



# CITY OF ROCKLEDGE

1600 Huntington Lane  
Rockledge, FL 32955

321-221-7540 (Phone)

321-204-6536 (Fax)

## ROCKLEDGE SPECIAL EVENT APPLICATION

Type/Name of Event: \_\_\_\_\_

Event Location/Address: \_\_\_\_\_

Organization/Business/Resident: \_\_\_\_\_

Name of Manager/Owner/Organizer: \_\_\_\_\_

Organization/Business/Resident Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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

Date/Time of the Event: \_\_\_\_\_

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### Types of Events & Requirements:

#### Block Parties / Car Shows / Arts & Craft Fairs (not City sponsored – requiring road closures):

- A Letter of Request (with all detail information as requested and a site plan showing road closures/houses affected) must be addressed to the City Manager and mailed to: Dr. Brenda Fettrow, City Manager, City of Rockledge, 1600 Huntington Lane, Rockledge, FL 32955 **OR** emailed to: [bfettrow@cityofrockledge.org](mailto:bfettrow@cityofrockledge.org).
- Please advise the residents in the neighborhood of the event, **in writing (two weeks prior to the event)**
- Blocking of streets must be arranged with the Police in order to permit emergency vehicles access to the area.
- Only **temporary barricades** may be used and should be clearly marked. You are required to call the Police (321-690-3213, ext. 3133, Captain Pat Hartselle) **and** Fire (321-221-7540, Option 5) **30 minutes prior to blocking the road**. The street closures will be as shown on your attached map.
- Assist residents in accessing their homes as necessary.
- Obtain a Hold Harmless/Indemnification Agreement (Contact City Attorney Joseph E. Miniclier at 321-639-0505). Must be returned to the City Manager's office **no later than five calendar days from the receipt of letter from the City approving the event**.
- Obtain liability insurance in the amount of \$1,000,000 minimum, with the City of Rockledge named as the insured. Must be returned to City Manager's office **no later than five calendar days from the receipt of letter from the City approving the event**.
- Submit payment of an Administrative Fee in the amount of \$100, made payable to the City of Rockledge, **prior to the party**.

## **5K's, Walk/Run, Marathons**

- A Letter of Request (with all detail information as requested **and** a copy of the race route and any other site plans deemed necessary) must be addressed to the City Manager and mailed to: Dr. Brenda Fettrow, City Manager, City of Rockledge, 1600 Huntington Lane, Rockledge, FL 32955 **OR** emailed to: [bfettrow@cityofrockledge.org](mailto:bfettrow@cityofrockledge.org).
- Depending upon the length of the event and whether street closures are involved, the matter may need to be placed on a City Council (Council) agenda for approval. Typically the Council meets twice a month on the first and third Wednesdays at 6:00 p.m. (there are certain months where Council only meets once a month, check with staff to verify which Council agenda your event will be discussed).
- Send a copy of written notice to all residents impacted by the race route (**two weeks prior to the race**).
- Coordination of the race route; securing officers for street closures on the day of the event; timing of the event; placement of barricades (provided by race sponsor); and providing appropriate security (cost to be borne by sponsor of the race). Security must be coordinated with the Rockledge Police by contacting (Captain Pat Hartselle at 321/690-3213, ext. 3133), **no later than 30 days prior to the event**.
- You must call the Police (321-690-3213, ext. 3133, Captain Pat Hartselle or his representative) **and** Fire (321-221-7540, Option 5) **30 minutes prior to blocking the road**.
- Ensure the Race Route is cleaned of any debris after the event.
- Obtain a Hold Harmless/Indemnification Agreement (Contact City Attorney Joseph E. Miniclier at 321-639-0505). Must be received in the City Manager's office **no later than five calendar days from the receipt of letter from the City approving the event**.
- Obtain liability insurance in the amount of \$1,000,000 minimum, with the City of Rockledge named as the insured. Must be received in the City Manager's office **no later than five calendar days from the receipt of letter from the City approving the event**.
- Submit payment of an Administrative Fee in the amount of \$100, made payable to the City of Rockledge, **prior to the race**.

## **St. Mary's Fair**

- Letter of request (with all detail information as requested **and** any site plans that may be necessary) must be addressed to the City Manager and mailed to: Dr. Brenda Fettrow, City Manager, City of Rockledge, 1600 Huntington Lane, Rockledge, FL 32955 **OR** emailed to: [bfettrow@cityofrockledge.org](mailto:bfettrow@cityofrockledge.org). If you are requesting that the Administrative Fee be waived, you must state that in your letter and include a copy of your 501(c) 3 Certificate.
- This matter must be placed on the City Council agenda to receive approval.
- You will need to submit an application with a site plan for a business tax receipt pursuant to Sector 71 of the Rockledge Business Tax Ordinance through the Building Department **at least 2 weeks prior to the event and pay the applicable fee**.
- Fair hours shall be limited to a closing time on Wednesday and Thursday of 10:00 p.m., on Friday and Saturday at 11:00 p.m., and Sunday at 7:00 p.m. - (this includes ceasing operation of amplified sound and carnival rides).
- Provision for adequate trash disposal, bathroom facilities (on-site, during and after the event).
- Ensure that amplified sound is directed away from residential areas and in compliance with the City Noise Ordinance.
- Ensure all trailers, vehicles and sleeping quarters are located away from residential properties to the north and east.
- Provision for adequate security (minimum of 2 personnel during the event); must be coordinated with the Rockledge Police Department by contacting (Captain Pat Hartselle at 321/690-3213, ext. 3133).

## St. Mary's Fair (continued)

- You must call the Police (321-690-3213, ext. 3133, Captain Pat Hartselle) and Fire Department (321-221-7540, Option 5) **30 minutes prior to blocking the road.**
- Inspections shall be performed by the Building Department prior to the start of the event as well as inspections required by the State of Florida. It is your responsibility to request these inspections.

## Tent Revivals:

- Letter of request (with all detail information as requested and a site plan showing tent placement on the property) must be addressed to the City Manager and mailed to: Dr. Brenda Fettrow, City Manager, City of Rockledge, 1600 Huntington Lane, Rockledge, FL 32955 **OR** emailed to: [bfettrow@cityofrockledge.org](mailto:bfettrow@cityofrockledge.org). If you are having the event on someone else's property, you must also provide written permission from the property owner. You must also provide a 501(c)(3) Certificate of Exemption to request the Administrative Fees be waived.
- This matter must be placed on the City Council agenda to receive approval.
- Please advise the residents in the neighborhood of the event, **in writing (two weeks prior to the event)**
- Blocking of streets must be arranged with the Police in order to permit emergency vehicles access to the area.
- Only **temporary barricades** may be used and should be clearly marked. You are required to call the Police (321-690-3213, ext. 3133, Captain Pat Hartselle) and Fire (321-221-7540, Option 5) **30 minutes prior to blocking the road.** The street closures will be as shown on your attached map.
- Assist residents in accessing their homes as necessary.
- Any noise or amplification must cease at 10:00 p.m.
- Obtain a Hold Harmless/Indemnification Agreement (Contact City Attorney Joseph E. Miniclier at 321-639-0505). Must be returned to the City Manager's office **no later than five calendar days from the receipt of letter from the City approving the event.**
- Obtain liability insurance in the amount of \$1,000,000 minimum, with the City of Rockledge named as the insured. Must be returned to City Manager's office **no later than five calendar days from the receipt of letter from the City approving the event.**
- You must apply for a Building Permit through the Building Department for the erection of the tent. You must submit a Certificate of Fire Retardancy along with any other documents that the Building Department may deem necessary.

## OTHER - Events being held on private property:

- **If the event is held on private property it must meet the requirements set forth by Ordinance 1725-2017.** Letter of Request with (all detail information as requested and any site plans that may be deemed necessary by the City Manager) must be addressed to the City Manager and mailed to: Dr. Brenda Fettrow, City Manager, City of Rockledge, 1600 Huntington Lane, Rockledge, FL 32955 **OR** emailed to: [bfettrow@cityofrockledge.org](mailto:bfettrow@cityofrockledge.org). The City Manager will review, approve, or disapprove the matter and then forward it to City Council for further direction. Once that process is completed the City Manager will make a determination as to whether insurance and/or an indemnification agreement (from the City Attorney) must be supplied to the City prior to the event being held.