

What is a Special Event?

A Special Events Permit is required when an event producer plans a celebration, festival, fair, carnival, run, or similar activity which is held wholly or partially upon a street, city right-of-way, or publicly owned property.

In other words, if your event will require use of public space, street closures, or the use of traffic control for any part of your event, you are required to submit an application for a Special Event Permit.



**Ye Mystic Krewe of Gasparilla
Parade**

1420 N. Tampa St.
Tampa, FL 33602



City of Tampa Guide to Special Events



Gasparilla Festival of the Arts

City of Tampa Parks and Recreation Department

Office of Special Events
Phone: (813) 274-8243
Fax: (813) 274-7744

Web Address:

<http://www.tampagov.net/parksandrec>



How can the Office of Special Events assist you?



Light the Night Walk

The Office of Special Events is responsible for coordination of all Special Event Permits within the City of Tampa.

- Coordinates all street closures, block parties, parades, and other events involving city right-of-way.
- Obtains required State Road, CSX Railroad, and Coast Guard Bridge permits.
- Coordinates use of park facilities for events.
- Maintains city-wide calendar of events to insure adequate resources are available to support events.

Application Information

Applications for Special Events may be acquired by calling the Office of Special Events at (813) 274-8243.

Deadlines For Filing an Application

- If your event requires a street closure, you must submit a completed Special Event Application a minimum of 90 days in advance of the planned event date.
- If you are seeking city co-sponsorship for any portion of an event, you must submit a completed Special Event Application and a letter to the Mayor delineating the specifics of your co-sponsorship request, a minimum of 90 days in advance of the planned event date.
- If your event does not require a street closure, nor does it involve a request for city co-sponsorship, the Special Event application must be filed a minimum of 60 days in advance of the planned event date.
- Simple events, confined to Park facilities and not requiring city co-sponsorship, must be filed a minimum of 30 days in advance of the planned event date.



Bark in the Park

Co-sponsorship Requests

The process of acquiring city co-sponsorship for events (requesting items like tables, chairs, waiving park fees, etc.) has changed. In order to secure items like these, you send a letter to the Mayor, requesting the specific items or personnel you want provided for your event.

Mail the original request for co-sponsorship to:

The Honorable Pam Iorio, Mayor, City of Tampa
306 E. Jackson St.
Tampa, FL 33602

Send a copy of this letter to the Office of Special Events.

Susan B. Robinson, Special Events
Parks and Recreation Department
1420 N. Tampa St.
Tampa, FL 33602

We want to help you conduct fun, safe, and secure events.



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