

# SPECIAL EVENTS GUIDELINES

These Guidelines are an addition to the standard language of the Special Event Permit Application.

Permit holder agrees to practice these Safety Procedures that are intended to comply with the State of Florida and Centers for Disease Control and Prevention (CDC) guidelines to mitigate the spread and/or exposure to COVID-19.

## SAFETY PROCEDURES

Comply with current guidelines; at a minimum, the following safety measures and protocols shall be implemented during the event and carried out.

- **CCC:** Coordinate, Collaborate, Communicate: With personnel, staff, vendors and guests to encourage any persons feeling ill to stay home. Consider layout of vendors and flow of attendees. Recommend guests to wear face masks during event. Limit number of guests at one given time.
- **Event Staff/Volunteers:** Recommend staff and volunteers to wear masks and gloves. Sanitize hands regularly. Clean frequently touched surfaces and objects with detergent and water prior to disinfection, especially surfaces that are visibly dirty.

Routinely clean and disinfect surfaces and objects that are frequently touched. Clean with the cleaners typically used. Use all cleaning products according to the directions on the label.

- **Sanitize:** All guests should sanitize their hands before and during the event. Event host shall provide a station providing bottles/sprays of sanitizer to those attending the event.
- **Number of Attendees:** Occupancy will be limited to the numbers permitted by Florida State Governor's Executive Order and CDC Guidelines on the date of the event.
- **Tables/Chairs:** Tables and chairs shall have 6 feet of space between them.
- **Vendors:** Recommend vendors wear masks and gloves at all times. All booths/activities must be 6 feet apart with 12 feet isles.
- **Cleaning:** Plan to have extra supplies on hand for event staff and participants, including sinks with soap, hand sanitizers, tissues, and disposable facemasks (for persons who start having symptoms).

Ensure that your events have supplies for event staff and participants, such as hand sanitizer that contains at least 60% alcohol, tissues, trash baskets, disposable facemasks, and cleaners and disinfectants.

- **Wash Hands:** Ask guests, staff and vendors to wash hands regularly during event.
- **Event Space:** Social distancing shall be followed; encourage guests to keep 6 feet apart. Limit number of guests gathering in close space.
- **Face coverings** are recommended of all guests.

Permit holder acknowledges that the City of Fort Pierce has the right to cancel and / or shut down an event already in progress based on ANY violation to comply with the City of Fort Pierce's approved guidelines.

By: \_\_\_\_\_  
Lessee

Date: \_\_\_\_\_

By: \_\_\_\_\_  
River Walk Staff

Date: \_\_\_\_\_