

SPECIAL EVENTS POLICY

POLICY NO. 17-01

PURPOSE: The purpose of this policy is to protect the health, safety and welfare of the citizens of Hernando County as well as to provide a uniform method of processing requests for all special events, which require assistance by the Hernando County Public Works Department and the Sheriff's Office. Special Events are defined as those events which require the assistance of the Sheriff's Office and Public Works to ensure the safety of the citizens of Hernando County to include but not be limited to: bike-a-thons, marathons, parades, block parties, art festivals, seafood festivals, and any other event which will use any right of way, (roads, sidewalks, etc.) within Hernando County outside the City limits of Brooksville

POLICY: The following procedures will apply to requests for assistance by the Sheriff's Office and Public Works Department for any special event which uses County rights of ways outside the City limits of Brooksville.

1. The requestor must complete an application form for a Special Events Permit and submit it to the County Administrator's Office for review along with a check in the amount of thirty-five (\$35.00) dollars for processing the application. **This fee is non refundable.**
2. In order for the application to be processed, said application must be submitted thirty (30) days prior to the scheduled event.
3. Upon submittal of the application it will be forwarded to the Sheriff's Office and Public Works Department for review and recommendation. The Sheriff's Office and Public Works Department may suggest an alternate route or site for the event to ensure the health and safety of the citizens of Hernando County.
4. Next, the application will be forwarded to the Risk Management Office for review and determination of insurance coverage requirements. Proper proof of liability insurance, if required, must be provided and list the Hernando County Board of County Commissioners as an

additional insured in the amount of one million (\$1,000,000) dollars per occurrence.

5. After receipt of the application from the Sheriff's Office, Public Works Department, and Risk Management Office with their comments, the County Administrator will either approve or deny the permit based upon such comments. Those permits issued will be on a first-come, first-served basis.
6. If the permit is denied, the applicant may submit a written request to the Board of County Commissioners for an appeal of the County Administrator's decision.
7. If the permit is approved, on the day of the event the Sheriff's Office and Public Works Department will provide manpower and equipment in accordance with the terms of the permit to provide adequate traffic control and assistance to ensure that the health, safety and welfare of the citizens of Hernando County are protected.
8. If the permit is approved, the applicant will be required to execute an Indemnity Agreement holding the County, and the Sheriff's Office harmless for any and all accidents, claims, etc., which may occur as a result of such an event.
9. If the permit is approved, the County Administrator's Office will submit a Notice of Issuance to the newspaper for publication, pay for publication of the ad, and obtain the affidavit from the newspaper, prior to issuing the permit.
10. Permit holders are on notice that if situations develop that effect the health, safety and welfare of residents, the Sheriff's Office or the Public Works Department are authorized to cancel the event at any time.
11. On the day of the event, the permit must be available and ready for display upon the request of the Sheriff's Office and/or Public Works Department. In the event the applicant has not paid the appropriate fees and picked up the permit, or if the permit is not at the scene of the event, or a permit was not applied for, the event will not be allowed to occur.
12. The permit holder is not authorized to place signs in County right of ways. Should this occur, the Code Enforcement Department is authorized to remove such signs. Continued

placement could lead to revocation and cancellation of the Special Events Permit.

Replaces: Policy No. 90-01
Reference: March 27, 1990
Adopted: September 18, 1991
Revised: October 23, 2001
Revised: October 12, 2004
Revised: May 3, 2005