



Special Event Handbook

The following guidelines are meant to provide a basic overview of the requirements necessary for hosting a Special Event in the City of North Port.

A Special Event is defined as any event held in the city that is open and advertised to the public, or which could limit the normal use and access to an area by the general public, or which is deemed to have an impact on the city rights-of-way or could affect public safety, and which is less than two (2) weeks in duration. These events could be, but are not limited to:

Carnivals	Fairs	Flea Markets	Parades
Concerts	Festivals	Petting Zoos	Tent Sales
Expos	Fireworks Displays	Pony Rides	Tournaments

Neighborhood Development Services Zoning Requirements

Tents

- If tents are being used, indicate on the special event application how many and what sizes. If tents are larger than 10'x10' and enclosed on all sides, a tent permit is required. Tent contractors are to be registered with the City of North Port. Please contact 941-429-7023 for permit information.

Animals

- If live animals are part of the event, the animals shall be provided an adequate supply of water, and no animals shall be housed in structures that have inadequate ventilation and light. The handling of animals shall adhere to the federal and state animal controls. **Certificate of liability insurance for the animals shall be provided listing the City of North Port as additional insured**

Bounce Houses and/ or carnival rides

- If you are including bounce houses and or carnival rides as part of the event, **Liability Insurance w/City of North Port listed as certificate holder and additional Insured is required.**

Fire/Rescue Department Requirements

- A fire & life safety inspection may be required prior to the start of the event. Please call the Fire Marshal's office @ 941-240-8150 at least 24 hours prior to the scheduled start date/time to arrange for this inspection. A fee of \$75 is charged for each fire & life safety inspection. If the event is held on a Saturday or Sunday, please call no later than 3 pm Thursday afternoon to arrange this inspection.

Tents and/or Generators

- All tents greater than 10'x10' shall have a Flame Spread Certificate affixed, a copy of which shall be included with the Special Event Permit Application. (Identify location and size of all tents on site plan).

- The Placement of tents relative to other tents and structures shall be at the discretion of the Authority Having Jurisdiction, with consideration given to use, occupancy, openings, exposure, size of and other similar factors.
- Rows of chairs greater than six in a row must be fastened together.
- A visible and accessible fire extinguisher (2A10BC) with current certification is required in all areas.
- All electric wiring shall be placed so that no trip hazards exist.
- Generators shall not be fueled when running or hot.

Fireworks

The Fire Department MUST approve the Fireworks Permit before approval of Special Event.

Requirements for food

If food will be prepared, consumed and/or sold on the premises then the following information applies:

- If your organization is non-profit (Elks Club, Moose Lodge etc.), please contact the Department of Health at **941-861-3330**.
- If your organization is for profit, please contact the Department of Business and Professional Regulation at **850-487-1395**. The event organizer shall provide proof of licensure from the designated agency.
- There shall be no open flame cooking under tents or canopies. All open flame cooking shall be at least ten (10) feet away from tents, canopies and structures.
- Please check all connections on gas appliances for leaks before lighting.
- Any trailers, trucks or other vehicles using fryers, griddles or other appliances producing smoke and/or grease laden vapors shall be required to have an exhaust hood and suppression system, per the Florida Fire Prevention Code (NFPA 96.4.1.9). A "K" type fire extinguisher is also required.
- The fire extinguishers and the fire suppression system shall have current certification tags and the hood shall be professionally cleaned and tagged.
- Adherence to applicable provisions of the Florida Fire Prevention Code is required. Contact the Fire Prevention Division of North Port Fire Rescue @ 941-240-8150 **at least 15 days prior to the event for requirements and inspections**. A fee of \$75 is charged for each fire & life safety inspection. If the event is held on a Saturday or Sunday, please call no later than 3 pm Thursday afternoon to arrange this inspection.

Police Department Requirements

If upon Police review a detail is needed for the event, the cost is - \$38/per hour + Admin. Fee, per officer, minimum 3 hours.

If alcoholic beverages are to be sold or consumed on the premises, then Special Alcohol Permit is required and must be included with submission. **Special liquor liability insurance shall apply.**

You can obtain a special alcohol permit through the State Department of Alcohol, Beverages and Tobacco online at:

<http://www.myfloridalicense.com/dbpr/abt/forms/documents/onetwoorthreedaypermitapplicationpackage.pdf>

By Phone:

ABT Licensing District Office- Fort Myers:

4100 Center Point Drive, Suite 101 Fort Myers, FL 33916 P: 239-278-7195 F: 239-278-7061

Health Department

The use of portable restrooms and hand washing facilities may be required if the number of permanent facilities located on site are not sufficient or unavailable at the site of the event. This determination will be made upon review of the application by the Health Department. (Ref: Chapter 64E-6 FAC).

If portable toilets are required then a copy of the contract has to be submitted to the Health Department with a \$50.00 review fee, payment made directly to the Sarasota County Health Department. For more info call Customer Service at (941) 861-3310

Sarasota County Health Department
4000 South Tamiami Trail
Venice, FL 34293

A review fee of \$50 may be assessed from the Health Department. Payment must be sent directly to the Health Department if required.

Parks and Recreation

Please note that Community Events utilizing City of North Port Parks including the City Center “Front Green” and “Rear Courtyard” must first reserve the park desired. A rental agreement must be completed and rental fees shall apply. Contact the Parks and Recreation Division at 941-429-3555 for park availability and pricing.

Public Works Department

For City events only. If requesting barricades or cones, contact Public Works Dept. 941-240-8086.

Solid Waste Division

- Please contact the Solid Waste Division if your event will be generating solid waste and on-site containers are not available. Recycling is mandatory and recyclable materials must be separated from garbage. The Solid Waste Division provides garbage and recycling services. The City of North Port Solid Waste Division must pick up non-recyclable materials (garbage, trash) but allows for the outsourcing of recyclable materials. **Please call 941-240-8060 to coordinate solid waste services for your event.**

A Waste and Recycling plan must be included in your site plan or on a separate site plan.

Completed applications with all supporting documentation, site plans, insurance certificates etc. must be submitted in person to:

Neighborhood Development Services

4970 City Hall Boulevard
North Port, FL 34286

Phone: (941) 429-7098 Web www.cityofnorthport.com Fax: (941) 429-7164

E-mail: swillette@cityofnorthport.com or esklo@cityofnorthport.com



Let's Plan Something
Amazing!

