

## SPECIAL EVENTS

A special event is defined as any event held in the city that is open and advertised to the public or which could limit the normal use and access to an area by the general public, or which is deemed to have an impact on the city rights-of-way or could affect public safety, and which is less than two weeks in duration. These events could be, but are not limited to:

Festivals	Fairs	Carnivals
Flea Markets	Expo's	Tent Sales
Walk-a-thons	Parades	Road Races
Tournaments	Pony Rides	Petting Zoos
Concerts	Car Shows	Boat Shows
Battles of the Bands	Fireworks Displays	Public Gatherings

All special events require a **SPECIAL EVENT PERMIT**. Event organizers shall obtain a Special Event Permit application from the City Administrator's office, to be returned to that office at least thirty (30) days prior to the anticipated date of the event. Any required documentation or attachments should be included with the application. The completed application must include legible information detailing:

- a. A narrative describing the approximate number of people expected to attend,
- b. Whether signs will be placed in the city rights-of-way,
- c. Any special or unusual circumstances (cooking, alcoholic beverages, wildlife, fireworks, carnival type rides, outdoor music, etc.)
- d. Indicate whether additional electric service will be required, and if so where.
- e. Whether streets will be closed, or barricades erected.
- f. Include details of traffic control, emergency access and parking arrangements.
- g. Describe the provisions made for collection of trash, garbage & recycling.
- h. If applicable, specify the location and indicate whether or not you have the owner's permission to hold the event at that location and provide owner's contact information.

The event sponsor will be responsible for any cost incurred by the City for set-up or clean-up of the event, and any security provided by on-duty law enforcement. The sponsor will have the option of providing its own security, at its own cost, through a private security company or off-duty officers.

All special events are subject to final approval by the City Administrator, Police Department and possibly the City Council.

**INSURANCE** - The event organizer shall provide proof of liability insurance coverage naming the City as an additional insured on the Comprehensive General Liability Policy. An Indemnification and Hold Harmless Agreement must be signed by an authorized representative of the organizing group and submitted along with the Certificate of Insurance and application packet.

**FOOD** - ALL food and beverage vendors shall provide copies of their State of Florida Health Department license. All food vendors whose cooking creates grease-laden vapors shall have a mounted certified fire extinguisher.

**ALCOHOL** - Will alcoholic beverages be sold or consumed on the premises? If yes, organizer or sponsor shall submit a copy of the Florida Alcoholic Beverages Permit 15 days prior to the event. You can download a One/Two/Three day alcohol sales permit from the State at [http://www.myfloridalicense.com/dbpr/sto/file\\_download/file-download-abandt.shtml](http://www.myfloridalicense.com/dbpr/sto/file_download/file-download-abandt.shtml)

**USE OF CITY PERSONNEL** - If city personnel are used for set-up or clean-up, or for security, outside of normal work hours, it will be the responsibility of the event sponsor to pay the salary of those personnel for the time they spend on the event.

**By completing and submitting the attached application, I certify that:**

- I have read and agree to abide by the terms and conditions set forth above,
- that I will be designated as the (sole) contact person for the event,
- that I will be responsible for applying for and attaching all required permits and documentation, and
- that I am responsible for any fees which may be incurred as a result of this event .

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Signature of Applicant/Event Sponsor

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Date

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PRINTED Name of Above

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Contact Phone #



City of Arcadia  
SPECIAL EVENT PERMIT APPLICATION

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

Event Name \_\_\_\_\_

Event Location \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Hours of Event \_\_\_\_\_

Expected Attendance \_\_\_\_\_

Event Sponsor \_\_\_\_\_ Non-Profit?  YES  NO

Description of Event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Fax # \_\_\_\_\_ Email \_\_\_\_\_

Insurance Carrier \_\_\_\_\_

Insurance Agent \_\_\_\_\_ Agent's Phone \_\_\_\_\_

- Alcoholic Beverages?  YES  NO
- Tents?  YES  NO
- Cooking?  YES  NO
- Outdoor Music?  YES  NO
- Additional Electric?  YES  NO
- Carnival Rides?  YES  NO
- Wildlife?  YES  NO
- Fireworks?  YES  NO
- Signs Displayed?  YES  NO
- Set-up/Clean-up by City?  YES  NO
- City Police required?  YES  NO
- Road Closures?  YES  NO

If Yes, please specify locations: \_\_\_\_\_

Other Pertinent Information: \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*FOR CITY USE ONLY\*\*\*\*\*

Received by: \_\_\_\_\_

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

City Marshal  Approved

Disapproved

City Administrator  Approved

Disapproved

City Council  Approved

Disapproved

INDEMNIFICATION & HOLD HARMLESS

I, \_\_\_\_\_, as \_\_\_\_\_ of  
(Printed Name) (Title or Office Held)  
\_\_\_\_\_, do hereby agree to hold the City of Arcadia,  
(Club, organization, group, etc)  
its agents and employees, harmless and indemnify same from any civil actions or claims of any  
nature made in connection with the event known as the \_\_\_\_\_ to  
(Name of Event)  
be held at \_\_\_\_\_ on \_\_\_\_\_.  
(Location) (Date)

By: \_\_\_\_\_  
(Signature)  
Printed Name: \_\_\_\_\_  
Entity Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 2010, by  
\_\_\_\_\_, as \_\_\_\_\_ of \_\_\_\_\_/  
who [ ] is personally known to me or [ ] has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC

(SEAL)