



CUSTOMER GUIDE TO SPECIAL EVENTS



CITY OF TAMPA OFFICE OF SPECIAL EVENTS



Welcome to the City of Tampa Office of Special Events.

Special Events help build a sense of belonging and community pride. The Office of Special Events exists to serve the community and to guide event planners through the special event permitting process. All reservations for special events, such as festivals, runs / walks, parades, block parties and citywide holiday celebrations that occur on public property are initiated with our office.

We have created a user-friendly, one-stop process to facilitate a successful event. Our **Customer's Guide to Special Events** is designed to provide you with the necessary information about permitting, planning and producing your event.

Our dedicated, professional Special Events Management Team is your resource on all aspects of event production. We recommend that all event organizers contact the Office of Special Events early in the planning process. We will be happy to provide guidance and answer your questions.

We strive to deliver outstanding customer service to ensure your event's success.

Sincerely yours,

City of Tampa
Office of Special Events

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Mission Statement

The Office of Special Events will provide a knowledgeable, customer focused management team, committed to leading you through the event process while helping create memorable events.

Dates to Remember

Applications may be submitted no more than 365 days, but not less than 60 or 90 days prior to the event date. To ensure approval, event organizers are encouraged to apply as early as possible. The following dates provide you with a schedule to guide you through the special event process. Please adhere to the following schedule both pre- and post- event.

Events Requiring Street Closures or Alcohol	Events in Parks No Alcohol
Minimum 90 Days Before the Event	Minimum 60 Days Before the Event
<ul style="list-style-type: none"> • Special Event Application & Fees • Site Plan • Pre-planning meeting with City of Tampa Staff • IRS non-profit letter of determination and Florida Tax Exemption Certificate - if applicable 	<ul style="list-style-type: none"> • Special Event Application & Fees • Street Closure Application & Fees • Shelter Rental Fees • Site Plan • Pre-planning meeting with City of Tampa Staff • IRS non-profit letter of determination and Florida Tax Exemption Certificate - if applicable
Minimum 60 Days	Minimum 45 Days
<ul style="list-style-type: none"> • Proof of Liquor Liability Insurance • Tampa Police Extra Duty Application • Tampa Fire Prevention • Emergency Medical Service • Park & Recreation Services • Transportation/Stormwater • Solid Waste Department Services • Parking Requirements 	<ul style="list-style-type: none"> • Tampa Police Extra Duty Application • Tampa Fire Prevention • Emergency Medical Service • Transportation/ Stormwater • Park & Recreation Services • Solid Waste Department Services • Parking Requirements
Minimum 30 Days	Minimum 30 Days
<ul style="list-style-type: none"> • Commercial General Liability Insurance • Special Use Permit to Mayor • Final Site Plan • Event Timeline & On-site Contacts • Payment of Costs • Submit Signed Permit 	<ul style="list-style-type: none"> • Commercial General Liability Insurance • Final Site Plan • Event Timeline & On-site Contacts • Payment of Costs • Submit Signed Permit
Post-Event	Post-Event
Minimum 30 Days	Minimum 30 Days
<ul style="list-style-type: none"> • Final Payment, if applicable • After Action Meeting, if applicable • Secure Future Dates with a New Application 	<ul style="list-style-type: none"> • Final Payment, if applicable • After Action Meeting, if applicable • Secure Future Dates with a New Application

Special Events

A special event is defined as a pre-planned event, whether publicly and/or privately sponsored expected to draw 301 or more people at any one time as participants or spectators, which is proposed to be held on public property, including, but not limited to parks, streets and/or sidewalks. All special events require a Special Event Permit issued by the City of Tampa Office of Special Events. Special events include, but are not limited to:

Procession/Parade

Procession means a public or private march, run, cortege, walk, cavalcade, autocade, parade of any kind, or 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

Public Assembly

Public Assembly 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

Organized Competitive Event

Organized Competitive Event 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 waterway, permitted by Code of Ordinances Chapter 28

Road Festival

Road Festival 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 (Code of Ordinances Chapter 28), and confined to a designated area that requires an admission fee to enter and participate.

Block Party

Block Party 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.

Special Event Permits

A Special Event Permit is the official document authorizing the performance of an event on city property. To obtain a Special Event Permit, applicants must submit a completed Special Event Application and a non-refundable application fee to the City of Tampa Office of Special Events. Submission and acceptance of the Special Event Application is not to be construed as an approval of the request for a permit. 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.

Tax Exemption

All organizations eligible to receive tax exemption must submit a copy of the Florida State Exemption Certificate along with the Special Event Application. The applicant's name and address must match the name and address on the Florida State Exemption Certificate.

Non-Profit Organizations

A corporation actively registered through the State of Florida Division of Corporations as a non-profit corporation is entitled to a discount on the park rental fee. A copy of the IRS non-profit letter of determination must be submitted along with the Special Events Application to receive the discount. The applicant's name and address must match the name and address on the IRS non-profit letter of determination.

Event Managers

The Office of Special Events will assign an Event Manager to each applicant upon receipt of the Special Event Application. The Event Manager will assist the applicant through the entire permitting process and will act as a liaison for all required city services. The Event Manager will schedule a pre-event meeting with the applicants and all applicable city departments to review the Special Event Application, site plan and timelines.

Site Map

The site map is a visual representation of all the operational event elements that you describe throughout the permit application. To properly assess the event, the site map must be submitted along with the Special Event Application and include following elements:

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 or parking spaces 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.

Compliance with the Americans With Disabilities Act of 1990 and any and all amendments thereto are the sole responsibility of the applicant and the applicant shall defend and hold the City harmless from any expenses or liability arising from the applicant's non-compliance.

Street Closures and Use of Right-of-Way

Events requiring the temporary closure of a city street(s), highway, portion of a highway, or sidewalk, or any other traffic management issues must be approved by the City of Tampa Transportation Division. The Office of Special Events will coordinate on behalf of the applicant with relevant government authorities, including but not limited to: Tampa City Council, Florida Department of Transportation, CSX Railroad, U. S. Coast Guard (bridge closings), and execute the permit application.

Insurance Requirements

The applicant must procure and maintain commercial general liability insurance with a minimum of \$1,000,000 per occurrence and a \$2,000,000 general aggregate. Proof of insurance must be submitted on the Acord 25 Certificate of Insurance Form a minimum of 30 days prior to the first day of the rental period through the move-out activities. **The City of Tampa must be named as an additional insured.** The certificate will be reviewed and additional coverage or wording may be required by the City of Tampa to match the needs of the event.

Additional insurance may be required, including, but not limited to:

- **Automobile Liability Insurance**

Any event involving the use of automobiles must maintain automobile liability insurance for the duration of the event with a combined bodily injury and property damage with a minimum of \$500,000 for each occurrence.

- **Liquor Liability Endorsement**

All special events that involve the sale and consumption of alcoholic beverage must provide a coverage with a minimum of \$1,000,000 for each occurrence.

- **Hazardous Materials Endorsement**

Any activities involving the use of hazardous materials should provide a coverage limit with a minimum of \$2,000,000 combined single limit per occurrence and annual aggregate with no deductible.

- **Worker's Compensation Insurance and Employer's Liability Insurance**

Any event involving the hiring of employees by the applicants must maintain workers' compensation insurance or employer's liability insurance for the duration of the event with a combined bodily injury and property damage with a minimum of \$1,000,000 for each occurrence.

- **Boats and Planes Endorsement**

Any special events involving the use of motorcycles, powered model cars, boats, planes, non standard personal cars and jet or inducted fan propulsion watercraft should provide a coverage with a minimum of \$2,000,000 for each occurrence and annual aggregate with no deductible.

- **Participant Liability Insurance**

Any walks, runs, parades, amateur sports, boxing matches and tournaments require participant liability insurance with a \$1,000,000 limit per occurrence.

Cost Estimates

A cost estimate for city services will be prepared by the Office of Special Events for each event based on information submitted in the Special Event Application. Upon the applicant's agreement to pay all associated event costs, the event coordination and permit process will begin. A non-refundable application fee is required to submit a Special Event Application.

Based on the type of event, a security/damage deposit may be required. The deposit will be refunded upon verification by city staff that the rental area has been returned to a condition similar to that prior to use. In the event of damages, the applicant will be responsible for all costs associated with damages to park facilities, equipment, furnishings, grounds and right-of-ways, including but not limited to labor, materials and equipment required to complete repairs.

Marketing and Public Relations

Conditional approval of a Special Event Permit is given upon receipt of a applicant's application fee, deposit and signed Cost Estimate sheet and the event may be marketed at the applicant's own risk. However, if a permit is not granted and the event is therefore canceled, the applicant may not hold the City responsible or liable for any of the costs incurred from marketing. Acceptance of a Special Event Permit Application does not guarantee the date and location or an automatic approval of your event.

Denial or Rejection of a Special Event Permit Application

The Office of Special Events may reject or deny a permit application on one or more of the following grounds:

- Failure to submit an application within the time periods outlined in Ch. 28 of the Tampa City Code, The Special Events Ordinance.
- The application is not executed properly or is incomplete.
- The application contains material misrepresentation or fraudulent information.
- The applicant owes the City of Tampa money from another event, services provided or damages to city property.
- The Office of Special Events has already received a completed application and given preliminary approval for the same date and or space.
- If the use or the event would conflict with previously planned programs organized and conducted by the city or non-governmental agencies previously scheduled for the same time and place.
- The applicant does not comply with all applicable city ordinances, traffic rules, park rules and regulations, state health laws, fire codes and liquor licensing regulations.
- The use or event proposed by the applicant would present an unreasonable danger to health or safety of the public or applicant.
- If the applicant cannot comply with applicable local, state and federal license requirements for all or part of the planned event.
- If the use or event is prohibited by law.

Event Cancellation or Postponement

If the Host Organization cancels or postpones a scheduled event with a minimum 30 day notice to the first permitted day (including move-in) they will be entitled to a complete refund excluding application fee, deposit, planning fees and refund processing fee. No refunds will be issued for cancellations or postponements made 29 days or less prior to the first permitted day of the event.

The City of Tampa may cancel or postpone an event without prior notice for any condition affecting the public health or safety of the City or any condition that would place facilities, grounds or other natural resources at risk of damage or destruction if the event were permitted to take place. Full credit will be given for events scheduled within 12 months of City's notice of cancellation.

The City of Tampa will not confirm a future date until both application fee and deposit are paid in full.

Tampa Police Department Extra Duty Officers

The Tampa Police Department (TPD) 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. The Tampa Police Department provides a supplementary service to special events through uniformed extra duty officers.

TPD will determine if and how many extra duty officers are needed based on a number of planning variables including: the estimated number of attendees; the availability of alcoholic beverages; event location; weather conditions; time of day during which the special event is conducted; the need for street closures or rerouting of vehicular or pedestrian traffic; and history of particular event.

Events requiring road closures or involving alcohol are required to hire extra duty officers for the safety of the attendees. If extra duty officers are required, the applicant must complete the Tampa Police Extra Duty application. Questions regarding the application or the extra duty process, should contact the Tampa Police Extra Duty Coordinator at 813-276-3385 for further assistance.

A Security Services Personnel Matrix has been provided on the next page to assist with the planning process.

**CITY OF TAMPA
OFFICE OF SPECIAL EVENTS**

Security Services Personnel Staffing Matrix

Attendees and Participants	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	Increase in Security Services Personnel based on 28-27(a) on Active Event
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

Above figures do not include:

Maintenance of Traffic (MOT) and/or Wet zone staffing personnel which may increase total staffing

Emergency Medical Services

Tampa Fire Rescue (TFR) provides Advanced Life Support emergency medical services in the City of Tampa. TFR provides a supplementary service to special events through uniformed extra duty paramedics.

TFR will determine if and how many paramedics will be required to be hired for the proposed event. Tampa Fire Rescue will make the determination based on a number of planning variables including: the estimated number of attendees; the availability of alcoholic beverages; event location; weather conditions; time of day during which the special event is conducted; the need for street closures or rerouting of vehicular or pedestrian traffic; and history of particular event.

An Emergency Services Personnel Matrix has been provided below to assist with the planning process.

Emergency Services Personnel Matrix	
Attendees and Participants (Combined)	Emergency Services Personnel
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

Fire Prevention Services

Assembly Permits

The City of Tampa Fire Marshal requires an assembly permit for all temporary events or activities where there is a gathering of 50 persons or more. The event description should be submitted for review with dates and times along with a site or building floor plan of the event, including details of the area or streets to be utilized for the event shall be shown. A permit application submitted for review must include the permit fee and a return envelope. The copy of the receipt or approved permit application shall be posted in a conspicuous location adjacent to the main entrance.

OCCUPANCY LOAD CLASS FOR ASSEMBLY PERMIT	
Class C* Assembly 50 to 299	*May require Fire Watch/Fire Inspector staffing
Class B Assembly 300 to 1000	Occupant Loads 50 – 600: 1 Fire Inspector Over 600: 1 Fire Inspector
Class A Assembly over 1000	Over 1000: 2 Fire Inspectors or more as determined

Fire Watch

The Fire Marshal may require the applicant to employ approved Fire Watch personnel whenever it is essential for public safety in any place of assembly or any other place where people congregate due to the nature of a performance, exhibition, or display. The following are activities that require Fire Watch personnel to be assigned from the Fire Marshal’s Office:

- Displays involving pyrotechnical devices
- Use of smoke or fog generators
- Open cooking demonstrations without suppression systems
- Open flame activities
- Assembly events with vehicle movements
- Vehicle displays with three or more vehicles
- Events blocking or hampering Tampa Fire Rescue emergency vehicle access to buildings
- Deactivation of any fire protection systems
- Displays exceeding the fire protection system’s design criteria
- Displays which involve hazardous materials or processes
- Assembly events warranting crowd control

Tent Permits

A tent with a square footage in excess of 100 square feet (10' x 10') requires a tent permit from the Fire Marshal. The following must be provided when applying for a tent permit:

- A site plan showing the property lines and the location of the tent along with measurements.
- A floor plan showing what is under the tent along with measurements.
- A letter from the property owner stating that permission has been granted for the tent to be erected on the property.
- The dates that the tent will be put up and taken down and a contact number for our office to schedule an inspection.
- A copy of any occupational licenses.
- A copy of the certificate of flame resistance for the tent. All tents shall be provided with a 2A-10BC rated fire extinguisher, or larger, with an up-to-date inspection tag. Other fire extinguishers may be required depending on what is under the tent. A tent greater than 1,200 square feet shall have the exits marked with electric exit signs that have battery backup, and the tent shall have emergency lighting.

The tent permit shall be for no more than 30 days unless approved by the Fire Marshal's Office and the City of Tampa Zoning Department.

Any tents or structures in excess of 100 total square feet may be subject to the Construction Services permit process.

Fireworks/Pyrotechnic Permits

The use of pyrotechnics of any type requires a special permit from the Fire Marshal's Office. Applicants shall be qualified and licensed in the use and handling of pyrotechnic devices. In addition, applicants should provide an insurance certificate approved by the City of Tampa Risk Management, and a Fire Watch will be required. A diagram of the area or stage showing product placement, a list of the product to be used, and the material safety data sheets for each product must be supplied and must be submitted along with the application.

Event Attendants – Parks Only

The City of Tampa Parks and Recreation Department may determine that an Event Attendant(s) is required for events with an anticipated attendance of 301 or more people that are held in city parks. The Event Attendant(s) is required to be on duty 30 minutes prior to the beginning of the event until the close of the event and is at the applicant's expense. The Event Attendant(s) will be charged at the prevailing hourly rates and provided in the cost estimate sheets.

Amplified Sound

If an event will be having a band or amplified music, the applicant will ensure compliance with all noise ordinances established by the City of Tampa. Amplified sound is defined as any sound projected or transmitted by artificial means, including, but not limited to, loud speakers, amplifiers, beat box, compact disc or digital media device, or similar devices.

Food & Beverage

Food items should be served and prepared in a sanitary manner consistent with the Florida Department of Health. Vendors selling any food items and persons wishing to give away food are required to be in compliance with the established Florida Department of Business and Professional Regulation guidelines for Temporary Food Service Events and have all the appropriate business licenses and insurance. Anyone who serves food to the public at a temporary food service event needs a license. Food may not be stored or prepared at private residences.

Inspectors from the State of Florida may be in attendance at any event held within the City of Tampa. Food vendors are required to meet the minimum standards of the State and be prepared to purchase a temporary food service license from the inspector.

The applicant must notify the Florida Department of Business and Professional Regulation of the following items no less than three business days prior to the scheduled event:

1. Type of food service proposed,
2. Time and location of the event,
3. Complete list of food service vendor owners and operators participating, and
4. Current license number of each public food service establishment participating.

Applicants may complete notification requirements by telephone at (850) 487-1395, in person at the appropriate district office or in writing. For more information, please visit:

<http://www.myfloridalicense.com>.

Temporary Alcoholic Beverage Sales

Florida registered non-profit organizations may apply for a Special Use I (S1) for Temporary Alcoholic Beverage Sales through the City's Land Development Coordination Division to sell and/or serve alcohol on city Right-of-Way or in certain parks.

Waste Management/Recycling

The Solid Waste Matrix is provided to assist with the planning process.

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

The applicant is responsible for cleaning the rental area, disposing of waste/trash, and returning the area to a condition similar to that prior to use. Litter shall be picked up before, during and after an event that is open to the public. It is the responsibility of the event planner to ensure that there are a sufficient number of trash cans located throughout the event grounds and that they are emptied during the event in order to prevent overflow. If the waste generated by the event exceeds the capacity of the on-site dumpsters, it is the planner's responsibility to remove the excess waste from the site. This may require additional dumpsters to be secured by the event planner.

For events taking place in city parks, applicants may contract for "clean as you go" service through your Event Manager.

Applicants may also contract for "clean as you go" service through the City of Tampa's Department of Solid Waste & Environmental Protection Management. In addition, this department has trash boxes and liners that can be purchased and dumpsters and recycling containers available for rent. In an effort to become a more sustainable City, we encourage event planners to incorporate recycling at their events. Recycling also offers a cost savings as there is no disposal fee for recycled materials. For more information please call the City of Tampa, Department of Solid Waste & Environmental Program Management at (813) 348-1146.

Electrical Services

The existing electrical service at a park or in the city right-of-way may be inadequate for certain special events. It is the responsibility of the applicant to ensure that there is adequate electrical capacity to hold the event and to obtain additional electrical supply if needed. Any damage to existing electrical services due to overload will be the responsibility of the applicant. Please refer to this link for conversion purposes: <http://www.supercircuits.com/resources/tools/Volts-Watts-Amps-Converter>.

Portable Restrooms

The Florida Department of Health has detailed requirements specifying the number of portable restroom units needed at special events based on the anticipated number of attendees. Additionally one hand washing station is required for every 10 portable restroom units. Portable restrooms at special events must be serviced at least daily. The Florida Department of Health chart below will assist in the planning process.

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

Parking

Each applicant should arrange for adequate parking for the event and should have a parking and traffic plan that addresses traffic control, safety and security for the proposed event.

Parking Meters

On-street parking meters may be rented by contacting the Parking Division at 813-274-8179, with the following information, at least 72 hours before the event: Name of event; dates of event; dates of meter/space rental; meter/space numbers; contact name; and contact phone number. Applicants will be responsible for bagging the meters they have requested.

Garages and Lots

Special Event Validation (Chaser) tickets are available for use at all of the City of Tampa Parking garage locations. These tickets are used for single or multiple day events to cover all parking charges for your event guests. Chaser ticket will have the name of the event and the date it was printed on the bottom of the ticket. You will only be billed for the tickets used during your event not on the number of tickets issued.

To request Chaser tickets go to: http://www.tampagov.net/dept_parking

and click on the Events/Validation button.

Marine/Water Events

Events taking place on Tampa's waterways, (i.e., Hillsborough River, Garrison Channel, Seddon Channel, Tampa Bay, etc.) may require Tampa Police Marine Officers and equipment as well as additional coordination through the governing agency and additional fees may apply.

Tampa Marine Unit

The Tampa Police Department Marine Unit is responsible for law enforcement and rescue activities on the waterways in and around the City of Tampa. The Unit will review applications involving use of Tampa's waterways in order to determine if specific ordinances and laws are being met to provide permits to conduct an event on the waterways.

Coast Guard Patrol

Depending on the nature and scope of the event the U.S. Coast Guard will potentially assist and provide support for water events. In order to use the U. S. Coast Guard patrol, the applicant coordinates directly through the local U. S. Coast Guard Office:

U.S. Coast Guard, Waterways Management Division
155 Columbia Drive, Tampa, FL 33606
813-228-2191

Riverwalk Banner Program

The Riverwalk Banner Program provides a unique opportunity to promote special events taking place in downtown Tampa. The program encompasses 76 poles in three parks creating a unique and dynamic message for events. Banners may be installed for a minimum of 30 days and a maximum of 60 days

Use of City Logo

The City of Tampa has also created a logo for special use to help brand the city. The logo is different from the official City of Tampa Seal, but requires authorization. Use of the logo requires prior approval from the Event Manager. Permission for the logo is granted for a one-time use.



Park Capacities

All park facilities and properties have maximum capacities set by the City of Tampa Parks and Recreation Department and the Tampa Fire Marshal based on safety code regulations, seating capacities, parking provisions and intended park use. The City of Tampa reserves the right to deny any application if the expected attendance will exceed the safe capacity of the facility or property.

Park Rules & Regulations

Applicants must comply with all applicable city ordinances, traffic rules, park rules and regulations, state health laws, fire codes and liquor licensing regulations. Chapter 16 of the Tampa City Code provides the following rules and regulations:

1. The City of Tampa Parks and Recreation Department Director shall have the authority to designate areas in city parks for specific activities and to prohibit other activities within designated areas.
2. Authorized park officials/personnel and law enforcement officers shall have the right at all times to enter the premises of any building, structure, or enclosure of any city park including such grounds, buildings, structures, or enclosures as may be leased, permitted, or set aside for the private or exclusive use of any individual or group.
3. No person, except authorized personnel or law enforcement officers, shall enter upon any part of any city park that is in an unfinished condition or under construction or withheld from general public usage in the interest of public safety, health, and/or welfare
4. It is unlawful for any person to make a material misrepresentation with the intent to obtain a permit. Any applicant who has made a material misrepresentation will be subject to denial or revocation of the permit and may be prohibited from obtaining permits for a period of not less than two (2) years. Each misrepresentation shall constitute a separate offense.
5. Park officials/personnel shall have the authority to revoke a permit upon finding a violation of any of the provisions of this Chapter, or any Department rule or regulation, or any condition or requirement of a permit, or upon finding that a material misrepresentation was made on the permit application
6. Operating hours for all department managed lands are between sunrise and sunset, unless otherwise specified. It is unlawful for any person, other than law enforcement officers or authorized personnel, to go upon or remain in any department managed land at any time the same is closed to the public. The provisions of this section shall not pertain to persons having a written facility use or special event permit issued by the Department allowing them to be or remain in any part of any department managed land beyond normal operating hours. Failure of any person to leave a department managed land after direction and request has been made by a law enforcement officer or authorized park official/personnel shall constitute a trespass.
7. The Department may establish exceptions to the operating hours as set forth above for certain uses and when it is otherwise in the interest of the public health, safety, or welfare. Any such exceptions shall be posted at the department managed land entrance and obeyed accordingly. Any department managed land, or any part thereof, may be closed to the public by the Department at any time and for any interval of time, whether temporarily or at regular and stated intervals (daily or otherwise), either entirely or for certain uses, as the Department shall find reasonably necessary.
8. No person shall park or permit to remain parked any vehicle on any driveway, parkway, parking area, or other department managed land between sunset and sunrise on the following day or as otherwise posted, except for areas designated as twenty-four (24) hour launching areas.

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9. No person shall engage in horseback riding or any activities involving horse-drawn buggies or wagons within any department managed land except in areas designated by the Department for such activities by clearly marked bridle paths, trails, and other necessary features. In areas designated for horseback riding, horses must be thoroughly broken, properly restrained, and prevented from grazing and straying unattended. All riders must carry proof of the horse's negative Coggin's test.
10. Except in designated areas, it shall be unlawful for any person to play or practice golf, or any part of the game, in any department managed land, playground, right-of-way, easement, or recreational area, without a permit from the Department.
11. No person shall take off in or land any aircraft, glider, balloon, model airplane, or parachute in or upon any department managed land without contractual authority or a permit from the Department.
12. No person shall bring into any department managed land any wild or livestock animals, including but not limited to, cattle, mules, swine, sheep, goats, fowl, or reptiles, without prior written approval from the Director.
13. No person shall sleep, camp, lodge, or park a vehicle overnight within any department managed land except in areas designated by the Department for such purpose.
14. No person shall bring in to, launch, or operate any watercraft, vessel, or vehicle on any City park property, watercourses, bays, lagoons, lakes, canals, rivers, ponds, or sloughs except at such places that are designated by the Department for such use or purpose.
15. Any person, entity, group, or organization engaging in speech, expression, or assembly, which is protected by the First Amendment of the United States Constitution or by Article I, Section 4 of the State of Florida Constitution, may do so in any department managed land, subject to reasonable time, place, and manner regulations as established by the Department.
16. The following activities are prohibited in and on any department managed lands; in addition to the provisions set forth in Chapter 27, Zoning Code, no person shall erect or cause to be erected any tent, shelter, entertainment equipment, or structure on or in any beach, water area, or any other department managed land in such a manner that requires guy-wire, rope, extension, brace, or support connected or fastened from any such tent, shelter, entertainment equipment, or structure to any other structure, tree, stake, rock, or other object without a permit from the Department.
17. No person shall conduct games of chance such as: raffles, bingo games, or card games for money; or hold drawings for prizes; or participate in any other forms of gambling in any department managed land.
18. No person shall engage in any activity in any department managed land that is or may be dangerous to the health, safety, or welfare of themselves or others.
19. No person shall engage in any activity in any department managed land that interferes with the use and enjoyment of the recreation facility by others.

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20. It is unlawful for any person to use, distribute, or possess with intent to use or distribute any glass containers in a department managed land.
21. No person shall post or affix to any tree, shrub, plant, fence, building, structure, monument, wall, table, apparatus, bridge, post, bench, corral, gate, or any other physical object any sign, poster, or other printed or written matter in any department managed land without a permit from the Department. Compliance with all permit criteria must be met.
22. Unless such property is zoned and permitted for the sale of alcoholic beverages pursuant to law, no person shall sell, distribute, possess, or consume alcoholic beverages as defined in Florida Statutes, Section 561.01(4), or any amended or successor statute, in any department managed land. Regardless of whether the property is zoned and permitted for the sale of alcoholic beverages, no person shall enter a department managed land or remain there in a state of intoxication or under the influence of illegal drugs.
23. No person shall use any loudspeaker or other electrical amplifying equipment nor shall any person play upon any electrically amplified musical instrument in any department managed land unless such activity is conducted as an incidental activity to a public meeting or assembly for which a permit is issued. Compliance with all Department rules and regulations and permit requirements or conditions must be met.
24. No person within a department managed land shall disturb the peace of others by violent, tumultuous, offensive, or obstreperous conduct, or by loud or unusual noises, or by profane, vulgar, obscene, or offensive language or conduct, or assault, strike, or fight another, or in any way breach the peace.
25. No person, except law enforcement officers, shall carry, possess, or use firearms or any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile, gas, or liquid, or any other form of weapon or trapping device on or in any department managed land without prior written approval from the Department.
26. No person shall bring in to, possess, set off, or otherwise cause to explode, discharge, or burn in any department managed land any firecrackers, torpedoes, rockets, cannons, or other fireworks or explosives of or containing flammable material or any substance, compound, mixture, or article which, in conjunction with any other substance or compound, may explode, discharge, or burn, without prior written approval from the Department.
27. No person shall smoke or use tobacco products in any indoor recreation facility or youth athletic area, playground area, or aquatic facility except in designated areas.

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