



LAKE  
COUNTY  
FLORIDA



# CUSTOMER GUIDE

## to *Special Events*

*Information to assist event planners in the completion of the  
Lake County Special Event Permit Application*

# LAKE COUNTY

## BOARD OF COUNTY COMMISSIONERS



Thank you for choosing to host your special event in beautiful Lake County, Florida. All special events, including fairs, festivals, runs/walks, parades, block parties and holiday celebrations that will take place in unincorporated Lake County or utilize county roads are required to submit an application to obtain a permit from the Lake County Office of Emergency Management.

The Office of Emergency Management strives to provide a user-friendly, one-stop process to facilitate permitting of special events. Our **Customer Guide to Special Events** is designed to provide essential information regarding permitting, planning, and producing a successful special event in Lake County.

Our staff will serve as your main contact and resource for all questions and facilitation of the special event permitting process. We recommend that all event organizers contact the Office of Emergency Management early in the planning process for timely and accurate permitting.

We strive to deliver outstanding customer service and look forward to working with you to ensure your event's success.

Sincerely yours,

Lake County  
Office of Emergency Management

### TABLE OF CONTENTS

Start Here—Process Overview	1
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#### PERMIT PROCESS

Special Event Definitions	2
Dates To Remember	3
Special Event Permits	4
Marketing Events	4
Event Pre-Planning Meetings	4
Incident Action Plans	4
Event Cancellation or Postponement	5
Denial or Rejection of a Permit	5
Municipal Special Events Permitting	5

#### PERMIT DOCUMENTS

Site Map	6
Temporary Closing of a County Road	7
Insurance Requirements	8
Lake County Sheriffs Office	9
Extra-Duty Detail Request	9
Fire Prevention Services	10
Fireworks/Pyrotechnic Permits	10
Emergency Medical Services	11
Building Services —Tent Permitting	12
Environmental Health — Portable Restrooms	12
Parks & Trails— Special Use Permit	13
Food & Beverage	13
Temporary Alcoholic Beverage Sales	13
Noise Control —Amplified Sound	14
Waste Management/Recycling	14
Electrical Services	14
Parking	14
Marine/Water Events	14
Ordinance Links & Municipal Contacts	15

### OUR PROMISE TO YOU

The Office of Emergency Management will provide a knowledgeable and customer focused approach to leading you through the special event permitting process and assisting in the production of safe and memorable events.

# LAKE COUNTY

## BOARD OF COUNTY COMMISSIONERS

### STEP ONE:

Contact the Office of  
Emergency Management  
at (352) 343-9420, Option 2, or  
[LakeEvents@lakecountyfl.gov](mailto:LakeEvents@lakecountyfl.gov)

### STEP TWO:

Complete a  
Special Event Application and  
submit it to the Office of  
Emergency Management

### STEP THREE:

Review the event with the  
Emergency Management staff  
to determine the permit  
process for your event

### STEP FOUR:

Complete and submit the  
required documentation as  
outlined in the Special Event  
Permit Checklist

### STEP FIVE:

Receive your  
Approved Special Event Permit  
and host a safe and  
successful event!

# LAKE COUNTY

## BOARD OF COUNTY COMMISSIONERS

### VISIT LAKE

If your event will generate significant out-of-county visitation and/or hotel room nights, we encourage you to contact Visit Lake for potential sponsorship opportunities. You can visit the website at [www.visitlakefl.com](http://www.visitlakefl.com) or reach them by phone at 352-742-3918.

### SPECIAL EVENT DEFINITIONS:

The Lake County Office of Emergency Management permits all county special events appropriated among two main categories: 1) Special Events Requiring Permitting and 2) Motion Photography Productions. These categories and types of events are defined by their applicable ordinance and are summarized below. Should you have any questions regarding which category your special event falls into, please contact the Office of Emergency Management .

### SPECIAL EVENTS REQUIRING PERMITTING

A special event requiring permitting is defined as a pre-planned event, taking place in unincorporated Lake County or utilizing county roads, which meets any one of the following criteria:

- Is intended to, or likely to, attract more than 500 people;
- Requires the temporary closure of any collector or arterial public roadway;
- Involves the use of pyrotechnics; or
- Exceeds the maximum allowed number of patrons within an establishment.

Any special event meeting at least one of the criteria above requires completion and review of the Special Event Application **at least 90 days prior to the commencement of the event.**

### MOTION PHOTOGRAPHY PRODUCTIONS

Motion photography is defined as the commercial taking or making of a motion picture, television, videotape, or film production utilizing county equipment or facilities, including any site alteration necessary for such production. This includes such productions on private property or not at a studio which:

- Involve the erection of tents or other temporary structures;
- Involve the use of pyrotechnics, explosives or other incendiary devices; or
- Will result in noise emission sufficient to violate the noise ordinance of Lake County.

Any motion photography production meeting the definition above requires completion and review of the Special Event Application **at least 10 days prior to the commencement of the event.**

# LAKE COUNTY

## BOARD OF COUNTY COMMISSIONERS

### DATES TO REMEMBER

Applications may be submitted no more than 365 days, but not less than 30, 60, or 90 days prior to the event date depending on the type of special event taking place. Event organizers are encouraged to apply as early as possible. The table below provides a schedule to guide you through the special event permitting process. Please adhere to the schedule both pre- and post- event to ensure timely approval.

SPECIAL EVENTS REQUIRING PERMITTING	MOTION PHOTOGRAPHY PRODUCTIONS
MINIMUM 90 DAYS BEFORE EVENT	MINIMUM 10 DAYS BEFORE EVENT
<ul style="list-style-type: none"> <li>Special Event Application &amp; Fees</li> <li>Proposed Site Map</li> <li>Temporary Closing of County Road Permit, Route Map &amp; Traffic Plan</li> <li>Pre-planning meeting with Lake County Emergency Management</li> </ul>	<ul style="list-style-type: none"> <li>Motion Photography Production Permit Application &amp; Fees</li> <li>Proposed production location, schedule and list of requests for use of county equipment/facilities</li> <li>Temporary Closing of County Road Permit, Route Map &amp; Traffic Plan</li> <li>Commercial General Liability Insurance</li> <li>Lake County Sheriff's Office: Extra-Duty Detail Request</li> </ul>
MINIMUM 60 DAYS BEFORE EVENT	MINIMUM 7 DAYS BEFORE EVENT
<ul style="list-style-type: none"> <li>Temporary Liquor Sales Permit or Extension of Current Liquor License</li> <li>Lake County Sheriff's Office: Extra-Duty Detail Request</li> <li>Lake County Fire Rescue: Fireworks/Pyrotechnics Use &amp; Display Permit</li> <li>Lake Emergency Medical Services</li> <li>Parks &amp; Trails Special Use Application</li> <li>Environmental Health—Portable Restrooms Review</li> <li>Building Services—Tent Permitting</li> </ul>	<ul style="list-style-type: none"> <li>Lake County Fire Rescue: Fireworks/Pyrotechnics Use &amp; Display Permit</li> <li>Lake Emergency Medical Services</li> <li>Parks &amp; Trails Special Use Application</li> <li>Environmental Health—Portable Restrooms Contract</li> <li>Building Services—Tent Permitting</li> </ul>
MINIMUM 30 DAYS BEFORE EVENT	MINIMUM 3 DAYS BEFORE EVENT
<ul style="list-style-type: none"> <li>Commercial General Liability Insurance</li> <li>Final Site Map, Route Map &amp; Traffic Plan</li> <li>Event Timeline &amp; On-Site Contacts</li> <li>Payment of Costs</li> </ul>	<ul style="list-style-type: none"> <li>Final Location, Route Map &amp; Traffic Plan</li> <li>Production Schedule &amp; On-Site Contacts</li> <li>Payment of Costs</li> </ul>
POST-EVENT	POST-EVENT
MINIMUM 30 DAYS POST EVENT	MINIMUM 30 DAYS POST EVENT
<ul style="list-style-type: none"> <li>Final Payment, if applicable</li> <li>After Action Meeting, if applicable</li> <li>Planning of Future Events</li> </ul>	<ul style="list-style-type: none"> <li>Final Payment, if applicable</li> <li>After Action Meeting, if applicable</li> <li>Planning of Future Events</li> </ul>

# LAKE COUNTY

## BOARD OF COUNTY COMMISSIONERS

### **SPECIAL EVENT PERMITS:**

A Special Event Permit is the official document authorizing the use of property or roads in unincorporated Lake County for the purpose of hosting a special event. To obtain a Special Event Permit, event organizers must submit a completed Special Event Application to the Lake County Office of Emergency Management. Submission and acceptance of the Special Event Application is not to be construed as an approval of the request for a permit. If any information provided in the application is false or if the applicant does not comply with timeframes, deadlines and requirements, the permit may be denied.

### **MARKETING EVENTS:**

Conditional approval of a Special Event Permit is given upon receipt of the Special Event Application and all required documentation. The special event may be marketed prior to final approval at the applicant's own risk. In the case that the permit is not granted and the event is cancelled, the applicant may not hold Lake County responsible or liable for any of the costs incurred from marketing. Acceptance of the Special Event Application does not guarantee event dates, use of the proposed location or roads and does not constitute an automatic approval of your event.

### **EVENT PRE-PLANNING MEETINGS:**

For large events that affect multiple county agencies, municipalities, or may result in significant public safety concerns, an event pre-planning meeting will be required. The Office of Emergency Management will work with the applicant upon receipt of the Special Event Application, assist the applicant through the entire special event permitting process and will act as liaison for all required County services. The Office of Emergency Management will schedule a pre-event planning meeting with the applicants and all applicable County and municipal departments to review the Special Event Application, site map and timelines as necessary.

### **INCIDENT ACTION PLANS:**

Special events that may pose a significant safety risk to the County may require extensive public safety planning, and the implementation of an Incident Action Plan (IAP). The purpose of the IAP is to coordinate public safety planning and response efforts among all responsible stakeholders and the approved document will serve to represent the commitment between responsible stakeholders to collaborate, coordinate and communicate to provide the safest and most efficient public safety response in case of emergency. The Office of Emergency Management will coordinate with the applicant and necessary public safety agencies to create, maintain and distribute an IAP. If an IAP is required, an additional event management fee may be charged by the County.

# LAKE COUNTY

## BOARD OF COUNTY COMMISSIONERS

### EVENT CANCELLATION OR POSTPONEMENT:

If the event is cancelled due to causes outside of the control of the applicant including, but not limited to: a hurricane, flood, fire, and other natural disaster; war; terrorist activity; or any other unforeseen cause the event organizer shall **notify the Office of Emergency Management no later than twenty-four (24) hours prior to the approved start date**. Upon receipt of timely notice of cancellation of the event, the permit shall remain valid for thirty (30) days beyond the approved start date to allow for rescheduling of the event. The event organizer shall provide the Office of Emergency Management a minimum of five (5) days notice prior to the start date of the rescheduled event. The permit shall expire if the event is not rescheduled within the timeframe stated herein.

### DENIAL OR REJECTION OF PERMIT:

The Office of Emergency Management may reject or deny a permit application on one or more of the following grounds:

- Failure to submit an application within the required time periods.
- Submission of an incomplete application or submission of an application that contains material of misrepresentation or fraudulent information.
- The applicant still owes Lake County fees from a previous event for services provided or damages to County property.
- The applicant does not comply with all county ordinances, traffic rules, park rules and regulations, state health laws, fire codes and/or liquor licensing requirements.
- The applicant does not or is unable to comply with applicable local, state and federal license requirements for all or part of the planned event or the event is prohibited by law.
- The proposed event would adversely affect public health, safety and welfare.

### MUNICIPAL SPECIAL EVENTS PERMITTING:

Special events taking place within the boundaries of a municipality in Lake County are to be permitted through that municipality. Many of our municipalities employ their own Special Event ordinance, permitting process and staff to assist event organizers through the permitting process within their respective jurisdiction. If you are unsure or have questions regarding which municipality to contact or what type of permitting will be required please contact the Lake County Office of Emergency Management .

Contact information for event permitting within our municipalities can be found on page 15 of this guide.



# LAKE COUNTY

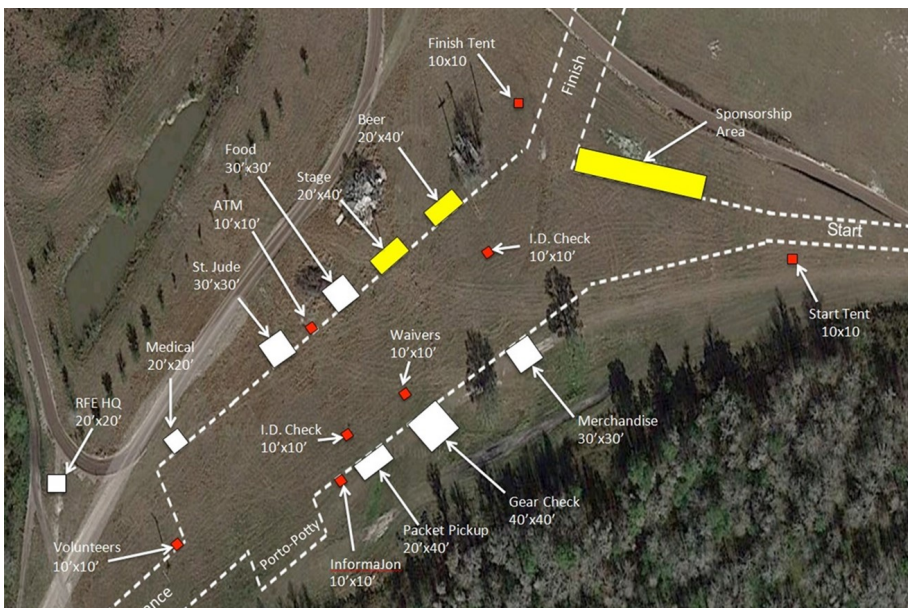
## BOARD OF COUNTY COMMISSIONERS

### SITE MAP:

The site map is a visual representation of all the operational elements that you describe throughout the permit application. To properly assess the event, the site map must be submitted along with the Special Event Application and include the following elements:

- 1 North, indicated by a directional arrow symbol.
- 2 The site address(es) and/or Alternate Key(s) for all properties you intend to use.
- 3 A scale map or plan of event site(s) showing the location of all required facilities, all points of ingress and egress, designated parking area(s) and designated safe pedestrian routes from parking to event area(s).
- 4 The location and dimensions of all physical equipment being placed, including but not limited to, any stage(s), vendors, booths, sponsors, tents, signs, barricades, portlets, vehicles, firework shoot sites, etc.
- 5 Location of temporary alcohol sales, where both sale and consumption will occur.
- 6 A detailed written or visual traffic plan that provides a description of the safe and efficient management of traffic flow from the public roadways to the designated parking area(s), movement of pedestrian traffic to and
- 7 Any additional details you think are helpful in the **physical** description of your event.

Compliance with the Americans With Disabilities Act of 1990 (ADA), as amended, and is the sole responsibility of the applicant and the applicant shall defend and hold the County harmless from any expenses or liability arising from the applicant's non-compliance with the ADA or any other State or Federal Law.



**SAMPLE SITE MAP**  
**Warrior Dash 2017**



# LAKE COUNTY

## BOARD OF COUNTY COMMISSIONERS

### TEMPORARY CLOSING OF A COUNTY ROAD PERMIT:

Lake County Ordinances and Florida Law stipulate that any special event that will use or cross any county and/or state road requires permitting. The Temporary Closing of a County Road Permit Application should be completed by the event organizer and must be submitted if the special event will have **any temporary impact on any county road**, even if the special event does not require closure of the road. Lake County Public Works will review this permit application and evaluate the impact the special event may have on the safety of participants, spectators and the public and verify that traffic management, insurance, law enforcement and road construction have been accounted for. To ensure timely and accurate processing, your application should include the following:

- 1 PDF Map(s) and listings of event route(s) and number and anticipated placement of temporary directional or event signage.
- 2 A detailed written or visual traffic plan that provides a description of the safe and efficient management of traffic flow from the public roadways to the designated parking area(s), movement of pedestrian traffic to and from the event area(s), and traffic movement out of the designated parking area(s) to public roadways.
- 3 Proof of Events Liability Insurance (see page 8 for sample Insurance Certificate)
- 4 A copy of the Site Map
- 5 Any additional details you think may be helpful in the **traffic planning & management** of your event.

### SAMPLE ROUTE & TRAFFIC PLAN MAPS



If the proposed event is intending to use or cross a state (Florida Department of Transportation) maintained roadway, a completed **Temporary Closing of State Road Permit Application** must be submitted to the County for review before state approval.

# LAKE COUNTY

## BOARD OF COUNTY COMMISSIONERS

### INSURANCE REQUIREMENTS:

A written public liability insurance policy insuring the event organizer or sponsoring organization responsible for staging, promoting or conducting the event against any and all claims and demands made by any person or persons for injuries received in connection with the staging, promoting, conducting, or attendance of or at the event is required for all Special Events Requiring Permitting and Motion Photography Productions. It is also highly advised that all Notification-Only Special Events obtain equivalent insurance policies for their own protection.

The public liability insurance policy must be written with the limits of not less than three hundred thousand dollars (\$300,000.00) damage or injury to any one (1) person for bodily injury or otherwise, and for not less than five hundred thousand dollars (\$500,000.00) for damages incurred or claimed by more than one (1) person for bodily injury or otherwise, plus one hundred thousand (\$100,000.00) damages to property.

For Special Events requiring a Temporary Closing of a County Road Permit, Event Liability Insurance in the amount of one million dollars (\$1,000,000.00) per occurrence combined single limit or equivalent for general liability, inclusive of all personal and bodily injury and property damage jointly and severally indemnify the Board of County Commissioners of Lake County, Florida, their agents, employees and appointees, both in their individual and official capacities, and the Sheriff of Lake County, Florida, each of his Deputy Sheriffs, agents, employees and appointees, both in their individual and official capacities, and shall hold all of the harmless from any death or property damage and from any and all other losses, and all damages, charges, expenses, or costs including reasonable attorney fees, which have arisen out of, by reason of, or in connection with the holding or conducting of the special event.

NAME: [REDACTED] ADDRESS: [REDACTED] CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]

INSURER A: [REDACTED] INSURER B: [REDACTED]

EVENT INFORMATION: [REDACTED]

POLICY COVERAGE INFORMATION:

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
<b>A GENERAL LIABILITY</b>				
<input checked="" type="checkbox"/> Occurrence	[REDACTED]	11/1/2015 12:01 AM	11/1/2016 12:01 AM	GENERAL AGGREGATE (Applies Per Event) \$3,000,000 EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Each Occ.) \$1,000,000 MEDICAL EXPENSE (Any one person) EXCLUDED PERSONAL & ADV INJURY \$1,000,000 PRODUCTS-COMP/OP AGG \$3,000,000
<input checked="" type="checkbox"/> Participant Legal Liability	[REDACTED]			
<b>B UMBRELLA/EXCESS LIABILITY</b>				
<input checked="" type="checkbox"/> Occurrence	[REDACTED]	11/1/2015 12:01 AM	11/1/2016 12:01 AM	EACH OCCURRENCE \$10,000,000 AGGREGATE (Applies Per Event) \$10,000,000

DESCRIPTION OF OPERATION(S)/LOCATION(S)/VEHICLE(S)/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

Coverage applies to [REDACTED] functions and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.

The certificate holder is an additional insured as required by written contract or written agreement, but only for liability arising out of the negligence of the Named Insureds per the following endorsement. Additional Insured - Certificate Holders (Form PI-AM-002)

The General Liability policy is primary and non-contributory with respect to the negligence of the Named Insureds (Form CG 00 01).

The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).

Excess policy follows form of underlying General Liability.

For Lake County, the Insurance Certificate Holder shall read:

Lake County, a Political Subdivision of the State of Florida,  
and the Board of County Commissioners, P.O. Box 7800  
Tavares, FL 32778 .

Please include date of event in the Description of Operations box. Liability insurance must name Lake County and an additional insured, with a notation that provides a blanket waiver of subrogation. For questions regarding insurance requirements please contact Lake County Risk Management at (352) 343-9596. Note: A separate certificate should be provided to the Sheriff if required.

CERTIFICATE HOLDER:

Lake County, a Political Subdivision of the State of Florida, and the Board of County Commissioners  
P.O. Box 7800  
Tavares FL 32778

NOTICE OF CANCELLATION:

Should any of the above described policies be cancelled before the expiration date, notice will be delivered in accordance with the policy provisions.

AUTHORIZED REPRESENTATIVE:

*[Signature]*

CERTIFICATE HOLDER:

Lake County, a Political Subdivision of the State of Florida, and the Board of County Commissioners  
P.O. Box 7800  
Tavares FL 32778

# LAKE COUNTY

## BOARD OF COUNTY COMMISSIONERS



### LAKE COUNTY SHERIFF'S OFFICE—SECURITY PLAN:

The mission of the Lake County Sheriff's Office (LCSO) is to maintain and enhance the quality of life in Lake County through service to the community, by working together to provide effective crime prevention, law enforcement and judicial support. Traffic Management and on-site security for Special Events will be coordinated through the LCSO.

The LCSO will determine how many extra-duty detail deputies will be recommended or required based on a number of planning variables including: the estimated number of attendees; the availability of alcoholic beverages; event location; weather conditions; time of day during which the event is conducted; the need for road closures or rerouting of vehicular or pedestrian traffic; and history of particular event.

The Special Events Ordinance dictates that **for every five hundred (500) patrons, event security shall include at least one (1) person professionally trained and certified in security or at least one (1) State of Florida certified law enforcement officer with jurisdictional authority.** In addition, **on-site private property event traffic management shall be at least one (1) person professionally trained in traffic control or at least one (1) State of Florida certified law enforcement officer with jurisdictional authority.** Traffic control of public roadways shall **ONLY** be conducted by a State of Florida certified law enforcement officer with jurisdictional authority.

If Extra-Duty Detail is required or should the event organizer wish to request an Extra-Duty Detail, the applicant must contact the Extra-Duty Coordinator (E.D.C.) at (352) 742-3600 or e-mail [EDC@lcsso.org](mailto:EDC@lcsso.org) for instructions on how to register and schedule a deputy. Further information on scheduling an Extra-Duty Detail can be viewed at [www.lcsso.org/hireadeputy](http://www.lcsso.org/hireadeputy).

# LAKE COUNTY

## BOARD OF COUNTY COMMISSIONERS



### OFFICE OF FIRE RESCUE—FIRE PREVENTION SERVICES

The career firefighters of the Lake County Office of Fire Rescue protect more than 290,000 County residents and visitors in an area covering approximately 1,100 square miles. The men and women of the Lake County Office of Fire Rescue are dedicated, highly trained professionals who take pride in helping people around the clock, everyday of the year. Fire and tent inspections and use of fireworks or pyrotechnics will be coordinated through the Lake County Office of Fire Rescue.

The Special Events Ordinance dictates that each special event must have an adequate Fire Protection Plan that provides a detailed description of fire service operations. Fire service operations include, but are not limited to, a detailed plan to manage pyrotechnics or fireworks, tents that exceed 200 square feet in size, temporary structures, inflatables such as balloons and structures such as jump houses, and review and approval of vendors' cooking platforms at the special event. For **tents over 120 square feet or with any edge exceeding 30 feet in length a tent permit will be required** by the Lake County Office of Building Services (see page 12 for tent permit).

**If pyrotechnics, fireworks, or other explosive devices will be utilized during the special event, the applicant must contact the Lake County Fire Loss Management Bureau** to arrange an appointment for an on-site survey of the planned fireworks event. Following the survey, the Fire Loss Management Section will contact the applicant and advise the applicant of any required Fire Rescue apparatus and staffing requirements to facilitate the safe use and display of fireworks, along with a schedule of all associated fees. The applicant should then submit their signed Fireworks Use and Display Permit Application and associated fees to the Office of Fire Rescue with the following:

- 1 Pyrotechnic Certification Document
- 2 Bureau of Alcohol, Tobacco, and Firearms (BATF) License
- 3 Proof of Events Liability Insurance (see page 8 for sample Insurance Certificate)
- 4 A Site Plan Drawing with schematic details of display area such as, but not limited to: firing zone, safety zones, spectator area, and surrounding properties as potential exposures.

After receiving the completed application and check or money order with the above required documents, the Fire Loss Management Section will contact the applicant to confirm the status of their Fireworks Use and Display Permit—approved or disapproved. This confirmation will be followed up by a formal disposition of your permit on official letterhead with the PERMIT NUMBER listed. Once notified of approval, the applicant will be provided the Fire Rescue contact information to arrange and schedule any needed apparatus and personnel for standby at the fireworks event. Any questions regarding this application or process should be directed to Fire Loss Management—Fire Marshall/Captain at (352) 343-9458 or email at [FireRescueInfo@lakecountyfl.gov](mailto:FireRescueInfo@lakecountyfl.gov).

# LAKE COUNTY

## BOARD OF COUNTY COMMISSIONERS



### LAKE EMERGENCY MEDICAL SERVICES—MEDICAL PLAN

Lake Emergency Medical Services (LEMS), Inc. is a not-for-profit organization formed in 2011 by Lake County to provide quality, community-based EMS services. LEMS's mission is to serve its communities by providing exceptional patient care and extraordinary customer service through compassion, knowledge, clinical sophistication and the integrity of its organization. **It is recommended that all medical services are coordinated with LEMS.**

The Special Events Ordinance dictates that each special event must have an adequate Medical Services Plan that provides a detailed description of medical operations. Medical operations include, but are not limited to, a dedicated staging area for ambulance and fire service vehicles; event operational times with assignments and locations of all medical resources and a list of the closest hospitals with contact information. You can reach them at (352) 735-2530.

If the **event's medical operations and management are to be conducted by a private organization**, the following information is required:

1	Medical Director's name, copy of professional medical credentials and twenty-four (24) hour contact information
2	Names, contact information and copies of professional medical credentials for all care responders assigned to the special event
3	Procedures for normal event operations and emergency operations such as mass casualty incidents, mass treatment and emergency evacuation
4	Locations for first aid and rehabilitation
5	A complete listing of all medical resources required to maintain the level of service designated by the event's Medical Director

LEMS will determine if and how many emergency services personnel are recommended to be on-site for the proposed special event based on a number of planning variables including: the estimated number of attendees; the availability of alcoholic beverages; event location; weather conditions; time of day during which the special event will be conducted; the need for street closures or rerouting of vehicular or pedestrian traffic; and event history. The staffing matrix below is to assist with planning but is subject to change.

### EMERGENCY SERVICES PERSONNEL STAFFING MATRIX

Attendees & Participants	Emergency Services Personnel	Attendees & Participants	Emergency Services Personnel
500-1000	2-3	10,001-25,000	12-18
1001-2500	3-5	25,001-50,000	18-24
2501-5000	5-8	50,001-100,000	24-32
5001-10,000	8-12	100,001+	32+

# LAKE COUNTY

## BOARD OF COUNTY COMMISSIONERS

### OFFICE OF BUILDING SERVICES—TENT PERMITS:

For tents over 120 square feet or with any edge exceeding 30 feet in length a tent permit will be required by the Lake County Office of Building Services. The application can be completed online at [https://www.lakecountyfl.gov/departments/economic\\_growth/building\\_services/apply\\_for\\_building\\_permits.aspx](https://www.lakecountyfl.gov/departments/economic_growth/building_services/apply_for_building_permits.aspx) and requires the following:

- 1 A site map (see page 6) with zoning approval, showing the property lines and the location of the tent along with measurements
- 2 The dates that the tent will be put up and taken down and a contact number to schedule a fire inspection
- 3 A copy of the certificate of flame resistance for the tent. All tents shall be provided with a 2A-10BC rated fire extinguisher, or larger, with an up-to-date inspection tag

### FLORIDA DEPARTMENT OF HEALTH—PORTABLE RESTROOM INSPECTION:

The Florida Department of Health has detailed requirements specifying the number of portable restroom units needed at special events based on the anticipated number of attendees. Additionally, one hand washing station is required for every 10 portable restroom units. Portable restrooms at special events must be serviced at least daily.

You may be subject to a \$100 inspection fee. Please contact the Lake County, Florida Department of Health at (352) 253-6130 or by email at [DLCHD35EVH@flhealth.gov](mailto:DLCHD35EVH@flhealth.gov) to schedule the inspection and submit payment. The Florida Department of Health chart below will assist in the planning process. Please note that the inspection and fee will only be required for a minimum of 500 participants.

Number of Portable Restrooms Required for Special Events										
Number of People Per Day	Number of Hours for Event Per Day									
	1	2	3	4	5	6	7	8	9	10
250	2	2	2	2	2	3	3	3	3	3
500	2	3	4	4	4	4	4	4	4	4
1000	4	5	6	7	7	8	8	8	8	8
2000	6	10	12	13	14	14	14	15	15	15
3000	9	14	17	19	20	21	21	21	21	22
4000	12	19	23	25	28	28	28	30	30	30
5000	15	23	30	32	34	36	36	36	36	36
10,000	30	46	57	63	66	70	70	72	72	72
15,000	44	70	84	96	100	105	105	110	110	110
20,000	57	92	115	125	132	138	138	144	144	150



# LAKE COUNTY

## BOARD OF COUNTY COMMISSIONERS

### OFFICE OF PARKS & TRAILS—SPECIAL USE PERMIT:

The Office of Parks & Trails maintains parks, recreation sites and boat ramps, and natural public lands. Any special event wishing to utilize a county-owned park or trail must submit a **Special Use Application & Permit** to the Office of Parks & Trails. Alcohol is prohibited on all park properties and trails per Lake County ordinances. Sale of food on property for profit is prohibited except at sport complexes under contract. For questions regarding the Special Use Permit contact Office of Parks & Trails at (352) 253-4950.

### FOOD & BEVERAGE:

Food items should be served and prepared in a sanitary manner consistent with the Department of Business & Professional Regulation Division of Hotels and Restaurants requirements. Vendors selling any food items and persons wishing to give away food are required to be in compliance with the established Florida Department of Business and Professional Regulation guidelines for Temporary Food Service Events and have all appropriate business licenses and insurance. Anyone who serves food to the public at a temporary food service event needs a license. Food may not be stored or prepared at private residences.

Inspectors from the State of Florida may be in attendance at any event held within Lake County, Florida. Food vendors are required to meet the minimum standards of the State.

The applicant must notify the Florida Department of Business and Professional Regulation of the following items no less than three (3) business days prior to the scheduled event:

1. Type of food service proposed;
2. Time and location of the event;
3. Complete list of food service vendor owners and operators participating; and
4. Current license number of each public food service establishment participating.

Applicants may complete notification requirements by telephone at (850) 487-1395, in person at the appropriate district office or in writing. For more information, please visit: <http://www.myfloridalicense.com>.

### TEMPORARY ALCOHOLIC BEVERAGE SALES:

Florida registered non-profit organizations may apply for a Temporary Permit through the Florida Department of Business and Professional Regulation—Division of Alcoholic Beverages & Tobacco. Applicants that already hold a license may apply for a Temporary Extension of Premises Permit. Additional information and applications can be found at <http://www.myfloridalicense.com/dbpr/abt/ABT-LicenseInformation.html>.

# LAKE COUNTY

## BOARD OF COUNTY COMMISSIONERS

### **NOISE CONTROL—AMPLIFIED SOUND:**

All special events taking place in unincorporated areas of Lake County must ensure compliance with Chapter 14, Article II. — Noise Control, which states that no person shall create, continue or cause to be created any excessive noise audible to persons within the unincorporated areas of Lake County, Florida. Please refer to the ordinance ([link provided on page 15](#)) for definitions and exemptions.

### **WASTE MANAGEMENT/RECYCLING:**

The applicant is responsible for cleaning all event areas, disposing of waste/trash, and returning the area to a condition similar to that prior to use. Litter shall be picked up before, during and after an event that is open to the public. It is the responsibility of the applicant to ensure that there are a sufficient number of trash receptacles located throughout the event areas and that they are emptied during the event in order to prevent overflow. If the waste generated by the event exceeds the capacity of the on-site dumpsters, it is the applicant's responsibility to remove the excess waste from the site. This may require additional dumpsters to be secured by the applicant.

### **ELECTRICAL SERVICES:**

The existing electrical service at a park, county-owned property or private property may be inadequate for certain special events. It is the responsibility of the applicant to ensure that there is adequate electrical capacity to hold the event and to obtain additional electrical supply if needed. Any damage to existing electrical services due to overload will be the responsibility of the applicant.

### **PARKING:**

The Special Events Ordinance dictates that designated parking areas shall provide for at least one (1) parking space for every three (3) patrons. No motor vehicle, motorcycle, or mechanized vehicle shall be permitted in the event area except when necessary to ensure compliance with this section or when being used as part of the special event. Designated parking areas as well as pedestrian routes that indicate travel between the parking and event areas shall be included in the Site Map (see page 6 of this guide).

### **MARINE/WATER EVENTS:**

Special Events taking place on or utilizing Lake County's waterways may require additional coordination with the Lake County Water Authority and the Lake County Sheriff's Office Marine Unit to ensure compliance with all laws, ordinances, and regulations applicable to the county waterways.

#### **Lake County Water Authority:**

The mission of the Lake County Water Authority is to conserve and protect freshwater resources through a more efficient use of resources, to better the aquatic ecosystem and environment in Lake County and improve the community as a whole. For questions regarding use of county waterways or recreational facilities contact the Lake County Water Authority at (352) 324-6141.

# LAKE COUNTY BOARD OF COUNTY COMMISSIONERS

## LAKE COUNTY ORDINANCES

Lake County Special Events Ordinance (Ch. 13, Art. V)	<a href="https://www.municode.com/library/fl/lake_county/codes/code_of_ordinances?nodeId=LACOCO_CH13LITAMIBURE_ARTVSPEV">https://www.municode.com/library/fl/lake_county/codes/code_of_ordinances?nodeId=LACOCO_CH13LITAMIBURE_ARTVSPEV</a>
Lake County Motion Photography Ordinance (Ch. 13, Art. X)	<a href="https://library.municode.com/fl/lake_county/codes/code_of_ordinances?nodeId=LACOCO_CH13LITAMIBURE_ARTXMOPHRPE">https://library.municode.com/fl/lake_county/codes/code_of_ordinances?nodeId=LACOCO_CH13LITAMIBURE_ARTXMOPHRPE</a>
Lake County Noise Ordinance (Ch. 14, Art. II)	<a href="https://www.municode.com/library/fl/lake_county/codes/code_of_ordinances?nodeId=LACOCO_CH14MIPROF_ARTIINOCO">https://www.municode.com/library/fl/lake_county/codes/code_of_ordinances?nodeId=LACOCO_CH14MIPROF_ARTIINOCO</a>

## MUNICIPALITY—SPECIAL EVENT CONTACTS

### CITY OF CLERMONT

Chris Dudeck	Events Manager	352-394-3500	cdudeck@clermontfl.org
Maritza Rivera	Program Coordinator	352-708-5989	mriviera@clermontfl.org

### CITY OF EUSTIS

Lt. Kenneth Birkhofer	Eustis Police Department	352-483-5400	BirkhoferK@ci.eustis.fl.us
Erin Bailey	Events Coordinator	352-483-5491	BaileyE@ci.eustis.fl.us

### CITY OF FRUITLAND PARK

Michelle Yoder	Recreation Director	352-360-6734	myoder@fruitlandpark.org
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### CITY OF GROVELAND

Paddy Daitnarayan	Building Permit Clerk	352-429-2141 x. 227	Paddy@groveland-fl.gov
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### CITY OF LEESBURG

Travis Rima	Director of Recreation	352-728-9885 x. 3214	Travis.rima@leesburgflorida.gov
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### CITY OF MINNEOLA

Mary Jane Lange	Recreation Coordinator	352-394-3598 x. 2225	mlange@minneola.us
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### CITY OF MOUNT DORA

Christopher Carson	Cultural & Special Events Coor.	352-455-3171	CarsonC@ci.mount-dora.fl.us
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### CITY OF TAVARES

Cheri Moan	Special Events Coordinator	352-742-6176	cmoan@tavares.org
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### CITY OF UMATILLA

Scott Blankenship	City Manager	352-669-3125	sblankenship@umatillafl.org
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LAKE COUNTY, FLORIDA  
**OFFICE OF EMERGENCY MANAGEMENT**

425 W. Alfred Street  
Tavares, FL 32778-7800  
352.343.9420

**[www.lakecountyfl.gov/emergency](http://www.lakecountyfl.gov/emergency)**

