



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, 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 the attached information regarding the TULIP Program for insurance requirements and if you need to purchase insurance.

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

I declare under penalty of perjury, that to the best of my knowledge and believe, the responses made herein are true and correct. If this application is approved, I understand that I must furnish a certificate of General Liability Insurance naming the City of Palmetto as additionally insured. I certify that the information in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Palmetto and I understand that this application is made subject to the rules and regulations established by the City Commission. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue, the payment of any and all taxes, and the conduct of the event. I agree to abide by all the rules, and further certify that I agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Palmetto.

I do further promise and hereby further agree to waive, release, absolve, and covenant not to sue the City of Palmetto, its Mayor, City Commissioners, employees, officers, volunteers, representatives, attorneys and agents, for any and all claims, including claims for equitable or injunctive relief, damages, loss or injury of any kind resulting form or in any way arising directly or indirectly out of _____(event) for which I am applying for this Special Event Permit and/or the use of the City of Palmetto 's facility names above.

I further promise and agree to indemnify, defend and hold harmless the City of Palmetto, its Mayor, City Commissioners, employees, representatives, officers, volunteers, attorneys and agents from and against all liability, claims and expense, including reasonable attorneys' fees and costs, in connection with any and all claims whatsoever for personal or bodily injury or death, including loss of use, or property damage of any kind and character in connection with and arising directly or indirectly out of _____(event) for which I am applying for this Special Event Permit and/or use of the City of Palmetto's facility named above. This indemnity agreement encompasses all damages and claims, including claims for equitable or injunctive relief, arising out of the rental and/or use of the City of Palmetto 's facility named above.

THIS RELEASE IS GIVEN AND SIGNED OF MY OWN FREE ACT AND WILL AND I DO UNDERSTAND AND AGREE TO THE POLICIES OF THE CITY OF PALMETTO FOR FACILITY RENTALS. FURTHERMORE I HEREBY REPRESENT AND WARRANT THAT I HAVE THE AUTHORITY TO BIND.

Signature of Applicant

Title

Date

Protect yourself from claims for injuries or property damage during your event

Are you planning to use or rent a city facility?

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

Without TULIP, you may be personally responsible for paying claims for bodily injury or property damage during your event or activity. Your homeowner's insurance may cover some situations, but it may be limited and not all claims will be covered.

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

What does TULIP

cover? This city-sponsored program provides \$1 million in liability

coverage for events* such as:

- Receptions
- Reunions
- Festivals
- Concerts
- Job Fairs
- Weddings
- Clubs & Meetings
- Arts & Crafts Fairs
- Many more!

A full listing of covered events is available at www.onebeaconentertainment.com. Please use the online contact information for questions about whether other events are eligible for coverage

Can I get liquor liability coverage from TULIP?

Yes. Liquor liability coverage is available.

How does TULIP work?

Your city has made TULIP coverage available for purchase through a collection of cities and insurers.

After entering event information into the secure web site, an instant quote is generated. Coverage can be purchased online with a credit card.

How much does TULIP cost?

The cost for the \$1 million liability coverage depends upon your unique event, including things such as:

- Length of event.
- Number of attendees.
- Whether there are exhibitors or vendors.
- Whether food and alcohol are served.

An instant quote for TULIP coverage is available on the secure web site.

How do I get more information about TULIP?

Visit: www.onebeaconentertainment.com or contact Susan Kludjian at (978) 661-6662 or Christine Mitchell at (978) 661-6857.

Get a Quote or Purchase TULIP coverage:

Step 1:

Visit www.onebeaconentertainment.com

Click on ...**PURCHASE OR QUOTE**

Step 2:

Enter...Facility/Venue ID Code

0501-BSL

Don't have a code? Search
"National League of Cities"
from the drop-down list,
then select your location.

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
A credit card is required.



City of Palmetto

Presents the

Tenant User Liability Insurance Program

How To Guide

Your local government, the City of Palmetto, has enrolled in a program that allows you, the “user” of a municipal facility, school, or other local government property, to secure cost effective liability insurance, which provides protection for you as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue. Third-Party Property Damage Coverage is also provided.

The City of Palmetto is a registered user of the TULIP program through the National League of Cities (NLC) and HUB International New England via Entertainment Brokers International. Its assigned unique Venue ID-Code is **0501-BSL**

How it works:

1. Log onto www.onebeaconentertainment.com ... then click on “TULIP (Purchase OR Quote)”
2. Enter the Venue ID-Code listed above or use the venue drop down menu.
3. Select the Event Details or “eligible activity” from the drop down window, e.g. wedding, festival, etc.
4. Answer the 4 questions.
5. Select the date range for the event on the calendar by clicking on the day of event (if multiple dates, select all of these).
6. Name Event...then click on yes/no for Liquor Liability...then add Average Daily Attendance...then answer the next 4 questions (if applicable).
7. At this point you are able to “GET QUOTE”.

If you would now like to proceed and purchase the coverage, please complete the requested *Contact & Credit Card Information*, and coverage is automatically bound.

When you purchase coverage, a Certificate of Insurance is issued and sent via email, in your Name or Organization’s Name, with a Certificate automatically sent via email to your local government.

If you have questions about the eligibility or classification of your event, please contact Susan Kludjian or Christine Mitchell at HUB International N.E. (800) 370-2106. If you experience technical difficulties, please contact *Entertainment Brokers International*

at 1-800-507-8414 (8:30AM – 5:00PM PST)

