



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL WORKSHOP

DECEMBER 17, 2024, AT 06:30 PM

Cover Sheet

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ITEM TITLE: Discussion of the Town of Eatonville Special Event Program and Process (**Administration**)

TOWN COUNCIL ACTION: REVIEW IMPLEMENTATION & EXPECTATION

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: ADMINISTRATION / PLANNING
INTRODUCTIONS		Exhibits: <ul style="list-style-type: none">• Application Review and Cost
CONSENT AGENDA		
COUNCIL DISCUSSION	X	
ADMINISTRATIVE		

REQUEST: The Administration is looking for clear direction from the Town Council on the Town's Special Events Program Process.

SUMMARY: The Town's special events program is designed to enhance the town's quality of life, stimulate economic growth, and foster community pride. By organizing a diverse range of events, including festivals, cultural celebrations, sports events, and special events, with aims to attract visitors, engage residents, and strengthen the town's identity.

Considering the use of town property by vendors, it is important to factor in the administrative costs associated with managing these events. These costs can include Permitting and Licensing: Processing applications, issuing permits, and conducting inspections. Security and Safety: Providing security personnel, traffic control, and emergency medical services. Cleaning and Maintenance: Cleaning up after events, repairing any damage, and maintaining the property. Insurance: Ensuring adequate insurance coverage for the event. Staffing: Allocating staff time for event planning, coordination, and oversight.

To recoup these costs, the town may consider implementing the following strategies: Vendor Fees: Flat Fee a fixed fee charged to all vendors, regardless of the size or nature of their business. Permit Fees: Imposing a fee for obtaining necessary permits and licenses. The fee can be based on the type of event, the number of attendees, and the potential impact on the community.

By carefully considering the administrative costs and implementing appropriate fee structures, the town can ensure that the use of public property benefits both the community and the town's bottom line.

RECOMMENDATION: Review and clarification of expectations for Special Events in Eatonville.

FISCAL & EFFICIENCY DATA: N/A