



# City of DeLand Midyear Waiver Request Application

Revised December 2015

Please print or type application. All sections must be completed for the application to be accepted. Any questions should be directed to the Administrative Services Department at the City of DeLand, at (386) 626-7000. Please return in person, fax: 386-626-7140 or email: [greboszm@deland.org](mailto:greboszm@deland.org).

**Date of Submission of Application:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_ **Indiv.**  **Corp.**  **501c3**

**Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Contact:** Bus/Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax Number \_\_\_\_\_

**Name of Event to be Sponsored:** \_\_\_\_\_

**Date(s) Requested:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Description of Event:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What service(s) is/are requested:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*-- Please note a max of \$750 can be requested--*

**Has the City Commission declared or established a sponsorship role by the City:** YES  NO

**Has this event been waived or sponsored by the City in the past:** YES  NO



## CITY OF DELAND

### MIDYEAR EVENT WAIVER POLICY

120 S. Florida Avenue, DeLand, FL 32720

Revised November 2, 2015

## **I. Definition(s)**

Midyear Waiver: Annually upon the direction of the City Commission funding will be made available for an event that meets the City's waiver criteria requirements, but do not meet the required time frame to be considered for an annual waiver during the budget workshops in preparation for the upcoming fiscal year.

## **II. Evaluation Criteria**

The event must be hosted by a non-profit organization.

### ***Event Scope***

The City may issue a midyear waiver if it is determined that the following criteria have been met:

1. The event must be not for profit and community based. The event must be free and open to the public, appeal to the broadest segment of the community or demonstrate a benefit to a particular neighborhood in a redevelopment area of the City.
2. The preparation for or the conduct of the proposed use, event, or activity will not adversely affect the City's ability to perform municipal functions or furnish City services in the vicinity of the permit area.
3. The proposed use, event, or activity is compatible with the surrounding area in consideration of anticipated noise, crowd and parking capacity, taking into account multiple impacts.
4. The proposed event is not aimed at inciting or producing imminent lawless action and is not likely to incite or produce such action.
5. City resources necessary to support the proposed activity are reasonably available.

## **III. Limitations**

Requests are only considered if funding is available at the time of the request.

Funding will be allocated for the budget year: 50% for the first six months and 50% for the second six months.

An event request cannot exceed more than \$750 per occurrence.

An event can only utilize a midyear waiver one time. Once obtained and if the event will reoccur on an annual basis, the event will then need to be considered by the City Commission for placement on the annual waiver list during budget workshops and will not be eligible to reapply for a midyear waiver.

The waiver will cover the cost of City overtime and will not cover the special event resource fee.

The event needs to take place within the fiscal year that funding is applied for.

#### **IV. Procedure for Requesting Midyear Waiver**

The organization requesting a midyear event waiver will be required to submit a special event application along with a letter requesting a midyear waiver to the City Special Event Office. The organization will be required to submit the documents no earlier than 180 days prior to and no later than 60 days prior to event if applicable.

#### **V. Approval**

Staff will present to the City Commission for consideration of the midyear waiver request during a regularly scheduled City Commission meeting prior to the event date. The request will consist of the midyear waiver request letter by the organization and the completed event application. The City Commission will have the final determination as to whether the event is approved for a midyear waiver or denied.

#### **VI. Cancellation**

The midyear event waiver shall only be issued for the event date(s) requested. If an act of nature causes the cancellation of an event, the City will work with the event sponsors to approve a new date as requested. If the event is cancelled due to event sponsor (other than an act of nature) within 24 hours or less from the event start time, the event will still recognize all overtime hours scheduled for the event as if the event had occurred.

#### **VII. Costs**

The waiver will cover the cost of City overtime and will not cover the special event resource fee.

##### ***Special Event Resource Fee – Non Waivable***

Each event that requires City services will be required to pay a special event resource fee. If the event takes place on a main thoroughfare (Woodland Boulevard or New York Avenue) the fee is \$200.00; if the event takes place on a side street the fee is \$100.00. The special events resource fee applies to all events and cannot be waived. The fee is needed to replenish equipment that supports events.

##### ***Overtime Costs that are Waived***

Police: \$40.00 per hour\*\*

Fire: \$40.00 per hour\*\*

Public Works: \$30.00 per hour \*\*

Public Works Toter Clean Up: \$30 per 10  
toters

Special Event Team: \$30.00 per hour\*\*

Parks and Recreation: \$30.00 per hour\*\*

Airport Personnel: \$30.00 per hour\*\*

Airport Site Fee: \$300.00 per day

\*\*Fees have a two hour minimum