

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 60 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

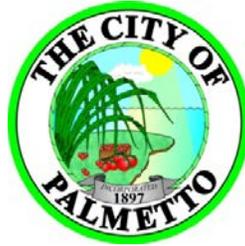
Recurring events may be approved individually or in bulk depending on the event. The application will be reviewed by our administrative staff to determine the following criteria:

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 EVENT PERMIT APPLICATION "B" FOR EVENTS WITH MORE THAN 300 ATTENDEES

EVENT DATE: _____ EVENT TIME _____
If your event spans over more than one day, please list all dates with start and end times.

EVENT NAME: _____

NAME AND ADDRESS OF APPLICANT:

TELEPHONE: _____ EMAIL _____

Location of Event (if on privately owned property, attach proof of approval from property owner and tenant)

Nature of Event:

Is this event open to the public? Yes No

Anticipated Daily Attendance: _____

Requested dates and time of event (including set-up and tear-down)

Setup: Date: _____ Time: _____ to _____

Event Start: Date: _____ Time: _____ to _____

Event End: Date: _____ Time: _____ to _____

Breakdown: Date: _____ Time: _____ to _____

Do you plan to hold your event at a City Building or Park? Yes No

If yes, which facility? (Please refer to the Facility Rental Agreement for list of Palmetto facilities)

Has this facility been reserved? Yes No

In order to comply with the Americans with Disabilities Act, describe how your event will be accessible to people with disabilities

Will your event require road closings? Yes No

Note: If any traffic will be affected on a State Road, a separate permit must be filed with the Florida Department of Transportation (FDOT)

You must include a traffic plan showing which roads will be closed.

Will your road closings affect access to parking spaces or parking lots? Yes No

Will off-site parking be provided? Yes No

(Please include on your site plan the location of parking)

Will "shuttle" service be provided? Yes No

If so, by whom? _____

SITE PLAN/MAP:

Your event site plan/map must be submitted with the application in a clear and legible manner on 8 1/2" X 11" or 8 1/2" X 14" standard format and should include the following:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area
- The location of fencing, barriers, and/or barricades. Indicate any removable fencing for emergency access. A minimum twenty foot (20') emergency access lane throughout the event venue is required.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, and portable toilets.
- Details of all food booth and cooking area configurations; including booth identification of all vendors cooking with flammable gas or barbeque grills and vendors selling alcohol. Also provide plans on how grease will be removed.
- Generator locations and/or sources of electricity.
- Identification of all event components that meet accessibility standards.
- Other related event components not listed above.
- Parking

Should the scope of work proposed for the event include portable structures, prefabricated structures or site built structures such as bleachers, elevated platforms, tents larger than 10' X 10', the event may require additional permits.

Are you planning to have tents for this event? Yes No

How many and sizes? _____

- **A tent permit is required for any tents over 10'x10'**
- **Additional fees may apply**
- **Please attach the Certificate of Flame Resistance for tents over 10'x10'**

Will your event require a power supply? Yes No

(If City power is used, a power usage fee will be assessed to the costs)

Will your event require a water supply? Yes No

(If City water is used, a water usage fee will be assessed to the costs)

Are you planning to have music? Yes No

If yes, please attach type(s) of entertainment and time(s) of performance(s).

Limit amplified sound use from 10 a.m. to 10 p.m. P.A. Systems cannot be operated between 10 p.m. and 10 a.m.

Will alcohol be served/consumed/sold at your event? Yes No

Glass of any kind is prohibited

If yes:

- Your site plan must indicate the vendors, stages, and other participants that will be selling or distributing alcohol.
- What are the designated times that alcohol will be served?
Date: _____ Time: _____ to _____
Date: _____ Time: _____ to _____
- What types of alcohol will be served:
Free Alcohol Alcohol Sales 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 are to be used as only means to purchase alcohol
- Scanners to be used for driver's license
- 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.

Are you having vendors? Yes No

How many and what kind:

Food Arts/Crafts Non-Profit Government/Political

Each vendor needs to have insurance (\$1,000,000) naming City as additional insured and food vendors will also need to include a copy of the permit from Manatee County Health Department. Please indicate on your site plan the location of vendors as well as the location of grease receptacle; ensure that all food vendors are notified that they are to dump all grease in this receptacle throughout the duration of your event. For food vendors the type of cooking equipment needs to be listed. Fire extinguishers are required for each food booth.

Will temporary restroom facilities be needed? Yes No

Number of units _____ Number of days _____ Number of ADA-compliant restrooms _____
(If needed for a period greater than (5) five days, a Temporary Use Permit is required per Section 6.11A of the City's Code of Ordinances. Application is available at City Hall)

You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both Americans with Disabilities Act (ADA) and non-accessible facilities in the immediate area of the event site which will be available to the public during your event. The Manatee County Department of Health Services recommends one portable toilet per 250 people.

Please indicate on your site plan the placement of temporary restrooms.

CITY SERVICES REQUIRED:

Do you require off-duty officers? Yes No

Number of officers: _____

Hours requested: _____

Please note that payment for each off-duty Police Officer is \$35.00 per hour per officer and requires a three hour minimum. Events with alcohol are REQUIRED to have off-duty Police Officers. If your event needs off-duty police, please contact the Palmetto Police Department at 941.723.4587. The City reserves the right to determine the number of officers required depending on the nature of the event.

Will private security be provided to protect exhibits, equipment, or facilities brought on-site for the event? Yes No

Name of company: _____ Phone: _____

Do you require barricades/cones? Yes No

Number of barricades: _____ Number of cones: _____

It is the responsibility of the applicant with the assistance of the Police Department and/or Public Works to place and remove all barricades and cones.

Does your event require that traffic be stopped at any time Yes No

If yes, provide details:

Will your event require use of our Event Coordinator to help with: Yes No

Set-up _____ Clean-up _____

Barricades/Cones _____ Other: _____

Trash Receptacles: One trash receptacle per every 100 participants is recommended. Event organizers are responsible for trash receptacles and bags and disposing of all trash and cleaning of the entire area. If City services are required for your trash disposal, additional fees may apply.

Please describe your plan for cleanup and removal of recyclable goods and garbage during and after your event:

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 City of 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 60 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

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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