



Special Event Permit Information

Beasley Park has 208 parking spaces.

Marler Park has 80 automobile parking spaces and 20 boat parking spaces.

Please be advised that during the peak tourist season parking at any of the County parks can be hard to come by. No guarantee is given that there will parking available on site for your event. Carpooling is recommended. There is no bus parking on site.

Pavilion reservations are available with a two hour time limit.

Special Events require a Special Public Event Permit be submitted along with the documents listed at the bottom of the form including the Certificate of Insurance, Hold Harmless Agreement and written approval of Emergency Services, Sheriff's Office and the Leaseholder if the event is to be held at one of the County's leased parks. The liability insurance may be acquired from homeowner's or other insurance carriers. **Any gathering of more than 50 people requires a Special Event Permit.**

Contact information:

Emergency Services: Dino Villani at (850) 651-7150

e-mail address dvillani@co.okaloosa.fl.us; cc: mhuber@co.okaloosa.fl.us

Okaloosa County Sheriff's Office: Sandy Norris at (850) 651-7410

1250 N. Eglin Pkwy

Shalimar, FL 32579

e-mail address snorris@sheriff-okaloosa.org

Leaseholder contact for Boardwalk and James Lee Parks:

Jill Graham (850) 650-4725

No open fires are permitted at any park unless grills are provided. This prohibition includes sterno food warmers and tiki torches. No glass containers.

Please make checks payable to: Okaloosa County BCC

Please mail reservation and deposit checks to:

Okaloosa County Public Works

Attn: Sheri Whitman

1759 S. Ferdon Blvd.

Crestview, FL 32536

If you have any further questions please call Sheri Whitman at (850) 689-5084 or e-mail me at swhitman@co.okaloosa.fl.us.

**OKALOOSA COUNTY
TEMPORARY USE FOR SPECIAL PUBLIC EVENT PERMIT**

EVENT:

DATE(S):

HOURS:

LOCATION:

SPONSOR:

SPONSOR CONTACT:

REFERENCE:

COST:

Okaloosa County
Ordinance #04-05
Section 7. Temporary
Use for Special Events

APPROVED:
Okaloosa County Board of Commissioners

BY: _____
Don Amunds, Chairman

.....
Documents Received:

Certificate of Insurance (Okaloosa County Additional insured)	<input type="checkbox"/>
Hold Harmless Agreement	<input type="checkbox"/>
Emergency Services Approval	<input type="checkbox"/>
Sheriff's Office Approval	<input type="checkbox"/>
Tourist Development Center Approval (If applicable)	<input type="checkbox"/>
Leaseholder Approval (If applicable)	<input type="checkbox"/>
Public Works Approval	<input type="checkbox"/>

Public Works

NOTE: Approval of a Special Public Event Permit does not guarantee parking availability. Please consider use of vanpooling or public transportation to minimize parking needs for your event.

HOLD HARMLESS AGREEMENT

The undersigned does hereby agree to indemnify and hold Okaloosa County, the Okaloosa County Sheriff's Department, and their agents, employees, or officers, harmless from any and all liability of any nature or kind resulting directly or indirectly from (event title) _____ on (event date) _____ beginning at (insert time) _____ and ending at (insert time) _____.

The undersigned does hereby certify that he/she has full authority to enter into this Agreement on behalf of (organization): _____

Signature Printed Name

Organization: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____

ACKNOWLEDGMENT

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ who has acknowledged that he/she has full authority to execute this instrument on behalf of _____.

NOTARY PUBLIC

Personally Known _____ OR Produced Identification _____
Type of Identification Produced: _____

RESOLUTION NO. 05-96

MANAGEMENT POLICY FOR OKALOOSA COUNTY RECREATION AREAS. A RESOLUTION CLARIFYING POLICY FOR IMPLEMENTING THE COUNTY RECREATION AREAS ORDINANCE WITH REGARD TO FACILITY USE, TEMPORARY USE PERMITS FOR SPECIAL EVENTS.

WHEREAS, requests for specific use of county recreation areas - including parks, beaches and other recreation areas – is sometimes in conflict with the general public use of these areas; and

WHEREAS, County Recreation Areas Ordinance #04-05 defines Special Events and requires that Special Events obtain Temporary Use Permits through a specific procedure and requires that the Board of County Commissioners establish a fee schedule through a Resolution; and

WHEREAS, the adoption of management policies is necessary to allow the highest and best utilization of these recreation areas that is both consistent with the ordinance and achievable within the constraints of the county's financial and human resources.

NOW, THEREFORE, be it resolved by the Board of County Commissioners that the following establishes the Management Policy for Facility Use and Temporary Use Permits for Special Events:

I. Facility Use

This management policy is for the use of any type of facility or part thereof. **This policy is separate from those for Special Events.** The use of all facilities, including beach park pavilions, will be on a first come first served basis, with the exception of one pavilion at Beasley Park, which may be reserved. All other facilities may not be formally reserved through the county, nor informally held or saved for later use. For these facilities, active use – defined as on-going, reasonable and considerate of others needs - is the only allowable use. If necessary, county staff will determine reasonable use.

A reservation system will apply to the western pavilion (in its entirety) at Beasley Park. The following requirements apply to reserving this pavilion:

- 1) All requests must be made at least 30 days in advance of the reservation.
- 2) A reservation is for a two-hour period.
- 3) The pavilion must be cleaned by the party reserving the pavilion.

- 4) A reservation does not eliminate any other provisions of this Resolution or county ordinances, such as the need to obtain a Temporary Use Permit in the case of a Special Event.
- 5) The fee schedule is:
 - a. For the first reservation within a 30-day period - \$50.00
 - b. For all additional reservations within a 30-day period - \$50.00 multiplied by the total number of reservations made (e.g., the second reservation will be \$100.00 and the third will be \$150.00)
 - c. A refundable \$50 cleanup fee. The fee will be mailed to the applicant after the event, if cleanup was conducted to a reasonable level.

II. Temporary Use Permit for Special Events

The following is from Ordinance #04-05.

A **Special Event** means:

- (1) Any use, activity, or event conducted or promoted at any County park, beach, or recreational area of Okaloosa County that would constitute a violation of any provision of the ordinance #04-05, or any rule or regulation issued under the authority of this ordinance.
- (2) Any activity or event that is organized and promoted to attract, and is likely to attract, a crowd of more than fifty (50) persons to a certain place at any County park, beach or recreational area at a certain time under circumstances that are likely to interfere with the public's right of access and use of the beach, park, recreational area or create a need for additional police, lifesaving, or other services.
- (3) Any activity or event at any county park, beach or recreational area that is promoted or sponsored by commercial interest and will advertise or promote private commercial interest.
- (4) Special Events does not include private parties on private property unless they are of such a nature to create a need for additional police, lifesaving, or other services.

A. Policy and Objective

This section is intended to ensure broad usage by allowing temporary uses of any County park, beach or recreational area for purposes which otherwise would be prohibited. These special uses would be allowed by a permit that waives certain restrictions under specific conditions which still protect the public health, safety, and welfare. The permitting process is intended to provide a convenient procedure to be followed by beach users. Any temporary use permits will be issued by the

Board of County Commissioners or their designee. Fees for these temporary use permits will be established by Resolution by the Board of County Commissioners.

B. Procedure

1. All requests shall be in writing stating reason, location, time, point of contact and the sponsor. Request must be presented 60 days prior to the event. Request will be reviewed by Public Works, Public Safety, Growth Management, Water and Sewer, Sheriff's Office, Tourist Development Council (TDC) and the request will be approved by the Okaloosa County Board of County Commissioners.
2. Permits will only be issued after approved by the Board of County Commissioners at a regularly scheduled meeting.
3. All organizations submitting applications for permits pursuant hereto shall be required to furnish the County proof that it has liability insurance in the minimum amounts of \$500,000 per person and \$1,000,000 per occurrence insuring the County, Sheriff's Office, and the organization for any damages that may be sustained as the result of the activity.
4. All organizations submitting applications for permits shall be required to execute a hold harmless agreement indemnifying the County and Sheriff's Office for any loss suffered as the result of the activity.
5. All events will pay a daily use fee and appropriate security deposit. These fees are due in advance of proposed activity.
 - NO COOKING OR FIRES OF ANY KIND WILL BE ALLOWED EXCEPT IN COUNTY PROVIDED GRILLS.
 - NO GLASS OR CERAMIC CONTAINERS OR BOTTLES.
 - NO OVERNIGHT CAMPING.
 - NO VEHICLES ALLOWED ON THE BEACH OR IN AREAS NOT DESIGNATED FOR VEHICULAR TRAFFIC WITHOUT A PERMIT.

The following requirements are established by this Resolution:

- Fee Schedule:
 - 50-99 people \$100 per day
 - 100-499 people \$250 per day
 - 500 and up \$500 per day
- Security Deposit = \$100 per day, refundable
- Approval must be obtained in writing by the requestor from the Okaloosa County Sheriff's Office¹, Okaloosa County Public Safety Director¹, Okaloosa County Risk Management Director, Tourist

Development Council (TDC), and if applicable the Leaseholder for the Park².

- Written approvals must be presented to Public Works for Permit processing at the time of application.

¹ Any request for compensation for necessary services by the Sheriff's Office or Public Safety is in addition to the Permit Fee Schedule and will be paid directly to those entities.

² Leaseholder approval necessary at Newman C. Brackin (Boardwalk) Park, James Lee (County Line) Park, and the Okaloosa Island Fishing Pier.

ADOPTED in regular session this 5th day of April 2005.

BOARD OF COUNTY COMMISSIONERS
OKALOOSA COUNTY, FLORIDA

WILLIAM J. ROBERTS III
CHAIRMAN

ATTEST:
DON W. HOWARD
CLERK OF CIRCUIT COURT

BY: _____
Deputy Clerk