

# Leon County Research and Development Authority

## Policy No. 11-14

Title: Special Events Policy  
Date Adopted: November 1, 2011  
Dates Revised: October 10, 2019, March 7, 2013, March 1, 2012  
Effective Date: November 1, 2011

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### 1. PURPOSE

The purpose of Policy No. 11-14, “Special Events Policy” is to define the process for the public to hold special events on the land owned or operated by the Leon County Research and Development Authority (hereinafter referred to as the “Authority” and the “Licensor”).

### 2. POLICY

- a. Event Types: The Authority may allow a variety of pre-planned special events, on parcels of the Authority’s available land at Innovation Park, which are aimed at drawing a crowd of individuals that may impact the land, the surrounding neighborhoods and traffic flow. The Authority may allow the following types of special events:
  - i. Academic Competitions
  - ii. Sporting events
  - iii. Cultural events
  - iv. Outdoor festivals
  - v. Movies, filming or photo shoots
  - vi. Events utilizing tents or canopies
  - vii. Company or family gatherings
  - viii. Walk/run races
  - ix. Craft shows
  - x. Other events approved by the Authority
- b. Selection of Land Parcel: The organizer of the event (hereinafter referred to the “Licensee”) may request the use of one or more parcels of land at Innovation Park. Lots 4E, 5E, 6E, 7E, 1F (as shown in *Exhibit A*) are available for special events.

- c. Special Land Use Reservation Agreement: The Licensee shall complete the Special Land Use Reservation Agreement form (*Exhibit B*) and submit it to the Authority at least 30 days in advance of the event. The Authority reserves the right to reject any Special Land Use Reservation Agreement requests when such rejection is deemed to be in the best interest of the Authority. Furthermore, the Authority has the right to deny any application that does not meet the Authority's safety standards. The following activities are strictly prohibited:
  - i. Fireworks
  - ii. Digging up the ground or disturbing the natural environment in a permanent manner
  - iii. Serving or consuming alcoholic beverages
- d. License Agreement: If the event is approved, the Licensee shall be subject to the terms as indicated on the Special Land Use Reservation Agreement including all of the terms and conditions of this policy.
- e. Rental Fees: If the request is approved by the Authority, the Licensee agrees to pay a \$50 non-refundable deposit 10 days prior to the event to secure their reservation. Parcels can be rented at the following rates:
  - i. Any single parcel at \$100 for a one-day event and an additional \$50 per day for any subsequent days.
  - ii. Adjacent parcels 4E, 5E and 6E, 7E and 1F may be rented together for \$400 for a one-day event and an additional \$100 per day for any subsequent days. The Executive Director shall determine fees for the use of a subset of the adjacent parcels.
- f. Vendor Requirements: Licensee shall secure contractors or vendors which are licensed and permitted to provide service for the event.
- g. Insurance: Licensee shall provide a Certificate of Liability Insurance to the Authority naming the Authority and its property manager, TALCOR Commercial Real Estate Services, Inc., as additional insured on the Licensee's general liability policy on a per occurrence basis with minimum limits of liability in the amounts of not less the One Million Dollars (\$1,000,000.00) with a deductible of not more than One Thousand Dollars (\$1,000.00), covering bodily injury, personal injury, and property damage. Licensee shall deliver to Licensor, at least 10 days prior to the event, either a duplicate original or certificate and true copy of the policy or policies procured by Licensee in compliance with this obligation, together with evidence of payment therefore, and including an endorsement

which states that such insurance may not be canceled except upon 10 days written notice to Licensor.

- h. Tents or Canopies: Any structures such as a tent or canopy shall not be located within 20 feet of applicable property lines, parked vehicles, or internal combustion engines. Licensee shall provide a flame-retardant certificate for all structures.
- i. Generators and Power Sources: Generators and other combustion power sources shall be separated from tents and canopies by a minimum of 20 feet and be isolated from contact with the public by fencing or other approved means.
- j. Restrooms: Licensees are required to provide portable toilets during the event and remove them within 48 hours of the event for any event lasting more than 2 hours.
- k. Security: The Licensee shall provide his own security and indemnify the Authority and its Agents and hold the Authority and its Agents harmless from and against any and all claims and demands associated with security and from and against any and all costs, expenses, including legal fees and liability incurred in connection with any claim or proceeding brought thereon.
- l. Clean-up: Licensees are responsible for providing clean-up during and following the event. If it becomes necessary for the Authority to clean-up after an event, the Licensee shall be liable for reimbursing the Authority for all costs of the clean-up.
- m. Payment: The Authority shall send an invoice to the Licensee after confirming that there was no damage to the land, and that the site has been cleaned-up appropriately after the event. Cleaning fees will be added to the remaining balance, if necessary. Payment from the Licensee shall be due within 30 days of receiving the invoice.

### **3. AUTHORIZATION**

The Executive Director of the Authority is authorized to act on behalf of the Authority in all matters related to this policy including, reviewing, approving or rejecting, and executing any agreements for special events requests made to the Authority in accordance with this policy. The Executive Director may, at his/her sole discretion, discount or waive fees for tenant or charitable organizations.