



## CITY OF COCOA SPECIAL EVENTS AND PARADE FEE SCHEDULE (Effective June 2018)

*It is the intent of the City of Cocoa to support Special Events and Parades for residents and the community at large. Rental fees are determined by City Council and are subject to change at their discretion.*

**CANCELLATION POLICY:** A 15% administrative fee will be deducted from the total amount due for the event for all written requests for refunds up to thirty (30) days prior to the scheduled event. If an event is cancelled within thirty (30) days of scheduled date, no refund will be granted. Application Fees are non-refundable. All users MUST sign and agree to the Facility Use Permit Restrictions Addendum at time of booking. *The City reserves the right to refund all monies paid and cancel all reservations and permits up to 72 hours prior to the reserved date.*

**DAMAGE & CLEAN-UP DEPOSIT:** A Damage & Clean-up fee is required thirty (30) days prior to the event date and will be deposited by the City for applicants/events in Good Standing. For applicants/events in Conditional Standing, a \$1,000.00 Damage & Clean-up fee is required and will be deposited thirty (30) days prior to the event date. If no damage is done to the facilities or public property, all fees have been paid in full and all rules and regulations have been followed, the Damage & Clean-up deposits will be returned within thirty (30) business days to the applicant.

**PUBLIC SAFETY & SPECIAL FEES:** In accordance with Chapter 2, Article XI, Special Events and Parades, of the City Code, a Public Safety and Facility Fee will be determined based upon necessity for each event. This fee will include the use of Firefighter/EMT's, Police Officers, V-Cops, Electricians, etc. and will be determined after the application has been filed with the Leisure Services Division. Public Safety & Special Fees are due no later than thirty (30) days prior to the start of the special event.

\*\* A \$1M Commercial General Liability Insurance certificate is also required naming the City as an additional insured.

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**Individuals/organizations applying for use permits shall be organized into four (3) classes for the purpose of use priority and charges.**

**Tier 1 Permit:** A Special Event or Parade which the attendance is anticipated to be less than 1,000 Persons and is organized by either a Non-profit (501c3) Organization or a Cocoa Village Partnering Organization\*.

**Tier 2 Permit:** A Special Event or Parade which the attendance is anticipated to be less than 1,000 Persons and is organized by a for profit organization.

**Tier 3 Permit:** A Special Event or Parade which the attendance is anticipated to be in excess of 1,000 Persons and is organized by a Non-profit (501c3) Organization.

**Tier 4 Permit:** A Special Event or Parade which the attendance is anticipated to be in excess of 1,000 Persons and is organized by a Cocoa Village Partnering Organization\*.

**Tier 5 Permit:** A Special Event or Parade which the attendance is anticipated to be in excess of 1,000 Persons and is organized by a for profit organization.

*\*A Cocoa Village Partnering Organization is any not for profit organization that's sole purpose is to attract visitors to the Cocoa Village area or that promotes the Cocoa Village area as a destination. (Does not have to be a 501c3 non-profit organization.)*

(See Facility Use Permit Restrictions Addendum for more information.)

**SPECIAL EVENT FEES:**

All special events or parades require *full payment of all fees detailed in the CITY OF COCOA FACILITY FEE SCHEDULE, Resolution NO. 2005-124, due sixty (60) days in advance of the scheduled event or parade.*

**Tier:**

1	\$500.00 plus sales tax if applicable
2	\$1,000.00 plus sales tax
3	\$1,000.00
4	\$1,500.00 plus sales tax
5	\$3,000.00 plus sales tax

**DAMAGE & CLEAN-UP DEPOSIT**

**Applicants/Events in  
Good Standing**

\$250.00

**Applicants/Events in  
Conditional Standing**

\$1,000.00

**PUBLIC SAFETY AND SPECIAL FEES**

Police Officer	\$50.00 per hour	Fire Services	\$50.00 per hour
Public Works/Electricians	\$50.00 per hour	EMT Services	\$50.00 per hour
V-Cops	\$15.00 per hour	Green Vendor Boxes	\$25.00/box/day
Fountain Fee (runs 10a-6p each day)*	\$15.00	White Utility Bollards	\$25.00/half day \$50.00/full day
Stage Electric(110 outlets)	\$25.00/half day \$50.00/full day	Water Usage	\$10.00/half day \$20.00/full day
Road Closure Fee	\$50.00		

Half Day = Up to 4 hours, Full Day = Above 4 hours

\*Fountain Fee is to change the regular 10a-6p schedule of the Fountain in Riverfront Park.

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