



CITY OF KISSIMMEE EVENTS MANUAL

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CITY OF KISSIMMEE EVENTS MANUAL

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CITY OF KISSIMMEE

EVENTS MANUAL

EVENTS: The following policies and procedures pertain to civic/non-profit organizations, private businesses, individuals and City departments requesting permission to hold events on City property.

DATE OF POLICY: January 1998 (Updated November 2005; February 2010)

2.1 DEFINITIONS

2.1.1 Event - Any event held on City property, which is open to the general public. City property can include Parks & Recreation Facilities, public parks, and connecting streets to parks. Types of events can include: festivals, parade, concert, athletic event, fishing tournaments, walk-a-thons and any other organized gathering open to the public. Admission may not be charged for events nor may donations be required as admission to any event area without prior approval. Events in the parks or downtown area can not be gated nor have controlled entrances unless otherwise approved by the City.

2.1.2 Event Application - A request on letterhead must be submitted in reference to any person or organization planning an event on city property. A reservation application must be submitted in order for an event to be considered on city property. The application must be approved through an event review committee meeting after all requirements are met by the requesting organization. The application will cover the sponsoring organization and their approved selected vendors. The event organizer must furnish a list of their proposed vendors to the *Event Coordinator(s)* prior to event date. **All vendors must comply with city rules, regulations, policies and ordinances or risk possible fine and/or closure.**

NOTE: The application is approved on an individual event basis. The application covers details of event information, tents, alcohol consumption and other event related items. Appropriate fees must be paid and meet all county and city requirements (Event licenses, event permits, tent permits alcohol permits and others.) Applications must be submitted at least 60 days prior to the anticipated event day. The city reserves the right to cancel or deny any event.

2.1.3 Civic/Non-Profit Organization - Any organization whose event meets the criteria "for the betterment of the community" and whose primary cause is to make the community a better place to live either by deed or donation of time and/or finances, as determined by the City of Kissimmee.

NOTE: Tax will be charged on necessary taxable fees unless a tax exempt certificate is provided.

2.1.4 Private Business - Any organization or individual operating an event for promotional purposes, profit purposes (in which it receives more than 50% of the event's gross revenue), or causes that do not meet the criteria stated in 2.1.3.

2.1.5 City Department - Any City of Kissimmee department that holds an event for the benefit of the community or the City itself. Event must be sponsored and organized by the City.

2.2 EVENT REVIEW COMMITTEE

2.2.1 *Event Review Committee members* are appointed by their respective City departments. They are accountable to their own department heads for their recommendations and decisions concerning events. The Committee is made up of representatives from the following departments (**Police, Fire, Public Works, Parks and Recreation, Traffic, Community Services, Risk Management or any other department of impact.**) The Event

Coordinator(s) or staff for Kissimmee Parks and Recreation will act as facilitator.

- 2.2.2 Each Committee member is responsible for establishing the guidelines and requirements for each event relevant to department operations. Guidelines and requirements should be reviewed on an annual basis and revised accordingly.

2.3 EVENT APPLICATION PROCESS

NOTE: All special requests, logistics, reservations, and any other event related issues are to be coordinated through the Parks and Recreation Department, Civic Center Event Coordinator(s).

- 2.3.1 Facility Reservations - Use of City facilities is scheduled on a "first come, first served basis." Organizations must submit a written request to the *Event Coordinator(s)* or designated staff to tentatively reserve the necessary facilities for the event before submitting an application. This will allow the City to inform the requesting organization of the facility's availability prior to beginning the application process.

- 2.3.2 Application/Deposit - Organizations planning to hold a special event on City property, must submit an application and facility reservation deposit to the *Event Coordinator(s)* or *appropriate facility supervisor* **no later than (60) calendar days prior to the event date.**

NOTE: A deposit will be required to reserve a facility. All city events and programs have priority usage of facilities and in most cases will not be rescheduled or relocated to accommodate an event request.

- 2.3.3 Fee Grant Application/Deposit - If the event is not included in the City's Event Budget (see 2.5.1) and the organization anticipates requesting a grant of the event costs, they should submit their request in writing, along with the application and the facility reservation deposit, to the *Assistant Supervisor (located @ the Kissimmee Civic Center, 201 E. Dakin Ave., Kissimmee, FL 34741)*, **no later than (60) calendar days prior to event date.** The request will then be forwarded to the *City Manager*. The *City Manager* will either approve or deny the request. The *Civic Center's Assistant Supervisor* or designated staff will inform the organization of the *City Manager's* decision. If an event is granted, any reservation payments will be refunded through a check request from the finance department. Cleaning fees cannot be granted. Staff fees may be required.

- 2.3.4 Scheduling of an Event Review Committee Meeting -Upon reviewing the application, the *Event Coordinator(s)* may deem it necessary to schedule an Event Review Committee meeting with the event organizer approximately **30-45 days prior to event.**

- 2.3.5 Event Review Committee Fee -If it is determined by the *Event Coordinator(s)* that an Event Review Committee meeting consisting of any of the following: **(Police, Fire Department, Traffic, Parks and Recreation, Public Works, Community Services and Risk Management)** is needed, the event organizer will be charged the non-refundable **\$50.00 Event Review Committee Fee.** All requested services, permits, rental and service fees will be discussed at this meeting.

NOTE: It is the event organizer's responsibility to attend the meeting properly prepared to discuss the event in detail, provide all required documentation and information pertaining to the event.

- 2.3.6 The *Event Coordinator(s)* or designated staff may approve or deny the application at this time.

- 2.3.7 Event Logistics: The event organizer must provide the *Event Coordinator(s)* with detailed event information and copies of required documents **no later than (30) calendar days prior to the event** or at the event review committee meeting (if necessary.) The information and

documents may include, but are not limited to the following:

- A) **Event Map/Layout** (Maps/Layouts are available upon request.) Maps must include location of any tents. Tents must meet code and have a permit. (See *attachment B.*)
- B) **Event agenda** (show times, etc.)
- C) **Vendor list** (names, addresses, phone #'s) of all food vendors, sponsors, non-profit groups, merchandise vendors, and any other group operating at event.

Special Note: * If there are retail sales (food, merchandise, craft, souvenirs) at an event, the EVENT ORGANIZER must either purchase a yearly MISCELLANEOUS CONVENTION LICENSE (covers all requirements for vendors, such as county and city occupational licenses) or each individual vendor can purchase a separate event license (temporary occupational license for an event open to the public.) All proper licensing must be met. NOTE: See 2.4 for more information.**

- D) **Supplier List** (names, addresses, phone #'s) of all rental companies and sub-contractors hired to provide services for the event and their set-up/take-down times.
- E) **Logistical Schedule of Event** (deliveries, set-up, clean-up.)
- F) **For an Electrical permit application for any electrical modifications, repairs or upgrades in the city**, contact Development Services, 101 N. Church St., Kissimmee, FL 34741. Phone: 407-518-2132.
- G) **A tent permit can be obtained through Development Services-** All tents larger than 10' X 10' must have a permit. To receive a permit, a map approved by the *Event Coordinator(s)* or Parks and Recreation staff must be submitted showing the location of all tents. Permit must be obtained even if fees are granted. **Proof of a fire retardant certificate for each tent** is required. Contact Development Services, 101 N. Church St., Kissimmee, FL 34741. Phone: 407-518-2132, fax: 407-847-9233.
- H) **Approved Kissimmee Police Department Alcohol Permit Application-** Contact: KPD, 8 N. Stewart Ave., Kissimmee, FL 34741, 407-847-0176.
- I) **OUTDOOR FOOD VENDORS that set-up within the city in an area other than the Kissimmee Lakefront Park or downtown organized events must have approval of the City Commission.** Contact: Development Services, 101 N. Church St., Kissimmee, FL 34741. Phone: 407-518-2143.
- J) **Written notification sent to Downtown Kissimmee/Lakefront area businesses and residents** about a parade/event that will include road closures. Contact: **CRA**, 300 E. Monument Ave, Kissimmee, FL 34741, 407-518-2544, **Big Toho Marina**, 101 Lakeshore Blvd., Kissimmee, FL 34741, 407-846-2124; **American Legion**, PO Box 420503, Kissimmee, FL 34742, 407-847-4193; **Osceola County Library**, 211 E. Dakin Ave., Kissimmee, FL 34741, 407-935-0777; **Greyhound** 103 E. Dakin Ave., Kissimmee, FL 34741, 407-847-3911; Greyhound Orlando Office 407- 292-3418. **AMTRAK** 111 E. Dakin Ave., Kissimmee, FL 34741, 407-933-1170

2.3.8 **Parking Plan:** The Event Review Committee or *Event Coordinator(s)* will inform each event organizer of defined parking areas utilizing City property.

NOTE: It is the responsibility of the event organizer to properly notify the general public of road closures and designated parking areas through newspaper advertising, press releases and appropriate signage.

NOTE: Upon reviewing the event logistics, the City reserves the right to approve, revise, or deny any element of an organization's proposed event. This allows the City to have the utmost quality control standards to ensure the success and safety of each event.

2.4 EVENT FEES & CHARGES

2.4.1 FEES/PERMITS	DESCRIPTION	FEES
Event Reservation Fee	<p>These fees are based on usage of a park or open space event area for an approved event. These fees are in addition to any: 1) facility rental costs; 2) city staff costs for pre-event, day of or post event impacts; 3) cleaning costs; 4) permits 5) insurance requirements; 6) security deposits or any other fees or charges required for an event.</p> <p><u>Events less than 500 attendees</u></p> <ul style="list-style-type: none"> includes walk-a-thons, small events, limited park usage events to limited area-no road closings, less than 6 hours of event time <p><u>Events with 500-2,500 attendees</u></p> <ul style="list-style-type: none"> Includes events that impact some park space, facilities, possible road closings, but not over impacting events. <p><u>Events with 2,500+ attendees</u></p> <ul style="list-style-type: none"> Includes events that may have alcohol, park impact, road closings, extensive set-up (including day before) and impact on city staff. 	<p>\$100.00 event</p> <p>\$250.00 event</p> <p>\$500.00 event</p>
Miscellaneous Convention License Event Vendor License	<p>Event license required by all organizations that have any food or merchandise vendors or any retail sales at their event. Covers the organization for all events they sponsor in the fiscal year (Oct 1-Sept 30.) Covers the need for the occupational licenses required separately in Osceola County and the City of Kissimmee. License covers all the promoter's pre-approved vendors.</p> <p>Individual vendors not covered with the miscellaneous convention license can purchase a SPECIAL EVENTS LICENSE to sell at a special event. This allows for temporary retail sales on City Property for pre-approved special events.</p>	<p>\$200.00</p> <p>OR</p> <p>\$50.00</p>
Event Review Committee Fee	Event utilizing Event Review Committee or any requested services	\$50.00
Tournament Administrative Fee	Fee for organized Fishing tournaments –minimum	\$100.00
Tent Permit	Covers all canopies with or without sides. All tents larger than 10' X 10' must have a permit. All tents must display flame retardant certificate. (See attachment)	\$ 43.75
Alcohol Permit	Covers City alcohol application and permit to serve alcohol only. Additional proper licensing, approval and insurance must be obtained for alcohol sales and must be approved by the City. All alcohol sales or service will go through the Parks and Recreation Alcohol Vendor.	\$ 10.00
Electrical Permit	Required for any modifications, repairs or upgrades. Event Organizer shall verify that the power supply requirements (type of plug, amperage, etc.) are compatible with available facilities.	\$ 25.00

- 2.4.2 PAYMENT OF FEES: Event organizer must pay all fees to the Parks and Recreation Department no later than (30) calendar days prior to event date. All facility rental fees, deposits and maintenance fees are to be paid at the rental facility. Gazebo and Community House fees are paid at the Kissimmee Civic Center. All City services must be scheduled through the *Event Coordinator(s)*.
- 2.4.3 DAMAGE/CLEAN UP STATEMENT (Charged on individual event basis) Any organization that holds an event on City property will be responsible for any area, park or facility that is utilized during an event. All organizations must provide a clean-up committee for each event. Any organization obtaining additional dumpster service must utilize Waste Management (the City's current waste removal contractor.) Contact Waste Management, 407-843-7370.

NOTE: An organization that holds an event on City property that causes damage to that property or associated properties will be invoiced by the Parks and Recreation Department. All damage charges must be paid to the Parks and Recreation Department Office no later than (30) calendar days after invoice date. Any and all security deposits will be cashed upon submission and may be returned in full, in part or not returned depending on the money owed to the city.

2.5 FEE GRANT APPLICATION PROCESS

- 2.5.1 FEE GRANT PROCESS: Organizations have the opportunity to participate in the City's annual Fee Grant Budgeting process. Once a year (approximately March 1st), the *Assistant Supervisor* will send an Event Fee Grant Application to organizations which have continually planned events on City property. Applications will also be available to other organizations who request participation in this application process (prior to March 1). The applications will be due to the **ASSISTANTSUPERVISOR** or designated staff (30) calendar days after the applications are initially issued. The City Commission will review each application during the month of July while planning the following year's budget. The *ASSISTANT SUPERVISOR or designated staff* will notify each applicant on the status of his or her request prior to the start of the fiscal year (approximately at the end of August.) The City's fiscal year begins October 1st of a calendar year and ends September 30th of the next calendar year. The submission of an Event Fee Grant Application does not guarantee a grant of fees or approval of an event. Organizations that do not receive a grant of fees must provide written notification to the *Assistant Supervisor or designated staff* no later than September 30th indicating their decision to continue with the event plans and pay the associated fees or to cancel their event plans. Failure to provide this written notification may affect future requests by the organization to utilize City facilities for events.

Note: CIVIC CENTER EVENTS: New events that have not been granted previously will be requested to secure the desired facility by submitting a reservation deposit and filling out the appropriate paperwork. If the grant is approved, a refund of the reservation deposit will be issued.

- 2.5.2 **For organizations that miss the fee grant application process deadline, the event organizer must submit, in writing a formal request to the Kissimmee Parks & Recreation Director.**

2.6 EVENT INSURANCE REQUIREMENTS

- 2.6.1 INSURANCE CLASSIFICATIONS: In order to hold an event; the requesting organization must furnish the City with liability insurance, identifying the City of Kissimmee as "Additional Insured" for the date of the event. The City's Risk Management Officer establishes the insurance coverage needed for each event as outlined in the following chart:

2.6.2 **EVENT INSURANCE REQUIREMENTS:** The following classifications do not identify every possible event, but should provide a guideline for which category most events should fall under. Questions should be directed to the City of Kissimmee Risk Manager or Civic Center’s Assistant Supervisor. A Security Deposit will also be required for all activities.

CLASS 1	CLASS 2	CLASS 3	CLASS 4	CLASS 5
Limited Seating Club Activities Instructional Classes History Fairs Registrations Receptions	Attendance under 500 Plays/Musicals Walk-a-thons Dog Shows Garage Sales Beauty Pageants	Attendance over 500 Magic Shows Concerts Dances Auctions Athletic Events	Attendance over 500 Parades Fishing Tournaments * Festivals Civic Center Events Aquatic Center Events City Stage	Airport Events High Risk Events

Class 1: Insurance is optional and is at the discretion of the Risk Management Department. Risk Management will review the quantity of participants and the nature of the activity and/or product sales to make a final determination.

Class 2: General Liability Insurance of \$100,000 per occurrence is required.

Class 3: General Liability Insurance of \$500,000 per occurrence is required.

Class 4: General Liability of \$1,000,000 per occurrence/ \$1,000,000 Auto/ \$1,000,000 umbrella is required.

Note: *Fishing Tournaments: Need a minimum of 1million General Liability and 1 million umbrella OR 2 million aggregate per occurrence general Liability naming the City of Kissimmee “additional insured.” Auto liability may be required by Corporations organizing large tournaments.*

Note: Fishing tournaments with 50 boats or less AND less than 100 participants may be classified as a Class 3 event (minimum \$500,000 general liability), which must name the City of Kissimmee as “additional insured.”

Class 5: General Liability Insurance of \$5,000,000 per occurrence/ \$5,000,000 Auto/ \$5,000,000 Umbrella are required.

PLEASE NOTE:

- Auto Liability Insurance** will be required in the amount of the general liability requirement if automobiles are used as part of the event.
- Product Liability Insurance** will be required if there is food sales or consumption at the event. Each food vendor must provide the Product Liability Insurance (minimum of \$1,000,000).
- Workers Compensation** will be required if employees are hired for the event, according to Florida State Statutes.
- Alcohol Liability Insurance** will be required if there is alcoholic beverage sales or consumption at event (minimum \$1,000,000).

IMPORTANT:

- Class 1, 2 and 3 must provide proof of a current insurance certificate for the appropriate amount of general liability. The City of Kissimmee must be listed as “**additional insured**” for Class 3, 4 and 5 Insurance Requirements.

2. The event organizer is responsible for obtaining and submitting all required insurance certificates to the City of Kissimmee, Civic Center's *Assistant Supervisor*, no later than (30) calendar days prior to the event date.
3. The Risk Management Department reserves the right to adjust insurance requirements on a per event basis.
4. Any event requesting a grant or reduction in the required insurance levels must submit written notification of the request with the application/permit to the Civic Center's Assistant Supervisor no later than (60) calendar days prior to the event date. If the organization has any insurance-related questions, they are encouraged to contact the Risk Management Officer at (407) 518-2117.

2.7 CITY SPONSORSHIP OF EVENTS

- 2.7.1 **REQUIREMENTS** **Any organization that receives \$500 or more of granted event fees or permit fees, and/or cash contribution from the City of Kissimmee for an event, must recognize the City of Kissimmee as an "official sponsor" of the event.** The City's name/logo **MUST** be used in all of the following marketing materials: *Newspaper Advertising, Television Advertising, Radio Advertising, Pay Check/Bill Inserts, Posters, Flyers, Brochures and Billboards*. The organization must submit copies of all advertisements to the Event Coordinator(s) **no later than (30) calendar days prior to event date.**

2.8 REQUEST TO AMMEND EVENT POLICIES AND/OR FEE GRANTS

- 2.8.1 Any organization may request a policy amendment. Policy amendment requests must be submitted in writing with the application to the *Civic Center's Assistant Supervisor* **no later than (60) calendar days prior to the event date.**

2.9 EVENT APPROVAL

- 2.9.1 The Parks and Recreation Department will provide written notification of the approval or denial of any special requests: insurance amendment or revisions, fee grant requests, policy amendments, and any other special request submitted in writing by the event organizer.
- 2.9.2 The Parks and Recreation Department will provide a copy of an approved application to the event organizer to confirm final approval of the event.
- 2.9.3 No revisions or adjustments to final approved applications or related items may be made without prior written notification to and written approval from the Director of the Parks and Recreation Department or designee.

2.10 RESPONSIBILITY STATEMENT

An organization planning and executing an event on City property will abide by all the policies set forth in the City of Kissimmee Event Manual and all City and County policies and ordinances. The Organization will also supply the City of Kissimmee with all the information, documentation and insurance requirements necessary to assure that all parties involved with the event will be in compliance.

NOTE: FAILURE TO ABIDE BY THE POLICIES STATED IN THIS MANUAL MAY AFFECT FUTURE EVENT REQUESTS SUBMITTED BY THE ORGANIZATION.

**KISSIMMEE PARKS AND RECREATION DEPARTMENT
EVENT GRANT APPLICATION**

IMPORTANT: Please type or print legibly. All sections must be completed. Any and all cancellations will forfeit their reservation deposit.

Please submit your application to: Kissimmee Civic Center
201 East Dakin Avenue
Kissimmee, Florida 34741
407-518-2503
407-935-1437 FAX
www.kissimmeeciviccenter.com

CONTACT INFORMATION:

Name of Organization/Company: _____
Type of Organization: ____ Commercial ____ Government ____ Private ____ Non Profit (please attach 501 C3 certificate)
Is your organization tax exempt? ____ Yes ____ No (if yes please attach tax exempt certificate)
Contact Person: _____ E-mail: _____
Work Phone: _____ Cell Phone: _____ Fax: _____
Address: _____
City: _____ State: _____ Zip Code: _____

BILLING INFORMATION:

Is the party responsible for billing the same as above? ____ Yes ____ No (Please see below)
Responsible Person: _____ E-mail: _____
Work Phone: _____ Cell Phone: _____ Fax: _____
Address: _____
City: _____ State: _____ Zip Code: _____

EVENT INFORMATION:

Name of Event: _____ Type of Event: _____
Event Dates(s): _____ Event Location: _____
What is your anticipated attendance? _____ What age group are you targeting? _____
What time will your set up start? _____ How long will your set up take? _____
What time will your doors open? _____ What time does your event start? _____
What time does your event end? _____ How long will your break down take? _____
Will your event require more than one show time? ____ Yes (please see below) ____ No
How many shows? _____ What are your show times? _____ & _____
Have you previously held this event or type of event? ____ Yes (please see below) ____ No

Please list date and location: _____

Will your event have an intermission? _____ Yes (if yes how long) _____ No

Will your event require the use of the City Stage? _____ Yes _____ No

Are you requesting the use of City Tents? _____ Yes _____ No

Will your event require Alcohol Sales? (all alcohol is sold by the City) _____ Yes _____ No

Provide a brief description of your event:

VENDORS:

Any vendor who will sell or giveaway merchandise must have a vendor agreement, copy of their business license and insurance on file with the Civic Center prior to event/show.

How many vendor/merchandise locations will your event require? _____

Please check the type of vending that will occur on the day of your event? _____ Clothing _____ Jewelry

_____ Shoes _____ Food/Bev _____ Books _____ CD's/Tapes _____ Electronics _____ Photographer

_____ Misc (please describe) _____

INSURANCE:

Do you currently have or have you applied for insurance? _____ Yes _____ No

(All insurance must follow specific guidelines as outlined in the Operational Policy Handbook)

PERSONNEL:

Public events require that the promoter hire City of Kissimmee Personnel (event staff, ticketing staff, maintenance staff, facility attendant, security staff, EMS and Police) and will be at the promoter's expense.

All other persons/personnel or affiliates utilized by the Licensee will be at the sole responsibility of the Licensee. The Civic Center does not permit the Licensee to replace Civic Center personnel with his/her own personnel and/or volunteers

All employees and/or volunteers must have a current credential for the specific event. All badge and/or credentials will be produced and allocated, at the promoter's expense, by the Civic Center or designated vendor.

All staffing requirements are at the discretion of the Civic Center Assistant Supervisor and/or designee.

SIGNATURE:

I understand that this is an application only and does not obligate the City of Kissimmee in any fashion to reserve any facility and/or approve any event that does not include a reservation deposit.

I fully understand that my reservation deposit is non-refundable. In the event the City of Kissimmee does not approve my event; I am entitled to a full refund of my reservation deposit.

I agree to sign the required License Agreement.

I agree to read, understand and abide by the policies set forth in the Civic Center's Operational Policy Handbook.

Signature: _____ Title: _____ Date: _____

OFFICE USE ONLY

Area(s) Rented: _____ Reservation Deposit: \$ _____

Balance Due: \$ _____ Date Balance Due: _____

Method of Payment: Cash Check # _____ D/L # _____

Visa Mastercard _____ / _____ / _____ Exp _____

Date: _____ Staff Signature: _____

**** Reservation Deposits are Non Refundable ****