



# CITY OF Boca Raton

## SPECIAL EVENTS POLICY

**The City of Boca Raton encourages events that contribute to the cultural enrichment, social engagement and economic prosperity of Boca Raton and its residents, visitors and businesses.**

**The special event policy enables the City of Boca Raton to ensure compliance with city and state regulations, provide for the health and safety of the community and event attendees, and minimize the impact on residents and business owners affected by these events.**

**Adherence to these guidelines and policies will allow event organizers to plan successful, safe and engaging events that benefit the entire community.**



**SPECIAL EVENT APPLICATION REVIEW**

All special events shall require an approved permit from the Code Enforcement department of the City of Boca Raton. Code Enforcement will serve as the facilitator and authority of all special event permit applications and approvals/denials. Each application will also be reviewed by relevant City of Boca Raton departments including: Police, Fire, Municipal Services, Recreation Services, Downtown Boca/CRA, Parking Services, Building Department, Risk Management, Business Tax and the Mizner Park Amphitheater. Event organizers are strongly encouraged to review this policy prior to completing a Special Event Application.

For special event applications and questions, please contact:

City of Boca Raton Code Enforcement Department  
 201 W. Palmetto Park Rd, Boca Raton, FL 33432  
 561-393-7934 [www.MyBoca.us](http://www.MyBoca.us)

**EVENT DESCRIPTIONS**

**GENERAL EVENTS** are organized activities that are held on public, City owned, or private property including but not limited to parks, streets/sidewalks, the Mizner Park Amphitheater, or privately owned property.

**RACES, WALKS, PARADES** are organized activities that follow a set course or route that may or may not involve partial or rolling closure of City roads or sidewalks.

**FILM & PHOTOGRAPHY** refers to any film or photography production on City property for commercial use. *(Requires a Palm Beach County Film & Television Commission Permit).*

**NEIGHBORHOOD EVENTS** are small-scale organized events intended for neighborhood residents and their guests, and that may or may not close or restrict residential streets.

**SPECIAL EVENT PERMIT FEES**

SUBMISSION DATE	PERMIT FEE
1-4 Business days submitted prior to event	\$320.00
5-9 Business days submitted prior to event	\$215.00
10-14 Business days submitted prior to event	\$115.00
15-19 Business days submitted prior to event	\$65.00
20+ Business days submitted prior to event	\$35.00
Car Wash and Sign Permits ONLY	\$8.00
<i>Fees for any additional required permits not included                  Fees are non-refundable</i>	

## SPECIAL EVENT POLICIES

The following policies apply to all special events taking place in the City of Boca Raton:

### **PROGRAMMING**

The event must contribute to the economic enhancement, cultural enrichment and/or promotion of the City of Boca Raton.

### **DISCRIMINATION**

The City of Boca Raton reserves the right to deny any special event permit that discriminates on the basis of race, color, religion, sex, age, national origin, family status or disability.

### **APPLICATIONS**

No person shall initiate, sponsor, organize, promote, conduct or advertise a special event unless a permit has been obtained from the City.

Special event applications cannot be accepted without a paid permit fee.

Event applications will be accepted no earlier than 6 months in advance of the event (except for weddings). Applications received later than 20+ business days prior to event will be subject to increased permit fees.

Any outstanding fees incurred for additional City services must be paid no later than 7 business days prior to event.

### **FILM & PHOTOGRAPHY EVENTS**

Permits are arranged through the Palm Beach County Film & Television Commission and can be found at: [www.pbfilm.com/permits](http://www.pbfilm.com/permits)

### **NEIGHBORHOOD EVENTS/EVENTS REQUESTING CITY OWNED FACILITIES**

Neighborhood events and events requesting use of City of Boca Raton owned facilities must also complete a Recreation Services permit application. [www.myboca.us/pages/rec-services/home](http://www.myboca.us/pages/rec-services/home)

### **ROAD CLOSURES**

No events shall close major state, county, or city maintained roadways (including Federal Highway, Palmetto Park Road, and A1A), except for those currently approved.

A certified Maintenance of Traffic (MOT) plan is required for exempted, pre-existing events that will continue to close a pedestrian or vehicle area (public or private). See attached.

Notifications to persons or businesses affected by any road closure must be made in writing, with a copy of the written notice submitted with the application.

### **SIGNAGE**

One free-standing sign or banner, directing the attention of the public to a special event, is permitted on the premises of the event.

Any sign shall not exceed 25 sq. feet, any banner shall not exceed 50 sq. feet. All signs and banners must be removed within 7 days after event ends.

### **EVENT LAYOUT**

A map of the event layout must be submitted with the application.

## **RACES, WALKS, PARADES**

A map showing the event course or parade route with assembly and disbandment areas must be submitted with the application.

## **PERMISSION OF USE OF PROPERTY**

Events not held on City owned property require signed permission or a letter of permission from the property owner where event is to be held.

## **PARKING**

To ensure and verify an event will have adequate parking, a map showing where parking will be located during the event must be submitted with the application. If off-site parking will be used, letters of permission from the property owners will be required. If requesting a waiver of metered parking for non-profit event organizer, a letter stating so must be included with application indicating specific metered parking space #'s requested.

## **ELECTRICITY**

An electrical permit will be required for all temporary electrical wiring for lighting or equipment, including but not limited to a generator, power cords, portable distribution boxes & use of plug and cord connections or field wired connections.

## **BUILDING**

A building permit is required for tent structures erected with a total tent area greater than 400 square feet.

## **FOOD**

A Palm Beach County Health Department permit may be required.

## **ALCOHOL**

No alcoholic beverages are permitted in City parks. An Alcohol, Tobacco and Firearms (ATF) permit may be required for other events.

## **INSURANCE**

A Certificate of Insurance (COI) is required for all events with \$1,000,000 liability and Additional Insured if required.

## **CLEAN UP**

Clean up of event site must be completed within 24 hours of close of event.

## **PRIORITY**

If there are conflicting requests for a particular time/date in the same location, the City will give priority in the following order\*:

1. Established events that are in good standing
2. Events organized by the City of Boca Raton
3. Events organized by City of Boca Raton based non-profit organizations
4. Events organized by City of Boca Raton based private businesses

*\* Event date requests for the Mizner Park Amphitheater will be handled directly by Amphitheater staff*

## **EXCEPTIONS**

- Major state or county roads will be closed for select City of Boca Raton events such as the Holiday Parade, Boat Parade and 4<sup>th</sup> of July Celebration.
- Select established Races/Walks/Parades will continue with partial, rolling or full road closures (For information on events along A1A, please refer to Resolution No. 40-2003 and Policy No. 5.06.2)



### **MAINTENANCE OF TRAFFIC PLAN FOR ANY PARKING LOT, TRAVEL LANE OR SIDEWALK OR ROAD CLOSURE**

Any lane or road closure of any public or private street requires a Maintenance of Traffic Plan (MOT) with the following:

- 1) The plan must be provided by a certified Worksite Traffic Supervisor whose certificate must be for Advanced Maintenance of Traffic in the state of Florida. Most barricade companies do this work and all are certified.
- 2) A map of the entire event area including all surrounding roadways which are impacted by the road closures is required. Remember that advance signage is required for all road closures so even though the road is not closed it may have signage on it directing traffic.
- 3) On this plan, all traffic control devices must be indicated and located in the appropriate locations for the proposed event.
- 4) Any road, bike lane or sidewalk closure on a State or County roadway requires a permit from that agency.
- 5) Name, phone number and copy of certificate of certified worksite traffic supervisor in charge of the road closure is required.
- 6) Name and phone number of company providing barricades and signage.
- 7) If a full closure of a roadway is needed, all adjacent property owners must approve of the closure in writing stating they are in favor of the closure.
- 8) When planning an MOT plan, it is necessary to involve the City of Boca Raton Police Department at the beginning of the planning process.
- 9) Road closure must be in place prior to placing anything within the public right of way. This includes all advance signs and barricades.
- 10) Roadways can only be closed for the time designated on the permit.
- 11) The road must be completely cleaned of any debris, soaps, grease or oils that could create a slippery surface for vehicles prior to reopening to traffic.
- 12) Additional cost recovery fees may apply during certain events.

### SPECIAL EVENT PERMIT REQUIREMENTS AND PROCEDURE FOR TENTS, GENERATORS AND ELEVATED PLATFORMS

Tent structures erected for a Special Event with a **total tent area of 400 square feet or less:**

- Site plan
- No building permit fees or inspections required.

Tent structures erected for a Special Event with a **total tent area greater than 400 square feet:**

- Building and Fire permit applications signed by owner or tenant and General or Building contractor.
- Copy of the contract with a currently City registered General or Building contractor.
- Site plan and engineered drawings with tie-down plan.
- Fabric flame certificate.
- Special Inspector application for tents with a beam height 15 feet or greater.
- Exit plan if the tent has closed sides.
- Building and Fire permit fees.

All temporary electrical wiring for lighting or equipment, including but not limited to a generator, power cords, portable distribution boxes & use of plug and cord connections or field wired connections:

- Electrical permit application signed by owner or tenant and Electrical contractor.
- Copy of the contract with a currently City registered Electrical contractor.
- Generator specifications.
- Power/lighting plan.
- Electrical permit fees.

An occupied platform elevated 30" or greater or a grandstand requires:

- Building permit application signed by owner or tenant and General or Building contractor.
- Copy of the contract with a currently City registered General or Building contractor.
- Site plan and engineered drawings.
- Special Inspector application.
- Exit plan.
- Building and Fire permit fees.

Permit fees are based on the contract amount. Setup times requiring inspections outside normal hours of operation require a \$420 after hours' inspection fee paid in advance in addition to the permit fee. Normal hours of operation for field inspections are usually between 8:00 AM to 3:00 PM Monday through Friday, except holidays.

Failure to request and obtain required permits & inspection approvals prior to the special event may result in an order to deny, suspend, or revoke the authority of the contractor or property owner from obtaining future building permits or limit such authority in obtaining a building permit(s) with specific conditions.

**SEC. 24-125. SPECIAL EVENT SIGNS AND SPECIAL EVENT BANNERS**

*ONE free-standing sign or banner, directing the attention of the public to a special event, may be permitted on the premises of the event. A special event sign shall not exceed 25 square feet per sign face and a sign area of 50 square feet, and its height shall not exceed 7 feet. A banner shall not exceed 50 square feet in area. Such signs and banners shall be removed within 7 days after the scheduled event ends.*

**PROPERTY OWNER’S PERMISSION:** A letter of permission from the property owner may be attached to the application in lieu of signature below.

**PROPERTY OWNERS PERMISSION**

*I, the undersigned, and owner of the event location, do hereby give my permission for use of my property for the event described above.*

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

*By acceptance of this permit, the sponsor agrees to indemnify and hold harmless the City of Boca Raton, its officers, employees and agents from and against all loss, costs, expenses, including attorneys' fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by sponsor, its officers, employees, and agents under any of the terms of this special event permit. If any unforeseen circumstances occur and/or the sponsor fails to meet the requirements the City has set forth, the City of Boca Raton shall have the right to cancel or stop the event either before commencement of the activities and/or during the event.*

Applicant Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**SEC. 13-100(4) DEFINITIONS**

**Special Event** shall mean any meeting, activity, gathering, or group of persons, animals, or vehicles, or a combination thereof, having a common purpose, design or goal (**excluding any such event conducted for the primary purpose of First Amendment speech or assembly**), which special event is intended to or does draw public attention, and interferes with or has the tendency to interfere with the normal flow or regulation of pedestrian or vehicular traffic upon any public facility, street, sidewalk, swale, alley, park, public recreation areas or other place or building. The term shall include, but not be limited to, festivals, carnivals, concerts, parades, athletic events, rallies, and similar gatherings, but shall not include demonstrations.

**SEC. 13-101 PERMIT REQUIRED**

No person shall initiate, sponsor, organize, promote, conduct or advertise a special event unless a permit has been obtained from the City. Please see **Ordinance 4748** for further Special Event information including prohibited activities. (If organization is non-profit, attach certificate of non-profit status per F.S. 617)