

**RESOLUTION NO. 26-01-04**

**A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, APPROVING AMENDMENT TO THE VILLAGE-OWNED PARKS SPECIAL EVENTS POLICY AND FEE SCHEDULE; AUTHORIZING THE VILLAGE MANAGER TO IMPLEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Islamorada, Village of Islands (the "Village"), adopted Reso. 07-12-77 amending Park Rules and Regulations to establish the Village-owned Parks Special Events Policy and Fee Schedule; and

**WHEREAS**, the purpose of this policy is to promote the efficient, safe, and equitable use of Village Park facilities while ensuring a balanced use between Special Events and standard park activities; and

**WHEREAS**, Village Staff conducted a comprehensive review of the Village-Owned Parks Special Events Policy and Fee Schedule and proposed revisions attached hereto as Exhibit "1" to include key changes to the Policy Intent and Scope, Definitions of Special Events, General Rules and Regulations for Special Events, and Number of Special Events Allowed per Fiscal Year; and

**WHEREAS**, the rules and regulations contained in this policy shall apply exclusively to Founders Park;

**WHEREAS**, the revisions include removal of language pertaining to prior agreements with Islamorada Community Entertainment; and

**WHEREAS**, Village Council desires to amend the Special Event Fee Schedule providing for an increase to event rental fees and approving new requirements for additional fees, deposits, and penalties as further set forth herein as Exhibit "1"; and

**WHEREAS**, the Village Council finds that approval of this Resolution provides for

reasonable and controlled use of Founders Park as an event site and is intended to ensure the successful coexistence of all park uses, and is in the best interest of the Village.

**NOW THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA,  
VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The above recitals are true and correct and incorporated into this Resolution by this Reference.

**Section 2. Approval of Amendment.** The Village Council hereby approves the Amendment to the Village-owned Special Events Policy and Fee Schedule, a copy of which is attached hereto as Exhibit "1".

**Section 3. Implementation.** The Village Manager is hereby authorized to take any and all action necessary to implement the new Founders Park Special Events Policy and Fee Schedule for the purpose of this Resolution.

**Section 4. Effective Date.** This Resolution shall become effective immediately upon its adoption.

**Remainder of this page intentionally left blank.**

**FINAL VOTE AT ADOPTION**

**VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS**

Mayor Don Horton	Yes
Vice Mayor Sharon Mahoney	Yes
Councilwoman Anna Richards	Yes
Councilman Steve Friedman	Yes
Councilwoman Deb Gillis	Yes

**PASSED AND ADOPTED ON THIS 6th DAY OF JANUARY, 2026.**

  
DON HORTON, MAYOR

ATTEST:

  
MARNE MCGRATH, VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY  
FOR THE EXCLUSIVE USE AND BENEFIT OF  
ISLAMORADA, VILLAGE OF ISLANDS:

  
JOHN J. QUICK, VILLAGE ATTORNEY

## **Founders Park Special Events Policy**

### **I. Intent and Scope of Policy**

1. The purpose of this policy is to balance the special event uses of Founders Park with other standard park uses such as youth sports, walking, biking and running. The policy allows for reasonable but controlled use of Founders Park as an event site and is intended to assist all types of Park uses to successfully coexist.
2. Rules and regulations included in this policy apply exclusively to Founders Park. Events outside of Founders Park are regulated by the Village's Temporary Use regulations in Chapter 30, Article V Div. 8 of the Village Code.
3. Islamorada Parks & Recreation Department scheduled events are not covered under this Policy and are regulated by the Founders Park Director or designee.

### **II. Definitions of Founders Park Special Events**

1. Major Special Event: An event planned for more than 1,000 attendees per day
2. Large Special Event: An event planned for 501-1000 attendees per day
3. Regular Special Event: An event planned for 101-500 attendees per day.
4. Small Special Event: An event planned for less than 100 attendees per day.

### **III. General Rules and Regulations for all Founders Park Events**

1. Only Village of Islamorada based non-profit 501(c) or other legally established Village of Islamorada non-profit groups may hold special events at Founders Park. Other non-profit 501(c) organizations based in Monroe County may be considered on an individual basis.
2. A Special Event shall not exceed two (2) consecutive days.
3. Special Event applications must be submitted at least ninety (90) days in advance for special events planned for more than five hundred (500) attendees per day, sixty (60) days in advance for special events planned for five hundred or fewer attendees per day.

4. Any new Special Event Application for more than 100 attendees shall be reviewed and supported by the Islamorada Parks & Recreation Citizens' Advisory Committee prior to approval.
5. Insurance and licenses shall be required as deemed necessary by the Village Manager or Village Manager's designee (i.e. alcohol liability insurance, alcohol-liquor license, special events insurance). The Village must be named as additional insured on all required liability insurance.
6. Fire/EMS Department personnel, Sheriff's Office personnel and additional Park Attendants may be required as deemed necessary by the Founders Park Director. The cost of such personnel shall be borne by the event applicant.
7. Special conditions and arrangements relating to event logistics may be required by the Founders Park Director and shall be included in writing in the special event application package to be signed by the event applicant.
8. All event signage must be approved by both the Founders Park Director and the Planning and Development Services Department.
9. The Parks Rules and Regulations Policy shall apply to all special events unless special permitting is obtained (i.e. alcohol licensing, etc.).
10. All special events must comply with Islamorada Village Code Article 18-IV, Noise Ordinance.
11. Any special event with the sole purpose of providing a concert must be held within the designated amphitheater facility. The use of or installation of large stages in alternative areas of the Park or open spaces is prohibited.
12. All required fees, security deposits, insurance, authorizations, and other requirements associated with the special event and use of the facility shall be paid and/or completed twenty-one (21) days prior to the date of the special event.
13. No physical alteration of any building, structure, facility or appurtenance thereof shall be made without prior written approval of the Village Manager or the Founders Park Director.
14. Upon completion of the event, the event applicant is responsible for ensuring that the facility and adjacent areas are clear, orderly, and free of any obstructions or litter.

15. Special events that are not in compliance with applicable requirements or are in violation of the Park Rules and Regulations Policy may be terminated by the Village Manager or his/her designee. In such instances, no refund of fees or security deposits would be warranted or considered. Failure to comply with these requirements may also result in additional charges for cleanup or repairs, and/or restrictions on future event approvals.

#### **IV. Number of Major Special Events (over 1,000 attendees per day) allowed per fiscal year**

1. The projected number of special event attendees shall be determined based on the history of the individual event or similar events and verifiable data available for consideration and mutually agreed upon by the Founders Park Director and event applicant.
2. No more than six (6) major special events shall be held per fiscal year (October 1 through September 30). The scheduling of six (6) special events shall be governed by the following:
  - a) There shall be a minimum of thirty (30) days between major events planned for over 3,000 attendees per day
  - b) There shall be a minimum of fourteen (14) days between major events planned for 1,001-2,999 attendees.

#### **V. Number of Large Special Events (under 1,000 attendees per day) allowed per fiscal year**

1. Special events planned for 501-1,000 attendees shall be limited to two (2) per year.
2. Special events planned for less than 500 attendees shall not be limited.
3. The Founders Park Director shall have discretion for the approval of all special event dates, based upon potential conflict with other park events and/or programs and other factors as determined.

## **VI. Fees**

1. Small special events planned for up to 100 attendees:
  - Event rental fee: \$100 per day
  - Daily rental fee for setup and/or breakdown may apply: \$50 per day
  - Required clean-up and property damage deposit: \$200
2. Regular special events planned for 101-500 attendees:
  - Event rental fee: \$275
  - Daily rental fee for setup and/or breakdown may apply: \$125 per day
  - Required clean-up and property damage deposit: \$500
3. Large special events planned for 501-1,000 attendees:
  - Event rental fee: \$725
  - Daily rental fee for setup and/or breakdown may apply: \$250 per day
  - Required clean-up and property damage deposit: \$1,000
4. Major special events planned for more than 1,000 attendees:
  - Event rental fee: \$1050
  - Daily rental fee for setup and/or breakdown may apply: \$250-500 per day dependent upon the impact to the Park as determined by the Founders Park Director
  - Required clean-up and property damage deposit: \$3,500.00
5. Additional facility rental fees may be required based upon the type and scope of the event as determined by the Founders Park Director.
6. Depending on the nature of the event and/or history of specific special events, the Founders Park Director may, at his/her discretion, require additional deposit(s) to cover potential damages, incidental expenses or other potential costs related to the Event.
7. Fire/EMS Department personnel fees shall be determined by the Islamorada Fire Chief.

8. Sheriff's Office personnel fees shall be determined by the Monroe County Sheriff's Office.
9. Park Attendant fees shall be determined by the Founders Park Director.