



KEYSTONE HEIGHTS AIRPORT AUTHORITY

SPECIAL EVENT POLICY & APPLICATION

Event:

APPROVED 10/15/2008
UPDATED 12/5/2024

Definition

An “Airport Special Event” is defined as a private, public, or non-profit activity taking place on or using Airport Property and is considered outside of the normal “day to day activities” of the airport and/or the event will involve the use, sale, or consumption of alcohol beverages it will be considered a “Special Event”.

Airport property is defined as all commercial and non-commercial area of the airport including the Fixed Base Operation, all businesses holding leases, and all undeveloped land within the Airport boundaries.

Regulations

- 1.) **Insurance** – As part of the consideration of issuing this permit, Permittee agrees to purchase and maintain at its sole cost and expense, liability insurance with an insurer or insurers satisfactory to the Keystone Heights Airport Authority a Special Event Insurance Rider evidencing liability of not less than \$1,000,000 combined single limits coverage, naming the Keystone Heights Airport Authority and City of Keystone Heights as additional insured.

- 2.) **Rules** – Permittee shall abide by all the rules, ordinances and regulations of the Keystone Heights Airport Authority, City of Keystone Heights, Counties of Bradford and Clay Ordinances, and the State of Florida. The event shall not interfere with any other business or entity permitted to conduct business on the airport. Additionally, the following rules will apply:
 - a. Hours of Alcohol Consumption:
 - i. Bradford County – Mon-Sat, 7:00am-2:00am the following day/ Sunday, 1:00pm-11:00pm the same day.
 - ii. Clay County – Mon-Sat, 7:00am-2:00am the following day/ Sunday, 2:00pm-11:00pm the same day.
 - b. Permittee will ensure that no one under 21 years of age is served an alcoholic beverage or allowed to consume alcoholic beverages.
 - c. Activities will not interfere with the daily operations of the Keystone Heights Airport aviation activities, unless prior approval is obtained from the KHAA.
 - d. Event activities will not exceed the permitted event designated area.
 - e. All established safety and control procedures will be followed, if required, spectators will be kept a safe distance from the activity and barriers will be used.
 - f. Outdoor events require a map identifying event site location, parking, restrooms, trash containers, etc.
 - g. Traffic plans must be submitted
 - h. Any and all activities can be stopped and/or terminated by the KHAA authorized personnel.
 - i. KHAA has the right to cancel the event within 48 hours prior to the event starting time for reasonable cause.
 - j. Any noise associated with the event which could be considered a public nuisance will be reduced to an acceptable level. The noise level will be determined by

authorized KHAA personnel. Repeated noise level is not reduced, KHAA has the right to stop and/or terminate the event.

- k. Additional conditions and or terms as required by the KHAA as determined during the application process.
 - l. All vendors will comply with sale tax requirements for the county in which they will operate.
- 3.) **Required Attachments** – All applicable site plans, other permits and schedules must be completed and approved prior to the commencements of any activity.
 - 4.) **Policy Modification** – Prior to any changes in this policy written notification to KHAA will be required. These written notifications will at a minimum provide the specific changes to be made and reason for making the change. Additionally, the written notifications must be provided to the KHAA at least forty-five (45) days prior to any changes becoming effect.
 - 5.) **Referrals** – If requested by the Airport, applicant/organization shall provide a minimum of three (3) references of prior events. Contact information (name, phone#, email) of a person where event was held shall be attached.
 - 6.) **Event, Advertisement & Ticket Sales (if applicable)** – Event dates, advertisement and ticket sales shall not be made available to the public until the Special Event Application and required documents are approved by the Keystone Heights Airport Authority.

SPECIAL EVENT APPLICATION

APPLICANT INFORMATION

Applicant/ Organization: _____

Address: _____

Phone _____ Email: _____

Event Coordinator/ Contact: _____

EVENT INFORMATION

Event Dates: _____ Event Times: _____

Event Description: _____

Purpose of Event: _____

Who will attend event: _____

Estimated Attendance: _____

Proposed Activities: _____

Utility Provisions (i.e., restrooms, lighting): _____

Signage/ Signage location(s) (may require site plan): _____

Airport Services Requested (personnel, materials, etc.): _____

STATEMENT OF HOLD HARMLESS AND UNDERSTANDING

Permittee agrees to investigate, defend, and hold harmless the Keystone Airport Authority and the City of Keystone Heights, its officers, employees and agents from and against any and all loss, damage, liability, claims, demands, detriments, costs, charges, expenses (including attorney's fees) and causes of action of any character which the Keystone Airpark Authority of City of Keystone Heights may incur, sustain or be subjected to on account of loss or damage to property or the loss of the use thereof and employees, subcontractors, agents, and invitees of each party here(to) arising out of or in any way connected to this permit or occupancy, operation, maintenance, enjoyment and use of and Keystone Heights Airport Authority premises under this permit.

I have read and am familiar with the guidelines pertaining to Keystone Heights Airport Authority activity use.

Signature of Permittee: _____ Date: _____

REQUIRED ATTACHMENTS

** The following items must accompany your application at the time of submittal. No applications will be reviewed without these attachments.

_____ **Event Site Plan** – a detailed description of where the event will take place, a timeline of what events will occur, area or room layout of activities, etc.

_____ **Security/ Crowd Control Plan** – a detailed description of where the attendees will be located, security measures, security personnel, etc. A copy of the notification of event to the Bradford and/or Clay Sheriff Department must be included and must have verification of receipt by the sheriff department(s).

_____ **Fire Department Notification Letter** – a letter must be attached notifying the local fire department of the event and must verify receipt of the letter by the local fire department. Must comply with LFC 101 (life Safety Code); NFPA 1 (National Fire Protection Association); existing ordinances; County Permitting.

_____ **Clean-up Schedule** – permittee is responsible for leaving all area in the same and/or better condition as found.

_____ **Aircraft Parking Plan** – (if applicable)

_____ **Vehicle Parking Plan/ Transportation Plan** – include the number of expected vehicles on site and means of transportation the number of people expected to and from the entrance of the event.

_____ **Litter Control** – a detailed description of what means will be utilized to handle trash.

_____ **Restrooms** – a detailed site plan identifying the number and location of mobile restrooms or port-a-potties.

_____ **Alcoholic Beverages** – a copy of the *State of Florida Alcohol* permit