



# St. Johns County Board of County Commissioners

Parks & Recreation Department

## FAIRGROUNDS EVENT PERMIT APPLICATION

### 1. APPLICANT INFORMATION

Applicant/Company Name: \_\_\_\_\_ Title: \_\_\_\_\_

Applicant/Company Address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Emergency: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. DESCRIPTION OF EVENT

Chose One: \_\_\_\_\_ Public Event \_\_\_\_\_ Private Event

Event Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Refer media or citizen inquiries to: \_\_\_\_\_ Phone: \_\_\_\_\_

**Site Requested:** Entire Facility \_\_\_\_\_ Arena \_\_\_\_\_ Exhibit Hall \_\_\_\_\_ School House \_\_\_\_\_ Camping \_\_\_\_\_

**Check One:** Over Flow Parking: ½ Lot \_\_\_\_\_ Full Lot \_\_\_\_\_ (lighting for parking lot is at the expense of the renter)

### 3. EVENT PRINCIPALS

Please attach a separate sheet listing names, addresses, and telephone numbers of all the principals involved in any way in the proposed special event. Include professional event organizers, event promoters, financial underwriters, commercial sponsors, charitable agencies for whose benefit the event is being produced, the organization or organizations in whose name the event is being advertised, and all others administratively, financially and organizationally involved as principals in the production of the proposed special event.

### 4. REQUESTED EVENT COMPONENTS

A. Requested day and date: \_\_\_\_\_

B. Requested hours of operation: from: \_\_\_\_\_ AM \_\_\_\_\_ PM to: \_\_\_\_\_ AM \_\_\_\_\_ PM

C. Set up (beginning day and date): \_\_\_\_\_, Time: \_\_\_\_\_ AM \_\_\_\_\_ PM

Dismantle by (day and date): \_\_\_\_\_, Time: \_\_\_\_\_ AM \_\_\_\_\_ PM

D. Describe the number and type of animals to be used in the event (if any): \_\_\_\_\_

E. Attach a draft of the entry form for participants/spectators, if applicable.

F. Anticipated number of participants: \_\_\_\_\_ spectators: \_\_\_\_\_

## 5. INSURANCE (For sports and public events):

This application will not be approved until the County has received a valid **Certificate of General Liability** Insurance which specifically includes St Johns County, Board of County Commissioners, 500 San Sebastian View, St. Augustine, FL 32084 as additional insured by policy endorsement. Additionally, if required by Florida Statute, proof of Workers' Compensation Insurance will need to be included with this application. If your business is using any vehicle for or during the event, proof of **Auto Insurance** will need to be included with this application. The amounts for general liability, auto insurance, and workman's compensation insurance are specified below.

A. The APPLICANT hereby states and affirms that insurance coverage required is in place at the time of this Agreement, and will remain so for the term of this rental agreement and that the APPLICANT will not occupy the premises under this Agreement until it has obtained all insurance required under such laws. The APPLICANT agrees to submit documentation of all insurance coverage to the COUNTY or its representatives upon request. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. Compliance with the foregoing requirements shall not relieve the APPLICANT of its liability and obligations under this rental agreement.

B. The APPLICANT shall maintain during the term of this rental agreement commercial general liability insurance in the amount of one million dollars (\$1,000,000.00) combined single limit to protect the APPLICANT and the COUNTY from claims for damages for bodily and personal injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this agreement, whether such operations are by the APPLICANT or by anyone directly employed by or contracting with the APPLICANT or PARTICIPANT.

C. The APPLICANT shall maintain, during the life of this rental agreement, comprehensive automobile liability insurance in the amount of one hundred thousand dollars (\$100,000.00) per person, three hundred thousand dollars (\$300,000.00) per occurrence combined single limits to protect the APPLICANT from claims for damages for bodily injury, including wrongful death, as well as from claims for property damage, which may arise from the ownership, use, or maintenance of owned, or non-owned automobiles, including rented automobiles whether such operations are by the APPLICANT or by anyone directly or indirectly employed by the APPLICANT.

D. The APPLICANT shall maintain, during the life of this rental agreement, adequate Workers' Compensation Insurance and Employers Liability Insurance in at least such amounts as are required by law. If the APPLICANT is not required to maintain Workman's Compensation Insurance and Employers Liability Insurance under Florida Law, verification noting this exclusion shall be provided to the COUNTY by the APPLICANT insurance carrier.

**E. All insurance, other than Workers' Compensation, to be maintained by the APPLICANT shall specifically include St Johns County as an Additional insured, by policy endorsement, and a Certificate of Insurance naming St. Johns County Board of County Commissioners, 500 San Sebastian View, St. Augustine, FL 32084, as Additional Insured must be provided to the COUNTY by the APPLICANT insurance carrier. The description should include the dates and the title of the event and name of specific facility (ies) being rented by the APPLICANT.**

F. The insurance requirement is deemed contractual, and the COUNTY shall not be deemed responsible to any third party for any failure of insurance coverage.

## 6. ALCOHOLIC BEVERAGES, ENTERTAINMENT, MUSIC, SOUND AMPLIFICATION

- A. If there will be music, sound amplification, or any other noise impact, please describe, including the intended hours of the music, sound or noise. **Please see attached Noise Ordinances.**

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- B. Will alcoholic beverages to be served? Yes \_\_\_\_\_ No \_\_\_\_\_

**IF YES, PLEASE COMPLETE THE APPLICATION FOR PERMIT FOR POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGE ON PUBLIC PROPERTY AND SUBMIT SECURITY AND SAFETY APPLICATIONS TO SJCSO AND SJCFR.**

- C. If yes, describe what system will be used to ensure that alcoholic beverages will be consumed only by those persons 21 years and older:

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## 7. SANITATION

Give a brief description of clean-up for the event:

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## 8. LOCATION MAP

Check off items below that apply to the event. Attach a map of your requested location (available from the county website). ***It is the applicants' responsibility to know and follow all applicable codes and ordinances. Please note inflatables are not allowed at public or private events.***

- \_\_\_ A. For races, please include a map with route outlined.
- \_\_\_ B. Entertainment or stage locations (grandstand operators should provide you with a to-scale drawing).
- \_\_\_ C. Alcoholic beverage concession area.
- \_\_\_ D. Non-alcoholic concession areas.
- \_\_\_ E. Food concession areas.
- \_\_\_ F. General merchandise concession area.
- \_\_\_ G. Portable toilet facilities (indicate number).
- \_\_\_ H. First aid facilities.
- \_\_\_ I. Event participant and/or spectator parking areas.
- \_\_\_ J. Fireworks or pyrotechnics site.
- \_\_\_ K. Vehicle fuel handling site.
- \_\_\_ L. Cooking areas.
- \_\_\_ M. Tables, enclosures, etc.
- \_\_\_ N. Temporary or permanent structures constructed for the event.
- \_\_\_ O. Site of electrical wiring to be installed for the event.
- \_\_\_ P. Trash containers (indicate number):
- \_\_\_ Q. Other (please describe): \_\_\_\_\_

**9. SECURITY AND SAFETY PROCEDURES**

In the interest of public safety, the St. Johns County Sheriff’s Office along with St. Johns County Fire Rescue reserve the right to review anyone applying to utilize St. Johns County properties and/or facilities to host public events or special events with more than 75 guests.

All public events, private and public events with alcohol or private events with 75 or more participants must complete and submit the St. Johns County Sheriff’s Office *Public Safety Assessment* form AND the St. Johns County Fire Department *Fire Watch Event Permit* with the *Fairgrounds Event Application* **30 days prior to event date.** \_\_\_\_\_ (Initial)

Additionally, the Sheriff’s Office will reserve the right to terminate any special event hosted on St. Johns County property that is found to be in violation of state law, and ordinances to include, but are not limited to:

- Noise ordinance Ord. 2011-35
- Sale of Alcohol without a permit Ord. 2011-46, Ord. 2010-24
- Narcotics F.S. 893.13.6a
- Any other circumstances/threats related to public safety

A. Give name, address and phone numbers of the agency or agencies, which will provide first aid staff and equipment if not St. Johns County Sheriff’s Office or St. Johns County Fire Rescue.

Name of Agency: \_\_\_\_\_

Name of Representatives: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**10. PERMITS AND LICENSES**

To the extent that the APPLICANT needs to secure, obtain/acquire, and maintain permits and/or licenses, in order to use the premises and facilities described herein and to conduct, manage or operate the Event, Vendors and Activities described herein, then the APPLICANT shall be responsible for securing, obtaining/acquiring, and maintaining, at the APPLICANT’s sole expense, any, and all, permits, licenses, and/or approvals required by Federal, State, and/or local law, rule, regulation, or ordinance. Specifically, the APPLICANT shall be required to secure, obtain/acquire, and maintain for the duration of the Event, any, and all, permits, licenses, and approvals that are required for, or associated with, APPLICANT’s use of the premises and facilities described herein. \_\_\_\_\_ (Initial)

A. List all vendors or concessionaires who will be participating at the event: \_\_\_\_\_

**11. AMERICANS WITH DISABILITIES ACT (ADA)**

Applicants are hereby advised that, in accordance with applicable provisions of the America with Disabilities Act (ADA), all Special Events conducted on St. Johns County property and open to the public shall be accessible to people with disabilities. County staff shall ensure that each Special Event venue provides for an adequate number of accessible parking spaces in appropriate locations, accessible routes throughout the site, and other accessible features for food service, restroom facilities (including accessible portable toilets), assembly area seating, etc., where such elements or facilities are provided for the public. No ADA accessible element or facility shall be obstructed, removed, relocated, or otherwise altered without prior written approval by the County. Applicants must coordinate with County staff as necessary to ensure compliance with the provisions contained in this paragraph, failure to do so may result in revocation of this Special Event Permit.

**12. INDEMNIFICATION & HOLD HARMLESS:**

To the extent permitted by law, the APPLICANT shall indemnify, defend, and hold harmless the COUNTY, its officials, agents, servants and employees from all claims (including tort-based, contractual, injunctive, and/or equitable), losses (including property (personal and/or real), and bodily injury), costs (including attorneys' fees), suits, administrative actions, arbitration, or mediation originating from, connected with, or associated with, or growing out of (directly and/or indirectly), the APPLICANT's use of the premises and facilities described herein. Moreover, the APPLICANT shall indemnify, defend, and hold the COUNTY, its officials, agents, servants and employees harmless from all claims, losses, costs, suits, and administrative actions, arbitration, or mediation, from, or incident to, connected with, associated with, or growing out of the APPLICANT's direct and/or indirect negligent or intentional acts or omissions associated with the above-noted actions and activities.

This provision relating to Indemnification, is separate and apart from, and is in no way limited by, any insurance provided by the APPLICANT, as set forth herein or otherwise.

**THIS FEE IS NON-REFUNDABLE**

\_\_\_\_\_  
Print Name of Authorized Applicant

\_\_\_\_\_  
Original Signature of Authorized Applicant

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Original Signature of Witness

**Please note there must be an original signature and a witness to your signature before submitting this application in order for it to be considered for permitting. Electronic signatures are not acceptable. Thank you**

***Make check or money order payable to St. Johns County.***

**-----Recreation Use Only-----**

Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_ Verified: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Method of Payment: Check # \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_ Money Order \_\_\_\_\_

General Liability: \_\_\_\_\_ Liquor liability insurance is attached (if applicable): \_\_\_\_\_

**APPLICATION IS: APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ APPROVED WITH CONDITIONS: \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**DIRECTOR OF PAKRS AND RECREATION or  
AUTHORIZED DESIGNEE**

\_\_\_\_\_  
**DATE**

Persons who wish to appeal the decision to approve or deny a permit shall make that request to the County Commission through the County Administrator.

**APPLICATION PERMIT FOR POSSESSION AND CONSUMPTION  
OF ALCOHOLIC BEVERAGE ON PUBLIC PROPERTY  
IN ACCORDANCE WITH ORDINANCE 99-50**

1. Name, address, telephone number of person and/or organization applying for permit:

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2. Description of event, where it will be held, dates and hours:

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3. Estimated amount of physical area (space) needed for the event and the number of persons expected to attend the event:

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4. Insurance requirements are as follows:

Alcohol is only permitted in or on County premises with the written permission of the County Administrator on a completed Application for Permit for Possession and Consumption of Alcoholic Beverage on Public Property in Accordance with Ordinance 99-50 (this application) AND with proof of liquor liability insurance coverage in the amount of one million dollars (\$1,000,000.00) per occurrence which specifically includes St Johns County as Additional insured by policy endorsement.

**This application will not be approved until the County has received a valid Certificate of Insurance for liquor liability in the amount of \$1,000,000 (one million dollars) per occurrence which specifically includes St Johns County, Board of County Commissioners, 500 San Sebastian View, St. Augustine, FL 32084 as additional insured by policy endorsement along with the SJCSO and SJCFR approved permits.**

\*\*\*\*\*Recreation Use Only\*\*\*\*\*

APPLICATION IS: APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ APPROVED WITH CONDITIONS \_\_\_\_\_

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\_\_\_\_\_  
County Administrator / Designee

\_\_\_\_\_  
Date

**Copies:** Affected Departments  
Law Enforcement



ST. JOHNS COUNTY SHERIFF'S OFFICE  
 Robert A. Hardwick, Sheriff  
 4015 Lewis Speedway, St. Augustine, FL 32084



ST. JOHNS COUNTY FIRE RESCUE  
 Jeff Prevatt, Fire Rescue Chief  
 3657 Gaines Rd, St. Augustine, FL 32084

**Public Safety Application**

In the interest of public safety, the St. Johns County Sheriff's Office along with St. Johns County Fire Rescue reserve the right to review anyone applying to utilize St. Johns County properties and/or facilities to host special events.

Applicants must visit the St. Johns County Fire Rescue website to complete the Events Coverage/Fire Watch application located at the below link as well.

<http://www.sjcf.us/FirePrevention/media/FRpermits/FireWatchApplication.pdf>

Applicants will complete this packet and forward it to [events@sjso.org](mailto:events@sjso.org), no less than (30) days prior to the event. The applicant should allow 3-5 business days for a response after submitting the application for review.

The number of Sheriff's Office personnel required will be determined by the type of event and potential for high risk incidents. In addition to interior security, the event host may be required to supply traffic control deputies and other Sheriff's Office resources contingent on the magnitude of the event. All costs associated with Sheriff's Office employees servicing the event will be paid for by the host at the conclusion of the event. Applicants should note additional charges related to necessary special equipment may be required at the discretion of the Sheriff's Office, and paid for by the applicant.

Additionally, the Sheriff's Office will reserve the right to terminate any special event hosted on St. Johns County property that is found to be in violation of state law, and ordinances to include, but are not limited to:

- Noise ordinance Ord. 2011-35
- Sale of Alcohol without a permit Ord. 2011-46, Ord. 2010-24
- Narcotics F.S. 893.13.6a
- Any other circumstances/threats related to public safety

For events held at the St. Johns County Fairgrounds applicants should attach a site map outlining traffic flow, and specific event locations to include, parking, entry points, vendor locations etc.

Personal Safety and Property Security is determined by SJSO personnel based upon projected attendees and participants as follows:

<b>Attendees &amp; Participants</b>	300-1,000	1,001-2,500	2,501-5,000	5,001-7,500	7,501-10,000	10,001-15,000	15,001-25,000
<b>SJCISO Supervisors</b>	0	1	2	3	4	5	6
<b>Personnel @ Event</b>	1-3	4-6	7-10	11-15	16-20	21-30	31-50



ST. JOHNS COUNTY SHERIFF'S OFFICE  
Robert A. Hardwick, Sheriff  
4015 Lewis Speedway, St. Augustine, FL 32084  
ST. JOHNS COUNTY FIRE RESCUE  
Jeff Prevatt, Fire Rescue Chief  
3657 Gaines Rd, St. Augustine, FL 32084



**Applicant Information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Event Name: \_\_\_\_\_ Location: \_\_\_\_\_

Projected Event Size: \_\_\_\_\_ Event Dates(s): \_\_\_\_\_

By signing and completing this document the applicant agrees to the terms set forth by the St. Johns County Sheriff's Office with the understanding that any state law/ordinance violation may be subject to terminating the event, additional fines, and criminal prosecution.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by SJSO:**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Projected cost for special equipment: \_\_\_\_\_

Number of Deputies required: \_\_\_\_\_ Hourly rate per Deputy Sheriff: \_\_\_\_\_

Hourly rate per Supervisor: \_\_\_\_\_ Projected total paid to Sheriff's Office: \_\_\_\_\_

Commander Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Special Instructions:**

**PLEASE FAX THE SJCSO SIGNED COPY OF PERMIT TO SJCP&R TO 904.209.0321**



## **GENERAL CITY/COUNTY/STATE ORDINANCES**

Please read the following carefully and if there are any questions regarding ordinances or state laws pertaining to the event, please call the St. Augustine Beach Police Department at (904) 471-3600, St. Augustine Police Department at (904) 825-1070, or St. Johns County Sheriff's Department at (904) 824-8304 during business hours.

### **ST. AUGUSTINE BEACH NOISE ORDINANCE SECTION 9.02.12.A (1) AMPLIFIED SOUND PRODUCED BY ELECTRONIC AUDIO EQUIPMENT, MUSICAL INSTRUMENTS AND SIMILAR DEVICES.**

No person shall operate, play, or permit the operation or playing of any radio, stereo, tape player, television, electronic audio equipment, musical instrument, or other sound amplifier in such a manner as to: (a) be plainly audible at a distance of two hundred (200) feet or more from the real property boundary of the source of the sound.

### **ST. JOHNS COUNTY NOISE ORDINANCE SECTION 2005-114.28**

No person shall make such loud, excessive, unnecessary noise so as to create a nuisance in any County park. Noise shall be considered a nuisance where it produces actual physical discomfort and annoyance to persons of ordinary sensibilities. No audio device, such as loudspeakers, television, radio, compact disc, tape, record player, or musical instrument, except equipment used by law enforcement, rescue or safety personnel, shall be used in a manner: that exceeds a noise level of 60 dBA measured on the A-weighted scale at 25 feet, or below that level, nevertheless; that exceeds noise which is unreasonable, considering the nature and purpose of the user's conduct, location in the park, time of day or night, impact on other park users and other factors that would govern the conduct of a reasonably prudent person under the circumstances.

### **CITY OF ST. AUGUSTINE NOISE ORDINANCE SECTION 11-89**

Operating, playing or permitting any devices, which produce or reproduces sound between the hours of 10:00 p.m. and 7:00 a.m. in such a manner as to create excessive and unnecessary noise across a residential real property line or within a noise-sensitive area is prohibited.

### **FLORIDA STATUTE 562.11(1)(a) SELLING, GIVING, OR SERVING ALCOHOLIC BEVERAGES TO PERSONS UNDER AGE 21**

It is unlawful for any person to sell, give, or permit to be served alcoholic beverages to persons under 21 years of age or to permit persons under 21 years of age to consume said beverages. Anyone convicted of violation of this statute shall be guilty of a misdemeanor in the second degree punishable by 60 days in jail and/or a \$500 fine.

### **For Fairgrounds Use Please Note:**

**If applicable, when reserving the SJC Fairgrounds applicant must provide adequate tower lighting if directing attendees to park their vehicles in the back remote parking lot. Also include with your application the Fairgrounds site map showing where vendors are setting up their booths.**

## St. Johns County Park Rules

Please observe the following park rules for your family enjoyment:

- ✓ Park hours are dawn to dusk unless otherwise posted.
- ✓ Operation of motorized vehicles limited to designated areas. Please park in designated areas only. Overnight parking prohibited, excluding fairgrounds with permit.
- ✓ All dogs to be controlled by leash except in designated areas. Please clean up after your pet. No animals permitted on athletic fields or recreational facilities.
- ✓ No horseback riding allowed on park property unless in a designated area.
- ✓ Golfing, Archery, Rockets, Aircraft, Inflatables and Paintball are prohibited.
- ✓ No tampering with park property including but not limited to removing signs, graffiti, and removal of soil or shrubbery.
- ✓ No removal of archeologically sensitive material
- ✓ Please contain fires in grills or in places provided only.
- ✓ Picnic tables and shelters are available on a first come first serve basis, except when reserved through a permit.
- ✓ No possession or consumption of alcoholic beverages without permit.

*Permits are issued at the discretion of the Director of the Parks and Recreation Department.*

*Failure to comply with Park Ordinance 2005-114 may be punishable by fine of \$500 per violation per day or imprisonment or both.*

## **Certificates of Insurance Fact Sheet**

### **Every certificate must include the following:**

- 1) The Certificate must say "Certificate of Liability Insurance" across the top.
- 2) The name, person, or vendor working with should be named on the certificate.
- 3) Under "Type of Insurance" indicate all applicable insurance.
- 4) Under "Limits" there must be at least \$1,000,000.
- 5) Depending on what type of rental, the insurance certificate may also have other types of insurance marked by an "X".
- 6) There must be "Liquor Liability" marked on the certificate with a policy limit, if it is required for the event.
- 7) In the box for "Description of Operations" explain what type of activity/event that is being held.

\*Example: Wedding on May 13, 2011, Rental of Pier Pavilion 350 A1A Beach Blvd., St. Augustine, FL 32080

- 8) The Certificate Holder for the policy must be:  
St. Johns County Board of County Commissioners  
500 San Sebastian View  
St. Augustine, FL 32084
- 9) In the box for "Description of Operations" must state that "St. Johns County is named as additional insured" or "Certificate holder is named as additional insured." There should be no special exceptions or conditions placed in this box.
  1. The certificate must state that either the Certificate holder is additionally insured or name St. Johns County as additionally insured prior to the event date.  
Applications will not be approved otherwise.

### **For Private Sport Events**

This application will not be approved until the County has received a valid **Certificate of General Liability** Insurance which specifically includes St. Johns County Board of County Commissioners, 500 San Sebastian View, St. Augustine, FL 32084 as additional insured. Additionally, if your company is required by Florida Statute, proof of **Workers' Compensation Insurance** will need to be included with this application. If your business is using any vehicle for or during the event, proof of **Auto Insurance** will need to be included with this application.