



# Cascades Park

## Event Planning Kit

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# Letter to Planner

Dear Event Planner,

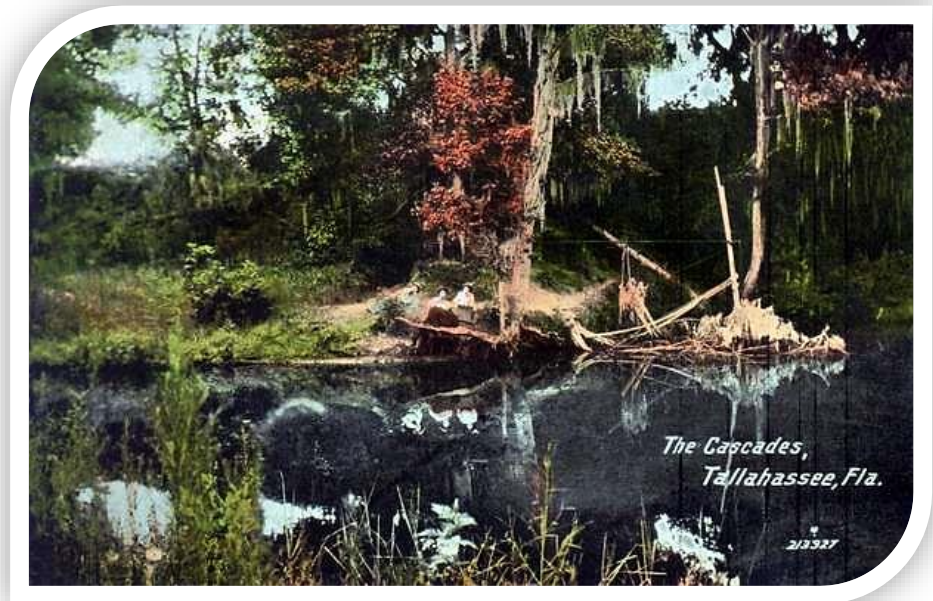
Thank you for your interest in utilizing Cascades Park for your event! Cascades Park offers many amenities to make your event a success. The Capital City Amphitheater seats 3,000 people in a beautiful outdoor venue. 1,500 fixed seats are located near the stage with room for additional 1,500 people on the grassy hill. Full sound/lighting is available on the stage. Permanent restroom facilities are located onsite. Families can enjoy the interactive Imagination Fountain, Discovery Garden and Capital Cascades Trail. Greenspace, benches and lookouts throughout the Park offer natural scenery for your perfect event setting.

We hope you will consider Cascades Park for your next event. Our event staff loves working with groups and organizations to make unique and fun events for the community. Please contact us with any questions.

Contact:  
Mario Palmentieri  
Mailing Address: 1201 Myers Park Drive  
Tallahassee, FL 32301  
[Mario.Palmentieri@talgov.com](mailto:Mario.Palmentieri@talgov.com)  
850.891.3879

Cascades Park Physical Address:  
1001 S. Gadsden Street  
Tallahassee, FL 32301

# Cascades Park History



State Archives of Florida,  
Florida Memory, <http://floridamemory.com/items/show/162155>

**W**e like to think Cascades Park is the reason Tallahassee is Florida's Capital City. The beautiful waterfall that was once situated within Cascades Park allured original commissioners to choose a nearby hill for Capitol Hill. Through the years, the various areas of Cascades Park have been home to a variety of ventures. Centennial Field, a minor league baseball and football field, was frequently visited by Tallahasseeans in the early 20<sup>th</sup> century. A City-owned manufactured gas plant was on the site in the late 1800s to the mid-1900s. The contaminants from this, along with a landfill situated on the property, made for a mess to clean up when the City of Tallahassee began searching for a way to mitigate some of the flooding in the Lafayette Corridor. Cascades Park became that something by utilizing the upper and lower ponds and an underground waterway to allow water to flow to the lowest point and thereby filling up the lower pond. Today, Cascades Park is a 24-acre park and home to many amenities including Imagination Fountain, Discovery, Capital Cascades Trail, the regionally attractive Capital City Amphitheater, Smokey Hollow Commemoration and more all in a beautiful setting surrounded by Tallahassee's best downtown urban scenery.

# Venue Information

Cascades Park is a 24-acre park and home to many amenities including Imagination Fountain, Discovery, Capital Cascades Trail, the regionally attractive Capital City Amphitheater, Smokey Hollow Commemoration and more all in a beautiful setting surrounded by Tallahassee’s best downtown urban scenery.



## Capital City Amphitheater

The amphitheater structure is a tension fabric roof system covering a poured concrete stage. The roof is supported by a large tilted arch downstage which supports the fabric roof, house lights and speakers as well as visiting lighting and sound lift points. The upstage portion of the tapered roof mounts to steel and concrete supports. There is access to the stage via ramp and stairs upstage and to the audience area via steps. The audience area is comprised of installed seating and grass space for blanket seating. The seating areas are accessed by concrete walkways and bridges. There is wheelchair accessibility throughout the park as well as the stage area.

<b>Covered stage:</b>	Yes
<b>Number of fixed seats:</b>	1526/20 hc: all uncovered
<b>Lawn:</b>	1500
<b>Total Capacity:</b>	3046
<b>Stage Depth centerline:</b>	21’
<b>Stage Width:</b>	Front: 56’ /Back: 40’
<b>Truss heights:</b>	24’ at back of stage
<b>Loading Zone to Stage:</b>	100ft
<b>Front of House Location and Size:</b>	Behind fixed seating; 10’x20’ uncovered box
<b>Loading Dock Height:</b>	Ground-level
<b>Stage Access:</b>	111’ ramp
<b>Dressing Rooms:</b>	Coming in 2021
<b>Private Restrooms:</b>	Coming in 2021
<b>Public Restrooms:</b>	2-24 hr.; 6 limited hours
<b>Programmable Hours:</b>	Sun-Th: 10a-9p; Fri-Sat: 10a-10p
<b>Parking on-site</b>	135
<b>Parking off-site</b>	3453 (available 6-10p M-F, Saturdays and Sundays)

\*Audio loop service available in sections 200 & 300

# Capital City Amphitheater

Spec Sheet for all "house" events

## General overall dimensions

Overall width down stage = 77'

Stage height = 28"

Overall depth from stage edge to upstage wall = 53'4"

Edge of stage to first row of seats = 19'5"

## Stage dimensions

Stage width between down stage steps = 62' 5"

Mid stage curtain line width = 56'

Up stage curtain line width = 39'

## Roof height

Down Stage center = 38'

Audio hang points = 28' 10"

Down stage lighting hang points = 33' 8"

Up stage curtain line trim height = 24' 10"

Mid stage line trim height = 27' 5"

## FOH mix position

Concrete inset 20' x 10' on the rear concourse of the seating area.

Edge of stage to mix position = 84'

6 x 20 amp circuits tied to lighting and audio services

## Sound System Specs

1 - Behringer X32 digital mixing console

1 - 300' cat 5 digital transmission cable

2 - Behringer S16 digital stage boxes

3 - RCF NX12 powered monitors

2 - QSC KW181 powered subwoofers

2 - QSC K12 powered speakers

Mains Microphone Package

Mic stands, mic cables, D.I. boxes, and electric power drops are provided.

## In-House sound system

4 speakers are Community R2-474Z. They are 3-way horn loaded triaxial cabinets.

Two 12" LF drivers with a horn mid and a horn high per box. They are 4 ohm boxes.

The frequency range is 70 Hz to 16 kHz.

All four cabinets are driven by a single Crown CDi4000 amp.

Access to the system is through a Shure SCM 800 microphone mixer.

## Curtain/Truss

Rear span of truss = 6100 lbs. with uniform load distribution

Center point load = maximum 4000 lbs.

Tower = 16' box truss 3000 lbs. at 45'

Motors = (4) CM 1 ton with 60' chains

Curtains = 14'x 20' tall (per panel) black

synthetic velour drapes \*Labor Costs Apply

(Ask Staff for information if interested in use.)

## Electrical Power

Audio = 200 amp 3 phase company switch with tie in and Cam Lok access located up stage left

Lighting = 400 amp 3 phase company switch with tie in and Cam Lok access located up stage left.

Aux power on stage = 11 x 20 amp circuits along up stage wall



## Imagination Fountain

Imagination Fountain is a splash of fun featuring 73 jets of water! The Fountain and the pavilions surrounding it are available for play or parties on a first come-first serve basis, unless an event will be setting up in the surrounding area. Safety of participants will be considered in determining closing times for events. Please call 891-3816 to

check the event schedule and operating hours before planning your gathering.

<b>Bathing load:</b>	24
<b>Play Hours:</b>	9am-9pm daily
<b>Show:</b>	Fri, Sat & Sun: Time Varies Seasonally
<b>Public Restrooms:</b>	2-24 hour restrooms



## Smokey Hollow Commemoration

The Smokey Hollow Commemoration at Cascades Park commemorates Tallahassee's Smokey Hollow community, which was lost in the name of Urban Renewal in the 1960s. The challenge lay in how to design a commemoration that embodies the neighborhood that once existed in the footprint of a new park area. The Smokey Hollow neighborhood consisted of rows of shotgun houses, facing a communal dirt path, surrounded by groves of trees, with a ditch that meandered through the community. The primary elements of the Smokey Hollow neighborhood commemoration incorporate three sculptural steel-framed Spirit Houses, a bubbling water fountain feature, a fountain plaza, a tree grove, community planting boxes and a pavilion. Also included onsite are a restroom facility, bicycle parking and a small corner plaza with low seating walls at the site's entry, in addition to an information kiosk detailing the history of the community. The pavilion is available for rental.

<b>Hours:</b>	Sunrise-Sunset
<b>Public Restrooms:</b>	2

# Permitting Checklist

Use the check list below to be sure you are following the same timeframe as the permitting process.

- Establish date and areas of use
- Submit Event Date Request Form if not in current year
- Tallahassee Event Staff will contact you with status
- Submit Permit Application with all applicable paperwork
  - Accessibility Planner
  - General Liability Insurance
  - Liquor Liability Insurance
  - Tax Exempt Certificate
  - Non Profit Documentation
  - Audio Request
  - Food Vendor Information
  - Maps/Layouts
  - TPD Event Application
  - Road Closure Application
  - Alcohol Application/Check made out to DBPR
  - Tent Permit (900 square feet or larger)
- Tallahassee Event Staff will contact you for site planning meeting
- Pay Security Deposit

**Marketing of any kind may not take place until physical permit is granted.**



# Park Rules Regulations

**Event Planners are responsible for reviewing this packet and acknowledging all rules and regulations.**

## Park Use

All events to be completed no later than 10:00 p.m. Fridays and Saturdays, and no later than 9:00 p.m. Sundays through Thursdays. No event shall begin earlier than 7:00 a.m. Saturdays and Sundays, and no earlier than 6:00 p.m. Mondays through Fridays. No amplified sound in the amphitheater any day of the week prior to 10:00 am.

## Staffing Plan

Each event should have a unique staffing plan consisting of City of Tallahassee Event Staff, Tallahassee Police Officers, volunteers, leadership, set-up/clean-up, trash collectors etc. Please consider these positions and your expected attendance when preparing for your event.

## Capital City Amphitheater

\$500 Security Deposit required to secure date. Users of the Capital City Amphitheater are responsible for all repairs due to damages incurred as a result of event. City of Tallahassee Parks, Recreation and Neighborhood Affairs Department Audio Services Contracted Staff will be the audio technicians used by permitted events at the Amphitheater. PRNA will contract with an outside company to run the house sound equipment under staff supervision. The organization planning the event will be responsible for costs incurred for outside company. Said company will be required to follow all house sound system and Noise Policy regulations.

The City of Tallahassee sound system is the only approved sound system allowed in the Capital City Amphitheater for all events. This system cannot be added to or altered without the approval of the PRNA Director or designee.

**All events, regardless of location within Cascades Park, are to comply with the Capital City Amphitheater Noise Policy. (See attached policy) Measurements will be made 100ft from source. *\*Visit Tallahassee is permitted to utilize an alternate sound system and production company in accordance with an Interlocal Agreement.***

Permit will be issued for a ticketed event so long as the planning organization is a local non-profit, the entertainment is locally based and all parties agree to the use of the house sound system with no further enhancements. These events must use the Capital City Amphitheater ticketing system. Promoters, national and regional acts and those wishing to hold an event with additional sound amplification must contact Visit Tallahassee to begin the process of consideration as a Capital City Concert Series event. These events must still adhere to all requirements of the city's event permit process. All events must be placed on discovercascades.com and capitalcityamphitheater.com.

**Event is not approved until a physical permit has been granted. Marketing/advertising may not take place until physical permit is issued.**



**Prohibited Practices:**

Games of Chance, Gambling and Raffles are prohibited.

Pony rides, golf carts and motorized vehicles are prohibited in Cascades Park.

Cancellation

The City of Tallahassee reserves the right to cancel or relocate an event due to special circumstances including but not limited to the following: pandemic, weather conditions, misuse or abuse of facilities, non-compliance with City of Tallahassee event guidelines, and unpermitted/prohibited events.

**-Cancellation of an event 30+ days before an event will result in loss of application fee.**

**-Cancellation 14 to 30 days before an event will result in loss of deposit and application fee.**

**-Cancellation less than 14 days results in loss of all fees.**

# Parking/Traffic

Parking for Cascades Park is easy and accessible! Parking Garages have been secured for use on events when anticipated attendance will use more than 1,000 spaces. **Parking garages are only available after 6pm Monday-Friday, and any time on Saturdays and Sundays.** You will need to coordinate approval for use of State Garages with the Special Events staff member.

Public Parking Adjacent to Park – 135 (Available anytime)

115 spaces completed

20 spaces across from the electric sub-station (S Gadsden) near the Connector Bridge project

Public Parking – 857 (Evenings and Weekends)

739 FDOT lots

118 Leon County lot at Pensacola/Meridian

State Parking Garages for Special Events – 2,596 (Evenings (6pm-5am) and Weekends)

Garages 1, A, B, & C

**TOTAL: 3,588**

Traffic plans must be coordinated with Special Events Staff and Tallahassee Police Department.



## Food Vending Regulations

Below is a summary of required documentation. Proof of required licenses and insurance must be provided for each vendor. **See Food Vending Regulations & Electric Form to provide Food Vendors along with Event's Vendor Application. (Pages 25 & 26)**

1. Event's Vendor Application
  2. General Liability Insurance (see INSURANCE REQUIREMENTS)
  3. Proof of vehicle insurance if utilizing motorized transportation
- All waste must be disposed of properly. Large trash items and boxes must go with vendor upon leaving the space. Grease, charcoal, grill drippings and oil MAY NOT be dumped in city garbage cans. Vendors must make their own arrangements for disposing of this.
  - Food items must be placed in bags before deposited into waste cans.
  - Vehicles will **NOT** be allowed to stay in the vendor area.
  - Vendor areas will **NOT** allow vehicle access once event begins.
  - Food vendors will be allowed one 110 outlet with a maximum of 20 amps.
  - Walkways must remain clear of debris & extension cords must be secured.
  - Tents/canopies must be properly weighted.

20-30% of estimated attendees will eat at your event. The industry standard is 1 truck per 300 people you anticipate will eat.

Caterers will also be required to adhere to these regulations.

Food vendors shall be given times of sale and this must be communicated with all staff, police and vendors. Times will be enforced.

## Accessibility Planning

Please attach with your application:

- 1) Detailed site plan to reflect all venues, exhibits, activities, equipment, trash receptacles, restrooms, street closures, staging, beer gardens, etc.
- 2) Accessibility Planner Form (attached to this packet).

## Insurance Requirements

General Liability Insurance is required for all public events. The insurance limits are \$1,000,000 per occurrence and listing the City of Tallahassee as additionally insured for the date(s) of the event. The certificate holder must be listed as *City of Tallahassee, 300 S. Adams Street, Tallahassee, FL 32301*.

Any events wishing to use the State approved parking lots for their event attendees will be required to add the *Florida State Department of Management Services, 4050 Esplanade Way, Suite 315, Tallahassee, FL 32399* as additionally insured.

Additional insurance is required for any event involving the consumption of alcohol.

All food vendors and caterers are also required to provide a copy of their current General Liability Insurance Certificate naming the City of Tallahassee as additional insured.

Insurance must cover the event from set-up to tear down, if times are specified.

## Obtaining Temporary Liquor License

In addition to standard event forms and requirements, the following will also be required for events serving or selling alcoholic beverages.

Special Events Staff will help you in attaining the proper documentation to serve alcohol at your event. The following forms will be required:

- Completed State of Florida 1-3 day alcohol temporary sales permit or current and active business license to sell/serve alcoholic beverages.
- The Alcohol Permit Application Form
- Alcohol Special Event/Temporary Extension
- Liquor liability insurance from the company, individual or organization serving or selling alcoholic beverages: *This insurance shall be in the amount of \$1,000,000 per occurrence and is to name the City of Tallahassee as additionally insured for the date of the event. The certificate holder shall be listed as: City of Tallahassee, 300 South Adams Street, Tallahassee, FL 32301. (This may be added to a General Liability policy)*

**Please ask for the Alcohol Permit Packet from Special Events Staff.**

## Obtaining Tent Permit

Any tent/canopy/tarp 900 square feet or larger must be permitted before your event. Per city park policy, NO STAKES ARE ALLOWED. Sandbags/weights must be used to secure tent. Additional restrictions and requirements apply. Please ask for the Tent Permit form if your event will need tents/canopies/tarps 900 square feet or larger. It is your responsibility to communicate all policies to the company providing the tent services.

## Profit/Nonprofit

Nonprofit organizations must prove status by submitting their 501(c)3 letter of ability. Organizations who are exempt from Florida State Tax must also supply the Consumer Certificate of Exemption. These are two different items and both must be submitted with completed application. Insurance policy and payment format must also match the applying organization's legal name.

## Lightning Warning Policy

The Tallahassee Parks, Recreation and Neighborhood Affairs Department uses an advanced Lightning Warning System for staffed events. Special Event staff will be in constant contact with event organizers during questionable weather times. In the event that a "Lightning Warning" alert is sent to the Special Events Staff, he or she will immediately stop any activities and require that all participants move to a safe location. Event activities may not resume until the warning has expired or been canceled.

# Cascades Park Fee Schedule

Tax applies where applicable

\*Events that require an admission fee are considered a Private Event.

	General		Non Profit Groups	
	Public Event	Private Event*	Public Event	Private Event*
Capital City Amphitheater	0-4 hours \$1,126.00 \$113 ea addt'l hr	0-4 hours \$1,407.00 \$169 ea addt'l hr	0-4 hours \$563.00 \$57 ea addt'l hr	0-4 hours \$844.00 \$85.00 ea addt'l hr
Smokey Hollow Commemorative Area	0-4 hours \$169.00 \$43.00 ea addt'l hr	0-4 hours \$226.00 \$57.00 ea addt'l hr	0-4 hours \$113.00 \$29.00 addt'l hr	0-4 hours \$141.00 \$36.00 ea addt'l hr
Centennial Field	0-4 hours \$169.00 \$43.00 ea addt'l hr	0-4 hours \$226.00 \$57.00 ea addt'l hr	0-4 hours \$113.00 \$29.00 addt'l hr	0-4 hours \$141.00 \$36.00 ea addt'l hr
Meridian Plaza	0-4 hours \$169.00 \$43.00 ea addt'l hr	0-4 hours \$226.00 \$57.00 ea addt'l hr	0-4 hours \$113.00 \$29.00 addt'l hr	0-4 hours \$141.00 \$36.00 ea addt'l hr
Discovery Field	0-4 hours \$169.00 \$43.00 ea addt'l hr	0-4 hours \$226.00 \$57.00 ea addt'l hr	0-4 hours \$113.00 \$29.00 addt'l hr	0-4 hours \$141.00 \$36.00 ea addt'l hr
Trail Use	\$280.00	\$280.00	\$280.00	\$280.00
Non-Refundable Security Deposit (Amphitheater only)	\$500	\$500	\$500	\$500
Refundable Damage Deposit	\$50 or 25% of total rental fees; whichever is greater	\$50 or 25% of total rental fees; whichever is greater	\$50 or 25% of total rental fees; whichever is greater	\$50 or 25% of total rental fees; whichever is greater
Imagination Fountain (2 hr)	\$80 per hour - Exclusive during private events only			
Audio Services (tech & equip.)	TBD based on need	TBD based on need	TBD based on need	TBD based on need
PT Event Staff (overtime rates may apply)	\$12/hr	\$12/hr	\$12/hr	\$12/hr
Maintenance Staff	TBD	TBD	TBD	TBD
Bathroom Attendants (1m/1f)	\$32/hr	\$32/hr	\$32/hr	\$32/hr
Electric	\$40/location	\$40/location	\$40/location	\$40/location
Barricades	\$19 each	\$19 each	\$7 each	\$7 each
Solid Waste Cans	\$26.17	\$26.17	\$26.17	\$26.17
Event Application Fee	\$40.00	\$40.00	\$40.00	\$40.00
Alcohol Application Fee	\$350.00	\$350.00	\$350.00	\$350.00
Police	Average rate: \$43/hr (subject to event needs, coordinated through TPD)			
Tent Permit	\$202.60 (payable to Growth Management)			
One-Three Day ABT Alcohol Permit	\$25 (payable to the Division of Alcoholic Beverages and Tobacco)			

## **Payment Terms**

Applications anticipating use of the Capital City Amphitheater should be returned with the \$500 Security Deposit as a minimum payment to reserve the date requested. All events must follow the following payment schedule:

90 days: 25% of fees

30 days: 50% of remainder

14 days: remainder of balance

\$500 Security Deposit shall be applied to total amount.

Damage Deposit is refundable pending assessment of site after use.

Users of the Capital City Amphitheater are responsible for all repairs due to damages incurred during event.

Damage Deposits will be returned by check after the event via US mail. If necessary, an invoice will be sent post-event to reflect any accrued charges during the event. This invoice will reflect any Damage Deposit monies applied.

## **Marketing**

Use of the Cascades Park or City of Tallahassee logos are subject to approval.

The Amphitheater should be appropriately named “Capital City Amphitheater” in all advertising.

**Marketing of any kind may not take place until physical permit is issued.**

## **Ticketing**

All ticketed events must use the Capital City Amphitheater Ticketing System. Please ask the Special Event Coordinator for more information on this.

# Venue Maps

## Cascades Park







## Cascades Park Lightning Warning Policy

The Tallahassee Parks, Recreation and Neighborhood Affairs Department implemented the use of a Lightning Warning System.

The system has two alerts:

**Lightning Advisories:** There is a potential for cloud to ground lightning with a 15-mile radius in the next 20 minutes. Advisories will include a Start Time and Expiration Time and will be delivered by email and text messaging. **You do not have to do anything when you receive an ADVISORY.**

**Lightning Warnings:** The Lightning detection system has detected cloud to ground lightning that is occurring within an 8-mile radius. Warnings will include a Start Time and Expiration Time and will be delivered by email and text messaging. **All supervised activities must be suspended immediately until the warning expires or is cancelled.**

In the event that a “Lightning Warning” alert is sent to the Park Supervisor via phone, he or she will immediately stop play and evacuate the event space. All participants, organizers and staff should immediately seek shelter under a safe structure or in their personal vehicles. Once the alert has expired the Supervisor will contact the organizers to inform them that the event may resume.

### STAGE ANNOUNCEMENT BY EVENT ORGANIZER

Ladies and Gentlemen,

The City of Tallahassee has received a lightning warning from the SkyGuard Warning system. The system indicated lightning strikes within 8 miles of Cascades Park. In accordance with safety procedures, we must shut down all activities and ask that everyone seek shelter. Please seek shelter in a building or your personal vehicle. An announcement will be made when the activities can resume. We appreciate your cooperation with this request.

{Follow us on Facebook to receive updated messages about status of the event.}



**CITY OF  
TALLAHASSEE**

## **Cascades Park Event Permit Application**

*Thank you for considering Cascades Park as a venue for your event! Upon receipt of your application, City Event Staff will contact you to verify receipt and information. If multiple organizations request the same date, an established ranking process will be used to determine which request is accepted. Open dates can be requested by anyone, first-come, first-serve, provided that all of the necessary paperwork is completed and submitted.*

### **Applicant Information**

Name of Applying Organization/Individual
Address
Phone Number
Alternate Phone Number
Fax
Email
Organization/Event Website (if applicable)
Contact Name
Contact Phone Number
Alternate Phone Number
Non-Profit Status ID# (Must attach copy)



## Cascades Park Event Permit Application (continued)

Name of Event			
Public Event	Yes	No	
Requested Date	1)		
<i>Choose 3 possible dates; list in order of importance</i>	2)		
	3)		
Set Up Time:	Event Start Time:	Event End Time:	Breakdown/Offsite Time:
<i>All events must conclude by 9pm Sunday-Thursday and 10pm on Friday and Saturday</i>			
Anticipated Attendance			
Type of Event	Festival Foot Race Benefit Walk Public Assembly Concert Other:	Carnival Performing Arts Reception Party Animal Event	
Expected Activities			
Admission Fee	Yes	No	If yes, fee?
Anticipated Park usage (circle all that apply)	Amphitheater Food Vendor Parking Meridian Plaza Capital Cascades Trail	Discovery Field Centennial Field Smokey Hollow	
*Please Note: The Meridian Point Building is no longer available – a new building is under construction with an anticipated opening date of Summer of 2021			
Have you held this event before?	Yes	If so, what venue?	
No			
Other Factors (check all that apply)			
<input type="checkbox"/> Alcohol (submit Alcohol Permit)			
<input type="checkbox"/> Medical/First Aid (locations must be established on site plan)			
<input type="checkbox"/> Tents (900 square feet or larger: must be permitted through Growth Management)			
<input type="checkbox"/> Banners/Signs (locations must be established on site plan)			
<input type="checkbox"/> Portable Restrooms (locations must be established on site plan)			
<input type="checkbox"/> Use of house sound system (submit Audio Request Form)			



## Cascades Park Event Permit Application (continued)

### Vending

Anticipated number of food vendors:
Anticipated number of merchant vendors:
Will food and/or non-alcoholic beverages be served and/or sold? <input type="checkbox"/> YES <input type="checkbox"/> NO Will alcoholic beverages be served and/or sold? <input type="checkbox"/> YES <input type="checkbox"/> NO
Who will dispense the food or beverage (i.e.: caterers, staff, etc.)?
If caterers are being used, please list the names and DBPR license number of each caterer:
Electric, sanitation and water requirements will be determined based on these needs. <i>All sales tax is to be reported by the Vendor and is not the City of Tallahassee's responsibility to report sales tax.</i>

### Economic Impact

Potential Economic Impact Factors
Possible Sponsor/Partnerships
Anticipated Immediate Impact to Surrounding Neighborhoods



# Cascades Park Event Permit Application

## Accessibility Planner

Required Form

This form is to be used in planning events or activities sponsored by the City of Tallahassee or held on property owned by the City. The purpose of this checklist is to assure that persons with disabilities have access to all functions and events open to the public. Cascades Park is accessible if left as-is, without any barricades or barriers placed on sidewalks. Please consider vendor placement, portable restrooms, etc. while reviewing this form. *Please suggest corrective actions on any items marked "NO".*

Event/Activity Name: \_\_\_\_\_ Date(s) of Event/Activity: \_\_\_\_\_  
Location: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Contact Primary Phone: \_\_\_\_\_

### Facility

Are routes and site entrances accessible (i.e. curb cuts, ramps, elevators, etc.)?      Yes    No  
N/A

Corrective Action to be taken:

Are pathways through the site accessible (i.e. width of paths, surfaces, protrusions)?      Yes  
No    N/A

Corrective Action to be taken:

Are designated parking places nearby?      Yes    No    N/A

Corrective Action to be taken:

Are the following items accessible:

- |                                    |     |    |     |
|------------------------------------|-----|----|-----|
| 1. Restrooms?                      | Yes | No | N/A |
| 2. Restrooms (portable)?           | Yes | No | N/A |
| 3. Water dispensers (if provided)? | Yes | No | N/A |
| 4. Public telephone (if provided)? | Yes | No | N/A |
| 5. Elevators?                      | Yes | No | N/A |
| 6. Doorways?                       | Yes | No | N/A |
| Corrective Action to be taken:     | Yes | No | N/A |

Note: *At least one (1) restroom per cluster must be accessible. If only one portable is provided, it must be accessible.*

### Communication

Do event announcements include reasonable accommodations notice?      Yes    No    N/A  
Corrective Action to be taken.



## Cascades Park Event Permit Application

### Accessibility Planner (continued)

Is signage visible and placed appropriately for:

- |                           |     |    |     |
|---------------------------|-----|----|-----|
| 1. Routes?                | Yes | No | N/A |
| 2. Entrances?             | Yes | No | N/A |
| 3. Exits?                 | Yes | No | N/A |
| 4. Function of Locations? | Yes | No | N/A |
| 5. Restrooms?             | Yes | No | N/A |

Corrective Action to be taken:

### Reasonable Accommodations Notice

The following statement should appear in all printed material, newspaper advertisements, television and radio announcements.

***If a person with a disability requires an accommodation to participate or if special seating arrangements are needed, requests should be made to the event coordinator seventy-two (72) hours prior to the event.***

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Applicant's Signature

---

Date



# Amphitheater Audio Services Request Form

## A. General Information

1. Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
Location of Event: \_\_\_\_\_  
Set up Time: \_\_\_\_\_ Sound Check Time (Musical): \_\_\_\_\_  
Event Start Time: \_\_\_\_\_ Tear Down Time: \_\_\_\_\_
2. Name of Applicant or Applying Organization: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone (H): \_\_\_\_\_ (W): \_\_\_\_\_ (C): \_\_\_\_\_  
Fax: \_\_\_\_\_ Web Site: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
FEID #: \_\_\_\_\_  
Tax Exemption Certificate #: \_\_\_\_\_

## B. Service Needs

1. Please circle the type of event:

Speaking Engagement

Musical Performance

2. Please list any additional services that may be needed:

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**Audio Services are only provided for use of the Capital City Amphitheater. Events utilizing other areas of the park that need audio must bring in an outside vendor to meet your needs.**



**BAND STAGE PLOT – MUST BE FILLED OUT FOR AUDIO SERVICES**

**Back Stage**

*To stay within the maximum sound levels permitted at Cascades Park  
Three onstage Monitors/Wedges is the maximum provided/allowed (no exceptions)*

**Front Stage**

**Please draw your stage set up as simply and clearly as possible, showing where amps, drums and musicians will be placed. To suggest microphone placement(s), please use the following key:**

**Key for Stage Plot**

**V = VOCAL MIC  
I = INSTRUMENT MIC  
DI = DIRECT INPUTS**

<b>Number of Vocal Microphones:</b>	<b>Number of Instrument Microphones:</b>	<b>Number of Direct Inputs:</b>
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**Entertainer Contact Information (please print):**

**Name:** \_\_\_\_\_ **Band Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email (preferred):** \_\_\_\_\_

*Per City Commission Policy 154: Maximum Sound Level: The maximum sound level generated by events at the Amphitheater utilizing the house system shall not exceed 85dBA and 95 dBC.*

*Compliance: All artists, performers, entertainers, sound technicians, employees, and subcontractors shall comply with and ensure compliance with the sound levels established by this Policy.*

*See Page 5 of Event Planning Toolkit for Sound System Specs.*

# Policy Checklist

Required Form

By initialing next to each line, I agree to the policies and regulations set forth in the Event Planning Kit. I will be held responsible for ensuring these practices are followed at my event.

- Park Rules and Regulations (including permitted items)
- Parking/Traffic
- Vending Agreements
- Accessibility
- Insurance Requirements
- Obtaining a Temporary Liquor License
- Fee Schedule
- Payment Terms
- Lightning Policy
- Sound/Amplification Policies
- Marketing of any kind may take place ONLY after a physical permit has been granted

- I have included a site plan
- I would like to work on a site plan with you

*All Permit Applications will be reviewed by City of Tallahassee Staff. The City of Tallahassee reserves the right to require additional information or documentation regarding the applicant, applicant's company, sponsoring company/organization, cosponsors, event participants, event vendors, event activities, or the event itself. Moreover, the City of Tallahassee may postpone approval of event permits until receipt of additional requested information or documentation. Failure to submit requested information or documentation in a timely manner may be cause for denial of a park permit. The City of Tallahassee reserves the right to cancel or relocate an event due to special circumstances including but not limited to the following: weather conditions, misuse or abuse of facilities, non-compliance with City of Tallahassee event guidelines, and unpermitted/prohibited events. By signature below I affirm that the information on this Application is true and as close to actual as possible.*

**Signature**

**Date**

Forms (pages 17-24) should be submitted to:

Mario Palmentieri, Cascades Park Supervisor  
 1201 Myers Park Drive, Tallahassee, FL 32301  
 Phone: (850)891-3879  
[Mario.Palmentieri@talgov.com](mailto:Mario.Palmentieri@talgov.com)

# Food Vending Regulations

As the Event Coordinator, it is your responsibility to communicate the following vending regulations to your food vendors prior to event. Proof of insurance must be provided for each vendor. You must adhere to all regulations set-forth below.

## **Vendors must submit with application:**

- Certificate of Insurance listing the City of Tallahassee as an additional insured with required limits per occurrence. (See Insurance Requirements below for details.)
- Proof of vehicle insurance if utilizing motorized transportation

## **General Vending Regulations**

- Food Vendor Set-Up Hours: Vendor may not arrive earlier than set-up time provided by event coordinator.
- Food Vendor Break-Down Hours: Vendor must stop serving immediately at event ending time and start breaking down. Break down must be completed within 1.5 hours of event conclusion.
- Food vendors may only sell during the official event times.
- Vehicles will **NOT** be allowed to stay in the vendor area.
- **Vendor areas will NOT allow vehicle access once event begins. Gates will remain locked during official event times.**
- All waste must be disposed of properly. Large trash, boxes and items must go with vendor upon leaving the space. Grease, charcoal, grill drippings and oil MAY NOT be dumped in city garbage cans. Vendors must make their own arrangements for disposing of this.
- Food items must be placed in bags before deposited into waste cans.
- Vendor must supply own extension cords.

## **Safety Requirements**

- Fire Safety Code requires a portable fire extinguisher. Check with the local fire authority for specific requirements pertaining to the size, type or tagging of required fire extinguishers or other fire related requirements.
- Tents/canopies must be properly weighted. Walkways must remain clear of debris.
- Extension Cords must be taped down or covered to prevent a trip hazard.

## **State of Florida DBPR Regulations Vending Requirements**

Licensing and inspection may be conducted onsite by (DBPR), Division of Hotels & Restaurants Inspector. All Vendors must comply with environmental health requirements for food booths at temporary events. Any questions, please call DBPR Customer Center at (850) 487-1395 or see GUIDE TO TEMPORARY FOOD SERVICE EVENTS link: <http://www.myfloridalicense.com/DBPR/hotels-restaurants/licensing/temporarevent-guide/>

## **Insurance Requirements**

General Liability Insurance is required for all food vendors. The insurance limits are \$1,000,000 per occurrence and listing the City of Tallahassee as additionally insured for the date(s) of the event. Insurance must cover the event from set-up to tear down. The certificate holder must be listed as *City of Tallahassee, 300 S. Adams Street, Tallahassee, FL 32301.*

## **City Commission Policy 154**

### **Sound Policy for Capital City Amphitheater at Cascades Park**

DEPARTMENT: City Manager

DATE ADOPTED: March 26, 2014

DATE OF LAST REVISION: N/A

154.01 Authority: The City Commission

154.02 Scope and Applicability: This Policy covers the regulation of amplified sound generated from all events utilizing the Capital City Amphitheater at Cascades Park (Amphitheater).

154.03 Definitions:

Amplified sound means: sound using a sound amplification device.

Hours of performance means: 10:00 a.m. - 9:00 p.m. on Sundays through Thursdays and 10:00 a.m. - 10:00 p.m. on Fridays and Saturdays.

House system means: the sound amplification device(s) used at the Amphitheater for all performances other than Capital Cascades Stage and Concert Series events.

Sound level means: the weighted sound pressure level as measured in dBA and dBC on a ten second average LA eq metric by a sound level meter and as specified in American National Standards Institute (ANSI) specifications for sound level meters (ANSI S1.4-1971 (R1976)).

Sound amplification device means: equipment designed to increase the volume of sound created by a separate source such as a musical instrument or a human voice.

154.04 Performances: All events at the Amphitheater covered by this Policy, including sound checks, shall occur only during the hours of performance.

154.05 Maximum Sound Level: The maximum sound level generated by events at the Amphitheater utilizing the house system shall not exceed 85dBA and 95 dBC. For Capital Cascades Stage and Concert Series events, the maximum sound level shall not exceed 96 dBA and 104 dBC.

154.06 Measuring the Sound Level: The sound level shall be measured at the main mix board with a sound meter that meets the standards established by the American National Standards Institute (ANSI) specifications for sound level meters (ANSI S1.4-1971 (R1976)). The main mix board shall be located at the fixed position for the board in the Amphitheater. Measurements of sound level will be made and recorded by a qualified City employee or by a qualified

professional designated by the Director of the Parks, Recreation and Neighborhood Affairs Department or designee to operate the meter(s). This measurement will be made independently of sound monitoring conducted by the

artist or promoter. This person shall be present at the main mix board with a sound meter during all events covered by this Policy. A City employee or qualified professional shall also take sound measurements at the Cascades Park property line and in the surrounding neighborhoods as determined for each event by the Parks, Recreation and Neighborhood Affairs Department and set forth in the Special Event Permit.

#### 154.07 Standards for Measuring the Sound Level:

Calibration. The sound meters shall be maintained in calibration and good working order. The operator of the meter shall conduct a calibration check of the meter at the time of any measurement of the sound level.

Measurements. The meter shall be positioned so as not to create any unnatural enhancement or diminution of the measured sound. A windscreen on the meter's microphone shall be used at all times.

154.08 Compliance: All artists, performers, entertainers, sound technicians, employees, and subcontractors shall comply with and ensure compliance with the sound levels established by this Policy. The promoter shall have the responsibility to ensure compliance with the sound levels at the mix board for Capital Cascades Stage and Concert Series events. The Parks, Recreation and Neighborhood Affairs Department shall be responsible for ensuring compliance for all other events.

154.09 Trial Period: This Policy shall be reviewed by the City Commission on April 23, 2014.