



City of Marathon Park and Recreation Department Policy and Procedures for Events

THESE PROCEDURES WILL ALLOW VEHICLES AND CAUSE MINIMAL IMPACT TO GRASS AND FIELDS.

Before Vendors proceed on field to assigned booth the following needs to be in place:
City Staff needs access to parking and the field as required to oversee the event.

It will be necessary for your organization to contract directly with police and fire/ambulance service for your event at your expense.

Fire/Ambulance: 305-743-5266 Sheriff: 305-289-2430

The park has a few power outlets around the pavilions, concession stand and amphitheater. If additional power is needed for vendors, it becomes the responsibility of the Event organizer. The park has a 400 amp service for the amphitheater that must be connected by a licensed electrician.

Park staff needs the name of one "Go To" person from the event organizer.

Entrance

1. The event organizers need at least two volunteers at all entrance gates.
2. Two golf carts are an option if the event organizer wishes. **Large tire carts are not permitted.**
3. Event personnel needs to stay at gates until they are closed / locked and event begins.
4. Event personnel needs to explain speed control, tire turning, unload procedures **No Set-Up Allowed**, just unload and leave field.
5. Event personnel must escort vendors to their space using the outside areas around field or pathway between soccer fields or as directed by Park Staff.
6. Vehicles are only allowed on the field if you have an escort. One volunteer must lead, by cart or by foot, to the vendor booth spot. The other person holds the other vendors waiting until an escort returns.
7. **NO ONE WILL BE ALLOWED TO DRIVE ON FIELD FOR 45 MINUTES BEFORE THE OPENING OF EVENT!**
8. **ALL VEHICLES MUST BE OFF THE FIELD 30 MINUTES BEFORE THE OPENING OF THE EVENT.**
9. Vendors may line up on the street by the tennis courts and will need at least two volunteers for that location.
10. The gate by the baseball field (Gate #1) and the double gate by the Amphitheater (Gate #4) are vendor entrances. If using both entrances two escorts must be in place at these locations.
11. RV's or forklifts are not allowed on field. All large trailers or food trucks placement needs need to be reviewed with Park Staff before the event.
12. No removal of any cones or barricades, either wood or metal. They are in place to cordon off areas that are not to be disturbed.

Exit

1. The event group needs at least two volunteer or Park Staff at gates.
2. Two golf carts are an option if the event organizer wishes. **Large tire carts are not permitted.**
3. Event personnel need to stay at gates until they are closed / locked and event begins.
4. Event personnel need to explain speed control, tire turning, unload procedures, and exit to assigned gate.
5. Event personnel must escort vendors to their space using the outside areas around field or pathway between soccer fields or as directed by Park Staff.
6. Vehicles are only allowed on the field if you have an escort. One volunteer must lead, by cart or by foot, to the vendor booth spot. The other person holds the other vendors waiting until an escort returns.
7. Vendors need to be completely broken down before the vehicle enters the field at closing of event.
8. The gate by the baseball field (Gate#1) and the double gate by the Amphitheater (Gate #4) are designated as exit gates.
9. **NO ONE CAN DRIVE ON OR OFF FIELD UNTIL ALL PARTONS HAVE LEFT THE FIELD!**
10. In case of emergency contact Park Staff for assistance.
11. Assigned gate personnel need to be established by event organizers two hours before the beginning or end of the event.
12. Someone from event personnel needs to remain on site as long as the field is open. This includes vendors leaving for just the night or the end.
13. Vendors may line up on the street by the tennis courts and need at least two volunteers for that location. Vendors must be led in and out.
14. Trash cans used at the event must be emptied by event organizers. This includes portable or non-portable containers as well as the recycle bins.

Event Organizers

1. Allowing pets is up to the event organizers. Park Staff must be informed if allowing.
2. Vehicles staged on the field during event needs approval from Park Staff.
3. Vehicles staying on field during event must stay until at least 30 minutes after the close of the event so patrons are off the field. Park Staff will give okay to remove.
4. **NO STAKEDS FOR TENTS...either water weights or blocks must be used.**
5. No overnight parking or sleeping on any Park property.
6. Staff needs to be placed at jail entrance and baseball entrance to stop thru traffic for the entire event. They need to remain at the barricades until event is over.
7. No double parking anywhere in any parking area.
8. Park Staff will determine how many vehicles can be on field at one time.
9. All vehicles must be escorted on and off the field.
10. Event Staff must stay until field is cleared and cleaned.
11. All trash must be emptied and taken to the dumpster nightly.
12. **NO KEYS CAN BE MADE WITHOUT THE CONSENT OF PARK DIRETOR.**

CITY OF MARATHON PARKS & REC DEPARTMENT

200 36th Street Ocean, Marathon, FL 33050

Phone (305) 743-6598 | Fax (305) 289-5888 | www.ci.marathon.fl.us/government/parks/

13. PARK STAFF NEEDS ACCESS TO PARKING AND FIELD ENTRANCE AT ALL TIMES.

- 14. Only event leads, performers, and City Staff all allowed on stage during events.
- 15. Phase III of the Park can be used for overflow parking.
- 16. **ALL VENDERS MUST HAVE PASSES WITH NAME, BOOTH NUMBER, AND CELL NUMBER IN VIEW ON DASH.**
- 17. Venders need to leave the field within 2 hours of event end.
- 18. No bounce houses/inflatables allowed with the exception of commercial operators.
- 19. Event organizer must provide trash bags for use at the event.
- 20. If event requires portable potties they need to provide own toilet paper and paper towels.
- 21. Event organizer needs to maintain the cleanliness of the restrooms during the times the event is open to public.

Gates

- Gate 1 Double Base Ball Field
- Gate 2 Concession Stand
- Gate 3 Restrooms
- Gate 4 Double Amphitheater
- Gate 5 Double by Jail
- Gate 6 Jail side of field
- Gate 7 Jail side of field
- Gate 8 Jail side by Pavilion
- Gate 9 Next to Circle by Skate Park
- Gate 10 Double next to Skate Park
- Gate 11 Double by Skate Park and US1

Event Item Available

- Extension cords
- Tents & weights 10x20
- Tents & weights 10x10
- Tables
- Bleachers (move to event location)
- Chairs
- Water Key # 4
- Water Hose
- Trash Cans
- Trash Liners (**needs to be provided by event organizers**)
- Squares for under water barrels
- Barricades for parking lot wood
- Key for event Chair (Go to City Hall)
- Recycle Bins
- Butt Cans
- Barricades Entrance and Exit Wood
- Chairs for Entrance and Exit
- Barricades in front of stage metal.

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