



City of Ocala Special Event Conditional Permit

Office Number: 352-368-5524
After Hours: 352-789-1133

EVENT ORGANIZER MUST BE IN POSSESSION OF THIS PARADE* PERMIT AND ALL OTHER APPLICABLE PERMITS AT EVENT & MUST PRESENT PERMIT(S) IF SO REQUESTED

EVENT INFORMATION	
Name of Event	Ocala Arts Festival
Date of Event	Saturday, October 25, 2025 Sunday, October 26, 2025
Rain Date if Applicable	Rain or Shine
Event Organization/Organizer/#	Fine Arts of Ocala (FAFO) Emily Andrews 352-433-3360
City Supervisor/Manager Assigned/#	Friday, October 24th from 7:00 a.m. – 6:00 p.m. ***** Saturday, October 25th from 7:00 a.m. – 7:00 p.m. ***** Sunday, October 26th from 7:00 a.m. – 10:00 p.m. Mike Leduc 352-789-4699
Event Time	Saturday, October 25, 2025 – 10:00 a.m. – 5:00 p.m. Sunday, October 26, 2025 – 10:00 a.m. – 5:00 p.m.
Event Location	Downtown Area
Estimated Attendance	25,000
Set Up Start Time	Thursday, October 23, 2025 – 12:00 p.m. Party Time Rentals to begin tent set up at Citizens' Circle
Estimated Breakdown Completion Time	Sunday, October 26, 2025 – 10:00 p.m.
Event Activities as indicated on application	FAFO's Ocala Arts Festival is where a person can experience art on every level. FAFO will have over 150 artists from around the country. Free admission & parking. Student Art Show Activities, Food Vendors, and Entertainment on both stages.
Street & Parking Space Closure(s)	Various city streets downtown (see layout)

THE FOLLOWING OUTLINES THE RESPONSIBILITIES OF THE EVENT ORGANIZER BY DATES SPECIFIED

All responsibilities must be met by the timelines indicated.
A final permit will be issued once the conditional requirements are met.

Provide to the Recreation and Parks Department:	
Final site layout/plan detailing electrical needs, placement of all equipment, outlining operational zones and showing location of all vendors. (FAFO)	Pending
Final list of vendors (Food, crafts, art, other) (FAFO)	Pending
Application for Special Detail submitted directly to OPD	Completed
Parking Map for Artists (FAFO)	Pending
Apply for tent permits	Completed
Certificate of insurance and Endorsement meeting City specifications and listing City as additional insured. (FAFO)	Pending

THE FOLLOWING OUTLINES THE RESPONSIBILITIES OF THE CITY OF OCALA BY DATES SPECIFIED

All responsibilities must be met by the timelines indicated.

A final permit will be issued once the conditional requirements are met.

Confirm OPD Officers	Pending
Obtain Road Closure Permit	Pending
Process Insurance Certificate Approval through Risk	Pending
Issue Final Permit	Pending

**THE FOLLOWING OUTLINES THE RESPONSIBILITIES OF THE EVENT ORGANIZER
ON THE DAY OF THE EVENT**

- Be available on-site and or by telephone for the duration of the set-up, operation and breakdown of event.
- Ensure all cords are covered.
- Obtain authorization prior to the event to utilize any parking lots that are privately owned.
- Oversee all set-up, breakdown, and clean-up including that provided by vendors and volunteers.
- All tents must be weighed without staking any tents.
- Ensure compliance with all “Other Permit Conditions” listed at the end of the permit.
- Ensure that alcohol sold at the event stays within the designated event zone.
- Coordinate pick up and storage of all event-specific supplies and equipment (those not provided by the Recreation and Parks Department).

Department	Service
PW: Traffic	Wednesday, 10/22/2025 • Post digital signs downtown notifying the public of the Ocala Art Festival and street closures throughout downtown from 10/24/25 to 10/26/25. Friday, 10/24/2025 Close Streets By 5 am • Block off Parking Garage lot with 30 cones. • Deliver cones to the City Hall parking lot. • Deliver traffic cones to Artist Registration across from Bank Street By 6:00 a.m. • Provide cones/barricades and block parking spaces, roads and other areas on the layout. • Set up road closures according to map. By 8:00 a.m. • Deliver traffic cones to the designated parking lots
Storm Water	Wednesday, 10/22/2025 • No street cleaning in the event zone Wednesday night - Sunday Monday, 10/27/2025 By 10:00 a.m. • Street clean in event zone

PW: Sanitation	Friday, 10/24/2025 By 8:00 a.m. • Deliver 10 regular and 5 ADA portable toilets, + 4 wash stations (see map) ○ 5 reg, 2 ADA, 2 handwashing in Marion Theater parking lot ○ 5 reg, 2 ADA, 2 handwashing on the OTrak by the parking garage ○ 1 ADA in the parking lot across from the Post Office Saturday, 10/25/25 By 9:00 am • Empty dumpsters behind Marion Theatre From 12:00 pm – 8:00 pm • Provide one, side loader sanitation truck on site from 12:00 p.m. – 8:00 p.m. to be positioned on the OTrak at Broadway – within the road closure. Sunday, 10/26/2025 By 9:00 am • Schedule portable toilet pumping and servicing. From 12:00 pm – 8:00 pm • Provide one, side loader sanitation truck on site from 12:00 p.m. – 8:00 p.m. to be positioned on the OTrak at Broadway – within the road closure. Monday, 10/27/2025 By 8:00 am • Coordinate pickup of portable toilets, hand washing stations.
Facilities	By Tuesday, 10/21/2025 • Pressure wash sidewalks in event zone. • Check all downtown outlets in event zone. Saturday, 10/25/2025 Staffing: Provide 1 City staff member (9:00 a.m. – 5:00 p.m.) • Available on site for any electrical needs Sunday, 10/26/2025 Staffing: Provide 1 City staff member (9:00 a.m. – 5:00 p.m.) • Available on site for any electrical needs
OPD	Friday, 10/24/2025 • Provide Officer on Friday by 5:00 a.m. to meet Mike Leduc on the Downtown Square to move any parked cars out of the event zone. OPD officer to patrol the Lincoln lots from Friday, 10/24/2025– Sunday, 10/26/2025 Provide security for the dates and times below: • 10/24/25, three (3) officers 1700 to 2300 and three (3) officers 2300 to 0700. • 10/25/25, one (1) officer 0700 to 1000. • 10/25/25, five (5) officers 1000 to 1700. • 10/25/25, three (3) officers 1700 to 2300 and three (3) officers 2300 to 0700. • 10/26/25, one (1) officer 0700 to 1000. • 10/26/25, five (5) officers 1000 to 1700. • 10/26/25, five (5) officers 1700 to 2100.

OFR & Building	Thursday, 10/23/25 • Inspection: Tent Permit inspections
Recreation & Parks	PRE-EVENT DELIVERY & SETUP Monday, 10/20/2025 • Install Ocala Art Festival Pole Banners • Check all power bollards to ensure they are operational. Thursday, 10/23/2025 Staffing: Provide 3 City staff member (8:00 a.m. – 10:00 a.m.) By 8:00 a.m.: • Signs to be placed on parking meters/spaces within event zone – “NO PARKING – Starting on Thursday Midnight, October 24, 2025 – Ocala Art Festival”, including: ○ SE Broadway between SW 1st and SE Osceola. ○ W Fort King St between SE Magnolia and SE Osceola Ave. ○ SE 2nd between NE 1st and SE Osceola Ave. ○ SE Magnolia between Silver Springs Blvd. and W Fort King ○ NE 1st Ave between Silver Springs Blvd. and Se 2nd St. ○ SW 1st AVE between Broadway and Ft King. • Place signs on the parking meters in the pawn shop parking lot on the corner of SW 1st Ave & Broadway (all spaces on the South side closest to Broadway) – Reserve for FAFO from 6:00 a.m. – 7:00 p.m. Saturday - Sunday. By noon: • Remove fence on stage at Citizens’ Circle • Ensure that the fence around Citizens’ Circle is in place according to the layout plan and in compliance with the life safety plan. • Hang New Ocala Banners and backdrop banner on the outside and in the middle hang FAFO’s sponsorship banner at Citizens’ Circle Stage. By 5:00pm • Deliver the 10 golf carts to the City parking garage. (Provide the keys to Emily Andrews) • Place and sign ADA parking spots in garage. Friday, 10/24/2025 Staffing: Provide 1 City staff members (5:00 a.m. – 10:00 a.m.) By 5:00 a.m. • OPD officer and Mike Leduc to meet at the Downtown Square to move any parked cars out of the event zone. • Water sprinklers turned off throughout the entire event zone to include Citizens’ Circle and the Downtown Square. From 7:00 a.m. – 7:30 a.m. • Unlock electrical on Osceola for the food trucks. • Deliver 10 A frame signs From 8:30 a.m. – 5:00 p.m.

- Deliver 50 regular garbage cans and stage them on Friday at the corner of SE Osceola Ave and E Fort King in the Bank. These are staged along the grass on Osceola Ave next to Bank Street.
- Confirm that the splash pad is off from Friday at 5:00 a.m. - Sunday 10:00 p.m.
- Turn on electrical box for the event zone.
- Unlock power bollards on Fort King and Broadway between Magnolia, Osceola AVE and South Magnolia.
- Unlock all power outlet boxes and snake box for sound on Citizens' Circle.
- Unlock all power outlet boxes and snake box for sound on the Downtown Square.
- Place/hang signs on the fence at Citizens' Circle and 8 intersections on the barricades "No Alcohol Beyond This Point". (See layout).
- Haul off any trash needed from vendors.
- Deliver & setup Information Kiosks (3) and set up on the corner of the intersections.
- Deliver cord covers

Saturday, 10/25/2025

Staffing: Provide 4 City staff members (5:00 a.m. – 9:00 p.m.)

From 5:00 a.m. – 10:00 a.m.

- Put out Rolling Trash Cans for regular trash and recycle trash cans throughout the event zone.
- Provide cord covers as needed for the event.
- Provide electric at the stage and throughout Citizens' Circle, the Downtown Square and streets as indicated on site layout

During event:

- Patrol the event site picking up trash, etc. for the duration of the event.
- Check the Citizens' Circle restrooms and portable toilets located on Broadway frequently to ensure they are clean and that adequate paper products are on hand.
- Stationary Trash cans to be emptied.
- Check in with Coordinator/Supervisor frequently to determine if there is any additional assistance needed.

By 5:00 p.m.

- Move 8 large trash cans to the tent at Farmer's Market for the artist's award dinner.

Sunday, 10/26/2025

Staffing: Provide 4 City staff members (8:00 a.m. – 8:00 p.m.)

By 9:00 am:

- Roll trash cans back into event zone positions.

During event:

- Patrol the event site picking up trash, etc. for the duration of the event.
- Check the Citizens' Circle restrooms and portable toilets located on Broadway frequently to ensure they are clean and that adequate paper products are on hand.
- Stationary Trash cans to be emptied.
- Check in with Coordinator/Supervisor frequently to determine if there is any additional assistance needed.

From 4:00 p.m. – 7:00 p.m.:

- Deliver 6 – 5-gallon buckets and 6 litter pickers to the Information Booth to pick up trash at the end of the event.

At 5:00 p.m.

- Move the 3 information Kiosks out of the way of breakdown.
- Move garbage to edges of intersections/roadways. Please do not remove from the event zone until after 6:00 p.m. Artists need these as they break down.
- Pick up the golf carts from the parking garage after 6:00 p.m. and return to Parks Ops. Mike Leduc will receive the keys from Emily Andrews
- Lock Power bollards, outlet boxes, and snakes within event zone.
- Turn off the electrical boxes in the event zone.
- Remove Ocala banners, and FAFO banners from stage. Return FAFO banner to the info booth.
- Pick up and load all equipment including panel box, banners, tents, chairs, and tables.
- Turn seasonal music back on with key at Citizens' Circle and The Downtown Square.
- Reset timer on splash pad for normal operation.
- Pick up any remaining traffic barricades, cones and all signs.

FEES DUE

All permit and support services fees must be paid before a final permit will be issued

Refer to your account at <https://ocalafl.perfectmind.com/>

OTHER PERMIT CONDITIONS

- No paint, spray paint, or spray chalk is permitted on streets, Citizens' Circle, or the Downtown Square
- No alcohol beyond this point signs to be erected.
- No cooking is permitted on Citizens' Circle or on The Downtown Square
- This permit authorizes vending for the duration of the event
- No equipment to be placed on the Splash Pads
- No food vendors shall offer products for sale in glass containers during an event.
- This permit authorizes vending for the duration of the event.
- All cords must be covered and/or safely secured to eliminate tripping hazards
- Delivery trucks are not permitted to drive on Citizens' Circle or on The Downtown Square
- On Monday, 10/28/24 by 9:00 a.m. Party time will pick up the tents located on Citizens' Circle
- Contact Ocala Fire Rescue Inspections division (Michael Anderson 352-572-0388) to ensure proper equipment is used with food vendors (see attached flyer for any questions)
- Additional fees may apply after the event if additional cleanup is needed by staff, if roads do not open according to breakdown time of the event or other staff services that are required that are not already in the permit.
- No vehicles are allowed on Citizens' Circle or on The Downtown Square unless an exception is specifically permitted herein.
- All tents must be weighted; no staking is permitted.
- No balloons or confetti are permitted.
- No polystyrene foam containers are permitted.

- No equipment can be left at the event site unless otherwise approved in advance and noted in this permit.
- Food vending is subject to inspection by the Dept. of Business & Professional Regulations, Div. of Hotels & Restaurants (DBPR). Applicant is responsible for notifying DBPR of Parades* with food vending. (Call DBPR for details 850-487-1395). Parades*, including participating concession trailers and tents, are also subject to inspection by the Ocala Fire Department.
- Promotional and/or Directional Event signage is permitted at the location of the event at the perimeter of the event location only and on the date of the event. These signs must be removed **immediately upon conclusion of the event**. Signs must be no larger than 20 inches x 30 inches. No signs can be placed in medians or between any sidewalk and street. All signs must be on the park side of any sidewalk or right-of-way. No digging allowed. **Any variance to this signage must be pre-approved in writing by the Recreation and Parks Director.** Promotional and/or Directional Event Signage to be placed in advance of an event must be in accordance with City Code Section 110-6.

Signature indicates conditional approval of the event. A final permit will not be issued until all conditional requirements are met.

Recreation & Parks Director Approval _____ Date _____

Permit Prepared By: Heather Kelly Phone #: 352-368-5509

Division Head Approval: Amy Casaletti Date: 09/19/2025

Pertinent Contact Information:

Infrastructure/Equipment Supplier: Party Time Rentals, Dawn Lovell, 266-1389

Production Company: Anthony Marino

I certify that I have reviewed the final permit in its entirety and understand that any changes must be provided in writing and will require a new permit to be issued. Failure to abide by these guidelines may result in additional fees and could affect my eligibility to permit future events.

Event Organizer: _____ Date: _____

CONDITIONAL Ocala Art Festival 10.24-26.25

Final Audit Report

2025-09-19

Created:	2025-09-19
By:	Heather Kelly (hkelly@ocalafl.gov)
Status:	Signed
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"CONDITIONAL Ocala Art Festival 10.24-26.25" History

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