

POLICY Number: POL-2016-001-REC-3		Effective: June 1, 2016 Amended: July 1, 2025
Section: How We Work	Special Events Policy	Revision 0A, supersedes all previous documents (See Revision History)

I. PURPOSE

To establish a policy governing the use of Canaveral Port Authority (“CPA”) property for Special Events.

II. DEFINITIONS

1. “Special Event(s)” means any pre-planned gathering, activity, event or series of related gatherings, activities or events to be held on CPA property that are conducted outside of a CPA tenant’s leased premises. Special Events do not include CPA coordinated events.
2. “CPA property” means any property that is owned, leased, operated, maintained, and/or controlled by the CPA.

III. POLICY

1. Requests for Special Events will be addressed to the Manager of Recreation and Events and will be considered on a first-come, first-served basis.
2. CPA will only accept requests for Special Events twice per calendar year, during the periods of March 1st – 31st and September 1st – 30th.
3. Requests must be submitted at least ninety (90) calendar days prior to the scheduled event.
4. Requests will not be accepted if received more than twelve (12) months in advance of the scheduled event.
5. All requests are considered tentative until such time as the Permittee has paid the required fees and has received a Special Event Permit approved by the Port Director/CEO or his/her designee.
6. Special Events may not interfere with maritime operations or commercial business operations. CPA shall prohibit use of land, facilities, assets, and/or personnel for Special Events which, in CPA’s sole judgment, would encumber such operations or create a public safety risk.
7. Attendance at Special Events may not exceed 5,000 attendees per day.
8. Multi-day Special Events require approval by the CPA Board of Commissioners.
9. Permittees shall provide evidence of required insurance coverage in a form and amount acceptable to CPA for the duration of occupancy no later than fourteen (14) days prior to the scheduled event. The Certificate of Insurance must specifically list the Canaveral Port Authority as additional insured. For coverage requirements, refer to Special Event Insurance Requirements.

10. Permittees will be required to pay applicable fees to the CPA in accordance with the Special Events Request Procedures and Fee Schedule, as those may be amended from time to time.
11. Permittees shall be required to pay a deposit of 10% of the venue fees. The deposit shall be refunded in full if CPA property is left in a clean and damage-free condition after the Special Event. The deposit shall be used to pay any actual expense to repair any damage or for cleaning required as a result of the event. The deposit may, upon approval by CPA, be in the form of a credit card that will be kept on file until after a damage/clean-up inspection is conducted following the event. Events may be subject to additional fees if damage/clean-up is assessed higher than the deposit amount.
12. The Port Director/CEO may consider a reduction in permit fees as set forth in the Fee Schedule for tax-exempt, non-profit organizations that demonstrate to the Port Director/CEO's satisfaction that the organization is exempt from federal taxes. Organizations seeking a reduction shall provide evidence of their 501(c) certification. Insurance requirements and other fees including deposits and Operational Support Costs, however, are not waivable.
13. The Permittee shall obtain all appropriate regulatory approvals (e.g., Department of Business and Professional Regulation, Division of Alcoholic Beverages & Tobacco), and obtain other local, state, or federal permits, as may be required for the Special Event.
14. The Permittee shall ensure compliance of the Special Event with all applicable laws.
15. Pre-planned gatherings, activities, or events held within a CPA tenant's leased premises that impact CPA facilities outside the leased premises shall submit a Special Event Permit application to the Manager of Recreation and Events to determine the need for additional public safety support (e.g., security, fire, life safety, inspections, etc.).
16. The Port Director/CEO is authorized to establish fees and implement rules and regulations governing Special Events.

IV. EXCEPTIONS

Exceptions to this policy require the prior approval of the Chief Executive Officer or his/her designee and the applicable Department Director or his/her designee.







V. RESPONSIBILITY

The Recreation Department shall have the responsibility for maintaining and updating this policy.

VI. REFERENCES

1. MAN-2025-002-REC-3, Special Event Fee Schedule
2. MAN-2025-003-REC-3, Special Event Application Procedure Guide
3. Special Event Insurance Requirements (See FOR-2026-001-REC-3, Special Events Request Form).

*Approval Page

Name	Title	Signature	Date
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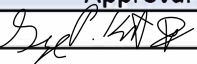
*If Document Creator and/or Functional Area Director are also a part of the normal review process, a second signature is not required.

Revision History Page

Revision	Effective Date	Changes Made (Initial Release, *Minor Amendment, Revision, Policy Review W/Revision, **Repeal, ***policy review w/o revision)	Briefly explain the purpose/reason for revision
0	June 1, 2016	Initial Release	Creation Of Document
0A	July 1, 2025	Review w/minor amendment changes.	Updates to all sections for clarity and content. Special Event Fee schedule and Special Event Application Procedure have been removed and will be made into stand-alone documents. Insurance requirements have been removed and added to Special Event Application.

*If change is minor amendment, then only the Assistant Director, Records, Archives and History is required to review and sign.
Minor Amendment: Any change to an existing document that is limited to a clerical or grammatical change or correction that does not change the intent, scope, application or meaning of the document.
 **If Policy is repealed, all approvers must sign.

***If no change to document, Assistant Director, Records, Archives and History is only required to verify and sign.

Assistant Director, Records, Archives and History Approval	Date
	07/01/2025