

## Office of Special Events

### FAQ'S (FREQUENTLY ASKED QUESTIONS)

#### Can I get a permit for amplified sound through the Office of Special Events for a non-Park event?

The Office of Special Events only issues permits for amplified sound in Park areas. For loud speakers or amplified sound in any other area, the user(s) of such equipment is required to adhere to Section 14-152 (3) of the City Code that references amplified sound.

#### Can I get permission to use the City Seal through the Office of Special Events?

In order to use the City of Tampa Seal, you must submit a letter of request to the City Clerk's Office at least 30 days in advance of your intended use. Your request must include an explanation as to why and how you would like to use the seal, the date of usage and name of the event and organization requesting to use the logo. Submit this information to:

City Clerk's Office  
Shirley Fox-Knowles, City Clerk  
315 East Kennedy Blvd. – 3<sup>rd</sup> Floor  
Tampa Florida 33602  
Phone – (813) 274-8396  
Fax – (813) 274-8306

#### Do I need a permit to conduct a Special Event on Private Property?

If you decide to hold an event on private property and you do not block a street or sidewalk, you do not have to obtain a permit from the Office of Special Events. However, you may be required to obtain an Assembly Permit from the Fire Marshall's Office for gatherings of 300 or more persons. The Fire Marshall's number is (813) 274-7000.

You may also be required to obtain a Business Tax Receipt for any event involving food or product sales. The Business Tax Office can be reached at (813) 274-8751.

#### How do I conduct a peaceful protest?

The following are rules that your organization should abide by in order to conduct a peaceful protest:

- 1) All actives must be contained to the sidewalk walk area, you cannot utilize the street. If you are going to utilize private property, you must have written permission from the property owner and adhere to all the zoning codes. You may contact the City Zoning Office at (813) 274-8405.
- 2) You must be continually moving at all times and place no objects on the sidewalk or in the street.
- 3) You must allow for vehicle and pedestrian traffic; you will not be permitted to inhibit traffic.

07/2005

1420 N. Tampa St.  
Tampa, FL 33602



## Planning Your SPECIAL EVENT in Tampa



*Elvis Festival*

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>



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

Below is a basic list of items event promoters are responsible for in conducting a special event. Depending on the nature of the event, the promoter may have additional responsibilities not included in this listing.

**CLEAN UP & WASTE ISSUES**

- Event promoter must provide complete clean up of the area(s) utilized at the close of the event and pay all costs associated with clean up. These costs include (but are not limited to) staff, materials & equipment (i.e., waste boxes, bags, liners, dumpsters), and disposal fees.
- Event promoter must provide for the appropriate disposal of cooking oils and grease. Note: Grease may **not** be dumped/poured in parks, landscaped areas, right-of ways, roadways, sidewalks, nor in storm sewers.
- Event promoter must provide portolets for the event. (1 per 200 attendees/ First unit must be ADA accessible/ 1 in 5 must also be ADA accessible.)

**EVENT SECURITY**

- Event promoters are responsible for hiring extra duty TPD (Sheriff's or Florida Hwy. Patrol) Officers to secure the event (from load in through load out).
- T-shirt security may be used to augment (but not replace) regular officers.

**FEES**

- Event promoters are responsible for all application, rental and permit fees and for any security deposits required by any government entity.
- Permit application fees for Street Closures do **not** include services for Police, Barricades, Sanitation, Specialty Signage, Street Sweeping, Solid Waste or Parks and Recreation Services, Fire Watch/Rescue Services, Parking Meter Rental, Parking Lot, or Garage use, etc.

**FIRE SAFETY**

- Event promoters must seek an Assembly Permit from the Fire Marshal for outdoor gatherings of 300 or more persons.
- Event promoters, using tents or any stage covering over one-hundred square feet in size, must seek a tent Permit from the Fire Marshal.
- Event promoters must arrange for a Propane Inspection (if LP gas is used by vendors) .
- Event promoters must seek a Fireworks Permits from the Fire Marshal's Office and arrange for use of a location from which fireworks are shot.
- Event promoters may be required to hire extra-duty Fire Prevention or Fire Rescue staff, depending on the nature of the event.

**PARK FACILITIES**

- There may be **no** driving in any park facility without written permission from the Parks and Recreation Dept. Director.
- All Park load-in at downtown facilities must be from adjacent side street meters.
- Trailers and push in or walk in carts may not exceed 1,200 lbs.
- 3/4 inch plywood must be used beneath vendors, especially those using grease or frying.
- Promoter is responsible for making sure used cooking oil is removed by a company duly licensed to haul it properly. It must be containerized and hauled off site at the close of the event.
- To prevent damage to underground pipes and electrical wiring, all tents and cold-air (advertising) balloons are required to have concrete anchors and may not be staked. Tent stakes shall not be placed in any paved surface.
- Items (stages, vendors, etc.) requiring electric must be placed in as close proximity to existing electric as possible. If the event layout precludes this, the event promoter should rent generators. Facilities will not be "re-wired" to accommodate long runs of electric.

**PRIVATE PROPERTY**

- Event promoters are responsible for securing use of private property with the respective property owner(s) (Buildings, Plazas, Parking Lots, etc.).

**SPECIAL EVENT INSURANCE**

- Prior to operation, the event promoter shall provide the City of Tampa with evidence of commercial general liability insurance in the amount of five-hundred thousand dollars bodily injury and property damage combined single limit each occurrence to cover events drawing less than 20,000 people and in the amount of one million dollars bodily injury and property damage combined single limit each occurrence to cover events drawing 20,000 people or more. In instances wherein a Wet Zoning is approved, Liquor Liability is also required.

**STATE FOOD AND BEVERAGE LICENSING**

- Event promoters are responsible for insuring that food and beverage vendors participating in the event are properly licensed by the State of Florida. (see also, TAXES)

**TAXES**

- Promoter must secure a Festival License With Sales (for "blanket" coverage of event vendors) or make sure individual vendors pay the city for their individual Occupational License Tax. (Please note: Occupational License Taxes are paid on a "site specific basis." This means a vendor who has a license to operate at the Fairgrounds, for example, would still need a new license to operate at Curtis Hixon Park.)

**TECHNICAL ASSISTANCE BY CITY STAFF**

- In addition to hiring extra duty police officers, event promoters are responsible for paying for other city staff (Electricians, Parks and Recreation Crews, Fire Rescue, etc.) required to work Special Events.

**WET ZONING**

- Only non-profit organizations may apply for temporary one-day wet zonings. Applicants must meet all requirements established by the city's Zoning Dept. and the State of Florida, Dept. of Business & Professional Regulation, Division of Alcoholic Beverages and Tobacco.