

SPECIAL EVENTS POLICY

POLICY NO. 17-01

PURPOSE: The purpose of this policy is to protect the health, safety and welfare of the citizens of Hernando County as well as to provide a uniform method of processing requests for all special events, which require assistance by the Hernando County Public Works Department and the Sheriff's Office. Special Events are defined as those events which require the assistance of the Sheriff's Office and Public Works to ensure the safety of the citizens of Hernando County to include but not be limited to: bike-a-thons, marathons, parades, block parties, art festivals, seafood festivals, and any other event which will use any right of way, (roads, sidewalks, etc.) within Hernando County outside the City limits of Brooksville.

POLICY: The following procedures will apply to requests for assistance by the Sheriff's Office and Public Works Department for any special event which uses County rights of ways outside the City limits of Brooksville.

1. The requestor must complete an application form for a Special Events Permit and submit it to the County Administrator's Office for review along with a check in the amount of thirty-five (\$35.00) dollars for processing the application. **This fee is non refundable.**
2. In order for the application to be processed, said application must be submitted thirty (30) days prior to the scheduled event.
3. Upon submittal of the application it will be forwarded to the Sheriff's Office and Public Works Department for review and recommendation. The Sheriff's Office and Public Works Department may suggest an alternate route or site for the event to ensure the health and safety of the citizens of Hernando County.
4. Next, the application will be forwarded to the Risk Management Office for review and determination of insurance coverage requirements. Proper proof of liability insurance, if required, must be provided and list the Hernando County Board of County Commissioners as an additional insured in the amount of one million dollars (\$1,000,000) per occurrence.
5. After receipt of the application from the Sheriff's Office, Public Works Department, and Risk Management Office with their comments, the County Administrator will either approve or deny

the permit based upon such comments. Those permits issued will be on a first-come, first-served basis.

6. If the permit is denied, the applicant may submit a written request to the Board of County Commissioners for an appeal of the County Administrator's decision.
7. If the permit is approved, on the day of the event the Sheriff's Office and Public Works Department will provide manpower and equipment in accordance with the terms of the permit to provide adequate traffic control and assistance to ensure that the health, safety and welfare of the citizens of Hernando County are protected.
8. If the permit is approved, the applicant will be required to execute an Indemnity Agreement holding the County, and the Sheriff's Office harmless for any and all accidents, claims, etc., which may occur as a result of such an event.
9. If the permit is approved, the County Administrator's office will submit a Notice of Issuance to the newspaper for publication, pay for publication of the ad, and obtain the affidavit from the newspaper, prior to issuing the permit.
10. Permit holders are on notice that if situations develop that effect the health, safety and welfare of residents, the Sheriff's Office or the Public Works Department are authorized to cancel the event at any time.
11. On the day of the event, the permit must be available and ready for display upon the request of the Sheriff's Office and/or Public Works Department. In the event that the applicant has not paid the appropriate fees and picked up the permit, or if the permit is not at the scene of the event, or a permit was not applied for, the event will not be allowed to occur.
12. The permit holder is not authorized to place signs in County right of ways. Should this occur, the Code Enforcement Department is authorized to remove such signs. Continued placement could lead to revocation and cancellation of the Special Events Permit

Replaces: Policy No. 90-01

Reference: March 27, 1990

Adopted: September 18, 1991

Amended: October 23, 2001

Revised: October 12, 2004

Revised: May 3, 2005

**HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS**

20 North Main Street, Room 460

Brooksville, Florida 34601

352-754-4002

352-754-4477 (fax)



SPECIAL EVENTS PERMIT APPLICATION

**Name
Of Organization/Individual** _____

Address _____
Street City Zip

Contact Person _____

Telephone _____

Name of Roadway/Right of Way to be used _____
Please provide detailed description or map

Proposed Utilization Date _____

Alternate Date (due to inclement weather) _____

Proposed Hours of Utilization _____

Purpose of Event _____

Detour Route (if applicable) _____

Roadway/Right of Way to be Utilized from (location) _____

to _____

INDEMNITY AGREEMENT

This **AGREEMENT OF INDEMNITY** entered into this ____ day of _____ between _____ (hereinafter called "**REQUESTOR**") and the **BOARD OF COUNTY COMMISSIONERS, HERNANDO COUNTY, FLORIDA**, (hereinafter called "**COUNTY**");

WITNESSETH:

WHEREAS, the **REQUESTOR** has requested of the **COUNTY** for permission to utilize public roadways, to-wit:

WHEREAS, the **COUNTY** has granted to the **REQUESTOR** permission to utilize public roadways conditioned upon the executing of a good and sufficient Indemnity Agreement to save and hold harmless the **COUNTY** from any and all claims, suits, actions at law, demands or other liabilities which may arise or accrue against the **COUNTY** as a result of said roadway utilization by the **REQUESTOR**.

NOW, THEREFORE, the **REQUESTOR**, and each of them for themselves, and each of their heirs, executors, administrators, successors and assigns, jointly and severally do hereby covenant and agree to indemnify and keep indemnified from and against all loss and damage, including damage to persons or property, whether private or public arising from any negligent act, any intentional act or from any other action taken by the **REQUESTOR** or any other person relating in any way to the **REQUESTOR'S** utilization of the roadway.

The **REQUESTOR** further agrees to indemnify the **COUNTY** against any suits, actions, or actions at law or in equity which may be brought against the **COUNTY**, its Board of County Commissioners, its officers and employees, individually or otherwise, to recover damages for accidents, negligence, or occurrences growing out of or arising from said roadway utilization above described, or from any other cause, or any proceedings that may be taken against **COUNTY**, individually or otherwise, arising

therefore, and to save them harmless therefrom.

IN WITNESS WHEREOF, we have hereunto subscribed our names and affixed our seals this day, month and year first above written at Brooksville, Hernando County, Florida.

**BOARD OF COUNTY COMMISSIONERS
HERNANDO COUNTY**

Attest: _____ By: _____
Clerk Chairperson

REQUESTOR

**STATE OF FLORIDA
COUNTY OF HERNANDO**

The foregoing instrument was acknowledged before me this _____ day of _____, _____ by _____, who is personally known to me or has produced _____ as identification.

NOTARY PUBLIC

Print: _____