Natasha L. Ervin
Commissioner Luis B. Santiago**

Appointed Officials

**City Manager Sha'mecca Lawson
City Attorney Burnadette Norris-Weeks
City Clerk Joanna Flores, CMC**

SPEAKING BEFORE THE CITY COMMISSION

NOTE: All persons speaking shall come forward and give your full name and address, and the name and address of the organization you are representing.

There is a three (3) minute time limit for speaker/citizens forum and participation at all city commission meetings and public hearings. Your cooperation is appreciated in observing the three (3) minute time limit policy. If your matter requires more than three (3) minutes, please arrange a meeting or an appointment with the City Clerk prior to the commission meeting. City of Opa-locka Code of Ordinances Section 2-57

DECORUM POLICY

Any person making impertinent or slanderous remarks or who become boisterous while addressing the commission, shall be declared to be out of order by the presiding officer, and shall be barred from further audience before the Commission by the presiding officer, unless permission to continue or again address the commission be granted by the majority vote of the commission members. City of Opa-locka Code of Ordinances Section 2-58

NOTICE TO ALL LOBBYISTS

Any person appearing in a paid or remunerated representative capacity before the city staff, boards, committees and the City Commission is required to register with the City Clerk before engaging in lobbying activities. *City of Opa-locka Code of Ordinances Section 2-18*

FLORIDA STATUTES, CHAPTER 285.0105

"If a person decides to appeal any decision made by the Board, Agency or Commission with respect to the proceedings, and that, for such purpose, that person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based."

PROCEDURES FOR PUBLIC PARTICIPATION

How to watch the meeting

Members of the public can watch public meetings and public hearings at <https://www.youtube.com/user/CityofOpaLocka>

City Commission Meetings are held in-person while allowing virtual participation. Members of the public wishing to address the Commission may do so in person or virtually.

To participate virtually, please register by 5:00 p.m. on the scheduled meeting date via the City of Opa-locka website at www.opalockafl.gov.

CITY OF OPA-LOCKA
"The City of Bright Opportunities"

AGENDA
SPECIAL EVENTS WORKSHOP
January 28, 2026
5:00 PM

1. **CALL TO ORDER:**
2. **ROLL CALL:**
3. **INVOCATION:**
4. **PLEDGE OF ALLEGIANCE:**
5. **DISCUSSION ITEMS:**
 - **Special Events**
 - **Special Events Policy**
6. **PUBLIC COMMENTS:**
Agenda Items Only
7. **ADJOURNMENT:**

For further information, please contact the Office of the City Clerk by telephone at (305) 953-2800 or email jflores@opalockafl.gov.



Parks & Recreation - Footnote Detail

Account Name	Footnote Detail	Proposed Budget (\$)
Other Contracted Services	Temporary Labor	5,000
	Lightning Detector System	12,000
	Sport Banquet (Ex Football/Cheers)	4,000
	Total	21,000
Travel & Per Diem	State & National Parks & Recreation Conferences	3,200
	Parks Super	2,000
	Total	5,200
Special Events	Arabian Nights/City Birthday Celebration	280,000
	Book Bags (School)	2,000
	City Total	282,000
	5K Run/Walk/Bike	500
	Baby Shower	1,800
	Bingo	22,000
	Chess / Dominoes	2,000
	Gun Buy-back	1,500
	Karaoke	10,000
	Mayor Business Lunch	1,000
	Commission Total	38,800
	Christmas Toys Celebration	6,000
	Christmas Tree Lighting	1,000
	Easter Event	2,500
	July 4 th	25,000
	Juneteenth	5,000
	Labor Day	3,000
	Memorial Day Pool Party	850
	MLK Walk	3,000
	Thanksgiving Turkeys	3,600
	Veterans Day	1,100
	National Holiday Total	51,050
	Black History Month	2,500
	Breast Cancer Month	1,000
	Conga Locka/Hispanic Heritage Month	2,500
	Earth Day	1,000
	Haitian Day	1,000
	Halloween Fun Night	3,500
	National Day of Prayer	1,500
	Women's History Month	2,500
	National Recognized Total	15,500
	Special Events Grand Total	387,350
Postage	Postage	200

RESOLUTION NO. 21-9859

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO ESTABLISH AND IMPLEMENT A SPECIAL EVENTS POLICY AND PROCEDURES, ATTACHED HEREIN; PROVIDING FOR REPEAL OF ALL PRIOR RESOLUTIONS IN CONFLICT; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Opa-Locka ("City") desires to hold special events each year designed to enhance the quality of life for residents and visitors and foster cooperative leadership within the business community and the City; and

WHEREAS, the City Commission of the City ("City Commission") desires to establish special events policies and procedures; and

WHEREAS, the proposed policy, attached hereto as Exhibit "A", is designed 1) to provide a procedure that permits the City Commission to provide guidance early in the annual budget process regarding the schedule of Special Events, the cost of each, and how to be reflected in the budget for the coming year; 2) provide for an additional budget allocation to the Mayor and each Commissioner for Special Events of particular interest to him/her and that are not addressed in the schedule established in the prior purpose; 3) provide comprehensive procedures, for any person or entity interested in utilizing City facilities to conduct a Special Event, in regard to the application for, planning and execution of and post-event requirements associated with a Special Event; 4) define City staff responsibilities and procedures; and 5) provide guidance in seeking sponsors to expand the number of participants and to help defray the cost of Special Events; and

WHEREAS, the City additionally desires to regularly conduct Special Events to promote the sense of community and ensure that such events are executed in a fiscally responsible manner; and

WHEREAS, for purposes of this the policy, a "Special Event" is defined as any event, meeting, activity, or gathering of persons invited by public advertisement for the purpose of witnessing or participating in any common purpose, entertainment or exhibition, or purchasing or selling any merchandise, food or beverage or consuming any food or beverage upon any City-owned public facility, street, sidewalk, alley, park, parking lot or other public place. A Special Event is normally conducted for the public, but in some instances may be conducted solely for the benefit of City Staff; and

WHEREAS, the City Commission finds it is in the best interest of the City and its residents to adopt Special Events Policies and Procedures; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF OPA LOCKA, FLORIDA, AS FOLLOWS:

Section 1. Adoption of Representations. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and the same are hereby made a specific part of this Resolution.

Section 2. Establishment of a Special Events Policy and Procedures. The City Commission of the City of Opa-Locka hereby authorizes the City Manager to establish and implement a Special Events Policy and Procedures, as set forth in Exhibit "A" attached hereto.

Section 3. Conflict and Repealer. Any provision of any City of Opa-Locka resolution or regulation which is in conflict with the provisions of this Resolution is hereby repealed.

Section 4. Effective Date. This Resolution shall take effect upon the adoption by the City of Opa-Locka and is subject to the approval of the Governor or Governor's Designee.

PASSED AND ADOPTED this 28th day of April, 2021.



Matthew A. Pigatt, Mayor

ATTEST:



Joanna Flores, City Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**



Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: Vice Mayor Williams

Seconded by: Commissioner Taylor

VOTE: **3-0**

Commissioner Burke	ABSENT
Commissioner Davis	ABESENT
Commissioner Taylor	YES
Vice-Mayor Williams	YES
Mayor Pigatt	YES



**City of Opa-locka
Agenda Cover Memo**

Department Director:	Delven Patterson		Department Director Signature:	<i>Delven Patterson</i>	
City Manager:	John E. Pate		CM Signature:	<i>John E. Pate</i>	
Commission Meeting Date:	April 28, 2021		Item Type: (Enter X in box)	Resolution X	Ordinance ☐
Fiscal Impact: (Enter X in box)	Yes	No	Ordinance Reading: (Enter X in box)	1st Reading	2nd Reading
		X	Public Hearing: (Enter X in box)	Yes	No
Funding Source: Account#:	(Enter Fund & Dept) Ex: N/A		Advertising Requirement: (Enter X in box) N/A	Yes	No
Contract/P.O. Required: (Enter X in box)	Yes	No	RFP/RFQ/Bid#:		
		X			
Strategic Plan Related (Enter X in box)	Yes	No	Strategic Plan Priority Area: Enhance Organizational ☐ Bus. & Economic Dev ☐ Public Safety ☐ Quality of Education ☐ Qual. of Life & City Image ☒ Communication ☐	Strategic Plan Obj./Strategy: (list the specific objective/strategy this item will address)	
	X				
Sponsor Name	City Manager		Department:	Parks and Recreation	

Short Title:

Special Events Policy and Procedures

Staff Summary:

This proposed policy is designed to accomplish the following objectives:

1. Provides a procedure to permit the City Commission to provide guidance early in the annual budget process as to the schedule of Special Events, and the cost of each, to be reflected in the budget for the coming year.
2. Provides for an additional budget allocation to the Mayor and each Commissioner for Special Events of particular interest to him/her not addressed in the schedule established in the prior section.
3. Provides comprehensive procedures for any person or entity interested in utilizing City facilities to conduct a Special Event in regard to the application for, planning and execution of, and post-event requirements associated with a Special Event.

4. Defines City staff responsibilities and procedures to ensure that:

- a. The City Commission is involved in the determination of the Special Events schedule early in the budget process and the City Commission is kept informed of the status of forthcoming Special Events throughout the year.
- b. All Special Events are carefully planned and executed to ensure the safety of the participants, the protection of City assets and the overall success of the event. When a Special Event is conducted by another party or entity rather than the City, also provides for ensuring the City is reimbursed for efforts expended in support of the Special Event.

5. Provides guidance in seeking sponsors to expand the number of participants and to help defray the cost of Special Events.

This proposed policy has been discussed at a couple of workshops in the past few months. The policy now being submitted incorporates the few changes directed at the most recent workshop. All changes are limited to the first four pages of the policy with the primary changes being as follows:

- a. The description of the Special Events determined by the Commission early in the budget process for inclusion in the budget has been simplified and are now called "Primary Special Events"
- b. Rather than referring to events as "Using City Resources" or "Not Using City Resources", this terminology has been modified to differentiate between "City Incurs Expense" and "City Incurs No Expense".
- c. Special Event Expense referred to immediately above is defined for FY 22 as expenditures for goods and services from external vendors. For FY 23 and beyond this definition is expanded to include the cost of using City resources, primarily the cost associated with staff involved in supporting a Special Event. Excluding this additional cost in FY 22 is intended to give staff time to better understand the staff effort involved in supporting Special Events, resulting in more realistic planning in future years.
- d. The procedures involved when a member of the Commission chooses to conduct a Special Event where the City incurs no expense have been more clearly delineated.

Financial Impact – There is no immediate financial impact associated with the adoption of this policy.

Proposed Action:

Staff recommends the City Commission adopt this Special Events policy and procedures.

Attachment:

- 1. Special Events Policy and Procedures

Parks & Recreation Department Policy
Special Events

Policy – The City of Opa-locka, under the direction of the City Commission, will regularly conduct or otherwise facilitate a wide range of Special Events to promote the sense of community and enhance the City's quality of life. All Special Events will be comprehensively planned and executed in a fiscally responsible manner to ensure successful events.

Purpose – The purpose of this policy is to clearly define procedures and responsibilities to ensure adherence to this policy.

I. Definitions

Special Event - Any event, meeting, activity, or gathering of persons, usually invited by public advertisement, for the purpose of witnessing or participating in any common purpose, entertainment or exhibition, or purchasing or selling any merchandise, food or beverage or consuming any food or beverage upon any City-owned public facility, street, sidewalk, alley, park, parking lot or other public place. A Special Event is normally conducted for the public, but in some instances may be conducted solely for the benefit of City staff.

Special Event Categories

- **City-Produced Special Event**
 - **Primary Special Event** – Events identified individually and incorporated into the annual budget to be adopted in September each year.
 - **Mayor or Commissioner Initiated Special Event**
 - **Budgeted Special Event** – Events funded by a budget established individually for the Mayor and each Commissioner (same allocation for each) incorporated into the annual budget for each to initiate Special Events of particular interest to him/her. Budget is stated as a dollar amount and not identification of specific events.
 - **Unbudgeted Special Event**
 - **City Incurs Expense** – In the absence of available budget, the sponsor (Mayor or Commissioner) must obtain Commission approval, including a budget amendment to fund and conduct the proposed event. This would occur when the allocated budget for the sponsor has already been utilized for other events.
 - **City Incurs No Expense** – An event having no financial impact for the City.
- **Other-Party-Produced Special Event** – The public, including businesses, institutions and other organizations, may request use of City property and facilities to conduct a Special Event. This also includes any event on private property that could adversely impact neighboring properties or the use of public property such as roadways or sidewalks.

Special Events Coordinator – Responsible for coordinating all Special Events within the City, reporting to the Parks & Recreation Director. In the absence of a Special Events Coordinator, the Parks & Recreation Director will serve as the Special Events Coordinator. The Special Events Coordinator responsibilities include:

- **City-Produced Special Event – Incurring Expense** - Responsible for ensuring the successful planning and execution of these events, ensuring the full coordination and involvement of all City departments necessary for a successful event. This includes all City-produced events other than Mayor or Commissioner Initiated Special Events that incur no City expense.
- **Mayor or Commissioner Initiated Special Event – Not Incurring City Expense** – Responsibilities limited to receiving notification of an event from the City Manager’s Office, ensuring no conflicts with other City activities, ensuring event is properly promoted and informing all City officials and other key City staff of the event.
- **Other-Party-Produced Special Event** – Responsible to ensure the event meets all requirements for planning, executing and post-event completion as described in this policy.

Special Events Committee – A committee composed of the Parks and Recreation Director and/or Special Events Coordinator as Chairperson, Police Chief or designee, Public Relations representative, and the Director of Public Works or designee. The HR Director and/or Budget Administrator may participate when requested if HR or financial issues arise. The Special Event Committee will be utilized by the Special Events Coordinator whenever he/she deems appropriate to ensure the successful evaluation, planning and execution of a Special Event.

Special Event Expense – For FY 22, references to Special Event Expense in this policy are limited to expenditures paid to third parties for goods and services. For FY 23 onward, expense will include the cost of using City resources, primarily the cost of staff associated in supporting an event.

Event Organizer/Producer – The individual or entity requesting to conduct an Other-Party-Produced Special Event who is financially responsible for all fees, deposits, damages or other charges related to the event and who has the authority to make the necessary decisions in the planning and execution of the event. Sitting members of the City Commission, City boards and agencies, and any members of their immediate families, or any person who has departed from City service in the prior 24 months, shall have no financial interest, direct or indirect, in entities that organize or produce Special Events. Immediate family members include parent, step-parent or parent-in-law, child or step-child, sibling, step-sibling or sibling-in-law, spouse, sibling children, grandparents and grandchildren.

Special Event Permit – Required for Other-Party-Produced Special Events and issued after all requirements are met by the requesting Event Organizer/Producer and all applicable advance fees are paid. The permit will cover the Event Organizer/Producer and their selected vendors. A Special Event Permit must be issued for each event. Additional permits and licenses may be required for tents, alcohol, outside vendors, signs, banners, electricity, and miscellaneous construction. No person shall engage in, participate in, aid, form or start any Special Event unless a Special Event Permit has been issued.

Partnerships – In providing City-Produced Special Events, partnerships will be sought with community and other organizations to broaden the appeal of the event and to possibly assist in defraying the cost of the event.

II. Procedures

Annual Planning / Budgeting

- **Primary Events**

1. Annually in May the Parks & Recreation Director will present to the Commission a list of recommended Primary Special Events to be conducted for the coming year, including the cost of each event and the number of people anticipated to attend the event. In the development of the proposed schedule for the coming year, the Parks and Recreation Department will conduct an evaluation of the cost of each event versus the number of residents and others anticipated to participate in the event, and other considerations as identified, to evaluate whether this is an appropriate expenditure of City resources.

2. At that time the Commission will provide guidance to the Parks & Recreation Director as to the specific events to be incorporated into the next year's budget, including the cost for each event. Events to be included for the coming year may include events the Commission has identified in addition to those proposed by the Parks & Recreation Director. If not fully resolved at the May meeting, the Parks & Recreation Director will present to the Commission in June the final schedule of Primary Special Events for the coming year to ensure there is consensus.

- **Mayor or Commissioner Budgeted Special Events**

1. At the same May meeting where the Primary Events for the coming year are deliberated, the Commission will determine the amount of budget to be allocated to each member for Mayor or Commissioner Budgeted Special Events for the coming year.

- **General**

1. At least two months prior to a scheduled event, the Parks & Recreation Director will review the event plans with the Commission.

2. The Parks & Recreation department will establish a program to encourage public donations to at least in part offset the expense of Special Events. Guidelines for soliciting public donations are: Special Event Forms will be provided for sponsorship donations and "in-kind" services. Monetary gift amounts and "in-kind" service hours is required information.

3. Special Events will be advertised through flyers, Commission meetings, the City website and other channels as recommended by the City's public information consultant.

4. All monetary donations will be forwarded immediately to Finance and receipted for using a City receipt form provided by Finance.

5. The Parks & Recreation Department will work with Finance to establish separate revenue accounts, including identification of donor contributions, and expenditure accounts to permit assessment of results versus planned revenue and expenditures.

6. After the completion of each Special Event, the Parks & Recreation Director will conduct a review of the event to evaluate its effectiveness in terms of the number of attendees, the attendees' satisfaction with the event and the adequacy of the budget provided for the event. The Parks and Recreation Director will also evaluate the effectiveness of all departments in carrying out their responsibilities as the basis for improvement.

Mayor or Commissioner Initiated Special Event Incurring No City Expense - The Mayor or Commissioner intending to conduct this type of event will notify the City Manager's Office. The City Manager will have the Special Events Coordinator, through the Parks & Recreation Director, review the proposed event to ensure (1) no conflict with other City events, (2) the event is being properly promoted and (3) all officials are made aware of the intended event.

Other-Party-Produced Special Event Special Event - Permit Application Procedure

1. The Event Organizer/Producer will contact the Special Events Coordinator and provide preliminary information as to the nature of the event, the proposed date(s), the facilities requested and, if alcohol will be consumed, the name of the alcoholic beverage temporary license/permit holder applicant.

2. The Special Events Coordinator will review the initial request and, providing the proposed event is consistent with the type of event the City deems appropriate to use City facilities and there are no scheduling conflicts, a Special Event Permit Application Form will be provided.

3. A fully completed Special Event Permit Application must be received by the City at least ninety days before the intended start date of the event.

4. Upon receipt, the application will be reviewed by the Special Events Committee to review the details of the Special Event, address concerns of City departments and determine the specific requirements necessary to secure a permit. Deposit, fees and charges for City services will be identified as well as any additional permits and licenses that may be required for tents, alcohol, outside vendors, signs, banners, electrical services and miscellaneous construction.

5. Upon completion of the review of the application, the Special Events Committee will meet with the Event Organizer/Producer and, if relevant, the alcoholic beverage temporary license/permit holder to convey relevant information and resolve any outstanding issues.

6. The Event Organizer/Producer must submit the advance fees to the Special Events Coordinator at least forty-five days before the intended start date of the event.

7. The Event Organizer/Producer must submit a copy of all required permits, temporary licenses and insurance certificates, if applicable, to the Special Events Coordinator at least twenty days before the intended start date of the event.

8. If all stipulations, requirements and timeline due dates are met by the Event Organizer/Producer, and if all required permits temporary licenses, insurance certificates, if applicable, security deposits and advance fees are received from the Event Organizer/Producer, the Special Events Coordinator will issue the Special Event Permit not less than ten days prior to the intended start date of the event.

9. A Special Event Permit may not be issued if the Event Organizer/Producer fails to meet requirements (e.g., permits, licenses, notifications, insurance, timeline due dates, security deposit, advance fees, etc.) stipulated in the Special Event Policy and the fees as presented in the Special Event Handbook. Additionally, a Special Event Permit may be revoked by the City Manager if it is determined that safety hazards, citations or if the Event Organizer/Producer or their vendors or providers fail to correct conditions identified by City representatives.

Denial of Special Event Application

The Special Events Committee may reject an application for reasons including, but not limited to the following:

1. The proposed event would negatively impact the Facility Rental Area and/or landscaping and grounds;
2. The proposed event would produce unsanitary conditions or harm the environment;
3. The proposed event is of such size and scope to potentially surpass the City's ability to provide services or its ability to ensure the safety of the public or property of the community;
4. The proposed event and/or Event Organizer/Producer is in violation of or has previously violated the City's Special Event Policy or Special Event Permit requirements; fees and charges as outlined in the Fee Schedule Resolution were not paid within the designated timeframes. An Event Organizer/Producer of such an event shall forfeit the right to produce future events;
5. After-action reports completed by City staff following an event previously produced by the applicant indicate that the Event Organizer/Producer 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.

Cancellation of an Event

Any Special Event may be canceled by the City for reasons including, but not limited to, any of the following:

- a. Continued failure to correct conditions identified by City representatives which affect the site, public safety, public health or sanitation; or
 - b. Weather conditions that would endanger participants during the event; or
- (1) The Event Organizer/Producer or designated City representatives will determine whether an

event shall be canceled due to weather conditions. The decision of City representatives will be final.

(2) Should event personnel, including paid security and police officers, be released due to weather conditions, the event is considered canceled.

c. City emergencies that require essential City event personnel, require evacuation of the Special Event or downtown area, or endanger the community; or

d. Violations of laws/ordinances or the Special Event Policy; or

e. Other conditions and/or circumstances as determined by the Special Event Committee.

NOTE: Events canceled due to weather conditions or City emergencies will receive a refund of fees and deposits paid. Events canceled for failure to correct conditions identified by City representatives or for violations of laws/ordinances or the Special Event Policy will forfeit all fees and deposits.

Appeal of Denial of Special Event Request or Cancellation of Special Event Permit

The City of Opa-locka will not be responsible for any economic loss or damage resulting from non-issuance of a Special Event Permit, revocation of a Special Event Permit, denial of a Special Event request, or cancellation of a Special Event Permit or a Special Event.

Except as otherwise provided herein, an appeal of the decision of the Special Event Committee regarding a permit application shall be submitted to the City Manager for consideration. The City Manager has the authority to deny or cancel a Special Event Permit for violations of the Special Event Policy or Special Event Permit or for failure to meet the requirements specified in either. The City Manager's decision to deny a Special Event Permit Application will be final except as noted in the following paragraph.

The cancellation of a Special Event Permit by the City Manager may be reviewed by the City Commission by making a written request to the City Manager within ten (10) calendar days of cancellation. If the request detailing the reason for appeal is received twelve (12) or more calendar days prior to the next City Commission meeting, it will be placed on the next Commission meeting agenda. If the request is received less than twelve (12) calendar days prior to the next City Commission meeting, it will be placed on the next subsequent Commission meeting agenda. The decision of the City Commission shall be final.

Special Event Application Requirements

1. Name, date, hours, and description of event;
2. Event Organizer's/Producer's contact information, including the name of the alcoholic beverage temporary license/permit applicant (if applicable);
3. Contact information for the Event Organizer/Producer (person, business, or organization) financially responsible for the event, including the name of the alcoholic beverage temporary license/permit applicant (if applicable);

4. The organization's articles of incorporation and registration with the State of Florida Division of Corporations (Sunbiz) (as applicable);
5. Most recent IRS 990 form for the non-profit entity obtaining the Alcohol Temporary Permit/License and listed as an Event Organizer/Producer;
6. Type of event and requested location or route;
7. Whether the event is a first-time or returning event;
8. Whether the event is free to the public or if it will include paid, priority seating;
9. Whether amplified sound will be used;
10. The type and number of vendors;
11. Whether the event includes the sale, distribution, and/or consumption of alcohol; a site map showing the location(s) of all distribution points for alcoholic beverages.
12. Fencing requirements, if any;
13. Whether the event requires access to electricity, and, if so, the reason;
14. Whether banners will be erected within the event area (a separate permit is required for banners hung on public street light poles);
15. Requests for road closures in conjunction with the event, including plans to manage access;
16. Plans to promote the event;
17. Plans for event security and crowd control, including the number of security guards, their locations, and responsibilities, and plans to control access to the event area;
18. Plans for traffic control;
19. Plans for toilets, sanitation, trash management and keeping the area clean during the event, including plans for cleanup after conclusion of the event; and
20. Pre-event and post-event checklists.

III. Fees and Charges for Special Events

A. Fees and charges for Special Events are established and periodically adjusted by a resolution approved by the Opa-locka City Commission. All Special Event fees are intended primarily to offset the cost to the City resulting from such special events; therefore, except for City-produced events, the City does not waive Special Event fees for facility rentals, permits, licenses or any other

charges for City services. Any Event Organizer/Producer requesting to hold an event on City property or facilities must pay all required fees.

B. The Event Organizer/Producer is responsible for any and all costs for City services as determined by the City.

C. Any Event Organizer/Producer 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 post-event inspection unless extenuating circumstances exist and are agreed upon by City staff at the post-event walkthrough.

D. All fees, such as facility rental fees, security deposits, administrative fees, and banner fees must be paid for and presented to the City not less than forty-five (45) calendar days in advance of the event.

E. All required permits and temporary licenses, if applicable, must be paid and provided to the City not less than twenty (20) calendar days in advance of the event.

F. All other fees (e.g., personnel costs, damage compensation, etc.) due to the City must be paid within fifteen (15) calendar days after the event.

G. The security deposit may also be used to pay for any other event-related fees that are unpaid by the Event Organizer/Producer fifteen (15) calendar days after the event.

IV. Insurance Requirements for Special Events

A. Event Organizer/Producer

The City requires the Event Organizer/Producer of an event using City facilities to provide the City with proof of Commercial General Liability Insurance coverage in the minimum amount of one million dollars (\$1,000,000).

1. The policy must provide coverage for general aggregate liability losses, personal and advertising injury, fire damage, medical expenses and additional coverage for volunteer coverage, spectator liability, etc.

2. The coverage shall be written on a "per occurrence" basis and shall be inclusive of "set-up and tear-down" dates.

3. The City of Opa-locka must be named as Additional Insured.

4. Proof of insurance shall be in the form of a standard Accord Certificate of Insurance written by a licensed insurer acceptable to the City.

5. Certificates of Insurance must be submitted to the City not later than twenty (20) calendar days

before the date of the event.

B. Liquor Liability

If alcoholic beverages are being sold, distributed or consumed at a Special Event, the Event Organizer/Producer must also provide the City with a Liquor Liability Endorsement or a separate insurance policy in the amount of two million dollars (\$2,000,000). A copy of the Certificate of Insurance must be provided to the City naming the City as Additional Insured. Certificates of Insurance must be submitted to the City not later than twenty (20) calendar days before the date of the event.

C. Automobile Liability – Driving On City Property

1. The Event Organizer/Producer must provide automobile liability insurance in the amount of two million dollars (\$2,000,000) combined single limit or two million dollars (\$2,000,000) per person bodily injury liability insurance in addition to general liability insurance;
2. The City of Opa-locka must be named as Additional Insured. Certificates of Insurance must be submitted to the City within twenty (20) calendar days of the event;
 - (a) If the vehicle is not personally owned, then Hired Autos and Non-Owned Autos insurance is required. This type of insurance is reflected in the automobile liability section of the insurance certificate;
 - (b) If the vehicle is titled and registered in the name of the organization, then All Owned Autos insurance is required. This type of insurance is reflected in the automobile liability section of the insurance certificate;
3. In the Description section of the certificate, indicate the make, model, year, and VIN of each vehicle and trailer which will be accessing City property. Only those vehicles listed on the policy may be driven on the designated area and approved in the permit;
4. Any unauthorized vehicles on City property shall constitute noncompliance with the Special Event Policy and may render the Special Event Permit null and void, thus cancelling the event and possibly causing forfeiture of the opportunity to produce future events;
5. Date and time for entry and exit by all vehicles must be scheduled and approved thirty (30) calendar days in advance of the event by the City.

V. Requirements Regarding Sale, Distribution and/or Consumption of Alcoholic Beverages at Special Events

A. Request at Time of Special Event Application

The sale, distribution, and/or consumption of alcoholic beverages on City property as part of a Special Event poses additional concerns and may lead to additional requirements for the Event

Organizer/Producer. Should an Event Organizer/Producer wish to sell and/or distribute alcoholic beverages at an event, the request must be submitted with the Special Event Application.

B. State Temporary License/Permit

Before issuance of a Special Event Permit, the Event Organizer/Producer must secure a required State Temporary License/Permit for the sale of alcoholic beverages from the Department of Business and Professional Regulation and secure liquor liability insurance in the amount of two million dollars (\$2,000,000). A copy of all State temporary alcoholic beverage permits and alcohol insurance must be provided to the City twenty calendar days before the event. The person or entity whose name is listed on the State Temporary License/Permit, if different than the person designated as Event Organizer/Producer on the Special Event Permit, will be listed by the City as one of the Event Organizers/Producers. The person or entity who holds the temporary alcohol permit must submit their most recent IRS 990 form with their Special Event Application.

C. Conditions for Approval

Approval of the sale, distribution, and/or consumption of alcoholic beverages at a Special Event held at a City facility or on City property shall be determined and shall be based upon the Event Organizer's/Producer's submission to and gaining approval by the Special Events Committee of the following criteria:

1. A designation of the event dates and hours for sale, distribution, and/or consumption of alcoholic beverages;
2. A site map showing the location(s) of all distribution points for alcoholic beverages.
3. A plan for crowd control, and managing access to the Special Event area;
4. A plan for preventing the sale, distribution, and/or consumption of alcoholic beverages to minors. The plan and personnel necessary to implement it shall be approved by the Police Department as discussed under Subsection D below. The cost for implementation shall be at the expense of the Event Organizer/Producer;
5. A copy of permits and licenses in accordance with State Statutes and the City of Opa-locka for the sale, distribution, and/or consumption of alcoholic beverages are to be submitted to the Special Events Committee;
6. Certification of liquor liability insurance coverage naming the City of Opa-locka as Additional Insured, holding the City harmless and indemnifying the City from all claims, suits and demands; and
7. Within thirty (30) calendar days after the completion of a Special Event, prior to the return of the Event Organizer's/Producer's event deposit, the holder of the Special Event's temporary alcohol permit is required to submit a complete copy of the Sales and Use Tax Return (Form DR-15) to the State Department of Revenue within 10 business days following an event for which a Temporary Alcohol Permit has been issued.

D. Requirements for Events Selling and/or Distributing Alcoholic Beverages

1. A minimum of one (1) Opa-locka Police Department officer must be present during Special Events held on City facilities where alcoholic beverages are being sold, distributed, and/or consumed to ensure that violation of State and local laws does not occur. The presence of police officers does not relieve the Event Organizer/Producer from the responsibility of checking identifications to enforce compliance with minimum drinking age requirements.
2. The number of officers required will be determined by the Chief of Police or designee based on, but not limited to, the number of entrances and exits to the alcohol designated area of the event and the size and scope of the event. If the event has been held previously in the City, the number of officers required will be determined by the Chief of Police or designee based additionally on previous attendance, call history, incident reports, and after-action reports, if any.
3. Fees for Police Department services are set by the City in conjunction with the Police Department.

E. General Rules When Alcoholic Beverage Is Available

The following general rules govern an event where alcoholic beverages will be sold, distributed, and/or consumed:

1. The only alcoholic beverages that may be sold, distributed, and/or consumed at a Special Event are beer and wine;
2. The following limitations will apply to the sale, distribution and/or consumption of alcohol:
 - a. "All you can drink" events are not permitted. This includes "unlimited alcohol" with any kind of ticket or wristband purchase.
 - b. "Buy one, get one free" sales are not permitted (one cup sales only) and using alcohol as an inducement to purchase a ticket or wristband into a VIP or paid, priority seating area is prohibited.
 - c. Cup sizes are limited to a maximum of 16 ounces (no super-sized cups).
3. The entire area where alcoholic beverages will be sold, distributed, and/or consumed must be defined and fenced. The City may provide, for rent, fencing. Delivery and installation of said fencing is the responsibility of the Event Organizer/Producer. Alternative fencing may be considered with approval. Fencing for paid, priority seating shall not exceed four (4) feet in height and shall not obstruct the visibility of others outside the paid priority seating area. No tents, trailers, or other features which obstruct the visibility of others outside the paid, priority seating area may be erected. The cost for fencing rental and installation will be at the expense of the Event Organizer/Producer. Additionally, the Event Organizer/Producer will be

responsible for reimbursing the City for damage to its fencing;

4. Opa-locka Police Department officers (on-duty or off-duty) must be present in the event area at all times when alcoholic beverages are sold, distributed, and/or consumed. The Police Department will determine if officers must man gates or will rove the event area. All entrances/exits must be secured.

Depending on the size and scope of an event, and at the sole discretion of the Police Department, uniformed professional security guards may be permitted to maintain security at entrances and exits to the event in lieu of Opa-locka Police Department officers. Only City-approved professional licensed security companies may be used. Payment of both professional security guards and uniformed off-duty Opa-locka Police Department officers is the responsibility of the Event Organizer/Producer;

5. All entrances/exits must be clearly marked with signs stating "No alcohol beyond this point."
6. No business establishment building may be used as the perimeter for the area of alcoholic beverage sales, distribution, and/or consumption to the event area. A business located adjacent to public property may request a permit on a one-time basis for approval to serve alcoholic beverages on said property solely for a grand opening event. Approval must be granted by City Commission, and the permit will be subject to all rules governing alcoholic beverages outlined in the Special Events Policy;
7. The areas where alcoholic beverages may be sold, distributed, and/or consumed are restricted to the Facility Rental Area, and the municipal parking lot located adjacent thereto.

The area where alcoholic beverages will be sold, distributed, and/or consumed must be protected against product spillage on the sidewalks, streets and grass. A catch basin/bucket must be placed under each beer/wine dispensing unit/tap. The Event Organizer/Producer is responsible for protecting against spillage and for proper disposal of spillage, and the Event Organizer/Producer may be required to pressure wash areas affected by spillage; and

8. Last call for alcohol announcements must be made no later than 30 minutes prior to the end of the event. During the last-call time period, sales and distribution are limited to one drink per person. Alcohol sales/distribution are required to cease no later than 15 minutes prior to the end of the event. Last call and hours of alcohol sales/distribution will be monitored and strictly enforced by the Opa-locka Police Department.

VI. General Requirements For Special Event Permits

A. 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. Copies are available from the City Clerk and via Internet at the following website: https://library.municode.com/fl/opa-locka/codes/code_of_ordinances?nodeId=PTICH

1. An Event Organizer/Producer holding a Special Event Permit must abide by all policies, procedures, and stipulations outlined in their Special Event Permit. Non-compliance may result in the event being canceled or shut down.

2. An Event Organizer/Producer of a Special Event who does not comply with the City's Code of Ordinances, Special Events Policy, or the conditions outlined in a Special Event Permit, or who does not pay all event fees and charges may forfeit the right to produce future events.

B. 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 Event Organizer/Producer 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 and responsibility for reimbursing the City for any outstanding expenses incurred in the correction of the problem.

C. Fire/Rescue Personnel

The requirement for a MERV (mobile emergency response vehicle) with two (2) fire/EMS personnel, a two-member bike team, or additional medical personnel at Special Events will be determined by the Miami-Dade County Fire Chief 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/Producer 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 may be made the week prior to the event or within fifteen (15) calendar days after completion of the event.

D. Police Personnel

The requirement for police personnel at Special Events will be determined by the Chief of Police or designee. All requests by the Event Organizer/Producer for police personnel shall be made sixty (60) calendar days 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 immediately upon completion of the event.

E. Other City Personnel

Should the services of other City department personnel be required to facilitate a Special Event, the Event Organizer/Producer is required to pay for those services within fifteen (15) calendar days after completion of the event.

F. Cleanup

The Event Organizer/Producer 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 in conjunction with the Event Organizer/Producer, based on the scope of the event and previous experience with events held in the City.

Cleanup also includes the removal of all dumpsters, trash cans, 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 Event Organizer/Producer. The grease vat and gray water provider must be City-approved. The cost of these services will be the responsibility of the Event Organizer/Producer.

Paint or spray paint shall be used on the Facility Rental Area, City facilities, event routes, sidewalks, roads, right-of-ways or other public property only with the approval of the Special Events Committee. Event Organizers/Producers who fail to remove such substances prior to the post-event site walkthrough will be billed for the cost of removing them. Events whose producers, staff or volunteers use chalk or spray chalk will be billed for its removal if the chalk or spray chalk is present four (4) days after the event.

The City has an ordinance prohibiting discharge of any liquid or solid into the stormwater drainage system or onto the grass. This is a health and sanitation issue. If provider fails to comply, they will be issued a violation and fined. In addition, the provider will be prohibited from doing business within the City in the future.

G. Temporary Bathroom Facilities

Event Organizers/Producers are required to provide adequate temporary bathroom facilities for their event, including facilities for handicap access as determined by the Special Events Committee. The port-o-let provider must dispose of all trash removed from the inside of toilets. This includes items/trash found when vacuuming the waste from the toilet itself. Any debris/material, etc., must be bagged and removed from the premises by the provider. No such material may be disposed of in City trash receptacles or placed on the sidewalks, grass, landscaping, hardscape, or any other part of the Facility Rental Area. Units may NOT be washed down on site, but must be returned to the provider's facility for cleaning.

The City has an ordinance prohibiting discharge of any liquid or solid into the stormwater drainage system or onto the grass. This is a health and sanitation issue. If provider fails to comply, they will be issued a violation and fined. In addition, the provider will be prohibited from doing business within the City in the future.

H. Banners, Promotional, and Informational Materials

Event and sponsor banners may be hung within the event site; however, banners and any other materials may not be placed on fencing if it obstructs the visibility of others. Nothing shall be attached to the landscape or hardscape.

If an Event Organizer/Producer wants to hang promotional banners on street light poles, an Application to Hang Banners on Street Light Poles must be received thirty (30) days prior to the requested banner installation date. Banner fees apply and are outlined in the Fees and Charges for Special Event held on City Facilities.

I. Road Closures

An Event Organizer/Producer requesting road closures must submit a City of Opa-locka Application for Road Closures to the Special Events Coordinator thirty (30) days in advance of the requested road closure. An Event Organizer/Producer requesting road closures is required to provide thirty (30) days advance notice to all affected businesses and residents of the dates and times of the planned closures. A copy of the notice must be provided to the City.

If road closures are approved, the Event Organizer/Producer must provide barricades for the standard road closure area within the Facility Rental Area. Each intersection affected must be manned at all times during the road closure. The Event Organizer/Producer is responsible for securing and providing manpower. Should professional security personnel be required, the Event Organizer/Producer shall hire security personnel approved by the City. The cost of professional security personnel and/or police officers for traffic control caused by the closure is the responsibility of the Event Organizer/Producer.

The City may provide barricades, cones, etc., for street closures, if available.

J. Overnight Parking

No overnight parking is permitted on City facilities except with specific approval by the City Manager. Authorized overnight security is permitted.

K. Additional Licenses

Events which offer musical entertainment are required to provide the City, if requested, with a copy of their Broadcast Music, Inc. (BMI), Society of European Stage Authors and Composers (SESAC), and/or American Society of Composers, Authors and Publishers (ASCAP) performance agreements, or provide the BMI, SESAC, and/or ASCAP account number and the effective date of the license(s). This license agreement covers copyright clearance for music performed. The

Event Organizer/Producer of such events must complete and sign the form attesting to having met this requirement.

L. Public Announcements

There may be a requirement, depending on the event, for Public announcements to be made at the discretion of the City Manager and for the purpose of educating the public regarding safety concerns.

M. Requested Documents for City Signature

A copy of any documents the Event Organizer/Producer is requesting that the City sign must be provided to the City thirty (30) calendar days before the event.

N. Driving in the Event Area

Vehicles shall not be driven on the grass within the Special Event area, medians, or sidewalks.

VII. General Requirements for Special Event Vendors

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.

Any vendor selling or serving food or beverages 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 three entities. (Appendix III)

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.

A. Food and Beverage Vendors

1. Only authorized licensed food vendors shall be permitted to operate on City property or facilities during Special Events. The Event Organizer/Producer must contact the State Division of Hotels and Restaurants not less than ten (10) calendar days before said event with the following information:

a. Dates and times of event;

- b. Type of food service proposed;
- c. A list of all food service vendor owners and operators participating in each event;
- d. The current license numbers of all public food service establishments/restaurants participating in each event; and
- e. Schedule time of inspection.

The Division of Hotels and Restaurants may inspect all food vendors' operations at each event for compliance with minimum sanitation standards. If the vendor does not meet the standard, their operation will be shut down until corrections are made; and

All food vendors are required to obtain a license from the Division of Hotels & Restaurants in order to participate in a Special Event. If a food vendor does not have a State license, the Division of Hotels and Restaurants may issue a Temporary Event Vendor License. Licensing requirements and the State of Florida Guide to Temporary Food Service Events are available on their website at <http://www.myfloridalicense.com>. (See Appendix III.)

2. The Event Organizer/Producer is responsible for ensuring that food vendors containerize all cooking materials and byproducts, especially grease, and that any and all such cooking materials, byproducts, and grease are removed from the City's premises and disposed of properly, or placed in the event's grease vat provided by the Event Organizer/Producer.
3. Vendors who cook with grease-type products are required, as a part of site preparation, to place corrugated boxing paper, or a similar type of protection, as flooring for their booth and on top of the roofing felt to absorb grease and to prevent grease or liquids from falling onto the asphalt, concrete, sidewalks, pavers, or any other part of City property.
4. Food vendors are required to use a grease trap when cooking with grease. The vendor, or Event Organizer/Producer as default, is responsible for the proper removal and disposal of all grease into the event's grease vat or from the event area. No grease or oil may be poured onto the pavement or grass or into stormwater drains within the City of Opa-locka. The Event Organizer/Producer will be accountable for any costs associated with cleanup of storm drains, sidewalks, streets, pavers, and any other City property.
5. Precautions must be made to prevent food, debris, seafood shells, etc. from entering into the City's stormwater system. The placement of traps, screens, etc., may be required.
6. No glass cups or glasses may be used for beverage products. Should beer or wine products only come in glass bottles, the beverage must be served in a plastic or paper cup for distribution to the public. A catch container must be placed under all beverage dispensing units/taps.
7. Cleaning/pressure washing of vendor and eating areas will be a requirement for Special Events where food and/or beverages are served at the event. All costs associated with pressure washing

will be the responsibility of the Event Organizer/Producer.

8. Failure to follow this policy may result in forfeiture of the security deposit, payment of additional fees for pressure washing and cleanup, and forfeiture of the opportunity to participate in future events on City property.

O. Cleaning

At all Special Events, should specific vendors have booths which result in odors, grease or other substances present after the event, the Event Organizer/Producer will be responsible for cleaning/pressure washing the event site area, including roadways.

P. Amusements

1. Mechanical or carnival-type rides for children are permitted within City parks. No mechanical or carnival-type rides may be erected in City parking lots or on roads or sidewalks without the approval of the City Manager. A list of proposed children's rides, along with anchoring methods, must be itemized on the Special Event Permit application and presented to and approved by the Special Events Committee. A copy of the State inspection certificates must be provided to the City before rides can be operated.

2. Inflatable-type amusements are permitted provided appropriate anchoring is in place.

3. Animal rides and animal exhibitions are not permitted.

VIII. Responsibilities

1. Parks & Recreation Director

- a. Each May as part of the budget development process, provide the Commission with a recommended schedule of City-Produced Annual Budgeted Special Events to obtain direction as to what Special Events are to be included in the following year annual budget. Also to obtain direction as to the amount to be included in the budget for Mayor or Commission initiated Special Events.
- b. Serve as the Special Events Coordinator in the absence of a Parks & Recreation staff member in that position.
- c. Ensure the Commission is kept apprised at all times in regard to pending events status.
- d. Ensure the successful completion of every City-produced event.
- e. Ensure that Other-Party-Produced events are planned for, conducted and completed in full conformance with this Special Events policy and procedures.
- f. Seek external partnerships and funding whenever feasible.
- g. Provide Parks & Recreation staff in support of Special Events when required.

2. Public Works Director

- a. Set-up, tear-down and site-restoration by PW staff as appropriate

- b. Provide or obtain equipment required by the event
- c. Provide staff in support of Special Events when required.

3. Finance Director

- a. Ensuring appropriate controls when City is responsible for event cash transactions.
- b. Establishing appropriate accounts when external funding will be obtained.
- c. Providing appropriate receipt documentation when external funding will be obtained.

4. Chief of Police

- a. Overall safety
- b. Crowd management
- c. Traffic management

5. Information Technology Director

- a. Providing or obtaining equipment required by the event
- b. Set-up, tear-down and site-restoration by I.T staff as appropriate

6. Public Information

- a. Maximize event promotion within allowable budget

7. Budget Administrator

- a. Provide analytical support

Appendix I – Facility Rental Area

Facility Rental Area and Facility Rental Areas Where Alcohol May Be Sold, Distributed, and/or Consumed – To Be Accompanied with Map

The following map defines: 1) Facility Rental and Road Closure Area; and 2) areas approved for the sale, distribution, and/or consumption of alcoholic beverages.

A. Facility Rental Area A – Description and Requirements: _____

B. Facility Rental Area B – Approved For Sale, Distribution and/or Consumption of Alcoholic Beverage – Description and Requirements: _____

Alcohol may be sold, distributed and/or consumed in this area when required fencing is in place.

C. Road Closure Area

- a. The standard road closure area is between _____ and _____.
- b. Additional road closures will be determined by the Police Department.

Appendix II – Fire Safety Requirements

Minimum Fire Safety Requirements for Food Trucks, Trailers and Tents*

Vendor Name: _____ Date: _____

Event: _____

* This sample form will be updated periodically and subject to change to reflect the current laws in the State of Florida

The Miami-Dade County Fire Department will not allow cooking prior to receiving a passing inspection from the Fire Marshal or his/her designee. Any questions concerning these requirements should be directed to the Miami-Dade County Fire Marshal.

- ☐ 1. Vehicle/trailer is to be equipped with a commercial exhaust system
- ☐ 2. Vehicle/trailer is to be equipped with a fire suppression system when cooking produces grease laden vapors
- ☐ 3. Fire Suppression System is to be inspected and tagged every 6 months by licensed fire suppression contractor
- ☐ 4. Provide (1) 2A10BC fire extinguisher (red extinguisher)
- ☐ 5. If frying or cooking operation produces grease laden vapors, one **40BC** fire extinguisher for **each piece of frying equipment or one K-class extinguisher is required.** (silver extinguisher)
- ☐ 6. Fire extinguishers to be mounted in a fixed location and inspected and tagged by a licensed fire extinguisher company (within last 12 months)
- ☐ 7. All compressed gas cylinders to be chained or strapped in position
- ☐ 8. Filling of LP gas cylinders on site will **not** be permitted
- ☐ 9. There will be no access to the cooking equipment and fuel sources by the general public

Additional Requirements for Tents:

- ☐ 10. Tent material will be required to be treated with flame retardant.
*The Fire Department requires a **certificate or other evidence of approval** by a laboratory of recognized standing or the report of tests made by other inspection authorities as evidence that the tent fabric is flame retardant.*

- Exception: Cardboard used for protection of pavement.***

- ☐
- Approved
- ☐
- Disapproved

Miami-Dade Fire Department Fire Inspector

[illegible]

Appendix III – Temporary Food Service Events

Florida Division of Hotels & Restaurants Guide to Temporary Food Service Events

This guide contains the same information as DBPR Form HR 5030-034, Guide to Temporary Food Service Events, available in English and Spanish at the following website: (http://www.myfloridalicense.com/dbpr/hr/licensing/GT_tempevents.html)

A temporary food service event is an event of thirty (30) calendar days or less in duration where food is prepared, served, or sold to the general public and is advertised and recognized in the community. A temporary food service establishment or vendor is a participant at a temporary food service event.

This guideline for temporary events is based on Chapters 61C-1 and 61C-4, Florida Administrative Code, and Chapter 509, Florida Statutes.

A. Licensing

A public food service establishment or other food vendor must obtain a license from the Division of Hotels & Restaurants for each temporary food service event in which it participates (unless exempted). Annual temporary event licenses are also available which allow participation in an unlimited number of temporary events. The Division will inspect temporary events and if minimum sanitation standards are not met, the food service operation will be discontinued until corrections are completed and verified by the Division.

Sponsors of a temporary food service event must notify the Division of the following items no less than three (3) business days prior to the scheduled event.

- 1) Type of food service proposed,
- 2) Time and location of the event,
- 3) Complete list of food service vendor owners and operators participating, and
- 4) Current license number of each public food service establishment participating.

Notification: Event sponsors may complete notification requirements by telephone at 850.487.1395, in person at the appropriate district office, via email at thr.info@myfloridalicense.com or in writing. A public food service establishment or food service vendor may not use this notification process to circumvent the license requirement.

The Division keeps record of all notifications received for proposed temporary food service events and provides appropriate educational materials to the event sponsor.

Group License: The Division may issue a group license to a vendor with multiple units serving a single non- potentially hazardous food (e.g., churros). All grouped units must serve the same food. Foods requiring additional preparation or handling are not eligible for group licensing. All qualifying units must be inspected in a single location.

B. Licensing Exemptions

Public food service establishments holding current licenses from the Division may operate at temporary events with no additional license fee.

Temporary events such as carnivals, fairs, or other celebrations operated on church or school property or any eating place operated by a nonprofit civic, fraternal or religious organization are exempt from licensing and inspection by the Division of Hotels & Restaurants.

C. Fees

Temporary public food service establishments and vendors are required to pay the following license fees at the time of licensing:

- 1-3 day event – \$91
- 4-30 day event – \$105
- Annual – \$456

The Division does not accept cash payments for fees at temporary events. The Division accepts cashier's checks, money orders or other certified payments. Fees are current at the time of Special Event Policy adoption and are subject to change. Please check the Florida Division of Hotels & Restaurant website for current fees.

D. Fire Safety

Fire Safety Code requires a portable fire extinguisher. Check with the local fire authority for specific requirements pertaining to the size, type or tagging of required fire extinguishers or other fire related requirements.

E. Personnel

Employees may not touch ready-to-eat (RTE) food with their bare hands unless there is a written Alternative Operating Procedure (AOP) available that has been approved by the Division. Without an approved AOP, employees must use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment when handling RTE food.

Food service workers transmit most foodborne disease causing germs to foods. That is why it is so important for employees to maintain high standards of personal cleanliness. All personnel must wash hands prior to beginning work, when returning to work after any break in food preparation activities, when putting on or changing gloves, or any time their hands become soiled.

Smoking is prohibited in ware washing, food preparation and food storage areas.

Personnel must wear clean outer garments, effective hair restraints and no jewelry on their hands or arms (except plain wedding bands). If worn, artificial and painted fingernails must be covered by intact gloves.

All personnel must be free of open sores and skin infections, respiratory infections, upset stomach, diarrhea or other communicable diseases.

F. Facilities

The specific requirements for the temporary event physical facility where food is prepared or handled are based on the length of the event, the type of food that is prepared or served, and the extent of food preparation conducted at the temporary facility. Minimum requirements may include:

- 1) Food service operators must provide overhead protection if food is prepared or portioned or ware washing is done onsite;
- 2) Flooring may be concrete, machine-laid asphalt or dirt/gravel if it is covered with mats, removable platforms, duckboards, or other suitable approved materials that effectively control dust and mud and are graded to drain;
- 3) Walls and ceilings must be constructed of a material that protects the interior from the weather, windblown dust and debris, or other forms of cross contamination;
- 4) When potentially hazardous food is prepared at events of four to thirty (4-30) days in length, the physical structure where the food preparation occurs must be protected against flying insects and other vermin by:
 - a) 16 mesh to 1 inch screens,
 - b) Properly designed and installed air curtains, or
 - c) Other effective means.
- 5) A three-compartment sink is required within the temporary food service for washing, rinsing and sanitizing utensils and equipment. If this activity is conducted at an approved, remotely located commissary or food service establishment, an adequate supply of spare preparation and serving utensils must be maintained on the premises in case the original utensils become soiled; and
- 6) A handwashing facility is required. This facility may be a clean, portable container equipped with an on/off valve. Soap and single-service paper towels must be available for handwashing and hand drying.

G. Water

All food service operations that prepare or portion food on the premises must provide an adequate supply of potable water for purposes of cleaning and employee handwashing. Municipal connections, holding tanks or portable containers are accepted means to provide an adequate supply.

Steam used in contact with food or food-contact surfaces must be free from contamination.

H. Solid and Liquid Waste

Operators must remove all garbage and rubbish from the premises often enough to prevent nuisance conditions and dispose solid waste properly in tight-fitting, covered containers.

Operators must dispose of liquid waste in a public or other approved sewerage system.

I. Required Items

- Sanitizer (properly diluted, unscented bleach may be used)
- Probe thermometer
- Chemical test strips (for measuring sanitizer concentration)
- Three-compartment sink to wash, rinse and sanitize equipment and utensils or access to such facilities at an approved commissary or food service establishment
- Hair restraints
- Adequate supply of back-up utensils
- Adequate supply of potable water
- Soap and single-service towels
- Adequate equipment and facilities to maintain food at the proper temperatures
- Adequate protection from flying insects, vermin, dust, dirt and weather
- Adequate protection for displayed, prepared, and stored food
- If required by local fire authority, properly tagged and sized portable fire extinguisher

To Prevent Foodborne Illness

- Obtain foods from an approved source. Home-prepared food is not allowed.
- Wash hands thoroughly before handling food, single-service items and clean equipment and utensils.
- Maintain hot foods at temperatures of 135° Fahrenheit or above.
- Maintain cold foods at temperatures of 41° Fahrenheit or below.
- Cook pork to a minimum temperature of 145° Fahrenheit for at least fifteen (15) seconds.
- Cook beef to a minimum temperature of 155° Fahrenheit for at least fifteen (15) seconds.
- Cook chicken and other poultry to a minimum temperature of 165° Fahrenheit for at least fifteen (15) seconds.
- Reheat cooked foods to a minimum temperature of 165° Fahrenheit within two (2) hours for hot holding.
- Check food temperatures frequently with a probe type thermometer.
- Heat foods quickly and cool foods rapidly.
- Keep raw and cooked foods separated.
- Thaw foods properly: completely submerged under cold running water not longer than four (4) hours, as part of the cooking process, or under refrigeration.
- Use single-service articles whenever possible.
- Keep foods covered and protected from dust, dirt, insects, vermin and human cross contamination.
- Protect all food, including displayed food, from customer contamination (touching, coughing, sneezing, etc.).

- Minimize handling of foods before, during and after preparation.
- Do not store food directly in contact with ice used for beverages.
- Do not use swollen, leaking or damaged canned goods.
- Store all food products and equipment at least six inches off the ground.

Appendix IV – Special Event Site Inspection and Cleanup Agreement – Pre-Event

Pre-Event Inspection

It is the responsibility of the Event Organizer/Producer to ensure 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. The cost of cleanup services and repair of facility damage within the event site, including the road closure area as specified in the Special Event Permit, is the responsibility of the Event Organizer/Producer. Non-compliance may result in the event being shut down, forfeiture of the security deposit, additional fees charged, and/or forfeiture of participation in future events on City property.

Opa-locka Parks & Recreation Department personnel and the Event Organizer/Producer will conduct a site inspection prior to an event. Any areas of concern or damage will be noted with both parties signing the inspection sheet. At an agreed upon time, a closing site inspection will be conducted by Parks & Recreation Department personnel and the Event Organizer/Producer to identify any issues, concerns or damages, and to ensure the site is left in satisfactory condition.

Event Name: _____

Event Date: _____

Inspection Date: _____

Pre-Event Inspection

- ☐ Site Inspection Conducted by Parks & Recreation Department Personnel and the Event Organizer/Producer
- ☐ No Visible Signs of Damage to the Grass, Trees, or Grounds
- ☐ Facilities Clear of all Equipment, Swept, and Trash Cans Emptied
- ☐ Irrigation and Electrical Systems are Operational
- ☐ Equipment at the Facilities Operating Properly

Document Existing Areas of Concern or Damage:

Pre-Event Agreement – Site Inspection and Event Cleanup

I have read and understand the Special Event Site Inspection and Event Cleanup Agreement required for hosting an event in the City of Opa-locka. I agree to follow the Special Events Policy, to ensure any providers or vendors used also understand and follow these standards, and agree to leave the facilities in the condition required.

Signature – Event Organizer/Producer

Date

Signature – Parks & Recreation

Date

Appendix V – Special Event Site Inspection and Cleanup – Post-Event

Post-Event Inspection

- ┆ Site Inspection Conducted by Parks & Recreation Department Personnel and the Event Organizer/Producer
- ┆ No Visible Signs of Damage to the Grass, Trees, or Grounds
- ┆ Facilities Clear of all Equipment, Swept, and Trash Cans Emptied
- ┆ Document Areas of Concern or Existing Damage
- ┆ Irrigation and Electrical Systems are Operational with No Damage Resulting from Event
- ┆ Equipment at Facilities is Replaced and Orderly
- ┆ Document Areas of Concern or Damage Along with Remediation Plans
- ┆ All Vendors and Trash are Removed from the Site
- ┆ Areas Where Food was Prepared and Served Have Been Pressure Washed
- ┆ Portable Toilets Removed from Site Without Incident

Facilities Equipment Inventory

_____ Trash Cans
_____ Barricades
_____ Traffic Cones
_____ Signs

Approval is granted for you to provide your own cleanup services. It is your responsibility to ensure 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. The cost of cleanup services is the responsibility of the Event Organizer/Producer.

The area where food has been cooked, and any other areas deemed necessary by Parks & Recreation Department personnel, must be cleaned/pressure washed after the event. A cleanup inspection of the site, to include all rented facilities, landscape, hardscape, storm drains, streets, pavers, and grass, will be conducted by Parks & Recreation Department personnel within forty-eight (48) hours of the event.

Failure to follow this policy could result in forfeiture of the security deposit, additional fees charged for cleaning/pressure washing, and forfeiture of participation in future events on City property.

Areas of Concern or Damage:

To be Completed Within Forty-Eight Hours of Completion of Event

The City of Opa-locka and the Event Organizer/Producer agree to the post-event inspection results and any necessary remediation plans as noted in this report.

Signature – Event Organizer/Producer

Date

Signature – Parks & Recreation

Date