



## **CRA Event Policy**

*Approved 12/7/09*

*Amended 12/10/13*

*Amended 3/11/15 & 11/10/15*

### **Description Item:**

The Margate Community Redevelopment Agency (CRA) has hosted a variety of events on the properties located at the intersection of Margate Boulevard and State Road 7. The event policy is meant to set a uniform policy for all activities.

### **Event Policy:**

**Sponsors-** Use of the CRA property shall be restricted to sponsors who have a business, non-profit organization or religious institution in the City of Margate.

- Rent of CRA property for special events shall be restricted to twice a year by a sponsoring organization.
- Organizations interested in sponsoring an event on CRA property must make the request in writing at least 90 days in advance of the event start date. Request can be made up to 1 year in advance of an event. Requests shall be made on a first come first served basis. All events must be approved by the CRA Board.
- A sponsoring organization may hold an event twice a year on CRA property but shall be restricted to hosting only one event of the same type each year.
- Events on CRA property shall be restricted to 4 Carnivals a year. Each Carnival shall be permitted to operate for a maximum length of 14 days or two weekends.
- Events on CRA property shall be restricted to 2 Circuses a year. Each Circus shall be permitted to operate for a maximum length of 4 days.

**Guidelines:**

- All events must go before the Development Review Committee (DRC) for approval. If an event has been before the DRC previously and it is determined that there is no need for the event to come before the DRC again, the decision to forgo DRC shall be at the sole discretion of the Chair of the DRC.
- All users of CRA property shall be responsible for any and all utilities needed on the site including the costs of set-up and any usage fees.
- Sponsoring organizations must complete the Temporary Use Agreement and comply with all its provisions.
- The site must be left clean of debris and any remnants of the events held. If additional clean-up is needed, the CRA shall be reimbursed by the event holder. In addition, any offender to this policy shall pay the CRA \$2,000 in advance for all future events on the site.
- All users must contact the Margate Police Departments and Fire Department to review security needs 30 days in advance of the event.
- All users shall provide insurance coverage for the event that will cover all General and Professional liability. In addition the Margate CRA and the City of Margate shall be named as Certificate holders and Additional Insured.

**Fees:**

- Fees for Sales (ex. Pumpkins, Christmas Trees and Fireworks sales)  
\$2,500- for up to 30 days.
- Fees for Festivals, Carnivals and Shows  
1000 N. State Road 7  
\$3,000- for up to 7 days  
\$5,000- 8-14 days
- 5701 Margate Blvd. (NW corner of Margate Blvd. & State Rd.7)  
All operations must cease by 10pm weeknights and 11pm on weekends.  
\$2,000- up to 7 days  
\$3,500- 8-14 days
- 5700 Margate Blvd. (SW corner of Margate Blvd. & State Rd. 7)  
\$2,000- up to 7 days  
\$3,500- 8-14 days
- All fees charged shall be prorated if an event is less than 7 days. Minimum charge of \$1,000.

- Sponsoring organization may be charged additional rent on a pro rata basis for occupying the premises beyond the approved time frame specified in Section 1.02 of the Temporary Use Agreement.
- The CRA reserves the right by majority to extend the times of approved events for good cause. Fees associated with an extended event may be waived or adjusted based on good cause.
- Use of the City of Margate's Mobile Stage for an event shall be at a charge of \$50 an hour. In addition there shall be a charge of \$75 an hour for staff time.

All funds collected from Events held on CRA property shall be used for special event activities which shall be held within the Margate Community Redevelopment Area.

**Fee Reductions and Waivers for One Day Events:**

The CRA Board may grant a reduction or waiver of fees upon written request by the sponsor and based upon the following considerations:

- The event is for one day only.
- The event is sponsored by an entity other than a for-profit business, provides a specific community benefit (i.e. food bank, youth group, etc.), and is consistent with the CRA's economic development and revitalization goals.
- The sponsoring organization demonstrates that paying the fee would create a hardship and detract from the objective of the event.