



**CITY OF OKEECHOBEE**  
**55 SE THIRD AVENUE**  
**OKEECHOBEE, FL 34974**  
Tele: 863-763-9821 Fax: 863-763-1686  
**PARK USE AND/OR TEMPORARY STREET/  
SIDEWALK CLOSING  
PERMIT APPLICATION**

Date Received:		Date Issued:	
Application No:		Date(s) & Times of Event:	

Information:

Organization:
Mailing Address:
Contact Name:
E-Mail Address:

Telephone:

Work:		Home:		Cell:	
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Summary of activities:


Proceeds usage:


Please check requested Parks:

Flagler Parks:    City Hall Park    #1 Memorial Park    #2    #3    #4    #5    #6  
[Park 3 is location of Gazebo. Park 4 is location of Bandstand]

**(If other private property used in conjunction with this Park Use Permit please provide the address and parcel number below along with notarized letter of authorization from property owner)**

Additional Addresses, if applicable \_\_\_\_\_

Parcel ID: \_\_\_\_\_

**TEMPORARY STREET AND SIDEWALK CLOSING INFORMATION**  
**(Street Closings require City Council approval. Meetings 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays but subject to change)**

Address of Event: \_\_\_\_\_

Street(s) to be closed:
Date(s) to be closed:
Time(s) to be closed:
Purpose of Closing:

Attachments Required for Use of Parks	Attachments Required for Street/Sidewalk Closings
▶ Site Plan	▶ Site Plan
▶ Copy of liability insurance in the amount of \$1,000,000.00 with the City of Okeechobee as additional insured.	▶ Copy of liability insurance in the amount of \$1,000,000.00 with the City of Okeechobee and R.E. Hamrick Testamentary Trust as Additional Insured.
▶ Proof of non-profit status	▶ Original signatures of all residents, property owners and business owners affected by the closing.
▶ State Food Service License if > 3 days.	▶ State Food Service License if > 3 days.
▶ Notarized letter of authorization from property owner, if applicable.*	▶ State Alcoholic Beverage License, if applicable.**

\* Required if private property used in conjunction with a Park Use application.

\*\* Alcoholic beverages can be served **only** on private property. Alcoholic beverages **NOT ALLOWED** in City Parks, City streets or City sidewalks. See additional note below.

Please check if items will be sold on City streets/sidewalks. Each business will need to apply for a Temporary Use Permit 667 along with the Street Closing application.

**Note:**

- ▶ Clean-up is required within 24 hours.
- ▶ No alcoholic beverages permitted on City property, streets or sidewalks.
- ▶ No donations can be requested if any type of alcoholic beverages are served on private property/business unless you possess a State Alcoholic Beverage License. Please note there are inside consumption and outside consumption licenses. You must have the appropriate license(s).
- ▶ The Department of Public Works will be responsible for delivering the appropriate barricades.
- ▶ Dumpsters and port-o-lets are required when closing a street for more than three (3) hours.

Applicant must meet any insurance coverage and code compliance requirements of the City and other regulations of other governmental regulatory agencies. The applicant will be responsible for costs associated with the event, including damage of property. By receipt of this permit, the applicant agrees and shall hold the City harmless for any accident, injury, claim or demand whatever arises out of applicant's use of location for such event, and shall indemnify and defend the City for such incident, including attorney fees. The applicant shall be subject to demand for, and payment of, all of the actual costs incurred by the City pertaining to the event including, but not limited to, Police, Fire, Public Works or other departmental expenses. The City reserves the right to require from an applicant a cashier's check or advance deposit in the sum approximated by the City to be incurred in providing City services. Any such sum not incurred shall be refunded to the applicant of this Park Use/Street Closing Permit.

I hereby acknowledge that I have read and completed this application, the attached Resolutions No.(s) 03-8 and 04-03, concerning the use and the rules of using City property, that the information is correct, and that I am the duly authorized agent of the organization. I agree to conform with, abide by and obey all the rules and regulations, which may be lawfully prescribed by the City Council of the City of Okeechobee, or its officers, for the issuance

Certificate of Insurance must name City of Okeechobee as Additional Insured **as well as R.E. Hamrick Testamentary Trust** if closing streets or sidewalks.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**••••OFFICE USE ONLY••••**

**Staff Review**

<b>Fire Department:</b>		<b>Date:</b>	
<b>Building Official:</b>		<b>Date:</b>	
<b>Public Works:</b>		<b>Date:</b>	
<b>Police Department:</b>		<b>Date:</b>	
<b>BTR Department:</b>		<b>Date:</b>	
<b>City Administrator:</b>		<b>Date:</b>	
<b>City Clerk:</b>		<b>Date:</b>	

**NOTE: APPLICATION AND INSURANCE CERTIFICATE MUST BE COMPLETED AND RETURNED TO THE GENERAL SERVICES DEPARTMENT THIRTY (30) DAYS PRIOR TO EVENT FOR PERMITTING.**

Temporary Street and Sidewalk Closing submitted for review by City Council on \_\_\_\_\_  
Date

Temporary Street and Sidewalk Closing reviewed by City Council and approved \_\_\_\_\_  
Date

APPLICATION FOR SPECIAL EVENT

Application Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

ADDRESS OF EVENT: \_\_\_\_\_

DESCRIPTION OF EVENT: \_\_\_\_\_

NAME OF SPONSOR ORGANIZATION: \_\_\_\_\_

Contact Number before and during event OF RESPONSIBLE PERSON: ( ) - \_\_\_\_\_

RESPONSIBLE PERSON'S NAME: \_\_\_\_\_

DATE(S) AND TIME(S) OF EVENT:

Date: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Closing Time: \_\_\_\_\_

Date: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Closing Time: \_\_\_\_\_

ARE ANY ROADWAYS TO BE BLOCKED/CLOSED? \_\_\_\_\_ LOCATION \_\_\_\_\_

Will Emergency Apparatus (Fire and Ambulance) have access to area? \_\_\_\_\_

IF NO, THEN (provide alternatives): \_\_\_\_\_

WILL ELECTRICITY BE USED? YES  NO  (circle)

Locations: \_\_\_\_\_

Provided By: \_\_\_\_\_

WILL HEATING/OPEN FLAMES FOR FOOD BE PROVIDED? (circle) YES  NO

Type of Heating Equipment Used: \_\_\_\_\_

WILL A TENT BE ERECTED? (circle) YES  NO

Tent Manufacturer: \_\_\_\_\_ Size \_\_\_\_\_ fire rating posted: \_\_\_\_\_

Tent have sides and how many? \_\_\_\_\_

Are there Fire Extinguishers accessible and ready for use? (circle) Yes No

\*\*\*ATTACH SITE MAP OF EVENT LAYOUT\*\*\*

FIRE SERVICES SHALL COMPLETE ITEMS BELOW:

FIRE DEPARTMENT LIFE SAFETY & FIRE SERVICES REQUIREMENTS: (See above)

- checkbox Tents/canopy fire rating certificate required.
checkbox Tent Size require life safety inspection (900 square feet or less then no permit is required)
checkbox Floor plan / seating / setup drawing required showing exits, etc.
checkbox Emergency access must be maintained. (REFERS TO VEHICLES AND EQUIPMENT)
checkbox Fire extinguishers must have current tag, and be operational and readily accessible.
checkbox Cooking requires LPG outside of tent pointing away from exposures.
checkbox Electrical wiring exterior rated, not overloaded.
checkbox Fire Services inspection required.
checkbox Fire watch or inspector(s) REQUIRED? FIRE WATCH Amount: \_\_\_\_\_
checkbox Firefighter/Inspector Amount: \_\_\_\_\_ Other: \_\_\_\_\_

FIRE DEPARTMENT OFFICIAL (PRINT): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Please call the FD at 863-467-1586 for any questions.

## RESOLUTION NO. 03-8

A RESOLUTION OF THE CITY OF OKEECHOBEE, FLORIDA TO ESTABLISH GUIDELINES FOR USE OF PUBLIC PARKS OR OTHER LANDS OWNED BY THE CITY OF OKEECHOBEE FOR CERTAIN CHARITABLE OR BENEVOLENT ORGANIZATIONS; OR THE GENERAL PUBLIC; PROVIDING FOR AUTHORITY TO REVIEW SUCH APPLICATIONS; PROVIDING FOR STANDARDS FOR REVIEW; PROVIDING FOR GUIDELINES FOR SUCH ORGANIZATIONS TO FOLLOW; PROVIDING FOR INSURANCE REQUIREMENT; PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, there are located within the City of Okeechobee certain public parks and other areas owned by the City of Okeechobee that are intended for, and open for use by, the general public, with certain restrictions; and

**WHEREAS**, these functions range from large gatherings which attract many participants, to very small groups, which may or may not cause traffic control problems, and vary in intensity; and

**WHEREAS**, current regulations require the same liability insurance coverage for any such group authorized to gather in the parks or on city lands, which creates a hardship on the smaller gatherings;

**NOW, THEREFORE**, be it resolved and adopted by the City Council for the City of Okeechobee, Florida the following resolution:

1. THAT permission for charitable or benevolent organizations, or non profit groups, to engage in certain activities in City parks or on City lands, is governed by Article IV, Sections 14-141 to 14-149 of the City Code of Ordinances, which regulations and restrictions shall be considered by General Services whenever an application or request for use of public areas is made, and followed accordingly.
2. THAT for any permit or permission granted by the Department of General Services for such activities on public lands, such permit shall be also executed by the City Administrator, prior to such event taking place.
3. THAT most applicants for use of parks and public lands are charitable or civic groups, who stage large events and attract many people. However, smaller groups for prayer meetings; weddings; boy and girl scouting; and similar type events are also authorized in parks and in public places, but are also subject to the requirements of Article IV of the City Code.
4. THAT current regulations require the applicant for an event to procure liability insurance in the sum of \$ 1 million; the cost of which is or may be prohibitive for smaller and more informal groups.
5. THEREFORE, for any application wherein it appears to the Department of General Services that the participants thereof may be 100 or fewer persons, the liability insurance requirement shall be waived. The City reserves the right to require the participants to execute a hold harmless agreement, depending upon the nature and impact of the event.

INTRODUCED AND ADOPTED this 5<sup>th</sup> day of August, 2003.



ATTEST:

Lane Gamiotéa  
Lane Gamiotéa, City Clerk

James E. Kirk  
James. E. Kirk, Mayor

REVIEWED FOR LEGAL SUFFICIENCY:

John Cook  
John Cook, City Attorney

## **RESOLUTION NO. 04-03**

**A RESOLUTION OF THE CITY OF OKEECHOBEE, FLORIDA SUPPLEMENTING RESOLUTION NO. 03-08; GUIDELINES FOR USE OF PUBLIC PARKS OR OTHER LANDS OWNED BY THE CITY OF OKEECHOBEE FOR CERTAIN CHARITABLE OR BENEVOLENT ORGANIZATIONS; PROVIDING FOR AUTHORITY TO REVIEW SUCH APPLICATIONS; PROVIDING FOR STANDARDS FOR REVIEW; PROVIDING FOR GUIDELINES FOR SUCH ORGANIZATIONS TO FOLLOW; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, there are located within the City of Okeechobee certain public parks and other areas owned by the City of Okeechobee that are intended for, and open for use by, the general public, with certain restrictions; and

**WHEREAS**, these uses change from time to time, and problems arise by certain uses that are not anticipated, but should be the subject of regulation and control by the City of Okeechobee for the safety and welfare of its citizens, and which requires supplementing existing rules as necessary;

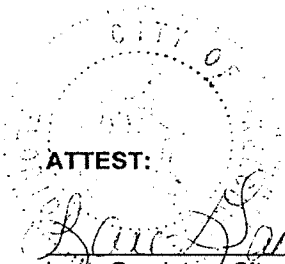
**NOW THEREFORE**, it is resolved before the City Council for the City of Okeechobee, Florida; presented at a duly advertised public meeting; and passed by majority vote of the City Council; and properly executed by the Mayor or designee, as Chief presiding Officer for the City:

1. THAT permission for charitable or benevolent organizations, or non-profit groups, to engage in certain activities in City parks or on City lands, is governed by Article IV, Sections 14-141 to 14-149 of the City Code of Ordinances, which regulations and restrictions shall be considered by General Services whenever an application or request for use of public areas is made, and followed accordingly.
2. THAT for any authorized use of the public parks or rights-of-way within the City, the following regulations shall be followed, as applicable:
  - a. The organization or permit holder, or their designee, shall be responsible to completely clean up the public area used by the permit, within two days of completion of the event, unless otherwise designated in the permit.
  - b. No trailers unattached to a motor vehicle shall be parked along any street or avenue or public right-of-way, or in a marked parking spot, unless the right-of-way is closed for the event, not otherwise blocked off by the City. No other motor vehicles or trailers will be allowed to park or remain on the Park grounds unless prior written approval is obtained from the City Public Works Director or their designee, or such vehicle or trailer is participating in an event such as a permitted activity or car show. Any motor vehicle or trailer parked in violation of this section may be towed by the City at the owner's expense, who shall be liable for all towing and storage fees.
  - c. Golf carts, 4-wheelers or other vehicles not licensed for use on public rights-of-way, will not be permitted on the Park grounds without prior written approval of the City Public Works Director or their designee.
  - d. Certain events, such as but not limited to parades, or those which draw a large number of people, require significant incurring of costs


by the City, for traffic control, crowd control, fire safety, paramedic service, or general policing, which often requires adding personnel, and incurring overtime labor expense. For any such event, the City may require the organization or permit holder to be responsible for these additional costs, including property or personal injury damages that may occur during the event. There will be a mandatory inspection meeting between the Public Works Director or their designee and a representative from the permit holder prior to and after each event. Any additional expenses as stated above, will be billed to the organization or permit holder, who shall pay such sum to the City.

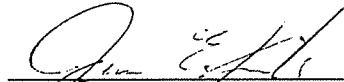
- e. For activities in Flagler Park, the use of generators for power is encouraged, as electric outlets are limited and subject to the right of the City to deny their use. When generators or extension cords are used, the applicant shall cause a U.L. approved extension cord of proper gauge to be safely attached, and routed so as to not interfere with any pedestrian path, or in such area as may pose a risk of harm to the public or other participants.

**INTRODUCED AND ADOPTED** this 16<sup>nd</sup> day of March, 2004.




**ATTEST:**

  
Lane Gamietea, City Clerk

  
James. E. Kirk, Mayor

**REVIEWED FOR LEGAL SUFFICIENCY:**

  
John R. Cook, City Attorney