



CITY OF WINTER SPRINGS

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SPECIAL EVENTS CHECKLIST

In general, a **special event** is defined as a **non-routine activity within a community that brings together a large number of people.**

A Special Event:

- Is non-routine.
- Places a strain on community resources.
- May involve a large number of people.
- Requires special permits or additional planning, preparation, and mitigation.

Each community's resources and laws, ordinances, and permitting process are different. Be sure to review your community's special event and mass gathering laws and permitting process to get specific information.

To begin planning for your event, it is important to first, determine whether your community considers the event to be a special event. In general, a special event is defined as a non-routine activity within a community that brings together a large number of people. However, determining what does or does not constitute a special event for your community is not always as simple as applying a definition.

To determine whether your community considers an event to be a special event, you must determine your community's ability to respond to the exceptional demands that the event places on response services rather than on the total number of people attending the event.

Addressing the following questions can help your community make a determination:

- **Is the event out of the ordinary or non-routine?**
A non-routine event is usually considered a special event.
- **Does the event place a strain on community resources?**
A strain on community resources usually indicates a special event.
- **Does the event attract a large number of people?**
A large number of people may, but does not necessarily, constitute a special event.
- **Does the event require special permitting or additional planning, preparation, and mitigation efforts by local agencies?**
Additional planning, preparedness, and mitigation efforts on the part of local emergency management and public safety agencies usually indicate a special event.

Each community's resources are different. What may be classified as a special event in one community may not place a strain on resources in another community.

Next, you will learn about various types of special events.

Some examples of traditional community special events include:

Examples of Special Events

Air Events: Air events might include:

- Air shows (acrobatic maneuvers by aircraft, flyovers, and formations).
- Hot air balloon festivals and races.
- Parachute jumps.

Aquatic Events: Aquatic events might include:

- Surfing competitions and demonstrations.
- Watercraft maneuvers.
- Watercraft races (powerboats, sailboats, jet skis).
- Water skiing shows and races.
- Windsurfing competitions and demonstrations.

Concerts: Concerts might involve both indoor concerts and outdoor concerts. Concerts may involve:

- Single performers.
- Groups or multiple performers and performances.
- Single or multiple venues.

Conventions: Conventions might include:

- Single-day events.
- Week-long events.
- Single or multiple sites.

Festivals: Festivals might include:

- Art festivals.
- Balloon festivals (see air events).
- Dance festivals.
- Music festivals.
- Thematic festivals (Renaissance festivals, rodeos).

Motorized Events: Motorized events might include:

- Auto demonstrations and races.
- Motorcycle demonstrations and races.

Political Rallies: Political rallies might include:

- Marches or protests.
- VIP visits.

Political rallies may be:

- Single-day events.
- Week-long events.
- Single or multiple sites.

Special Sporting Events: Special sporting events are those that do not regularly occur in a community. For example, a college basketball game involves many people, but because it is a recurring event, community resources are prepared and can usually handle almost any contingency.

Examples of special sporting events might include:

- Bicycle tours and races.
- Marathons.
- Regional, national and international competitions (e.g., Olympics, track and field, volleyball, World Cup).

Spontaneous Events: Spontaneous events are unplanned. Often even spontaneous celebratory events can be out of control. Local officials should anticipate and prepare for spontaneous events such as:

- Celebrations following a large sporting event (bowl games, the World Series, or the Super Bowl).
- Controversial court decisions.

Special Outdoor Events - General Requirements

Applicable Codes:

- NFPA 1 - Uniform Fire Code (2003 Edition)
 - Chapter 10.16 Special Outdoor Events, Carnivals, and Fairs.
 - Chapter 25 Grandstands and Bleachers, Folding and Telescopic Seating, Tents, and Membrane Structures

Note: This information includes only the most frequent requirements for special outdoor events, other codes may also apply.

FIRE SAFETY

Emergency Access

Access for emergency vehicles shall be provided to access to fire protection equipment; placement of stands, concession booths, and exhibits; and the control of hazardous conditions dangerous to life and property. (10.16.2)

Fire Extinguishers – Concession Stand

A minimum of one portable fire extinguisher shall be provided for each concession stand. (10.16.5)

Smoke Alarms

Smoke Alarms. A minimum of one single station smoke alarm shall be located in all stock or equipment trailers when they are used for sleeping purposes. (10.16.6)

Electrical Equipment

Electrical equipment and installations shall comply with NFPA 70, National Electrical Code. (10.16.7)

Clearance Distances

Concession stands utilized for cooking shall have a minimum of 10 feet of clearance on two sides and shall not be located within 10 feet of amusement rides or devices. (10.16.8)

Notification in the Event of an Emergency

Methods of notifying the fire department in the event of an emergency shall be provided and shall be readily available to the public. (10.16.9)

Fueling

- Fuel tanks shall be of adequate capacity to permit uninterrupted operation during normal operating hours. (10.16.10.1)
- Refueling shall be conducted only when not in use. (10.16.10.2)

Generators

Internal combustion power sources shall be isolated from contact with the public by physical guards, fencing, or an enclosure. (10.16.10.3)

Fire Extinguishers – Generators

A minimum of one portable fire extinguisher with a rating of not less than 2-A:10-B:C shall be provided. (10.16.10.4)

MEDICAL AID

For events with more than 500 in attendance, please contact the Fire Department for the correct number of Medical Aid personnel and post required for patrons. (10.16.4)

TENTS

Permit - Tent permits are required by the City of Winter Springs.

Flame Resistance.

All tent fabric shall be flame resistant (11.11.2.1)

Location and Spacing

- There shall be a minimum of 10 feet (120 in.) between stake lines. (11.11.3.1)
- Adjacent tents shall be spaced to provide an area to be used as a means of emergency egress of a minimum of 10 feet (120 in.) (11.11.3.2)

Distance from Structures

Tents not occupied by the public and not used for the storage of combustible material shall be permitted to be erected less than 10 feet (120 in.) from other structures. (11.11.3.3)

Fire Hazards

- The ground enclosed by any tent and the ground for a reasonable distance but for not less than 10 feet (120 in.) outside of such a tent, shall be cleared of all flammable or combustible material or vegetation that is not used for necessary support equipment. (11.11.4.1)
- Smoking shall not be permitted in any tent. (11.11.4.2)

Fire Extinguishers – Tents

Portable fire-extinguishing equipment of approved types shall be furnished and maintained in tents in such quantity and in such locations as directed by the authority having jurisdiction. (11.11.5)

The following items are needed only if requested by the Fire Department:

1. Life Safety Evaluation - A Life Safety Evaluation can be requested. The AHJ shall be permitted to order a life safety evaluation in accordance with 12.4.1 of NFPA 101®, Life Safety Code. (10.16.3)
2. Standby Fire Personnel - The AHJ shall be permitted to require standby fire personnel where potentially hazardous conditions exist due to the type of performance, display, exhibit, activity, or the number of persons present. (10.16.4)

TOILETS

For events with more than 500 in attendance, please contact the City of Winter Springs for the correct number of toilet facilities for patrons, handicapped and hand washing for food handling Vendors.

TRAFFIC SAFETY / ROADS

- For special events not hosted by the City of Winter Springs that require road closures or traffic flow modification the applicant shall be responsible for submitting a Maintenance of Traffic (MOT) plan for review and approval by the City. The applicant shall also be responsible for the implementation of the plan and removal of all devices after the event.