



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 Plaza #1 Veterans Memorial Square #2-Speckled Perch Square
 #3-Seminole Square #4-Settlers Square #5-Cattlemen's Square #6-Butterfly Square

[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 1st & 3rd 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

Fire Department:		Date:	
Building Official:		Date:	
Public Works:		Date:	
Police Department:		Date:	
BTR Department:		Date:	
City Administrator:		Date:	
City Clerk:		Date:	

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



City of Okeechobee
 55 SE 3rd Avenue
 Okeechobee, FL 34974
 Phone (863) 763-3372

Okeechobee County Fire Rescue
 707 NW 6th Street
 Okeechobee, FL 34972
 Phone (863) 763-5544



Tent Permit Application Permit # _____

Permit is not required for tents less than 900 square feet

In addition to this permit application, three copies of the following must be submitted for approval:

- Certificate of Flame Resistance for tent/canopy meeting the flame propagation performance criteria per NFPA 701 Standard Methods of Fire Test for Flame Propagation of Textiles and Films
- Floor Plan of tent depicting layout, entrances/exits, and extinguisher locations (hand drawn plans will not be accepted).
- Copy of License to sell fireworks (if applicable)

Owner Information	Contractor Information
Owner _____ Address _____ City _____ State _____ Zip _____ Phone (____) _____ E-mail _____ Signature _____	Owner _____ Address _____ City _____ State _____ Zip _____ Phone (____) _____ E-mail _____ Signature _____

<p style="text-align: center;">Proposed Tent Location</p> Address _____ Parcel Identification Number _____	<p style="text-align: center;">Proposed Tent Description</p> Tent Size _____ <input type="checkbox"/> Open <input type="checkbox"/> Enclosed
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The following requirements are in compliance with National Fire Protection Association (NFPA) 101 Life Safety Code, Chapter 11 Special Structures and High-Rise Buildings, NFPA 1124, Chapter 7 Retail Sales of Consumer Fireworks. These are the minimum requirements approved by the Authority Having Jurisdiction (AHJ), Okeechobee County Fire Rescue. The AHJ reserves the right to exceed the minimum requirements as conditions warrant.

Please initial next to each statement.

- PORTABLE FIRE EXTINGUISHERS:** Fire extinguishers must be inspected by a licensed contractor, have a current tag, and be readily accessible.
- MEANS OF EGRESS:** The minimum number of exits provided from the retail sales areas shall be not less than three (3). Means of egress, including but not limited to aisles, doors, and exit discharge, shall be clear at all times when the tent is occupied. Exit signs shall not be required to be illuminated in tents that are not open for business after dark. Exit openings from tents shall have a clear opening width of not less than 44 inches.
- EGRESS TRAVEL DISTANCE:** Exits provided for the retail sales area of tents shall be located so that the maximum egress travel distance, measured from the most remote point to an exit along the natural and unobstructed path of egress travel does not exceed 75 feet.
- AISLE WIDTH:** Aisles shall have a minimum clear width of 48 inches and shall be maintained and unobstructed at all times the tent is occupied by the public.
- EMERGENCY LIGHTING:** The means of egress, including exit discharge shall be illuminated whenever the tent is occupied. Emergency lighting shall not be required in tents that are not open for business after dusk.
- ELECTRICAL:** Electrical wiring must be rated for exterior use and not overloaded. Where temporary electrical conductors are placed on top of an outdoor surface to connect the permanent power source to the tent's temporary electrical system, the conductors shall be provided with physical protection against damage caused by pedestrian or vehicular traffic. Temporary electrical wiring installed in tents shall comply with NFPA 70, National Electric Code.
- FIRE DEPARTMENT ACCESS:** Any portion of the sidewall of a tent shall be accessible within 150 feet of a public way or approved access by the fire department.
- COOKING OPERATIONS:** Cooking requiring LPG must be outside of the tent pointing away from exposures. Cooking equipment of any type shall not be permitted within 20 feet of tents used for storage or sale of consumer fireworks. Open flame cooking equipment of any type shall not be allowed within 50 feet of tents used for storage or sale of consumer fireworks.
- SIGNS:** Signage stating "NO SMOKING" in 2-inch letters on a contrasting background shall be conspicuously posted at each entrance.
- SECURITY:** Signage stating "NO FIREWORKS DISCHARGE WITHIN 300 FEET" in 4-inch letters on a contrasting background shall be conspicuously posted (if applicable).
- FLAME BREAKS:** Tents used for storage or sale of consumer fireworks shall not exceed display dimensions of 4 feet wide, 8 feet in length and 6 feet in height. Flame breaks and solid display surfaces shall not be required for packaged fireworks merchandise displayed in bins, display racks, on pallets or tables located at the end of a row of display fixtures.
- CLEARANCE TO COMBUSTIBLES:** The area located within 30 feet of a tent used for sales of consumer fireworks shall be kept free of accumulated dry grass, dry brush, and combustible debris.
- DISTANCE FROM FUEL DISPENSING:** Tents for use of consumer fireworks sales shall not be located within 50 feet from the following: retail propane-dispensing station dispensers; aboveground storage tanks for flammable or combustible liquid, flammable gas, or flammable liquified gas; compressed natural gas-dispensing station dispensers; motor vehicle fuel-dispensing station dispensers.
- DISTANCE FROM BULK FUEL DISPENSING:** Tents for use of consumer fireworks sales shall not be located within 300 feet of any aboveground bulk storage or bulk dispensing area for the following: flammable or combustible liquid, flammable gas, flammable liquified gas.
- PARKING:** No motor vehicle or trailer used for the storage of consumer fireworks shall be parked within 20 feet of a tent except when delivering, loading, or unloading fireworks or other merchandise and materials used, stored, or displayed for sale.
- SEPARATION DISTANCES:** Tents for use of consumer fireworks sales shall have a minimum separation distance of 20 feet from building, stands, combustibles, other tents and any motor vehicle or trailer used for the storage of consumer fireworks. Tents for use of consumer fireworks shall be 10 feet from vehicle parking.
- SOURCES OF IGNITION:** Temporary electrical equipment, battery-powered equipment, and electrical cords that are used in conjunction with a tent used for the sales of consumer fireworks shall be listed and used in accordance with their listing.
- PORTABLE GENERATORS:** Portable generators supplying power to tents for the sale of consumer fireworks shall use only Class III combustible liquid fuels. Class II and Class III combustible liquid generator fuel shall be limited to not more than 5 gallons. Portable generators shall be allowed to use Class I flammable liquids as fuel, provided the quantity of such fuel is limited to 2 gallons. Portable generators shall be located not less than 20 feet from the tent. Where generator fuel storage is located not less than 50 feet from a tent for the sale of consumer fireworks.
- RECORDS:** A copy of the approved permit shall be on the premises and made available to the AHJ upon request.

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 5th day of August, 2003.



ATTEST:

Lane Gamble
Lane Gamble, 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 16th day of March, 2004.



ATTEST:

Lafie Gamlotée
Lafie Gamlotée, City Clerk

James E. Kirk
James E. Kirk, Mayor

REVIEWED FOR LEGAL SUFFICIENCY:

John R. Cook
John R. Cook, City Attorney