

## **FREQUENTLY ASKED QUESTIONS**

The following questions and answers provide basic information, for more details; see the “Need to Know” section of The Special Event Handbook and Application packet.

***Q: DO I NEED A SPECIAL EVENT APPLICATION?***

A: All “Special Events” require a special event permit.

***Q: WHOM SHOULD I CONTACT?***

A: For all events please contact the Parks and Recreation Department at 772-288-5474 or email [events@martin.fl.us](mailto:events@martin.fl.us).

***Q: HOW MUCH WILL IT COST?***

A: There is an event fee, which is based upon the event impacts. Event fees may range between \$50.00 and \$1,100.00. Additional fees may include overtime cost, sheriff detail, and other services requested i.e. dumpsters if applicable. All fees are due in full upon signature of the contract.

***Q: WHO ARRANGES CLOSING THE ROADS, LAW ENFORCEMENT, FIRE, DUMPSTERS, PORT-O-LETS, FENCING, VENDORS & ENTERTAINMENT, ETC?***

A: The Special Event & Volunteer Coordinator will coordinate County related services with the promotor and advice regarding proper placement of equipment and rentals on County property. Port-o-lets, vendors, entertainment, fencing, etc. are the responsibility of the permittee. It is also the permittee’s responsibility to contact the Sheriff’s Office directly for any detail, and traffic/engineering for any road closures. If the event requires a road closure it is the permittees responsibility to contract with a barricade company based on the event route and size.

***Q: HOW DO I RESERVE A DATE?***

A: Fill out the Special Event Application including a site map and submit. Please allow up to two weeks for the application approval process. Once the application is APPROVED, the date is reserved. Only completed applications will be reviewed.

***Q. WHEN ARE THE FEES DUE?***

A. All fees are due upon signature of the contract.

***Q: HOW DO I GET AN ALCOHOL PERMIT FROM THE STATE OF FLORIDA?***

A. Only a licensed vendor or a non-profit organization can obtain a permit to sell alcohol (Florida Statute 561.422). Contact the Division of Alcoholic Beverages and Tobacco.

***Q: WHAT IS YOUR CANCELLATION POLICY?***

A: If the event is canceled 90 or more days prior to the event, permittee will be refunded 100% of event fees; 89 to 46 days prior to the event, permittee will be refunded 50% of event fees; 45 days or less prior to the event no fees will be refunded.

***Q: WHAT IF I HAVE TO CANCEL MY EVENT FOR UNFAVORABLE WEATHER?***

A: Only in the event of an extreme act of nature (i.e. hurricane, brush fire), may the event be postponed and all fees will transfer. Permittee must submit in writing for a postponed date. Other than stated above, Special Event Permits are rain or shine and cancelation due to weather will forfeit any and all fees and require a re-application for another date.