

SPECIAL EVENTS GUIDE



Venice, Florida
"City on the Gulf"

City of Venice policies, procedures and standards for new and returning
Special Event requests, approvals, execution, billing and evaluation

Adopted by City Council April 22, 2025



Purpose Statement

The City of Venice Special Event Planning Guide outlines the standards, codes, ordinances, laws, rules, policies, and procedures for holding special events in City parks, on City property, and on public streets and rights-of-way. Event holders shall uphold the standards, stipulations, laws, rules, procedures, codes, and ordinances as written and agreed upon outlined in the Special Events Guide and Special Event Permit.

Strategic Goal

The Special Events program balances public safety, economic development, tourism, and impacts on public space uses, businesses, and the downtown area.

Special Event Success

A successful Special Event enhances tourism, drives economic growth, promotes accessibility and sustainability, and strengthens the City's public image. The event fully adheres to all Special Event standards, codes, ordinances, rules, and regulations; poses no threats to public safety; effectively mitigates risks and hazards; avoids arrests or altercations; preserves City and public property; completes timely payment for all City services; and results in no complaints to the Mayor, City Council, or City Manager's Office.

Venice City Council adopted the Special Events Planning Guide, which the City Manager's Office maintains, to ensure all Special Events are safe, fun, and successful for everyone who operates and attends Special Events. The guide is subject to annual updates and service fees may vary. Check venicegov.com for the latest edition.

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The City Manager's Office permits over 50 annual Special Events and approves nearly 200 park reservations for smaller concerts and public gatherings each year. To ensure fair use of public spaces, these areas remain accessible to the general public and are not exclusively dedicated to events. The City is committed to supporting and coordinating recurring special and heritage events.

The following outline the City's existing Special Event commitments, with those marked with an asterisk (*) earning Heritage status:

January

Venice-Nokomis Rotary Art Festival*	Airport Festival Grounds	
Venice MainStreet Downtown Art Festival*	W. Venice Avenue 200-300 block	









February

Sarasota Quilt Guild Airing of the Quilts	Maxine Barritt Park	
Italian Feast and Carnival*	Airport Festival Grounds	
Venice Yacht Club Ride for Better Community	Area roadways	
Grace Methodist Church CROP Hunger Walk	Area roadways	





March

Pregnancy Solutions Walk for Life	Area roadways	
Venice MainStreet Downtown Art Festival*	W. Venice Avenue 200-300 block	
My Favorite Race Events Shark's Tooth 10K & Shark Fin 5K*	Airport Festival Grounds	
The Long Walk Home Walkathon for Veterans	Airport Festival Grounds	
A Vette Together Corvette Show *	Centennial Park	
Ladies Social Network Spring Craft Show	Maxine Barritt Park	
Venice Blues Festival	Airport Festival Grounds	
Venice Heritage Inc. Book Fair & Writers Festival*	W. Blalock Park	
Antique Automobile Club of America Car Show*	Centennial Park and Tampa Avenue	 
Epiphany Church Easter Processional	Centennial Park and Tampa Avenue	 
Friends of The Legacy Trail Tour de Parks	Area roadways	






April

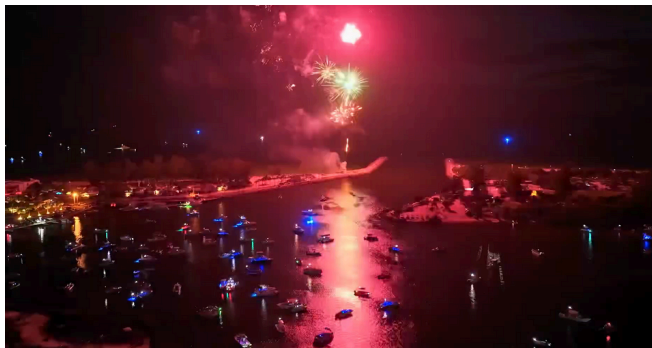
Fool's Run 5K	Maxine Barritt Park	
Global Revival Now Rise as One	Airport Festival Grounds	
Bible Readathon	Centennial Park	
Venice MainStreet Sharks Tooth Festival*	Centennial Park	
City of Venice Public Safety Day*	Venice Community Center	
Venice Youth Sailing Squadron Regatta	Higel Marine Park	
Venice MainStreet Eggstravaganza	Centennial Park	
Sharky's on the Pier Ride the Beaches	Area roadways	

May, June and July

3 Bridges Brewing Venice Brew Festival	Centennial Park	
City of Venice Hurricane Expo*	Venice Community Center	
Venice MainStreet Downtown Art Festival*	Miami Avenue 200-300 block	
City of Venice Fourth of July Fireworks Display*	Humphris Park/South Jetty	

September

Venice MainStreet Labor Day Weekend Art Festival	Miami Avenue 200-300 block	
Venice Police Shark Tooth Fishing Tournament*	Intracoastal Waterway	
Enviro Racing Inc. Envirorace 5K	W. Venice Avenue and Centennial Park	 
Venice MainStreet Venice Beach Party	Venice Beach	



October

Reggae Music Nights on the Island
 Rotary Open
 Women's Sertoma Sun Fiesta*
 Make a Difference Day*
 Downtown Halloween Trick-or-Treating*

Centennial Park and Tampa Avenue
 Centennial Park and area roadways
 Centennial Park
 Area parks and public spaces
 Centennial Park



November

Children's First Flip Flops & Fashion and Rockin' Lobster
 Turkey Trot for the Twig 5K
 Venice MainStreet Downtown Art Festival*
 Ladies Social Network Holiday Countdown Craft Fair
 Mayor's Hometown Christmas & Tree Lighting
 City of Venice Holiday Parade & Elf Dash

Venice Beach
 Legacy Park
 W. Venice Avenue 200-300 block
 Maxine Barritt Park
 Centennial Park
 W. Venice and Nokomis Avenues



December

Christmas Boat Parade*
 Venice Fire Rescue Pancake Breakfast
 Ukrainian National Women's League Christmas Festival
 Chabad of Venice-North Port Chanukah Festival
 Bicycles International Glow Ride
 Sharky's on the Pier New Year's Eve Fireworks

Intracoastal Waterway
 Venice Fire Rescue Station 51
 Centennial Park
 Centennial Park
 Area roadways
 Venice Beach



Photo courtesy of
 Environmental Inc



Special Event Criteria

A Special Event must meet specific criteria for a permit and is subject to New Events Review Team (NERT) review and City Council approval. It includes any organized activity on public property that goes beyond everyday public use.

Special Events take place on public property, are open to the public, and involve **any** of the following:

- Activities that require a certificate of liability insurance
- Sales, distribution, or consumption of alcohol
- Sales of food including mobile food vendors, food trucks, grilling, or reheating of food
- Sales of merchandise, goods or services
- Use of City services such as trash cans, dumpsters, recycling bins, and barricades
- Use of City personnel such as Venice Police Department officers or Venice Fire Rescue
- Need for Florida Power and Light power drop, or access to metered water or electric utility
- Crowds with more than 500 people expected in attendance
- Overnight setup or breakdown
- Public park or public space closure
- Road closures, detours, or impacts to public parking





Note: Events that do not meet the criteria for a Special Event may be better suited for a Park Reservation request at no cost. Locations not listed among the Special Event venues are not reservable for Special Event use. Park Reservation requests do not guarantee the use of public space and are subject to review by the City Manager's Office.

Make a Park Reservation at venicegov.com.

Special Event Permit Eligibility

The City Manager's Office is the issuing authority for Special Event permits and determines whether an activity is considered a Special Event. Applying for a Special Event permit does not guarantee approval or permit issuance. New and returning Special Events must adhere to the permit application timeline.

-  **All new Special Events and reoccurring permitted Special Events requesting changes** (name, date, location, permit holder, event manager, etc.) require initial approval from the New Events Review Team (NERT) followed by City Council review and final approval.
-  **All returning Special Events require a Special Event permit for each occurrence**, even if no changes from years previous are being made.

Events Eligible for Permit Application

Athletic/Sports Competitions	Fireworks Displays**
Arts and Craft Shows/Festivals	Holiday
Automobile Shows/Meet-ups	Religious
Concerts/Musical Performances	Parades/Processionals
Carnivals/Fairs	Other

**Florida State Statute prohibits the use of fireworks displays unless part of a state-designated holiday; July 4, Dec. 31, Jan. 1, or with authorization from the City Manager and review by the City of Venice Fire Marshal and Venice Police Department.

The City Manager's Office and NERT reserve the right to withhold, terminate, or alter Special Event permits and permit conditions. Failure to adhere to and uphold Special Event Permit conditions, standards, codes, ordinances, conduct, or timely payment of City services may result in event termination or permit ineligibility.

The City reserves the right to cancel any events scheduled on public property between June 1 and November 30, during hurricane season, to prioritize public safety or emergency operations. The event holder is responsible for any costs incurred due to such cancellations.

First-time or new, and returning Special Event applicants **must** follow the Special Event Permit application timeline and review/approval process below:



NEW EVENT PROPOSALS & EVENTS REQUESTING CHANGE, NERT REVIEW

New special event requests, and recurring events requesting changes (name, location, permit holder, manager) must submit a proposal for review by the New Events Review Team (NERT) at least six months before the desired event date. Upon NERT approval, event holders proceed through the special event application and City Council approval process. NOTE: Submitting a Special Event proposal does not guarantee NERT approval.

NEW EVENT PROPOSALS & EVENTS REQUESTING CHANGE, COUNCIL APPROVAL

NERT-approved Special Event proposals or changes are subject to review and approval by City Council under the consent agenda at least four months before the requested/ NERT-approved event date. NOTE: Applying for a Special Event permit does not guarantee City Council approval.

ALL EVENTS, ANNUAL APPLICATION & SUPPORTING DOCUMENTS

All Special Event holders must submit an annual event application with a \$50 application fee, an updated site plan and event timeline, and any other related or supporting documents or permits, including but not limited to the City’s sign agreement, tent permit, Sarasota County permit, certificate of liability insurance, temporary liquor license, etc. NOTE: Special Event permit applications submitted after the 3-month deadline may not guarantee the availability of City services or support for your event.

ALL EVENTS, SPECIAL EVENT PLANNING MEETING

All Special Event holders must meet with City staff to review site plans, event timeline, City services, and other related event plans and documents. This meeting may be conducted in person at City Hall or virtually.

ALL EVENTS, SPECIAL EVENT REVIEW & PAYMENT

All Special Event holders receive an invoice for final City services costs. This invoice must be paid within 30 days of receipt. All Special Events are subject to after-action review and analysis at the discretion of the City Manager’s Office. Failure to make payment may result in denial of future event permits or other penalties.

Events that do not adhere to the outlined timelines, including requests for new events and returning recurring events, will not be considered for a Special Event permit.

Special Event Permit Application

New and returning Special Events must adhere to the permit application timeline and requirements.

NEW SPECIAL EVENT REQUESTS

Step 1: Submit Event Proposal for NERT review
See page 41

Step 2: City Council review and approval

Step 3: Special Event Permit Application submission, \$50 application fee, and attend planning meeting

Step 4: Special Event Permit issuance and event execution

Step 5: Fee payment and event evaluation

RETURNING EVENT ANNUAL PERMIT

Step 1: Submit annual Special Event Permit application and \$50 application fee

Step 2: In-person or virtual planning meeting

Step 3: Special Event Permit issuance and event execution

Step 4: Fee payment and event evaluation

Application Checklist

- Application fee

- Event timeline and information

- Event site plan

- Event inclement weather plan

- City service needs

- Certificate of Liability Insurance (COI)

- Additional supporting documents

Special Event Permit Application



Or visit venicegov.com/things-to-do

SPECIAL EVENT VENUES

Airport Festival Grounds

Centennial Park

Downtown Thoroughfares

West Blalock Park

Legacy Park

Maxine Barritt Park

Non-Reservable Locations

Photo by Bekah Horsley



Airport Festival Grounds

610 Airport Ave. E., Venice

Located between the Venice Municipal Airport and Venetian Waterway Trail, the Airport Festival Grounds offers 25 acres of fenced-in open event space with access to metered water and electric utilities and connection to the Venetian Waterway Park.



The Festival Grounds is the perfect location for a large festival, carnival, bash, concert, ticketed or paid parking, and multi-day events. Some event restrictions may apply due to FAA regulations.

Event Types Allowed

Automobile Shows/Meet-ups	✓
Concerts/Music Performance	✓
Holiday/Religious	✓
Athletic Competition	✓
Fireworks	✗
Parade/Processional	✗
Festivals/Bashes/Carnivals	✓

Amenities

Permanent Restrooms	✗
ADA Parking	✗
Parking Lot	✓
20 AMP Power	✓
Playground/Children’s Area	✗
Beach Access	✗
Venetian Waterway Trail	✓

Airport Festival Grounds Space Fees

Set-up day(s)	\$400 per day
Open to the public day(s)	\$800 per day
Breakdown day(s)	\$400 per day

NOTE: Space fees do not include the use of metered water or electric utility, or other City services.

Airport Festival Grounds Activities

Event holders can supply seating, tents, food trucks, alcohol service, amplified music, hand washing stations, portable restrooms, and paid parking. The City does not provide mowing, shade, heat mitigation, fire ant treatment, or dust mitigation. Emergency access paths must remain open and unobstructed.

The use of uncontrolled lasers and other sources of focused lights are prohibited. Drone use is allowable per FAA regulations. Height restrictions apply to tents, stages, light towers, carnival rides, etc. and may require an FAA height study prior to event approval, see page 32.

Event holders must provide separate access points for bicyclists and pedestrians, distinct from vehicle entries/exits. Event holders are encouraged to utilize the northeast bicycle-pedestrian access gate, which is equipped with bicycle racks and offers direct access to the Venetian Waterway Park and adjacent areas.

Centennial Park

200 W. Venice Ave., Venice

Located in the historic downtown shopping and dining district, Centennial Park is home to the Children’s Interactive Fountain (splash pad), gazebo, open grassy lawn, and public parking.



Event Types Allowed

Automobile Shows/Meet-ups	✓
Concerts/Music Performance	✓
Holiday/Religious	✓
Athletic Competition	✗
Fireworks	✗
Parade/Processional	✗
Festivals/Bashes/Carnivals	✓

Amenities

Permanent Restrooms	✓
ADA Parking	✓
Parking Lot	✓
20 AMP Power	✓
Playground/Children’s Area	✓
Beach Access	✗
Legacy Trail Access	✗

Centennial Park Space Fees

Entire park footprint, including parking lot, three (3) acres* \$2,000 per day

*Includes the use of the Centennial Park parking lot as part of the event footprint and requires an off-site parking plan.

Open green space including Gazebo, half-acre (0.5)** \$350 per day

**Excludes the use of the Centennial Park parking lot as part of the event footprint. The parking lot must remain open and available for public use.

NOTE: Space fees do not include the use of metered water or electric utility, or other City services.

Centennial Park Activities and Restrictions

Event holders can supply seating, tents, food trucks, alcohol service, amplified music, hand washing stations, and portable restrooms. The City does not provide additional seating or shade structures. Dogs and service animals must remain on leashes and are NOT allowed in the Children’s Interactive Fountain.

No amplified music/sound on Mondays, Tuesdays, or Wednesdays.***

Charging a fee or soliciting donations to park in the Centennial Park parking lot is prohibited.

*** Except for those events that have earned Heritage status as of 2022.

West Blalock Park

401-499 Pensacola Road, Venice

Nestled in the residential area adjacent to the Venice Community Center, W. Blalock Park has a gazebo, butterfly garden, a one-quarter (0.25) mile shaded walking path, fauna sculptures, playground equipment, and the Monty Andrews Arboretum.

The park does not have restrooms or designated parking. Event holders MUST check with the Venice Community Center before using the Cultural Campus parking lot.



Event Types Allowed

- Automobile Shows/Meet-ups ❌
- Concerts/Music Performance ✅
- Holiday/Religious ✅
- Athletic Competition ❌
- Fireworks ❌
- Parade/Processional ❌
- Festivals/Bashes/Carnivals ❌

Amenities

- Permanent Restrooms ❌
- ADA Parking ❌
- Parking Lot ❌
- 20 AMP Power ✅
- Playground/Children's Area ✅
- Beach Access ❌
- Legacy Trail Access ❌

West Blalock Park Space Fees

West Blalock Park, 0.95 acres \$350 per day

NOTE: Event holders must contact the Venice Community Center at 941-861-1380, Sarasota County main call center at 311, or visit scgov.net to secure the use of the Venice Community Center parking lot.

Space fees do not include the use of metered water or electric utility, or other City services.

West Blalock Park Activities

Some event restrictions apply due to residential proximity and park grounds sensitivity. Event holders can supply seating, tents no larger than 10 feet by 10 feet, food trucks, amplified acoustic music, portable restrooms, and handwashing stations.

The City does not provide additional seating. Dogs and service animals must remain on leash at all times.

Drone use is allowable per FAA regulations.

Legacy Park

395 E. Venice Ave., Venice

Managed by Sarasota County and regulated by the Florida Department of Environmental Protection (FDEP), Legacy Park requires both a City of Venice and Sarasota County event permit.

With its connection to The Legacy Trail and access to Venetian Waterway Park, Legacy Park is the ideal event space for running or bicycling events with four (4) acres of open space, shaded pavilions, public parking and other amenities.



Event Types Allowed

Automobile Shows/Meet-ups	✗
Concerts/Music Performance	✗
Holiday/Religious	✗
Athletic Competition	✓
Fireworks	✗
Parade/Processional	✗
Festivals/Bashes/Carnivals	✗

Amenities

Permanent Restrooms	✓
ADA Parking	✓
Parking Lot	✓
20 AMP Power	✓
Playground/Children's Area	✓
Beach Access	✗
Legacy Trail Access	✓

Legacy Park Space Fees*

Legacy Park \$120 per day

*Sarasota County permit fees also apply

This space requires a permit from Sarasota County Government by calling 311 or visiting scgov.net.

Legacy Park Activities

FDEP and the Florida Communities Trust prohibits financial transactions from occurring on park grounds. Event holders are encouraged to include food, beverage, or merchandise purchases as part of off-site ticket purchases or registration.

Event holders can supply seating, tents no larger than 10 feet by 10 feet, amplified acoustic music, portable restrooms, and handwashing stations.

Maxine Barritt Park

1800 Harbor Drive S, Venice

Managed by Sarasota County and adjacent to Brohard Beach, Maxine Barritt Park has beach access, one large pavilion, two medium pavilions, and a .65-mile walking path. Maxine Barritt Park requires both a City of Venice and Sarasota County event permit.

This space is ideal for small concerts, small to medium walking or running events, picnics, gatherings or meet-ups, and small to medium-sized arts and crafts shows.



Event Types Allowed

Automobile Shows/Meet-ups	✗
Concerts/Music Performance	✓
Holiday/Religious	✓
Athletic Competition	✓
Fireworks	✗
Parade/Processional	✗
Festivals/Bashes/Carnivals	✓

Amenities

Permanent Restrooms	✓
ADA Parking	✓
Parking Lot	✓
20 AMP Power	✓
Playground/Children’s Area	✓
Beach Access	✓
Legacy Trail Access	✗

Maxine Barritt Space Fees*

Large Pavilion (2,335 sq. ft.) \$150 per day

*Sarasota County permit fees also apply

This space requires a permit from Sarasota County Government by calling 311 or visiting scgov.net.

Maxine Barritt Park Activities

Restrictions may apply to vendors and site access. Food trucks are permitted in certain site areas.

Event holders can supply seating, food trucks, amplified acoustic music, portable restrooms, and handwashing stations, and tents no larger than 10 feet by 10 feet.



Heritage Park

727 W. Venice Ave, Venice

Located in the median of Venice Avenue, Heritage Park is NOT reservable for special events or reservations. Small wedding ceremonies are allowed on a first-come, first-served basis. All sidewalks and park access points must always remain unobstructed.



Venice Beach

101 The Esplanade

Managed by Sarasota County, Venice Beach requires both a City of Venice AND a Sarasota County permit for Special Events. The beach pavilion is NOT reservable. Restrictions apply during Sea Turtle Nesting Season, May 1 through Oct. 31. For more information, visit scgov.net or call Sarasota County at 311 or 941-861-5000.



Venice Fishing Pier

1600 S. Harbor Drive

The Venice Fishing Pier is NOT reservable and cannot be used for special events or reservations. The City-owned, 700-foot pier is open 24/7 with free admission and is popular for fishing and sunset views. No fishing license is required. The pier may close due to imminent public safety threats, such as hurricanes or severe weather.



Downtown Thoroughfares

W. Venice, Tampa, Miami, and Nokomis Avenues, Harbor Drive, and Nassau Street

City of Venice streets are no longer reservable for new events. Existing events have been grandfathered in and are subject to a fee of \$650 per block per day. No new requests for road closures at these locations—including residential roads—will be considered.

SPECIAL EVENT SERVICES & FEES

Special Event Permit Application
Permit Application Fees
Special Events Trailer Fees

Venice Police Officer Rates
Emergency Medical Services Rates
Trash and Recycling Rates

Non-profit and Heritage Subsidy



Event holders may use City services to address event setup, execution, and breakdown. Some events, locations or activities require the use of City services or additional permits for various amenities.

Special Events Permit Application Fee

\$50 flat rate

Event holders **MUST** submit a Special Event permit application each year and are subject to the \$50 Special Event application fee. Application fees are payable to the *City of Venice* by cash, credit card, or check at the Cashier's Office located at Venice City Hall, 401 W. Venice Ave.

Tent Permit Application Fee

\$195 flat rate

Events holders **MUST** submit a Tent Permit/Minor Work application for site plans containing any temporary structures such as tents larger than 10 feet by 10 feet. Each temporary structure is subject to inspection by the Fire Marshal before the event start date. Event site plans and tent flame certificates **MUST** be submitted as part of the application. Application fees are payable to the *City of Venice* by cash, credit card, or check at the Cashier's Office located at Venice City Hall, 401 W. Venice Ave. Tents with a generator are subject to an additional \$90 fee.

Sign Agreement, Use & Placement

No fee

Event holders **MUST** adhere to the approved locations and timelines as outlined in the Sign Agreement. Event-related signs may be deployed in an approved locations up to seven days before the event start date. Signs placed in City right-of-way without a Sign Agreement or signs placed in unapproved locations are subject to removal by Code Enforcement and will be discarded as abandoned property per City Code Section 62. Continued offenses may result in a fine up to \$25 per sign, per location. Signs must be removed within 24 hours of the event's conclusion. Signs shall not block roadway visibility and may not contain balloons or other airborne add-ons, advertisements, or brand logos. Banner signs may not exceed 3 feet high by 6 feet wide and all other signs may not exceed 2 feet by 2 feet.

City Services

Fees vary per service

Event holders may request City services for trash and recycling management, event setup and breakdown, safety and security, medical response, and use of public space. Separate utility fees may apply for metered use of potable water or electricity at certain venues. If potable water service is requested, an \$800 refundable deposit and a non-refundable administrative fee are required.

Event holders may use City services to address event setup, execution, and breakdown. Some events, locations or activities require the use of specific City services.

City of Venice Special Events Trailer

\$150 flat rate*

- 24 complete Type I (A-Frame) Barricades
- 10 traffic cones (36")
- 10 blue barrels (55 gal)
- 18 Event Staff safety vests (blue with reflection)
- Bike/Pedestrian and other event signage

*Fee includes delivery and removal of Special Events Trailer. Event holders **MUST** return all items to the trailer upon event conclusion, including any NO PARKING signs deployed by City staff. Trailer is 26 feet long from hitch to open door.



Venice Fire Rescue Emergency Medical Services

\$160 per hour, minimum 3 hours**

- Ambulance with crew
- UTV with crew
- Bicycle EMS Unit with crew

**Venice Fire Rescue reserves the right to increase medical personnel or units depending on event size, location and month at the expense of the event holder. All Venice Fire Rescue fees are subject to fire assessment rates increases, contemporary labor rates, and EMS transportation fee increases.



Event holders **MUST** identify plans for trash and recyclable waste materials, including but not limited to vendor-generated trash, trash, grease disposal, recyclables, volunteers, extra bags, or containers, etc.

City of Venice Solid Waste (Trash & Recycling) Services

- Roll-off Delivery Fees \$100 per roll-off (10YD, 20YD, 30YD, 40YD)
- Roll-off Pull Fees \$235 per roll-off
- Trash Tonnage Disposal Fees \$58 per ton
- Dumpster Delivery Fees \$50 per dumpster (6YD, 8YD, 10YD)
- Dumpster Pull & Disposal Fees \$126 per dumpster
- Recycling Processing Fees \$177.70 flat fee
- Green Recycling Bins \$0 no charge

Event holders **MUST** have a recycling plan. All deliveries of roll-offs and dumpsters require an event representative on site for delivery.

There is no cost difference between size, only weight of debris. Units are not serviceable during events. It is recommended to order larger or additional units than planned.

All dumpsters and roll-offs delivered to the Airport Festival Grounds must be accessible from paved pathways.

All Solid Waste Trash and Recycling fees are subject to annual assessment rate increases.



Green recycling bins



8YD Trash/Mixed Dumpster



10YD Cardboard Only Dumpster



40YD, 30YD, 20YD, 10YD Roll-offs

Venice Police Department/Fraternal Order of Police*

- Venice Police Officer and SUV \$70 per hour per officer, minimum 4 hours
- Venice Police Officer and Bicycle \$70 per hour per officer, minimum 4 hours

*Venice Police Department reserves the right to increase or decrease officer staffing depending on event type, activities, and location at the expense of the event holder. All police fees are subject to annual Fraternal Order of Police Union negotiations and rate increases.

All events at Centennial Park, Airport Festival Grounds, Maxine Barritt Park and Legacy Park Minimum 2 Officers for 4 hours

All athletic/sporting events, parades and processions Minimum 4 Officers for 4 hours

All events serving or conducting sales or distribution of alcohol* Minimum 2 Officers for 4 hours

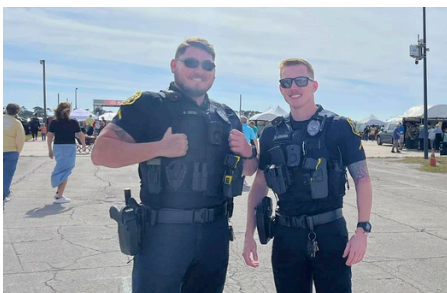
*Officers must be on site before open call and must remain on site for up to 30 minutes after last call

All events requiring overnight security* Minimum 1 Officer for 4 hours

*Event holders may supplement overnight security with private security companies. Vendor contact information must be provided to VPD at least 30 days before the event.

All events requiring money drop Minimum 2 Officers for 4 hours

Note: Event holders will receive a separate invoice from the Fraternal Order of Police with amounts payable to each officer. Payments made after 15 days of invoice receipt are subject to a \$100 late fee per officer. Failure to provide payment may result in future denial of police services or special event permits.



The City of Venice offers a \$1,000 Legacy subsidy after the first successful event year to non-profit organizations that host or partner on events, provided they maintain their 501(c)(3) status.

City subsidy may only be applied toward Public Space Fees. Subsidy may NOT be used toward Venice Police Officers, Venice Fire Rescue Emergency Medical Services, metered electric or water utility, Solid Waste trash or recycling fees, the Special Events trailer, Special Event application fee, other permit or tent fees, or other City services.

Heritage Status

The City of Venice provides Heritage subsidy for events that have been successfully executed for more than 10 years as of January 2020. These events must be or partner with a non-profit organization that has maintained its 501(c)(3) status. Heritage events receive up to \$5,000 toward Public Space Fees only and have been grandfathered in for their recurring event date and location, and holding priority for their dates, locations, and any changes.

- Venice-Nokomis Rotary Art Festival
- Venice MainStreet January Downtown Craft Festival
- Italian Feast and Carnival
- Megalodon Weekend Shark's Tooth 10K and Shark Fin 5K
- A Vette Together Corvette Car Show
- Antique Automobile Club of America-Venice Car Show
- Venice MainStreet Sharks Tooth Festival
- Venice MainStreet June Downtown Craft Festival
- Venice MainStreet Labor Day Weekend Craft Festival
- Women's Sertoma Sun Fiesta
- Venice MainStreet November Downtown Craft Festival

Venice MainStreet Inc., a 501(c)(3), serves as a strategic business partner to the City of Venice, playing a key role in helping the City achieve its strategic economic development goals and supporting a diverse and vibrant downtown community. Venice MainStreet, Inc. also acts as a liaison, effectively communicating community event impacts, road closures, and parking changes to downtown businesses and restaurants.

SPECIAL EVENT RULES & REGULATIONS

Code of Conduct
Prohibited Activities
Event Standards
Accessibility

City Code of Ordinances
FAA Height Restrictions
UAS Drone Information



The City of Venice's mission is to support community-friendly events that people of all ages can enjoy. Event holders must adhere to the City's Code of Conduct and Ordinances and comply with all prohibited and allowable activities, uses, and standards

CODE OF CONDUCT

- Behavior that is disruptive, disrespectful, or degrading to others, including any messages, materials, images, or interactions by anyone in any form, regardless of location, is prohibited. This includes but is not limited to in-person interactions/speech, written communication, apparel, signs/banners, merchandise, etc., is prohibited.
- Harassment or discrimination based on age, ancestry, color, gender identity or expression, national origin, physical or mental disability, religion, sexual orientation, or any other characteristic protected by applicable local laws, regulations, and ordinances is prohibited.
- Indecent exposure, lewd behavior, sexually explicit nudity, and any material performance that depicts sexually explicit nudity or sexual activity and that has taken as a whole is patently offensive to prevailing standards in the adult community concerning what is suitable and lacks serious literary, artistic, political, or scientific value is prohibited.

We encourage everyone to help create a welcoming and safe environment.

If you notice any concerns, harassing behavior, or suspicious or disruptive activity, please report it to the Venice Police Department. For non-emergencies, call VPD at 941-486-2444, and for emergencies, call 911. You can also report issues to the nearest on-site officer.

PROHIBITED ACTIVITIES

- Portable play structures or inflatables, including bounce houses, slides, rock climbing walls, trampolines
- Petting zoos or hooved animals, including ponies/horses, goats, cows, pigs
- Objects that interfere with aviation routes include balloons, sky lanterns, smoke, and confetti cannons
- Artificial petals, garlands, confetti, and other materials difficult to remove or harmful to the environment
- Charging for parking at Special Event venues Centennial Park, Maxine Barritt Park, and Legacy Park
- Bonfires, pyrotechnics, or open fires
- Weapons of any kind, including firearms, knives, and tasers
- Modifying or altering City property, including City-owned infrastructure
- Music or noises past 10 p.m. or before 7 a.m.
- Sales or distribution of alcohol without appropriate catering or liquor license
- Camping or overnight of event attendees, vendors, or event staff
- Closing roadways without the use of hardened barricades, MOT, TTCP, and Venice Police Department review

Standard 1: All necessary permits and inspections required by the City shall be obtained before the event opens to the public and displayed conspicuously. To obtain this, Event Holders will submit a complete application and required documents as outlined, including but not limited to an event timeline, site plan, inclement weather plan, barricade/Maintenance of Traffic plan, sign agreement, trash and recycling control plan, event timeline, temporary liquor license, county permit, or other supplemental permits.

Standard 2: Event Holders will follow the timelines outlined within this guidebook for submitting new event requests, event changes, annual event permit applications, submit applicable fees, and attend planning meetings as required. Late or missing items may result in delays or mandatory event cancellation.

Standard 3: Event Holders shall include alternative plans for inclement weather, red tide, or other unforeseen emergencies in the application/permit. This includes, but is not limited to, alternative locations, times, delays, and cancellations. If any such alternative plans are implemented, the Special Events Coordinator and the City Public Information Officer must be notified by phone or email. This information should also be updated on the Event Holder's website and social media platforms as soon as possible to keep the public well-informed.

The City may cancel events scheduled between June 1 through November 30, during Florida's hurricane season, due to impending severe weather post-hurricane impacts, or storm recovery. Any costs incurred as a result of weather, hazard or emergency cancellations are the responsibility of the event holder.

Standard 4: The City Manager's Office, Emergency Manager, or Venice Police Department designee reserves the right to cancel any event at any time if there is an immediate threat to life and safety or if the event does not meet the conditions as outlined in the Special Event Permit Agreement.

The Event Holder and/or sponsors shall not deviate from the approved Special Event Permit, including, but not limited to, the hours of the event, vendor locations, road closures, site plan, and related event details. Any deviation may result in permit revocation, excluding day-of modifications required by the City Manager's Office, Venice Police Department, or designee.

Standard 5: If applicable, Event Holders will notify surrounding businesses, religious institutions, homeowners, and tenants, at least one month before the event of the date, potential for noise, and impacts on traffic, street closures or detours, and modifications to other public spaces.

All Event Holders, their affiliates, and agents are bound by all conditions and stipulations included in this guidebook and permit and must comply with all federal, state, and local laws, rules, regulations, and requirements, including the Code of Conduct. Event Holders are responsible for communicating/distributing all information to all parties.

Standard 6: Event Holder shall comply with Article II Noise Control of the City's Code of Ordinances. All amplified sound, music, and other event-related noise must conclude by 10 p. m. unless otherwise approved by the City Manager or designee.

Standard 7: The Event Holder agrees to abide by all rules, regulations, standards, stipulations, and orders of the City Manager or designee of the City of Venice or Venice Police Department concerning the public safety within or outside of the permitted event premises. During the event, the Event Holder or designee shall be onsite and available via cell phone during setup, event operating hours, breakdown, and cleanup. Any decision by the City Manager or designee regarding public safety shall be binding on the Event Holder and promptly complied with by the Event Holder.

Standard 8: Event Holders agree to follow the placement and size policies set forth in the Event Sign Agreement Terms and map, including locations and installation and removal deadlines.

Standard 9: Event Holders will familiarize themselves with all applicable laws on accessibility and discrimination and ensure compliance during the Special Event.

Standard 10: Portable or inflatable play structures, including bounce houses, water/inflatable slides, rock climbing walls, and trampolines are prohibited.

Standard 11: Event Holders and their event staff, volunteers, or monitors shall wear high-visibility clothing such as safety vests, brightly colored shirts, or other markings, allowing them to stand out from the general event population and designating them as event staff. Event holders may use the blue high-visibility vests provided in the Special Events trailer.

Standard 12: All City property and equipment shall be returned in its original or “pre-event” condition by the Event Holder at the Event Holder’s expense. Damage to City property or equipment could incur additional fees and charges to the Event Holder. No modifications or alterations may be made to the City-owned infrastructure, including, but not limited to, water and electrical systems, benches and park furnishings, and any other City property at the Event Site without prior written approval of the City.

Tent stakes may not be driven into the asphalt pavement at any site, and stakes within grass areas must be verified, and underground utilities must be avoided. Violators will be charged for the cost of restoring the system to its original condition and may be suspended from future use of the City Event Site. Any City-approved improvements made to the Event Site become the property of the City after the Event and may be altered or removed if necessary.

Standard 13: Event holders utilizing Centennial Park in its entirety, including public parking spaces, must prepare and submit an off-site parking plan for event attendees. For example, event holders may arrange shuttle services from Venice High School, if available and permission is granted, to transport attendees to the event space. Event holders may not charge fees or solicit donations for parking at Centennial Park. Event vendors are prohibited from parking in the designated public parking spaces around the event area to ensure these public parking spaces remain available for event attendees and the general public.

Standard 14: Event holders must provide separate access points for bicyclists and pedestrians, distinct from vehicle entries/exits at the Airport Festival Grounds. Event holders are encouraged to utilize the northeast bicycle-pedestrian access gate, which is equipped with a bicycle rack and offers direct access to the Venetian Waterway Park and adjacent areas.

Standard 15: Event Holders wanting to advertise on the fence at the Airport Festival Grounds or near the airport must contact the Airport Operations Maintenance Supervisor and receive written approval prior to placing signs. Call 941-882-7253 for more information.

Standard 16: The Event Holder agrees to pay all fees associated with the Permit and City services for the Event, including electrical charges, charges for toilet facilities, telephone charges, and water charges. The Event Holder acknowledges that the fees stated in the Special Event Permit are only an estimate and additional fees may be incurred for additional City services deemed necessary by City staff, the City Manager or appointed designee for public safety or other reasonable factors. Within thirty (30) days after the conclusion of the Event, the City shall provide the Event Holder with an itemized statement of all expenses incurred. The Event Holder shall submit payment in full to the City within thirty (30) days of receipt of the itemized statement. Failure to timely pay may result in the termination or denial of future permits.

Standard 17: Mobile Food Dispensing Vehicles (MFDV), hot dog carts, and certain catering services must have an account with the DBPR Division of Hotels and Restaurants to apply for and manage their license and inspections. Event Holders must certify that all vendors comply with state and local requirements and communicate expectations from the National Fire Protection Association to those with an MFDV (NFPA Food Truck Safety Fact Sheet) Hotels and Restaurants – Guide to Mobile Food Establishments – MyFloridaLicense.com Hotels and Restaurants – Guide to Catering – MyFloridaLicense.com.

Standard 18: Event Holders will contact the Department of Business and Professional Regulation when food will be cooked, prepared, sold, and/or consumed at the event and ensure all proper licensing and inspections are obtained. Call 850-487-1395 or email dhf.info@myfloridalicense.com, including temporary liquor licensing.

Standard 19: Event Holders must plan for the proper disposal of all waste, including solid waste, recyclables, and cooking grease, and consult the City's Solid Waste and Recycling Division and Fire Department as applicable. Fees may apply for these services. Cooking grease must be taken off the premises and properly disposed of. Disposal of used cooking oil requires a Florida DEP-approved company to provide the service. Event Holders are required to have a recycling plan and are encouraged to implement environmentally friendly sustainable practices such as limiting single-use plastics, using biodegradable or compostable serveware, reducing or eliminating printed materials, etc. Learn more at UF/IFAS Sarasota Extension.

Standard 20: All Event Holders and/or sponsors shall coordinate with the Florida Department of Health-Sarasota County for the use of portable restrooms and handwashing stations/sinks. If needed, any required sanitary facilities are to be provided by the Event Holder. The County Health Department can be reached at 941-861-3310 and is located at 4000 S. Tamiami Trail (Room 121), Venice, FL 34293. Event Holders are encouraged to hire restroom attendants.

Standard 21: Event Holders will identify if the event requires a Temporary Traffic Control Plan (TTCP)/ Maintenance of Traffic (MOT). A security and traffic plan approved by the Venice Police Chief or his designee must be provided. Upon the Venice Police Chief's approval, security and traffic management can be provided by either Venice Police (VPD), Sarasota County Sheriff's Office, or other police or private agencies approved by the VPD. Event Holders will contract with a TTC/MOT company for materials and implementation of a TTC/MOT plan. See Standard 22 for allowable types of hardened barricades.

Standard 22: Event Holders implementing a road closure must deploy hardened barricades-defined as; a Jersey barricade, SUV or truck, SUV or truck with trailer, dump truck, garbage truck, box truck, Meridian Archer vehicular barricades, or other Florida Department of Transportation (FDOT) speed-rated barricade, as part of their MOT or TTCP plan. The City of Venice prohibits the closure of Venice Avenue from September through March. Closing the 100 block of W. Venice Avenue is prohibited yearlong.

Standard 23: Event Holders with road closures, detours, diversions, traffic delays or impacts on city and state-owned roadways or any of three drawbridges (North/KMI, Venice Avenue, Circus bridges) shall coordinate with the City Special Event Coordinator to obtain a Florida Department of Transportation (FDOT) or U.S. Coast Guard closure permit at least 30 days before the event date.

Standard 24: Event Holder agrees, at its sole cost and expense, to indemnify, defend and hold harmless the City of Venice and its officials, employees, agents and representatives from and against any and all liability, damages, claims and demands which may be imposed upon, incurred by, or be asserted against the City of Venice and its officials, employees, agents and representatives as a result of or in any way connected with this Special Event. Unless, by exception authorized by the City Manager, the Event Holder shall provide general liability insurance in the amount of \$1,000,000 and property damage liability in the amount of \$500,000, naming the City of Venice, 401 W. Venice Avenue, Venice, FL 34285, as an additional insured. If alcohol is to be provided at the Event, unless by exception authorized by the City Manager, the Event Holder shall provide liquor liability insurance in the amount of \$1,000,000, naming the City as an additional insured. The policies of insurance shall be primary and written on forms acceptable to the City and placed with insurance carriers approved and licensed by the Insurance Department in the State of Florida and meet minimum financial AM Best and Company rating of no less than A. No changes are to be made to these specifications without prior written specific approval by the City Manager.

Event Holders should provide their special event insurance agent with the specifications outlined above and use the following address: City of Venice, 401 W. Venice Ave., Venice, FL 34285.

Standard 25: In the event of litigation arising out of either party's obligations under this Agreement, sole and exclusive venue shall exist in the 12th Judicial Circuit Court in and for Sarasota County, Florida, and the prevailing party shall be entitled to recover its attorney's fees and costs from the non-prevailing party, including but not limited to trial level fees, bankruptcy fees and appellate fees as well as fees and costs incurred in proceedings to determine entitlement to and reasonableness of such fees and costs.

Ensuring Event Accessibility

The Americans with Disabilities Act of 1990 (ADA) was passed to ensure those with disabilities have the same opportunities as everyone else and does apply to special events.

Event organizers are responsible for ensuring ADA compliance in the event space and in all aspects associated with the event.

Questions to ask yourself include but are not limited to:

- How will I ensure my event is equally accessible for all to enjoy?
- Have I provided adequate amenities such as ADA compliant restrooms/portables, sinks or wash stations, ramps, or other necessary equipment?
- Do I understand what conditions might create a trip hazard and how to eliminate them?
- Have I visited sites such as <https://adata.org/publication/temporary-events-guide?>

Additionally, service animals* have certain protections under laws as well. It is important to understand the difference between a pet, an emotional support animal, and a service animal.

*Service animals must be housebroken, remain on a leash, and be under the control of their handler at all times.

City Code of Ordinances

City ordinances generally prohibit the following activities; however, a Special Event Permit provides specific exemptions under approved conditions. Without a permit, these activities are not allowed. If a permit is issued, event organizers may have flexibility within the permitted scope, provided all additional requirements are met.

Chapter 6 Alcoholic Beverages

Article III Sec. 6-39 to 6.42 - Consumption or Possession of Alcohol in Public Areas

Chapter 10 Animals in Public Places

Sec. 10-2, 10-6 and 10.8 - Dogs running at large, animals parks or on park equipment, removal of animal waste

Chapter 34 Environment and Noise Control

Article II Sec. 34-32 - Maximum permissible sound levels by land use. Amplified music must conclude by 10 p.m. and may not begin before 7 a.m.

Chapter 42 City Property Landscaping

Sec. 42-3 - Damaging or disturbing trees, shrubbery, or other plants on City property

Chapter 46 Parks and Recreation

Article III - Conduct in Parks including parks, beaches, and fishing pier

Article IV - Marine Activities

Article V - Camping and storage of personal property on City property

Chapter 54 Solid Waste

Chapter 63 Streets, Sidewalks and Other Public Spaces

Chapter 70 Traffic and Vehicles

Chapter 74 Utilities

View all of the City of Venice Code of Ordinances online or scan the QR code library.municode.com/fl/venice

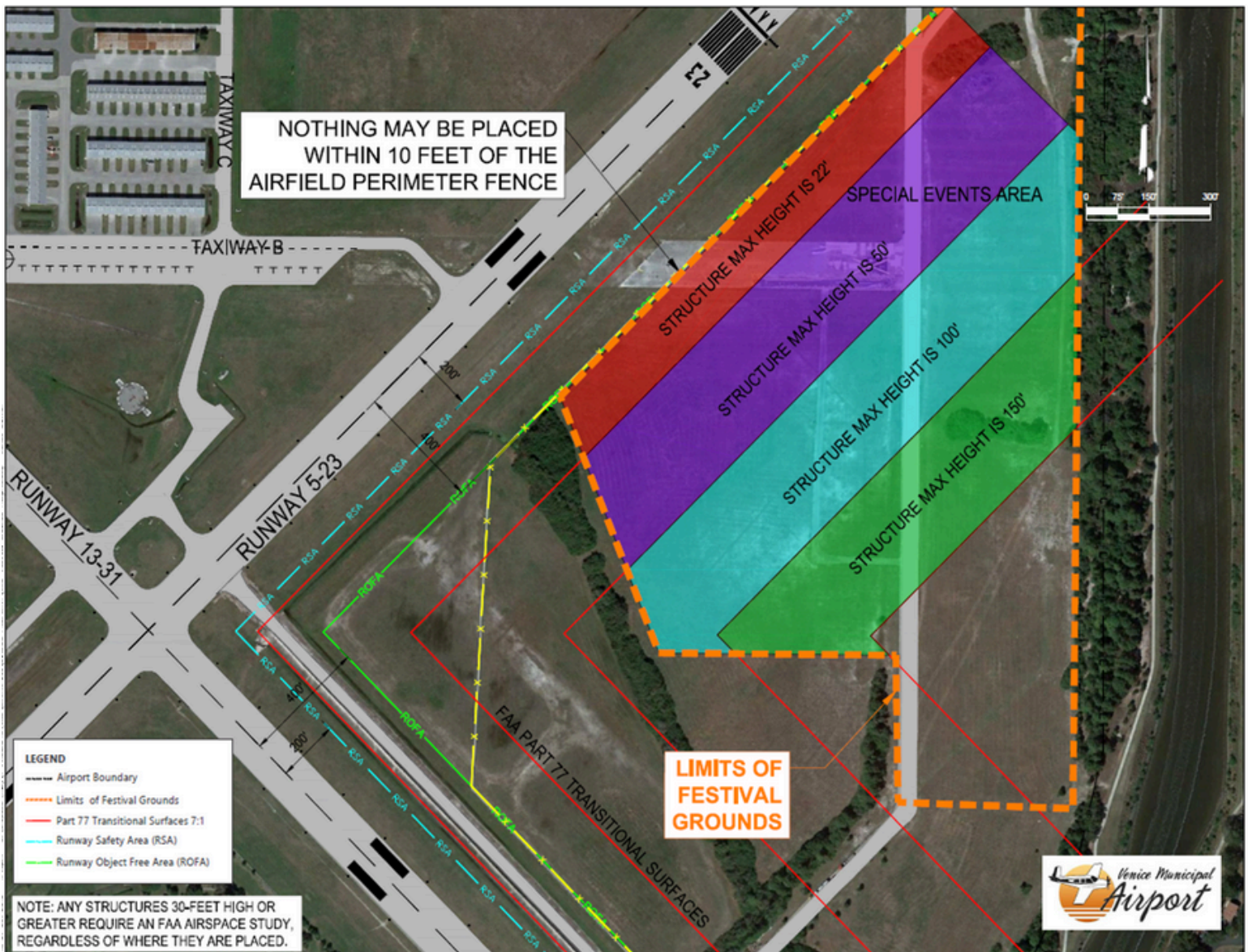
SCAN HERE



billy

Height Restrictions at the Airport Festival Grounds

Tall structures including tents, stages, light towers*, carnival rides and other temporary structures may not penetrate Federal Aviation Regulation (FAR) Part 77 Surfaces. Objects above the maximums require an aeronautical/height study to be completed. Information must be received by airport staff a minimum of 120 days prior to the event.



*All lights must be angled less than 25 degrees from horizontal (no lighting may be pointed skyward) no matter placement within festival grounds foot print or height restricted area.

The Festival Grounds are part of the Venice Municipal Airport and are regulated by the Federal Aviation Administration (FAA). Certain conditions and restrictions apply, such as:

1. Tall structures may not penetrate Federal Aviation Regulation (FAR) Part 77 Surfaces. Objects above the maximum heights require an aeronautical/height study to be completed. Information must be received by Airport staff a minimum of 120 days prior to the event.
2. The event must not pose any aviation safety hazard, including but not limited to, bright lights, smoke and wildlife attractants, especially birds. All lights must be angled less than 25 degrees from horizontal (no lighting may be pointed skyward).
3. The event site has paved areas. If used, no holes may be put into concrete or asphalt.
4. The Festival Grounds are secured at all times. Entry to the area must be coordinated with the Airport Operations Maintenance Supervisor who will provide Event Holders with a lock code.

The City of Venice UAS Drone Policies

All drones over 250 grams and below 55 pounds must be registered with the FAA and must be displayed on the exterior surface of the UAS. Most of the City of Venice is in Class E5 airspace.

Never fly near emergency response efforts without authorization.

Stay below 400 feet AGL, do not fly over vehicles, boats, people or events, unless you have updated your license and your operation is compliant within the correct category.

The operator must stay in line of sight of their drone at all times, maintain control of their drone, and always yield the right of way to all aircraft flying in your area.

Drone Resources:

- [Public Safety and Government](#)
- [Drone Laws in Florida](#)
- [FAA Drone Zone](#)
- [FAA UAS Data Map](#)
- [FAA Sectional Aeronautical Charts](#)
- [UAS Commercial Operators](#)
- [UAS Recreational Flyers](#)
- [Airspace 101 - Rule of the Sky](#)
- [The Recreational UAS Safety Test \(TRUST\)](#)

SPECIAL EVENTS SAMPLE DOCUMENTS

Maintenance of Traffic Plan

Barricade Plan

Airport Festival Grounds Site Plan

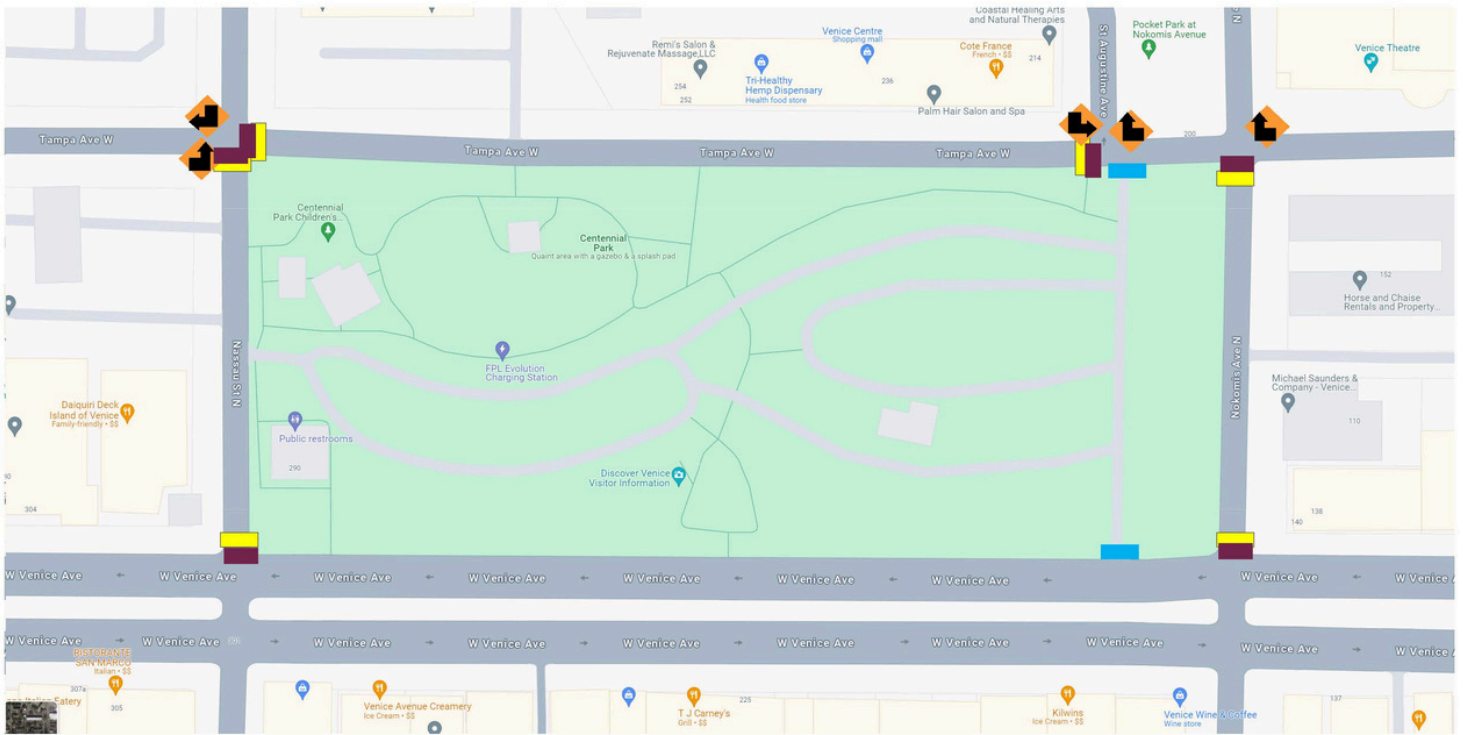
Centennial Park Site Plan



New Event Proposal



Final Costs Invoice



SAMPLE: Barricade Plan for event space-related road closures. This hardened barricade plan was developed by the event holder, Venice Police Department and City Manager’s Office and includes road closures and the deployment of advanced warning signs, hardened barricades and detour routes.

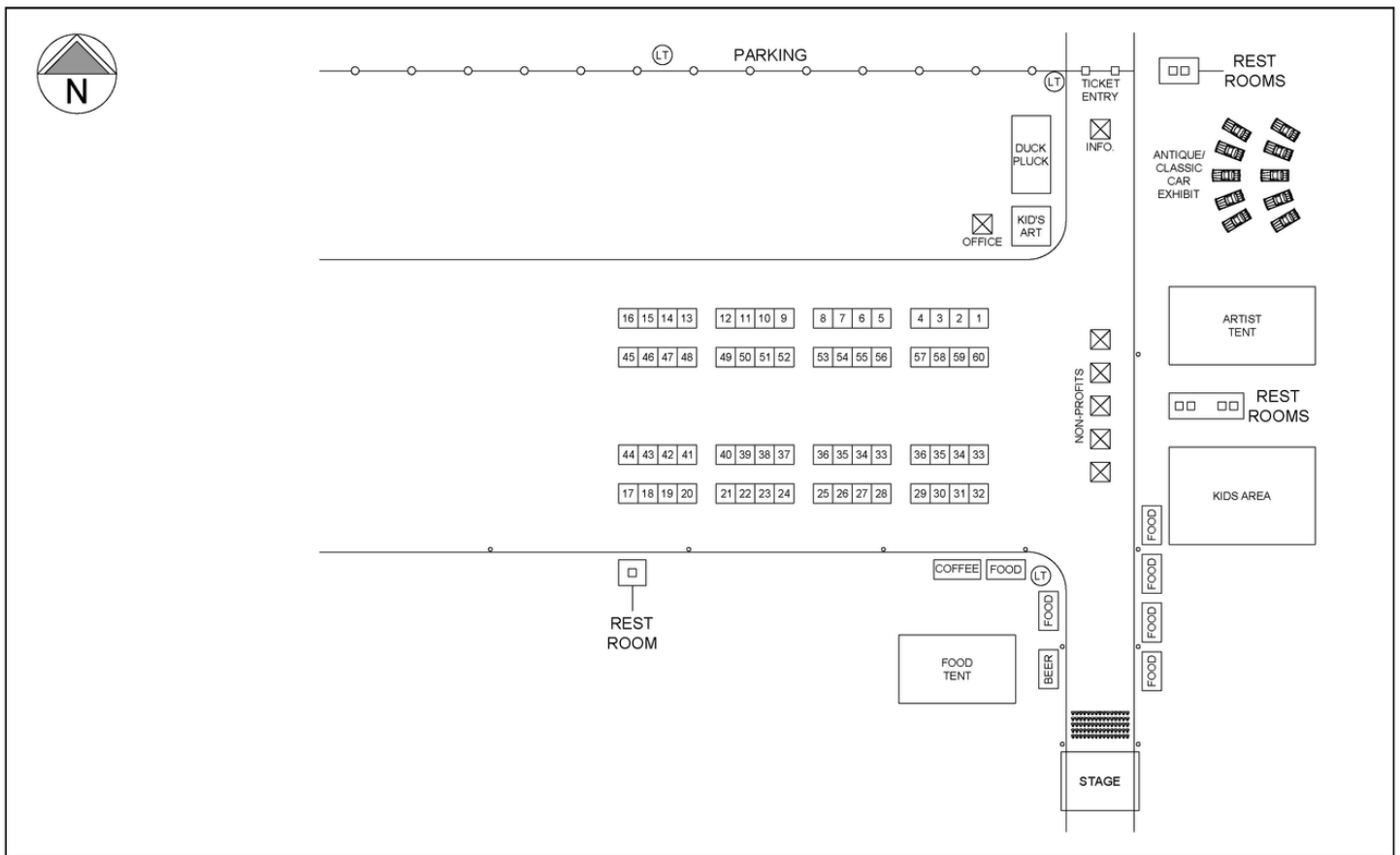


-  A-frame/soft barricades at the park entrance off Venice Ave and at the entrance off Tampa Ave, event staff to man these areas and assist in moving barricades for event-specific vehicles.
-  RIGHT DETOUR signs at corner of Tampa & Nokomis (directing traffic from Tampa heading west)
- RIGHT DETOUR sign at corner of Tampa & St. Augustine (directing traffic from Tampa heading west)
- RIGHT DETOUR sign at corner of Tampa & Nassau (directing traffic heading south)
- LEFT DETOUR sign at corner of Tampa & Nassau (directing traffic heading east)
- LEDT DETOUR sign at corner of St. Augustine & Tampa (directing traffic heading south)

-  Hardened barricades at:
 - NORTH and SOUTH bound lanes at the intersection of Nokomis Ave and Venice Ave.
 - NORTH and SOUTH bound lanes at the intersection of Nokomis Ave and Tampa Ave.
 - NORTH and SOUTH bound lanes at the intersection of Nassau St. and Venice Ave.
 - NORTH and SOUTH bound lanes at the intersection of Nassau St. and Tampa Ave.
 - EAST and WEST bound lanes at the intersection of Tampa Ave, just east of Nassau.
 - EAST and WEST bound lanes at the intersection of Tampa Ave, just west of park the entrance.
-  ROAD CLOSED Signs placed in front of hardened barricades facing oncoming traffic

Venice Police Department must review and sign-off on any road closures and hardened barricade plans before they are implemented. See Standard 21.

SAMPLE: Sample site plan for the Airport Festival Grounds. All vendors, tents, stages, portable restrooms, generators, food and beverage vendors, and parking areas must be clearly identified. All emergency access routes must remain unobstructed throughout the duration of the event. Some events and site plans also require a traffic entrance and exit plan.



SAMPLE: Sample site plan for Centennial Park. All vendors, tents, stages, portable restrooms, generators, food and beverage vendors, and parking areas must be clearly identified. All emergency access routes must remain unobstructed throughout the duration of the event. Some events and site plans also require a traffic entrance and exit plan.

Event Site Plan



SAMPLE: Sample new Special Event proposal. All first-time/new Special Events require initial approval from the New Events Review Team (NERT) followed by City Council review and final approval. Event requestors **MUST** submit a comprehensive event proposal that includes desired event date, alternative dates, desired event location, requested City services, a proposed site plan/map, parking plans, event timeline, event vendors and features, event goals and partners, and other event-related information. Submitting a Special Event proposal does not guarantee NERT or City Council approval. See page 41.

Event Proposal: "Cinco Day May in Venice"

To: City of Venice, Florida
 From: Event requestor name
 Date: 2023-01-04

Subject: Proposal for "Cinco Day May in Venice" Event

I. Introduction

As the owner of Tri-Healthy CBD, located at 248 Tampa W, Venice, FL, I propose an exciting and culturally enriching event for our community: "Cinco Day May in Venice." This festival aims to celebrate the cultural significance of Cinco de Mayo and create an annual tradition that fosters community unity and cultural recognition.

II. Event Overview

- **Date Options:** Saturday, May 4th (Preferred) or Sunday, May 5th
- **Event Duration:** 1-day festival, from 12 PM to 10 PM
- **Open to Public:** 4 PM to 9 PM

III. Purpose

Cinco de Mayo, while a minor holiday in Mexico, has become a symbol of Mexican culture and heritage in the United States. This event aims to celebrate these rich traditions and educate our community on their significance.

IV. Goals

1. Establish a free, annual Celebration of Diversity in Venice every May.
2. Promote cultural recognition and education.
3. Enhance community and unity.

V. Benefits to Venice

- **Economic Boost:** Expected to attract local and extended-stay tourists, filling a gap in Venice's May event calendar.
- **Community Involvement:** Involvement of local businesses, services, and organizations, reflecting Venice's professionalism and diverse culture.
- **Cultural Enrichment:** Provides a platform for cultural exchange and community engagement.

VI. Event Layout and Logistics

- **Parking:** Utilization of Centennial Park and surrounding areas. Impact limited to twelve spaces on Tampa Ave.

- **Vendors:** 30-50 vendors with 10x10 tents placed on Tampa Ave
- **Entertainment:** Use of Gazebo for bands, with three to five mobile food vendors.
- **Alcohol Policy:** Served by non-profits or licensed businesses.
- **Security:** Private security and volunteers, no overnight security needed.
- **Street Closure Request:** Tampa Ave from Nassau St to St. Augustine Ave.

VII. Timeline (Saturday, May 4th)

- 12 PM: Sound Check at Gazebo.
- 12 PM - 3 PM: Vendor and Food Load In.
- 3 PM - 9 PM: Police/EMT presence.
- 4 PM: DJ starts.
- 5 PM - 9 PM: Bands (Mariachi, Spanish Infused).
- 10 PM: After Party.

VIII. Budget Considerations

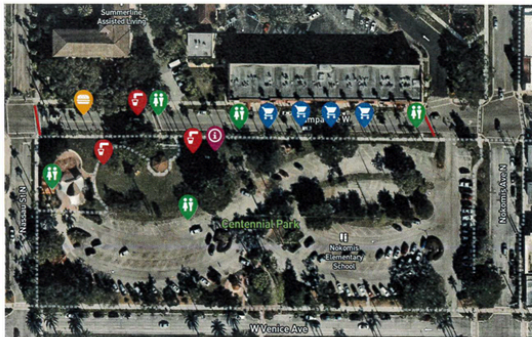
- **Entertainment:** Bands, Sound, Lights.
- **Marketing**
- **Insurance:** Event and Liquor Liability.
- **City Services:** Public Works, EMS, Police.
- **Venue Fees:** Park (\$1,500), Street (\$500).

IX. Additional Needs

- City garbage cans, recycling receptacles.
- No Parking signage on Tampa.
- Use of City restrooms, additional portable restrooms.

X. Conclusion


"Cinco Day May in Venice" promises to be an enriching and enjoyable event for our community, aligning with Venice's values of diversity, inclusivity, and community engagement. We respectfully request the city's approval and support in making this event a reality.



- Green=Restrooms
- Red = Beer Tents
- Blue = Vendors
- Purple = Info Booth
- Red Lines – Close Tampa Ave from Nassau to St. Augustine

SAMPLE: All event holders receive a Final Costs invoice for Public Space and City service fees. Final Costs invoices do not include Venice Fire Rescue, Venice Police/Fraternal Order of Police or metered utility. Fees must be paid within 30 days of invoice receipt. Failure to pay fees on time can result in denial of future Special Event Permit requests or loss of City funding eligibility.

INVOICE



CITY OF VENICE 401 W. Venice Ave Venice, FL 34285 (941) 486-2626

Event Holder Name

To: Event Holder Address
 Venice, FL 34293
 VENICE, FL 34293

Invoice No: 233901
 Date: 05/31/24

Terms: Payable Upon Receipt

Customer No: 8765/11192 Type: GA – GENERAL FUND-GENERAL

Quantity	Description	Unit Price	Extended Price
1.00	PUBLIC SPACE USE FEES		2,250.00
	PUBLIC SPACE: CENTENNIAL PARK \$ 1,500.00 X 2= \$2,250.00 TOTAL AMOUNT \$2,250.00	2,250.00	
1.00	PW SPECIAL EVENTS CLEANUP		438.51
	SOLID WASTE 20YD ROLL OFF DELIVERY \$100.00 20YD ROLL OFF PULL: \$225.00 TONNAGE \$13.51 RECYCLING 10YD ROLL OFF DELIVERY \$100.00 TOTAL SOLID WASTE: \$438.51	438.51	
Total Due:			\$2,688.51

*NEW – You can now make this payment online! Using the customer account number on this invoice go to www.venicegov.com and select the Online Bill Pay icon at the bottom of the page to set up your credit card payment.

SPECIAL EVENTS DOWNLOADABLE DOCUMENTS

Special Event Permit Application

Special Event Permit Fee Transmittal Form

Sign Agreement

Tent Permit/Minor Work Order Application

Centennial Park Map

Downtown Thoroughfares Map

Airport Festival Grounds Map



Download the City of Venice new Special Event proposal requirements online at venicegov.com/things-to-do/events



NEW EVENTS REVIEW TEAM

REQUIREMENTS FOR NEW SPECIAL EVENT PROPOSALS
AND RECURRING EVENTS REQUESTING CHANGE(S)

You must read the Special Event venue limitations, scheduling commitments, and standards, rules, and guidelines outlined in the Special Events Guide before submitting your event proposal. Proposals that do not meet the requirements outlined below will not be considered for review

New Special Event proposals must include the following:

1. Event Holder Information

- a. Event holder's contact information
- b. Partner organization and non-profit/501(c)3 status*
- c. Organization's mission statement

*Organizations that do not have 501(c)3 status MUST partner with a non-profit organization in the community to qualify for City subsidy

2. Event Information

- a. Event type
- b. Event name
- c. Event date including first; second and third preferences
- d. Event location including first; second and third preferences
- e. Event purpose statement
- f. Site map or plan indicating event entrance/exit, on-site or off-site parking plans, vendor set-up, stages, portable restrooms, barricades or MOT/TTCP implementation or detours, etc.
- g. Overview of vendors including mobile food vending (food trucks), alcohol service**, merchandise sales, portable restrooms, children's activities, etc.
- h. Inclement weather plan

** Events requesting alcohol service must also include a plan for age verification and preventing over service.

3. Event Support, Needs and Amenities

- a. Solid Waste (trash and recycling)
- b. Venice Police*** or Emergency Medical personnel
- c. Tents larger than 10-feet by 10-feet, stages or carnival rides
- d. Generators, metered water or electric utility services
- e. Event signage

***Venice Police are required for events with alcohol sales or distribution.

Download the City of Venice Special Event Permit Fee Transmittal Form online at venicegov.com.



Special Event Application Fee Revenue Transmittal

Event Holder to complete and return with payment before applications will be reviewed.

Event & Date: _____

Event Holder's First & Last Name: _____

Organization/Business Address: _____

Email: _____ Phone: _____

Today's Date: _____ **Fee Due \$50.00**

Payment Option 1: If mailing payment, address checks to: City of Venice

Mail form with payment to:

City of Venice Cashier's Office
401 W. Venice Ave.
Venice, FL 34285

Payment Option 2: Pay in person using cash, check, or credit/debit card at:

City of Venice Cashier's Office
401 W. Venice Ave.
Venice, FL 34285

Cashier's Office Use Only

Account Number: 001-0000-349.00-00

Payment Type: _____ Cash _____ Check No. _____ Credit/Debit (no added fees)

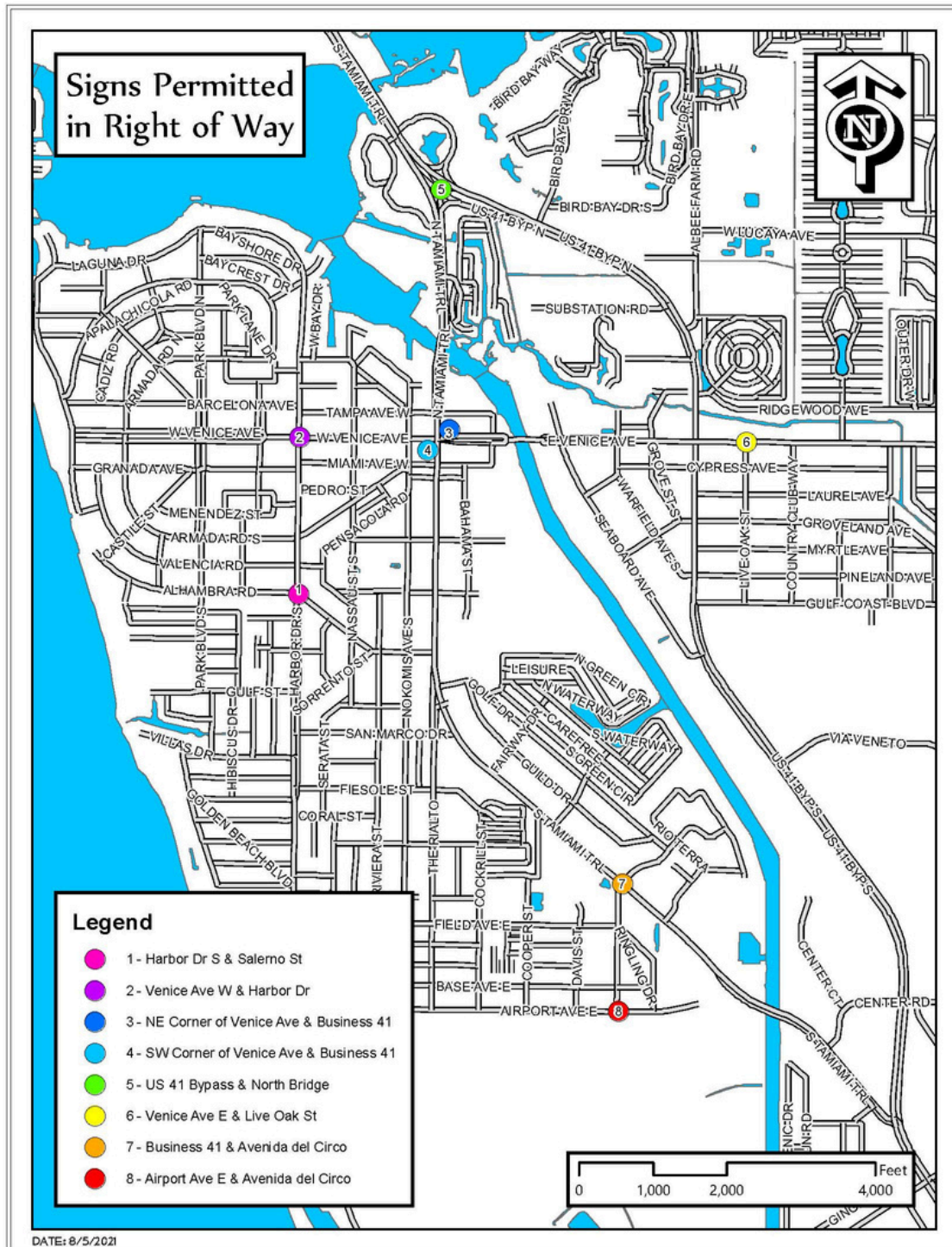
Date Received: _____

_____ Email Special Events/Marketing Coordinator Brianne Lorenz at blorenz@venicefl.gov copying Public Information Officer Lorraine Anderson at landerson@venicefl.gov when payment has processed.

Initial when sent.

2/12/25


Download the City of Venice Sign Agreement online at venicegov.com.



Download the City of Venice Tent Permit/Minor Work Order application online at venicegov.com.

Permit: _____

CITY OF VENICE
 401 W. Venice Ave., Venice, FL 34285
 Phone (941) 486-2626



MINOR WORK PERMIT APPLICATION

(May be applied for online at <https://trakit.venicegov.com/eTRAKIT/> or person.)

V. T. District
H. District

ADDRESS OF IMPROVEMENT:					
PROPERTY OWNER:			PHONE:		
CONTRACTOR DBA:			LICENSE #:		
CONTRACTOR'S ADDRESS:					
EMAIL:					
CITY REGISTRATION #: _____		FAX #: _____		PHONE #: _____	

TYPE OF PERMIT		IMPROVEMENT		VALUE	
ROOFING	<input type="checkbox"/>	NEW	<input type="checkbox"/>	COST	\$
PLUMBING	<input type="checkbox"/>	ADDITION	<input type="checkbox"/>		
ELECTRICAL	<input type="checkbox"/>	REPLACE	<input type="checkbox"/>	TEMPORARY	
MECHANICAL	<input type="checkbox"/>	REPAIR	<input type="checkbox"/>	OTHER	
BUILDING , MINOR REPAIR	<input type="checkbox"/>	EXTEND	<input type="checkbox"/>		
OTHER	<input type="checkbox"/>	ALTER	<input type="checkbox"/>	ESCROW ACCOUNT #	

DESCRIPTION OF WORK: _____

State of Florida, County of Sarasota

Sworn to (or affirmed) and subscribed before me this _____ day of _____ 20____

Personally known or identification produced _____

Signature of Notary

Signature of Qualifier

PRINT NAME

SEAL

*** STAFF USE ONLY:***

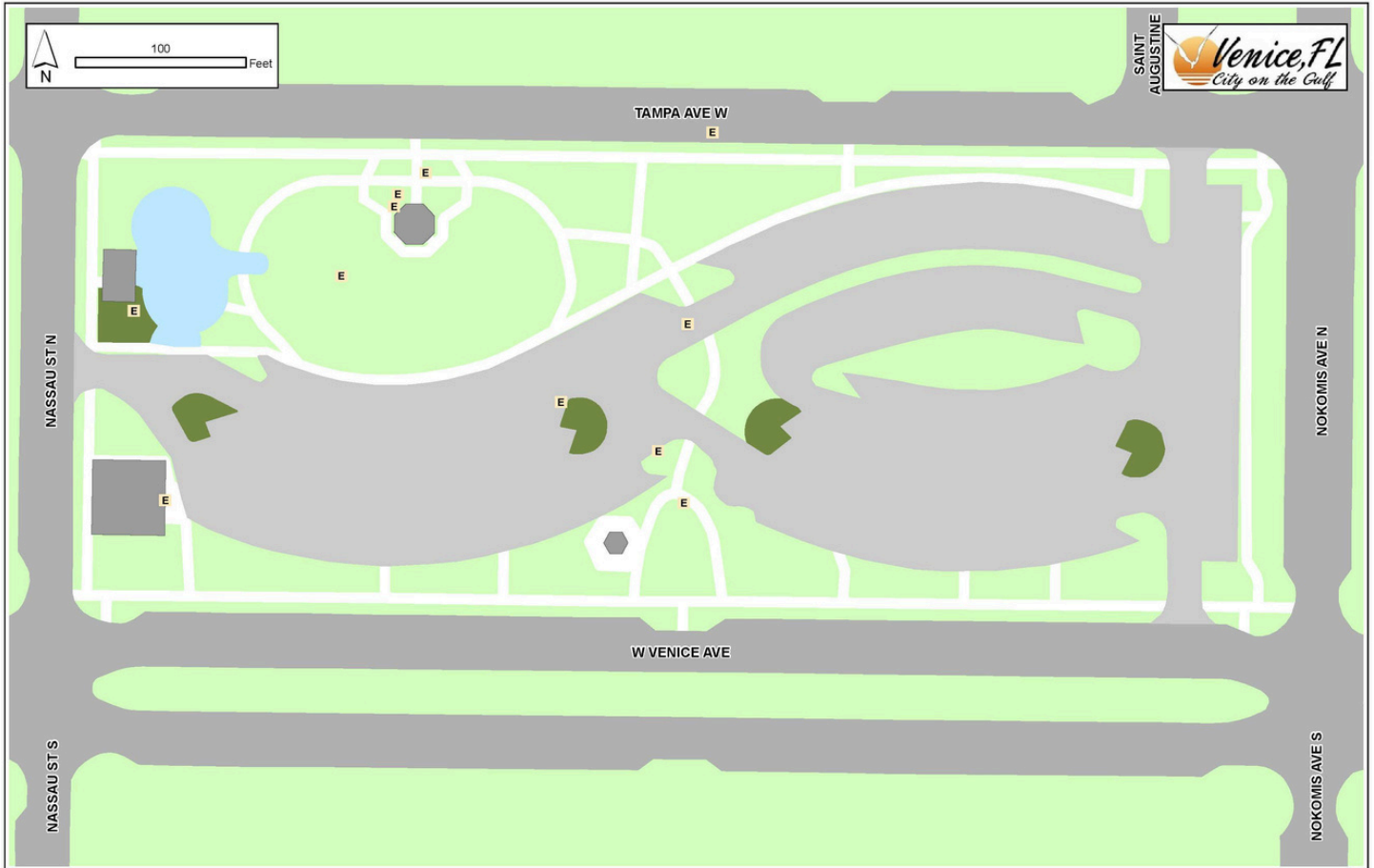
	Initial	Date in :	Date out :
Zoning Approval:			
Fire Approval:			
Building Approval:			

Amount: _____	Permit #: _____
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Does this work have to be reviewed and approved by the City of Venice Architectural Review Board: Yes No

Rev. July 12, 2019

Download the City of Venice blank site map for Centennial Park, West Blalock Park and Maxine Barritt Park online at venicegov.com/things-to-do/events



Download the City of Venice blank site map for Airport Festival Grounds online at venicegov.com/things-to-do/events



SPECIAL EVENT CONTACTS & RESOURCES

City of Venice Emergency Contacts

County and State Contacts

Community Resources

Recommended Vendors



City of Venice

Emergency	911
Special Events & Marketing Coordinator	941-303-2933
Airport Operations/Festival Grounds Manager	941-882-7253
Building Department	941-882-7547
Cashier's Office	941-882-7389
City Hall	941-486-2626
Parks & Maintenance Issues	
Maintenance Supervisor	941-650-6966
Parks Supervisor	941-650-6960
Planning & Zoning	941-882-7449
Public Information Officer	941-882-7401
Solid Waste	
Recycling Supervisor	941-650-6965
Solid Waste Supervisor	941-586-2564
Utilities Emergency	941-486-2770
Hydrant Meters	941-480-3333
Venice Fire Rescue	
Emergency	911
Fire Marshal	941-882-7508
Non-emergency EMS/Fire Services	941-480-3030
Venice Police Department	
Emergency	911
Code Enforcement.....	941-882-7549
Non-emergency Police	941-486-2444

Sarasota County

County Contact Center	941-861-5000
County Parks, Recreational & Natural Resources	941-861-5000
Economic Development Corporation of Sarasota County	941-861-9930
Florida Department of Health-Sarasota	941-861-2900
Sarasota County Sheriff's Office non-emergency	941-316-1199
Visit Sarasota County	941-955-0991
Venice Community Center	941-861-1380

State Resources

Florida Department of Business & Professional Regulation

Customer Contact Center	850-487-1395
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Florida Department of Transportation

District Permit Coordinator	863-519-2319
One-Stop Permitting Center	850-410-5777

U.S. Coast Guard

District 7 Southeast Command Center	305-415-6800
Bridge Management	305-415-6755

Venice Area Beautification Inc. (VABI)

VABI volunteers maintain parks, plant greenery, clear debris, and support public art projects.

vabi.org
941-207-8224

Venice Area Art Center

Art Center, exhibitions, events, gift shop, and cafe.

veniceartcenter.com
941-485-7136

Venice Area Chamber of Commerce

Find a businesses or services through the Chamber's online business directory.
business.venicechamber.com/list

venicechamber.com
941-488-2236

Venice Community Center

10,000-square-foot ballroom, seats up to 1,000 guests, 1,800-square-foot stage, theatrical lighting and professional sound booth, eight adjustable multi-purpose rooms, a commercial grade kitchen, dressing rooms, and ample parking for guests.

sarasotacountyparks.com
941-861-1380

Venice High School

Large parking areas and multi-use spaces.
Booster clubs and student volunteers.

sarasotacountyschools.net/o/venicehigh
[941-488-6726](tel:941-488-6726)

Venice Farmers Market

Annual farmers market every Saturday from 8 a.m. to 1 p.m. adjacent to City Hall, 400 block of W. Venice Ave.

thevenicefarmersmarket.org
941-685-8196

William H. Jervey Jr. Venice Public Library

Flexible community room with seating for 130 guests, and small conference room with seating for up to 17.

scgov.net
941-861-1110
libraryinfo@scgov.net

Venice MainStreet Inc.

Business partner and liaison for the City of Venice and the restaurants and businesses of downtown Venice. Cross-promotion and information opportunities. Venice MainStreet manages the digital message board at the entry of W. Venice Avenue at S. Tamiami Trail.

visitvenicefl.org
941-484-6722
info@venicemainstreet.com

Local News Media**Venice Gondolier**

Paid advertising and traditional press releases.

yoursun.com
941-206-1300

Sarasota Herald Tribune

Paid advertising and traditional press releases.

heraldtribune.com
941-953-5555

ABC 7 My Suncoast News (WWSB)

Paid commercials, in-studio or on-site interviews, advertising, and traditional press releases.

mysuncoast.com
941-552-0777

Fox 13 (WTVT)

Paid commercials, in-studio or on-site interviews, advertising, and traditional press releases.

fox13news.com
813-870-9630

News Channel 8 (WFLA)

Paid commercials, in-studio or on-site interviews, advertising, and traditional press releases.

wfla.com
[813-225-2797](tel:813-225-2797)

SNN Suncoast News Network (SNN)

Paid commercials, in-studio or on-site interviews, advertising, and traditional press releases.

snntv.com
[941-361-4618](tel:941-361-4618)

10 Tampa Bay (WTSP)

Paid commercials, in-studio or on-site interviews, advertising, and traditional press releases.

wtsp.com
727-577-1010

WINK News (WXCW)

Paid commercials, in-studio or on-site interviews, advertising, and traditional press releases.

winknews.com
239-344-5000

The City of Venice does not endorse the vendors listed below. Event organizers often work with these vendors due to their familiarity with City venues and regulations. Organizers are also welcome to choose vendors not included in this list

Face Painting & Balloon Twisting

Childlike Productions

- Airbrush and traditional face painting
- Balloon twisting
- Henna art
- Caricature artist

ChildlikeProductions.com

941-962-1711

childlikeproductionsflorida@gmail.com

Goowins Ballowins

- Balloon twisting

941-659-2044

Golf Carts

Caddy Carts

- 4 and 6-seat golf carts
- Short & long-term rentals

caddy-carts.com

941-474-4747

Venice Buggies

- 4-seat electric and 4-seat premium
- 6-seat electric and 6-seat premium
- Short & long-term rentals

venicebuggies.com

941-822-2147

Light Towers

United Rentals

- Light towers
- Scissor lifts
- Generators

unitedrentals.com

844-873-4948

Ring Power Rentals

- Light towers
- Scissor lifts
- Generators

catrentalstore.com

888-748-7464

Mobile Vending Services

Gold Coast Eagle Distributing

- Anheuser-Busch distributor for the Sarasota area, import, craft and domestic beers

gceagle.com
941-355-7685

Kona Ice

- Shaved ice, food, ice cream and other mobile catering and vendor services

kona-ice.com
941-999-7654

Private Security

TRVST Inc., Security

- Daytime and overnight security

TRVST.com
855-518-7878

Ardent Protection

- Daytime and overnight security

ardentep.com
813-710-6776

Gulf Coast Protection

- Daytime and overnight security

gulfcoastprotection.com
941-685-4001

Portable Restrooms

Clean Cans LLC

- Regular and ADA portable restrooms
- Hand wash stations

cleancansllc.com
941-429-9333
cleancansllc@gmail.com

Rentals To Go

- Regular and ADA portable restrooms
- Restroom and shower trailers
- Hand wash stations

portablerestroomrentals.com
877-929-1919
orders@rtgrents.com

TOI TOI USA

- Regular and ADA portable restrooms
- Hand wash stations

toitoiusa.com
866-950-3177

United Site Services

- Regular and ADA portable restrooms
- Restroom and shower trailers
- Hand wash stations

portablerestroomrentals.com
866-974-4912

Stage, AV, Sound

WC Sounds

- Stage, mobile stage, dual or single setup
- MC & DJ services

wcsounds.com

770-714-5580

Sights and Sound Sarasota

- Stage, mobile stage, dual or single setup
- MC & DJ services

sightsandsoundsav.com

941-957-3429

Tents, Chairs and Tables

A's Event Rental

- Folding chairs and tables
- Dance floors

aseventrental.com

941-485-6775

Extreme Canopy

- 10' x 10' tents, large and XL tents
- Folding chairs and tables

extremecanopy.com

888-886-7553

Suncoast Event Rentals LLC

- 10' x 10' tents, large and XL tents
- Folding chairs and tables

suncoasteventrentalsllc.com

941-524-0792

Tents & Events

- 10' x 10' tents, large and XL tents
- Folding chairs and tables

tentsandeventsfl.com

941-724-4936

U.S. Tent Rental

- 10' x 10' tents, large and XL tents
- Folding chairs and tables

ustentrental.com

888-334-8368

TTCP/MOT & Barricades

AWP Safety

- MOT planning services
- Type I and Type II barricades
- Traffic cones and signage
- Event, traffic and crowd management

awpsafety.com
800-343-2650
info@awpsafety.com

Bob's Barricades

- MOT planning services
- Type I and Type II barricades
- Traffic cones and signage

bobsbarricades.com
239-656-1183
813-886-0518

Florida State Fence

- Pedestrian barricades, event fencing

floridastatefence.com
813-212-5253

Lakeshore Athletic Services

- MOT planning services
- Race timing, start and finish lines
- Type I and Type II barricades
- Pedestrian barricades, event fencing, traffic cones and signage
- Tables, chairs

lakeshoreathleticservices.com
888-777-1108
events@lakeshoreathleticservices.com

Meridian Rapid Defense Group

- Type I and Type II barricades
- Crowd management

betterbarriers.com
434-529-6903
support@meridian-barrier.com

National Construction Rentals

- Pedestrian barricades, event fencing
- Restroom trailers and portable restrooms

rentnational.com
800-352-5675

Tampa Fence Rental

- Pedestrian barricades, event fencing

tampafencerental.com
813-437-1309

USA Rental Fence & Barricades

- Pedestrian barricades, event fencing
- Crowd management

usarentalfence.com
941-267-2008

Change History

2025: City Council adopted Resolution No. 2025-09

A resolution of the City of Venice, Florida adopting the special events guide to establish the criteria, policies, codes, standards, requirements, fees, public space use, and eligibility for special event permits and city sponsorship related to proposed new special events and recurring special and heritage events and creating the new event review team; authorizing certain revisions to the special events guide by the city manager's office; superseding in part resolution no. 2020-18; and providing an effective date .

2024: Changes by James Clinch and Brienne Lorenz, City Manager's Office

A complete redesign of the Special Events guide, including the addition of images, graphs, live links, community and vendor resources, updated processes for new Special Event requests, public space use fees, standards, policies, space use frequency, and other guidelines to be implemented in 2025.

- Introduction of new special event requests review, NERT criteria
- Revision of standards to remove duplicates and add missing language for recycling, bounce houses, bicycle/pedestrian access, and hardened barricades and MOT plans
- Addition of language related to recycling practices and sustainability
- Addition of prohibited uses, activities, events, and amenities at park locations
- Addition of map samples, vendors, City and state and county contacts
- Addition of downloadable forms and hyperlinks
- Increase of Public Space fees with CPI% from 2017 to 2025
- Established City Public Space fees at Legacy Park, Maxine Barritt, W. Blalock to mirror county

2023: Changes by James Clinch and Brienne Lorenz, City Manager's Office

Updated resolution 2023-31 for Venice Fire Rescue medical aid fees, replaced the contact information for the Special Events coordinator from croderick@venicefl.gov to blorenz@venicefl.gov, updating the Special Event Guide cover design.

2021: Changes by Ed Lavallee, City Manager

Required changes due to COVID-19 restrictions and limitations.

2020: City Manager's Office

Adopted Resolution No. 2020-18 for subsidy and Heritage Events, redefined Public Space and public space fees, and event success and partnership funding.

2018-2019: Changes by Len Bramble and Shirley Gibson, City Manager's Office

Updated Resolution No. 2018-18 for subsidy and Heritage Events, redefined Public Space and public space fees, and developed the Special Events Manual.

Change History

2017: Changes by City Manager's Office

Special Event Permit revisions and creation of Special Event checklist, recognition of Heritage Events, fee schedules, City sponsorship, allowable concessions, and fee relief.

2014: Changes by City Manager's Office and Planning and Zoning

Special Events process for City Manager's Office redeveloped to include application timelines, Special Event Permit revisions and Special Event checklist.

2012: Changes by Planning and Zoning

Changes to the Holiday Parade early chair setup policy, development of a Special Event agreement.

2007: Changes by Tom Slaughter and Kellie Bricker, Planning and Zoning

Special Events were assumed by Planning and Zoning from the City Manager's Office. Proposed fee increases for Centennial Park, Airport Festival grounds, road closures, and the Show Mobile.

Development of a Special Event Guide with three levels of approval, requirement documents, City services, and application process.

1993: City Council

Approved and adopted resolution for the Show Mobile, portable stage structure with amplified sound equipment.

1992: City Council

Approved Special Events procedures, including use of properties, alcohol, insurance requirements, permitting, scheduled fees for City services, and public space rental, adopted a policy for the Show Mobile, and identified locations for signs in the public right-of-way.

venicegov.com
specialevents@venicefl.gov
941-486-7439

