

Martin County Special Event Permit Guide

Updated June 2026

Martin County Parks and Recreation Department

2401 SE Monterey Road, Stuart, FL 34996

Phone: (772) 221-1430 | Email: events@martin.fl.us

Introduction

Welcome to Martin County's simplified Special Event Permit Guide. This document combines all requirements and procedures into one easy-to-follow resource for event organizers.

What is a Special Event?

A Special Event is any preplanned entertainment, sporting, cultural, business, or other unique activity (parades, festivals, races, tournaments, concerts, etc.) presented to live audiences and open to the public on County-owned or managed property that substantially inhibits the usual flow of pedestrian or vehicular travel.

Who Needs a Permit?

- Events held on County property (parks, roads, facilities)
- Events on private property that encroach upon County property
- Events involving the sale of alcohol (anywhere in unincorporated Martin County), contact Growth Management Department at 772-288-5495

Private events NOT requiring permits: Indoor facility rentals, pavilion rentals, or other activities not open to the public. Private events on private property that do not encroach upon County property and do not substantially inhibit the usual flow of pedestrian or vehicular travel do not require a special event permit.

Quick Start Checklist

Before beginning your permit application, ensure you have:

- ☐ Reviewed this entire guide
- ☐ Confirmed your event date is available
- ☐ Prepared a detailed site plan showing all structures and components
- ☐ Identified your event size (determines review timeline)
- ☐ Obtained 501(c)3 documentation (if applicable for non-profit rates)
- ☐ Allowed sufficient time for review (see timelines below)
- ☐ Obtain a Maintenance of Traffic (MOT) for Road Closures

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Step-by-Step Permit Process

Step 1: Determine Your Timeline

Timelines begin only after a complete request form has been received. The timeframes below indicate the **minimum number of business days required for review and processing** based on event size and characteristics. Please accurately estimate the number of attendees on Special Event Request Form.

Event Size/Type	Required Timeline	Classification
Up to 500 attendees	45 business days	Standard
501-1,000 attendees	60 business days	Standard
1,000+ attendees	90 business days	High Impact
Any event with alcohol	90 business days	High Impact
Road closures	6 months minimum	High Impact
Amusement rides per policy	6 months minimum	High Impact

Table 1- Review Timelines by Event Size or Type

Step 2: Prepare Required Documents

All events must submit:

- Completed Special Event Request Form
- Detailed Site Plan (see requirements below)
- Event narrative describing activities and logistics
- Proof of non-profit status (if requesting non-profit rates)
- Letter from organization officers authorizing the event organizer to act on its behalf

Site Plan Must Include:

- Food vendors (number, type, locations)
- Entertainment areas (stages, performance spaces)
- All tents with dimensions
- Parking areas (on-site and off-site) with accessible spaces
- Portable restrooms and hand-washing stations, per ADA Standards
- Emergency vehicle access routes (minimum 15-foot fire lane)
- First aid station location & lost children area
- Dumpster and recycling locations
- Fencing, barriers, and crowd control measures
- Accessible route (minimum 36 inches wide) for ADA compliance
- Traffic ingress and egress points
- Lighting (if event extends into non-daylight hours)
- Alcohol distribution areas (if applicable)

- Stage Location (if applicable)
- Maintenance of Traffic (MOT) to include the qualified, approved and stamped engineer drawing
- Location of promotional signage (signage requests for County roads and right of ways must be approved by Growth Management Department 772-288-5495)

Step 3: Submit Request Form & Supporting Documents

Email all documents to: events@martin.fl.us

Submission must include:

- Request form completed in full
- Site plan
- Event narrative
- Non-profit documentation (if applicable)

Step 4: Department Review

The Events and Volunteer Coordinator will route your application through multiple County departments, these include but are not limited to:

- Parks and Recreation
- Martin County Sheriff's Office
- Fire Rescue
- Risk Management
- Growth Management
- Public Works
- Legal
- Ocean Rescue (if applicable)
- Public Works: Engineering Services & Traffic Division (for road closures)

During this phase: You may be contacted for additional information or required modifications. County may conduct additional review in coordination with other County Departments and evaluation of publicly available information and past event history.

Step 5: Coordination and Documentation

Once approved, you will work with the Events and Volunteer Coordinator to:

- Finalize site plan
- Obtain required insurance
- Schedule inspections
- Arrange emergency services
- Submit final documentation
- Pay all fees

High Impact Events require an in-person or Zoom coordination meeting.

Step 6: Final Approval and Permit Issuance

Your permit will be emailed once:

- All paperwork is complete
- Required fees are paid
- Insurance certificates received
- All department approvals obtained

Required Insurance

All events must provide Certificates of Insurance naming **Martin County, Board of County Commissioners** as Additional Insured and Certificate Holder.

Certificate Holder Address:

Martin County, a political subdivision of the State of Florida and Board of County Commissioners and its officers, directors, employees, agents, and representatives
Attn: Parks & Recreation
2401 S.E. Monterey Road
Stuart, Florida 34996

Standard Minimum Insurance Requirements

The coverages and limits listed below are minimum requirements only and may require higher limits or additional coverage based on the event's risk exposure, as determined by the County, Risk Management, legal counsel, Third-Party Administrator (TPA), and/or other applicable departments or advisors. All insurance carriers must have an AM Best rating of at least A:XII or better.

General Liability:

Coverage Type	Minimum Amount
Each occurrence	\$1,000,000
Personal/advertising injury	\$1,000,000
Products aggregate	\$2,000,000
General aggregate	\$2,000,000
Damage to rented premises	\$100,000 per occurrence
Medical expense	\$5,000 per person

Table 2 - General Liability Insurance Requirements

Workers' Compensation:

- Required by Chapter 440, Florida Statutes and any applicable federal laws.
Workers' compensation coverage is required for non-construction employers

with four (4) or more employees. Unpaid volunteers receiving no compensation are not considered employees for purposes of workers' compensation requirements under Chapter 440, Florida Statutes.

- Employers' Liability: \$100,000 per accident, \$100,000 per disease/employee, \$500,000 disease maximum

Commercial Auto Liability:

- If vehicles are used for other than nominal and standard commute purposes, a policy of Business Automobile Liability, on an insurance industry standard form (CA 00 01) or equivalent including coverage for owned, non-owned, leased or hired vehicles, or equivalent coverage. Minimum limit of insurance shall be \$1,000,000 Combined Single Limit Per Occurrence.

Food and Beverage Vendors:

- General Liability with Products Liability Coverage
- \$1,000,000 per occurrence, \$2,000,000 aggregate
- Must name event organizer AND Martin County as additionally insured
- Must indicate no exclusions from food-borne illnesses

Alcohol (if serving or selling):

- Separate Liquor Liability Insurance (not part of General Liability)
- Minimum \$1,000,000 per occurrence
- Must name Martin County, a political subdivision of the State of Florida and Board of County Commissioners and its officers, directors, employees, agents, and representatives as additionally insured

Critical Insurance Details

- Coverage for all policies except workers' compensation, must be primary and non-contributory with respect to Martin County's own insurance
- Waivers of Subrogation required for all policies including workers' compensation
- Permit holder must provide 30-day notice to Martin County of policy cancellation, coverage restriction, or non-renewal
- Event name and dates (including setup/teardown) must be listed on the certificate
- Insurance must remain in force for duration of permit
- If the Permittee's insurance provides blanket coverage for "other vendors," the description box must state: "This policy is for 'name of event' which will take place at 'name of park' and provides liability coverage for all food, beverage, and merchandise vendors under this policy for the said event." If it does not provide blanket coverage, the Permittee must obtain and submit proof of insurance from all vendors/exhibitors naming the County as Additional Insured (as outlined above) at least 10 days prior to the event.
- Coverage for all policies, except workers' compensation, must provide an additional insured endorsement in favor of Martin County, a political

subdivision of the State of Florida and Board of County Commissioners and its officers, directors, employees, agents, and representatives

Participant Waivers

If a waiver is used by the event permit holder for the said event, ensure that all event participants sign an event specific release and waiver of liability for the said activity and agree to release, waive, discharge, indemnity, and covenant not to sue Martin County, its officers, agents, employees, and volunteers from any and all liability or claims that may be sustained by the participants or a third party directly or indirectly in connection with, or arising out of participation in the activity, where caused in whole or in part by the negligence of Martin County or otherwise. Make available upon request copies of all signed event waivers.

Alcohol Requirements

State Permits

1. Obtain license/permit from Florida Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco
2. All temporary permits must be signed by Growth Management Department BEFORE state approval
3. Growth Management fee: \$20
4. Contact: 772-288-5495

Staff Training Requirements

Event staff must be trained in:

- Servers cannot consume alcohol before, during, or after the event
- Refuse service to anyone appearing intoxicated
- Check ID - legal drinking age only (21+)
- Limit sales to 2 drinks per person per transaction
- Post signage about age requirements and service limits
- Alcohol not allowed beyond designated event area
- Sales must cease 15 minutes before official event end time
- No glass containers shall be allowed in a County park

Consumption Without Sale

Alcohol consumption without sale is permitted only in accordance with Martin County Code Sec. 17.12 and is subject to the following:

- **Permit required:** Alcohol consumption allowed only with an approved permit (unless otherwise authorized by Code).
- **Designated areas only:** Limited to approved locations only.
- **Time restrictions:** Only during park operating hours unless otherwise permitted in writing.

- **Location limits:** Prohibited in restrooms. Certain restrictions apply to consumption within the beaches and Sailfish Splash Waterpark. See County Code Chapter 17, sec. 17.12.
- **Code compliance:** Must also meet Martin County Code, Sec. 5.3 zoning and distance requirements where applicable.

https://library.municode.com/fl/martin_county/codes/code_of_ordinances?nodeId=MACOCOVO1COOR

Emergency Services

Martin County Sheriff's Office Requirements

Contact Required: 30 days prior to event

Contact: Thomas McDonald, 772-320-4730, tcmcdonald@mcsofl.org

- Sheriff determines number of officers needed
- Permittee pays directly for off-duty detail at current MCSO rates to MCSO
- Additional personnel required for events with significant traffic impact

Depending on location of special event other law enforcement agencies may need to be contacted. The agencies are not limited to, but may include the following:

- Stuart Police Department (772-287-1122)
- Sewall's Point Police Department (772-781-3378)
- Jupiter Island Public Safety (772-546-5014)
- Florida Fish and Wildlife (561-625-5122)

Martin County Board of County Commissioners does not provide security personnel for special events. Any required law enforcement or security services shall be coordinated through the Martin County Sheriff's office and the appropriate law enforcement agency and privately contracted by the Permittee. Where such enforcement or security services are required, Permittee shall provide proof of said services upon request.

Fire Rescue/EMS Requirements

Contact Required: 30 days prior to event

Contact: Martin County Fire Rescue, 772-288-5710

- Any special event with tents, food trucks, or fireworks will require a permit from the Fire Prevention Division.
- Fire Rescue determines staffing needs (case-by-case basis)
- 2-hour minimum billing for additional staffing
- Payment due 14 days prior to event
- Paid directly to Martin County Fire Rescue

- Fireworks require proof of licensed pyrotechnicians, designated fallout/safety zones, and list of products to be displayed including sizes. See <https://www.martin.fl.us/FirePermits> for more information.

Emergency Access Plan required to be reviewed with Martin County Fire Rescue must include the following:

- 15-foot fire lane must remain open at all times
- Provide access to all gated areas
- Identify first aid locations with staffing
- Map emergency vehicle access/egress routes
- Clear and precise communication plan on emergency location
- Staff, volunteers, and participants of the event should be informed of what steps to take in case of an emergency.

Compliance Requirements

Background Checks and Non-Discrimination

FDLE Sexual Offender/Predator Search:

Permittee shall not permit any person involved in the overall operation or organization of the event (Entertainers, Volunteers, Vendors, Employees, etc.) who is listed as a sexual predator or sexual offender on the Florida Department of Law Enforcement, Sexual Offenders and Predators Website located at www.fdle.state.fl.us or the United States Department of Justice, National Sex Offender Public Website located at www.nsopw.gov, to directly supervise, control, or assist children in a position of trust or responsibility on County Property. Permittee shall be responsible for conducting this search prior to the special event.

The County assumes no liability for the recruitment, selection, and background screening of ALL event participants.

Non-Discrimination:

Permittee shall ensure that a person, organization, vendor, or concessionaire shall not deny, withhold, refuse or interfere with a group or individual's full and equal enjoyment of the goods, services, facilities, privileges, advantages, and accommodations of a place of public accommodation for the purpose that an individual's patronage or presence at a place of public accommodation is objectionable, unwelcome, unacceptable, or undesirable because of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, pregnancy, or gender identity and expression.

ADA Accessibility

- Provide Accessibility Site Plan showing accessible routes
- Minimum 36-inch-wide accessible paths
- Include directional or informational signage for accessible routes

- Accessible parking, portable toilets, and viewing areas. The Accessibility Site Plan becomes part of the permit.
- Statement on all publicity materials about auxiliary aids available upon request
- Compliance with Americans with Disabilities Act (ADA) Titles I, II, and III

Restroom Requirements

Portable Toilet Requirements:

- Determined by Florida Department of Health standards
- Contact Local Health Department: 772-221-4000
- Hand-sanitizing stations required at each unit
- Service agreement with sanitation company required
- Service logs must be provided to Parks and Recreation

Greywater Disposal:

- Must comply with Department of Health and DEP regulations
- Cannot violate County's MS4 Phase II permit as stated in Chapter 13 of Martin County Code
- No dumping on ground before, during, or after event

Noise Control

Amplified Sound Hours:

- Sunday-Thursday: 7:00 AM to 9:00 PM
- Friday-Saturday: 7:00 AM to 11:00 PM

Requirements:

- Comply with Martin County Code of Ordinances Chapter 67, Article 10
- Must not disturb neighboring residents
- County reserves right to reduce sound levels
- Community events may extend to 11:00 PM
- Events requesting to go beyond 11:00 PM must receive approval under Section 67.308

Tents and Structures

Tent Permits and Inspections

Tents 30' x 30' or larger:

- Obtain Martin County Fire Prevention Bureau permit and inspection
- Application and inspection fee: \$300
- After-hours and weekend inspections: additional fees
- No inspections on approved holidays
- All tents exceeding 900 sq feet require a flame-retardant certificate and site map
- Contact Fire Prevention: 772-288-5633

Tent Placement:

- Preferred: weighted blocks, sandbags, water buckets, tent weights
- Staking only allowed with prior approval
- See below to determine buried utilities
- Contact Parks and Recreation (772-221-1430) for appropriate locations
- No marking paint on asphalt/concrete surfaces

Utilities - Electrical Requirements

- Must comply with the National Fire Prevention Association's Standard for Electrical Safety (NFPA 70)
 - Temporary hookups require agreement <http://bit.ly/1TaTGkt>
 - If needs exceed available wattage, permittee provides additional power
 - Contact Sunshine 811 at (1-800-432-4770) to locate buried utilities
 - Call 2-5 business days before setup
 - No marking paint on asphalt/concrete surfaces
-

Road Closures and Traffic

Road Closure Procedures

Public Works Department: Engineering Services Division & Traffic Division Review Required:

- All Special Events that require a lane, sidewalk, or full road closure must submit an informational release request form to the Public Works Department: Engineering Services Division & Traffic Division. The form must be submitted three weeks prior to the event date to allow sufficient time to notify affected residents in accordance with the public displacement policy. Please email your form to inforelease@martin.fl.us. Contact: 772-288-5466.
 - Please note: All lane, sidewalk, or full road closures must be approved by the Martin County Board of County Commissioners (BOCC) prior to sending the informational release request. Events brought to the BOCC for approval are typically submitted and presented to the BOCC in June of each year.
- List each road to be closed (intersection to intersection or address to address)
- Provide map with traffic control and detours
- Public Displacement Notification required (message boards)
- Property owner support: 51% signatures required for non-Master List events
- County arterial road closures: BOCC approval required
- Law enforcement required for collector or arterial road closures

State Roads:

- FDOT permit required
- Contact: Community Traffic Safety Program Coordinator, 954-777-4209

- Provide (FDOT) copy to County

Community Outreach:

- Notify businesses and residents by phone and letter
- Identify impact on community
- Avoid overnight staging of disruptive equipment
- Screen portable restrooms if placed in front of businesses/condominiums

Traffic and Parking Plans

Traffic Plan Required: Events with 500+ expected attendees

- Show entry and exit routes
- Submit with permit application

Parking Plan Required: Events affecting park flow

- On-site parking
- Off-site parking (must supply approval letter from owner of private property)
- Indicate ADA accessible parking areas
- Submit to Events and Volunteer Coordinator

Vendors and Entertainment

Vendor Requirements

Food Vendors:

- Built-in fire suppression systems required
- Proof of insurance (see Insurance Requirements section)
- Comply with Florida Department of Health regulations
- Protective flooring/tarp required when cooking
- Proper grease containment and disposal
- No dumping of charcoal, grease, or waste on ground
- Must be on County approved vendor list

All Vendors:

- Insurance naming Martin County, a political subdivision of the State of Florida and Board of County Commissioners and its officers, directors, employees, agents, and representatives as additional insured
- Comply with site cleanup requirements
- Remove equipment within designated timeframe

Concessionaire Rights

- Licensee shall have exclusive concessionaire rights within the permitted area.

Entertainment and Licensing

Permittee Responsibilities:

- Obtain performing rights licenses (BMI, ASCAP, SESAC)
 - All entertainment contracts at permittee's expense
 - County not named in any vendor/entertainment contracts
 - Compliance with County noise ordinances
 - Bounce House must comply with County's separate Amusement and Entertainment Policy and Procedure, in addition all requirements in this Guide.
-

Site Management

Crowd and Event Monitoring

- Ensure areas do not become overcrowded and event site will accommodate the event size.
- May require certified crowd monitor is present
- Any major deviations from the approved event permit conditions by the event organizer may result in the event being prohibited from taking place in the County in the future or could subject the event organizer to a fine.
- The use of County staff to clean up after a given event may result in an additional security/damage deposit being required of that event organizer in the future, and/or a direct billing for the services rendered.

Prohibited Items and Activities

- No glass containers in County parks
- No pony rides
- No fire or gas torches (electric tiki torches only)
- No vehicles on grass without written authorization
- No heavy equipment unless pre-approved
- Live animals for prizes/giveaways prohibited
- Animal sales prohibited

Animal Exhibits (If approved)

- Educational purpose only - written plan required
- Director approval required
- Proof of vaccinations and permits
- Humane treatment, water, shelter required
- Water disposal per Department of Agriculture and Health standards
- Cannot violate the County MS4 Phase II permit (National Pollutant Discharge Elimination Systems Municipal Storm Water System)

Waste Management

Trash and Recycling:

- Continuous cleanup during setup, event, and breakdown
- Extra County trash cans available (request 14 days prior)
- Recycling containers strongly encouraged
- All vendor agreements must include cleanup requirements

Dumpsters:

- Permittee arranges and pays for dumpsters
- Contact Waste Management, Inc.: 772-546-7700
- Show locations on site plan

Cleanup and Restoration

Within 24 hours of event conclusion:

- Remove all equipment, tents, portable restrooms
- Restore site to "as was" condition
- Repair any damage caused by event
- No charcoal, grease, or waste left on site
- Proper disposal of all materials

Large Events (1,000+ attendees):

- County may require specialized festival cleaning company
- Approval required 14 days prior to event

Damage Costs:

- Permittee pays for all repairs to turf, facilities, irrigation, electrical, water, etc.
- County may complete work and bill permittee

Fees and Payments

Fee Structure

Special Event Permit Fee varies based on:

- Day of week
- Event duration
- Estimated attendance
- Non-profit vs. for-profit status
- Single site vs. multiple sites
- Road closures
- Required County services

All fees due: Upon signature of Special Event Planning Conditions and Requirements

County Fees May Include:

- Park/event space rental
- Special Event Fee
- Solid waste equipment rental
- Fire inspections (\$300 for tents 30x30+)
- Police detail (paid directly to MCSO)
- EMS services (paid directly to Fire Rescue)
- Tent inspections
- Traffic division overtime (for road closures)
- Growth Management fees (alcohol permit signing: \$20)
- Overtime for County Staff

Nonprofit Rates

Eligibility:

- Organization must be registered with FL Dept of State Division of Corporations
- Must appear on www.sunbiz.org as Nonprofit
- Officer or director of Nonprofit must be permit holder
- Submit 501(c)3 documentation with application

Fee Waivers:

Special Event Fee Waivers may be available to eligible non-profit organizations. Contact Events and Volunteer Coordinator for information: events@martin.fl.us or 772-221-1430

Cancellation and Refunds

- Cancellation requests 30+ days prior: refund minus administrative fee
- Less than 30 days: may forfeit full amount
- Weather cancellations: only if officially canceled by County
- Administrative (cancellation) fee: permittee's responsibility

Legal Requirements

Indemnification

Permittee acknowledges the County's Park rules and understands them as they pertain to the activities of the event, including but not limited to patrons, volunteers, sponsors, vendors, exhibitors, concessionaires, independent contractors and subcontractors participating in the event. Permittee understands that Permittee is responsible for the actions of the organizers and those participating in the event, including but not limited to sponsors, vendors, exhibitors, concessionaires, independent contractors and subcontractors and that noncompliance with any of the park rules may result in revocation of this permit, loss of fees paid, and the denial of any subsequent permit applications. In the event that Permittee utilizes an

independent contractor or subcontractor to operate and manage the subject event, Permittee shall ensure that any said independent contractor or subcontractor shall agree in written agreement to the same indemnification requirements contained herein of Permittee.

Permittee agrees to indemnify, defend, save and hold harmless the County and its officials, agents and employees from any claim, demand, suit, loss, cost or expense or any damages which may be asserted, claimed or recovered against or from the County or its officials, agents and employees by reason of any damage to property or personal injury, including death, and which damage, injury or death arises out of or is incidental to or in any way connected with the Event including those arising during the Event, and during set up and breakdown of the Event. This indemnification includes, but is not limited to, compliance with the terms and conditions of the Special Event Permit, Permittee's operations and use of the Permitted Area or any act or omission of the Permittee, patrons, volunteers, sponsors, vendors, exhibitors, concessionaires, independent contractors and subcontractors. This indemnification includes any costs, attorneys' fees, expenses and liabilities incurred in the defense of any such claims or the investigation thereof. Permittee further agrees to indemnify, defend, save and hold harmless the County and its officials, agents and employees from any claim, demand, suit, loss, cost or expense or any damages arising out of or relating to Permittee's failure to obtain all necessary performing rights and licenses (BMI, ASCAP and SESAC).

Default and Termination

In the event of a failure to comply with any provisions of the special event permit, the Permit shall be considered in default and the County may exercise any and all remedies herein enumerated or permitted by law, including the termination of the permit without notice or opportunity to cure.

Default includes:

- Failure to pay fees when due
- Abandonment of permitted area
- Failure to carry required insurance
- Returned checks for insufficient funds
- Non-compliance with permit conditions

County Rights:

- Terminate permit without notice for default
- Terminate permit with 7 days' notice for convenience
- Modify permit conditions for safety/efficiency
- Deny future permits for non-compliance
- Legal collection action for unpaid fees

Liability Limitations

County's liability to permittee for breach of permit, including County's failure to meet County's requirements under this guide, shall not exceed \$5,000 total and is

subject to those causes of actions permissible under Florida Statutes Section 768.28.

Event Planning Timeline

90+ Days Before Event (if applicable)

- ☐ Submit complete application with all required documents
- ☐ Obtain event date confirmation
- ☐ Begin insurance procurement process

60 Days Before Event (if applicable)

- ☐ Finalize site plan
- ☐ Contact Sheriff's Office and Fire Rescue (must be 30 days minimum)
- ☐ Apply for alcohol permits (if applicable)
- ☐ Obtain FDOT permit (if closing state roads)

30 Days Before Event

- ☐ Submit final insurance certificates
- ☐ Confirm emergency services arrangements
- ☐ Order portable restrooms
- ☐ Arrange dumpsters and waste management
- ☐ Schedule utility location (Sunshine 811.)

14 Days Before Event

- ☐ Submit final detailed site plan
- ☐ Pay EMS charges
- ☐ Request extra trash cans (if needed)
- ☐ Provide vendor insurance (if not blanket coverage)
- ☐ Schedule Fire Prevention tent inspections
- ☐ Finalize cleanup company (if required)

10 Days Before Event

- ☐ Vendor insurance certificates due (if not blanket coverage)

7 Days Before Event

- ☐ Final coordination meeting (High Impact events)
- ☐ Confirm all equipment deliveries

2-5 Day Before Event

- ☐ Site inspection with County representative
- ☐ Verify all permits received
- ☐ Confirm emergency contact information

Day of Event

- ☐ Maintain 15-foot fire lane
- ☐ Monitor restrooms and cleanup
- ☐ Ensure alcohol service compliance (if applicable)
- ☐ Document any incidents immediately
- ☐ Event Site is free of trip hazards

Within 24 Hours After Event

- ☐ Complete site cleanup and restoration
- ☐ Remove all equipment, tents, portable restrooms
- ☐ Submit incident reports (if any occurred)

Important Contacts

Martin County Parks and Recreation Department (Special Event Permits)

Carlos Morales, Events & Volunteer Coordinator
772-221-1430, events@martin.fl.us

Martin County Sheriff's Office

Thomas McDonald
772-320-4730, tcmcdonald@mcsofl.org

Martin County Fire Rescue (Tent Inspections)

Fire Prevention
772-288-5710, 772-288-5633

Division of Alcoholic Beverages & Tobacco (Liquor License)

561-650-6872

Florida DOT Community Traffic Safety (Road Closures)

Program Manager
954-777-4209, courtney.cannon@dot.state.fl.us

Sunshine, Inc. (Utilities, Buried Power Lines)

1-800-432-4770

Martin County Growth Management Department (Alcohol & Promotional Signage Permit)

772-288-5495

Waste Management, Inc. (Dumpsters)

772-546-7700

Martin County Health Department (Portable Toilet Requirements)

772-221-4000

Additional Information

Park Resources

For a complete list of Martin County parks and facilities, visit:

www.martin.fl.us/parkfinder

Accessibility Information

Martin County ADA Coordinator: 772-320-3131

County Administration Office: 772-288-5400

Florida Relay: 711

Accessibility feedback form: www.martin.fl.us/accessibility-feedback

Authority

This document is authorized by the Martin County Board of County Commissioners and County Administrator. The Parks and Recreation Director is authorized to amend and update this document as necessary.

Notes for Event Organizers

County Discretion: The County reserves the right to

- Deny any special event permit request
- Cancel, reschedule, or change venue for any event
- Require approval from Parks and Recreation Director for events over 2,000 attendees
- Conduct additional review based on event scope, publicly available information, and past event history

Permits are "First-Come, First-Serve" but subject to County approval and discretion.

Your Responsibilities:

- Know and comply with all Federal, State, and Local laws and regulations
- Monitor event compliance with all permit conditions
- Designate point of contact who is an authorized representative of the organization and responsible for all communications related to the event during the permitting process and day of event
- Respond promptly to County requests for information
- Ensure all vendors, contractors, and participants comply with requirements

- Report incidents immediately to Parks and Recreation Events and Volunteer Coordinator or designated staff
- Maintain required insurance throughout event period
- Complete all post-event restoration and cleanup
- Provide event participant waivers upon request
- May be required to provide additional information and/or additional proof of compliance (as needed).

We're Here to Help

Martin County Parks and Recreation looks forward to hosting your event. We are committed to ensuring your event is safe, fun, and enjoyable for everyone. Please contact us with any questions throughout the planning process.

Contact: 772-221-1430 | events@martin.fl.us