CUSTOMER GUIDE
To Special Events

Information to assist event planners in the completion of the Lake County Special Event Permit Application.
Welcome to the Lake County Office of Special Events.

Thank you for choosing to host your special event in beautiful Lake County Florida. The Office of Special Events exists to serve the community and to guide event planners through the county special event permitting process. All special events, including fairs, festivals, runs/walks, parades, block parties and holiday celebrations that will take place in unincorporated Lake County or utilize county roads are required to submit an application for permitting through the Office of Special Events.

This office was created to provide a user-friendly, one-stop process to facilitate permitting of special events. Our Customer Guide to Special Events is designed to provide Essential information regarding permitting, planning, and producing a successful special event in Lake County.

Our dedicated Special Events Associate will serve as your main contact and resource for all questions and facilitation of the special event permitting process. We recommend that all event organizers contact the Office of Special Events early in the planning process for timely and accurate permitting.

We strive to deliver outstanding customer service and look forward to working with you to ensure your event’s success.

Sincerely yours,

Lake County
Office of Special Events

MISSION STATEMENT

The Office of Special Events will provide a knowledgeable and customer focused approach to leading you through the special event permitting process and assisting in the production of safe and memorable events.
**DATES TO REMEMBER**

Applications may be submitted no more than 365 days, but not less than 30, 60, or 90 days prior to the event date dependent on the type of special event as listed below. Event organizers are encouraged to apply as early as possible. The table below provides a schedule to guide you through the special event permitting process.

Please adhere to the schedule both pre- and post-event to ensure timely approval.

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<td>• Building Services—Tent Permitting</td>
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<td><strong>MINIMUM 7 DAYS BEFORE EVENT</strong></td>
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<td>• Commercial General Liability Insurance</td>
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<td>• Commercial General Liability Insurance</td>
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<td>• Final Site Plan, Route Map &amp; Traffic Plan</td>
<td>• Final Site Plan, Route Map &amp; Traffic Plan</td>
<td>• Final Location, Route Map &amp; Traffic Plan</td>
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<tr>
<td>• Event Timeline &amp; On-Site Contacts</td>
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<td>• Production Schedule &amp; On-Site Contacts</td>
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<td>• Payment of Costs</td>
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<td><strong>MINIMUM 30 DAYS POST EVENT</strong></td>
<td><strong>MINIMUM 30 DAYS POST EVENT</strong></td>
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<td>• Final Payment, if applicable</td>
<td>• Final Payment, if applicable</td>
<td>• Final Payment, if applicable</td>
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<td>• After Action Meeting, if applicable</td>
<td>• After Action Meeting, if applicable</td>
<td>• After Action Meeting, if applicable</td>
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<tr>
<td>• Planning of Future Events</td>
<td>• Planning of Future Events</td>
<td>• Planning of Future Events</td>
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SPECIAL EVENT DEFINITIONS:

The Lake County Office of Special Events permits all county special events distributed among three main categories: Special Events Requiring Permitting, Notification-Only Special Events, & Motion Photography Productions. These categories and types of events are defined by their relative ordinance and are summarized below. Should you have any questions regarding which category your special event falls into, please contact the Office of Special Events.

SPECIAL EVENTS REQUIRING PERMITTING

A special event requiring permitting is defined as a pre-planned event, taking place in unincorporated Lake County or utilizing county roads, which meets any one of the following criteria:

- Is intended to, or likely to, attract more than 500 people;
- Requires the temporary closure of any collector or arterial public roadway;
- Involves the use of pyrotechnics; or
- Exceeds the maximum allowed number of patrons within an establishment

Any special event, meeting at least one of the criteria above, requires completion and review of the Special Event Application at least 90 days prior to the commencement of the event.

NOTIFICATION-ONLY SPECIAL EVENTS

A notification-only special event is defined as a pre-planned event which meets any of the following criteria:

- Taking place in unincorporated Lake County, but will not meet any criteria to require permitting;
- Events that meet permitting criteria, but are exempted from permitting requirements by law;
- Taking place within the boundaries of a Lake County municipality, permitted through that municipality; or
- Any event not mentioned above requesting use of county equipment, facilities or services

Any event organizer planning a notification-only special event, meeting at least one of the criteria above, should complete the Special Event Application at least 60 days prior to the commencement of the event.

MOTION PHOTOGRAPHY PRODUCTIONS

Motion photography is defined as the commercial taking or making of a motion picture, television, videotape, or film production utilizing county equipment or facilities, including any site alteration necessary for such production. This includes such productions on private property or not at a studio which:

- Involve the erection of tents or other temporary structures;
- Involve the use of pyrotechnics, explosives or other incendiary devices; or
- Will result in noise emission sufficient to violate the noise ordinance of Lake County

Any motion photography production, meeting the definition above, requires completion and review of the Special Event Application at least 30 days prior to the commencement of the event.
SPECIAL EVENT PERMITS:
A Special Event Permit is the official document authorizing the use of property or roads in unincorporated Lake County for the purpose of hosting a special event. To obtain a Special Event Permit, event organizers must submit a completed Special Event Application to the Lake County Office of Special Events. Submission and acceptance of the Special Event Application is not to be construed as an approval of the request for a permit. If any information provided in the application is false or if the applicant does not comply with timeframes, deadlines and requirements, the permit may be denied.

MARKETING EVENTS:
Conditional approval of a Special Event Permit is given upon receipt of the Special Event Application and all required documentation. The special event may be marketed prior to final approval at the applicant’s own risk. In the case that the permit is not granted and the event is cancelled, the applicant may not hold Lake County responsible or liable for any of the costs incurred from marketing. Acceptance of the Special Event Application does not guarantee event dates, use of the proposed location or roads and does not constitute an automatic approval of your event.

EVENT PRE-PLANNING MEETINGS:
For large events that affect multiple county agencies, municipalities, or may result in significant public safety concerns, an event pre-planning meeting will be required. The Office of Special Events Special Events Associate will work with the applicant upon receipt of the Special Event Application, assist the applicant through the entire special event permitting process and will act as liaison for all required county services. The Special Events Associate will schedule a pre-event planning meeting with the applicants and all applicable county and municipal departments to review the Special Event Application, site plan and timelines as necessary.

INCIDENT ACTION PLANS:
Special events that may pose a significant safety risk to the county may require extensive public safety planning, and the implementation of an Incident Action Plan (IAP). The purpose of the IAP is to coordinate public safety planning and response efforts among all responsible stakeholders and will serve to represent the commitment between responsible stakeholders to collaborate, coordinate and communicate to provide the safest and most efficient public safety response in case of emergency. The Special Events Associate will coordinate with the applicant and necessary public safety agencies to create, maintain and distribute an IAP. If an IAP is required, an additional event management fee may be charged by the County.
EVENT CANCELLATION OR POSTPONEMENT:
If the event is cancelled due to an event of Force Majeure, including but not limited to: natural events or “Acts of God” including hurricane, flood, fire, and other natural disasters; war; terrorist activities; government sanction; and any other unforeseen cause outside of the control of the event organizer or property owner, the event organizer shall notify the Office of Special Events no later than twenty-four (24) hours prior to the approved start date. Upon receipt of timely notice of cancellation of the event, the permit shall remain valid for 30 days beyond the approved start date to allow for rescheduling of the event. The event organizer shall provide the Office of Special Events a minimum of five (5) days’ notice prior to the start date of the rescheduled event. The permit shall expire if the event is not rescheduled within the timeframe stated herein.

DENIAL OR REJECTION OF PERMIT:
The Office of Special Events may reject or deny a permit application on one or more of the following grounds:

- Failure to submit an application within the required time periods as outlined by the Special Event or Motion Photography Production ordinance.
- Submission of an incomplete application or submission of an application that contains material misrepresentation or fraudulent information.
- The applicant still owes Lake County fees from a previous event for services provided or damages to county property.
- The applicant does not comply with all county ordinances, traffic rules, park rules and regulations, state health laws, fire codes and liquor licensing requirements.
- The applicant does not or is unable to comply with applicable local, state and federal license requirements for all or part of the planned event.
- The proposed event would present an unreasonable danger to the health and safety of the public, event participants, or the applicant.
- The event is prohibited by law.

MUNICIPAL SPECIAL EVENTS PERMITTING:
Special events taking place within the boundaries of a Lake County municipality are to be permitted through that municipality. Many of our municipalities employ their own Special Event ordinance, permitting process and staff to assist event organizers through the permitting process within their respective jurisdiction. If you are unsure or have questions regarding which municipality to contact or what type of permitting will be required please contact the Lake County Office of Special Events.

Contact information for event permitting within our municipalities can be found on page 15 of this guide.
SITE MAP:
The site map is a visual representation of all the operational elements that you describe throughout the permit application. To properly assess the event, the site map must be submitted along with the Special Event Application and include the following elements:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>North, indicated by a directional arrow symbol.</td>
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<tr>
<td>2</td>
<td>The site address(es) and/or Alternate Key(s) for all properties you intend to use.</td>
</tr>
<tr>
<td>3</td>
<td>A scale map or plan of event site(s) showing the location of all required facilities, all points of ingress and egress, designated parking area(s) and designated safe pedestrian routes from parking to event area(s).</td>
</tr>
<tr>
<td>4</td>
<td>The location and dimensions of all physical equipment being placed, including but not limited to, any stage(s), vendors, booths, sponsors, tents, signs, barricades, portolets, vehicles, firework shoot sites, etc.</td>
</tr>
<tr>
<td>5</td>
<td>Location of temporary alcohol sales, where both sale and consumption will occur.</td>
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<tr>
<td>6</td>
<td>A detailed written or visual traffic plan that provides a description of the safe and efficient management of traffic flow from the public roadways to the designated parking area(s), movement of pedestrian traffic to and from the event area(s), and traffic movement out of the designated parking area(s) to public roadways.</td>
</tr>
<tr>
<td>7</td>
<td>Any additional details you think are helpful in the physical description of your event.</td>
</tr>
</tbody>
</table>

Compliance with the Americans With Disabilities Act of 1990 and any and all amendments thereto are the sole responsibility of the applicant and the applicant shall defend and hold the County harmless from any expenses or liability arising from the applicant’s non-compliance.
TEMPORARY CLOSING OF A COUNTY ROAD PERMIT:

Lake County Ordinances and Florida Law stipulate that any special event that will use or cross any county and/or state road requires permitting. The Temporary Closing of a County Road Permit Application should be completed by the event organizer and must be submitted if the special event will have any temporary impact on any county road, even if the special event does not require closure of the road. The Lake County Public Works Department will review this permit application and evaluate the impact the special event may have on the safety of participants, spectators and the public and verify that traffic management, insurance, law enforcement and road construction have been accounted for. To ensure timely and accurate processing your application should include the following:

1. PDF Map(s) and listings of event route(s), number and anticipated placement of temporary directional or
2. A detailed written or visual traffic plan that provides a description of the safe and efficient management of traffic flow from the public roadways to the designated parking area(s), movement of pedestrian traffic to and from the event area(s), and traffic movement out of the designated parking area(s) to public roadways.
3. Proof of Events Liability Insurance (see page 8 for sample Insurance Certificate)
4. A copy of the Site Map
5. Any additional details you think may be helpful in the traffic planning & management of your event.

If the proposed event is intending to use or cross a state (Florida Department of Transportation) maintained roadway, a completed Temporary Closing of State Road Permit Application must be submitted to the County for review before state approval.
INSURANCE REQUIREMENTS:

A written public liability insurance policy insuring the event organizer or sponsoring organization responsible for staging, promoting or conducting the event against any and all claims and demands made by any person or persons for injuries received in connection with the staging, promoting, conducting, or attendance of or at the event is required for all Special Events Requiring Permitting and Motion Photography Productions. It is also highly advised that all Notification-Only Special Events obtain equivalent insurance policies for their own protection.

The public liability insurance policy must be written with the limits of not less than three hundred thousand dollars ($300,000.00) damage or injury to any one (1) person for bodily injury or otherwise, and for not less than five hundred thousand dollars ($500,000.00) for damages incurred or claimed by more than one (1) person for bodily injury or otherwise, plus one hundred thousand ($100,000.00) damages to property.

For Special Events requiring a Temporary Closing of a County Road Permit, Event Liability Insurance in the amount of one million dollars ($1,000,000.00) per occurrence combined single limit or equivalent for general liability, inclusive of all personal and bodily injury and property damage jointly and severally indemnify the Board of County Commissioners of Lake County, Florida, their agents, employees and appointees, both in their individual and official capacities, and the Sheriff of Lake County, Florida, each of his Deputy Sheriffs, agents, employees and appointees, both in their individual and official capacities, and shall hold all of the harmless from any death or property damage and from any and all other losses, and all damages, charges, expenses, or costs including reasonable attorney fees, which have arisen out of, by reason of, or in connection with the holding or conducting of the special event.

The Insurance Certificate Holder on both policies shall read:

Lake County, a Political Subdivision of the State of Florida,
and the Board of County Commissioners
P.O. Box 7800 Tavares, FL 32778

For questions regarding insurance requirements please contact Lake County Risk Management at (352) 343-9697.
LAKE COUNTY PUBLIC SAFETY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION
OFFICE OF SPECIAL EVENTS

LAKE COUNTY SHERIFF’S OFFICE—SECURITY PLAN:

The Lake County Sheriff’s Office (LCSO) is Lake County’s law enforcement agency whose mission is to maintain and enhance the quality of life in Lake County through service to the community, by working together to provide effective crime prevention, law enforcement and judicial support. Traffic Management and on-site security for Special Events will be coordinated through LCSO.

LCSO will determine how many off-duty detail deputies will be recommended or required based on a number of planning variables including: the estimated number of attendees; the availability of alcoholic beverages; event location; weather conditions; time of day during which the event is conducted; the need for road closures or rerouting of vehicular or pedestrian traffic; and history of particular event.

The Special Events Ordinance dictates that for every five hundred (500) patrons, event security shall include at least one (1) person professionally trained and certified in security or at least one (1) State of Florida certified law enforcement officer with jurisdictional authority. In addition, on-site private property event traffic management shall be at least one (1) person professionally trained in traffic control or at least one (1) State of Florida certified law enforcement officer with jurisdictional authority. Traffic control of public roadways shall ONLY be conducted by a State of Florida certified law enforcement officer with jurisdictional authority.

If off-duty detail will be required or should the event organizer wish to request an off-duty detail, the applicant must complete the Request For Off-Duty Detail and submit to LCSO via fax at (352) 394-1550 or email at EDC@lcso.org.

The staffing matrix below is to assist with planning but is subject to change. For questions regarding the application or off-duty detail request process please contact the LCSO Extra Duty Coordinator at (352) 742-3600.

SECURITY & TRAFFIC SERVICES PERSONNEL STAFFING MATRIX

<table>
<thead>
<tr>
<th>Total Daily Event Attendees</th>
<th>Passive Event Traffic Control</th>
<th>Active Event Traffic Control</th>
<th>Passive Event Security</th>
<th>Active Event Security</th>
<th>Passive Event Staff Total</th>
<th>Active Event Staff Total</th>
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<tbody>
<tr>
<td>250-500</td>
<td>1-2</td>
<td>2-3</td>
<td>1-2</td>
<td>2-3</td>
<td>2-4</td>
<td>4-6</td>
</tr>
<tr>
<td>501-1000</td>
<td>3-5</td>
<td>4-7</td>
<td>3-5</td>
<td>4-7</td>
<td>6-10</td>
<td>8-14</td>
</tr>
<tr>
<td>1001-2500</td>
<td>5-7</td>
<td>7-10</td>
<td>5-7</td>
<td>7-10</td>
<td>10-14</td>
<td>14-20</td>
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<td>2501-5000</td>
<td>7-9</td>
<td>10-13</td>
<td>7-9</td>
<td>10-13</td>
<td>14-18</td>
<td>20-26</td>
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<tr>
<td>10,001-25,000</td>
<td>15-24</td>
<td>22-60</td>
<td>15-24</td>
<td>22-60</td>
<td>30-48</td>
<td>44-120</td>
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<tr>
<td>25,001-50,000</td>
<td>24-30</td>
<td>60-110</td>
<td>24-30</td>
<td>60-110</td>
<td>48-60</td>
<td>120-220</td>
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<td>50,001-100,000</td>
<td>30-60</td>
<td>110-225</td>
<td>30-60</td>
<td>110-225</td>
<td>60-120</td>
<td>220-450</td>
</tr>
<tr>
<td>100,001+</td>
<td>60+</td>
<td>225+</td>
<td>60+</td>
<td>225+</td>
<td>120+</td>
<td>450+</td>
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A passive event is any spectator or static event including public assemblies, outdoor movie nights, etc. An active event is any special event involving active attendee participation or increased public safety risks including sporting events & events involving alcohol, ie. fairs, festivals, runs/walks, parades, etc.
LAKE COUNTY FIRE RESCUE—FIRE PREVENTION SERVICES

The career firefighters of Lake County Fire Rescue protect more than 290,000 County residents and visitors in an area covering approximately 1,100 square miles. The men and women of Lake County Fire Rescue are dedicated, highly trained professionals who take pride in helping people around the clock, everyday of the year. Fire and tent inspections and use of fireworks or pyrotechnics will be coordinated through Lake County Fire Rescue.

The Special Events Ordinance dictates that each special event must have an adequate Fire Protection Plan that provides a detailed description of fire service operations. Fire service operations include, but are not limited to a detailed plan to manage pyrotechnics or fireworks, tents that exceed 200 square feet in size, temporary structures, inflatables such as balloons and structures such as jump houses, and review and approval of vendors’ cooking platforms at the special event. For tents over 900 square feet or with any edge exceeding 30 feet in length a tent permit will be required by the Lake County Building Division (see page 12 for tent permit).

If pyrotechnics, fireworks, or other explosive devices will be utilized during the special event, the applicant must contact the Lake County Fire Loss Management Section to arrange an appointment for an on-site survey of the planned fireworks event. Following the survey, the Fire Loss Management Section will contact the applicant and advise the applicant of any required Fire Rescue apparatus and staffing requirements to facilitate the safe use and display of fireworks, along with a schedule of all associated fees. The applicant should then submit their signed Fireworks Use and Display Permit Application and associated fees to Lake County Fire Rescue with the following:

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<tr>
<td>1</td>
<td>Pyrotechnic Certification Document</td>
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<td>2</td>
<td>Bureau of Alcohol, Tobacco, and Firearms (BATF) License</td>
</tr>
<tr>
<td>3</td>
<td>Proof of Events Liability Insurance (see page 8 for sample Insurance Certificate)</td>
</tr>
<tr>
<td>4</td>
<td>A Site Plan Drawing with schematic details of display area such as, but not limited to: firing zone, safety zones, spectator area, and surrounding properties as potential exposures.</td>
</tr>
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</table>

After receiving the completed application and check or money order with the above required documents, the Fire Loss Management Section will contact the applicant to confirm the status of their Fireworks Use and Display Permit—approved or disapproved. This confirmation will be followed up by a formal disposition of your permit on official letterhead with the PERMIT NUMBER listed. Once notified of approval, the applicant will be provided the Fire Rescue contact information to arrange and schedule any needed apparatus and personnel for standby at the fireworks event. Any questions regarding this application or process should be directed to Fire Loss Management—Fire Marshall/Captain at (352) 343-9458 or email at FireRescueInfo@lakecountyfl.gov.
LAKE EMERGENCY MEDICAL SERVICES—MEDICAL PLAN

Lake Emergency Medical Services (LEMS), Inc. is a not-for-profit organization formed in 2011 by Lake County to provide quality, community-based EMS services. LEMS, Inc.’s mission is to serve its’ communities by providing exceptional patient care and extraordinary customer service through compassion, knowledge, clinical sophistication and the integrity of its’ organization. It is recommended that all medical services are coordinated with LEMS, Inc.

The Special Events Ordinance dictates that each special event must have an adequate Medical Services Plan that provides a detailed description of medical operations. Medical operations include, but are not limited to, a dedicated staging area for ambulance and fire service vehicles; event operational times with assignments and locations of all medical resources and a list of the closest hospitals with contact information.

If the event’s medical operations and management are to be conducted by a private organization, the following information is required:

1. Medical Director’s name, copy of professional medical credentials and twenty-four (24) hour contact information
2. Names, contact information and copies of professional medical credentials for all care responders assigned to the special event
3. Procedures for normal event operations and emergency operations such as mass casualty incidents, mass treatment and emergency evacuation
4. Locations for first aid and rehabilitation
5. A complete listing of all medical resources required to maintain the level of service designated by the event’s medical director

LEMS will determine if and how many emergency services personnel they would recommend to be on-site for the proposed special event based on a number of planning variables including: the estimated number of attendees; the availability of alcoholic beverages; event location; weather conditions; time of day during which the special event will be conducted; the need for street closures or rerouting of vehicular or pedestrian traffic; and event history. The staffing matrix below is to assist with planning but is subject to change.

<table>
<thead>
<tr>
<th>Attendees &amp; Participants</th>
<th>Emergency Services Personnel</th>
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<th>Emergency Services Personnel</th>
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<td>500-1000</td>
<td>2-3</td>
<td>10,001-25,000</td>
<td>12-18</td>
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<td>1001-2500</td>
<td>3-5</td>
<td>25,001-50,000</td>
<td>18-24</td>
</tr>
<tr>
<td>2501-5000</td>
<td>5-8</td>
<td>50,001-100,000</td>
<td>24-32</td>
</tr>
<tr>
<td>5001-10,000</td>
<td>8-12</td>
<td>100,001+</td>
<td>32+</td>
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<td>10,001+</td>
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BUILDING SERVICES—TENT PERMITS:

For tents over 900 square feet or with any edge exceeding 30 feet in length a tent permit will be required by the Lake County Building Division. The application can be completed online at https://www.lakecountyfl.gov/departments/economic_growth/building_services/apply_for_building_permits.aspx and requires the following:

1. A site map (see page 6) with zoning approval, showing the property lines and the location of the tent along with measurements
2. A signed letter from the property owner stating that permission has been granted for the tent to be erected on their property
3. The dates that the tent will be put up and taken down and a contact number to schedule a fire inspection
4. A copy of the certificate of flame resistance for the tent. All tents shall be provided with a 2A-10BC rated fire extinguisher, or larger, with an up-to-date inspection tag

FLORIDA DEPARTMENT OF HEALTH—PORTABLE RESTROOM INSPECTION:

The Florida Department of Health has detailed requirements specifying the number of portable restroom units needed at special events based on the anticipated number of attendees. Additionally one hand washing station is required for every 10 portable restroom units. Portable restrooms at special events must be serviced at least daily.

A copy of the contract for the portable restroom service provider and a $100 inspection fee will be assessed. Please contact the Lake County, Florida Department of Health representative, Elias Christ, at (352) 516-4475 or by email at Elias.Christ@flhealth.gov to schedule the inspection and submit payment. The Florida Department of Health chart below will assist in the planning process.

| Number of Portable Restrooms Required for Special Events |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Number of People Per Day | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 250 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 |
| 500 | 2 | 3 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| 1000 | 4 | 5 | 6 | 7 | 7 | 8 | 8 | 8 | 8 | 8 |
| 2000 | 6 | 10 | 12 | 13 | 14 | 14 | 14 | 15 | 15 | 15 |
| 3000 | 9 | 14 | 17 | 19 | 20 | 21 | 21 | 21 | 21 | 22 |
| 4000 | 12 | 19 | 23 | 25 | 28 | 28 | 28 | 30 | 30 | 30 |
| 5000 | 15 | 23 | 30 | 32 | 34 | 36 | 36 | 36 | 36 | 36 |
| 10,000 | 30 | 46 | 57 | 63 | 66 | 70 | 70 | 72 | 72 | 72 |
| 15,000 | 44 | 70 | 84 | 96 | 100 | 105 | 105 | 110 | 110 | 110 |
| 20,000 | 57 | 92 | 115 | 125 | 132 | 138 | 138 | 144 | 144 | 150 |
LAKE COUNTY PUBLIC SAFETY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION
OFFICE OF SPECIAL EVENTS

PARKS & TRAILS—SPECIAL USE PERMIT:
The Parks & Trails Division maintains parks, recreation sites and boat ramps, and natural public lands. Any special event wishing to utilize a county-owned park or trail must submit a Special Use Application & Permit to the Parks & Trails Division. For questions regarding the Special Use Permit contact Parks & Trails at (352) 253-4950.

NOISE CONTROL—AMPLIFIED SOUND:
All special events taking place in unincorporated areas of Lake County must ensure compliance with Chapter 14, Article II.—Nosie Control also known as the “Lake County Noise Control Ordinance.” which states that no person shall create, continue or cause to be created any excessive noise audible to persons within the unincorporated areas of Lake County, Florida. Please refer to the ordinance (link provided on page 15) for definitions & exemptions.

FOOD & BEVERAGE:
Food items should be served and prepared in a sanitary manner consistent with the Florida Department of Health. Vendors selling any food items and persons wishing to give away food are required to be in compliance with the established Florida Department of Business and Professional Regulation guidelines for Temporary Food Service Events and have all appropriate business licenses and insurance. Anyone who serves food to the public at a temporary food service event needs a license. Food may not be stored or prepared at private residences.

Inspectors from the State of Florida may be in attendance at any event held within Lake County, Florida. Food vendors are required to meet the minimum standards of the State and be prepared to purchase a temporary food service license from the inspector.

The applicant must notify the Florida Department of Business and Professional Regulation of the following items no less than three business days prior to the scheduled event:

1. Type of food service proposed,
2. Time and location of the event,
3. Complete list of food service vendor owners and operators participating, and
4. Current license number of each public food service establishment participating.

Applicants may complete notification requirement by telephone at (850) 487-1395, in person at the appropriate district office or in writing. For more information, please visit: http://www.myfloridalicense.com.

TEMPORARY ALCOHOLIC BEVERAGE SALES:
Florida registered non-profit organizations may apply for a Temporary Permit through the Florida Department of Business and Professional Regulation—Division of Alcoholic Beverages & Tobacco. Applicants that already hold a license may apply for a Temporary Extension of Premises Permit. Additional information and applications can be found at http://www.myfloridalicense.com/dbpr/abt/ABT-LicenseInformation.html.
WASTE MANAGEMENT/RECYCLING:
The applicant is responsible for cleaning all event areas, disposing of waste/trash, and returning the area to a condition similar to that prior to use. Litter shall be picked up before, during and after an event that is open to the public. It is the responsibility of the applicant to ensure that there are a sufficient number of trash cans located throughout the event areas and that they are emptied during the event in order to prevent overflow. If the waste generated by the event exceeds the capacity of the on-site dumpsters, it is the applicant’s responsibility to remove the excess waste from the site. This may require additional dumpsters to be secured by the applicant.

ELECTRICAL SERVICES:
The existing electrical service at a park, county-owned property or private property may be inadequate for certain special events. It is the responsibility of the applicant to ensure that there is adequate electrical capacity to hold the event and to obtain additional electrical supply if needed. Any damage to existing electrical services due to overload will be the responsibility of the applicant.

PARKING:
The Special Events Ordinance dictates that designated parking areas shall provide for at least one (1) parking space for every three (3) patrons. No motor vehicle, motorcycle, or mechanized vehicle shall be permitted in the event area except when necessary to ensure compliance with this section or when being used as part of the special event. Designated parking areas as well as pedestrian routes that indicate travel between the parking and event areas shall be included in the Site Map (see page 6 of this guide).

MARINE/WATER EVENTS:
Special Events taking place on or utilizing Lake County’s waterways may require additional coordination with the Lake County Water Authority & the Lake County Sheriff’s Office Marine Unit to ensure compliance with all laws, ordinances, and regulations applicable to the county waterways.

Lake County Water Authority:
The mission of the Lake County Water Authority is to conserve and protect freshwater resources and to provide recreational facilities and education to foster tourism through a more efficient use of resources, to better the aquatic ecosystem and environment in Lake County and improve the community as a whole. For questions regarding use of county waterways or recreational facilities contact the Lake County Water Authority at (352) 324-6141.
## LAKE COUNTY ORDINANCES

<table>
<thead>
<tr>
<th>Ordinance</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lake County Special Events Ordinance (Ch. 13, Art. V)</td>
<td><a href="https://www.municode.com/library/fl/lake_county/codes/code_of_ordinances?nodeId=LACOCO_CH13LITAMIBURE_ARTVSPEV">https://www.municode.com/library/fl/lake_county/codes/code_of_ordinances?nodeId=LACOCO_CH13LITAMIBURE_ARTVSPEV</a></td>
</tr>
<tr>
<td>Lake County Noise Ordinance (Ch. 14, Art. II)</td>
<td><a href="https://www.municode.com/library/fl/lake_county/codes/code_of_ordinances?nodeId=LACOCO_CH14MIPROF_ARTIINOCO">https://www.municode.com/library/fl/lake_county/codes/code_of_ordinances?nodeId=LACOCO_CH14MIPROF_ARTIINOCO</a></td>
</tr>
</tbody>
</table>

## MUNICIPALITY—SPECIAL EVENT CONTACTS

### CITY OF CLERMONT
- **Chris Dudeck**  
  Events Manager  
  352-394-3500  
  cdudeck@clermontfl.org
- **Maritza Rivera**  
  Program Coordinator  
  352-708-5989  
  mrivera@clermontfl.org

### CITY OF EUSTIS
- **Lt. Kenneth Birkhofer**  
  Eustis PD  
  352-483-5400  
  BirkhoferK@ci.eustis.fl.us
- **Erin Bailey**  
  Events Coordinator  
  352-483-5491  
  BaileyE@ci.eustis.fl.us

### CITY OF FRUITLAND PARK
- **Michelle Yoder**  
  Recreation Director  
  352-360-6734  
  myoder@fruitlandpark.org

### CITY OF GROVELAND
- **Paddy Daitnarayan**  
  Building Permit Clerk  
  352-429-2141 x. 227  
  Paddy@groveland-fl.gov

### CITY OF LEESBURG
- **Travis Rima**  
  Director of Recreation  
  352-728-9885 x. 3214  
  Travis.rima@leesburgflorida.gov

### CITY OF MINNEOLA
- **Mary Jane Lange**  
  Recreation Coordinator  
  352-394-3598 x. 2225  
  mlange@minneola.us

### CITY OF MOUNT DORA
- **Christopher Carson**  
  Cultural & Special Events Coor.  
  352-455-3171  
  CarsonC@ci.mount-dora.fl.us

### CITY OF TAVARES
- **Cheri Moan**  
  Special Events Coordinator  
  352-742-6176  
  cmoan@tavares.org

### CITY OF UMATILLA
- **Scott Blankenship**  
  City Manager  
  352-669-3125  
  sblankenship@umatillafl.org