



# SPECIAL EVENT PERMIT PROCESS

## WHAT IS A SPECIAL EVENT?

A pre-planned event, whether publicly and/or privately sponsored expected to draw 300 people at any one time as participants or spectators, which is proposed to be held on City property, including, but not limited to parks, streets and/or sidewalks. All special events require a Special Event Permit issued by the City of Tavares Economic Development Department. Special events include, but are not limited to: *Parades, Festivals, Carnivals, Runs/Races/Walks, Art Shows, Concerts, Special Musical Presentations, Street Dances, Photography Shoots, Contests/Competition/Sporting Events and Fireworks Displays.*

## WHAT IS A SPECIAL EVENT PERMIT?

A Special Event Permit is the official document authorizing the performance of an event on City property or right-of-way. To obtain a Special Event Permit, applicants must submit a completed Special Event Application with required documents\* to the City of Tavares Economic Development Department.

\*Required documents include, but are not limited to:

- Site Map - a visual representation of all the operational event elements including the following information (if applicable):
  - Tents (labeled by number with a list of vendors by number including vendor name, size, type, power requirements)
  - Portable Toilets & Handwashing sink locations
  - Garbage receptacles locations
  - Security / First Aid / EMS locations
  - Barricades
  - Signs and/or banners
  - Bleachers
  - Stages or amplified sound
  - Fire lane
  - Generator/electricity
- Event Itinerary / Schedule
- Route & Traffic Plan for any events requiring the temporary closure of a city street(s).
- A Certificate of Insurance (COI) naming the City of Tavares as additional insured.

## SPECIAL EVENT PERMIT APPLICATION PROCESS

Applications may be submitted no more than 365 days and no less than 45 days prior to the event date. To ensure approval, event organizers are encouraged to apply as early as possible.

The permit application process begins when a completed Special Event Permit Application and required documents are submitted to the City of Tavares Economic Development Department. Submission and acceptance of the Special Event Application is not to be construed as an approval of the request for a permit. The Special Event Manager will assist the applicant through the entire permitting process and will act as a liaison for all required City services. Copies of the application are forwarded and reviewed by all affected City departments and/or public agencies and the Special Event Manager will contact the applicant if they have specific questions or concerns about the event. Throughout the review process the applicant will be notified if your event requires any additional information, permits, licenses or certificates. Upon approval, the Special Event Manager may schedule a pre-event meeting with the applicant and all applicable City departments to review the Special Event Application, site plans and timelines. It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the communities surrounding the events. If any information provided in the application is false or if the application does not comply with timeframes, deadlines and requirements, the permit may be denied.

## EVENT PRIORITY

- **City Organized Events** - City of Tavares events have priority in use of any City property or right-of-way. Other applications for Special Event Permits are processed in order of receipt, and the use of a particular area is generally allocated in the order in which fully executed applications are received, and in accordance with considerations the Economic Development Director uses in deciding on the issuance of a permit as set forth below.
- **Annual Events** - Applicants who have held an event in the previous year have the first priority for the same time and location. This right shall not apply if the event did not follow set guidelines the previous year.



## SPECIAL EVENT PERMIT APPLICATION

City of Tavares • 201 E. Main Street • Tavares, FL 32778 • Phone: (352) 742-6176

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

Permit Number: \_\_\_\_\_

Completed application with **all necessary attachments** is required a **minimum of forty-five (45) days** prior to the actual event.

**What is a Special Event?** A pre-planned event, whether publicly and/or privately sponsored expected to draw 300 people at any one time as participants or spectators, which is proposed to be held on City property, including, but not limited to parks, streets and/or sidewalks. All special events require a Special Event Permit issued by the City of Tavares Economic Development Department. Special events include, but are not limited to: *Parades, Festivals, Carnivals, Runs/Races/Walks, Art Shows, Concerts, Special Musical Presentations, Street Dances, Photography Shoots, Contests/Competition/Sporting Events and Fireworks Displays.*

**Insurance Requirement:** If the event is on City property and/or City co-sponsored, the applicant must provide a Certificate of Insurance (COI) for property and liability coverage and name the City of Tavares as additional insured. If liquor is to be served, the applicant will also need to provide proof of liquor liability.

Organization/Promoter: \_\_\_\_\_

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

Has this event been held in the past?  YES or  NO

If so, when/where/attendance? \_\_\_\_\_

Description of Event (Attach a Detailed Event Schedule): \_\_\_\_\_

Contact(s) for Event (Name & Title): \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Webpage: \_\_\_\_\_

Social Media: \_\_\_\_\_

Major Sponsor(s): \_\_\_\_\_

Event Category / Level of Support Requested pending review: (See attached City Event Policy)

City Organized       Full City Supported       Limited City Supported       Non-City Supported

**Location of event:** (Check all that apply and attach a site plan/map of your event)

WOOTON PARK →  DO YOU NEED THE PARK PARKING LOT EXCLUSIVELY FOR YOUR EVENT?

WOOTON PARK WEST BOAT RAMP →  INCLUDE OVERFLOW PARKING AREA

VOLLEYBALL COURTS →  INCLUDE OVERFLOW PARKING AREA

OTHER: \_\_\_\_\_

	EVENT SETUP TIME	ACTUAL EVENT TIMES	TEARDOWN TIMES
Date: _____	to _____	_____ to _____	_____ to _____
Date: _____	to _____	_____ to _____	_____ to _____
Date: _____	to _____	_____ to _____	_____ to _____

	YES	NO
1. <b>Crowd:</b> Is anticipated crowd size 2,000 or more? Actual anticipated number: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>Streets/Traffic:</b> Will any street(s), sidewalk(s) or public parking lot(s) be closed? (If yes, provide location on site plan/map.) Signs, barricades and traffic control plans will be the responsibility of the applicant and will be required in conjunction with City of Tavares Police Department, Department of Transportation and Emergency Services review and approval.	<input type="checkbox"/>	<input type="checkbox"/>
3. <b>Noise:</b> Will there be amplified music or entertainment? If yes, please attach type(s) of entertainment and time(s) of performance(s). Indicate stage location(s) on site plan/map.	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>Fireworks:</b> Is this a public <input type="checkbox"/> or private <input type="checkbox"/> display? Applicant must comply with State Law F.S. 791: and NFPA 1123 and obtain any applicable Lake County permit.	<input type="checkbox"/>	<input type="checkbox"/>
5. <b>Banners, Signs, etc.:</b> Will exterior banners, balloons, signs or other types of advertising techniques be used? Temporary signs may only be placed in accordance with the Sign Ordinance.	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Alcoholic Beverages:</b> Will alcoholic beverages be sold <input type="checkbox"/> or consumed <input type="checkbox"/> on the premises? — (If yes, a CITY PERMIT FOR TEMPORARY ALCOHOLIC BEVERAGE SALES/DISTRIBUTION AT A SPECIAL EVENT and a copy of the FLORIDA BEVERAGES COMMISSION PERMIT is required at the time of application and prior to event approval. Permit Holder: _____ Division of Alcoholic Beverages and Tobacco: (407) 245-0785.	<input type="checkbox"/>	<input type="checkbox"/>
7. <b>Security:</b> Will private security be provided to protect exhibits, equipment or facilities brought on-site for the event? Name of Company _____	<input type="checkbox"/>	<input type="checkbox"/>
8. <b>Private Property:</b> Does the applicant own the property where the event is to be held? If not, please attach a letter of permission from the property owner.	<input type="checkbox"/>	<input type="checkbox"/>
9. <b>Public Safety:</b> Will Police and Emergency Services Personnel be requested? (Based on responses to questions, certain Public Safety personnel may be required i.e., Police, Firstaid, EMT's, emergency services, fire, etc.) Once staffing needs are determined, applicant will be required to provide copies of its contracts detailing obligated public safety personnel staff necessary to assist with the event.	<input type="checkbox"/>	<input type="checkbox"/>
10. <b>Tents/Canopies:</b> Will tents or canopies be used? If yes, indicate on site plan/map the tent size, location and type of surface on which the tent(s) will be installed and intended use of each tent. (no stakes allowed)	<input type="checkbox"/>	<input type="checkbox"/>
11. <b>Air Conditioning Units/Power Generators:</b> Will exterior air conditioning units or power generating equipment be operated from vehicles or trailers? If yes, indicate location of equipment on site plan/map.	<input type="checkbox"/>	<input type="checkbox"/>
12. <b>Food/Cooking:</b> Will food be cooked <input type="checkbox"/> catered <input type="checkbox"/> on-site during this event? Indicate on site plan the location of vendors and cooking equipment to be used. (Appropriately rated fire extinguishers required.) The applicant is responsible for obtaining required food permits from the Florida Dept. of Business and Professional Regulation-Division of Hotel and Restaurant Management- 850-787-1395.	<input type="checkbox"/>	<input type="checkbox"/>
13. <b>Sanitary Facilities:</b> Will you be providing temporary sanitary facilities for your attendees? If yes, indicate location on site plan/map and include delivery and pickup times.	<input type="checkbox"/>	<input type="checkbox"/>
14. <b>Trash:</b> Will you be bringing additional refuse containers/dumpsters? If so, how many? _____	<input type="checkbox"/>	<input type="checkbox"/>
15. <b>Request for Use of City Services, Staff or Equipment:</b> Will you be requesting the use of any City services or assistance from any City staff, or use of any City owned equipment? Please note that this request must be approved by the City's Economic Development Director and the applicant may incur a cost for the use of these. (If yes, check the appropriate available services on page 3 of this application.)	<input type="checkbox"/>	<input type="checkbox"/>

Indicate your needs by checking the appropriate box AND enter the quantities needed.

CITY STAFF - 4 HOURS MINIMUM		CITY SERVICES - 1 DAY MINIMUM			
<input type="checkbox"/>	Trash Pickup	\$125/hr.	<input type="checkbox"/>	Trash Containers	\$10/each/day
<input type="checkbox"/>	Custodial - Park Restroom Cleaning	\$30/hr.	<input type="checkbox"/>	Stage Risers (4'x 8')	\$50/section/day
<input type="checkbox"/>	Tavares Fire First Aid Station	\$45/hr.	<input type="checkbox"/>	Bleachers	\$600/each/day
<input type="checkbox"/>	Tavares Fire Boat	\$50/hr.	<input type="checkbox"/>	Barricades (8')	\$10.00/each/day
<input type="checkbox"/>	Tavares Police	\$45/ea./hr.	<input type="checkbox"/>	Electric	\$20/Vendor /day
<input type="checkbox"/>	Tavares Police (Holidays)	\$55/ea./hr.			
<input type="checkbox"/>	Tavares Police Boat	\$50/hr.			

**DURING REVIEW BY VARIOUS CITY DEPARTMENTS, ADDITIONAL CONDITIONS MAY BE IMPOSED. THIS PERMIT IS VALID ONLY FOR THE TIME INDICATED ON THIS PERMIT. IN THE EVENT THAT THE APPLICANT FAILS TO FULFILL THE REQUIREMENT(S) AS SET FORTH IN THIS PERMIT OR FAILS TO OBTAIN PROPER AUTHORIZATION TO PROCEED, IF CONDITIONS HAVE CHANGED, OR THE EXPECTED OUTCOMES, IMPACTS, OR SPECIFICATIONS, INCLUDING BUT NOT LIMITED TO TIME AND ACTIVITIES, THE PERMIT MAY BE CANCELLED BY THE CITY ADMINISTRATOR AND THE ACTIVITY SHALL CEASE IMMEDIATELY.**

I, the undersigned, will indemnify, defend and hold harmless, the City of Tavares, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the conduct of this event.

The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

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Signature of Applicant

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Date

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Comments

**FOR CITY STAFF USE ONLY**

APPROVED LEVEL OF SUPPORT:  Full City Supported  Limited City Supported  Non-City Supported

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Bob Tweedie, Economic Development Director

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Date

Comments: \_\_\_\_\_

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