

EVENTS HANDBOOK

CITY OF KISSIMMEE PARKS & RECREATION



WELCOME TO KISSIMMEE!

The City of Kissimmee, a place where history and progress collide, is ideal for you to plan your next event. We have multiple locations within our City full of rich history and breathtaking views of Lake Tohopekaliga. Our team of professionals will ensure your event is safe, affordable, memorable, and fun at one of our strategically located venues. Whether it is a birthday, wedding, expo, tournament, or training session.

This Event Handbook was designed by various City departments involved in hosting events within our City, such as Parks & Recreation, Development Services, Kissimmee Police Department, and Kissimmee Fire Department. This useful tool provides detailed information to help you reach the goals and budget for your event. From the idea or initial inquiry, our team will guide you on timelines, availability, costs, permitting, licensing, security, safety measures, alcohol permits, insurance requirements, among other areas to make your event a success.

Whether your event is small or large, we encourage you to use this handbook to start thinking about your event goals and needs. The City is focused on continuously improving how we serve each customer, so please share your feedback as you use this handbook to plan your event. The Event Handbook is available on our website by visiting www.kissimmee.org/eventhandbook.

Best regards,
Mike Steigerwald
Kissimmee City Manager



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MISSION STATEMENT

The employees of the City of Kissimmee believe that, in order to do the best job possible, we must define our mission in the community and state what values we hold. Our mission is what we do, while our values define how we, as individuals and as an organization, go about successfully completing our mission.

The City of Kissimmee’s mission is to provide quality, effective, and efficient service to our citizens. In providing such service, we hold the following values:

- We value education and training to bring about a professional commitment to efficiently serve our community.
- We value employees who are loyal to the organization because they are then personally committed to the goals of the organization.
- We value communication as a necessary tool in promoting teamwork throughout the City.
- We value employees who exhibit basic moral values that stress the importance of treating co-workers and citizens with respect and fairness.
- We take pride in our work, and we value being the best we can be.

It is our utmost desire to foster an environment of respect for the rights of all people. We pledge this to our customers – the citizens of Kissimmee.



EVENT PLANNING TIMELINE

Open to the public event applications may be submitted as early as 365 days prior to the event date but not less than 90 days prior to the event. Private event applications may be submitted as early as 365 days prior to the event date but no later than 30 days prior to the event date.

APPLICATION SUBMISSION

- Once the application and date have been approved, the reservation deposit, a non-refundable flat fee per facility, is required to reserve a date for the usage of any Parks & Recreation facility.
- The reservation deposit applies to any rental value of \$200 or more. If the rental value is less than \$200, full payment is due when reserving the facility. The reservation deposit will be applied to the overall rental fee.
- If applicable, an IRS non-profit letter and Florida Tax Exemption certificate must be submitted at the time of the reservation.
- Pavilion rentals are available 90 days prior to the requested date. Pavilion reservations must be paid in full at the time of the reservation.

SIX TO NINE MONTHS OUT

- Submit Special Events Fee Waiver Grant applications.

90 DAYS OUT

- Meet with the Special Events Committee
- Submit event schedule
- Submit a site plan

30 DAYS OUT

- Full payment is due, including security/damage deposit. (20% of the total rental amount or \$100, whichever is greater). The damage deposit is refundable after the rental date providing there is no damage, outstanding fees including unplanned hours, or change orders owed.
- Certificate of Insurance must be on file.
- Submit completed alcohol permit and tent permit.

EVENT COORDINATORS

Event Coordinators are assigned to an event upon receipt of the event application. The Event Coordinator will assist the applicant with the planning and permitting process and is the primary contact for all City services. The Event Coordinator will create the event operations plan, capturing all the logistical details for the event.



GENERAL INFORMATION

A special event is a pre-planned activity temporarily occurring on public or private property that is inconsistent with the legal use of the property under the City's zoning ordinance. Special events may be private or open to the public, with or without an admission fee. This guide will overview policies costs, and requirements for holding a special event in the City of Kissimmee. Special requests will be evaluated on a case by case basis.

PROCESSION/PARADE: A public or private march, run, walk, motorcade, convoy, cavalcade, or parade of any kind upon the right of way, park, or both.

PUBLIC ASSEMBLY: A public or private gathering, festival, rally, demonstration, ceremony, protest, or other gathering of people upon the right of way, park, or a City venue.

ORGANIZED COMPETITIVE EVENT: A public or private race, walk, athletic tournament, or game, derby, cycling tour, fishing, sailing/kayaking, or event that involves a contest of skill(s) and/or strength and takes place upon public right of way, park, waterway, or a City venue.

BLOCK PARTY: An organized neighborhood or public gathering on a public right of way (street, sidewalk or alley).

PARADES & DOWNTOWN STREET CLOSURES

The City Commission adopts a procession/parade calendar annually, determining the frequency of street closures and weighing the implications on local businesses and residences. Events that require road closures will not occur more than once per month. To request permission to hold a parade, it is recommended to complete an event application at least twelve months in advance. One of three approved parade routes will be assigned based on the event's projected attendance. For more information on how to plan a parade, contact the Parks and Recreation Department, Events Division at 407-518-2503.

SPECIAL EVENT PERMITS FOR PRIVATE EVENTS

To request permission to hold a special outdoor special event on a commercial private property or City street, a Special Event permit is required. Special Event permit applications typically require four weeks to process, and it is recommended that applications are submitted as early as possible. For more information on how to permit a block party, contact the Development Services Department, Planning Division at 407-518-2140.



VENUES & FACILITIES

The rental of specific public venues is made available to the community for a wide variety of public and private uses. In general, all rentals are for a specific date and rentals for on-going use are not permissible. The maximum frequency of use is limited to one rental per month. The rental fee is inclusive of specified set-up/load-out times, actual event times and tear-down/load-out times. Actual event times cannot be extended into load out time without prior approval which would result in an increase of rental fees. In general, rentals may not be made more than 12 months in advance. Unless otherwise noted, alcohol is permitted at private indoor events. The private event host is responsible for securing the alcohol license or hiring a caterer with an alcohol license.

CIVIC CENTER

Ballroom rentals require a two-hour minimum Monday - Thursday and a six-hour minimum Friday, Saturday, and Sunday with a capacity of 400 for events with a classroom setup and 250 for events with a banquet setup in the Grand Ballroom. Fees includes rent, janitorial, catering kitchen, and staff fees but does not include equipment rental items. Set up, decorating, and take down must be included in rental time. Ballroom rentals on Friday, Saturday, and Sunday will require a 4 room rental. Any rentals during regular business hours may be of any room combination. Ballroom rentals are available between 8 am and midnight on Fridays and Saturdays, and 8 am to 10 pm Sundays through Thursdays. Arena rentals are for ten hours with the capacity of approximately 2,900 depending on the nature of the event and includes protective floor coverage for additional fees. For open to the public events, the City's Concessionaire has first right of refusal to serve alcohol.

BOB MAKINSON AQUATIC CENTER

Facility rentals are subject to availability generally occurring between the holidays of Memorial Day and Labor Day and after public swim hours of 6 pm – 10 pm. Rentals are based on a three hour minimum and includes the required amount of lifeguards. Rentable items are not included. Birthday packages are available with a two-hour minimum. Alcohol is not permitted.

BERLINSKY COMMUNITY HOUSE

The capacity is 140 and requires a six-hour minimum Friday, Saturday, and Sunday between the hours of 8 am and midnight. A two-hour minimum for any rentals Monday through Thursday between 8 am and 10 pm. Fees include rent, janitorial, kitchen, and staff fees only. Set up, decorating, and take down must be included in rental time.

COMMUNITY CENTERS

Community Centers capacity is up to 75 people depending on the function and requires a two-hour minimum Monday to Thursday and four-hour minimum Friday, Saturday, and Sunday. Rentals are available between 8 am and 10 pm. Fees include rent, janitorial, kitchen, and staff fees but does not include equipment rental items. Set up, decorating, and takedown must be included in rental time. Alcohol is not permitted.

FIELDS AND COURTS

FORTUNE ROAD ATHLETIC COMPLEX

Friday through Sunday requires a mandatory full-day facility rental. Monday through Thursday, booking fee is per field rental. Rate does not include field preparation, light fees, tournament setup fees or staffing fees. Rentals are available between 6 am and midnight.

ATHLETIC FIELDS (SOFTBALL, BASEBALL & MULTIPURPOSE)

Rate does not include field prep, lighting or staffing.

ATHLETIC COURTS (BASKETBALL, TENNIS & HOCKEY)

Rate does not include lighting or staffing.

OUTDOOR PARKS

Fees are based on a specific park or open space and vary based on square footage and expected attendance. Rentals are from 7 am – 7 pm. Rate does not include additional facility rentals, pavilions, event lawn, stage and City staff costs for pre-event, day of, or post-event impacts, permits, insurance requirements, security deposits or any other fees or charges required for a special event. Alcohol is permitted in the outdoor public parks with an alcohol permit. For open to the public special events, refer to the Special Event Alcohol Policy. All events at Kissimmee Lakefront Park must end by 7 pm except for the Monumental 4th of July Celebration and the KUA Movie in the Park series.

Small Event Areas: Under 10,000 sq. ft. (Fishing Brick Pad and Adjacent Festival Square, Neighborhood Parks)

Medium Event Areas: 10,000 – 20,000 sq. ft (Community Parks, Rose Hill Cemetery, and Street areas e.g. Dakin Ave.)

Large Event Areas: 20,000 – 50,000 sq. ft. (Ruby Plaza and Lakefront Park Lighthouse Lawn)

Festival Lawns: Over 50,000 sq. ft./5000+ estimated attendance (Lakefront Park Veterans Lawn and Festival Lawn)

Wedding Lawn (Lakefront Park): 5,000 sq. ft.





EVENT COSTS & FEE WAIVERS

It is the City of Kissimmee Parks & Recreation Department's responsibility to provide recreation, programs, events, parks and public venues for the community at large. User fees have been established to offset maintenance, administrative and direct costs that the City incurs. Fees not addressed in this handbook may be implemented by the Parks & Recreation Director or designee on a case-by-case basis. The Parks & Recreation Department reserves the right to have priority usage of all Parks, Recreation & Public Venues.

USER GROUPS

STANDARD

Any reserved usage by an individual, group, or business that is not a government agency or non-profit organization.

NON-PROFIT ORGANIZATION

Groups requesting this rate category must present a current IRS non-profit letter and the Florida Tax Exemption certificate upon securing a reservation. Any reserved usage by a Non-Profit organization, an organization in which the City is a member, and government agencies often fall within this category. Reduced rental fees apply to this user group due to the nature of the function being defined as a benefit to the community at large. In general, the non-profit rate shall be approximately 30% less than the regular (standard) rate. All other fees are applicable and payable according to City policy.

GOVERNMENT AGENCY

Government agencies are limited in their ability to receive automatic fee waivers. Fees not waived include direct costs such as additional staff fees required to implement an event, tournament, or function, equipment rentals, and security deposit. Regular meetings may not be scheduled more than one time per month and will be reserved based on availability.

GENERAL FEES

SPECIAL EVENT ADMINISTRATIVE FEE

The administrative fee of \$100 is required no less than 30 calendar days prior to venue usage/rental. This non-refundable fee covers the cost of administration and coordination of scheduling appropriate support services such as Police, EMS, Public Works, and assistance with permitting. This includes all outdoor park events, sporting events and fishing tournaments. This fee will be applied to the overall rental fee.

RESERVATION DEPOSIT

A non-refundable flat fee per facility ranging from \$50-\$500 is required to reserve a date for the usage of any Parks & Recreation facility. This fee is applied to any rental value of \$200 or more. If less, full payment is due when reserving the facility. This fee will be applied to the overall rental fee and is due at the time of reservation to hold the date. Pavilion reservations are excluded as they must be paid in full.

VENUE RESERVATION DEPOSIT CHART

Venue	Reservation Deposit
Kissimmee Civic Center Arena	\$500
Kissimmee Civic Center Ballrooms	\$100/Room
Berlinsky Community House	\$250
Community Centers	\$50
Festival Event Lawns: Veterans Lawn & Festival Lawn	\$500
Large & Medium Event Areas: Lighthouse Lawn, Ruby, Community Parks, Rose Hill Cemetery & Street Areas (Dakin Ave)	\$250
Bob Makinson Aquatic Center	\$200
Fortune Road Athletic Center	\$500
Fields, Courts & Rinks	\$50 Each

DAMAGE DEPOSIT

20% of the total rental amount or \$100 (whichever is greater) is required no less than 30 calendar days prior to venue usage. This deposit is refundable after the rental date providing there is no damage, outstanding fees including unplanned hours, or change orders owed.

CANCELLATIONS/REFUNDS

In the event that a reservation cancellation and/or reservation change is necessary, the licensee must present, in writing, notification to the Civic Center Event Coordinator(s). All applicable refunds will be processed within fifteen (15) business days of the cancellation notice and will be mailed directly to the home and/or business as listed on the License Agreement. Cancellations may only be requested by the person who signed the License Agreement, and the refund will be made directly to that individual or organization.

- Cancellations made prior to thirty (30) days of event date shall receive 100% of any payments less the non-refundable reservation deposit.
- Cancellations made fifteen (15) to twenty nine (29) days prior to event date shall receive 50% of the total rental amount less the non-refundable reservation deposit.

- Cancellations made fourteen (14) days or less shall not be granted a refund, and the licensee will be held responsible for any unpaid balances.
- The City of Kissimmee shall not be responsible for any lost revenue claims for any “Open to the Public” Event that is canceled. In the event that tickets have been presold for any “Open to the Public” event, the City of Kissimmee nor the Kissimmee Civic Center shall not be responsible for the refund of any tickets.

STAFF FEES

Fees are assessed based on the unique nature of each event. A fee of up to \$25/hour per staff person is required for any labor necessary to assist in the function or implementation of an event. Fees for other City personnel services such as Police, EMS, Fire, Traffic, or Public Works will be determined by the appropriate department liaison. These fees must be paid in advance and allow for adjustments and additional money owed after the activity or event. Certain staffing requirements may be mandated by the City due to risk or liability concerns.

ADMISSION TICKET SURCHARGE

Any and all tickets will be assessed sales tax, printing charges, and a facility fee.

EQUIPMENT FEES

Limited equipment rentals may be available at an additional charge.

PARKING FEES

The City reserves the right to charge for parking at any City-owned parking area.

PORTOLET FEES

Fees based on the current market rate.

ATHLETIC/SPORTING EVENTS

ATHLETIC LIGHTING FEE

Fees will be charged for any rental that requires the use of lights to facilitate an activity, program, or event.

FIELD PREPARATION FEES

Fees will be charged for any rental that requires field preparation (lining, dragging/marking/mounds/fences/repair, etc.) to host an activity, program, or event or any preparation of fields during the duration of the rental.

FISHING TOURNAMENT FEE

Rates are based on the usage of specific areas and do not include fees for facility rentals, pavilions, staff costs, permits, insurance, security deposits, or any other items necessary to conduct the tournament. All fishing tournaments, regardless of size, must register with the City prior to the event. Fishing tournament space includes the brick pad near the Marina and the adjacent Festival Square as well.

SAVINGS

MOVE-IN FEE SAVINGS

A 50% discount of the rental fee will apply for bookings that require a full day for the facility to be booked for move in, decorating, and set-up purposes.

MULTI-DAY SAVINGS

A 20% discount off the total facility rental fee.

WEDDING PACKAGES

A package discount of 50% off the lesser value when two or more facilities are rented for the same time period.

FEES & CHARGES SCHEDULE

The chart below identifies fees and charges established by the City of Kissimmee. Fees are adjusted periodically according to demand and industry standards and to offset direct costs incurred by the specific usage. The Parks & Recreation Director can establish new fees and increase or decrease current fees if deemed necessary or appropriate.

Facilities	Standard	Non-Profit
CIVIC CENTER		
Ballrooms – Includes staff, janitorial and kitchen		
(1) Meeting room rental (capacity of 60-100)	\$55/hour	\$39/hour
(2) Meeting rooms rental (capacity of 110-200)	\$105/hour	\$74/hour
(3) Meeting rooms rental (capacity of 180-300)	\$150/hour	\$105/hour
(4) Meeting rooms rental (capacity of 250-300)	\$190/hour	\$133/hour
Arena – Excludes staff		
Covered floor, includes floor tape (capacity of 2900)	\$2,650 Daily	\$2,130 Daily
Uncovered floor (capacity of 2400)	\$2,300 Daily	\$1,610 Daily
Practices, two hours (Mon-Fri 8am-12pm and capacity of 60)	\$75	\$53
BOB MAKINSON AQUATIC CENTER – Includes staff		
Full Facility Rental (capacity of 425)	\$320/hour	\$224/hour
Activity Pool (capacity of 189)	\$170/hour	\$119/hour
Competition Pool & Diving Well (capacity of 149)	\$150/hour	\$105/hour
Water slide	\$100/hour	\$70/hour
Covered Areas (birthday party area & pavilion)	\$50 & \$65	

Facilities	Standard	Non-Profit
COMMUNITY CENTERS – Includes staff, janitorial and kitchen		
Berlinsky Community House (capacity of 140)	\$105/hour	\$74/hour
Chambers Park & Oak street, full rental (capacity of 100)	\$65/hour	\$46/hour
Half room rental (capacity of 50)	\$40/hour	\$28/hour
Lakeside Park & Orange Gardens (capacity of 100)	\$65/hour	\$46/hour
FORTUNE ROAD ATHLETIC COMPLEX – Rent only		
Full Facility Rental (excludes staff, lights & prep)	\$875/day	\$613/day
Softball Field Rental (excludes staff, lights & prep)	\$30/hour	\$21/hour
FIELDS & COURTS		
Athletic fields (excludes lights and prep)		
Baseball/Softball – Denn John, Oak Street and Mark Durbin	\$20/hour	\$14/hour
Multipurpose – Chambers Park, Denn John and Fortune Road	\$20/hour	\$14/hour
Athletic Courts (excludes lights for basketball, hockey & tennis)		
Chambers Park, Mark Durbin, Mill Run and Oak Street	\$75	\$53
OUTDOOR PARKS – Includes utilities when available		
Small Event Area		
Fishing Brick Pad & Adjacent lawn square, Neighborhood Park	\$350/day	\$245/day
Medium Event Area		
Community Parks, Rose Hill Cemetery and street areas	\$500/day	\$350/day
Large Event Area		
Ruby Plaza and Lakefront Park Lighthouse Lawn	\$1000/day	\$700/day
Festival/Event Lawns		
Veterans and Festival Lawn	\$1850/day	\$1295/day
Wedding Lawn	\$175/day	
OUTDOOR PAVILIONS – Includes electric		
Small Pavilions, under 650 sq. ft. (Brinson Park, Chambers Park, Mark Durbin Park (A&B), Oak Street Park and Rainbow Park)	\$75/day	
Medium Pavilions, 650-2000 sq. ft. (Lakefront Park – Bass, Boar, Cormorant, Egret, Hawk, Otter, Panther, Spoonbill and Turtle)	\$125/day	
Large Pavilions, over 2,000 sq. ft. (Heron and Osprey)	\$175/day	

FEE WAIVER GRANT APPLICATIONS

Organizations may apply for a grant to waive some City fees to hold open to the public community events. Grant funds are intended to supplement the costs of the event and are not intended to cover the total cost of the event. The online application is available at kissimmee.org/specialevents.

APPLICATION PERIOD I

Events held between October 1 and January 31

April 1	Application Period Opens
May 1	Application Period Closes

APPLICATION PERIOD II

Events held between February 1 and May 31

August 1	Application Period Opens
September 1	Application Period Closes

APPLICATION PERIOD III

Events held between June 1 and September 30

December 1	Application Period Opens
January 1	Application Period Closes

The submission of a Fee Waiver Grant Application does not guarantee the award of the grant or approval of an event. All organizations, whether applying for a grant or not, must complete an event reservation application and provide a reservation deposit to hold the date of the proposed event. Organizations that do not receive a grant will be charged accordingly.

ELIGIBILITY

To be eligible to apply for a fee waiver grant, the event must be an open to the public, community event, and the organization must meet at least one (1) of the following criteria:

- Non-profit organization with a current 501(C) certificate
- Government agency
- An agency in which the City is a member

Entities receiving monies from any other funding source offered by the City of Kissimmee shall be ineligible for monies distributed from the Event Fee Waiver Grant program fund.

FUNDING CAP

All events must be held on City-owned property. There is a funding cap of \$3,000 per event. No applicant shall receive a grant in an amount greater than \$3,000. This is not a cash grant. Awards may only be used for City services, which include but are not limited to:

- Staffing costs
- Equipment Rentals
- Facility Rentals

- Traffic / Street / Solide Waste Services
- Permit Fees (excluding Kissimmee Police Department alcohol permit fee)

GRANT FINAL REPORT

Applicants receiving grant funding shall complete a “Grant Final Report” to validate that all funds were used appropriately and in accordance with their Contract or License Agreement and all established policies. The Grant Final Report shall be completed and submitted to the Parks and Recreation Department no later than 30 days after the event.

Failure to submit a Grant Final Report in accordance with this policy shall automatically disqualify an organization from submitting a future request to the Event Fee Waiver Grant program for the remainder of the current fiscal year plus one additional fiscal year.

EVENT APPROVAL

All event applications must be submitted using the approved application process and in accordance with the approved Special Event Fee Waiver Grant Program located at kissimmee.org/specialevents.

Any requests for changes or deviations to contracts or City policy shall be submitted in writing in accordance with the City's Special Event Fee Waiver Grant Program Policy.

MARKETING REQUIREMENTS

All applicants receiving grant funding of any amount from the City of Kissimmee pursuant to this policy shall incorporate the City's approved logo on all marketing, promotional, and advertising materials. This includes, but is not limited to, television, website, and social media posts.

The City of Kissimmee shall be named an event sponsor for all non-textual based marketing, promotional, and advertising materials. This includes advertisements or promotions aired on any radio station, including internet streaming radio like stations.

SIGNATURE EVENTS

Events that achieve Signature status are exempt from the four-year sunset model. Signature event organizers must adhere to all the same guidelines for fee waived events, including providing a Grant Final Report. To qualify for Signature status, events organized by a third party must attract a 5000+ audience consistently for four years.





EVENT INSURANCE

- The event organizer must provide a current Certificate of Insurance listing the City of Kissimmee as an additional insured and noting on their certificate for a waiver of subrogation on their General Liability in favor of the City for the appropriate amount of general liability.
- The event organizer is responsible for obtaining and submitting all required insurance certificates to the City of Kissimmee Parks & Recreation Department Director or designee no later than thirty (30) days prior to the event date.
- The Risk Management Department reserves the right to adjust insurance requirements on a per event basis.
- Any event requesting a waiver or reduction in the required insurance levels must submit written notification of the request with the application/permit to the Events & Venues Manager no later than (60) calendar days prior to the event date. If the organization has any insurance-related questions, they may contact the Risk Management Officer at (407) 518-2111.

The following classifications do not identify every possible event but should provide a guideline for which category most events should fall under.

<p>CLASS 1: Limited Seating, Club Activities, Instructional Classes, History Fairs, Registrations, Receptions</p>	<p>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 of sales to make a final determination.</p>
<p>CLASS 2: Attendance under 500, Plays/Musicals, Walk-a-thons, Dog Shows, Garage Sales, Beauty Pageants</p>	<p>Minimum of \$500,000 General Liability Insurance and \$500,000 Umbrella or \$1,000,000 per occurrence General Liability naming the City of Kissimmee “additional insured”.</p>
<p>CLASS 3: Attendance over 500, Magic Shows, Concerts, Dances, Auctions, Athletic Events, Parades, Fishing Tournaments, Festivals, Civic Center Events, Aquatic Center Events, City Stage</p>	<p>Minimum of \$1,000,000 General Liability Insurance and \$1,000,000 Umbrella or \$2,000,000 per occurrence General Liability naming the City of Kissimmee “additional insured”.</p>
<p>CLASS 4: Airport Events and High Risk Events</p>	<p>General Liability Insurance of \$5,000,000 per occurrence/ \$5,000,000 Auto/ \$5,000,000 Umbrella are required naming the City of Kissimmee “additional insured”.</p>



PUBLIC SAFETY

KISSIMMEE FIRE DEPARTMENT

The Kissimmee Fire Department (KFD) is the City of Kissimmee's Fire/Emergency Medical Services (EMS) agency whose mission is to protect the lives and property of the public while promoting community safety. The Kissimmee Fire Department will determine if and how many Fire/EMS personnel are needed based on a number of planning variables, including:

- The estimated number of attendees
- The type of event
- The availability of alcohol
- Event location and weather conditions
- History of a particular event

It is the Fire Department's responsibility to determine the adequate number of Fire/EMS Personnel needed to staff an event. This may include staffing of Event One (Polaris) mobile response team with a minimum of one Fire Fighter/Emergency Medical Technician (EMT) and one Fire Fighter/Paramedic (PM). It may also include staffing of a First Aid Tent with a minimum of one Fire Fighter/EMT and one Fire Fighter/PM. Events with anticipated extra large attendance (i.e., 4th of July) may require an additional standby ambulance for the entire event and an on-duty engine for fire suppression. In addition, when deemed necessary, a supervisory officer Lieutenant (LT/PM) or (LT/EMT) may be additionally required. For very large events, additional supervisory personnel may include a branch director and an additional command officer representing the fire department at a Unified Command Post.

CLASSIFICATION OF EVENTS

The classification of an event will be based on any previous history known to the City of Kissimmee. The EMS Lieutenant or Deputy Chief of Operations will consult with the Special Event Committee to determine the classification of any special event. Please see the guidelines of special event fire department personnel listed below.

Active Events

Any events involving alcohol, a stage performance with a featured artist, or any event involving road closures (5K events, parades, etc.) are considered Active Events.

Passive Events

Passive Events are events that are focused on the display and sale of featured items by multiple vendors. They can include but are not limited to artwork, crafts, and food events.

Attendees and Participants	Fire/EMS Personnel Passive Event	Supervisory Personnel Passive Event	Fire/EMS Personnel Active Event	Supervisory Personnel Active Event
200-500	0	0	2	0
501-1000	2	0	2	0
1001-2500	2	1	2	1
2501-4000	4	1	4	1
4001-6000	4	1	4	1
6001-8000	4	1	4	1
10,000-15,000	6	2	6	3

STAFFING REQUIREMENTS

- One supervising Lieutenant for every 4 to 7 EMTs or Paramedics
- One Branch Director for events with an expected attendance of 10,000 or more
- One Incident Commander for events with an expected attendance of 10,000 or more

CANCELLATIONS

Cancellations by the customer shall be made at least 48 hours before the time the assignment begins during business hours, this must be received in writing. If the Fire Administration receives less than 48-hour notice from the customer, (with exception of a natural disaster), the customer will be charged, and the assigned fire personnel will be paid the minimum number of four (4) hours.

Questions regarding the extra duty process, shall contact Fire Administration at 407-518-2222 and ask to speak to the Deputy Chief of Administration or Deputy Chief of Operations for further assistance.

REQUESTS FOR SPECIAL EVENTS

Events open to the public on City or public property with an expected attendance of 100 or more outside the normal operation of the building or business is considered a “special event” by the City of Kissimmee.

FIRE/EMS STANDBY SERVICES

- Fire Inspection services at a rate of \$30/hour (minimum of 4 hours) may be required for any event with the elements above to ensure compliance. Inspectors will be required at all events, the number of inspectors required will be determined by the Authority Having Jurisdiction (AHJ).
- For certain large events, EMS standby services may be required at the rate of \$30 per EMT/Paramedic. If an EMS bike team is recommended, it will consist of a minimum of two people.
- Additional fire personnel (Fire Branch Director/Supervisor) may be required for large events. This will be at the rate of \$30 per hour.
- All Fire/EMS services will be charged a minimum of 4 hours.

Assembly Class	Attendees and Participants	Necessary Staff
Class C	50-299	May require Fire Watch/Fire Inspector Staffing
Class B	50-600	1 Fire Inspector
Class B	601 - 1,000	2 Fire Inspectors
Class A	Over 1,000	3 Fire Inspectors

- This document may not be all-inclusive. This document serves as a guideline and does not reflect all circumstances. All specifications are subject to AHJ approval.
- For questions or concerns, contact the Kissimmee Fire Department Fire Prevention at 407-518-2202.

FOOD TRUCKS & FOOD SERVICES

Kissimmee Fire Department's policies on food truck and food services can be found in this document under the Permits & Safety section.

KISSIMMEE POLICE DEPARTMENT

The Kissimmee Police Department (KPD) is the City of Kissimmee’s law enforcement agency whose mission is to protect the lives, property, and constitutional rights of the public by maintaining and promoting community order and respect for the law. The Kissimmee Police Department will determine if and how many extra duty officers are needed based on a number of planning variables, including:

- The estimated number of attendees
- The availability of alcoholic beverages
- Event location and weather conditions
- Time of day during which the special event is conducted
- The need for street closures or rerouting of vehicular or pedestrian traffic
- History of a particular event





SPECIAL EVENTS

It is the Police Department’s responsibility to determine the adequate number of security personnel and traffic personnel needed to staff an event. When applicable, the City of Kissimmee Traffic Engineering Department will be responsible for developing a Maintenance of Traffic (MOT) plan, which will identify mandatory traffic assignments. “Special Event” extra-duty assignments include, but not limited to, events:

- That require a City of Kissimmee permit
- Involve temporary road closures
- Require right-of-way closures
- Runs and walks
- Active traffic control – officer actively/physically engaged in directing vehicular pedestrian traffic
- Other special events (Kissimmee Lakefront Events/High Profile/Dignitary Visits)

STAFFING REQUIREMENTS

- One (1) Sergeant for every 5-7 Officers
- One (1) Lieutenant for every 2-5 Sergeants
- One (1) Captain for events over 10,000 attendees
- Two (2) Officers minimum per 500 for alcohol-related event

In cases where the customer underestimates attendance, the On-Site Supervisor may, at his/her discretion, notify the customer that additional officers are needed. Whether or not the customer was able to be notified, the additional officers may be called in, and the customer will be billed accordingly.

CLASSIFICATION OF EVENTS

Special events may be classified as an active or passive event for staffing purposes. Any event involving the sale of alcohol will be classified as active. The classification of an event will be based on any previous history known to the City of Kissimmee. The Lieutenant of the Special Operations Division will consult with the Special Event Committee to determine the classification of any special event. Please see the below guidelines for off-duty law enforcement staffing of active and passive events.

Active Events

Active Events are events involving the display or sale of alcohol, CBD products, knives, firearms, events that include a stage performance with a featured artist, or any event involving road closures (5K events, Parades, etc).

Passive Events

Focused on the display and sale of featured items by multiple vendors. This can include but is not limited to artwork, crafts, and food. Passive events do not include the sale of alcohol.

Attendees and Participants	Security Personnel Passive Event	Supervisory Personnel Passive Event	Security Personnel Active Event	Supervisory Personnel Active Event
200-500	0	0	1-2	0
501-1,000	1-2	0	3-5	1
1,001-2500	2-4	0	5-7	1
2501-4000	5-7	2	7-10	2
4001-6000	7-10	2	10-13	2
6001-8000	10-15	2	13-16	2 (+1)*
10000-15000	15-18	2 (+1)*	16+	3 (+1)*

* (+1) indicates that a supervisor position will be required.

Road closures and security for city-owned/county-owned garage facilities may increase staffing levels.

CANCELLATIONS

Cancellations by the customer should be made at least 48 hours before the time the assignment begins during business hours, this must be received in writing. If the Extra Duty Officer receives less than 48 hour notice from the customer, (with exception of a natural disaster) the customer will be charged, and the assigned officer(s) will be paid the minimum number of four (4) hours.

For questions regarding the extra duty process, contact the Kissimmee Police Extra Duty Coordinator at 407-847-0176 ext. 2418 for further assistance.



PERMITS & SAFETY

CANOPY AND TENT SAFETY

TEMPORARY TENT PERMITS

For tents over 900 square feet, a building permit is required and needs to be submitted at least 30 days prior to the event. The permit will require a set of plans showing the following:

- A. A site plan showing the location of the tent within the event area.
- B. A drawing of the tent showing the following: dimension of the tent, all life safety equipment (fire extinguishers, exit signs, emergency lights, exit doors, no smoking signs), tables and chairs, the air conditioning system, generators, food service equipment, changing rooms, storage areas and a copy of the flame spread certificate is required.

For more information on the requirements for a tent permit, call the Building Department at 407-518-2379.

TENT PERMIT APPLICATION PROCESS

The Temporary Tent Permit is to be used for the installation of a temporary tent larger than 10 ft x 10 ft.

Step 1

Verify tent allowance being proposed: It is recommended to contact the Planning Division at 407.518.2146 to determine whether a Special Event Permit is necessary.

Step 2

Application and Plan Requirements: If a Special Event Permit is not required, complete the application in its entirety and create or sketch a plan. The plan must include:

- Property Address
- Location and dimensions of the proposed tent and its setbacks from property lines, existing structure(s), sight triangle(s), parking spaces(s), and drive aisle(s)
- Internal layout including a seating diagram, if applicable and travel distance to exits
- Details on how the tent will be tied down or anchored

Step 3

Submit: Submit the application, associated documents and plans, and review fees in one of the following ways:

- In person: City Hall, Building Division, Suite 120, between the hours of 8 am – 4 pm Monday – Friday
- By Mail: City of Kissimmee City Hall, 101 Church Street, Suite 120 Building Division, Kissimmee FL 34741
- By E-Mail: permitting@kissimmee.org. Once received, a technician will contact the applicant for credit card payment prior to processing the application.

Step 4

Staff Review: Staff will review the proposed request for compliance with City standards and will offer any applicable comments.

Step 5

Permit Issuance and Construction: Once approved, a permit is issued, and construction can start.

Step 6

Inspection: Schedule an inspection and obtain approval.

IMPORTANT NOTES ON TEMPORARY TENTS

- The application must be completed in its entirety, and the permit review fee must be provided at the time of submittal. Incomplete applications and failure to pay at the time of submittal will not be accepted;
- Only tents that are 10 x 10 feet in size require a permit;
- Tents must comply with the setback requirements in accordance with the property zoning district standards;
- Tents must not be located within any required parking space, access aisle, or sidewalk;
- If electrical is proposed, it must be in compliance with the National Electrical Code, and the plans identify the electrical supply location and method of getting power to the tent. An electrical permit application must be submitted in conjunction with the requested tent permit. If no electrical is listed, it is assumed that no electrical work will be performed;
- If temporary signage is proposed, a Miscellaneous Accessory Structure Permit Application for Signs must be submitted;
- When a permit is obtained, it often requires a contractor to be registered and licensed; and
- Please consult the applicable standards if located within the CRA (Community Redevelopment Agency) or South Beaumont Historic Preservation District.

The above list is provided as a general overview of the minimum requirements and is not intended to be all inclusive of all ordinances and codes. Not all possible applications of the requirements are discussed. For clarification of your circumstances or general questions, please contact the Building Division at 407-518-2120 or permitting@kissimmee.org. Please note, lack of information provided may constitute as an incomplete submittal, thus delaying the review process.

TENT WEIGHTS AND ANCHORING

All vendors who wish to erect canopy tents on-site during a regular period of operations, including the setup and break down period, are required to have their canopies sufficiently and safely anchored to the ground from the time their canopy is put up to the time it is taken down. Any vendor who fails to properly anchor his or her canopy will not be allowed to participate unless that vendor chooses to take down and stow their canopy. Each canopy leg must have no less than 24 lbs. (pounds) anchoring each leg.

Canopy weights should be located on the ground and not in the path of the customer. Examples of accepted methods of securing canopy tents:

- Filling an empty bucket (2.5 gallon works great) with cement and tying this to each corner of the tent with a rope or bungee. It is NOT sufficient to place the bucket on the feet of the canopy.
- Filling buckets/containers with sand/cement that can be anchored or secured with a rope or bungee; these include canvas bags or plastic buckets/containers with a handle through which a rope or bungee can be secured.
- PVC pipe capped and filled with cement can be hung on the inside of canopy poles as long as it is secured to not collide with customers.
- Vertical sandbag weights that weigh at least 24 pounds and can be strapped to the legs of the canopy. These weights are specifically made for securing canopies.

The best weights are strapped to the bottom of each leg, and then tethered via a bungee to the top corner of the canopy, thus lowering the center of gravity of the canopy. In a strong gust of wind, even canopies secured with enough weight can be broken if the weights are not suspended from the top corners of the canopy.

Examples of acceptable 24 lb. tent weights:



Examples of unacceptable tent weights:



TENT SPACING AND USE OF GENERATORS OR COOKING APPLIANCES

- Fire lanes must be maintained to allow emergency vehicle access, minimum width of twenty (20) feet.
- Fire hydrants and fire department connections shall remain unobstructed at all times. Clearance must be 7'6" to the front and sides of the hydrants and 4' to the rear.
- A minimum of a 3-foot clearance is required between each non-food vendor's tents or structures.
- A minimum of a 10-foot clearance is required between each food vendor's tents or structures.
- Cooking appliances (gas, electric, or wood burning) are to be positioned outside the tent and must be barricaded from public access by fencing, enclosure, or other approved means. Traffic cones are not approved means of a barricade. Provided below are accepted examples.
- Vendors cooking with flammable gas and/or solid fuel BBQ grills and/or using deep fat fryers shall arrange these items away from their tent/canopy utilizing the 10-foot space behind their tent/canopy.
- Generators and other internal combustion power sources shall be located a minimum of 10 feet away from temporary structures or tents.

INFLATABLE/BOUNCE HOUSE SAFETY

The following is a list of basic requirements that must be met when renting and installing inflatable games for use at events to be held on the City of Kissimmee property.

- The event must be scheduled and contracted through the City of Kissimmee's Special Events, with an event application submitted no later than 30 days prior to the event.
- Insurance certificates must be provided to the City's Special Events team at least 30 days prior to the event. Event organizers are required to have a minimum of \$1M General Liability Insurance and \$1M umbrella or \$2M per occurrence General Liability, and any other applicable insurance coverage e.g., Auto Liability, Product Liability, or Workers Compensation (see Special Event Insurance Requirements). The insurance certificate must name the City of Kissimmee as additional insured.
- A safety walkthrough must be scheduled with the Parks & Recreation Department and Building Department if the event planner has multiple inflatables and /or using stakes greater than 18" in length. The City has final approval on the location of the inflatables. Safety walkthroughs must be completed at least 72 hours prior to the event.

INSTALLATION AND SAFETY PRECAUTIONS

1. Vendor Selection: Rent only from experienced and reputable operators who carry insurance sufficient to meet the City's requirements. In addition to the event planner's certificate, the City of Kissimmee should be listed as additional insured on the vendor's certificate.
2. Equipment Selection: Rent equipment suitable for the ages of the participants. Some inflatable equipment is designed for children while other inflatable equipment is designed for adults. To securely anchor the inflatables, the City of Kissimmee requires a minimum of 18" double-headed stakes to be used.
3. Site selection: The area selected for the site should be flat, open and clear of debris. There should not be overhead or underground obstructions. If the inflatable has open sides, ensure there is ample room around the inflatable, should a participant fall out.
4. Trip Hazards: To minimize trip hazards associated with inflatable equipment, cords should be enclosed within a cord ramp (or similar) and stakes covered by tennis balls or cones (or otherwise marked and covered).
5. Generators and Connectivity: All generators must be fenced off from the general public, and positioned so that the exhaust is at least 5 feet from any air intakes and buildings. Event planners are strongly encouraged to have blower-sirens installed to alert operators to loss of power to expedite evacuation and closing of the inflatable.
 - a. Stages, bounce houses, and special amusement equipment must have at least a 2A-10BC fire extinguisher. The fire extinguisher must have a current tag issued by a State of Florida licensed contractor.
 - b. Generators and other internal combustion power sources shall be separated from temporary structures and tents by a minimum of 10 feet. The generator shall be protected from public contact by fencing, enclosure, or other approved means. Traffic cones are not approved means.
 - c. Generators shall be topped off prior to the start of the operation. Refueling of the generator during an event is prohibited.
6. Supervision: Constant and reliable supervision of the inflatable games is paramount in maintaining a safe event. Supervision of the inflatable games is mandatory and the sole responsibility of the organization holding the event. The people supervising the inflatable games must understand the safety rules for the games and must be willing to enforce the rules as necessary. It is specifically important to enforce no horseplay and no overcrowding.
 - a. A minimum of two (2) supervisors/operators should be assigned at all times to large slides (greater than 15' high) or zip lines. Other games should have a minimum of one (1) supervisor/operator.

7. Inclement Weather: All outdoor activities must be suspended when there is lightning within 8-mile radius of the event. Outdoor activities cannot resume, including inflatable use, until lightning has cleared the 8-mile radius for a minimum of 15 minutes. Generally speaking, in case of a thunderstorm or if winds should exceed 20-25 mph, the blowers should be disconnected and the inflatables allowed to deflate. Note – most inflatables have a warning label that includes information specific to the manufacturer’s maximum allowable wind for the inflatable being used.
8. Safety Rules: The event planner is expected to follow and enforce the following safety rules during the event. This information should be reviewed with the inflatable supervisors/operators.
 - a. No horseplay, flips, or wrestling. Use the inflatable for the purpose for which it was designed.
 - b. Shoes, necklaces, eyeglasses, and any other sharp objects should be removed prior to entering the inflatable.
 - c. Inflatables using water (example: water slides) are prohibited.
 - d. User capacity or weight limits, as outlined in the inflatable instructions.
9. Should an accident occur, the priority is to get prompt medical care for the injured person. If medical assistance is needed, call 911.

LIGHTNING PROTOCOL

Earth Networks has been installed at Kissimmee’s Lakefront Park. The system has been set to deliver three lightning alerts – 15-mile radius advisory, 10-mile radius caution and an 8-mile alert. Once an Event coordinator receives a 10-mile radius alert, they will communicate via radio to event leads that there is a 10-mile caution in effect. There’s the possibility that activities may be suspended and guests advised to evacuate the area and seek shelter.

If an Event Coordinator receives an 8-mile radius alert:

- They will communicate to event staff that all activities must be suspended and guests must evacuate the park to their vehicles or an enclosed building.
- KPD, KFD, and Parks will distribute the advisory to their teams.
- Event staff will communicate to their teams in their respective zones to suspend outdoor activities and advise guests to seek shelter.
- The Event Coordinator will direct the stage production team to announce a Lightning PSA to festival attendees.
- The Event Coordinator will communicate the lightning advisory to other event partners e.g., concessions, food trucks, inflatables.
- Once the Event Coordinator and event staff complete the required notifications, they will seek shelter and remain sheltered until the All Clear alert is received.

Festival activities do not resume until the 8-mile radius has been clear of all lightning activity for 15 minutes. Once the 15 minute All Clear alert occurs, the Event Coordinator will radio all leads that activities may resume and guests may return to the park. Follow up calls will be made to KPD, KFD, Parks, Stage Production, concessions, or other relevant individuals.



ALCOHOL PERMITS

- Alcohol may only be consumed on City property if the individual/civic organization/private entity hosting the event obtains a Special Event Alcohol Permit. This includes all events (public or private) regardless of admission price and drink price.
- Applicants shall apply for a Special Event Alcohol Permit to the Parks & Recreation Director or designee at least thirty (30) days prior to the scheduled event. After reviewing the application for compliance with all applicable special event requirements, the Parks & Recreation Director or designee shall forward the application to the Chief of Police or designee for his/her review.
- All Applicants shall be charged \$50 for a Special Event Alcohol Permit. Upon approval of the application by the Kissimmee Police Department, the applicant shall pay the required fee to the Police Department before the Permit is issued/released.
- All Applicants must produce the Special Event Alcohol Permit at the event if asked by City of Kissimmee Staff, including law enforcement.
- The Kissimmee Police Department may revoke any Special Event Alcohol Permit if during the event the applicant, or its dispensing partners, violates Florida Statutes, City Ordinances, agreements/contracts with the City, or this policy.
- If the Kissimmee Police Department revokes an alcohol permit, the applicant shall not be entitled to a refund or credit of any fees.

ALCOHOL AT PUBLIC EVENTS

- **Caterer Option:** Applicant may be, or may retain, a private alcohol provider or distributor who possesses a current and valid “Off-Site Caterer’s License” as issued by the State of Florida Division of Alcoholic Beverages – License 13, CT.
- **Non-Profit Option:** Applicant may be, or may utilize, a “Non-Profit Civic Organization” which is active with the State of Florida Division of Corporations to manage the alcohol sales. All requirements of Florida law must be complied with, including those requirements contained in the “Beverage Law” of Florida Statute §561.422 (Non-profit civic organization; temporary permits).
- The Applicant must disclose on the Permit application if they plan on using the caterer or non-profit option.
- At a minimum, Applicant must secure and pay for the services of at least one law enforcement officer employed by a Florida Criminal Justice Agency for security purposes. Should the Kissimmee Police Department (KPD) determine during its review process that an area shall be designated as a “Beer Garden” area, KPD shall determine the size of the area, as well as the minimum number of law enforcement officers necessary to secure the area and Applicant must provide for same, including paying all required fees for services.
- Applicant must provide proof of alcohol liability insurance for the event. For third party caterers or non-profit organizations, the Applicant, must also provide proof of the alcohol liability insurance of the caterer or non-profit organization, with the City of Kissimmee listed as an “additional insured” on the policy.
- All licenses and insurance must be in place 30 days prior to the event to apply for a Special Event Alcohol Permit. If all licenses and insurance policies are not in place within 30 days of the event, the Applicant must secure and utilize a City concessionaire for alcohol sales.
- A maximum single serving size order shall be kept to the standards of 12 oz. for a beer or wine coolers, 5 oz. for wine, or 1.5 oz. for distilled spirits. All alcoholic beverages shall be served in plastic or paper containers; no glass (bottles, cups, etc.) shall be used.
- The number of alcoholic beverages served/sold shall be limited to two drinks per person, per purchase. (example: a single person ordering may purchase two drinks at a time. A party of two may purchase four drinks at a time).
- Alcohol sales shall be stopped one (1) hour prior to the end of the event.

ALCOHOL AT PRIVATE EVENTS

- **Caterer Option:** Applicant may be or may retain a private alcohol provider or distributor who possesses a current and valid “Off-Site Caterer’s License” as issued by the State of Florida Division of Alcoholic Beverages – License 13 CT.

FOOD VENDORS AND FOOD TRUCKS

FOOD VENDORS

- All cooking appliances, whether gas or electric, shall be rated for outdoor use, for commercial use, have a UL listing, and the vendor is responsible for ensuring that all cooking appliances are operated in accordance with all the manufacturer’s instructions.
- A minimum of a 10-foot clearance is required between cooking tents and other tents.
- Food vendors that produce grease laden vapors when cooking must provide a Class K fire extinguisher in addition to a 2A-10BC fire extinguisher. The fire extinguishers must have a current tag issued by a State of Florida licensed fire extinguisher contractor. The fire extinguisher must be hung between 4 inches and 5 feet off the ground.
- LP gas cylinders and gasoline containers shall be kept in an upright position and secured.
- Generators and other internal combustion power sources shall be located a minimum of 10 feet away from temporary structures and tents.
- The generator shall be protected from public contact by fencing, enclosure, or other approved means. Traffic cones are not an approved means of barricading.
- For each generator, a portable fire extinguisher with a rating of not less than 2A-10BC shall be provided. Fire extinguishers must have a current tag issued by a State of Florida licensed contractor. The fire extinguishers shall be hung between 4 inches and 5 feet off the ground.
- Vendors cooking with flammable gas and/or solid fuel BBQ grills and/or using deep fat fryers shall arrange these items away from their tent/canopy utilizing the 10 foot space behind their tent/canopy.
- Generators shall be topped off prior to the start of the operation. Refueling of the generator during an event is prohibited.
- No Smoking signs are required near the generator, flammable gas and/or solid fuel BBQ grills, LP gas cylinders, and gasoline containers.

FOOD TRUCKS

- Food trucks are required to have current inspection reports and current service tags for all fire extinguishers, hood suppression systems, and professional cleaning of the hood, where applicable. Note, the professional cleaning of the hood is required every 3-6 months or more often if needed for grease and debris build up.
- A minimum of a 10-foot clearance is required between each food truck. More distance may be required if there is outside cooking.
- The current fire suppression system report for the hood will be required at the time of inspection.
- A Class 2A-10BC fire extinguisher is required for all food trucks.
- A Class K fire extinguisher is required for any food truck using cooking oil.
- All fire extinguishers must have a current inspection tag issued by a State of Florida licensed contractor. The fire extinguishers must be securely hung and readily accessible within the truck.
- Generators are to be stored securely on the food truck or if portable, a minimum of 10 feet away from the food truck and be barricaded. Traffic cones are not a permitted means of barricading.
- Generators shall be topped off prior to the start of the operation. Refueling during an event is prohibited.
- The vendor will be responsible for ensuring all LP gas tanks and piping are in good repair, and there are no leaks.

- LP gas cylinders and gasoline containers shall be kept in an upright position and secured against tip over.
- If cooking with flammable gas and/or solid fuel BBQ grills outside of the food truck, a barricade is required around these cooking appliances. The barricade may be fencing, enclosures, or other approved means. Traffic cones are not an approved means of a barricade.
- No smoking signs are required near the generator, flammable gas and/or solid fuel BBQ grills, LP gas cylinder, and gasoline containers.

CANOPIES AND TENTS: FOOD SERVICE

- For tents over 100 square feet, a building permit is required and needs to be obtained 30-days prior to the event. For more information, refer to the "Canopy & Tent Safety" section.
- A minimum of a 3-foot clearance is required between each non-food vendor's tents or structures.
- A minimum of a 10-foot clearance is required between each food vendor's tents or structures.
- Cooking appliances (gas, electric, or wood burning) are to be positioned outside the tent and must be barricaded from public access by fencing, enclosure, or other approved means. Traffic cones are not approved means of a barricade.



- Vendors cooking with flammable gas and/or solid fuel BBQ grills and/or using deep fat fryers shall arrange these items away from their tent/canopy utilizing the 10-foot space behind their tent/canopy.
- Any cooking appliance using cooking oil is required to have a Class K fire extinguisher. In addition, a portable 2A-10BC fire extinguisher is required. All fire extinguishers must have a current tag issued by a State of Florida licensed contractor. The fire extinguishers must be hung between 4 inches and 5 feet off the ground.
- A minimum of one portable fire extinguisher with a rating of 2A-10BC must be provided at the generator. Fire extinguishers must have a current tag issued by a State of Florida licensed contractor. The fire extinguishers must be hung between 4 inches and 5 feet off the ground.
- Generators and other internal combustion power sources shall be located a minimum of 10 feet away from temporary structures or tents.
- The generator shall be protected from public contact by fencing, enclosure, or other approved means. Traffic cones are not an approved means of barricading.
- Generators shall be topped off prior to the start of the operation. Refueling during an event is prohibited.
- LP gas cylinders and gasoline containers shall be kept in an upright position and secured against tip over.
- No Smoking signs are required near the generator, flammable gas and/or solid fuel BBQ grills, LP gas cylinder, and gasoline containers.

PARADE SAFETY

The following is a list of basic requirements that shall be met when planning a parade in the City of Kissimmee.

- Motorized parade floats and towing apparatus shall have a minimum 2A-10BC rated portable fire extinguisher readily accessible to the operator. The fire extinguisher shall have a current tag issued by a State of Florida licensed contractor.

- Open flame devices or pyrotechnics cannot be used unless approved by the City of Kissimmee Fire Department. Highly flammable decorations are prohibited near open flame devices.
- Float captains are responsible for ensuring that each float is in safe operating condition. The following shall be checked before the start of the parade:
 - Brakes
 - Batteries/generators
 - Gas (for vehicles and generators)
 - Tires
 - Driver visibility and ventilation
 - Fire extinguisher on board and readily available
 - Safety railing, belts, back supports, or handholds for riders
- Muffler and pipes shall be guarded if they are near other surfaces. The cooling system shall be adequate for the engine. Generators shall be securely mounted and equipped with an exhaust line.
- Wiring shall be properly secured with correct connections. Circuits shall be properly fused and grounded. As a precaution, consider purchasing a converter for decorative lights.
- Proof of a negative Coggins test result shall be provided for all horses participating in the parade. Entries with horses shall also have designated individuals to pick up and dispose of any animal waste.
- Items, including candy, may only be distributed by being personally handed to spectators. Do not throw any items into the crowd.
- Simulated pulling of floats by people is not allowed.
- The maximum height for floats and parade entries is thirteen (13) feet. Participants and vehicles shall be able to navigate the entire parade route.
- If parade staff determines that the weather will create dangerous conditions, the parade will be canceled and will not be rescheduled.
- All parade entries are expected to perform in good taste at all times. Performances, costumes, items for distribution, music, and decorations should all be family-friendly and appropriate for a diverse audience.
- Any minor participating in the parade, whether as a performer, walker, or rider shall be under adult supervision at all times.
- Parades receiving funding assistance from the City require compliance with lineup protocols determined by the City for elected and VIP officials.

FIRE PREVENTION & SAFETY

- Open flame devices or pyrotechnics cannot be used unless approved by the City of Kissimmee Fire Department. Highly flammable decorations are prohibited near open flame devices.
- Stages, bounce houses, and special amusement equipment must have at least a 2A-10BC type fire extinguisher. A fire extinguisher must have a current tag issued by a State of Florida licensed contractor.
- All electrical appliances and cables shall be listed, protected from damage, and not constitute a tripping hazard.
- Generators and other internal combustion power sources shall be separated from temporary structures and tents by a minimum of 10 feet. The generator shall be protected from public contact by fencing, enclosure, or other approved means. Traffic cones are not approved barriers.
- Generators shall be topped off prior to the start of the operation. Refueling of the generator during an event is prohibited.



SPECIAL EVENT POLICIES

Failure to abide by the stated guidelines may result in termination of the current rental and be grounds for refusal of any future rentals.

- Event organizers shall adhere to all safety and operating guidelines outlined in the City of Kissimmee Event Handbook, license agreement, and all applicable City policies or codes.
- Event organizers shall attend planning meetings and distribute safety and operating guidelines to their vendors, sponsors, and parade entrants. Failure to adhere to safety and operating guidelines may result in event suspension or cancellation.
- Submission of an event application obligates event organizers to provide past event performance, payment history, contact information for past or current host venues, licensing, insurance, and proof of federally recognized nonprofit status.
- Events must abide by a detailed traffic plan, specific to each event with specific ingress and egress routes created by the City.
- The City, in conjunction with the event coordinators, shall plan event staffing levels to cover the operational impacts of multiple City Departments. The appropriate levels of staffing shall be designated by the City and will be based on the total expected attendance at the event.
- Event applicants shall be required to place a security deposit prior to the event to cover any damages, excess clean up or last minute changes resulting in additional charges.
- Events may be subject to a variety of fees established by Parks & Recreation and those established policies and procedures for specialized services provided by the City (police, fire, EMS, traffic engineering, etc.).
- To ensure event diversity, similar events shall not be scheduled within forty-five (45) days of each other, with the exception of athletic events.

KISSIMMEE LAKEFRONT PARK REGULATIONS

GENERAL PROVISIONS

- All events shall be free and open to the public. Fencing to create a “closed event” shall be prohibited with exceptions granted for logistics associated with crowd control and security (example: alcohol sales, VIP areas, etc.).

- Events with an anticipated attendance of 2,000+ attendees, amplified sound exceeding four hours, or an event duration exceeding four hours or more shall not occur more than once every 45 days. Events with such attendance shall also not occur on consecutive weekends on the Festival Lawn, Veterans Lawn, Lighthouse Lawn, and Marina Overflow Lot.
- Event locations will be scheduled on a rotating basis between the Festival Lawn and the Veterans Lawn to reduce impact to nearby neighborhoods and minimize wear on the sections of Kissimmee Lakefront Park.
- No continuous amplified sound shall last longer than five hours and shall end by 7:00 PM.
- Small boom boxes are permitted. The volume of music must not interfere with the surrounding pavilions. Amplifiers, band equipment, and/or instruments are not permitted in the pavilions. Sound must be contained in the area specifically reserved.
- Alcohol in the Lakefront Park is prohibited with the exception of a permitted event with an alcohol permit issued by Kissimmee Police Department.
- Use of personal fireworks (including sparklers and poppers) in the Lakefront Park is prohibited.
- Glass bottles and containers are not permitted in Lakefront Park.
- The City of Kissimmee prohibits and is not responsible for rented or personal equipment left overnight in any City park.
- Vehicles are prohibited in Lakefront Park for any reason.
- The City of Kissimmee reserves the right to change or reassign renter to another facility of equal or greater value.
- This facility is located in a public park. The City of Kissimmee is not responsible for the actions of a third party/ the general public accessing the park and will not be responsible for any actions of a third party/general public during rentals, financially or otherwise. Examples shall include, but not be limited to interruptions in rentals, loud music, odor, visual distractions, etc.
- The City of Kissimmee is not responsible for any weather or force majeure that may interfere with a rental.

PAVILIONS

- Pavilions are available for private rentals only. For event rentals, please contact Events and Venues at 407-518-2503.
- All pavilion rentals are by the day between the hours of 9:00 a.m. – 9:00 p.m.
- All rental times include decorating, setups, break downs, and cleanup time.
- Renter must be cleaned up and out of the pavilion by 9:00 p.m.
- Tables/chairs may be rented from an outside vendor, at the responsibility of the renter and must remain in the space of the rented pavilion. Tables and chairs may not be moved from other pavilions.
- The City of Kissimmee prohibits equipment such as tents, inflatables, or bounce houses in any City of Kissimmee Parks and/or Pavilions.
- Commercial use of City of Kissimmee property is prohibited per City of Kissimmee ordinance 4-1-19, including soliciting or advertising commercial activity for hire at a City-owned site, designating the City-owned site address as the physical address for a commercial business or the meeting location for commercial business activity, collecting or attempting to collect any compensation at a city owned site. City-sponsored events that allow temporary vendors are exempt from this division.
- Grills are located at each pavilion and are to be used in the intended fashion. At the end of the rental, flames must be extinguished. City staff will dispose of any items left in the grill. No outside grills are permitted in the Lakefront Park.
- The fireplace located in the Heron Pavilion is only available with rental of the pavilion at an additional fee. City staff will be assigned to monitor this feature. The City will provide the materials to start and maintain the fire. Any plans to cook in the fireplace must be approved by City staff.
- Rental of any pavilion with restroom facilities must remain open and accessible to the public at all times.



WEDDING LAWN

- Use of the Wedding Lawn is by reservation only.
- All rentals for the Wedding Lawn are per day between the hours of 9:00 a.m. – 9:00 p.m. Rental times include deliveries, decorating, rehearsal, set up, breakdown, and clean up time.
- All staffing requirements are at the discretion of the Supervisor of Public Events and Venues and/or designee.
- Tables /Chairs may be rented from an outside vendor, at the responsibility of the renter, and must be picked up when the ceremony has concluded. The City of Kissimmee does not provide overnight storage.
- Tents are permitted on the Wedding Lawn. The renter is responsible for acquiring a tent permit and providing additional insurance. Renter is responsible for delivery, setup and tear down of tent.
- Production items (audio, visual, staging, etc.) equipment and materials needed must be provided and are the sole responsibility of the renter. All setups must be approved by City staff.
- Rose petals and/or birdseed are allowed, however, rice and/or sparklers are not permitted in our Lakefront Park.
- Renter shall be responsible for all vendors used in conjunction with their rental.
- Renter is encouraged to check the City's Special Events calendar to avoid conflicts.

PETS

- All pets must be on a leash and controlled by the owner at all times while in the park.
- Pets are not allowed in the playgrounds, splash pads, and Wedding Lawn.
- The pet owner accepts full responsibility for his/her pet while in the park, including cleaning up after them.

DECORATIONS

- All decorations must be free-standing and kept within the pavilion. Decorations cannot be glued, taped, nailed, stapled (or any other way that will leave a residual mark) to any walls, pillars, or tables. Decorations cannot be suspended or hung from the ceiling.
- Temporary signage is not permitted without prior approval from City staff.

JANITORIAL

- The City staff will provide general cleaning of the rental areas before and after the event.
- Renter shall be responsible for the proper disposal of any and all food, beverages, dishes, trash, etc.
- Any cost incurred by the City for excessive trash, decorations removal and/or cleaning shall be charged directly to the renter.

AQUATIC MIDGE FLY

- The Lakefront pavilions, as a result of their close proximity to Lake Tohopekaliga are subject to seasonal Aquatic Midge Fly infestation. While similar to mosquitos, they do not bite. The presence of the Aquatic Midge Flies is in no way associated with the cleanliness of the pavilions.
- Park staff will clear the pavilion of midge flies when preparing the site for daily reservations but cannot guarantee that the pavilions will be free from flies or bugs during your reserved time.

REFUNDS

- Refunds will not be issued for wildlife presence (including midge flies, insects, and vermin), weather situations, or cancellations.
- If the cancellation results from a City of Kissimmee action, a full refund may be issued, or the City may substitute a facility of equal or greater value.

FILMING & DRONES

FILM PERMITS

If there is a film crew on site with more than four (4) members, it is required to submit a film permit to the City of Kissimmee through the Orlando Film Commission. This agency is responsible for processing Film Permit applications for those requesting to shoot a video, film, or take commercial photographs in public areas within the City limits.

Upon receiving the application, the Film Commission reviews the services that are requested and coordinates efforts with various City departments. It is not unusual for an applicant to request security from the Police Department, road closures from the Traffic Division, or the use of a public park managed by the Parks & Recreation Department. These activities must be authorized by the City Manager.

Film permits must be submitted at least five business days prior to the video production. Below is the link to the Orlando Film Commission website at orlandoedc.com/Film-Orlando/One-Stop-Permitting

DRONE OPERATIONS

Any drone operations within a four (4) nautical mile radius of Kissimmee Gateway Airport (KISM) must contact Airport Operations at (407) 518-2537 for authorization from the Air Traffic Manager (ATM) before flying. The ATM may enforce height restrictions or deny a request for locations in the immediate vicinity of the airport.

For the recreational drone operators that may be inexperienced or flying for the first time, please visit faa.gov/uas/getting_started/ to learn more.

