

CITY OF TALLAHASSEE

City Commission Policy 106 – Closure of Adams Street/Gallie Alley and Other Downtown Streets, Food Vendor Permits on City Property, and Outdoor Food Service in the Downtown Area

- Part I: General Provisions
- Part II: Closure and Use of Adams Street/Gallie Alley and/or Other Downtown Streets
- Part III: Mobile Food Vehicle Vendors and Food Vendor Cart Permits on City Property and Rights-of-Way
- Part IV: Permits for Outdoor Food Service at Licensed Downtown Restaurants

DEPARTMENT: City Manager

DATE ADOPTED: May 13, 1992

DATE OF LAST

REVISION: December 10, 2008; August 26, 2009;
March 9, 2011; March 30, 2011

PART I: GENERAL PROVISIONS

106.01 Authority: City Commission; Article III, Street Vendors, Chapter 5, Tallahassee Code of General Ordinances.

106.02 Administration:

- A. Part I: The City Manager, each City department, and the Downtown Improvement Authority shall have the duties and responsibilities as set forth in the various parts of this policy.

B. Part II: The City of Tallahassee Parks, Recreation and Neighborhood Affairs Department (Parks and Recreation Department) is responsible for coordinating the review of all applications, including review by the Executive Director of the Downtown Improvement Authority for consistency of the application with the goals and objectives of the Downtown Improvement Authority, and approval of permits for the use of Adams Street Commons, Adams Street, Gallie Alley, and/or other Downtown Streets under Part II of this policy. No application submitted under Part II of this policy shall be approved without the consent of the Executive Director of the Downtown Improvement Authority.

C. Part III: The Parks, Recreation and Neighborhood Affairs Department is responsible for the review of all applications and approval of permits for the location of mobile food vehicles and food vendor carts in the areas listed in Section 106.112, as authorized under Part III of this policy.

D. Part IV: The Downtown Improvement Authority will receive all applications for permits for outdoor food service operations at licensed restaurants and, upon a determination that each application will promote the goals and objectives of the Downtown Improvement Authority, forward it to the City of Tallahassee Property Management Division for technical review and approval under Part IV of this policy.

106.03 Revocation of Permits: Pursuant to Section 5-80, Tallahassee Code of General Ordinances, the City Manager may revoke any permit issued under this policy, and if applicable, cancel a lease agreement, if the permittee's

operation is determined not to be in the public's best interest; if the permittee provided false or incorrect information in the application; if the permittee fails to pay any fees required by this policy; or if the permittee fails to comply with the applicable requirements of this policy or lease agreement. The City Manager shall provide reasonable advance notice of the revocation of the permit unless he/she determines there is imminent danger to the public health, safety, welfare, or property in which case the revocation may be without notice. An imminent danger includes, but is not limited to, any situation in which it is determined that the vendor has failed to meet the State of Florida Department of Health's minimum standards for sanitation and food service or any situation in which a mobile food vehicle or food vendor cart is creating a traffic hazard. Any permittee whose permit is revoked under this paragraph shall have the right to file a written appeal with the City Manager within 10 calendar days after the notice of revocation is issued.

106.04 Definitions:

Adams Street: The segment of Adams Street, from building wall to building wall, between Pensacola Street and Tennessee Street.

Adams Street Commons: The segment of Adams Street, from building wall to building wall, between College Avenue and Jefferson Street, including City Hall Plaza areas.

City Manager: The City Manager of the City of Tallahassee, or his/her designee.

City Parks and/or Playgrounds: Selected parks, playgrounds, swimming pools, and/or other active recreational areas managed by the City's Parks, Recreation and Neighborhood Affairs Department that have been approved by the City Manager to permit mobile food vehicles and food vendor carts.

Downtown Streets: Any street within the jurisdiction of the Downtown Improvement Authority.

Food Vendor Carts: A food vendor cart is a cart that can be pulled or pushed down a sidewalk, street, highway or waterway, on which food is prepared, processed or converted or is used in selling and dispensing food to the ultimate consumer. Typically, the operator of such cart stands on the ground.

Gallie Alley: The segment of the alley courtyard from building wall to building wall within the block bounded by Jefferson Street, Adams Street, College Avenue and Monroe Street, except any segments privately owned.

Mobile Food Vehicles: Mobile food vehicles are self-contained commercial trucks, trailers, or other vehicles that can be moved to new locations, in which ready-to-eat food is cooked, wrapped, packaged, processed, or portioned for service, sale or distribution; owned and operated by the owner or agent of a properly licensed food establishment; and not used for personal or residential purposes.

Outdoor Food Service with Table Placement Only: This term applies to any licensed indoor restaurant that desires to use adjacent sidewalks on downtown streets or Kleman Plaza areas for outdoor food service with tables only with no waiter/waitress service to the area.

Outdoor Food Service For Table Placement With Table Service: This term applies to any licensed indoor restaurant that desires to use adjacent sidewalks on downtown streets or Kleman Plaza areas for outdoor food service with table service involving waiter/waitress service to the area.

Special Events: Any private or public event that requires an application to reserve the facility and involves services from one or more City department.

West Jefferson Street: The segment of Jefferson Street, from building wall to building wall, between Adams Street and Duval Street.

106.05 Permits: Any permits issued under Parts II and III of this policy will be issued on a first come, first serve basis.

106.06 Americans with Disabilities Act: Applicants under all parts of this policy shall comply with the Americans with Disabilities Act and shall complete the form attached to this policy as Attachment 1 for each permit issued.

106.07 Insurance: The City Manager, Downtown Improvement Authority, or Director of Parks, Recreation and Neighborhood Affairs may require proof of insurance from any applicant under all parts of this policy. The amount of

insurance liability will be determined by the regulating entity, but may have a minimum limit of \$1 million general liability to protect the City, naming the City as an additional insured as a condition of permit approval. If alcohol is sold, served, or consumed as a part of the event or permit, the insurance policy shall be endorsed for liquor liability.

**PART II: CLOSURE AND USE OF ADAMS STREET/GALLIE ALLEY
AND OTHER DOWNTOWN STREETS**

106.08 Scope and Applicability: Part II shall apply to all individuals, organizations and governmental units requesting the closure and/or use of Adams Street / Gallie Alley area or other Downtown Streets for activities of a general public purpose.

106.09 Policy Statement: It is the intent of the City of Tallahassee to regulate the use of Adams Street / Gallie Alley area and other Downtown Streets for Special Events through the issuance of special use permits and the establishment of policies and procedures.

106.10 Criteria for Usage: Adams Street / Gallie Alley or other Downtown Streets may be used for any general public purpose and food vendor carts, permitted as provided herein in Part III, as long as the public purpose is compatible with the existing physical facilities and does not interfere with the health, safety, and welfare of the public. Permits for use will be issued only for events/activities that are open to the general public.

106.11 Procedures for Closure and Use of Adams Street, Gallie Alley, and/or Other Downtown Streets:

A. Requests for Usage for Activities: A written application on forms approved by the City Manager must be submitted to the Director of the Parks and Recreation Department at least three weeks in advance of the requested date(s) for usage. The application(s) will be processed in the manner used by the Parks and Recreation Department for Special Events, and will be generally in the form(s) attached hereto as set forth below:

1. Attachment 2, a Park Permit Application;
2. Attachment 3, a Special Events Application;
3. Attachment 4, an Alcohol Permit Application (for events involving sale or service of alcohol); and
4. Attachment 5, a Tallahassee Police Department Special Event (Street Closure) Application.

The Park Permit Application shall be accompanied by a \$250 fee payable to the Downtown Improvement Authority; however, an application submitted by the owner or lessee of real property within the jurisdiction of the Downtown Improvement Authority shall be exempt from the \$250 fee. Additional fees may apply for processing the application forms attached hereto; information on additional fees may be obtained from the Parks, Recreation and Neighborhood Affairs Department. The attached forms may be amended from time to time without revision to this policy.

B. Applicant Responsibilities and Usage Stipulation:

1. The applicant shall be responsible for the cleanup of the area after use.
2. The applicant and any sponsor, vendor, or user must fully cooperate at all times with the Police, other law enforcement officials, and any other City department involved in the event.
3. The area of usage will be determined at the time the permit is issued. The City, however, reserves the right to limit or restrict the area of usage further if the public health, safety, or welfare requires additional limitation or restriction.
4. The City reserves the right to assess charges for excessive maintenance, cleanup, and/or damages to the area utilized.
5. The City reserves the right to limit the length of time the area may be used.

C. Closure of Adams Street/Gallie Alley or Other Downtown Streets:

1. Any application for closure of Adams Street, Gallie Alley, or other downtown street shall be forwarded by the Parks and Recreation Department to the Executive Director of the Downtown Improvement Authority for review and recommendation. As part of his/her review, the Executive Director of the Downtown Improvement

Authority shall send notice of the application including the dates, times, and streets affected by the proposed closure to the President of the Downtown Merchants Business Association; the Tallahassee Chamber of Commerce; any property owner, business, governmental entity, or agency on or within 100 feet of a street proposed to be closed for a Special Event; and to any other property owner or tenant within the jurisdiction of the Downtown Improvement Authority that has requested notice of such closures. The Downtown Improvement Authority shall allow up to five (5) calendar days after delivery of the notice for the recipient to provide written comments to the Downtown Improvement Authority. The Executive Director of the Downtown Improvement Authority will consider the comments in sending his/her recommendation on the application to the Parks and Recreation Department.

2. Upon receipt of a recommendation from the Downtown Improvement Authority that the application is consistent with the goals and objectives of the Downtown Improvement Authority and should be approved, the Parks and Recreation Department shall coordinate with other City departments, including but not limited to the Tallahassee Police Department, Public Works Department, and Solid Waste Division, for review of applications for the closure of Adams Street/Gallie Alley or other Downtown Streets for Special Events.

3. When an application requests the closure of any street covered by this policy, the Parks and Recreation Department will require

completion of a Tallahassee Police Department street closure application, (Attachment 5), and will submit the application to the Tallahassee Police Department for review and comment. The requested closure must be approved by the Tallahassee Police Department. If the application for closure is approved, the street will be closed only as specified by the approved permit for the event.

4. The City Public Works Department will be responsible for closing and opening any street approved for closure under this policy. The Public Works Department shall coordinate with the Parks and Recreation Department, the Tallahassee Police Department, and any other department necessary.

5. Whenever any public street is closed under this policy, the City will establish an alternate route for vehicular traffic to follow.

D. Maintenance: The Parks and Recreation Department is responsible for routine maintenance of the Adams Street Commons area.

PART III: MOBILE FOOD VEHICLES AND

FOOD VENDOR CART PERMITS ON CITY PROPERTY

106.12 Location: The following areas may be used for mobile food vehicles and food vendor carts, permitted as provided in this part, as long as the public purpose is compatible with the existing physical facilities and does not interfere with the health, safety, and welfare of the public:

A. Adams Street Commons/Gallie Alley;

- B. West Jefferson Street, including City Hall Plaza;
- C. Other Downtown Streets;
- D. Kleman Plaza; and
- E. City Property and adjacent streets and sidewalks, as approved by the City Manager; and
- F. City parks, playgrounds and adjacent streets and sidewalks, as approved by the City Manager.

106.13 Requests for Usage for Permitted Food Vendor Carts:

A. Applications: Applications for permits for mobile food vehicles and food vendor carts in the areas designated in Section 106.12 shall be submitted in writing to the Director of the Parks, Recreation and Neighborhood Affairs Department on forms approved by that Department.

B. Permits:

1. Mobile Food Vehicles: Permits for mobile food vehicles will be issued on a first come, first serve basis for specific locations designated for such purpose. All permits issued pursuant to this part shall be effective for the dates designated on a daily, weekly or monthly basis, but under no circumstance can a mobile food vehicle be permitted for the same designated location for more than sixty (60) available consecutive days.

2. Food Vendor Carts: Permits for food vendor carts will be issued on a first come, first serve basis. All permits issued pursuant to this part shall be effective on the first day of the month of issuance and shall expire one year from the effective date thereof unless sooner revoked. Vendors may request a shorter permit duration.

C. Special Events: Permits granted under this Part III shall not be valid during Special Events approved by the City, Downtown Improvement Authority, or the Parks, Recreation and Neighborhood Affairs Department in the downtown area, on City property and adjacent streets and sidewalks, or in City parks and playgrounds and adjacent streets and sidewalks. The Downtown Improvement Authority or the Parks, Recreation and Neighborhood Affairs Department, for events in City parks and playgrounds, will notify applicants for mobile food vehicles and food vendor carts of scheduled Special Events and of procedures for the vendor to participate in those Special Events. Special Event permits for mobile food vehicles and food vendor carts require an application and additional fees to the sponsor of the Special Event separate from the application(s) submitted under this policy.

D. Review of Applications: Applications for mobile food vehicles and food vendor carts must be submitted at least two weeks in advance of the requested date(s) for usage. The Parks, Recreation and Neighborhood Affairs Department shall coordinate review of the application with appropriate City, County and/or State authorities. An application for a food vendor cart on a State roadway must be approved by the State of Florida.

E. Limitation on similar vendors: Not more than two vendors of similar food products will be permitted in close proximity, as determined by the Director of the Parks, Recreation and Neighborhood Affairs Department for the areas listed in Section 106.112.

F. Hours of operation: Any permit issued under this part may include limitations on the hours of operation in the mobile food vehicles or a food vendor cart permit.

G. Cancellation of mobile food vehicle or food vendor cart permits: The Director of the Parks, Recreation and Neighborhood Affairs Department has the right to cancel mobile food vehicle or food vendor cart permits in the areas listed in Section 106.112.

H. Solid waste: The vendor shall be responsible for managing solid waste created by his/her operation of mobile food vehicle or the food vendor cart, including providing a suitable receptacle for recyclable materials, waste and litter. The vendor is responsible for removal of the receptacle and the waste and litter on a daily basis.

I. Charges for maintenance, clean-up, or damage to City property:

1. The Director of the Parks, Recreation and Neighborhood Affairs Department reserves the right to assess charges for excessive maintenance, clean-up, and/or damages to the area utilized by the mobile food vehicle or food vendor cart for those areas listed in Section 106.112.

2. Electricity Hook-Up: The Director of the Parks, Recreation and Neighborhood Affairs Department in conjunction with Electric Utilities may set additional fees for electrical hook up and services.

J. Information required in application: The application must include the following information:

1. Name, address, telephone number of applicant, mailing/business address, electronic mail address and telephone number of applicant.

2. Vehicle or Cart owner's name, address and telephone number if different than applicant and copy of insurance for mobile food vehicle.

3. Copy of occupational license.

4. Type of vending provided.

5. Desired location.

6. Duration of use permit.

7. Liability release statement.

8. Notice of a monthly non-refundable permit fee to be determined by and payable to the Parks, Recreation and Neighborhood Affairs Department.

K. Non-refundable permit fee: If approved, the vendor, for the areas listed in Section 106.112, shall enter into an agreement with the Parks, Recreation and Neighborhood Affairs Department to pay nonrefundable fees as established by the Director of the Parks, Recreation and Neighborhood Affairs Department.

L. The Director of the Parks, Recreation and Neighborhood Affairs Department shall keep records on food vendor cart permits issued and funds received under this part for the areas listed in Section 106.112, and shall report this information to the Downtown Improvement Authority and to the City Manager upon request.

M. Prohibitions: No vendor permitted under this section will be allowed to do the following:

1. Sell or distribute alcohol.
2. Operate an electric generator.
3. Operate any type of amplified speaker system or play music of any kind.
4. Operate during any special event as defined by this policy unless a separate permit is obtained.

N. Nothing in this section prohibits the use of properly licensed mobile food vehicles or food vendor carts on private property or non-City owned governmental property.

**PART IV: PERMITS FOR OUTDOOR FOOD SERVICE
AT LICENSED DOWNTOWN RESTAURANTS**

106.14 Scope and Applicability: This policy shall apply to all restaurants desiring to use adjacent sidewalks within the boundaries of the Downtown Improvement Authority for outdoor food service.

106.15 Policy Statement: It is the intent of the City to regulate the use of sidewalks and Kleman Plaza areas adjacent to licensed restaurants that request permits for outdoor food service through the issuance of special use permits and the establishment of policies and procedures.

106.16 General Criteria for Usage: Sidewalks on Downtown Streets or Kleman Plaza areas may be used by licensed restaurants for outdoor food service when the following criteria are met:

A. Adjacency: The sidewalks or Kleman Plaza area must be adjacent to the subject restaurant.

B. Size: There must be adequate room to accommodate tables and chairs and still maintain normal pedestrian passage through the area, as well as handicapped accessibility.

C. Open to general public: The area of outdoor food service must be open to the general public.

D. Compatibility with surroundings: The nature of the operation must be such that it is compatible with the existing physical facilities, downtown, or Kleman Plaza outdoor setting. The outdoor food service shall not interfere with the health, safety, and welfare of the public;

E. Liability insurance and alcohol licenses: The restaurant shall provide proof of adequate liability insurance and/or business/alcohol licenses for the outdoor food service operation;

F. Clean-up of area: The restaurant manager/owner shall be responsible for the clean-up of the outdoor food service area after use;

G. Solid waste: The restaurant manager/owner shall be responsible for managing solid waste created by the outdoor food service operation, including providing a suitable receptacle for waste and litter, and is responsible for removal of the receptacle and the waste and litter on a daily basis;

H. Charges for maintenance, clean-up, or damage to City property: The City reserves the right to assess charges for excessive maintenance, cleanup, and/or damages to the area utilized by the outdoor food service operation;

I. Cooperation with City: The restaurant manager/owner and users shall fully cooperate at all times with the Tallahassee Police Department and any other City departments;

J. Limitations on area of usage: The City reserves the right to limit or restrict the area of usage;

K. Limitations on time: The City reserves the right to limit the length of time the area may be used; and

L. State roadways: Any application for outdoor food service at a restaurant on a State roadway must be approved by the State of Florida.

106.17 Procedures:

A. General provisions for all outdoor food service operations:

1. A permit application must be completed and submitted to the Downtown Improvement Authority on an approved form developed by the City's Property Management Division. The Downtown Improvement Authority shall review each application to determine if the application is consistent with the goals and objectives of the Downtown Improvement Authority. Upon a determination that the application is consistent with such goals and objectives, the application shall be forwarded to the City's Property Management Division, which will coordinate review of the application as provided herein.

2. The manager or owner of the applicant, which must be a licensed restaurant adjacent to the area that is the subject of the application, must sign the application.

3. The permit application will be forwarded by the Downtown Improvement Authority to the Real Estate Administrator of the City's Property Management Division for review and approval. Prior to final approval, the Real Estate Administrator of the Property Management Division will obtain review and recommendations of approval from the Traffic Engineering Division of the Public Works Department, the Land Use and Environmental Services Division of the Growth Management Department, the Risk Management Officer, the Tallahassee Police Department, and the Executive Director of the Downtown Improvement Authority. The Real Estate Administrator of the Property

Management Division may seek review and recommendations from any other City department or State agency that he/she feels should review the application.

4. The design of outdoor food service areas and solid waste management plans for outdoor food service operations on Kleman Plaza must be approved by the Kleman Plaza Design Review Board prior to issuance of a permit by the Property Management Division.

5. Any outdoor food service to be established on Kleman Plaza shall also be reviewed and approved by the Parks and Recreation Department.

B. Outdoor food service with table placement and table service:

In addition to the requirements in paragraph 106.16.A above, outdoor food service operations with table placement and table service shall meet the following requirements:

1. The manager/owner of the licensed restaurant shall, prior to receiving a permit, complete an outdoor food service lease agreement. The proposed outdoor food service lease agreement will be submitted to the City Attorney and City Manager for approval and execution.

2. The lease agreement must be executed by the City and restaurant in a form substantially similar to the form attached hereto as Attachment 6, as amended from time to time.

3. The lease agreement shall require a monthly lease fee of \$100.00 payable to and collected by the City's Property Management Division.

106.18 Effective Date: Revisions adopted by City Commission March 30, 2011.

106.19 Sunset Review: The sunset review date is to occur no later than five years from the effective date. This policy shall continue in effect until deleted by the City Commission.

ATTACHMENTS

1. Park Permit Application
2. Special Event Permit Application
3. Alcohol Permit Application
4. Tallahassee Police Department Special Event Permit Application
5. Mobile Vendor Permit Application
6. Sidewalk Café Permit Application with Table Service/Sidewalk Café Lease Agreement
7. Sidewalk Café Permit Application without Table Service

Permit Only – No Reservation:	
Reservation:	

TALLAHASSEE PARKS, RECREATION & NEIGHBORHOOD AFFAIRS DEPARTMENT PARK PERMIT APPLICATION

Tallahassee Parks, Recreation & Neighborhood Affairs Department park sites are available for use by individuals, families, organizations, and companies, when not in use for Parks, Recreation & Neighborhood Affairs Department organized activities, by following the park permit application guidelines. Park Permit Applications for any Parks, Recreation & Neighborhood Affairs Department park site must be made not less than 15 working days in advance, in person, by mail or by fax (891-3850) at the 912 Myers Park Drive business office. No phone applications will be accepted. All applications are taken on a first come-first serve basis. No refunds will be given due to weather conditions. All other refund requests must be made at least seven business days prior to the reservation date. If any problems arise on site, please call TPD at 891-4200.

Date Submitted:	
Requested By: (Specify Individual/Group/ Organization)	
Address: (Street/City/State/Zip Code)	
Telephone: (Home/Work/Cell/Fax)	
Email:	
Facility Requested: (Please specify park and exact location within park)	
Date and Time of Event:	
Type of Event: (Be specific and include details of activities that will occur)	
Number of Participants (Include spectators)	
Is the Event Open to the Public?	
Additional Comments: (Other than use of the facility as is, do you require any additional accommodations? i.e. electric, water)	

INDEMNIFICATION: User agrees to Indemnify fully and save and hold harmless the City of Tallahassee, its officers, employees and agents, against all damages, claims, liabilities and causes of action of every kind and nature, to the extent they are caused by the conduct of the user, its visitors, agents of employees. City shall give users prompt and reasonable notice of any such claims or actions and user shall have the right to investigate, compromise and defend the same to the extent of sponsor's own interest.

WAIVER OF CLAIMS: City and its agents, employees and contractors shall not be liable for, and user hereby releases all claims for damage to or loss of personal property sustained by user or any person claiming through user resulting from any fire, accident, occurrence, theft or condition in or upon the City premises/facility or which they shall be a part of, or if adjoining or contiguous property or buildings, provided same are not due to negligence of City, its agents, or employees.

I understand that I must abide by the Regulations as set forth in City of Tallahassee Ordinance #88-0-0167 and the Guidelines of The Tallahassee Parks, Recreation & Neighborhood Affairs Department.

SIGNATURE OF USER

DATE

Date Received: _____ Referred to Special Events: _____ Date: _____ Approved: Yes ___ No ___ Approved By: _____	Reviewed by Athletic/Other: _____ Fee Required: Yes _____ No _____ Amount Paid: _____ Date: _____ Receipt #: _____ Check/Cash: _____
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PARK PERMIT APPLICATION GUIDELINES AND FEE SCHEDULE

Tallahassee Parks, Recreation & Neighborhood Affairs Department park sites are available for use by individuals, families, organizations, and companies, when not in use for Parks, Recreation & Neighborhood Affairs Department organized activities, by following the park permit application guidelines. Park Permit Applications for any Parks, Recreation & Neighborhood Affairs Department park site must be made not less than 15 working days in advance, in person, by mail or by fax (891-3850) at the 912 Myers Park Drive business office. No phone applications will be accepted. All applications are taken on a first come-first serve basis. No refunds will be given due to weather conditions. All other refund requests must be made at least seven business days prior to the reservation date.

Although permits are not normally required for groups of less than 20, it is recommended that the Parks, Recreation & Neighborhood Affairs Department Office be notified of such usage. For groups larger than 20, a permit is issued and a fee may be assessed. Permits do not guarantee exclusive use except for sites where fee based reservations apply. Park usage for special events, festivals or commercial purposes may require additional fees, park-use agreements and other special permits.

RULES AND REGULATIONS:

1. All regulations set forth in City Ordinance #88-0-0167 apply.
2. The Tallahassee Parks, Recreation & Neighborhood Affairs Department has the authority to determine the appropriateness of the site based on the requested activity. Tallahassee Parks, Recreation & Neighborhood Affairs Department programs and activities scheduled in a park take priority over park permit requests.
3. Groups using the sites are responsible for cleaning of the site and will be responsible for damages incurred as a result of the event.
4. Alcoholic beverages are not permitted in City parks except as noted in City's Alcohol Policy.
5. Amplified music/sound systems must be kept to a reasonable level in accord with the City of Tallahassee Ordinance #88-0-0167.
6. No fires allowed except in grills. Cooking must be confined to park grills or appropriate portable grills.
7. Food vendors and concessionaires in a park must be approved by the Tallahassee Parks, Recreation & Neighborhood Affairs Department and be properly permitted by the City of Tallahassee and Leon County Health Department.
8. Tents/canopies may be erected in certain park sites as designated and approved by the Tallahassee Parks, Recreation & Neighborhood Affairs Department. A tent permit application is required only if proposed tent (with sides) is in excess of 200 square feet (10 x 20) or canopy is in excess of 400 square feet (20 x 20).
9. Other special facility arrangements must be approved by the Tallahassee Parks, Recreation & Neighborhood Affairs Department.
10. All fund raising events must be conducted by a bona-fide charitable organization. Verification of the organizations' status must accompany the park permit and be approved by the Tallahassee Parks, Recreation & Neighborhood Affairs Department prior to the group's promotion of the event by invitations, tickets, flyers, or posters.

FEE SCHEDULE: (Fees apply to these locations only. Additional fees may be required at other locations, based upon review of your request.) Payment is to be made payable to The City of Tallahassee.

TOM BROWN PARK:	\$129.25 (includes tax) per time block
Site #13 (Largest Pavilion)	Sunrise-2:00 pm
Holds 80-100 people	2:00 pm to Sunset

TOM BROWN PARK:	\$64.75 (includes tax) per time block
Playground Site # 7A	9:00 am – 12:00 noon
(Pavilion at Rotary Playground)	12:00 noon – 3:00 pm
Holds approximately 20 people	3:00 pm – 6:00 pm

TOM BROWN PARK	\$96.75 (includes tax) per time block
Playground Site #8A	9:00 am – 12:00 noon
(near Rotary Playground)	12:00 noon – 3:00 pm
Holds approximately 40 people	3:00 pm – 6:00 pm

OPTIMIST PARK:	\$50.00 refundable deposit
Use of Building (Capacity 163)	\$30.50 (includes tax) per hour (8:00 am – 10:00 pm)

Please note that if the facility is reserved during the preceding time block you will not be able to access the facility for set up prior to the start of your reserved time. You must clean up and vacate the facility by the end of your reserved time to allow for the next group's reservation to start on time. Please contact the Parks, Recreation & Neighborhood Affairs Department Office at 891-3866 for more information. Taxes can only be waived with proof of Certificate of Exemption from the Department of Revenue. Additional fees may be required at other locations, based upon review of your request.



Special Event Permit Application Form

Date of Application: _____

A. General Information

1. Name of Event: _____ Date of Event: _____

Start Time: _____ End Time: _____ Hours for Setup: _____ Hours for Teardown: _____

Location of Event: _____

2. Name of Applicant or Applying Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone (H): _____ (W): _____ (Mobile): _____

Fax: _____ Web Site: _____

Non-Profit Status ID# _____

3. Name of Event Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone (H): _____ (W): _____ (Mobile): _____

Fax: _____ E-mail Address: _____

B. Event Information

1. Type of Event: (Please check all that apply)

Festival Block Party Foot Race Benefit Walk

Public Assembly Concert Carnival/Circus Parade

Performing Arts Reception Party Animal Event

Other (Please List) _____

2. Estimated attendance: (Please check one)

100 or less 100-500 500-1,000 1,000-2,000

2,000-5,000 5,000-10,000 10,000-25,000 25,000-50,000

50,000-100,000 100,000-150,000 150,000-more

Other (Please List) _____

3. Will fireworks be a part of the event? No Yes

If yes, who is responsible for displaying them: _____

4. What type of entertainment will take place? Please check all that apply:

Musical Dance (No Music) Speakers Other (Please List) _____

**Note: A permit from the Tallahassee Fire Department is required prior to any fireworks display.
Note: Sound level and noise disturbances will be monitored and handled by the Tallahassee Police Department.**

C. Fees

1. Will there be an admission fee charged to the participants? No _____ Yes _____ Amount \$ _____
2. Will there be an admission fee charged to the spectators? No _____ Yes _____ Amount \$ _____
3. Will fees be charged to exhibitors/concessionaires? No _____ Yes _____ Amount \$ _____
4. Will there be an activity fee charged? No _____ Yes _____ Amount \$ _____

Please list all activities: _____

5. Will there be charge for parking? No _____ Yes _____ Amount \$ _____

Please list parking lots to be used: _____

Please list areas for handicap parking: _____

D. Vending

1. Will vendors and/or concessionaires be a part of this event? No _____ Yes _____
2. What type of vending will be present? Arts/Crafts _____ Food _____ Exhibits _____

Please list any other vendor types: _____

3. Will you be requesting additional electrical services for vendors? No _____ Yes _____

Will you be requesting additional water services for vendors? No _____ Yes _____

4. Are your vendors using generators? No _____ Yes _____ If yes, how many? _____

5. Will the event require trash receptacles with dumping services? No _____ Yes _____

Number of receptacles needed: _____

Note: One (1) recycling container per five (5) trash receptacles will be required. Five (5) trash receptacles will be recommended for an event of about 300 patrons including alcohol or food.

E. Catering Services

1. Will food and/or non-alcoholic beverages be served and/or sold? No _____ Yes _____

2. Will alcoholic beverages be served and/or sold? No _____ Yes _____

3. Who will dispense the food or beverage (i.e.: caterers, staff, etc.)? _____

4. If caterers are being used, please list the names and DBPR license number of each caterer:

i. _____

ii. _____

iii. _____

Note: That all sales tax is to be reported by the Vendor and is not the City of Tallahassee's responsibility to report sales tax.

F. Restroom Facilities:

1. How many port-o-lets will you have? _____ Where will they be located?

i. _____

ii. _____

iii. _____

F. Restroom Facilities (Continued):

2. Who will be the vendor providing the restrooms? _____
3. How many handicap port-o-lets will you have? _____
4. How many wash sinks will you have? _____
5. If port-o-lets are not used, what restroom facilities with your event be utilizing?

G. Medical Arrangement:

1. Will there be ambulatory services on site? No _____ Yes _____
 - i. Service provided by: _____
2. Will there be first aid services on site? No _____ Yes _____
 - i. Service provided by: _____
3. Please describe the placement of any and all first aid stations and/or vehicles:
 - i. _____
 - ii. _____

H. Equipment

1. Will the event include tents? No _____ Yes _____ Please specify quantity of tents per each size.
10 x 10 _____ 10 x 15 _____ 10 x 20 _____ 15 x 15 _____ 20 x 20 _____
Please list any other sizes and their quantity: _____

Note: Any tent (or grouping of tents) larger that a 20 x 10, including vendor tents, must obtain a permit from the City of Tallahassee's Growth Management Department. Please refer to the tent guidelines.

2. Will you be placing banners and/or signs at your event? No _____ Yes _____
 - i. How many? _____ Sizes? _____
Verbiage: _____
3. Please list the number and location of stages: _____
4. Please list the location of staff management command center: _____
5. Please list your plan for public transportation access and service:

I. Sound and Lighting

1. Who will provide your audio and lighting: _____
2. Will additional electrical services be needed? No _____ Yes _____ Please list locations:
 - i. _____
 - ii. _____

J. Street Closures and Security

1. Will the event require security (alcohol, monetary, overnight, etc.)? No _____ Yes _____

2. Will the event require street closures? No _____ Yes _____

i. Please indicate what streets will be closed and the times of closure and re-opening:

Street Closed	Time Closed	Time Re-Opened

3. Will the event include a parade? No _____ Yes _____ Number of Entries: _____

4. Will the parade have a reviewing stand? No _____ Yes _____ An announcer? No _____ Yes _____

5. What will be the start time of the parade? _____ End time? _____ Setup time? _____

Note: The sponsor/event planner will be required to provide police barricade service for events that require street closures. Also, in the event a state road is involved, the event planner must secure a permit from the Florida Department of Transportation through the Tallahassee Police Department.

Prohibited Practices:

Games of Chance, Gambling, and Raffles are prohibited.

K. Cancellations

In the event of inclement weather, is a rain date scheduled? No _____ Yes _____ Date: _____

Note: there may be times when city personnel cannot accommodate a date change due to overlapping events. This will be handled on a case-by-case basis. Permit refunds are not available and additional fees may be assessed for rain date changes.

The City of Tallahassee reserves the right to cancel or relocate an event due to special circumstances including but not limited to the following: weather conditions, misuse or abuse of facilities, non-compliance with City of Tallahassee event guidelines, and unpermitted/prohibited events.

L. Site Plans, Maps and Accessible Planner

Please attach with your application a 1) detailed site plan to reflect all venues, exhibits, activities, equipment, trash receptacles, restrooms, street closures, staging, beer gardens, etc. 2) Accessible Planner as attached below.

M. Insurance Requirements

General Liability Insurance is required for all public events. The insurance limits are \$1,000,000 per occurrence and listing the City of Tallahassee as additionally insured for the date(s) of the event. The certificate holder must be listed as City of Tallahassee, 300 S. Adams Street, Tallahassee, FL 32301. Additional insurance is required for any event involving the consumption of alcohol. All food vendors and caterers are also required to provide a copy of their current General Liability Insurance Certificate.

N. Additional Terms

The City reserves the right to revoke any permit granted for an activity, which is found to be in violation of any ordinance, law, or condition of approval. Failure of the City to timely invoke this right will act as a waiver to exercise such rights in the future.



Accessibility Planner

Date of Application: _____

This form is to be used in planning events or activities sponsored by the City of Tallahassee or held on property owned by the City. The purpose of this checklist is to assure that persons with disabilities have access to all functions and events open to the public.

Event / Activity Name: _____

Date(s) of Event / Activity: _____

Location: _____

Contact Name: _____ Contact Primary Phone: _____

Facility

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are routes and site entrances accessible (i.e. curb cuts, ramps, elevators, etc)?

Corrective Action to be taken: _____

Are pathways through the site accessible (i.e. width of paths, surfaces, protrusions)?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Corrective Action to be taken: _____

Are designated parking places nearby?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Corrective Action to be taken: _____

Are the following items accessible:

1. Restrooms?
2. Restrooms (portable)?
3. Water dispensers (if provided)?
4. Public telephone (if provided)?
5. Elevators?
6. Doorways?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Corrective Action to be taken: _____

Note: At least one (1) restroom per cluster must be accessible. If only one portable is provided, it must be accessible.

Communication

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do event announcements include reasonable accommodations notice?

Corrective Action to be taken: _____

Is signage visible and placed appropriately for:

1. Routes?
2. Entrances?
3. Exits?
4. Function of Locations?
5. Restrooms?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Corrective Action to be taken: _____

**** Please suggest corrective actions on any items marked NO**



Accessibility Planner

Reasonable Accommodations Notice

The following statement should appear in all printed material, newspaper advertisements, television and radio announcements.

If a person with a disability requires an accommodation to participate or if special seating arrangements are needed, requests should be made to the event coordinator seventy-two (72) hours prior to the event.

Applicant's Signature

Date



Alcohol Permit Application Form

Date of Application: _____

A. General Information

1. Name of Event: _____ Date of Event: _____

Location of Event: _____

2. Name of Applicant or Applying Organization (Serving Alcohol): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone (H): _____ (W): _____ (Mobile): _____

Fax: _____ Web Site: _____

Non-Profit Status ID# _____

3. Name of Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone (H): _____ (W): _____ (Mobile): _____

Fax: _____ E-mail Address: _____

B. Alcohol Service Information

1. Which alcoholic beverage products will be served and/or sold? Please check all that apply.

Beer__ Wine__ Liquor__ Plastic Cup __ Bottle/Glass __ Other _____

2. What area(s) will alcoholic beverages be served and/or sold? Please check all that apply.

Hospitality/VIP Area __ Entire Venue __ Park __ Street __ Other _____

3. What are the times for consumption and service? _____

4. Will alcohol be advertised? Yes_____ No_____ If yes, how? Please check all that apply.

Banners __ Napkins __ Signs __ Posters/Fliers __ Cups __ Other _____

In addition to standard event forms and requirements, the following will also be required for events serving or selling alcoholic beverages.

- State of Florida 1-3 day alcohol temporary sales permit (or) current and active business license to sell alcoholic beverages.
- Liquor liability insurance from the company, individual or organization serving or selling alcoholic beverages
 - This insurance shall be in the amount of \$1,000,000 per occurrence and is to name the City of Tallahassee as additionally insured for the date of the event. The certificate holder shall be listed as: City of Tallahassee, 300 South Adams Street, Tallahassee, FL 32301. (This may be added to a General Liability policy)

I acknowledge that all of the above information is true and correct and that I will provide all necessary documentation as requested on this application.

Signed: _____ Date: _____



SPECIAL EVENT PERMIT APPLICATION

**To be submitted to the Tallahassee Police Department - Special Operations Division
234 East 7th Avenue, Tallahassee, FL 32303
(850) 891-4261**

FREQUENTLY ASKED QUESTIONS:

- **Do I Need A Special Events Permit?**

Yes! Every special event held on property or in a facility owned, leased, or otherwise controlled by the City of Tallahassee requires a special event permit. For those events held in a city-owned park, a special event permit, to include all associated fees, will have to be issued by the Tallahassee Parks & Recreation Department. All other special event permits, to include temporary road closure and non-profit solicitation are issued by the Tallahassee Police Department. If you are interested in hosting an event, you can use our Special Event Permit Application (PDF) process. A hard copy of the permit can be requested through our Special Events Unit at 891-4261.

- **Planning your Special Event in Tallahassee**

Permit applications, and all required documentation must be received by the Tallahassee Police Department (Special Operations Division) no later than thirty (30) days prior to the actual date of your event and may be submitted as early as one (1) year before your event.

- **Permit Process**

The permit process begins when you submit your completed application. Upon receipt of your application, the Special Event Coordinator will perform an initial screening of the submitted information. Documentation you provided may be forwarded to the appropriate City Departments for review and approval. Throughout the review process you will be notified if your event requires any additional information, permits, licenses or certificates. During the initial screening process you will be allowed time to provide us with any pending documents. All requested information must be received before final approval. Delays in providing these items could result in the denial of your permit.

- **Application Fees**

There is a non-refundable application fee of \$25.00 per event. This non-refundable processing fee will be assessed and collected at the time the special event permit application has been submitted. Additional costs related to the actual event will be determined, as a part of the review process.



EVENT TRACKING NUMBER

SPECIAL EVENT PERMIT APPLICATION

CONTACT INFORMATION

Date of Application: _____

Name of Applicant: _____

Sponsoring Agency: _____

Phone Number

Address (Street, City, ST, Zip)

Fax Number

Email Address

Website

Point of Contact For Event:
Event Coordinator

Name

Phone Number

On-Site Point of Contact:

Name

Phone Number

EVENT INFORMATION

Event Category:	SPECIAL EVENT	ROAD CLOSURE	ROADWAY SOLICITATION
<i>Please check applicable box</i>	Run/Walk <input type="checkbox"/>	Parade <input type="checkbox"/>	Non-Profit <input type="checkbox"/>
	Community Celebration <input type="checkbox"/>	Procession / March <input type="checkbox"/>	Political <input type="checkbox"/>
	Concert/Performance <input type="checkbox"/>	Motorcade <input type="checkbox"/>	Religious <input type="checkbox"/>
	Other _____ <input type="checkbox"/>	Other _____ <input type="checkbox"/>	Other _____ <input type="checkbox"/>

NAME OR TITLE OF EVENT: _____

LOCATION AND DESCRIPTION OF EVENT: _____

EVENT TIMES:

Setup Starts	Date	_____	Time	_____
Event Starts	Date	_____	Time	_____
Event Ends	Date	_____	Time	_____
Dismantle Complete	Date	_____	Time	_____

TOTAL ANTICIPATED ATTENDANCE: _____



EVENT CHECKLIST

Yes/No

- Does this event involve a charge for admission?
- Does this event involve the sale or use of alcoholic beverages?
- Will items or services be sold or given away at the event? If YES, please describe:

- Does this event involve live entertainment? If YES, please describe:

- Does this event involve amplified music (DJ)? If YES, please describe:

- Does this event involve a moving route of any kind along streets, sidewalks or highways? If YES, please attach a detailed map of your proposed route, indicate the direction of travel, and provide a written narrative to explain your route.
- Does this event involve a moving float?
- Does this event involve animals?
- Does this event involve a fixed venue site? If YES, attach a detailed site map showing all streets affected.
- Does this event involve a plan for tents?
- Will there be open flame cooking in booths or trailers?
- Will there be a pyrotechnics display?
- Will Liquefied Petroleum Gas (i.e. Propane) be used?
- Will there be any temporary electrical wiring used?
- Will there be a need for additional Litter Containers?
- Will there be a need for Port-A-Lets?
- Does this event involve hanging a banner?

PARADE / ROAD CLOSURE INFORMATION

LIST ANY STREET (S) REQUIRING ROAD CLOSURE AS A RESULT OF THIS EVENT. INCLUDE **STREET NAME (S), DATE AND TIME** OF CLOSING AND REOPENING:

ROUTE TO BE TRAVELED (If Applicable): _____

DESCRIPTION OF FLOATS (Include Size and Number): _____

DESCRIPTION OF MARCHING UNITS, BANDS, VEHICLES (Include Size and Number):

OTHER PERTINENT INFORMATION (Please Attach Diagrams If Necessary):

INSURANCE REQUIREMENTS

Insurance requirements depend upon the risk level of the event. As a general rule, the City of Tallahassee requires a minimum of one million dollars (\$1,000,000) in liability coverage for a temporary street closure permit. Events with higher risk levels such as athletic events, pyrotechnic displays, and events that include alcohol may require additional insurance coverage.

Before final permit approval, you will need to submit a **certificate and endorsement** for your commercial general liability insurance policy that names as Additional Insured, the



Mobile Vendor Permit Application Form

A. General Information

1. Name of Applicant: _____
 Business Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone (H): _____ (W): _____ (Mobile): _____
 Fax: _____ Web Site: _____
 Email Address: _____

B. Vending Information

1. Requested Vending Location(s) – in order of preference
 a. _____
 b. _____
 c. _____

2. Type of Business: _____

3. Expected Periods of use: Start Date: _____ End Date: _____

4. Proposed Days & Hours of Operation (Must be within regular venue operating hours if applicable)
 Monday Tuesday Wednesday Thursday Friday Saturday Sunday

C. Required Documentation

Please attach the following documentation (incomplete applications will not be considered)

- _____ General Liability Insurance listing the City of Tallahassee as additionally insured in the amount of \$1,000,000 per occurrence for the date(s) of the permit. The certificate holder must be listed as City of Tallahassee, 300 S. Adams Street, Tallahassee, FL 32301.
- _____ Accessible Planner (Americans with Disabilities Act Requirements for permitting on City Property).
- _____ Copy of vehicle insurance (if applicable)
- _____ Copy of current City business/occupational license
- _____ Copy of State business license (DBPR or Dept. of Agriculture, Food Safety)
- _____ Complete menu, including pricing information
- _____ Photograph or detailed drawing of vending unit and/or vehicle

As the applicant, I hereby agree and understand that it is my responsibility to oversee all contractors, vendors or parties affiliated with vending operation and to insure compliance with all policies, rules, regulations and guidelines of the City of Tallahassee and other relevant procedures and laws. I understand that any violations may result in immediate cancellation of the reservation and/or revocation of the permit. I understand that the permit is non-transferable and must be displayed at all times.

Signed: _____ Date: _____

<p><u>FOR OFFICE USE ONLY</u></p> <p>PAID ON DATE _____</p> <p>PERMITTED ON DATE _____</p>

Mobile Vendor Permit Guidelines

PERMITTING POLICY

Permit applications for mobile food vehicles and food vendor carts in the areas designated below shall be submitted in writing to the Parks, Recreation and Neighborhood Affairs Department (the "Department") on the Mobile Vendor Permit Application. Permits for mobile food vehicles will be issued on a first come, first serve basis for specific locations designated for such purpose. All permits issued pursuant to this policy shall be effective for the dates designated on a daily, weekly or monthly basis, but under no circumstance can a mobile food vehicle be permitted for the same designated location for more than sixty (60) available consecutive days. All permits issued pursuant to this part shall be effective on the first day of the month of issuance and shall expire one year from the effective date thereof unless sooner revoked. Vendors may request a shorter permit duration. Nothing in these guidelines prohibits the use of properly licensed mobile food vehicles or food vendor carts on private property or non-City owned governmental property. By signing the Mobile Vendor Application, Vendors agree to be self-containing for waste removal and that all waste will be removed from site by the Vendor daily.

Applications and initial fees must be submitted at least two weeks in advance of the requested date(s) for usage. The Department shall coordinate review of the application with appropriate City authorities.

SPECIAL EVENTS

Permits granted under this Policy will not be valid during Special Events approved by the City, Downtown Improvement Authority, or the Department in the downtown area, on City property, on streets and sidewalks adjacent to City property, parks and playgrounds. The Department will notify applicants of scheduled Special Events and of procedures for the vendor to participate in those Special Events. Special Event permits require an application and additional fees to the sponsor of the Special Event separate from the application(s) for a Mobile Vendor Permit.

SUMMARY OF DOCUMENTATION REQUIRED

All fees and documentation will be due at the time of application submittal. The applicant is responsible for securing all required permits and licenses for vending in the City of Tallahassee. Below is a summary of required documentation. Proof of required licenses and permits must be provided in order to receive permit confirmation.

1. Completed Mobile Vendor Permit Application
2. General Liability Insurance (see INSURANCE REQUIREMENTS)
3. Proof of vehicle insurance if utilizing motorized transportation
4. City of Tallahassee Occupational License
5. State of Florida Business License
6. Menu with prices
7. Photograph of cart or vehicle
8. Accessible Planner (ADA Requirements)

AVAILABLE VENDING LOCATIONS

The following areas may be requested as a part of the Mobile Vendor Permit Application as long as the public purpose is compatible with the existing facilities and does not interfere with health, safety, and welfare of the public:

Mobile Food Vehicles (Daily Use Only)

1. Bus pull out at Park Avenue & Adams Street
2. Northwest Corner of College Ave. & Adams St. when available
3. Adjacent to Boulevard & Doug Burnette Parks located at South Martin Luther King Jr. Blvd and Gaines St.
4. Former Johns' Bldg. Property at corner of Bronough, Madison and Gaines Streets
5. City Property, parks, playgrounds and adjacent streets and sidewalks, as approved by the City Manager

Food Vendor Carts

1. Adams Street Commons / Gallie Alley
2. West Jefferson Street, including City Hall Plaza
3. Other Downtown Streets
4. Kleman Plaza
5. City Property, parks, playgrounds and adjacent streets and sidewalks, as approved by the City Manager

FEES

Initial Fees must be paid with the application. Renewal payment is required by the 15th of each month for the following month’s permit or 48 hours prior to a daily permit. The Department currently accepts checks, cash or money orders made payable to: City of Tallahassee.

\$25.00 per day per mobile food vehicle site

\$50.00 per month per food vendor cart

Additional charges may apply during peak seasons for various City property, parks, playgrounds and adjacent streets and sidewalks.

TYPE OF INQUIRY

Tallahassee Occupational License
Permitting / Application
Trash Receptacles

DEPARTMENT TO CONTACT

Revenue
Special Events
Solid Waste Services

PHONE NUMBER

891-6488
891-3887
891-4968

ELECTRICAL REQUIREMENTS

Electricity may available in some locations. For use of electricity at available locations, the cost is \$5.00 for daily mobile vehicle sites or \$40.50 per month for use of one (1) 110 outlet. If more power is needed, rate will be based on cost for power usage. If electricity is not available, vendors need to be self-sufficient for their power needs, but mobile food vehicles cannot use electric generators.

ADA GUIDELINES/ANTI-HARASSMENT POILCY

Applicants under all parts of Policy 106 shall comply with the Americans with Disabilities Act (ADA) and shall complete the City of Tallahassee Accessibility Planner for each permit issued. All ADA routes and ramps must remain clear and cannot be blocked by the mobile food vehicle or cart or associated business. Furthermore, the applicant agrees to comply with the City’s Anti-Discrimination Policy which strictly forbids discrimination on the basis of an individual’s race, color, gender, religion, national origin, age, disability, marital status, pregnancy, sexual orientation and gender identity, or any other characteristic protected by law.

RESTRICTIONS

No vendor permitted under this section will be allowed to do the following:

1. Sell or distribute alcohol
2. Operate an electric generator in any mobile food vehicle site
3. Operate any type of amplified speaker system or play music of any kind
4. Operate during any special event unless a separate permit is obtained
5. Operate in a location where City of Tallahassee provides concessions
6. Leave a vehicle or cart unattended
7. Park at a designated spot overnight

INSURANCE REQUIREMENTS

The City requires an insurance certificate to be submitted for approval to the Special Events office at 891-3887. All policies must list the City of Tallahassee as an additional insured for \$1 million dollars. As well as listing the certificate holder as, City of Tallahassee, 300 South Adams Street, Tallahassee, FL 32301.

VIOLATIONS

Operating without the proper permit, in violation of City Commission Policy 106, or in violation of these guidelines may result in fines and/or additional penalties. The City of Tallahassee may revoke a permit granted for any activity, which is found to be in violation of any ordinance, law or conditions of approval. In the event that the applicant is not ready to vend at the designated time, or if vital vending individuals is/are not present, or if the applicant arrives in such a condition as to appear to a reasonable person to be incapable of vending in a reasonably acceptable manner, then the applicant shall be deemed to have violated these terms and the City of Tallahassee has the absolute right at its sole discretion to revoke a granted permit and to withhold any fees paid.

CANCELLATION OF REQUESTS AND REFUNDS

Notice of cancellation by approved applicants must be submitted in writing by the authorized representative a minimum of five (5) business days prior to the start of vending. The Department may cancel any permit, in which a vendor fails to meet mandatory criteria, such as obtaining necessary permits and licenses, non-compliance to rules and regulations and lack of payment. Refunds will not be issued for inclement weather.

www.talgov.com

Find us on facebook! [facebook.com/COTparks](https://www.facebook.com/COTparks)



Accessibility Planner

Date of Application: _____

This form is to be used in planning events or activities sponsored by the City of Tallahassee or held on property owned by the City. The purpose of this checklist is to assure that persons with disabilities have access to all functions and events open to the public.

Event / Activity Name: _____

Date(s) of Event / Activity: _____

Location: _____

Contact Name: _____ Contact Primary Phone: _____

Facility

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are routes and site entrances accessible (i.e. curb cuts, ramps, elevators, etc)?

Corrective Action to be taken: _____

Are pathways through the site accessible (i.e. width of paths, surfaces, protrusions)?

Corrective Action to be taken: _____

Are designated parking places nearby?

Corrective Action to be taken: _____

Are the following items accessible:

1. Restrooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Restrooms (portable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Water dispensers (if provided)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Public telephone (if provided)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Elevators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Doorways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Corrective Action to be taken: _____

Note: At least one (1) restroom per cluster must be accessible. If only one portable is provided, it must be accessible.

Communication

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do event announcements include reasonable accommodations notice?

Corrective Action to be taken: _____

Is signage visible and placed appropriately for:

1. Routes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Entrances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Exits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Function of Locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Restrooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Corrective Action to be taken: _____

**** Please suggest corrective actions on any items marked NO**



Accessibility Planner

Reasonable Accommodations Notice

The following statement should appear in all printed material, newspaper advertisements, television and radio announcements.

If a person with a disability requires an accommodation to participate or if special seating arrangements are needed, requests should be made to the event coordinator seventy-two (72) hours prior to the event.

Applicant's Signature

Date

APPLICATION
FOR A SIDEWALK CAFÉ PERMIT WITH TABLE SERVICE AND
SIDEWALK CAFÉ LEASE AGREEMENT

INSTRUCTIONS: Complete Part I, the Application, and submit it to the Downtown Improvement Authority located in the Guaranty National Bank Building at 111 S. Monroe Street. (Telephone number 224-3252). After it is reviewed and approved, a representative of the Downtown Improvement Authority will arrange a meeting for the applicant with the City's Real Estate Administrator to complete Part II, the Sidewalk Café Lease Agreement. This permit is applicable to restaurants desiring to use adjacent sidewalks for a sidewalk café with waiter/waitress service.

APPLICATION - PART I

Restaurant Information

1. Restaurant: _____
Address: _____
Zip Code: _____
2. Name of Manager: _____

Corporation Information

If corporation, please complete the following:

1. Name of corporation: _____
Address of principal officer: _____
2. State of incorporation: _____
3. Name of registered agent: _____

Current License Information

1. Food dispensing license number: _____
 2. Liquor license number: _____
 3. Are your licenses (food and liquor) currently valid? Yes _____ No _____
 4. Have you ever had a license revoked or suspended? Yes _____ No _____
- If yes, explain: _____

Description of Request

Please describe the nature of your business, how many tables, etc. Provide sketch of area to be used if necessary: _____

Risk Management Officer

Approve _____ Do Not Approve _____

Comments and Signature _____

Property Management Division

Approve _____ Do Not Approve _____

Comments and Signature _____

Police Department

Approve _____ Do Not Approve _____

Comments and Signature _____

Fire Department

Approve _____ Do Not Approve _____

Comments and Signature _____

Growth Management Department

Approve _____ Do Not Approve _____

Comments and Signature _____

Downtown Improvement Authority

Approve _____ Do Not Approve _____

Comments and Signature _____

Traffic Engineering

Approve _____ Do Not Approve _____

Comments and Signature _____

Economic and Community Development

Approve _____ Do Not Approve _____

Comments and Signature _____

**CITY OF TALLAHASSEE
SIDEWALK CAFE LEASE AGREEMENT FOR USE INVOLVING TABLE SERVICE
PART II OF APPLICATION**

This Sidewalk Cafe Agreement (Agreement) is made and entered into this _____ day of _____, 2011, by and between the City of Tallahassee, a Florida municipal corporation (City), 300 South Adams Street, Tallahassee, Florida 32301, and _____ (Restaurant), whose address is _____.

1. Restaurant, located at _____, has applied for the right to use the sidewalk in front of the restaurant (which sidewalk area shall be referred to hereinafter as the Premises) for the purpose of outside service of food and beverages for the dates and hours shown on the Restaurant's Application for a Sidewalk Cafe Agreement, attached hereto as Exhibit A and by reference incorporated herein. The City hereby agrees to allow the use of the Premises for outdoor service of food and beverages by Restaurant in accordance with the information provided on Exhibit A and this Agreement.

2. This Agreement shall be terminable at will by the City with or without cause. Otherwise, the term of this Agreement shall be for one (1) year from the date of this Agreement. Restaurant has an option to renew this Agreement from year to year, so long as the City receives written notice prior to termination of the Agreement. Any extensions under this provision shall be terminable at will by the City with or without cause.

3. For the term of this Agreement, Restaurant shall pay rent to the City in the amount of _____ per year, which amount shall be paid in advance.

4. The Restaurant shall have the right to use the Premises as an extension of the Restaurant's property for the service of food and beverages to Restaurant customers. In furtherance of effecting this use, Restaurant shall be permitted to place tables and chairs on the Premises. The Premises shall remain open to the public and unobstructed for access, passage, and use by the public, even though such members of the public may not be Restaurant customers. The boundaries of the Premises shall be clearly marked for purposes of compliance with Section 4-10 of the City Code of Ordinances.

5. Restaurant shall be responsible for maintenance of personalty placed on the Premises by Restaurant and for cleanliness of the Premises. Restaurant will restrict the use of glass for service of food and beverages on the Premises.

6. The Restaurant shall properly comply with all laws, ordinances, orders, rules, regulations, and requirements of federal, state, and local governments in its use of the Premises. Signs in compliance with Section 4-10 of the City Code of Ordinances shall be prominently posted on the Premises.

7. Restaurant shall not create, permit, or suffer any mechanics lien, other liens, or any encumbrances to be imposed on the Premises or to affect the City's title thereto.

8. Restaurant shall be responsible for all damage to City property arising out of Restaurant's use of the Premises, providing such damage is caused by Restaurant, its employees, or its customers.

9. Prior to service of any alcoholic beverages on the Premises, the Restaurant must insure that it has a proper license for such outdoor service.

10. Restaurant shall maintain at least a(n) _____ foot pedestrian way on the sidewalk.

11. Food preparation on the Premises is prohibited.

12. At all times during the term of this Agreement, Restaurant shall maintain, at its sole cost and expense, commercial general liability insurance in an amount not less than \$1 million (\$1,000,000) combined single limits which shall provide coverage for claims for injuries to persons or property resulting from or arising out of Restaurant's use of the Premises. Such insurance shall be issued by an insurer acceptable to the City, shall name the City as an insured (as its interest may appear), and shall not be canceled or modified during the term of this Agreement without first providing thirty (30) days prior written notice to the City. Proof of compliance with this paragraph shall be provided within seven (7) days of the approval of this Agreement by the City and with any written request for an extension of the term of the Agreement under paragraph 2 herein. Failure to provide such proof shall result in termination of the Agreement.

13. Restaurant shall indemnify and hold harmless the City, its officials, employees, contractors, and agents from and against all claims, damages, actions and causes of action and resultant costs, including attorneys' fees and costs, which, in any manner, have arisen, or may hereafter arise, from or out of the Restaurant's use of the Premises. This obligation shall survive termination of this Agreement.

14. This Agreement is not assignable without the City's prior written consent.

15. Payments and notices required by this Agreement shall be mailed to the following:

For the City:

James O. Cooke, IV
Interim City Treasurer-Clerk
City Hall
300 South Adams Street
Tallahassee, Florida 32301

For the Restaurant:

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives effective the day and year first written above.

ATTEST:

CITY OF TALLAHASSEE

By: _____
James O. Cooke, IV
Interim City Treasurer-Clerk

By: _____
Anita Favors Thompson
City Manager

Date: _____

The foregoing instrument was acknowledged, before me this ____ day of _____ 20__, by Anita Favors Thompson, City Manager, well known to me to be the City Manager of the City of Tallahassee, a Florida municipal corporation, on behalf of and under the authority duly vested in him by said municipal corporation.

NOTARY PUBLIC State of Florida at Large

Print Notary Name
My Commission Expires:

Approved as to Form

James R. English, City Attorney

RESTAURANT

Name of Restaurant

By: _____

Name: _____

Title: _____

THE FOREGOING instrument was acknowledged before me this __ day of _____ 20__, by _____, who is personally known to me, or who has produced _____ (type of identification) as identification, and who did (did not) take an oath.

NOTARY PUBLIC State of Florida at Large

Print Notary Name
My Commission Expires:

APPLICATION

FOR A SIDEWALK CAFÉ PERMIT WITHOUT TABLE SERVICE

INSTRUCTIONS: Complete Part I, the application, and submit it to the Downtown Improvement Authority located in the Guaranty National Bank Building at 111 S. Monroe Street. (Telephone number 224-3252). This application is for placement of tables outside an existing business without waiter/waitress provided.

PART I APPLICATION

Restaurant Information

1. Restaurant: _____
Address: _____
Zip Code: _____
2. Name of Manager: _____

Corporation Information

If corporation, please complete the following:

1. Name of corporation: _____
Address of principal officer: _____
2. State of incorporation: _____
3. Name of registered agent: _____

Current License Information

1. Food dispensing license number: _____
2. Liquor license number: _____
3. Are your licenses (food and liquor) currently valid? Yes _____ No _____
4. Have you ever had a license revoked or suspended? Yes _____ No _____
If yes, explain: _____

Description of Request

Please describe the nature of your business, how many tables, etc. Provide sketch of area to be used if necessary: _____

Risk Management Officer

Approve _____ Do Not Approve _____

Comments and Signature _____

Property Management Division

Approve _____ Do Not Approve _____

Comments and Signature _____

Police Department

Approve _____ Do Not Approve _____

Comments and Signature _____

Fire Department

Approve _____ Do Not Approve _____

Comments and Signature _____

Growth Management Department

Approve _____ Do Not Approve _____

Comments and Signature _____

Downtown Improvement Authority

Approve _____ Do Not Approve _____

Comments and Signature _____

Traffic Engineering

Approve _____ Do Not Approve _____

Comments and Signature _____

Economic and Community Development

Approve _____ Do Not Approve _____

Comments and Signature _____
