

# Special Event Application



Thank you for considering the City of Tampa for your upcoming event. Our City hosts hundreds of annual events in Tampa parks and on roadways. We welcome new and returning events alike.

Completion of the Special Event Application is the first step in the process, once you've contacted the Office of Special Events, talked about your event and put a location and date(s) on hold.

Please be as complete as possible on the application so staff can get an accurate picture of your event, since fees and requirements are based on what's listed on the application. Feel free to provide any additional information that's specific to your event. Applications may be filed up to one year in advance. Please complete and return this application by email, mail or fax.

## Dates To Remember

Street Closure	Park Only Event
<p><b>Pre-Event</b> <b>Minimum 90 Days</b></p> <ul style="list-style-type: none"> <li>• Special Event Application &amp; Fees</li> <li>• Street Closure Application &amp; Fees</li> <li>• Site Plan</li> <li>• Pre-planning Meeting with City of Tampa Staff</li> <li>• 501( c )3 &amp; Certificate of Exemption--if applicable</li> </ul> <p><b>Minimum 60 Days---Staffing Requirements</b></p> <ul style="list-style-type: none"> <li>• Tampa Police Department</li> <li>• Tampa Fire Prevention</li> <li>• Emergency Medical Service</li> <li>• Transportation/DPW</li> <li>• Park &amp; Recreation Services</li> <li>• Solid Waste Department Services</li> <li>• Parking Requirements</li> </ul> <p><b>Minimum 30 Days</b></p> <ul style="list-style-type: none"> <li>• Insurance</li> <li>• City Council Permit Approval</li> <li>• Final Site Plan</li> <li>• Event Timeline &amp; On-site Contacts</li> <li>• Payment of Estimated Costs</li> <li>• Submit Signed Permit</li> </ul> <p><b>Post-Event</b> <b>Minimum 30 Days</b></p> <ul style="list-style-type: none"> <li>• Final Payment</li> <li>• After Action Meeting with Special Events Staff</li> <li>• Secure Future Dates</li> </ul>	<p><b>Pre-Event</b> <b>Minimum 60 Days</b></p> <ul style="list-style-type: none"> <li>• Special Event Application &amp; Fees</li> <li>• Shelter Rental Fees</li> <li>• Site Plan</li> <li>• Pre-planning Meeting with City of Tampa Staff</li> <li>• 501( c )3 &amp; Certificate of Exemption--if applicable</li> </ul> <p><b>Minimum 45 Days---Staffing Requirements</b></p> <ul style="list-style-type: none"> <li>• Tampa Police Department</li> <li>• Tampa Fire Prevention</li> <li>• Emergency Medical Service</li> <li>• Transportation/DPW</li> <li>• Park &amp; Recreation Services</li> <li>• Solid Waste Department Services</li> <li>• Parking Requirements</li> </ul> <p><b>Minimum 30 Days</b></p> <ul style="list-style-type: none"> <li>• Insurance</li> <li>• Final Site Plan</li> <li>• Event Timeline &amp; On-site Contacts</li> <li>• Payment of Estimated Costs</li> <li>• Submit Signed Permit</li> </ul> <p><b>Post-Event</b> <b>Minimum 30 Days</b></p> <ul style="list-style-type: none"> <li>• Final Payment</li> <li>• After Action Meeting with Special Events Staff</li> <li>• Secure Future Dates</li> </ul>

**Incomplete, illegible, and/or unsigned applications will NOT be accepted.**

**Return all completed application forms, maps, insurance and packets to the following address**

City of Tampa---Office of Special Events

Parks and Recreation Department

3402 W. Columbus Ave. Tampa, FL 33607

Phone:813-274-8615 Fax:813-274-7744 SpecialEvents@tampagov.net

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**Applicant Information**

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Organization Name \_\_\_\_\_ **For Profit**

Website of Organization \_\_\_\_\_ **Non-Profit**

Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

**Event Contact**

First: \_\_\_\_\_ Last: \_\_\_\_\_

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

City, State & Zip Code: \_\_\_\_\_

Phone : \_\_\_\_\_ Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_

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**Event Information**

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**Name of Event:**

**Estimated Number of Attendance :**

**Event Purpose:**

Event Start Date and Time: \_\_\_\_\_ This event is: **Gated/Ticketed**

Event End Date and Time: \_\_\_\_\_

Event Set Up Date and Time: \_\_\_\_\_ **Open to General Public**

Event Break Down Date and Time: \_\_\_\_\_ **Private**

Please select park location for site map purposes.

Location of the Event	Al Lopez Park	Ballast Point Park
	Curtis Hixon Waterfront Park	Cotanchobee Fort Brooke Park
	Kiley Gardens	Lowry Park
	Lykes Gaslight Square/Franklin Street Mal	MacFarlane Park
	MacDill on the Riverwalk Park	Picnic Island Park
	Rowlett Park	Ragan Center Park
	River Tower Park	Seminole Garden Center Park
	Ybor Centennial Park	Other: _____

Please submit the supporting applications for each classification of event listed below

Classification of the Event	<p><b>Block Party— Please click Appendix A</b> <i>Block Party</i> means an organized neighborhood or public gathering on a public right-of-way (street, sidewalk or alley) on a specified date at a specified time and place between the hours permitted by Code of Ordinances Chapter 28.</p> <p><b>Organized Competitive Event— Please click Appendix B</b> <i>Organized Competitive Event</i> means any planned race, walk, derby, or event, whether human powered or otherwise, that involves a contest of skill(s) and/or strength and takes place upon public right-of-way, park, or both permitted by Code of Ordinances Chapter 28.</p> <p><b>Procession/Parade/Walk— Please click Appendix C</b> <i>Procession</i> means a public or private march, run, cortege, walk, cavalcade, autocade, parade of any kind, other gathering of persons that occurs upon public right-of-way, park or both that is used for vehicular traffic permitted by Code of Ordinances Chapter 28.</p> <p><b>Public Assembly— Please click Appendix D</b> <i>Public Assembly</i> means any public gathering, demonstration, picket, rally, gala, ceremony, celebration, or other gathering of persons upon right-of-way, park space, or both that does not occur upon areas of the right-of-way used for vehicular traffic permitted by Code of Ordinances Chapter 28.</p> <p><b>Road Festival— Please click Appendix E</b> <i>Road Festival</i> means an organized neighborhood or public gathering on a public right-of-way (street, sidewalk or alley) on a specified date at a specific time by Code of Ordinances Chapter 28.</p>
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## Site Plan Requirements

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**Please attach a clear and legible site plan or map with the following indicated:**

1. North, indicated by a directional arrow symbol.
2. Name of the area (Neighborhood, Park, etc.) you intend to use including surrounding streets with one-way streets indicated.
3. The overall event area including any requested street closures, plus the location and number of meters to be reserved highlighted.
4. The location and dimensions of all physical equipment being placed, including, but not limited to, any stage(s), vendors, booths, sponsors, tents, signs, barricades, portolets, vehicles, shelters, and shelter numbers, fireworks shoot site, etc.
5. Location of temporary alcohol sales where both sales and consumption occur, plus dimensions and type of fencing to be used.
6. Indicate 20' wide fire lane clearances in all areas and the location of all fire hydrants.
7. Include electrical plans for vendors and stages, specifying how much each site requires, in terms of amps and volts.
8. Any other details you think are helpful in the physical description of your event.

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## Event Components & Map Information

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<b>Alcohol<sup>1</sup></b>	<b>Amplified Sound</b>	<b>Bicycling</b>
<b>Bleachers</b>	<b>Boat Racing</b>	<b>Cooking</b>
<b>Concert/Live Music</b>	<b>Dance or Drama</b>	<b>Electric or Generator</b>
<b>Fireworks</b>	<b>Food Distribution/Sales<sup>3</sup></b>	<b>Inflatable (Bounce)<sup>2</sup></b>
<b>Lowry Band Shell</b>	<b>Motorcycle Ride</b>	<b>Marching Bands</b>
<b>Portolets</b>	<b>Parking Meters</b>	<b>Public Address System</b>
<b>Picnic Shelters</b>	<b>Race(Timed Event)</b>	<b>Race(Non-timed Event)</b>
<b>Remote Parking/Shuttles</b>	<b>Stage</b>	<b>Sporting Event</b>
<b>Sale/Distribution/Display--Commercial Items</b>	<b>Tents</b>	<b>Vehicles</b>
<b>Walk</b>	<b>Wedding or Reception</b>	<b>Other (See below)<sup>4</sup></b>

### 1. Alcohol & Temporary Alcohol Sales

**Please Note:** Alcoholic beverages can not be sold, distributed, nor consumed on City property (including Park Facilities) without appropriate zoning. **If you intend to have alcohol at your event, please refer to the following website for more information: Land Development Coordination and Zoning.**

Please also complete and attach an Alcoholic Beverages (Temporary) Sales Form and submit it with this Application Form **(Please click Appendix F)**.

### 2. Inflatable (Bounce)/Moonbounce/Moonwalk Equipment and Mobile Video Game Vehicles

If you plan to rent this type of equipment, please ask the rental company if they have current, acceptable insurance on file with the Parks and Recreation Department. If they do NOT, their equipment can not be placed in our facilities. The rental company can call and ask us for information on insurance requirements and information for their insurance agents.

### 3. Food Vending

Please provide the specific location of vendors, activity areas, entertainment areas, and wet zone set up of the event on the site map. Please refer to vending manual and click Appendix G to complete food vendor worksheet.

4. If "Other," please provide detail information about what other components that are not found on the above list.

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**Other Information**

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1. Estimated number of event personnel

2. Type of advertising and event promotion

<b>3. Require use of Right-of-Way?</b>	<b>Yes</b>	<b>No</b>
If "yes," please list all proposed streets, sidewalks or alleys affected:		

<b>4. Will you require a shelter for your event?</b>	<b>Yes</b>	<b>No</b>
If "yes," please indicate shelter numbers and which park:		

<b>5. Will you require use of any other Park and Recreation Facilities?</b>	<b>Yes</b>	<b>No</b>
If "yes," please specify the location and list all facilities you wish to use		

<b>6. Will fundraising take place on-site?</b>	<b>Yes</b>	<b>No</b>
If "yes," please describe how and where this will be accomplished:		

<b>7. Will any portion of event occur on private property?</b>	<b>Yes</b>	<b>No</b>
If "yes," please list address of the property, owner's name and a letter of authorization from the private property owner		

<b>8. Will you have any special arrangements for media access?</b>	<b>Yes</b>	<b>No</b>
If "yes," please describe the specific Locations		

**9. Please provide your plan for disable participation, parking, and viewing**

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## Waste Management

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10. Will your Food Vendors or Caterers serve pre-packaged items on site? Yes  No

11. Will your Food Vendors or Caterers cook on site? Yes  No

If "yes," please provide all the cooking method(s) they are using: (e.g., grilling, frying, smoking, boiling, etc.)

If smoking, barbecuing, or grilling are involved, please provide a written plan for safe disposal of charcoal or other flammable debris:

12. Will your food vendor(s) or caterer(s) use cooking oil? Yes  No

If "yes," please provide Grease Disposal Company name, contact person and phone number:

**Company Name:**

**Contact person:**

**Contact phone number:**

**If cooking on site involves any use of cooking grease, the promoter(s), vendor(s) and/or caterer(s) are responsible for appropriate grease disposal. Failure to abide by this will result in post event environmental clean up charges, as used cooking oil is considered hazardous waste.**

13. How many waste boxes and liners will you plan to provide?

**Please click Appendix H titled Solid Waste Matrix for guidelines**

14. Number and size of dumpster(s) you plan to provide

15. How many people will be responsible for keeping waste contained, either in a dumpster, or other location (e.g., a volunteer pick-up truck) for disposal off-site?

16. Please list the number and types of portolets, water stations, or other physical amenities you plan to provide at your event

Please click Appendix I titled Number of Portable Restrooms Required for Special Events

17. Please list the types of waste materials you believe your event should generate (e.g., plastic, styrofoam, charcoal, etc.)

18. Are you recycling? Yes No

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**Security and Fire Prevention Management**

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19. How many extra-duty Tampa Police Officers do you intend to hire?

Please click Appendix J titled Tampa Police Department and Extra Duty Officers

20. Will you hire private, non-armed security? Yes No

If "yes," please provide Private Security Company name, contact person and phone number:

**Company name:**

**Contact Person:**

**Contact phone number:**

21. How many private security officers do you intend to hire and what is the schedule for their presence?

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## Insurance Requirements

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You are required to have liability insurance that covers your event from the beginning of set up through the event and completion of the breakdown and removal of all equipment. This insurance must name the City of Tampa as an additional insured in any and all policies. Insurance must be evidenced on an Acord 25 form and submitted a minimum of 30 days prior to your event set up date for review. Failure to provide acceptable insurance within the 2 week time frame may result in cancellation of the event. Please click Acord 25 Certificate of Insurance for additional details.

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## Hold Harmless & Acknowledgement

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- In consideration of the privileges that may be granted by issuance of a permit, the Applicant shall, to the fullest extent permitted by law, indemnify, defend and hold harmless the City, and all officials, agents and employees of the City, from and against all claims which may result from allowing Applicant to utilize the public right-of-way or City owned park. "Claim" as used in this agreement means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting there from.
  
- The Applicant's obligation to indemnify, defend, and hold harmless includes any claim by Applicant's agents, employees, representatives or any subcontractor or its employees. The Applicant acknowledges that the provisions of this paragraph apply to and include any liability resulting for incidents involving the streetcar electrified cables. Said indemnification shall not include claims resulting solely from the act, omission, negligence, or other fault on the part of the City, its official, agents, or employees.

By signing this application, you are stating that you understand the information in this application to be true to the best of your knowledge, and that you agreeing to comply with City of Tampa Code of Ordinances. Should the City grant approval and a permit be issues, you agree to comply with any other requirements provided by law.

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**Applicant Printed Name**

**Date**

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**Applicant Signature**

**Appendix A**  
**Block Party Application ---- No Admission Fee**

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**Block Party Details**

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**Instruction: Please complete each applicable field below, if not applicable to your event, please type N/A.**

- 1. Type of Block Party**
- Neighborhood Gathering
  - Yard Sale
  - Public Gathering
  - Other: \_\_\_\_\_

**2. Please attach a detailed performance schedule of the event and label with your event name on the attachment, if applicable.**

**3. Please list the name, size, type of product sold for each vendor and label with your event name on the attachment, if applicable.**

Please click [Site Plan Requirements](#) to complete application

## Appendix B

### Organized Competitive Event Application

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#### Organized Competitive Event Details

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**Instruction: Please complete each applicable field below, if not applicable to your event, please type N/A.**

<b>1. Type of Organized Competitive Event</b>	<b>Timed Run</b> Distance: _____ <b>Timed Walk</b> Distance: _____ <b>Road Race</b> Other: _____	<b>Fun Run</b> Distance: _____ <b>Fun Walk</b> Distance: _____ <b>Derby</b>
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**2. Brief description of this event**

**3. Estimated number of participants**

**4. Estimated number of spectators**

**5. Please provide the time frames for staging and assembly of your event**

**6. Please provide the time frames for the route closure**

**7. What are the time frames for securing the closure/finish area?**

**8. Please provide a verbal description of the staging area, route, and the closure/finish area**

<b>9. Will your event have a formal start and finish line?</b>	<b>Yes</b>	<b>No</b>
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If "yes," please provide the specific location for each

<b>10. Will your event have a reviewing stand or assigned spectator area?</b>	<b>Yes</b>	<b>No</b>
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If "yes," please provide the specific location(s)

<b>11. Will you require use of any other Park and Recreation Athletic Facilities?</b>	<b>Yes</b>	<b>No</b>
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Please click [Site Plan Requirements](#) to complete application

## Appendix C

### Procession/Parade/Walk Application -- Non Competitive

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#### Procession/Parade/Walk Event Details

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Instruction: Please complete each applicable field below, if not applicable to your event, please type N/A.

1. Type of Procession Event

Walk	Run
Parade	Other: _____

2. Estimated number of participants

3. Estimated number of spectators

4. Please provide the time frames for staging and assembly of your event

5. Please provide the time frames for the route closure

6. What are the time frames for disbanding?

7. Please provide a verbal description of the staging area, route, and the disbanding area

8. Please describe the specific location of bleachers set up for the event, if applicable

9. Will you plan to have tents for your event? Yes No

Company Name:

If "yes," please provide the tent company name, a contact person, and the company phone and E-mail

Contact Person:

Contact Phone Number:

Contact E-mail:

10. Will your event have a reviewing stand? Yes No

If "yes," please provide the specific location(s)

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## Parade and Procession Components

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11. Please provide the number of units in the parade/procession
12. Please provide the number and sizes of both professional and non-professional floats
13. Please provide the number of motorcycles
14. Please provide the number of cars/personal trucks
15. Please provide the number and size of oversize vehicles --- specify type
16. Please provide the number of marching bands (Including the number of band busses)
17. Please provide the number of animals—specific type
18. Please provide the number of parade marshals

Please click [Site Plan Requirements](#) to complete application

## Appendix D

### Public Assembly Application

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#### Public Assembly Details

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Instruction: Please complete each applicable field below, if not applicable to your event, please type N/A.

1. Type of event you intend to plan
- |                        |             |
|------------------------|-------------|
| Neighborhood Gathering | Side Walk   |
| Public Assembly        | Celebration |
| Other: _____           |             |
2. If using sidewalks, please provide dates and times of use. (Start to finish)
3. Please attach a detailed performance schedule of the event and label with your event name on the attachment, if applicable.
4. Please list the name, size, type of product sold for each vendor and label with your event name on the attachment, if applicable.

Please click [Site Plan Requirements](#) to complete application

## Appendix E

### Road Festival Application --- Gated Festival with Admission Fee

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#### Road Festival Details

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Instruction: Please complete each applicable field below, if not applicable to your event, please type N/A.

1. Please provide the date(s) and time frames for the road closure
  
2. Please attach a detailed performance schedule of the event and label with your event name on the attachment, if applicable.
  
3. Please list the name, size, type of product sold for each vendor and with your event name on the attachment, if applicable.
  
5. Please provide a separate document indicating the correlation between the admission fee and the costs of producing the event and label with your event name on the attachment (Ex. a budget statement)
  
6. Please provide a map that demonstrates the specific location, the standard access point gates, and emergency exits and label the map with your event name

Please click [Site Plan Requirements](#) to complete application

## Appendix F

### Alcoholic Beverage Sales (Temporary) Application

The only Parks and Recreation Department facilities that may be given zoning for Alcoholic Beverage Sales (Temporary) include: **Al Lopez Park, Centennial Park, Cotanchobee Fort Brooke Park, Lowry Park, Lykes Gaslight Square Park, Nations Bank Park Plaza, a.k.a. Kiley Gardens, Water Works Park, Cypress Point Park, and Curtis Hixon Waterfront Park.** Alcohol sales and open consumption are not permitted on City rights-of-way. Please be advised glass containers are strictly prohibited in all our facilities.

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#### Information Details

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1. Name of Fence Company \_\_\_\_\_
2. Contact Person  
First: \_\_\_\_\_ Last: \_\_\_\_\_
3. Daytime Phone: \_\_\_\_\_ 4. Mobile: \_\_\_\_\_
5. Email: \_\_\_\_\_
6. Dimensions of the fencing and size and number of entry/exit gates proposed for the Temporary Alcohol Sales
7. Location and number of pour station(s)

Apart from complying with the City's Land Development and Zoning and State of Florida Requirements, the Parks and Recreation Department has specific requirements for Temporary Alcohol Sales as well:

- Promoter/non-profit beneficiary is required to submit a copy of the approved temporary alcohol Sales documentation 2 weeks prior to the event date.
- Promoter/non-profit beneficiary is required to provide fencing around the entire area intended to host both the temporary alcohol sales points and all consumption.
- Promoter/non-profit beneficiary is required to submit the fencing plan (with accurate dimensions) as a drawing to the Fire Marshal who will determine the approved number and size of designated entry and exit points
- Promoter/non-profit beneficiary is required to hire sufficient extra-duty officers and required number of fire watch officers to attach to the points of sales as well as the Fire Marshal designated entrances/exits.
- Promoter/non-profit beneficiary is required to provide not only a general liability policy naming the City of Tampa as an additional insured, but a Liquor Liability Policy (in an amount designated through the Risk Management Office) providing the City the same protection.
- Promoter/non-profit beneficiary and their representatives may NOT relocate or change the nature of the area for Temporary Alcohol Sales while on site. The configuration as approved MUST remain the same on site. Attempts to change the fencing will result in cancellation of the alcohol sales.

Please click [Event Components & Map Information](#) to complete application

## Appendix G

### Food Vendor Worksheet

Vendor Map ID	Vendor Name	Cart or Stand and Food Types	Electrical Use (must be specified in Amps/Volts) or list no electric. Please note use of generator.
<b>Example:</b>			
#1	Sharon's Smokin' Angel Foods	<b>Stand</b> smoker on wheels (25' without vehicle), BBQ charcoal grill, 5' x 6', 15' x 15' tent. <b>Food types:</b> Smoked meats, BBQ beans, slaw, sodas, chips, and grilled corn.	1-18 Amp 20 volt circuit to run crock pot and keep small refrigerator going for slaw
1			
2			
3			
4			
5			

Please click [Other Information](#) to complete application

## Appendix H

### Solid Waste Matrix

	Number of Attendance	Receptacle Box Type	Dumpsters/Roll Off	Labor Requirements	Disposal Fee Per Ton Charge
<b>1</b>	0-2,500	-	N/A	3-5	\$71.00
<b>2</b>	2,500-5,000	15	N/A	5-10	\$71.00
<b>3</b>	5,000-10,000	30	N/A	10-15	\$71.00
<b>4</b>	10,000-15,000	45	N/A	15-17	\$71.00
<b>5</b>	15,000-20,000	60	N/A	17-20	\$71.00
<b>6</b>	20,000-25,000	75	N/A	20-25	\$71.00
<b>7</b>	25,000-50,000	150	1-8 yd	25-30	\$71.00
<b>8</b>	50,000-100,000	300	2-8 yd	30-40	\$71.00
<b>9</b>	100,000-250,000	500	4-8 yd	40-50	\$71.00
<b>10</b>	250,000+	750+	4-20 yd	50+	\$71.00

Please click [Question 14](#) to complete application

## Appendix I

### Number of Portable Restrooms Required for Special Events

Assumes servicing once per day										
Number of people per day number of hours for event per day										
	1	2	3	4	5	6	7	8	9	10
250	2	2	2	2	2	3	3	3	3	3
500	2	3	4	4	4	4	4	4	4	4
1000	4	5	6	7	7	8	8	8	8	8
2000	6	10	12	13	14	14	14	15	15	15
3000	9	14	17	19	20	21	21	21	21	22
4000	12	19	23	25	28	28	28	30	30	30
5000	15	23	30	32	34	36	36	36	36	36
6000	17	28	34	38	40	42	42	42	44	44
7000	20	32	40	44	46	48	50	50	50	50
8000	23	38	46	50	54	57	57	58	58	58
9000	26	42	52	56	60	62	62	62	64	64
10,000	30	46	57	63	66	70	70	72	72	72
12,500	36	58	72	80	84	88	88	88	88	92
15,000	44	70	84	96	100	105	105	110	110	110
17,500	50	80	100	110	115	120	125	125	126	126
20,000	57	92	115	125	132	138	138	144	144	150
25,000	72	115	144	154	168	175	175	176	176	184
30,000	88	138	168	192	200	208	208	216	216	216

**Please click [Question 17](#) to complete application**

## Appendix J

### Tampa Police Department and Extra Duty Officers<sup>1</sup>

The Tampa Police Department is Tampa's law enforcement agency whose mission is to protect the lives, property, and constitutional rights of the public by maintaining and promoting community order and respect for the law. In addition, the Tampa Police Department provides a supplementary service to the public by allowing uniformed officers to engage in extra duty police work.

Attendees and Participants <sup>2</sup>	Security Services Personnel Passive Attendee Event	Supervisors and Managers Passive Attendee Event	Security Services Personnel Active Attendee Event	Supervisors and Managers Active Attendee Event	Decrease in Security Services Personnel based on 28-27(a) on Passive Event <sup>3</sup>	Increase in Security Services Personnel based on 28-27(a) on Active Event <sup>4</sup>
200-500	1-2	0	2-5	0	0	10+1spv
500-1000	3-5	0	4-7	1+0	2	14+2spv
1001-2500	5-7	1+0	7-10	1+0	3	20+3spv
2501-5000	7-9	1+0	10-13	1+0	4	26+3spv
5001-7500	9-12	1+0	13-17	2+0	5	34+4spv+1mgr
7501-10,000	12-15	2+0	17-22	3+0	6	44+5spv+1mgr
10,001-15,000	15-18	2+0	22-35	4+1	7+1spv	70+8spv+2mgr
15,001-25,000	18-24	3+0	35-60	6+1	9+1spv	120+12spv+3mgr
25,001-35,000	21-24	3+0	60-80	7+2	10+1spv	160+16spv+4mgr
35,001-50,000	24-30	3+1	80-110	8+2	12+1spv	220+22spv+5mgr
50,001-65,000	30-35	3+1	110-140	11+3	15+1spv+1mgr	280+28spv+7mgr
65,001-80,000	35-45	4+1	140-170	14+3	16+2spv+1mgr	340+34spv+8mgr
80,001-95,000	45-60	5+1	170-225	17+4	22+2spv+1mgr	450+45spv+11mgr
95,001-Over	60+	1:10+1:7	225+	1:7+1:4	-50% of passive	+50% of active

<sup>1</sup> Does not include Maintenance of Traffic (MOT) and/or Wetzone staffing personnel which –which may not increase total staffing

<sup>2</sup> Attendance matrix adjusted to meet our proposed definition of an event versus the 500 mark

<sup>3</sup> 50% scale demonstrated for viewing numbers, but does not necessarily have to be included in chart

<sup>4</sup> Same as 2

**Please click Question 20 to complete application**

## Appendix K

### Emergency Services Personnel Matrix

<b>Attendees and Participants (Combined)</b>	<b>Emergency Services Personnel</b>
200-1,000	2-3
1,001-2,500	3-5
2,501-5,000	5-8
5,001-7,500	8-11
7,501-10,000	11-13
10,001-15,000	13-15
15,001-25,000	15-18
25,001-35,000	18-21
35,001-50,000	21-24
50,001-65,000	24-27
65,001-80,000	27-30
80,001-90,000	30-33
95,001 and over	37 plus 2 for each additional 1000