

# **Terms of Use for Public Property**

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**City of St. Augustine, Florida**  
**Public Affairs Department**  
June 15, 2020

Revised 9.24.20

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## **Introduction**

### **Mission**

The City of St. Augustine's Public Affairs Department facilitates the guidance of events held on public property by providing professional and reliable services through its permitting process.

### **Philosophy**

St. Augustine plays host to a wide variety and a large number of events, many which have become an important part of the community's tourist economy and often provide fundraising opportunities for community based charitable and service organizations. Many of these events depend on the facilities made available by the City of St. Augustine and the essential support services only a municipality can provide. By making these facilities and services available to event organizers at reasonable costs, the city supports the successful staging of events without placing an undue financial burden on public resources or diminishing the level of services the municipality is required to provide to residents, businesses and visitors.

### **Contact**

Permitting and event services coordination for events held on public property in the City of St. Augustine is managed by the Public Affairs Department. Public Affairs can be contacted at the following locations:

P. O. Box 210, St. Augustine, FL 32085

Phn: 904.825.1004 / Fax: 904.825.1096

Email: [events@citystaug.com](mailto:events@citystaug.com)

Web site: [www.CityStAug.com](http://www.CityStAug.com)

Social media: @CityStAug

## **I. Event site**

Publicly-owned Or controlled land available for events are classified into three categories: venues, rights-of-way, and open use areas. Level of available services and regulations governing the use of each site varies.

### **Venues**

Venues are specifically designated as event sites with supporting infrastructure. Events held in venues have standard operating procedures for city provided support services. They each require a rigorous application process including sufficient advance notice, application submittal, staff review process, and applying appropriate fee schedule upon approval.

Venues include Francis Field; The Plaza de la Constitución's Gazebo; the St. Augustine Municipal Marina; the Willie Galimore Center; and the Lightner Courtyard. Each venue has its own capacities and capabilities and are most appropriate for specific types of events, i.e. Francis Field for festivals, the Plaza Gazebo for concerts, and the Lightner Courtyard for small ceremonies.

The Public Affairs Department manages all permitting for all venues except for the St. Augustine Municipal Marina and the Willie Galimore Center. Information about events at the marina is available at 904.825.1025 and for the Galimore Center by calling 904.209.4325

### **Rights-of-Way**

Rights-of-Way are generally the city's streets and sidewalks, both those maintained by the city and those under the management of the Florida Department of Transportation. Events in the rights-of-way have standard operating procedures for all city provided support services and require a rigorous application process including sufficient advance notice, application submittal, staff review process, and applying appropriate fee schedule upon approval. Rights-of-way are most appropriate for runs, walks, parades, processions and street events.

### **Open Use Areas**

Open use areas are available for public use on a first-come/first-serve basis. They may not be reserved for exclusive use and use of these areas must not restrict access by the general public. The city provides no support services for events in open use areas and no permit or fees are required. Open use areas include Davenport Park, Oglethorpe Park, Hamilton Upchurch Park, Parque de Menendez, Robert B. Hayling Freedom Park and Project SWING. Open use areas are most appropriate for family birthday parties, picnics, and other small private events held in a public space. Commercial use of these areas require a permit for exclusive use. St Johns County Parks and

Recreation Department manages the use of Pomar Park and Eddie Vickers Park. To rent these sites call 904.209.0382.

## **II. Event date**

### **Availability**

All events require contact with the Events and Venue Coordinator to determine the availability of the date and space requested and to determine if the location is the most suitable for the proposed event. Initial information required includes proposed date and site, estimated attendance, contact information, and a brief description of the event.

### **Block out dates**

The use of Francis Field is limited by specific dates during which events are not permitted. Those dates are:

- The months of March and April;
- The Saturday before Thanksgiving through January 31 of the following year;
- Friday, Saturday, Sunday and Monday of weekends with a federal Monday holiday, including Dr. Martin Luther King Jr. Day, Presidents Day, Memorial Day, Labor Day, and Columbus Day;
- Independence Day and the day before and after being July 3, 4 and 5;
- The day of and two days prior to the Daytona 500 which is held on the third Sunday in February;
- The Fridays, Saturdays and Sundays of Daytona Beach's Bike Week being the second and third weekends in March; and
- The Friday, Saturday and Sunday of Daytona Beach's Biketoberfest being the third weekend in October.

Additionally, Francis Field may not be used for new events on consecutive weekends nor multi-day events, except those held between October 1, 2016 and September 30, 2017.

### **Date and space availability**

A date and specific site may not be reserved more than two calendar years in advance, although first right of refusal of any specific date in a specific location will be given to any organizer who held an event on that specific date or weekend (i.e. 3rd weekend in June) the previous year in the specified location.

Request for specific date and location is addressed with consideration given to:

- Whether or not the date and site requested was used for an event the previous year and if so, will that event be reoccurring;
- The proximity of the requested date to the date of other events using the same site in order to allow sufficient time for cleaning/recovery; and

- If the requested date coincides with a major holiday or event which is likely to create a significant demand on city services and resources.

### **Scheduling confirmation**

Upon staff determination that the date and space requested are available and are the most suitable for the event, the organizer may submit an application along with the non-refundable application fee and reserve the date and space.

## **III. Event planning**

### **Operations profile**

No later than seven months prior to an event, the organizer will submit an operations profile for review by the Events Review Committee. Some events may require a longer lead time because of their complexity, but seven months is a minimum for all large events. The operations profile includes:

#### **1) Profile form**

The profile form provides a summary of the event including contact information, proposed date, estimated attendance, type of activities, name of insurer, and brief description of required city services. A \$25.00 application fee must accompany this form.

#### **2) Site plan**

The site plan provides an illustration, drawn to scale, of the venue space being used or the-rights-of-way where the event will take place.

#### **3) Deposit**

A refundable security deposit is required of all large events. The amount is determined by the scope of the event, including expected costs incurred for city support services. This amount may be adjusted based on the unified operations plan.

#### **4) Insurance provider**

Organizer must identify the insurance carrier that will provide applicable certificates of insurance with the City of St. Augustine named as an additional insured. A copy of the certificate of insurance is required within 30 days of the event or the approval may be delayed or cancelled.

#### **5) Mobility Plan**

Large events require a mobility plan in cooperation with the city's Mobility Office. This may include traffic assistance from the St. Augustine Police Department and/or parking and shuttle services at the expense of the event. Factors determining the scope

of a mobility plan for the event is a topic that is covered during the organizer's meeting with the Event Review Committee. An event can request additional shuttle services than the City requires that are paid at their own expense.

### **Event Review Committee**

The Event Review Committee is an interdepartmental team representing those areas where city services are impacted by an event. The committee reviews the operations profile and meets with the organizer to discuss the event's details and review the site plan. Only completed profiles will be reviewed. Incomplete profiles will delay the review process and jeopardize the event's approval schedule. Meetings of the committee includes representatives from:

- City Attorney's Office
- Fire Department
- General Services Department (Municipal Marina, Facilities Management Group)
- Mobility Office
- Planning and Building Department
- Police Department.
- Public Affairs Department (which chairs the committee)
- Public Works Department (Streets/Grounds, Solid Waste/Sanitation Divisions)
- Visitor Information Center

### **Risk Management**

All events, both those in venues and upon the rights-of-way, will be reviewed to identify risk factors related to the event's public safety risk. An Incident Action Plan may be created to become part of the unified operation plan for the event. The Incident Action Plan (IAP) may be coordinated by a multi-jurisdictional team of police, fire, rescue, and marine patrol personnel and other resources. An example of an event with risk management factors considered is Fireworks over the Matanzas, the yearly fireworks event on the 4<sup>th</sup> of July.

### **Operations Profile Review**

In reviewing the operations profile, the Event Review Committee will consider:

- If the site can adequately accommodate the event taking into account the site's infrastructure, the event's expected attendance and format (i.e. festival, concert, fair, run, parade).
- If the event coincides with other events and thus may place an undue burden on the delivery of city services to the event and/or to the community.
- If the event is in compliance with all permitting and licensing requirements from other jurisdictions, including federal, state, county and city.
- If the event may pose a public safety issue to residents, businesses, and visitors, while not considering content of speech, message, or reaction to the message.

- How the event will impact neighborhoods in the immediate vicinity (i.e. noise, litter, traffic).
- To what extent the organizers adhered to content-neutral city ordinances or policies or other applicable laws from past events.
- If the event will place an undue strain on city services including those for crowd control, policing, security, parking, solid waste or traffic.
- The organizer’s demonstrated ability to manage the event.

In reviewing the operations profile, the Event Review Committee will not consider:

- Content of speech or message that may be conveyed by the event, or the identity or associational relationships of the organizer, or assumptions or predictions as to the public response to the content of speech or message conveyed by the event.
- Only time, place and manner may be controlled as necessary to meet rules, regulations and public safety.

Recommendations of the Event Review Committee are submitted to the City Manager or his/her designee for final approval. If an event’s application is denied by the City Manager, the applicant may appeal to the City Commission. The City Manager shall make his/her approval determination in accordance with the criteria outlined in the “Operations Profile Review” section above.

## **IV. Event Operation**

### **Unified Operations Plan**

A unified operations plan is developed based on the meeting between the organizer and the Event Review Committee. The unified operations plan, managed by the Public Affairs Department, will specify:

#### **1) The level of city-required support services**

The plan will specify levels of city provided services for the event including those associated with site use, solid waste and utility service, public safety, and other personnel and/or equipment. The plan will include an estimated total cost for the services, the amount to be pre-paid, and the amount of any required deposit.

#### **2) The responsibilities of the organizer**

The plan will reiterate that an organizer’s primary responsibility is adherence to the general policies for events and those specific to the site being used. Additionally, the plan will specify any other responsibilities belonging to the organizer (i.e. securing



applicable permits, informational out-reach to the community regarding the event's impact, securing security personnel and crowd control).

### **3) The checklist and timeline**

The plan will include a checklist of all required documents, permits, fees and required inspections and a timeline indicating benchmarks at which point certain items must be completed so as not to jeopardize the event approval process. Events using a venue may be required to secure permits for the sale of food and beverage, while those using rights-of-way may need permits from the Florida Department of Transportation. All events must provide documentation of insurance as specified.

### **4) Defining specific logistical considerations**

The plan will include logistical considerations developed to facilitate both the delivery of city services and the event's operations. Such considerations include temporary removal of obstructions such as trash receptacles, or temporary closing of certain streets, or rerouting of traffic.

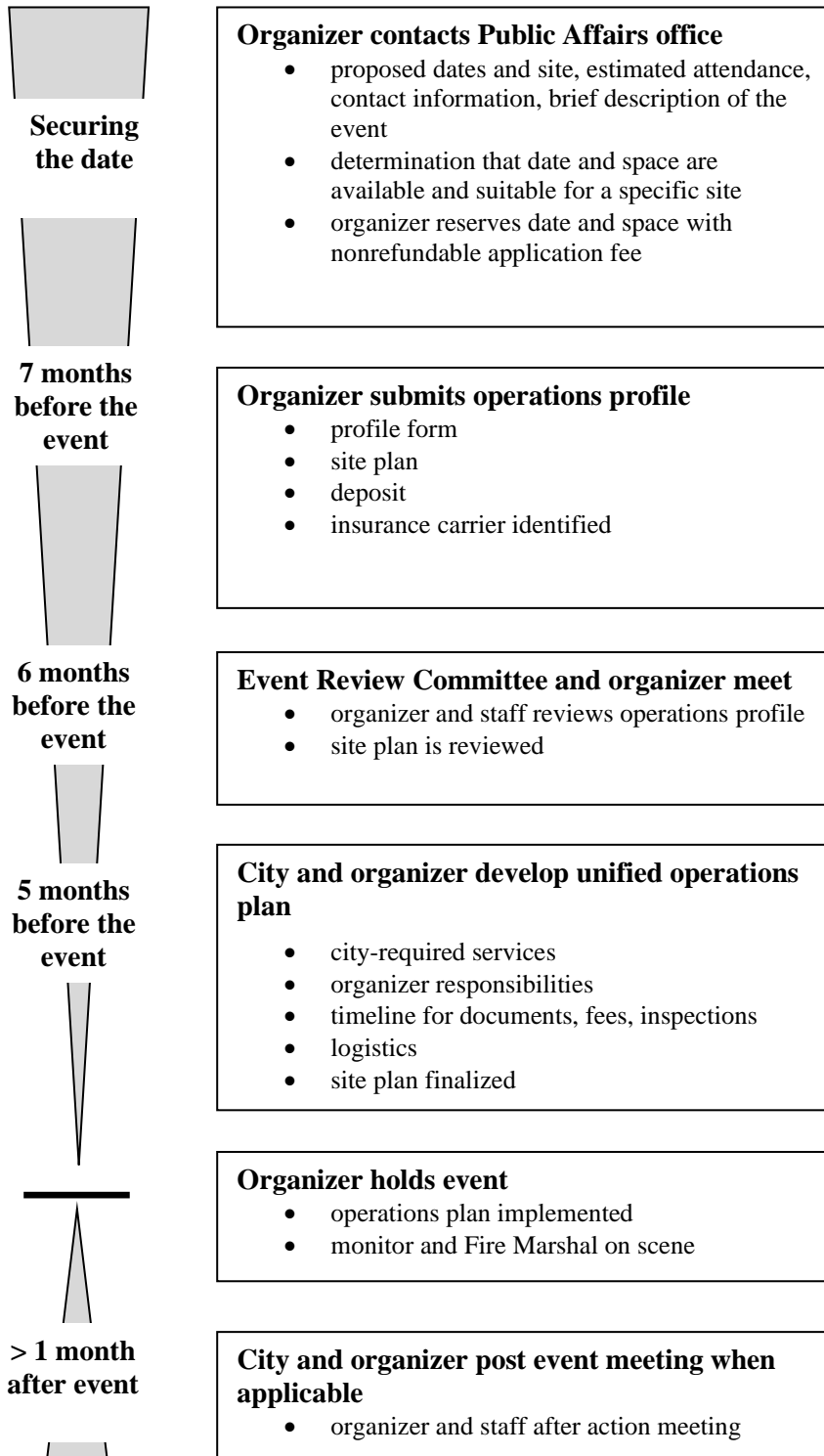
### **Event summary**

The event summary is an internal, one-page synopsis of city provided services for an event. The summary is prepared by the Events and Venue Coordinator. It provides information from the unified operations plan and is distributed to city personnel involved with event management two weeks prior to the event.

### **Event Monitor**

The city will designate a city employee to act as Event Monitor who will be the event organizer's primary point of contact for issues related to city provided services. Based on the size and complexity of the event, the Event Monitor will be on-site as necessary and on-call throughout the event to act as liaison between the organizer and all city personnel. The event will pay for all expenses incurred with having the Event Monitor available and on-call during the event. These expenses are rare but possible.

## Event planning and management timeline



## **V. General policies**

### **Compliance**

Organizer is responsible for compliance with all applicable City of St. Augustine ordinances including those related to signage, banners, noise, fire prevention, alcohol sales and consumption, occupancy, crowd control, and emergency evacuation.

### **Insurance**

The organizer must provide a certificate of insurance verifying a general liability policy coverage in the amount of not less than \$1,000,000 per occurrence / \$1,000,000 aggregate and including the City of St. Augustine as a certificate holder/additional insured. No event will be held without proof of required insurance.

### **Portable toilets**

The organizer is responsible for providing sufficient portable toilets, including disabled accessible toilets, hand washing stations and portable holding tanks based on expected attendance, number of days of the event, the nature of cooking and foodservice consistent with the requirements of the Americans with Disabilities Act. The organizer and the provider of the portable facilities shall comply with the Standards for Onsite Sewage Treatment and Disposal Systems, State of Florida Department of Health, Chapter 64E-6.0101, Fla. Admin. Code. The location of all portable facilities must be specified in the operations profile.

### **Alcoholic beverages**

The organizer is responsible for ensuring that the distribution and consumption of alcohol is conducted only as allowed by law and in compliance with all required permits. The organizer is responsible for securing and completing the Application for One/Two/Three Day Permit or Special Sales License (Form DBPR-ABT-6003) from the Florida Department of Business & Professional Regulation and securing appropriate signatures from the City's Planning & Building Department. Alcoholic beverages may be sold and consumed only where and when permitted by law. Any event allowing sale or consumption of alcoholic beverages will be required to have additional security by the St. Augustine Police Department during hours when alcohol is distributed and/or consumed at a level determined by the Police Department. The Police Department reserves the right to approve the placement of points of alcohol service.

### **Public safety**

The City of St. Augustine Police Department and the St. Augustine Fire Department are the lead agencies for public safety relating to events within their jurisdictions. Both departments will work with the organizer to develop a suitable plan that will provide a safe environment for participants and attendees and not impede the event's operations.

Representatives from each department will determine the level of service an event requires based on the type of event, location and expected attendance. If the event's impact causes limitations on access to certain areas by the fire department, the organizer is responsible for the cost of the establishment of a temporary satellite fire unit. The cost of all public safety services is the responsibility of the organizer.

### **Crowd Control Managers**

Additionally, for any event with 250 or more attendees, the organizer is responsible for ensuring the event has trained Certified Crowd Managers at a ratio of 1:250 attendees and as provided in accordance with National Fire Protection Association standards (NFPA 101.12.7.6).

### **Amplified sound**

The City prohibits unreasonable or disruptive noise that is incompatible with normal activities in certain locations at certain times. City ordinances require that "no person shall cause, suffer, allow, or permit the operation of any source of sound in such a manner as to create a sound level that exceeds the sound level limits" (ART IV. Section 11-86--11-94). There may be instances when the organizer will request to use amplification as part of an event that will exceed noise levels as defined in Sec. 11-88. Regulation of noises shall be according to the conditions and limits stated on the permit. Permits for entertainment may be granted under the following conditions set forth in 11-92:

- 1) The function must be open to the public (admission may be charged);
- 2) The function must take place on public property;
- 3) The permit will be given for only eight hours in one twenty-four-hour day;
- 4) The function must be staged between the hours of 9:00am and 12:00am.

The City may prescribe any reasonable conditions or requirements it deems necessary to minimize adverse effects upon the community or the surrounding neighborhood, including placement of stages and speakers, use of mufflers, screens or other sound-attenuating devices. Bullhorns are prohibited in all instances except in emergency situations.

### **Weapons**

Weapons, including firearms, knives, etc., whether modern or historic in nature, are prohibited in any event unless they are an essential part of entertainment, exhibits or demonstrations and their use is approved by the City of St. Augustine Police Chief or his designee. Events utilizing historic weapons must meet safety standards set by the St. Augustine Police Department including proof of applicable certifications and sufficient levels of training with such weapons specifically for public demonstrations utilizing such weapons. If discharge of weapons will occur as part of the demonstration, a trained Historic Weapons Supervisor/Leader must be on scene during firing demonstrations and safety zones must be established and well defined.

## **Signage**

Signs that are part of a permitted special event must comply with the terms and conditions of the approved event permit. Applicants should identify their signage needs as part of their event permit application. City staff will provide applicants with pre-approved locations, sizes, and duration for typical event signs. Applicants with specific event sign needs must provide the sign specifications to City staff no later than three (3) weeks prior to commencement of the event. City staff will approve or deny the special event signage within ten (10) days of submittal. An applicant may appeal the staff denial of their event signage by filing a written appeal no later than five (5) days from the date of denial, with the City Manager or his or her designee. The appeal must state with particularity the basis for the appeal and include any supporting documents. The City Manager or designee shall approve or deny the appeal within five (5) days of submittal of the appeal, and his or her determination shall be the final administrative action on the matter. All signage will be reviewed for placement location, massing, size, and materials. Criteria used by City staff for evaluating event signage shall include building code and life-safety considerations, obstruction of other signs or residential or business entrances, visual impact on scenic or historic vistas, damage to buildings, landscape, hardscape, or other infrastructure, and potential for confusion with official traffic control devices. All signs must comply with state and federal law, as well as, the requirements of the City code. Any signs placed on the fence at Francis Field can only be placed up to five days before the event takes place. Signs are not allowed to be placed on the Gazebo or free standing in the Plaza. Only handheld signs are authorized in the Plaza de la Constitución.

## **Fireworks**

Fireworks or other pyrotechnics, including smoke-producing devices are prohibited unless approved by the City of St. Augustine Fire Marshal.

## **Open fires**

Open fires are prohibited unless approved by the City of St. Augustine Fire Marshal.

## **Overnight Camping**

City ordinances prohibit sleeping overnight in vehicles on public property, thus event participants, including entertainers, vendors, volunteers, etc. are not permitted to stay in recreational vehicles, campers or other vehicles overnight.

## **St. Johns County Local Business Tax**

The St. Johns County Local Business Tax is regulated by Florida Statute 205 and St. Johns County Ordinances 72-2 and 87-36. The organizer may elect to pay the Business Tax Receipt in a single specified amount for the event or may acquire the Business Tax Receipts on behalf of the vendors and pass that cost along to each vendor. Otherwise,

each vendor will be required to obtain an individual Business Tax Receipt. An application may be made in advance with arrangements through the Tax Collector's office or an onsite visit by Tax Collector Field Inspectors. To obtain the downloadable Business Tax Receipt Application or learn more about the regulations visit the St. Johns County Tax Collector's web site at [www.sjctax.us/BusinessTax.aspx](http://www.sjctax.us/BusinessTax.aspx). For additional details or to make arrangements for staff to visit the event during set-up, contact the Tax Collector's office at 904.209.2285. The City of St Augustine does not have a separate Business Tax.

### **Site maintenance**

The City of St. Augustine has an obligation to maintain public property and reserves the right to conduct such measures as is necessary to ensure that maintenance is performed in a timely manner to structures, landscaping and public rights-of-way. Every effort will be made to notify an event organizer of scheduled or emergency maintenance when such maintenance may affect an event and will work with the organizer to minimize any inconvenience arising from such maintenance. Should the organizer decide not to use the site because of such circumstances, fees for unused services will be refunded. The City of St. Augustine is not liable for any expenses incurred by the organizer arising from unscheduled or emergency maintenance or rescheduling of an event when the area is closed.

## **VI. Site descriptions**

Following are brief descriptions of sites managed by the city that are available for special events. These descriptions are not meant to be comprehensive, but rather to offer a general guide regarding holding an event on public property and typical uses for each. Each site carries guidelines specific to that location. Event sites are divided into two general categories:

- A. Venues
- B. Rights-of-way

### **A. Venues**

The City of St. Augustine has distinct venues for the staging of events. Each carries its own policies governing its use, level of available services, use fee structure, and suitability for specific types of events.

The following summaries of venues is provided as a guide to introduce each site, identify its location and the type of event most suited for that specific venue. These summaries are not intended as comprehensive sources of all rules and regulations governing the use of each venue; that information will be provided in the context of discussions between staff and the event organizer. Venues are:

- Francis Field

- The Willie Galimore Center
- The Plaza de la Constitución's Gazebo
- St. Augustine Municipal Marina
- The Lightner Courtyard

### **1. Francis Field**

**Location:** 55 W. Castillo Dr.

**Summary:** Francis Field is approximately a four-acre site located just east of the intersection of Ponce de Leon Blvd. (US Hwy 1) and West Castillo Dr., adjacent to the municipally operated St. Augustine & St. Johns County Visitor Information Center and the Historic Downtown Parking Facility. The site has a grass surface fenced by a 40" chain-link fence with vehicular and pedestrian entrances. Basic utilities (water and electric) are offered along with a small event support building known as the Dental Building.

**Use:** The site is most often used for large festivals and arts and craft shows that draw a large crowd.

### **2. The Willie Galimore Center**

**Location:** 399 Riberia St.

**Summary:** The Willie Galimore Center is adjacent to Eddie Vickers Park. Built as a multi-purpose facility in 1984, the facility features two function rooms. The large room will seat 143 people in a banquet style and can accommodate up to 280 people for a stand-up event, such as a reception. The smaller room will seat 30 people for dining and 80 people for a stand-up event. The facility also features a kitchen, with ice machine, and restrooms sufficient for the facility's capacity.

**Use:** Receptions, dinner functions, showers, exercise and arts/crafts classes and meetings that desire an indoor venue.

**Information and reservations:** Call 904.209.4325.

### **3. The Gazebo in the Plaza de la Constitución**

**Location:** bounded by St. George St., Cathedral Pl., Charlotte St., King St.

**Summary:** The Plaza de la Constitución, listed on the National Register of Historic Places, is located in the center of downtown St. Augustine and has served as a gathering place since the late 16th century. Use of the site is strictly limited to The Gazebo in the center of the site which includes a small thrust stage, electrical service and interior lighting. The Gazebo has a two-hour limit for use in a 24 hour period. No signs or banners may be hung on this structure or placed in the ground.

**Use:** Events in the Gazebo stage such as concerts, presentations, ceremonies and rallies.

### **4. St. Augustine Municipal Marina**

**Location:** 111-E Avenida Menendez

**Summary:** The St. Augustine Municipal Marina is located in the heart of St. Augustine, just south of the Bridge of Lions. This location provides a picturesque and convenient harborage for sail and power boats with staff on duty 24/7/365. Fuel, oil, ice, and complimentary pump-out stations, secure restroom/shower facilities, and a laundromat are available on site. The site also includes ~7,000 sq.ft. lawn event space along the waterfront.

**Use:** Waterfront related events including boating clubs, fishing tournaments, concerts, weddings, and private parties, governmental, civic and social gatherings. Event catering, tents, tables, chairs and set up for all events are available through the Municipal Marina. The lawn area is available for use separate from the marina. Electrical power, potable water and public restrooms are available on site.

**Information and reservations:** Call 904.825.1026

**Wedding Information:** 904.826.0166

## **5. The Lightner Courtyard**

**Location:** 75 King St.

**Summary:** The Lightner Courtyard, an open interior space in The Alcazar Building, built in 1889 as the Alcazar Hotel, is now the location of the Lightner Museum and the St. Augustine's City Hall. Activities in the area are limited by available space, time of day and number of participants because of the building's primary use as an office and commercial space.

**Use:** Wedding related events including ceremonies, rehearsals, and photography sessions.

## **B. Rights-of-Way profiles**

Events staged on the streets or sidewalks of the city are considered to be in the rights-of-way. Such events take extraordinary planning and management to ensure the safety of event participants, attendees and spectators. Additionally, such events by their very nature will disrupt the community which relies on the dependable access to its streets and sidewalks so strict management of location, time, and route is necessary. As rights-of-way events are being planned the City may specify pre-determined routes for rights-of-way events that will offer greater public safety and may be most cost effective for the organizer.

No rights-of-way event will be permitted that requires the closing of a street and/or interruption of traffic for more than two hours except those which were held between October 1, 2016, and September 30, 2017.

For rights-of-way events in the area bounded by Matanzas Bay, Bridge Street, Ponce de Leon Boulevard, and Grove Avenue and events affecting Florida Department of Transportation-maintained roads for more than 15 minutes:



- Athletic events must be on a Saturday or Sunday and may start as early as 6:00 am and must conclude their use of the rights-of-way by 10:00 am if on a Saturday and 12:00 pm if on a Sunday;
- Athletic events held on Sunday are limited to two Sundays per year total whether the two events are organized by one or more organizations; and
- Parade events may start as early as 9:00 am and must conclude by 12:00 pm on weekdays and Saturdays.

Events held in the rights-of-way may be defined as one of five types based on size and format of the event.

- Parade
- Procession
- Athletic event
- Walk
- Street event

### **1. Parade**

A parade is an event held at a specified time and date, has a pre-approved route along public streets, and requires the rerouting or interruption of vehicular traffic for more than fifteen minutes. The City of St. Augustine has two pre-determined parade routes of varying lengths and complexity, the Downtown Loop (~1.2 miles) and the San Marco/Downtown Route (~1.6 miles). Additionally, because of the varying length and complexity, some parades are more suitable for one route over another.

### **2. Procession**

A procession is an event held at a specified time and date, has a pre-approved route along public streets, and requires only intermittent interruption of vehicular traffic and never for more than fifteen minutes. The City of St. Augustine has pre-determined procession routes of varying lengths and complexity, although because of processions' brevity there is greater flexibility in developing unique routes. Additionally, processions may be small enough to remain on sidewalks and only interface with traffic at designated pedestrian crossing points.

### **3. Athletic Event**

An athletic event is an event held at a specified time and date, has a pre-approved route along public streets, and requires rerouting or interruption of vehicular traffic for more than fifteen minutes and likely intermittent interruption of vehicular traffic. The city has pre-determined athletic event routes of varying lengths and complexity. Any athletic event with a route over 5K in length, must have a contract ambulance on scene for emergency response.

#### **4. Walk**

A walk is an event held at a specified time and date, has a pre-approved route along public sidewalks, and does not require rerouting or interruption of vehicular traffic. Although the City of St. Augustine does not have pre-determined walk routes, because they remain on sidewalks and only interface with traffic at designated street crossing points, routes of previous walks will be provided for consideration as requested.

#### **5. Street event**

Residents and/or businesses in a specified area may request the closure of a street they have in common/share for a street event. The closure must not interfere with the normal flow of business for areas outside the specified area and must not create an impediment to emergency services. Granting a street event permit is allowed only for the enhanced safety of pedestrians attending the event and does not permit the placement of any items (i.e. tables, chairs, stage) in the street. Additionally, all ordinances regulating activity on a public street remain in force (i.e. open alcoholic beverage containers, signage). Examples of street events include those held in a residential area by neighborhood associations or in business districts when anticipated crowds dictate such closing for pedestrian safety. Street events are subject to all the requirements as other events (i.e. insurance, crowd managers, etc.).

### **VII. Filming and Photography**

All commercial filming and photography that takes place on public property requires a permit specific to the event. Permit requests must contain the date, time and locations being requested. Based on the complexity of the event, police officers may be necessary to assist with maintaining public safety when streets or sidewalks will be impacted and restrict public access.

### **VIII. Fees**

Fees associated with events held on public property are determined at a rate sufficient to cover all costs of the services delivered by the City of St. Augustine. These costs are known as cost recovery fees. There are some basic fixed fees that remain unchanged (i.e. application fee, site use fee), and others that vary based on cost recovery (i.e. personnel by the hour or solid waste by the volume). For some events, depending on their complexity, an exact determination of costs prior to the event may not be possible, but city staff will work diligently to provide an accurate estimation based on the past history of the specific event or similar events. Estimation of costs will be determined during the development of the unified operations plan when details and level of city provided services of the event are confirmed. The current fee schedule can

be obtained by contacting the Event & Venue Coordinator with the Public Affairs Department at [events@citystaug.com](mailto:events@citystaug.com).