



Special Event Fee Schedule (effective September 1, 2021)

General

- A. Non-refundable \$100.00 application fee is required for all Special Events.
- B. Depending on the event type and attendance, a damage/clean-up deposit of up to \$15,000 may be assessed to the permittee.
- C. A cancellation fee of \$500 may be deducted from the damage/clean-up deposit if a permittee provides less than thirty (30) days' prior written notice to CPA of cancellation of a scheduled event.
- D. Event Fees may include up to 15% of the gross revenue generated by the event (vendors, food, beverages, etc.), a flat fee, or a combination thereof.
- E. Parking and parking fees will be handled by the Port unless otherwise negotiated.
- F. Ticket fee revenue apportioned to CPA will be negotiated in the contract. If applicable, the fee percentage, along with documentation of all revenue generated by the event will be submitted by the permittee to CPA within one week from the conclusion of the event or be subject to an additional 5% late fee.
- G. Operational Support fees including event staff, custodial, environmental, fire/building official, harbor clean-up will be based upon the size and scope of the event.
- H. The permittee is responsible for Fire/Emergency and Law Enforcement/Public Safety contracted fees.

CPA Fees

Special Event Fees:

- Outdoor Venue fee - \$3,000.00
- Run 5K/ Walk - \$750.00
- Fishing Clinic - \$750.00
- Additional Event Day(s) - \$500 per day
- Setup/Breakdown Day(s) - \$500 per day

Event Service Fees:

- Application Fee (non-refundable) - \$100.00
- Venue/Facility Management Fee - \$500 per event day



Cruise Terminal Venue Fees:

Cruise Terminal 5, 6, or 10 - \$4,000.00

Cruise Terminal 1 - \$5,000.00

Cruise Terminal 3 - \$7,000.00

Operational Support Fees:

Event Staff Setup/Teardown – TBD

Event Custodial Services - TBD

Environmental Clean-up – TBD

Fire/Building Inspection - \$50.00 – \$250.00 per event

Harbor Cleanup - \$200 - \$600, or more as required

Light Towers - \$150 per unit, per day Mobile Electronic sign - \$100 - \$150 per unit per day

Event Sign Permit - \$104.00 (non-refundable)

- i. The permittee must submit an Event Sign permit form and adhere to current CPA Sign Regulations.
- ii. Event Signs may only be placed at approved locations on CPA Property and shall be limited to a maximum of 7 days prior to the event. All event signs and advertisements must be removed within 48 hours following the conclusion of the event.

Non CPA Fees (separate contract)

Fire/Emergency and Law Enforcement Fees

In collaboration with public safety and emergency service support providers, the Canaveral Port Authority determines the level and amount of support required for a Special Event based on details provided in the event request, historical data, and other applicable information. Emergency Service fees are subject to change. Please see Brevard County Sheriff's Office (BCSO) and Canaveral Fire Rescue (CFR) Department Off-Duty forms for information on current fees and requirements.



Revision History

Revision	Effective Date	Changes Made	Brief Description
0	September 1, 2021	Initial Release	Document Creation

The Canaveral Port Authority (CPA) reserves the right to increase fees above based upon the event. Services fees subject to change based upon current rates.