

# Special Event Application for Government Entities

This application is to be completed by the individual or authorized representative of the organization regulating the event and requesting permit. Submission of an application does not guarantee the event will be approved. Do not publicize or promote your event until your notification of acceptance has been issued.

## EVENT INFORMATION

Name of Event: \_\_\_\_\_ Purpose: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Location (Facility/Park/Road):  
(Parks - include Park Name

Official Start /End time: \_\_\_\_\_ & Shelter Number) \_\_\_\_\_

Setup Date/Time & Final Wrap-Up: \_\_\_\_\_ Facility or Shelter Reserved: Yes  No  N/A

Rain or Shine Event: Yes  No  Choose Public or Private Event: Public  Private

### Expected Attendance (include Crew, Participants, Spectators)

Overall: \_\_\_\_\_ At any One Time: \_\_\_\_\_

## APPLICANT (complete one of the following sections)

### INDIVIDUAL

(This section is for use by individuals only)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax No: \_\_\_\_\_

Event Point of Contact: \_\_\_\_\_ POC: Phone # \_\_\_\_\_

### COMPANY/ORGANIZATION

(This section is for use by organizations registered with the State of Florida both "For Profit and "Non Profit")

Company/Organization Name: \_\_\_\_\_ Charity Organization: Yes  No   
(Copy of 501(c)3 Required)

Tax Exempt: Yes  No   
(Florida Exemption Certificate Required)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Organization Website: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_ Point of Contact Name  
(if different): \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell No: \_\_\_\_\_ Fax No: \_\_\_\_\_

## EVENT ACTIVITIES

Has this event been held previously?    Yes     No     If yes, Date/Place/Attendance: \_\_\_\_\_

**Please select all applicable activities and/or known services for this event from the choices below:**

- |                                 |                          |                                   |                          |
|---------------------------------|--------------------------|-----------------------------------|--------------------------|
| Aerobics/Exercise Class         | <input type="checkbox"/> | Amusement Device                  | <input type="checkbox"/> |
| Animal Acts/Show                | <input type="checkbox"/> | Beverage/Catering ( with alcohol) | <input type="checkbox"/> |
|                                 | <input type="checkbox"/> | Bicycle Racing Event              | <input type="checkbox"/> |
| Baseball                        | <input type="checkbox"/> | Boating Event                     | <input type="checkbox"/> |
| Basketball                      | <input type="checkbox"/> | Camping (Minors)                  | <input type="checkbox"/> |
| Bicycled Riding Events          | <input type="checkbox"/> | Canoe/Kayak Event                 | <input type="checkbox"/> |
| Block Party                     | <input type="checkbox"/> | Entertainment-Music Band          | <input type="checkbox"/> |
| Camping (Adults)                | <input type="checkbox"/> | Fair (Art/Craft/Other)            | <input type="checkbox"/> |
| Catering (On-Site Prep)         | <input type="checkbox"/> | Fishing Event/Tournament          | <input type="checkbox"/> |
| Craft Show                      | <input type="checkbox"/> | Media Attendance                  | <input type="checkbox"/> |
| Dance                           | <input type="checkbox"/> | Motorsport Event                  | <input type="checkbox"/> |
| Demonstration                   | <input type="checkbox"/> | Parade                            | <input type="checkbox"/> |
| Easter Egg Hunt                 | <input type="checkbox"/> | Pyrotechnics                      | <input type="checkbox"/> |
| Electrical Usage                | <input type="checkbox"/> | Regatta                           | <input type="checkbox"/> |
| Equipment Rentals               | <input type="checkbox"/> | Sales-                            | <input type="checkbox"/> |
|                                 | <input type="checkbox"/> | Beverage/Food/Merchandise         | <input type="checkbox"/> |
| Equipment Testing               | <input type="checkbox"/> | Skateboarding Event               | <input type="checkbox"/> |
| Event Planner                   | <input type="checkbox"/> | Sporting Event (Organized)        | <input type="checkbox"/> |
| Football (non-contact)          | <input type="checkbox"/> | Stage/Risers                      | <input type="checkbox"/> |
| Fundraising                     | <input type="checkbox"/> | Use of Road/Right of Way          | <input type="checkbox"/> |
| Generator Usage                 | <input type="checkbox"/> | Water Parade                      | <input type="checkbox"/> |
| Lighting (external)             | <input type="checkbox"/> |                                   |                          |
| Other Public Entity Usage       | <input type="checkbox"/> |                                   |                          |
| Photography (active, not still) | <input type="checkbox"/> |                                   |                          |
| Picket (Organized)              | <input type="checkbox"/> |                                   |                          |
| Rally                           | <input type="checkbox"/> |                                   |                          |
| Soccer                          | <input type="checkbox"/> |                                   |                          |
| Softball                        | <input type="checkbox"/> |                                   |                          |
| Tent Usage (> 10X10)            | <input type="checkbox"/> |                                   |                          |
| Track/Field (NO A-Thons)        | <input type="checkbox"/> |                                   |                          |
| Volleyball                      | <input type="checkbox"/> |                                   |                          |

Other Activity (not mentioned above): \_\_\_\_\_

## **Section 1**

*Please complete the following section of this application. Provide as much detail as possible for activities applicable to your event. If any of the following sections do not apply to activities, services, or needs for your event, please write N/A (for not applicable).*

<p><b>Describe your plans for Entertainment.</b></p> <p>Please name all vendors who will provide entertainment and the type of entertainment provided. Entertainment locations must be shown on the site map.</p>	
<p><b>Describe your plans for parking.</b></p> <p>Include parking plan for disabled, vendors, spectators, participants, media, etc. A visual of parking must be shown on site map.</p>	
<p><b>Describe your plans for all signage, and/or decorations for the event.</b></p> <p>Please include type of signage to be used, and description of verbiage being posted on the signage.</p> <p>Signage must also be marked on site map.</p>	

<p><b>Describe your plans for Waste Management.</b></p> <p>Please include plans for disposal of vendor waste, as well as all other accumulated waste product.</p> <p>Name the company selected for waste management.</p> <p>Provide the number of persons your Event Coordinator has designated for disposal of waste at the event.</p>	
<p><b>Describe your plans for physical amenities.</b></p> <p>Name all vendors being contracted for physical amenity services. Please include number of water stations, number of port-o-lets, hand washing stations, or any other amenities used to keep attendees comfortable.</p>	
<p><b>Describe your plans for emergency services.</b></p> <p>Please include the agency name and contact information for each emergency service (EMS and Fire) you have requested.</p>	

## **Section 2**

*Provide as much detail as possible for activities applicable to your event.*

<p><b>Describe your plans for Controlling Ingress / Egress .</b></p> <p>Ingress/Egress is entry and exit of persons, vehicles, equipment. Please mark locations on the site map.</p>	
<p><b>Describe your plans for Vendor/Caterer food preparation.</b></p> <p>Include type of food and how it will be prepared on site. If smoking, or barbecuing describe method for disposal of flammable materials. Verify the caterer/vendor has a valid food/beverage license. Furnish a copy of vendor current food/beverage licenses with this application.</p>	
<p><b>Describe your Security/Law Enforcement Plan.</b></p> <p>Please provide contact information for off-duty law enforcement agencies used for the event. Include officer count and attendance times.</p> <p>Place marks on the site map where security will be stationed. If funds will be collected on-site, explain the process securing the money collected. If equipment will be on-site overnight, provide details for personal property safety and security of site.</p>	

<p><b>Describe any other Public-Entity access that may occur during the event.</b></p> <p>Include usage of Street/Road/Park, etc. If other municipalities will be accessed, provide proof of permit application or approved permit from each such entity. Approval permits from all other municipalities will need to be furnished to the County no later than 30 days prior to the event.</p>	
<p><b>Describe in full detail the purpose of your demonstration /rally/assembly.</b></p> <p>Provide information on times and locations and expected attendance. If any type of demonstration other than signs will be used, please describe in full detail.</p>	
<p><b>Describe in full detail any other activities not previously addressed.</b></p> <p>Please include the use of any external lighting sources, electrical/generator usage, (both vendor and applicant), athletic activity (non-organized), and/or tent usage.</p>	

## **Section 3**

*Provide as much detail as possible for activities applicable to your event.*

<p><b>Describe Staging / Start-Finish Area /Bleachers / Equipment/Amusements being used.</b></p> <p>Include band, vendor, supplier, setup and tear-down information, media staging, etc. Please provide dimensions and locations on the site map.</p>	
<p><b>Describe your need for Road /Street / Alley closure and use of same.</b></p> <p>Please include the exact section requested for closure by naming streets/roads/avenue, etc. from north to south, then east to west. Then provide visual on the site map.</p>	
<p><b>Describe in detail your organized athletic activity.</b></p> <p>Provide information on all activities, who is overseeing each activity, who will receive the proceeds from the activity and why.</p>	

<p><b>Describe the purpose of your request for the use of alcohol on County property.</b></p> <p>Please include the type of beverage(s), and name of the local distributor. Name the organization who will be serving the beverage(s), and if a bartending service is contracted, name the individual bartender. Describe the method of distribution (walkup tap, closed cans purchase, bar service, etc.)</p> <p>Provide the start and official close times of distribution, as well as announcement time of “last call”.</p> <p><i>All permits for events involving alcoholic beverages must be posted and visible during the entire event. The Applicant Name on the Special Event/Special use form must be the same as all other applied permits. No exceptions will be allowed.</i></p>	
<p><b>Describe in full detail any other activities not previously addressed.</b></p>	

**Reminder:**

**Attach the following documents and submit with your application (Plans #1-3 can be provided on the same plan):**

1. SITE PLAN
2. PARKING PLAN
3. WASTE MANAGEMENT PLAN
4. INSURANCE – CERTIFICATE (FOR APPLICANT AND ALL COMMERCIAL VENDORS)
5. REQUIRED PERMITS IF CURRENTLY APPROVED
6. IF ADDITIONAL PAGES ARE NECESSARY TO EXPLAIN THE EVENT, PLEASE PROVIDE IN ADDITION TO THIS APPLICATION.
7. DOCUMENTATION EVIDENCING AUTHORITY TO SIGN ON BEHALF OF YOUR ORGANIZATION.

**Thank you for completing the Pinellas County Special Event Application. Pinellas County will review the application and contact you with our response, or request additional information. Please proceed to the Terms of Agreement.**

## TERMS OF AGREEMENT

As the applicant, I hereby accept and understand the responsibility to oversee all contractors, vendors or parties affiliated with the event and to ensure compliance with all policies, rules and regulations, and guidelines of Pinellas County Government; including the rules and regulations of each individual department as posted at [www.pinellascounty.org](http://www.pinellascounty.org). I understand that any violations may result in immediate cancellation of the reservation and/or revocation of the permit. I understand the permit is non-transferable and non-refundable. Failure to provide all requirements and payment by the due date will result in no issuance of a permit for the event. There are parking fees in place at Fred Howard, Fort De Soto, and Sand Key Parks. Parking fees are also in place at boat ramp locations governed by Pinellas County Parks & Conservation Resources. These fees cannot be waived.

Based upon details of the event, insurance requirements may change from the below stated requirements. You will be notified of any change in these requirements. A certificate of insurance as proof of insurance shall be submitted with this application. Minimum insurance requirements are as follows:

Commercial General Liability insurance including, but not limited to, Bodily Injury, Property Damage, and Personal Injury.

<u>Limits</u>	
General Aggregate	\$1,000,000
Personal Injury and Adv Injury	\$1,000,000
Each Occurrence	\$1,000,000

- The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and Constitutional offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
- All policies providing liability coverage(s) to meet the requirements of the Agreement shall be endorsed to include Pinellas County, a political subdivision of the State of Florida as an Additional Insured. **A copy of the Additional Insured endorsement must be provided with the certificate of insurance as proof of coverage.**
- All policies shall be written on a primary, non-contributory basis.
- Pinellas County reserves the right to request a copy of all insurance policies.

In consideration of this agreement to allow use of the County's property, the applicant shall and does agree to indemnify, defend, pay the cost of defense, including attorney's fees and hold harmless PINELLAS COUNTY and all of its officers, agents, and employees from all suits, actions or claims of any character, including all costs, attorney's fees, expenses, damages, judgments, or decrees, brought on account of any injuries or damages received or sustained by any person, persons, participants, spectators, or property arising out of or in any way attributable to the holding, performance, operation or maintenance of the event herein permitted, except to the extent such claim arises from the County's negligence. This duty of defense and indemnification specifically includes any and all claims related to the event, including but not limited to the issuance of this permit, supervision of the event, conditions at or adjacent to the site, road, sidewalk, traffic signs/signal conditions.

I agree to the TERMS OF AGREEMENT as set forth in this application, and I agree to abide by all rules and regulations as provided by separate document with this applications response. The applicant represents and warrants that it has the full right and authority and has obtained all necessary approvals to enter into this Agreement, that the person executing this Agreement on behalf of the Organization is authorized to do so, and that this Agreement constitutes a valid and legally binding obligation of the Applicant, enforceable in accordance with its terms.

**Applicant/Authorized Representative:**      Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_