

Leon County Research and Development Authority

Policy No. 11-14

Title: Special Events Policy

Date Adopted: November 1, 2011

Effective Date: November 1, 2011

1. PURPOSE

The purpose of Policy No. 11-14, “Special Events Policy” is to define the process for the public to hold special events on the land owned or operated by the Leon County Research and Development Authority (hereinafter referred to as the “Authority” and the “Licensor”).

2. POLICY

- a. Event Types: The Authority may allow a variety of pre-planned special events, on parcels of the Authority’s available land at Innovation Park, which are aimed at drawing a crowd of individuals that may impact the land, the surrounding neighborhoods and traffic flow. The Authority may allow the following types of special events:
 - i. Academic Competitions
 - ii. Sporting events
 - iii. Cultural events
 - iv. Outdoor festivals
 - v. Movies, filming or photo shoots
 - vi. Events utilizing tents or canopies
 - vii. Company or family gatherings
 - viii. Walk/run races
 - ix. Craft shows
 - x. Other events approved by the Authority

- b. Selection of Land Parcel: The organizer of the event (hereinafter referred to the “Licensee”) may request the use of one or more parcels of land at Innovation Park. Lots 1A, 4E, 5E, 6E (as shown in *Exhibit A*) are available for special events.
- c. Special Event Reservation Request Form: The Licensee shall complete the Special Event Reservation Request form (*Exhibit B*) and submit it to the Authority at least 30 days in advance of the event. The Authority reserves the right to reject any Special Event Reservations Requests when such rejection is deemed to be in the best interest of the Authority. Furthermore, the Authority has the right to deny any application that does not meet the Authority’s safety standards. The following activities are strictly prohibited:
 - i. Fireworks
 - ii. Digging up the ground or disturbing the natural environment in a permanent manner
 - iii. Serving or consuming alcoholic beverages
- d. License Agreement: If the event is approved, the Licensee shall enter into a formal agreement (*Exhibit C*) with the Authority.
- e. Rental Fees: If the request is approved by the Authority, the Licensee agrees to pay a \$50 non-refundable deposit 10 days prior to the event to secure their reservation. Parcels can be rented at the following rates:
 - i. Any single parcel at \$100 for a one-day event and an additional \$50 per day for any subsequent days.
 - ii. Adjacent parcels 4E, 5E and 6E may be rented together for \$150 for a one-day event and an additional \$75 per day for any subsequent days.
- f. Vendor Requirements: Licensee shall secure contractors or vendors which are licensed and permitted to provide service for the event.
- g. Insurance: Licensee shall provide a Certificate of Liability Insurance to the Authority naming the Authority and its property manager, TALCOR Commercial Real Estate Services, Inc., as additional insured on the Licensee’s general liability policy on a per occurrence basis with minimum limits of liability in the amounts of not less the One Million Dollars (\$1,000,000.00) with a deductible of not more than One Thousand Dollars (\$1,000.00), covering bodily injury, personal injury, and property damage.

Licensee shall deliver to Licensor, at least 10 days prior to the event, either a duplicate original or certificate and true copy of the policy or policies procured by Licensee in compliance with this obligation, together with evidence of payment therefore, and including an endorsement which states that such insurance may not be canceled except upon 10 days written notice to Licensor.

- h. Tents or Canopies: Any structures such as a tent or canopy shall not be located within 20 feet of applicable property lines, parked vehicles, or internal combustion engines. Licensee shall provide a flame retardant certificate for all structures.
- i. Generators and Power Sources: Generators and other combustion power sources shall be separated from tents and canopies by a minimum of 20 feet and be isolated from contact with the public by fencing or other approved means.
- j. Restrooms: Licensees are required to provide portable toilets during the event and remove them within 48 hours of the event.
- k. Security: The Licensee shall provide his own security and indemnify the Authority and its Agents and hold the Authority and its Agents harmless from and against any and all claims and demands associated with security and from and against any and all costs, expenses, including legal fees and liability incurred in connection with any claim or proceeding brought thereon.
- l. Clean-up: Licensees are responsible for providing clean-up during and following the event. If it becomes necessary for the Authority to clean-up after an event, the Licensee will be billed for all costs of the clean-up.
- m. Payment: The Authority shall send an invoice to the Licensee after confirming that there was no damage to the land, and that the site has been cleaned-up appropriately after the event. Cleaning fees will be added to the remaining balance, if necessary. Payment from the Licensee shall be due within 30 days of receiving the invoice.

EXHIBIT A



INNOVATION PARK

A RESEARCH AND DEVELOPMENT CENTRE

Parcels for Rent

1A – 2.8 acres

4E – 3.5 acres

5E – 1.8 acres

6E – 2.0 acres





EXHIBIT B
SPECIAL EVENTS RESERVATION REQUEST

Note: All requests should be submitted to the Leon County Research and Development Authority at least 30 days in advance of the event date for review and approval.

Name of Event Coordinator: _____ Company Name: _____

Address: _____

Email Address: _____ Phone Number: _____

Parcel(s) Requested: _____

Date(s) Requested: _____ Time(s): _____

Name of Event: _____

Describe the event activity: _____

Number of expected attendees: _____

Special Needs: _____

The event coordinator shall provide the following items to the Authority 10 days prior to the event:

- Certificate of Liability Insurance naming the Leon County Research and Development Authority and TALCOR Commercial Real Estate Services, Inc. as additional insurers
- Special Events Agreement

As the reservation holder, I understand I am responsible for the conduct of all persons involved in the activities associated with this event. I agree to follow the Authority's Special Event policy and remove any litter generated, and prevent the consumption of alcoholic beverages on the Authority's property. I further understand that it is my responsibility to inspect the parcel of land prior to use to confirm that conditions are not hazardous to Innovation Park users.

Application Signature: _____ Date: _____

Print Name and Title Here: _____

Approved by: _____ Date: _____

Print Name and Title Here: _____

Leon County Research and Development Authority

Mail forms to:
Leon County Research and Development Authority
1736 W. Paul Dirac Drive
Tallahassee, FL 32310

Contact: Office Manager
Phone: 850-575-0343
Email: lcrda@inn-park.com

EXHIBIT C

**LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY
SPECIAL EVENT or EXHIBITOR LICENSE AGREEMENT**

PROPERTY: Innovation Park

COMPANY NAME: _____

PRINCIPLE CONTACT: _____

ADDRESS: _____

TELEPHONE: _____

EVENT DESCRIPTION:

PARCELS: _____

EVENT DATES: START: END: _____

SET UP DATE/TIME: _____

TAKE DOWN DATE/TIME: _____

RENTAL FEE: _____
SALES TAX: _____
TOTAL FEE: _____

CERTIFICATE OF INSURANCE RECEIVED? _____

OTHER PROVISIONS:

Licensee agrees to provide on or before the commencement of the term of this license agreement, and to keep in force during the entire term of said license agreement, comprehensive general liability insurance covering Licensee's operation of its display and its appurtenances on an occurrence basis with minimum limits of liability in the amounts of not less the One Million Dollars (\$1,000,000.00) with a deductible of not more than One Thousand Dollars (\$1,000.00) combined single limit, covering bodily injury, personal injury, and property damage. The policy shall name as additional insured, Leon County Research & Development Authority (hereinafter "Licensor") and TALCOR Commercial Real Estate Services, Inc., the Innovation Park owner and their management agent.

Licensee agrees to deliver to Licensor, at least ten (10) days prior to the time such insurance is first required to be carried, either a duplicate original or certificate and true copy of the policy or policies procured by Licensee in compliance with this obligation, together with evidence of payment therefore, and including an endorsement which states that such insurance may not be canceled except upon ten (10) days written notice to Licensor.

Licensee acknowledges that there are rules and regulations governing activities at Innovation Park and recognizes and agrees by the execution of the Licensee's agreement the use authorized by such agreement is expressly conditioned up Licensee's acceptance and continuing observation of said rules. Licensee further acknowledges that a violation of any of the rules of the Park will be grounds for immediate cancellation of the agreement.

Licensor and Licensee hereby agree that the Licensor shall have the arbitrary right to terminate this agreement in the event of such arbitrary termination, there will be a proration of the fee advanced and the Licensor shall return to Licensee any prepaid rental fees for the time period cancelled by Licensor. Licensor shall have the further right to cancel this agreement for any default committed by Licensee under the terms of agreement. In the event this agreement is cancelled because of a default by Licensee, then Licensor shall not be obligated to return to Licensee any prepaid fees.

In addition to securing the insurance as provided for in the agreement, Licensee will indemnify Licensor and its Agents and hold Licensor or Agents harmless from and against any and all claims and demand in connection with any accident, injury, business interruption or damage whatsoever caused to any person or property arising directly or indirectly out of the business conducted in, on or about Licensee's operation or arising directly or indirectly from any act or omission of Licensee, its servants, employees, contractors or agents, and from and against any and all costs, expenses, including legal fees and liability incurred in connection with any claim or proceeding brought thereon. This indemnity agreement shall survive the License Agreement.

The Licensee shall provide his own security and indemnify Licensor and Agents and hold Licensor or

Agents harmless from and against any and all claims and demands associated with security and from and against any and all costs, expenses, including legal fees and liability incurred in connection with any claim or proceeding brought thereon. This indemnity agreement shall survive the License Agreement.

This Agreement is subject to cancellation by the Licensor with fifteen (15) days prior written notification.

LICENSEE:

LICENSOR:

{ Corporate Name }

Leon County Research and Development Authority

By: _____

By: _____

DATE: _____

DATE _____