

The City of Dunedin Parks & Recreation Department is pleased that you have decided to host your event in our City. All of the following rules and guidelines apply to any special event hosted within the City of Dunedin. Persons and/or organizations who wish to conduct an event in the City of Dunedin must submit a completed application to the Dunedin Parks & Recreation Department by mail or fax to:

Dunedin Parks & Recreation Department
Administration Office - Events
1920 Pinehurst Road
Dunedin, Florida 34698
Fax: (727) 812-4547
Phone: (727) 812-4531

APPLICATION DEADLINES & LATE FEES

In order to properly review an event application, the City of Dunedin requires adequate time to determine if the event is feasible considering all logistics and details including the size and scope of the event, traffic and pedestrian safety, security, and any other related concerns. **Submission of an application does NOT guarantee approval. Do not publicize your event until approval has been confirmed.** If your event is approved, your confirmation will be in the form of an Event Agreement issued to the applicant.

In addition, the City of Dunedin reserves the right to deny an application that is not submitted by the deadline date. If a late application is accepted, and the event is approved, the applicant will be assessed a late fee (see page 5 for late fees).

Event Attendance	Application Deadline
Up to 299	1 month prior to proposed event date
300–599 or Existing Major Events without changes*	3 months prior to proposed event date
New Major Events or Existing Major Events with changes	5 months prior to proposed event date

****If there is a change in scope (number of days, extended hours, expanded footprint, activities, additional road closure) the review process is the same as a new major event and the application deadline is 5 months prior to the proposed event date.***

Major Events are defined as having any one of the following:

- 1) attendance of 600+
- 2) Significant Road Closure
- 3) Significant City Services (traffic, electrical, Sheriff's, etc.)
- 4) Large scale activity such as noise, alcohol and/or high impact to the community.

EVENT DEFINITION

An Event is defined as any activity that is outside of the normal operations of the facility and/or has an impact on the general public. Examples may include one or more of the following:

1. Requires that portions of a public facility be closed to the general public or the area is altered from its normal use.
2. Event requires one or more of the following: parking arrangements, traffic control, law enforcement, EMS, Fire Marshall, portable toilets, dumpsters, or City permits.

EVENT RULES AND GUIDELINES

Conducting an event in the City of Dunedin is a privilege. Failure to abide by the rules and guidelines below will result in event privileges being suspended.

1. **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 of alcohol at the event is subject to departmental approval. Event Promoter is responsible for abiding by all local, State and Federal liquor regulations, including the Division of Alcoholic Beverages & Tobacco (ABT).

- a. **Beer & Wine only:** The sale and distribution of distilled beverages, spirits or hard liquor is prohibited on City property. If permission is granted, the Event Promoter shall be limited to only non-alcoholic beverages, beer and wine sales and distribution within the event site.
 - b. **Liquor License:** Once event is approved, the Event Promoter must obtain a temporary liquor license permit, or an extension of the current liquor license, through the Planning & Development office. A copy of the liquor license must be provided in the name of the organization selling the product and submitted to the Parks & Recreation Department a minimum of thirty (30) days prior to the event. For more information, contact the Florida Department of Business & Professional Regulation at www.myflorida.com/dbpr.
 - c. **Insurance:** A certificate of liquor liability insurance in the amount of \$500,000 naming the City of Dunedin as additionally insured must also be provided. A copy of the insurance certificate must be submitted to the Parks & Recreation Department a minimum of thirty (30) days prior to the event.
 - d. **Wet Zone:** Any event selling or dispensing alcohol where alcohol consumption is normally prohibited may be required to establish an area commonly referred to as a "wet zone". All alcohol must be contained within this area, established by barricades or other approved fencing. It is the responsibility of the Event Promoter to ensure all alcohol stays within these confines. Alcohol can only be sold or provided to individuals 21 years or older. Wet Zone location and dimensions must be included on site map and approved by the Dunedin Fire Department.
2. **Calendar:** The City of Dunedin maintains an events calendar that details community events. The City of Dunedin reserves the right to determine the events and content listed on the events calendar. Other than City-produced events, only events of significant impact or great public interest, as deemed by the City, may be included on the calendar.
 3. **Cancellations/Refunds:** Event Promoter must notify the Dunedin Parks & Recreation Department in writing of any cancellations or rescheduling of the event. If Event Promoter cancels the event at least fourteen (14) days prior to the event, any payments made will be refunded, minus a \$40 administrative fee and any direct costs incurred by the City. If Event Promoter cancels less than fourteen (14) days prior to the event, the Event Promoter may receive a refund less 10% of the license fee, a \$40 administrative fee, and any direct costs incurred by the City.
 4. **Damages:** The event space is to be restored to the same condition as it was prior to the Event. Applicant will be responsible for the cost to repair any damages resulting from the event and/or attendees. All equipment and structures placed at the Event site must be removed by the end of the event. The City of Dunedin is not responsible for any items left at the event site.
 5. **Food Trucks:** All food trucks must be inspected by the Dunedin Fire Marshal prior to the event to ensure code compliance. If cooking inside the mobile unit, a commercial exhaust hood with UL300 compliant fire suppression system must be in place along with the proper type of fire extinguishers. Fire suppression system and fire extinguishers must have a current inspection and tag at the time of the event inspection.
 6. **Inclement Weather:** If the event is canceled due to inclement weather or other unsafe or hazardous conditions, the Event Promoter is responsible for notifying participants of the event cancellation. Event may be rescheduled pending availability. Any additional fees incurred to the City, such as labor, traffic control, or any other unforeseen costs will be invoiced by the City to the Event Promoter. If the event is canceled and not rescheduled, the Event Promoter may receive a full refund, minus a \$40 administrative fee plus any direct costs already incurred. The City reserves the right to cancel or suspend an event due to inclement weather, emergencies, or other unsafe or hazardous conditions.

7. **Insurance:** A certificate of general liability insurance in the amount of \$1,000,000.00 naming the City of Dunedin as an additional insured is required for all events. A copy of the certificate must be submitted a minimum of thirty (30) days prior to the event. If alcohol is permitted during the event, the certificate of insurance must include liquor liability in the amount of \$500,000.
8. **Logo:** The use of the City of Dunedin logos or any other reference to the City of Dunedin is strictly prohibited except where written permission has been granted. This permission will only be granted where the City of Dunedin is a sponsor of the event.
9. **Meetings:** The Event Promoter/organizer must attend a pre-event consultation, production meeting, and a post-event evaluation with City staff and other parties as necessary. Event Promoter is responsible for all event logistics before, during, and after the event including equipment, security, trash, traffic, etc.
10. **Monies Owed:** Any payments not submitted by the due date will be assessed a 2% late fee per week overdue. Should collection efforts be required to collect any sums due, the City will be entitled to interest at the highest legal rate and the City will be entitled to collection costs including attorney's fees.
11. **Noise:** All events must comply with the City of Dunedin noise ordinance unless a waiver is granted. The following is a brief summary of the noise restrictions. For complete restrictions, please visit www.DunedinGov.com and click on City Charter Ordinances.
 - a. The production of sound, including sounds from any amplifier, stereo or digital sound system that exceeds an A-weighted decibel of 65Db, measured at the property line of the complainant or which otherwise creates a nuisance.
 - b. In a public park or on other public lands, any sounds from any amplifier, stereo, or digital sound system that exceeds an A-weighted decibel threshold of 65Db, measured (1) at the property line of the complainant or (2) from a distance of 100 feet from the source of the sound, whichever is less or which otherwise creates a nuisance is unlawful.
 - c. Amplified sound, whether music or any other form of sound that may be heard outside the property line from which the amplified sound is generated after 11:00 p.m. until 7:00 a.m. any day of the week.
 - d. If a waiver is granted, the City and Pinellas County Sheriff's Office have the ability to regulate the level of and appropriateness of the amplified sound within the Event Site.
12. **Restrooms:** The Event Promoter may be required to provide portable restrooms depending on scope and size of the event. In general, one portable toilet will be required for every 250 people in attendance. One toilet must be ADA accessible for every 10 toilets in each location. Multi-day events will require daily cleaning service of portable restrooms. Portable restrooms may be placed one day prior to the Event, and must be removed from the site following the Event.
13. **Safety:** Safety Plan requirements will be determined by City staff, the Risk Management Division, the Pinellas County Sheriff's Office and the Dunedin Fire Department. Event Promoter may be required to hire off-duty law enforcement officers, lifeguards, medical personnel, etc. All events must designate a first-aid station. Event Promoter may also be required to make arrangements with the Pinellas County Sheriff's Office and/or the Dunedin Fire Department for providing a command center and/or a safety unit at the Promoter's expense.
 - a. **Pinellas County Sheriff Extra Duty Officers:** The Pinellas County Sheriff's Office (PCSO) is Dunedin's law enforcement agency. The Pinellas County Sheriff's Office provides a supplementary service to special events through uniformed extra duty officers.
 - b. **Number of Officers:** PCSO will determine if and how many extra duty officers are needed based on a number of planning variables including: the estimated number of attendees; the presence and availability of alcoholic beverages; event location; weather conditions; time of day during which the special event is conducted; the need for road closures or rerouting of vehicular or pedestrian traffic; and history of the particular event.

- c. **Contact information:** Once the event is approved, arrangements for extra-duty Sheriff's officers must be made directly with the Pinellas County Sheriff's Office. Please call (727) 582-6176 or (727) 582-6285.
14. **Selling:** Selling or offering for sale of any goods or services requires City approval. At all times, the City shall have the absolute right to disapprove the sale of any item that it deems inappropriate to be sold from City-owned property.
15. **Site Closure:** For safety concerns, the event site will temporarily close in the case of inclement weather, emergencies, or other unsafe or hazardous conditions, or should vehicle or event capacity reach maximum.
16. **Site Maps:** Site Maps should include: (as many pages as necessary, does not all need to be on one map)
- a. Barricade locations
 - b. Dumpster & Recycling collection location(s)
 - c. Electrical needs
 - d. Entertainment / Activities
 - e. Event equipment (stages, booths, scaffolding, trucks, etc.)
 - f. First aid / Medical stations
 - g. Portable restroom locations
 - h. Road and/or sidewalk closures
 - i. Seating arrangements
 - i. Indicate Locations
 - ii. Indicate Number at Each Location
 - iii. Indicate Type (Theater, Bleacher, Tables w/ Chairs, other)
 - j. Tent locations and sizes, etc.
 - k. Traffic flow, parking and shuttles
 - l. Vendor locations
17. **Tents:** All tents must be properly secured and anchored and made of flame-resistant materials in accordance with NFPA 701 Standard Method of Fire tests for Flame Propagation of Textiles and Films. The applicant must provide a copy of the flame-resistance rating. All tents larger than 10' x 10' require a Building (tent) permit. Once the event is approved, the Event Promoter can contact the Dunedin Planning and Development Department for the arrangement of a tent permit. Applications are available online at www.DunedinGov.com, Planning & Development, Applications & Forms, Tent/Event Permit, or call (727) 298-3210. Tent permit fees: \$40 (up to 10 tents); \$85 (more than 10 tents). Fees subject to changes without notice. Additional inspection fees may be required. See Attachment A for tent related fire codes.
18. **Traffic & Parking:** A traffic flow and parking plan is required. Please provide map and details of plan. Include shuttle services, pick-up and drop-off locations and a copy of the company's license and insurance. Also indicate parking areas for event personnel, volunteers, vendors, etc.
19. **Trash & Recycling:** The Event Promoter may be responsible for additional dumpsters, trash cans, and/or recycling containers depending on the size and scope of the event. Delivery of dumpsters and temporary recycling receptacles will be arranged with the Solid Waste Division. The Event Promoter will be responsible for placing recycling receptacles throughout the event site as recommended. If the Event Promoter currently receives non-residential City of Dunedin Solid Waste services, any trash collection charges will be billed to your existing account. All events will be encouraged to participate in the City of Dunedin recycling efforts, see Attachment B for recycling guidelines. For additional information, please contact the Solid Waste Division by calling (727) 298-3215.
20. **Vendors:** Event Promoter is responsible for obtaining a copy of all permits, licenses and insurance from each vendor, including inflatables (moonwalks), climbing walls, pony rides, food vendors, etc., and providing the same to the City of Dunedin. All vendors must provide own generator for electrical needs and approved tie-downs. Food vendors also subject to fire inspection and must adhere to all Health Department and Fire Department rules and regulations, including keeping walkways clear and electrical cords, hoses, etc. properly covered and secured.

EVENT FEES

All Events are subject to the following fees: License Fees, Direct Expenses (labor, parks staffing, traffic personnel, electricians, fire inspections, equipment, etc.), and any other miscellaneous expenses. All fees are to be paid in advance. A deposit will be required with the signed Event Agreement. The Event Agreement will outline a payment schedule with the final payment due at least thirty (30) days prior to the event.

Event License Fees* (per day)	Non Profit Entity	Private / For-Profit Entity		Late Fee (per week)
		without Road Closure	with Road Closure	
Attendance: Up to 149	\$150	\$150	\$650	\$25
Attendance: 150 – 299	\$150	\$300	\$800	\$25
Attendance: 300 – 599	\$150	\$500	\$1,000	\$25
Attendance: 600 - 999	\$150	\$750	\$1,250	\$25
Attendance: 1000 – 2,499	\$150	\$1,000	\$1,500	\$30
Attendance: 2,500 – 4,999	\$150	\$1,500	\$2,000	\$45
Attendance: 5,000 – 7,499	\$150	\$2,000	\$2,500	\$60
Attendance: 7,500 +	\$150	\$2,500	\$3,000	\$75
Set Up / Tear Down (outside of event days)	Daily rate up to \$500			

**Event License Fees are taxable. If organization is tax exempt and provides documentation, tax will not be charged.*

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Labor rates (per staff)	
City Staff (Parks, Recreation, Facilities, Traffic, etc.)	\$35 per hour
Fire Personnel	\$35 per hour
Fire Inspection (Fee included with tent permit when applicable.)	\$45 per hour
Pinellas County Sheriff Deputies (contracted separately)	Fee determined by PCSO

Dumpster rates	
2 yard container	\$55 each
4 yard container	\$75 each
6 yard container	\$95 each
8 yard container	\$115 each
10 yard open top roll off	\$235 each
20 yard open top roll off	\$335 each

**Event Promoters who have an existing account with Dunedin Solid Waste will be billed for expenses directly to their next statement.*

Dunedin Fire Department

Requirements for Tents with Seating and No Cooking

1. All tents will adhere to the Standard for Assembly Seating, Tents, and Membrane Structures per Florida Fire Prevention Code, NFPA 101-Chapter 11.10.
2. All tents will be permitted through the City.
3. All tents shall be made of flame-resistant materials in accordance with NFPA 701 Standard Method of Fire tests for Flam Propagation of Textiles and Films and have a copy of the flame-resistance rating attached to the permit application.
4. A seating area plan shall be submitted with the permit application.
5. An Occupant Load sign will be issued for posting in each tent after reviewing the seating area plan.
6. There must be a 44" clear aisle between chairs, benches, and tables.
7. Exit lights will be required for the two required Exits that are remotely located from each other.
8. Emergency battery lights will be required for the interior of each tent.
9. All electrical installations will be required to meet the National Electric Code, NFPA 70, of the Florida Fire Prevention Code.
10. Each tent will be required to have on hand in a visible and accessible area, at least two 2A10BC-classification fire extinguishers that have current inspection tags on them. More may be required by the Dunedin Fire Department. They must be hung on the tent poles near the exits so as to be obvious, per NFPA 10, of the Florida Fire Prevention Code.
11. Sidewalks shall be kept clear of storage at all times.

These may not be all of the requirements you will need to obey. Check with the City of Dunedin Building Department, the County Health Department and the State Division of Hotels and Restaurants.

Requirements for Tents with Cooking Areas and No Seating

1. All tents will adhere to the Standard for Assembly Seating, Tents, and Membrane Structures per Florida Fire Prevention Code, NFPA 101-Chapter 11.10.
2. All tents will be permitted through the City.
3. All tents shall be made of flame-resistant materials in accordance with NFPA 701 Standard Method of Fire tests for Flam Propagation of Textiles and Films and have a copy of the flame-resistance rating attached to the permit application.
4. All electrical installations will be required to meet the National Electric Code, NFPA 70, current edition.
5. All bottled gas installations will be required to meet the Standard for Storage and Handling for Liquefied Petroleum Gases, NFPA 58, NFPA 1, of the Florida Fire Prevention Code.
6. Each participant will be required to have on hand in a visible and accessible area, one 2A10BC-classification fire extinguisher per NFPA 10, of the Florida Fire Prevention Code.
7. Any participant who has a deep fat fryer in his/her area will also be required to have one a Class K classification fire extinguisher, per NFPA 10, of the Florida Fire Prevention Code.
8. All propane tanks must be outside of tent and secured in a stable position at the rear of the tent per NFPA 58, NFPA 1. of the Florida Fire Prevention Code.
9. The area behind the tents should be roped off so that the public has no access.
10. Sidewalks shall be kept clear of storage at all times.

These may not be all of the requirements you will need to obey. Check with the City of Dunedin Building Department, the County Health Department and the State Division of Hotels and Restaurants.

Office of Fire Department Administration

Phone: (727) 298-3102
Fax: (727) 298-3104
1042 Virginia Road
Dunedin, Florida 34698

Dunedin Solid Waste Division Solid Waste & Recycling Program

The City of Dunedin Solid Waste Division would like to help make your special event “greener.” Special events provide a great opportunity to recycle and are appreciated by both your guests and staff. The Dunedin Solid Waste Division may provide recycling carts available for event patrons to use during the event. An event staff person or volunteer should be assigned to trash and recycling duty.



Rolling Cart



- The City of Dunedin Solid Waste Division may provide temporary recycling carts for special events at no additional charge.
- We are able to recycle plastic bottles and/or aluminum cans only. We are unable to recycle plastic cups, Styrofoam, plastic forks or plates during events.
- The Event Promoter will be responsible for placing recycling carts throughout the event site and returning them back to a pre-described location after the event.
- **Recycling carts should be placed next to trash cans** – this is important. People will sort their items in the appropriate receptacles when the two containers are placed next to each other. Recycling carts left by themselves will likely become contaminated with garbage.
- The rolling carts will be provided by the Solid Waste Department and placed next to your garbage dumpster.
- Arrangements for recycling carts will be coordinated through the special event process and/or production meeting.
- Special events typically produce a lot of waste...which can lead to higher garbage bills. **Recycling can save you money** – the more bottles and cans recycled, the less charge for trash collection.
- Your guests notice and appreciate it – recycling is good PR!

Thank you for helping make our City “greener.”

To contact the Solid Waste Division, please call (727) 298-3215, ext 1324.

Office of Dunedin Solid Waste & Recycling

Phone: (727) 298-3215

Fax: (727) 298-3214

1070 Virginia Street

Dunedin, Florida 34698