



CITY OF OCALA SPECIAL EVENT PERMITTING POLICY, RULES & REGULATIONS

Purpose and Applicability:

Ocala is a city that celebrates special events. We love our community and welcome events that showcase Ocala to our residents, but we also embrace those events that appeal to a broader regional participation. It is our goal to enhance the vitality, quality of life, and economic prosperity of Ocala through the support of special events in Ocala.

The purpose of this policy is to set rules and regulations related to Special Event permitting so the City of Ocala may operate in a more efficient and fiscally prudent manner. This policy provides guidance and clarification for Event Organizers wishing to host an event on public property. The City of Ocala provides multiple outdoor event venues, accommodating events of different sizes and impact which assists the community in maintaining a vibrant environment.

It is the City's intent that events will be located at the venue that is best suited to the size and infrastructure needed and that events will not adversely affect the workflow and current staffing levels in terms of both retention and/or the need to increase same. It is also the City's intent that the impact of events in the Central Business District will not adversely affect the business of downtown merchants or create an undue inconvenience for citizens who have cause to use the City's roadways in their day-to-day travel. This policy is not intended to create exceptions to procedures for event permitting provided for in the City's Code of Ordinances and City procedures related to same.

The City of Ocala defines a special event or "parade" as follows:

"Any parade, march, special event, ceremony, show, exhibition, rally, demonstration, pageant, competitive bicycling, running or walking events, walks or events for charities or other civic purposes, or procession of any kind, or any similar display or event that is designed to attract the attention of others for assembly in or upon any public street within the city limits or city owned or managed park as defined in Section 46-1, Downtown Square or other public place owned by the City."

Activities which require road closures, significant City services, charge admission, provide giveaways, provide bounces houses or inflatables, involve alcohol, solicit sponsorships or donations, or have a high impact on the community, are considered special events regardless of the number of participants. Examples of events include, but are not limited to, parades, festivals, processions, markets, concerts, fairs, bicycle/running events, etc.

A special event permit is not required for a gathering of less than 100 people at city parks for social events like birthday parties, sports team parties or like gatherings so long as such use does not require city services or interfere with other citizen's rights to access and use the park; however, these functions may require other permits as provided in Chapter 46 of the Code of Ordinances.

The permit process does NOT apply to the following:

- Funeral processions along public streets
- Students going to and from school classes or participation in school sponsored educational activities, providing such conduct is under the immediate direction and supervision of the proper school authorities.
- A government agency acting within the scope of its functions.
- Circuses, carnivals, and exhibitions subject to Chapter 10 Article II of the City of Ocala this code of ordinance.
- Special events held on private property in accordance with section 122-921 of the Code of Ordinances.
- Organized sports activities operated at city facilities designed and designated for that purpose and under the authorization of the recreation and parks director.
- (Some of these may require an Athletic Tournament permit)

A special event permit is required prior to conducting, and/or maintaining a community event in the City and the City will not incur any liability for expenses incurred for events that do not have a permit. All events must be conducted in accordance with the laws, ordinances, resolutions, rules and regulations of the City and other governmental authorities having jurisdiction. The applicant will be responsible for filing separately for county, state, and federal permits, if necessary.

Standards for Issuance

The Recreation and Parks Department may issue a permit if it is determined that the following criteria have been met:

1. The preparation for or the conduct of the proposed use, event, or activity will not adversely affect the City's ability to perform municipal functions or furnish City services in the vicinity of the permit area.
2. The proposed use, event, or activity is compatible with the surrounding area in consideration of anticipated noise, crowd and parking capacity, considering multiple impacts.
3. The proposed event is not aimed at inciting or producing imminent lawless action and is not likely to incite or produce such action.
4. City resources necessary to support the proposed activity are reasonably available.

SECTION 1: SPECIAL EVENT PERMIT APPLICATION, DEADLINES, AND FEES

The City of Ocala Special Event Permit Application has been designed to assist Event Organizers and serve as a guideline for the development of event plans that comply with local, state, and federal codes, laws, policies, and regulations governing activities associated with the production and management of special events.

As an event organizer it is your responsibility to assess the venue, environment, anticipated attendance, and event components of your proposed event to develop and implement management strategies that ensure the safety of your guests, citizens, and the surrounding environment affected by your event.

By applying for a special event permit, you and your representatives agree you have the sole responsibility to be knowledgeable about, fully understand, and to meet or exceed all local, state, and federal codes, laws, policies, and regulations associated with the proposed event and its related activities. Further, as a condition of the consideration of any application for a Special Event Permit from the City of Ocala, all applicants must certify that their event shall at all times remain compliant with Section 255.70, *Florida Statutes*, and Section 827.11, *Florida Statutes*, and shall not contain any adult live performance(s) as defined and prohibited by Section 827.11(1)(a), *Florida Statutes*.

Individuals and/or organizations who wish to conduct an event on City property must submit a completed Special Event Permit Application to the City of Ocala Recreation and Parks Department in person, by mail, or email to:

Ocala Recreation & Parks
 Attn: Special Services Event Permitting
 828 NE 8th Ave., Ocala, FL 34470
 (352) 368-5517
eventpermit@ocalafl.gov

Event Type	Event Definition	Application Deadline	Fee
Major*	250+ Participants	120 Days Prior	\$150
Minor	Less than 250 Participants	90 Days Prior	\$50

Events that have road closures or alcohol consumption are considered Major Events regardless of the number of participants. Late applications will be subject to late fees as outlined below.

Event Type	Late Submission	Application Deadline	Late Fee
Major	Less than 60 Days Prior	120 Days Prior	\$300
Minor	Less than 45 Days Prior	90 Days Prior	\$200

SECTION 2: SPECIAL EVENT PERMIT APPLICATION TIMELINE

Applications will be reviewed within 10 business days, allowing that the applicant has fully completed the application and included all required documentation. The below items must be received to process the application:

- Completed application (Incomplete applications will be rejected)
- Site plan (Application **MUST** include a Draft Site Plan)
- \$50 non-refundable deposit
- Copy of 501(c)3 certificate (if applicable)

TIMELINE

120 Days to 1 Year in Advance:

- Submit Special Event Permit Application with all required documents.
- Staff will complete a preliminary review of your application within 10 business days.
- Upon approval of your application, staff will provide information for the next steps of the process including additional paperwork required to issue a permit.
- For Major Events – staff will set a meeting to review your event.
- Any changes to your application must be submitted in writing to eventpermit@ocalafl.gov

60 Days in Advance

- Submit additional applications as applicable:
 - Alcohol permit - Growth Management
 - Tent permit - Growth Management
 - Road closure permit - Traffic Engineering

30 Days in Advance

- Submit all permitting and support service fees.
- Completed Certificate of Insurance due.
- Final site layout and vendor list due.
- If necessary, staff will complete a site walk-through with Event Organizer.
- Any changes to the event support services needed inside of 30 days is subject to staff availability.

7 Days in Advance

- Final Special Event Permit is issued.

SECTION 3: EVENT RULES & REGULATIONS

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

APPROVAL OF EVENT: Completed applications will be reviewed within 10 business days of receipt. During the review process, multiple City departments will assess the needs for any additional permits or approvals as applicable. This may include but is not limited to alcohol license and liability, road closure permits, tent permits, vendor licenses and liability. Each City department representative is responsible for establishing the guidelines and requirements for each event relevant to department operations. Guidelines and requirements should be reviewed on an annual basis and revised accordingly.

FEE CHARGES: Payment of all charges shall be made to the City of Ocala. Applicants shall be charged for all City services deemed necessary as well as permitting fees. Upon receiving confirmation of approval from the City, the applicant will remit the required estimated fees for City services thirty (30) days prior to event setup day. All fees must be received to issue a final permit. Applicant's copy of permit(s) and approved application must be always at the event.

CITY EQUIPMENT: Shall not be loaned nor leased for public indoor or outdoor use, unless the equipment is part of the City facility being requested and is to be used according to its intended purposes.

LIMITATIONS: The following parameters will be utilized when reviewing event applications. These guidelines are in place to limit the number and type of events per month in an effort to provide a diverse range of event offerings for the community and to adequately provide City support services. These numbers include City organized, partnered and/or sponsored events; exceptions may be approved at the discretion of the Recreation and Park Director.

1. Limit fifteen (15) total permitted events per month
2. Limit to one (1) running/walking event per month
3. Not to exceed two (2) major events per weekend
4. Not to exceed one (1) minor event and one (1) major event per day
5. Limit to one (1) athletic tournament per month
6. Limit an organization to four (4) events per calendar year

CAPACITY AND VENUE SPECIFICATIONS: The City has the right to deny the use of a site because of capacity standards. The four venues below have been designated as City of Ocala special event venues, with the ability to accommodate a range of events. In addition, these venues have power to support vendors to some degree. Hosting an event at another City park may be considered and will be reviewed on a case-by-case basis.

1. **Downtown Square** – 1 SE Broadway Ave.
Maximum Capacity: 1,000

This venue can reasonably accommodate up to 40 non-food vendors. Food trucks are not permitted and there are no public restrooms available. A maximum of four (4) portable toilets are allowed for this venue. This venue has a built-in stage with power to provide for a variety of entertainment.

2. Citizens' Circle – 151 Osceola A.ve

Maximum Capacity: 3,000

This venue can reasonably accommodate up to 60 non-food vendors. Up to six (6) food trucks can be accommodated. Additional vendors may be accommodated by utilizing the extension of premise by the Citizen Service Center (subject to availability). Six (6) restrooms are available to accommodate up to 1,500 people. Attendance exceeding this amount will require additional portable toilets. This venue has a built-in stage with power to provide for a variety of entertainment.

3. Tuscawilla Art Park – 213 NE Fifth St.

Maximum Capacity: 2,000

This venue can reasonably accommodate up to 30 non-food vendors. Up to three (3) food trucks could potentially be accommodated. Two (2) restrooms are available to accommodate up to 500 people. Attendance exceeding this amount will require additional portable toilets. This venue has a small stage with sun covering and power to provide for a variety of entertainment.

4. Webb Field at MLK Recreation Complex - 1501 W Silver Springs Blvd.

Maximum Capacity: 5,000

This venue can reasonably accommodate up to 60 non-food vendors. Up to ten (10) food trucks can be accommodated. Six (6) restrooms are available to accommodate up to 1,500 people. Attendance exceeding this amount will require additional portable toilets. This venue does not have a stage, however a portable stage is available upon request. Ample power is available to provide for a variety of entertainment.

ADDITIONAL VENUE REGULATIONS: Bleachers are not permitted on Citizens' Circle, the Downtown Square or Tuscawilla Art Park. Events taking place in parks that utilize rentable facilities may be charged the rental fee for that facility. To mitigate tripping hazards, all exposed cords must covered. All infrastructure set-up and break-down must occur during the designated event set-up and break-down times requested and approved on the final permit. It is the Event Organizer's responsibility to ensure that their contract providers are aware of these time frames. No set up and break-down is permitted outside of these time frames except as expressly permitted on the final permit.

VEHICLES: Moving vehicles are not allowed in a closed venue except when approved as part of a parade or other entertainment feature associated with your event. Vehicles, including golf carts, are not permitted in City parks. Special permission may be given for display vehicles If a stationary vehicle is part of your event plans, the keys must be removed from the vehicle and kept by the Primary Contact until the event is over and it is

safe to drive in the venue area. This requirement includes electric carts, segways, and other vehicles that may be used to provide supplies and services within your venue. Exceptions to the use of vehicles in a venue may be granted by an authorized city representative for public safety purposes. You must indicate the presence of parked cars within your venue as part of your permit application. Set up must be by hand truck from vehicles parked in nearby parking facilities. It is the Event Organizer's responsibility to ensure that their contractors involved in set-up, equipment delivery, production, etc. are aware of this in advance.

CANCELLATION: Event Organizer must notify the City of Ocala Recreation and Parks Department in writing of any cancellations or rescheduling of the event. If Event Organizer cancels the event at least fourteen (14) days prior to the event, any payments made will be refunded, minus a \$50 administrative fee and any direct costs incurred by the City. If Event Organizer cancels less than fourteen (14) days prior to the event, the Event Organizer may receive a refund less 10% of the permit fee, a \$50 administrative fee, and any direct costs incurred by the City.

INCLEMENT WEATHER: If the event is canceled and not rescheduled, the Event Organizer may receive a full refund, minus a \$50 administrative fee plus any direct costs already incurred. 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 Organizer. The City reserves the right to cancel or suspend an event due to inclement weather, emergencies, or other unsafe or hazardous conditions.

TERMINATION OF EVENT: Applicant understands that at any time during the event, the Recreation and Parks Director, Chief of Police and/or Fire Chief or their representative, may order termination of the special event if it is in violation of any law or ordinance, or if it endangers any person, participant or spectator, or if it threatens the peace and dignity of the community, or if it creates unmanageable problems for public safety officials whereby the proper execution of their duties are endangered.

PRE-EVENT MEETINGS: The Event Organizer may be asked to attend a pre-event consultation, production meeting, and a post-event evaluation with City staff and other parties as necessary. Event Organizer is responsible for all event logistics before, during, and after the event including equipment, security, trash, traffic, etc. Prior to the issuance of a final permit, a final walk-through or meeting will occur to assure all public service needs will be met. The applicant agrees to be present for a pre-event site inspection, and if needed, a post-event site inspection.

STAFFING: The City of Ocala reserves the right to determine staffing required for each event, depending on the circumstances of the event. Events with alcohol or food vendors are subject to a mandatory minimum of two events staff for the duration of the event. The Ocala Police Department may mandate officers on-site depending on the nature of the event. The Event Organizer is responsible for all associated labors costs.

SITE PLAN/VENUE AREA: Applications must include a draft site plan. Applications will not be accepted without a legible site plan. Site plans shall include the entire venue area and include: barricade locations, dumpster & recycling collection location(s), electrical needs, entertainment/activities, event equipment (stages, booths, scaffolding, trucks, etc.), first aid/medical stations, restroom locations (permanent or portable), road and/or sidewalk closures, seating arrangements, tent locations and sizes, etc., traffic flow, parking and shuttles, vendor locations, alcohol distribution areas & controlled zones. Applicants may attach as many pages as necessary, the site plan/venue area does not all need to be on one map.

To ensure appropriate review of your event plans, your primary site plan or route map should be computer-generated using scaled drawings and measurements to depict the components of your event. Site plans, route maps and supporting drawings/diagrams should be submitted in PDF format and in an 8 ½" x 11" or 11" x 17" standard format. There are many online mapping sites that provide basic mapping capabilities. If you utilize one of these mapping sites, you must use the 'plain', 'road', or 'parcel' view as the base to create your map. It is important that reviewing authorities can clearly see the scaled dimensions, locations and activities proposed on your map.

When a road closure is permitted, the following guidelines should be followed when planning placement of vendors and overall event layout:

1. The event coordinator must provide the City with their event layout no later than 60 calendar days in advance of the event so that City staff has adequate time to review the layout and work through any issues with the event coordinator.
2. No vendors will be permitted in front of a restaurant outdoor eating area unless the event coordinator provides the City with written authorization from the restaurant owner/manager waiving this requirement.
3. No food vendors shall be permitted to sell in a location nearby a downtown restaurant in direct competition with that restaurant. That is not to say that a food vendor won't be allowed by a restaurant, but that immediately obvious conflicts will be avoided (i.e., putting an ice cream vendor right outside of an ice cream shop.)
4. Vendor setup shall allow for an ingress/egress of at least three feet wide to each merchant's doorway.
5. Vendors shall not be permitted to block sidewalks either with their tents or with other items stacked in the sidewalk. Vendors shall be required to keep their operation within their allotted space.
6. On-site event layout shall be monitored by City staff the day of the event to ensure any conflicts are resolved prior to the event starting.

PORTABLE RESTROOMS: The Event Organizer may be required to provide portable restrooms depending on scope and size of the event at their expense. Multi-day events will require daily cleaning service of portable restrooms. Said facilities shall be removed no later than 24 hours after the conclusion of the event. Rental fees are the sole responsibility of the applicant. The Ocala Code of Ordinances requires one (1) chemical or portable toilet for every 250 people. Existing restrooms at each event site may be

factored before determining the total number of portable restrooms needed to support the event.

RESTROOM ACCESSIBILITY: Ten percent (10%) of restroom facilities must meet local, state, and federal accessibility requirements. No less than one (1) accessible restroom should be placed in each location designated for restrooms facilities and located on a level area not to exceed a 2% cross-slope in any direction. If a single restroom unit is placed in a location, it must be accessible. An accessible route to each portable restroom must be provided.

TRASH, RECYCLING & CLEAN UP: The Event Organizer shall pay and be responsible for additional dumpsters, trashcans, 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 Public Works Department. Unless your event uses the City logistics team to manage trash at your event, it is the Event Organizer's responsibility to empty all trash receptacles into the proper dumpsters even if using City provided trash receptacles. Any events with food vendors or food trucks are required to have a dumpster on-site provided by the Public Works Department. The Event Organizer is responsible for all fees associated with usage of trash cans, recycling containers, and dumpsters; and shall be billed for any additional special maintenance services required for the event.

PROHIBITED ITEMS: To maintain the preservation of City parks and reduce the quantity of trash produced, the following items are prohibited for use at special events on City property: glass, balloons, confetti, candles, hot wax/crayons, and polystyrene foam. It is the Event Organizer's responsibility to ensure their vendors comply with these restrictions.

DAMAGES: The event space is to be restored to the same condition as it was prior to the Event. The 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 Ocala is not responsible for any items left at the event site.

TENTS: Any tent, 10' x 12' or larger must have a fire-retardant certificate, obtain a Tent Permit through the Growth Management Department and may be subject to inspection by the Fire Department. Tent Permit Applications must be made no less than thirty (30) business days prior to set-up. Food vendor tents that cook must have 10 feet of separation between tents. All tents must be properly weighted in accordance with City specifications. No staking is permitted on City property. Each exhibitor location should indicate the size tent to be used on the final map and vendor list.

ADVERTISING: No advertising or distribution of flyers, brochures, posters, etc. regarding the event is to take place until the date(s) and time(s) have been approved in writing by the City. External entities that would like to use the city's names, symbols, or logos, or that

would like to demonstrate an affiliation with the city, may do so by submitting a request on the city's website.

SIGNS & BANNERS: For banners over streets, a banner permit must be submitted to the Public Works Department. The Public Works Department will verify if the requested dates are available. Promotional and/or directional signage is permitted at the location of the event at the perimeter of the event location only and on the date of the event. These signs must be removed immediately upon conclusion of the event. Signs must be no larger than 20 inches x 30 inches. No signs can be placed in medians or between any sidewalk and street. All signs must be on the park side of any sidewalk or right-of-way. No digging allowed. Any variance to this must be pre-approved in writing by the Recreation and Parks Director. Promotional and/or Directional Event Signage to be placed in advance of an event must be in accordance with City Code Section 110-6.

VENDORS: Event Organizer is responsible for obtaining a copy of all permits, licenses, and insurance from each vendor, including inflatables, climbing walls, pony rides, carnival rides, food vendors, etc.

FOOD TRUCKS/FOOD VENDORS: Food vending is subject to inspection by the Department of Business and Professional Regulations, Division of Hotels and Restaurants (DBPR). Event coordinators are responsible for notifying DBPR that they intend to conduct an event with food vendors. Vendors may also be inspected by the Ocala Fire Department prior to the event to ensure code compliance. A list of food vendors and/or food trucks must be submitted thirty (30) days prior to the event from the applicant to satisfy the guidelines of the Health, Growth, and Fire Departments.

WASTE DISPOSAL: All waste material generated by food trucks and/or food vendors, including, but not limited to, wastewater, fats, oils, and grease must be contained within the vending area, and be disposed of properly. Wastewater, fats, oils, and/or grease may not be drained on the ground, into dumpsters, into sanitary sewers or into storm water inlets.

ALCOHOL. The consumption or sales of alcoholic beverages events, including ticketed events with free samples, requires both City and State approval. Any event may be subject to City Council Resolution and may take up to six (6) weeks for approval. Event Organizer must obtain an approval for a temporary liquor license permit, or an extension of the current liquor license, through the Growth Management Department and is required to obtain the appropriate license through the State Division of Alcoholic Beverages & Tobacco (ABT). Event Organizers should submit an application to the Growth Management Department no later than sixty (60) days prior to their event. A copy of the approved licenses and permits shall be submitted to the Recreation and Parks Department a minimum of thirty (30) days prior to the event. These must be received in order to issue a Special Event Permit.

STREET CLOSURES: Any proposed event that involves closure of a major or minor arterial roadway or a collector roadway must receive approval from the Traffic Engineer Department. Road closure applications must be submitted sixty (60) days prior to event. Applicant requesting street closure shall be responsible for all costs of traffic notification signs and barricades.

The City of Ocala requires that notices/fliers be mailed, or hand delivered two (2) weeks prior to your event to all entities directly impacted by your event and its associated activities. This notice should include, but not be limited to, the date(s), day(s), time(s), location(s) and types of activities taking place during your event. The notice must also give detour or alternate route information if regular access is affected or if transportation systems are impacted. The notice also must include a phone number where members of the public can contact an event representative with the authority to address issues or concerns prior to the event and throughout the event time frame including set-up and dismantle. Complete documentation of this effort must be available to city representatives upon request.

Criteria for Road Closures within the Central Business District:

1. The City will not approve the closure of roads to enlarge event spaces to the extent that the event could otherwise be accommodated at one of the other venues without road closures. When evaluating the suitability of a venue, the City will consider the size, time/day of the event, power, and other infrastructure needs, as well as impact on City resources to support the event at the requested venue.
2. There will be no more than one event related road closures in any month, except as provided below for traditional events already established in downtown Ocala.
3. The following events are traditional events that will be automatically approved as one of the approved road closures in the month listed.
 - a. MLK March – January | Monday Morning
 - b. Ocala Art Festival – October | Friday, Saturday, Sunday
 - c. Light Up Ocala – November | Saturday
4. Exceptions:
 - a. The north access road at the square
 - b. Rolling roadblocks
 - c. An “extension of premise” event conducted by a Central Business District merchant, and which is immediately adjacent to their business.

SAFETY: Safety Plan requirements will be determined by City staff, the Risk Management Division, the Ocala Police Department, and the Ocala Fire Department. Event Organizer may be required to hire off-duty law enforcement officers, medical personnel, etc.

- a. **Extra Duty Officers:** The Ocala Police Department (OPD) is Ocala’s law enforcement agency. OPD provides a supplementary service to special events through uniformed extra duty officers at the expense of the Event Organizer. OPD may authorize Event Organizer to use non-OPD security.
- b. **Number of Officers:** OPD 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 or similar event(s).

- c. **Contact Information:** Prior to the event being approved, arrangements for extra-duty officers must be made directly with the Ocala Police Department.
- d. **Security firms:** May be utilized with the approval from the Ocala Police Department

LIGHTING SPECIAL EFFECTS: Use of special lighting and lasers will require additional permitting and safety requirements from the Ocala Fire-Rescue Department. The International Fire Code as amended by the State of Florida and City of Ocala mandates specific cut-off levels for the safe use of laser lights. Under certain conditions, these items are prohibited or limited.

PYROTECHNICS/FLAME EFFECTS: All activities associated with the use of pyrotechnics and open flames must be reviewed and approved by the Ocala Fire-Rescue Department in compliance with the International Fire Code as amended by the State of Florida and City of Ocala. Examples of pyrotechnic activities include indoor and outdoor fireworks, lasers, model rocket launches and special effects using pyrotechnical devices. A flame effect is the combustion of flammable solids, liquids, or gases to produce thermal, physical, visual, or audible phenomena before an audience. Some examples include hand-held burning torches, flaming batons, flame acts, fire walking, and flaming sword dancers. A permit and full demonstration to the Fire Marshal prior to your event date will be required. As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

ANIMALS: The City of Ocala regulates the use of animals at events. All animals are to be treated in a humane manner and provided proper care and attention at all times. Hand sanitizing/washing stations are required for all employees working with animals at an event and must be made available to attendees in instances where animals may be handled by the public. Animals kept overnight are subject to additional regulations and approval.

DISCRIMINATION: Special events shall not discriminate against participants or observers as to race, color, religion, sex, national origin, age, handicap, sexual orientation, marital or veteran status.

POST EVENT REPORT: Applicant further understands that records shall be kept of all special events and that repeated request for approval of special events shall be determined by previous performance history according to records on file as well as existing ordinances, policies, rules, and procedures. Following the event, the applicant may be requested to have a post event meeting scheduled with the City's event staff to discuss the details which

would become the post event report. For any additional expenses that may have been incurred by request or forfeiture of applicant's responsibilities, the applicant shall be responsible to pay any additional charges within thirty (30) days after the event.

INSURANCE: The Event Organizer shall be responsible for providing the City of Ocala an appropriate certificate of insurance. The City reserves the right to change these limits of insurance. Risk Management for the City will make the final determination that the required insurance limits are met. The Event Organizer must provide a certificate of General Liability Insurance listing the City of Ocala as additionally insured and must be submitted thirty (30) days prior to event setup day.