



City of Palmetto Special Event Permit Application

INTRODUCTION

Dear Applicant:

The City of Palmetto recognizes that public events are a vital component of a vibrant community and benefit community residents, event participants, and the event sponsors. A Special Event Permit is required if:

- The use of City streets or sidewalks is requested,
- The use of City equipment or personnel is requested,
- Promotion or sales activities are planned on City property,
- Outdoor events held on City property expecting an attendance of 75 people or more, and
- Indoor events planned in City buildings where no building capacity has been established.

The best way to determine if your event requires a Special Event Permit is to call the City Clerk's Office at 941.723.4570 or send an email to gseger@palmettofl.org and/or afoley@palmettofl.org.

If your event will have 300 attendees or less, please fill out Special Function Permit "A" and submit to the City no later than **30 days** prior to the actual date of your event; if more than 300 attendees please fill out Special Function Permit "B" and submit to the City no later than **60 days** prior to your event. If your event requires a significant amount of planning, publicity, or long lead times for publicity and promotion, please submit your application **4-6 months** in advance of the date of the event. Thank you for your interest in holding a special event in Palmetto. It is our goal to assist event organizers in planning safe and successful events that create a minimal impact in the communities surrounding the event. These instructions will assist you in completing your Special Event Permit Application.

PERMIT PROCESS

The permit application process begins when you submit to the City a completed Special Event Permit Application. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request. Copies of the application are forwarded and reviewed by all affected city departments and/or public agencies. Throughout the review process you will be notified if your event requires any additional information, permits, licenses, or certificates. During our initial application screening process you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, secondary permits, etc.) we must receive these items before issuing a Special Event Permit. Delays in providing these items often delay our ability to complete our review process and approve your application in a timely manner. Incomplete applications will not be processed.

Applications will not be processed until the processing fee is received. Applicants will be required to pay for all costs associated with City services requested as part of the Special Event Permit. Any unpaid balance owed to the City must be paid in full before an event application may be processed.

This application must be filled out completely (with all information attached, insurance, maps, security deposit fee for rental of City facility, etc.) and submitted to City Hall at least 30 days prior to your planned event.

If you are submitting an application, a non-refundable processing fee must be paid when the application is submitted. The price depends on the number of events you are submitting in a calendar year:

1-5 events-\$25.00
6-12 events-\$50.00
13+-\$100

Recurring events may be approved individually or in bulk depending on the event. The application will be reviewed by our administrative staff to determine the following criteria:

1. Availability of location and/or facility
2. Compliance with all City Ordinances
3. Charges your organization will incur when City assistance and/or services are required
4. Security requirements

If this event application is approved, the applicant must furnish the City of Palmetto with a certificate of general liability insurance policy naming the City as an additional insured in the amount of one million dollars (\$1,000,000). Refer to insurance guidelines at the back of this packet.

Once all conditions of approval have been met, a Special Events Permit must be approved by City of Palmetto City Commission. You will be required to have this permit in your possession during your event.

We appreciate your time and interest in planning a successful and safe event in Palmetto. If you need further assistance, call the Events Specialist at 941.723.4570 or e-mail gseger@palmettofl.org



SPECIAL FUNCTION PERMIT APPLICATION "A"
FOR EVENTS WITH LESS THAN 300 ATTENDEES

EVENT NAME: _____	
EVENT DATE: _____	EVENT TIME: _____
ADDRESS: _____	
APPLICANT: _____	
PHONE: _____	EMAIL: _____

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.:

ANTICIPATED ATTENDANCE: _____

CITY SERVICES REQUIRED:

POLICE: Streets Blocked: _____ Traffic Control: _____ Security: _____

Other: _____

PUBLIC WORKS: Barricades: _____ Clean-up: _____ Set-up: _____

Other: _____

WILL ALCOHOL BE SERVED ON PUBLIC PROPERTY DURING YOUR EVENT?

_____ **YES** _____ **NO**

IF YES:

Provide a map showing the designated area where alcohol will be served.

What are the designated times that alcohol will be served?

Date: _____ Time: _____ to _____

Date: _____ Time: _____ to _____

What types of alcohol will be served? ___ Beer ___ Wine ___ Distilled Spirits

- **Must supply the City with a copy of the State of Florida Alcoholic Beverage License**
- **Must coordinate dispensation with Manatee County Substance Abuse Coalition.**
- **Arm bands need to be used as only means to purchase alcohol**
- **Scanners must be used for drivers licenses**
- **Alcohol dispensing organization members are to be trained and sign off on their adoption of “Best Practices for Alcoholic Sales” from Manatee County Substance Abuse Coalition and provide the City with a copy of the certificate of completion.**
- **Provide Liquor Liability Insurance naming the City of Palmetto as additional insured**
- **Dispensing organization will make arrangements for means to transport persons from the site who need a ride**
- **Glass of any kind is prohibited**

If a temporary restroom is utilized for a period greater than five (5) days, a Temporary Use Permit is required per Section 6.11.A of the City’s Code of Ordinances.. Application is available at City Hall.

TEMPORARY RESTROOM FACILITIES: # of units: _____ # of days: _____

Proposed

location(s): _____

INSURANCE REQUIREMENT: Insurance naming the City of Palmetto as an “Additional Insured” must be provided to the City Clerk ten (10) days prior to any event that is part of the Special Function Permit.

Please review Exhibit A for insurance coverage requirements. To purchase insurance policies of appropriate coverage through the City, please complete and submit the Special Events Application Quote Form (Exhibit B).

If your event will include the use of loudspeakers, please review Chapter 5 of the Palmetto City Code of Ordinances which can be viewed online by visiting the City's website, www.palmettofl.org, and following the City Ordinances link to the Municode website.

Would you like your event to be posted on the City of Palmetto's Website, Public Events Calendar? ___ Yes ___ No

Would you like your event to be posted on the Palmetto Police Department's Facebook Page?
___ Yes ___ No

City Approval:

Date Received: _____	
Processing Amount Received: _____	
By: _____	
City Clerk: _____	Date _____
Public Works Director: _____	Date _____
Police Department: _____	Date _____
North River Fire: _____	Date _____
APPROVED BY COMMISSION: _____	Date _____
Known Events in the Surrounding Area: _____	

Please return completed permit to **within 30 days** to:
Amber Foley
Assistant City Clerk
City of Palmetto
P.O. Box 1209
Palmetto, FL 34221
Email: afoley@palmettofl.org
Fax: 941.723.4576
Phone: 941.723.4570

EXHIBIT A

SPECIAL FUNCTION PERMIT INSURANCE REQUIREMENTS

A Permittee for an event held on city property, city streets, public property, public streets, and any buildings or facilities owned, leased or operated by the city is required to maintain minimum liability insurance coverage in the amounts set forth below. Additional coverage may be required should the nature of the event or circumstances surrounding the event warrant such coverage. Appropriate documentation of required insurance shall be submitted with the Special Function Permit application.

Please note that the City maintains a Tenant/User Liability Insurance Program (TULIP) through which insurance coverage for special events on City property/facilities may be available to the applicant for a modest fee, depending on the nature of the event. To obtain a quote to purchase TULIP insurance, please see the attached information listed on Exhibit B.

INSURANCE COVERAGE REQUIREMENTS

Commercial General Liability and Worker's Compensation

Workers' Compensation / Employer's Liability

1. Worker's Compensation: meets statutory limits in compliance with the workers' compensation laws of the State of Florida.
2. Employer's Liability: \$500,000 each accident, \$500,000 each employee (disease), \$500,000 disease (policy limit).

Commercial General Liability – includes Bodily Injury Liability, Property Damage Liability, Personal Injury Liability and Advertising Injury Liability

Coverage Includes: Premises / Operations
 Products / Completed Operations
 Contractual Liability
 Independent Contractors

Limit of Liability: \$500,000 each occurrence/
 combined single limit or
 \$500,000 each occurrence /
 \$500,000 aggregate.

EXHIBIT B

T U L I P

Tenant User Liability Insurance Program

Are you planning to use or rent a municipal facility?

TULIP ensures that you are protected from liability related to injuries and damage that may occur at your event or activity.

Without TULIP, you may be personally responsible for the payment of claims for bodily injury or property damage.

You can buy insurance through the city-sponsored TULIP program, or you can purchase a policy through another private insurance carrier.



Get a free quote for your event!

- **Step 1: Visit www.ebi-ins.com/tulip**
- **Step 2: Enter facility code**
 -
Don't have a code? Select "National League of Cities" from drop-down list, then select your state and city.
- **Step 3: Describe event or activity**
Select from drop-down menu. Click next.
- **Step 4: Get your quote**
Answer some basic questions and enter your contact and billing information.
- **Step 5: Purchase when ready**

Protect yourself and your guests with TULIP coverage

For more information contact Carole Stapleton at (978) 661-6874 or Theresa Lee at (978) 661-6642
Web Address: www.ebi-ins.com/tulip

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