

Council Communication

Date: December 13, 2007

Subject: Resolution Approving Islamorada Village Parks Special Events Policy

Background:

Since 2000 the Parks and Recreation Department has been responsible for conducting and assisting numerous special events at Islamorada Founders Park. These events range from Park sponsored special, recreational, or sports events to various types of beach and pool parties such as children's birthday parties. Also, large events (over 1,000 attendees) including fund raising events by local non-profit service agencies and groups are held at Islamorada Founders Park.

Since March 2005, at the direction of the Village Council, the Parks and Recreation Department has imposed a yearly limit of six (6) large events for fund raising sponsored by recognized local non-profit organizations. During FY 06-07, that limit of six such events was reached and an application in May for a seventh such event was subsequently denied. At that time, the Village Council requested that the Parks and Recreation Director formulate a new, comprehensive special events policy.

Analysis:

The balanced, well managed use of Village-owned Park has been a primary goal of Park management. The beauty, facilities, and layout of Village-owned Parks, particularly Founders Park, make for very desirable sites for all kinds of special events. With the addition of the TIB Amphitheater, the appeal of the Park for large events has been further enhanced. Therefore, the balance between special event uses of the Park with other standard park uses such as youth sports, walking, biking and running, for example, becomes even more tenuous and critical. A policy or framework for allowing a reasonable but controlled use of Village-owned Parks as events sites is necessary so that all types of parks uses can successfully coexist.

A Special Events Policy for Village-owned Parks has been drafted and addresses the following:

- I. Intent and Scope of Policy Rules
- II. Definitions of Village-owned Parks Special Events
- III. General Rules and Regulations for all Village-owned Parks Special Events
- IV. Large Special Events (1,000 or more attendees per day)
- V. Regular Special Events (under 1,000 attendees per day)
- VI. Fees

Village-owned Parks Special Events Policy

I. Intent and Scope of Policy

1. The purpose of this policy is to balance the special event uses of Village-owned Parks with other standard park uses such as youth sports, walking, biking and running. The policy allows for a reasonable but controlled use of Village-owned Parks as event sites and is intended to assist all types of Park uses to successfully coexist.
2. Rules and regulations included in this policy apply exclusively to Village-owned Parks. Events outside of Village-owned Parks are regulated by the Village's Temporary Use regulations in Chapter 30, Article V Div. 8 of the Village Code.
3. Islamorada Community Entertainment (I.C.E.) scheduled amphitheater events may not be covered under this Policy, but are regulated by the Agreement between the Islamorada, Village of Islands and I.C.E.

II. Definitions of Village-owned Parks Special Events

1. Large Special Event: An event planned for 1,000 or more attendees per day
2. Regular Special Event: An event planned for fewer than 1,000 attendees per day
3. Event categories including restrictions "per year" refer to the calendar year.

III. General Rules and Regulations for all Village-owned Park Events

1. Only Village of Islamorada based non-Profit 501(c) or other legally established Village of Islamorada non-profit groups may hold special events for over one hundred (100) attendees at Village-owned Parks. Other non-profit 501(c) organizations based in Monroe County may be considered on an individual basis.
2. A Special Event shall not exceed two (2) consecutive days. Unless special approval is given by the Village Manager or Designee.
3. Special Event applications must be submitted at least sixty (60) days in advance for special events planned for more than five hundred (500) attendees per day, at least

thirty (30) days in advance for special events planned for five hundred or fewer attendees per day.

4. Insurance and licenses shall be required as deemed necessary by the Village Manager or Village Manager's designee (i.e. alcohol liability insurance, alcohol-liquor license, special events insurance). The Village must be named as additional insured on all required liability insurance.
5. Fire/EMS Department personnel, Sheriff's Office personnel and additional Park Attendants may be required as deemed necessary by the Parks and Recreation Director. The cost of such personnel shall be borne by the event applicant.
6. Special conditions and arrangements relating to event logistics may be required by the Parks and Recreation Director and shall be included in writing in the special event application package to be signed by the event applicant.
7. All event signage must be approved by both the Parks and Recreation Director and the Planning and Development Services Department.
8. The Parks Rules and Regulations Policy shall apply to all special events.
9. All required fees, security deposits, insurance, authorizations, and other requirements associated with the special event and use of the facility shall be paid and/or completed at least 7 days prior to the date of the special event.
10. Upon completion of the event, the event applicant is responsible to ensure that the facility and adjacent areas are clear, orderly, and free of any obstructions or litter.
11. No physical alteration of any building, structure, facility or appurtenance thereof shall be made without prior written approval of the Village Manager or the Parks and Recreation Director.
12. Special events that are in non-compliance with applicable requirements or are in violation of the Park Rules and Regulations Policy may be terminated by the Village Manager or his/her designee. In such instances, no refund of fees or security deposits would be warranted or considered.

IV. Number of Large Special Events (over 1,000 attendees per day) allowed per fiscal year

1. The projected number of special event attendees shall be determined based on the history of the individual event or similar events and verifiable data available for consideration, and mutually agreed upon by Parks and Recreation Director and event applicant.
2. No more than eight (8) large special events shall be held per calendar year (January 1 through December 31). The scheduling of (8) special events shall be governed by the following:
 - a) Two (2) of the eight special events shall be reserved for (I.C.E.) scheduled amphitheater events.
 - b) No more than four (4) of the eight special events shall be planned for over 3,000 attendees per day.
 - c) At least three (3) of the eight special events shall be scheduled to occur between August 1 and December 31.
 - d) No more than five (5) of the eight special events shall be specifically scheduled between January 1 and July 31.

V. Number of Regular Special Events (under 1,000 attendees per day) allowed per fiscal year

1. I.C.E. scheduled Amphitheater events are not covered under this policy, but are regulated by the Agreement between the Islamorada, Village of Islands and I.C.E.
2. Special events planned for fewer than one hundred (100) attendees are governed by Park Rules, Regulations and Policies. The number of these events per year is not limited.
3. Special events planned for 100-500 attendees shall be limited to four (4) per year.
4. Special events planned for 501-1,000 attendees shall be limited to two (2) per year.
5. The Parks and Recreation Director shall have discretion for the approval of all special event dates, based upon potential conflict with other park events and/or programs and other factors as determined.

VI. Fees

1. Special events planned for up to 100 attendees are governed by the fee schedule established by the Park Rules and Regulations Policy.
2. Park gate fee for regular special events planned for 101-500 attendees: \$250 per day. (additional maintenance and administrative recovery fee may be required)
3. Park fee for regular special events planned for 501-1,000 attendees: \$650 per day. (\$400 gate fee and \$250 maintenance and administrative cost recovery fee)
4. Park fee for large special events: \$950 per day. (\$500 gate fee and \$450 maintenance and administrative cost recovery fee)
5. Additional facility rental may be required based upon the type and scope of the event as determined by Parks and Recreation Director. Facility rental fees are governed by the Park Rules, Regulations and Policies.
6. Depending on the nature of the event and/or past history of specific special events, the Parks and Recreation Director may, at his/her discretion, require additional deposit(s) to cover potential damages, incidental expenses or other potential costs related to the Event.
7. Fire/EMS Department personnel fees shall be determined by the Islamorada Fire Chief.
8. Sheriff's Office personnel fees shall be determined by the Monroe County Sheriff's Office.
9. Park Attendant fees shall be determined by the Parks and Recreation Director.
10. All special event fees and deposits must be paid to the Village at least seven (7) business days prior to the scheduled event if not covered by other sections of the policy (attachment A).

It should be noted that the TIB Amphitheater and its management by Islamorada Community Entertainment (I.C.E) maintains special exclusions from these limitations that are in accordance with the contractual agreement between the Village and I.C.E.

The proposed policy was initially reviewed at the July meeting and subsequently approved by the Parks and Recreation Citizen's Advisory Committee at its regular meeting on September 11, 2007.

Budget Impact:

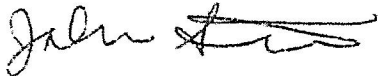
Fees as contained in Attachment A represent minor increases which are included to generate more complete cost recovery and small increases in Park revenues.

Staff Impact:

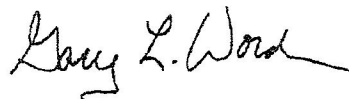
The Special Event Policy represents a level of staff support that is within current staff capability regarding planning and organization, set-up assistance, event supervision, and tear-down and clean-up. However, further increase in the number or scope of special events would be beyond staff's ability to support or control effectively.

Recommendation:

It is recommended that the Islamorada Village Council approve the new Islamorada Village Parks Special Events Policy as proposed by adopting the attached resolution (Attachment A).



DEPARTMENT



VILLAGE MANAGER