

EVENT NAME:

EVENT DATE:



**SPECIAL EVENT APPLICATION
(REQUIRED FOR ALL EVENT TYPES)**



**SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE A PERMIT WILL BE ISSUED.
PLEASE DO NOT PUBLICIZE OR PROMOTE YOUR EVENT UNTIL YOU HAVE YOUR PERMIT IN
HAND.**

APPLICANT INFORMATION

1. Applicant/Agent Name:

2. Organization Represented by Applicant/Agent:

3. Mailing Address (Must include City, State & Zip Code):

4. Agent Contact Information Daytime Phone (Must include Area Code):

5. Agent Contact Information Cell Phone (Must include Area Code):

6. Agent Contact Information Email Address:

7. Day of Event Contact Person's Name (if other than Agent Listed above):

8. Day of Event Contact Person's Cell Phone (if other than Agent Listed above):

9. Organization's Web Site:

10. Is Organization claiming Non-profit status? (*If "Yes," application must be accompanied by current IRS 501(c)3 Documentation in the name of applying Organization in order to receive a discount)
Label ITEM #SE-10.

11. Is Organization claiming Tax Exempt status? (*If "Yes," application must be accompanied by current State of Florida Certificate of Exemption in the name of applying Organization in order to receive tax exempt pricing) Label ITEM #SE-11.

EVENT OPERATIONS

12. What is the Name of the Event?

13. What is the proposed Event Date(s) and Hours of Operation?

14. What are the proposed beginning Set Up Date(s) and Times?

15. What is the proposed break down completion Date(s) and Time?

16. What is the proposed Event Location?

17. What is the anticipated attendance for the event?

18. Is your event Public or Private (A public event is open to the general public; A Private event has a limited guest list, for example, a corporate picnic would be a private event.)

19. Please describe the nature and/or purpose of your event on the lines below: (e.g., A Neighborhood Ice Cream Social; A Free Concert to promote Children's Health Issues, A Walk to Fight Diabetes, etc.)

20. How many volunteers/personnel do you have to support your event?

21. What type of advertising and promotion do you intend to use. Describe below:

22. Do you plan to do any fundraising in conjunction with your event? If "Yes," please specify below how and where this will be accomplished.

23. Do you plan to have food vendors? If "Yes," please complete the Food Vendor Planning Packet and attach to this Application. Label ITEM #SE-17

24. What is your Security Plan for your event? Please complete the Security Plan Packet and attach to this Application. Label ITEM #SE-18

25. What is your Waste Removal and Portolet Sanitation plan for your event? Please complete the Waste Removal and Portolet Sanitation Packet and attach to this Application. Label ITEM #SE-19

26. If your event occurs in a Park and you plan to utilize shelters, please indicate which park and which shelter numbers you wish to use on the lines below:

27. Will the Event require use of any other Parks and Recreation Facilities? (If "Yes," please list all facilities that apply - e.g., Hunt Center, west parking lot, Track at Al Lopez, etc.)

28. Will the Event require use of Right-of-Way (Public Streets, Sidewalks or Alleys)? (If "Yes," please list affected streets by name, with beginning and ending points – e.g., Nick Nuccio Parkway, north and southbound lanes between 7th Ave. and Twiggs St.)

29. What, if any, portion of the event occurs on private property? Please list the addresses of the private property sites you intend to use and include a brief description, along with the owners' names and addresses for each site. (Attach an affidavit of authorization to use said property from each property owner affected and label ITEM #SE-23.)

30. What is the Special Events Classification of the Event (Block Party, Organized Competitive Event, Procession, Public Assembly, Road Festival – list all that apply):

Please note: For each classification listed above, you must submit the corresponding application form.

EVENT COMPONENTS

**Alcohol	Exhibits or Displays	Portolets	Tents
Amplified Sound	Fireworks	Public Address System	Vehicles
Bicycling	Food Distribution/Sales	Race (Timed Event)	Vending – Food
Bleachers	*Inflatable (Bounce)	Remote Parking/Shuttles	Vending – Non-Food
Boat Racing	Inflatable (Advertising)	Run (Non-timed Event)	Vending – Roaming
Concert/Live Music	Marching Bands	Showmobile Stage	Walk
Cooking	Motorcycle Ride	Sporting Event	Wedding or Reception
Dance or Drama	Parking Meters	Stage	Lowry Band Shell
Electric or Generator	Picnic Shelters	**Temporary Alcohol Sales	OTHER (see below)

*If “Other,” Please use the box below to describe in detail what other components your event may have that are not found on the above list.

*** 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.

**** 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 contact the Land Development and Zoning Office at 274-8405 for more information. **Please also complete and attach an Alcoholic Beverages (Temporary) Sales Packet Form and submit it with this Application Form. Label ITEM #TAS.**

INSURANCE REQUIREMENTS

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 2 weeks 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. See the Insurance Packet for additional details.

SITE PLAN REQUIREMENTS

You must 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 & 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.

RETURNING ALL COMPLETED APPLICATION FORMS, MAPS, INSURANCE AND PACKETS

Deadline for return of all application forms and documents is 90 days prior to the first load in date of your event for any event requesting city co-sponsorship and/or events that require street closures. Events occurring solely in a park facility must turn in all application forms and documents 60 days prior to the first load in date of your event.

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

RETURN ALL COMPLETED APPLICATION FORMS, MAPS, INSURANCE AND PACKETS TO:

Office of Special Events
Parks and Recreation Department
3402 W. Columbus Ave.
Tampa, FL 33607
PHONE: 274-8615
FAX: 274-7744

HOLD-HARMLESS ACKNOWLEDGEMENT & SIGNATURE

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 therefrom.

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

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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 document, I further agree to be noticed on all City Council motions by electronic notification. My email address to be used for this purpose is:

Applicant Printed Name

Date

Applicant Signature