



Manatee County Parks and Natural Resources Special Event Permit Application

Special Event Permit Fees:

- Late Booking Fee \$25
Applications submitted within 30 calendar days of the event will be subject to a late booking fee.
- Cancellation/Reschedule Fee \$50
Requests to cancel or reschedule within 14 calendar days of the event date will be subject to a cancellation/reschedule fee. NOTE: Pavilion rentals cancelled with less than 2 weeks' notice will not be refunded.
- Clean up/Damage Deposit (refundable). \$100
For events with projected attendance greater than 100. Reimbursement will be processed once the parks supervisor determines the facility is in the same condition as before the scheduled activity.
- Special Event Permit Fee in Parks (based on projected attendance)

\$200/day	Attendance 1-50
\$250/day	Attendance 51-150
\$300/day	Attendance 151-300
\$400/day	Attendance 301-1,000
\$500/day	Attendance 1,001-2,500
\$700/day	Attendance 2,001-5,000
\$1,200/day	Attendance of 5,001+
- Preserve Wedding (ceremony only) \$100/hour
- Pavilion \$40-\$95/day depending on pavilion
- Commercial Shoots (still, video, catalog) \$150/day
- Temporary Air Supported Structures (bounce houses, etc.) \$15/structure/day

Fees are due 10 business days before the beginning of the event. Lack of payment will result in cancellation of event.

*Other fees may be assessed for additional activities, site closures, or staff presence.

Permitting fees are taxable.

LETTER TO EVENT COORDINATOR

Dear Event Coordinator,

Thank you for requesting permission to utilize one of Manatee County's parks, preserves, or beaches for your special event! The staff of the Programming, Education, and Volunteer Division work hard to insure that your event will be successful and are happy to answer any questions you may have as well as assist you with every step of the event application and permitting process. Please take a moment to read the information below in order to answer common general questions about the process:

How soon will my event be permitted?

Events are reviewed by staff to verify that the application is complete and then sent to the review team. Expect approximately 2 weeks for the initial review to return (although the turnaround time is usually much sooner).

How does my event get approved?

Your event application is sent to a team of approvers that represent individuals who either maintain the site of your event or manage conditions at that site, such as Marine Rescue staff that oversee the beach. Each team member comments on the event, and if it is passed the permit is approved. Otherwise Department staff will contact you with any questions, considerations, and/or necessary changes to the event.

Is there a way for me to help speed up the process?

Yes. Please be sure to FILL OUT THE APPLICATION COMPLETELY with as MUCH DETAIL AS POSSIBLE. Make sure you include the number of people attending, dates, times, etc. as well as more details such as any activities you need on site and your trash removal plan. The fewer items staff have to inquire about with you the quicker the approval process will be.

My event is supporting a really great cause. Is it possible for the event fee to be waived?

No. Manatee County receives a very high volume of special event applications, many of which are for noble causes. Due to the high volume, and the requirements each of these events place on County staff, we are not able to waive fees. The permit fees are quite low considering staff are managing the approval process, weighing in to approve each event, removing trash from the site, etc., therefore permit fees must be kept in place for all events.

What happens if I need to cancel my event?

Events cancelled with more than two weeks' notice can be cancelled and rescheduled at no cost to the event coordinator. Events cancelled with less than two weeks' notice will result in a \$50 cancellation fee as well as a strict non-refund policy for any pavilion, field, or pool rentals associated with the special event.

Do I have to pay when I submit my application?

No. We will provide you with a proper invoice once we have reviewed your application. **Payment is due 10 business days prior to the beginning of the event.**

We are committed to helping you have a great event, so please do not hesitate to ask us any questions you may have.

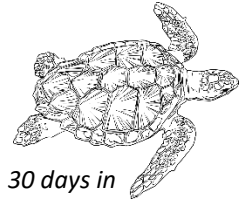
Sincerely,

The Programming, Education, and Volunteer Division Event Permitting Team

For further questions, please contact parksevents@mymanatee.org via email.



Manatee County Parks and Natural Resources Special Event Permit Application



Application must be submitted no less than 30 days prior to your event. Events submitted less than 30 days in advance may be rejected or subject to a late fee.

APPLICANT INFORMATION

Name: _____ Email: _____

Company/Organization: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

EVENT INFORMATION

Please fill out all relevant information. If a field is not applicable, mark NA.

Title of Event: _____

Purpose of Event: _____ Location (Park or Preserve Name): _____

Site within park (including pavilion names): _____

If applicable, are pavilions already reserved? Yes No

Do you plan to charge admission? Yes No Please specify how much: _____

Expected Attendance (including event crew, participants & spectators): _____

Set Up Date(s): _____ Time: _____

Event Date(s): _____ Time: _____

Clean Up Date(s): _____ Time: _____

Does the registered organization that owns and operates the event hold a current not-for-profit registration? Or are they partnering with a not-for-profit? Yes No

If yes, **please provide a copy of registration and a copy of DR-13 and DR-14 as applicable** and please explain relationship and partnership purpose in detail:

Has this event taken place previously? Yes No If yes, when: _____

Where: _____ Previous attendance: _____

How many times has the event taken place previously? Provide a brief history: _____

EVENT LOGISTICS

Please fill out the form as **clearly and completely** as possible.

The more information you give the quicker we will be able to process your event.

1. Planned event activities (face painting, bounce houses, etc. ****Indicate if your event will have alcohol****):

2. Vendors (vendors must be approved by Manatee County) and/or concessions provided. Examples of vendors include people hired, such as a tent company or a caterer, to assist with the event:

3. Entertainment (detail type of entertainment; ie: bands, DJ, dancers, magicians, etc...and specifically list entertainers by name):

4. Event equipment to be used (including dimensions, staging/platforms, canopies, tents, booths, scaffolding, trucks, etc...Note that some tent sizes will require a temporary use permit issued by the County's Building Department):

5. Sound system and hours of amplified sound. Describe equipment to be used (ie: PA systems, microphone, speakers, amps, etc.) and indicate whether it requires batteries or electrical outlets:

6. How will you handle emergency vehicle access to your event? (indicate in site plan if necessary)

7. Will your event require extra toilet facilities beyond those available at the site? Yes No
If yes, how many port-o-lets will you order? (Note: Event organizers are required to order their own port-o-lets and may be required to order additional facilities if their event exceeds 100 people)

8. Please describe the trash plan for your event. How will you collect and remove trash? (Note: public events with 100 or more people will require a roll off or dumpster provided by the event coordinator and volunteers or hired help to assist with trash removal)

9. Please describe electrical requirements. Note that electricity may not be available and that you may need to provide your own generators for electrical support. (In some parks, generators will not be allowed).

10. Describe all signage that will be used and their locations.

MUNICIPALITY REQUIREMENTS

Depending upon the location of your event, separate municipality requirements may apply. Please fill out the following section so that County staff can advise you of any additional requirements:

If your **event is large (100 people or more)** you may need to contact the municipality in which your event will occur. Department staff will advise you if you need to contact the municipality based on the size and type of your event.

If you are **servicing alcohol** at your event you will need to contact the municipality.

If your event **meets either of these requirements**, please fill out the following elements:

- | | | |
|--|-----|----|
| • If your event is 100 people or more, have you contacted the municipality? | Yes | No |
| • Insurance: Certificates delivered to the municipality? | Yes | No |
| • Will alcohol be served? | Yes | No |
| • Have you acquired alcohol insurance naming both County and the municipality as additional insured? | Yes | No |

Note: Liability and Liquor (if alcohol is to be served) must be at \$1,000,000 (one million dollars). The municipality must be named as "Additional Insured". Additional Certificates of Insurance may be required for various entities that participate in the event.

If you are serving alcohol, or your event is expected to draw 100 people or more, some municipalities will require additional considerations:

You may be required to request at a regular scheduled City Commission Meeting that the OPEN CONTAINER ORDINANCE be waived for your event

OFFICE USE ONLY: SPECIAL EVENT PERMIT MUNICIPALITY ENDORSEMENT

Municipality Representative – please review any events that trigger the need for this endorsement and fill it out accordingly. Approved events can be sent back to parksevents@mymanatee.org Thank you!

Event Name: _____ Date: _____

Attn: Permit Official

This event's approval is pending review of the municipality. Please review and provide your signature indicating endorsement / approval of the event unless otherwise noted.

Municipality: _____ Date: _____

____ Approved ____ Not Approved ____ Requires Additional Information

____ Scheduled for Commission Meeting/Regular Agenda Agenda Date: _____

Municipality Representative: _____

SPECIAL EVENT INSURANCE

Public events will require special event insurance.

Please see the instructions below for obtaining the proper coverage for your event.

Manatee County has established insurance and Certificate of Insurance requirements for those facility users, vendors and contractors entering into agreements with the County for the purpose of special events and activities. Before commencing use or services under an agreement with the County, a Certificate of Insurance must be furnished which includes the following:

Specific date(s) of the event must be stated clearly on the certificate, if blanket coverage is not already in effect.

Type of Insurance Required: General Liability and Occurrence should be checked.

Please see the Special Events Minimum Insurance Requirements for insurance limits specific to your event.

Description of Operations: Manatee County, A political subdivision of the State of Florida is named as Additional Insured.

Certificate Holder:

Manatee County, a political subdivision of the State of Florida
1112 Manatee Avenue West
Bradenton, Florida 34205

Attach Certificate of Insurance: Manatee County, A political subdivision of the State of Florida must be named Additional insured under certificate holder and special provisions. Additional Certificate of Insurance will be required for various entities that participate in the event. See attachment for example.

Where to Obtain Insurance: A Certificate of Insurance may be obtained through your organization's insurance carrier, or online through a variety of carriers. Manatee County offers the "TULIP Policy Program" to provide affordable alternative options for event insurance. Please contact us more information on this program.

Certificates of Insurance can be sent to:

- Email: parksevents@mymanatee.org
- Fax: (941) 745-3728 Attention: Programming/Education/Volunteer Division

SPECIAL EVENTS REQUESTING ALCOHOL DISTRIBUTION

A note on alcohol: Generally speaking, alcohol is NOT PERMITTED in Manatee County parks, preserves and on beaches as per County ordinance. There are, however, very rare occasions (usually events that are held in partnership with the County) when alcohol is permitted at these sites.

Events requesting alcohol on County property WILL require additional insurance as well as permission from local municipalities and possibly additional permit fees. These events WILL ALSO require off-duty police officers, paid for at the expense of the Event Coordinator (see municipality section for details).

The County reserves the right to refuse requests for alcohol inclusion in any event in keeping with its Parks Ordinance which would not normally allow for alcohol at these sites.

SITE PLAN

Events of 50 or more people will require a site plan. Please sketch out the layout of your event in the space below. You may also want to attach an aerial map etc. showing your plan.

TERMS OF AGREEMENT

Please read the following terms carefully.

By signing below, you indicate that you understand, and agree, all requirements.

As the applicant, I hereby accept and understand the responsibility to oversee all contractors, vendors, or parties affiliated with the event to ensure compliance with all policies, rules, regulations and guidelines of Manatee County Parks and Natural Resources Department and the regulations listed below. I understand that falsification of any aspect of this application or any other violation may result in immediate cancellation and/or revocation of the permit. I understand that the permit is non-transferable and non-refundable.

- A completed Special Event Permit Application must be submitted a minimum of 30 days prior to event.
- If any section does not apply, mark N/A or cross out that section.
- The Parks and Natural Resources Department will determine if an event requires a Certificate of Insurance.
- A Certificate of Insurance for the event and all vendors must be submitted 10 business days prior to the beginning of the event and should also name Manatee County, a political subdivision of the State of Florida, as additional insured.
- Alcoholic beverages are not allowed on park property.
- Absolutely no staking allowed when setting up tents on park grounds – weighted bucked drops are permissible.
- The applicant is responsible for the collection and proper disposal of all trash generated during the event and may be required to provide a dumpster or roll off and volunteers, or hired help, to assist with trash removal, depending upon the size of the event.
- The volume level from public address or sound systems must remain at an acceptable level and should not be audible from a distance of more than 50 feet.
- All non-essential production and personal vehicles must be parked in public parking areas.
- No overnight parking.
- Uniformed law enforcement may be required to provide traffic and/or crowd control at the event organizer's expense.
- A user fee will be charged for each facility/open space used and special support needed
- In addition to the permit and facility fees, one or more of the following charges shall apply, where applicable:
 - A minimum of two (2) hours will be assessed for a requested facility normally closed during the time requested.
 - The Department may require the presence of a park supervisor during event. This additional cost will be included as an addition to the permit fee.
 - Additional staff including, but not limited to, Parks Maintenance staff and Rangers may be required for the duration of the event. This additional cost will be included as an addition to the permit fee.
- A damage deposit will be required upon approval of the permit; the deposit will be returned after it has been determined by parks staff that the event area has been left free of debris and in good condition. Please allow time for processing.
- Events planned on County beach property or in certain City properties may require approval from the local municipality; i.e. City of Palmetto, City of Bradenton Beach, City of Holmes Beach and the City of Anna Maria. Additional City permit fees may apply.
- Event organizers may be asked to present a copy of their permit to local Law Enforcement during the event. Please have it available. Event organizers must be present during the event.
- **Payment must be submitted 10 business days after approval of application.** Failure to do so will result in the release of all open space and pavilions reserved for the event.

____ (Initial Here) I will abide by the above Terms and Condition. Furthermore, I understand that it is my responsibility to check with the city/municipality in which my event occurs and abide by their rules and requirements.

LIABILITY FOR DAMAGE OR INJURY

The RENTER shall be liable for damages to any property or injuries to any person which may arise from or be incident to the organization's activities, use, and occupation of the Property under this Agreement. RENTER shall, at its own expense, promptly repair any and all damage to the Property caused by said organization. RENTER shall defend, indemnify, and hold harmless Manatee County from any and all third-party claims, liabilities, loss or cause of action for property damage or bodily injury, including death, arising out of any act or omission of the RENTER or any defect in the property or its improvements arising out of or in connection with its activities, use, and occupation of the Property under this Agreement. Such indemnification shall include, but not be limited to, the payment of all claims, losses, and judgments of any nature whatsoever in connection therewith, and the payment of all related fees and costs, including any attorney's fees incurred by the County in connection with the RENTER's activities arising out of the performance of this Agreement.

Applicant's Signature: _____ Date: _____

Please email or mail completed packet to: parksevents@mymanatee.org or
Manatee County Parks & Natural Resources Department
Attn: Programming/Education/Volunteer Division
5502 33rd Avenue Drive West
Bradenton, Florida 34209

Special Events Minimum Insurance Requirements

COMMERCIAL GENERAL LIABILITY – Occurrence Form Only	SPECIAL EVENTS	CONCERTS, EXPOS	SPECIAL EVENTS using Bounce Houses, Pyrotechnics, Fireworks or Staging higher than 2ft off the ground
Each Occurrence	\$1,000,000	\$2,000,000	\$5,000,000
General Aggregate	\$2,000,000	\$4,000,000	\$10,000,000
Third Party Property Damage	\$1,000,000	\$1,000,000	\$1,000,000

MANDATORY REQUIREMENTS

- Manatee County, a political subdivision of the State of Florida must be named as an Additional Insured on any policy (except on Professional Liability)
- Certificate of Insurance is required providing the necessary limits per the above.
- Endorsement is required listing Manatee County, a political subdivision of the State of Florida, as an Additional Insured. Having this listed on the Certificate of Insurance only is not proof enough that it was actually endorsed onto the policy. The Endorsement is also required.
- Signed Hold Harmless
- If Aggregate limit present, confirmation needed that the Aggregate limit has not been eroded
- Insurance Carrier(s) must have a minimum A.M. Best Financial Rating of A- FSC VII; or better
- Coverage must be in place during length of your event, including any setup or teardown dates.

Please provide your Certificate of Insurance evidencing coverage **and the Endorsement** naming Manatee County, a political subdivision of the State of Florida, as an additional insured to your event manager and mail a copy to Manatee County no later than ten (10) days prior to the event:

Risk Management ATTN: Linda Klasing
 1112 Manatee Avenue W., Suite 969
 Bradenton, FL 34205

For all insurance questions, please contact Manatee County Risk Management at (941) 745-3750

TULIP COVERAGE

The Bradenton Area Convention Center and Manatee County Board of County Commissioners has made available General Liability Insurance for your convenience thru OneBeacon Insurance. This policy has all of the required limits and terms and conditions in place. If you are interested in obtaining insurance coverage for your event through this policy, please go to the following website and follow the below instructions:

www.onebeaconentertainment.com

Instructions

1. Under "Planning an Event?" click on "Get a Free Quote"
2. Under "Or search for your Venue" enter the name of the Park or Preserve
3. Click on Next
4. Under Enter Your Event Details select your type of event from the drop-down menu and answer the Yes or No questions
5. Select the date of your event
6. Input the average daily attendance (this should match the expected attendance in the application)
7. If you will be extending coverage to vendors (*i.e.* vendors participating in your event do not carry their own insurance) answer the 4 questions below.
8. Select GET QUOTE

Once the above is purchased, you will immediately be provided a Certificate of Insurance which verifies coverage has been obtained and should be retained for your files. A copy of this Certificate will be provided to your event manager directly from One Beacon Insurance Company.

Please see the attached list of items that are excluded on this policy and, therefore, would not be covered at your event by this policy. Should your event include one of these excluded items (*i.e.* Bounce House, Fireworks, Pyrotechnics, etc.) additional insurance is required either by you, the Event Holder, or the company supplying these items. Please see the Minimum Insurance Requirements attached that must be purchased in order to provide sufficient coverage for these items and exposure. Please contact your Event Coordinator with any questions.

ONEBEACON TULIP EXCLUSIONS - ALL HAZARDS IN CONNECTION WITH DESIGNATED EVENTS OR PREMISES

- Aircraft Events
- Animal Acts and Shows
- Bicycle Rallies, Races and Events
- Block Parties/Street Closures/Street Fairs-over 5,000 in attendance
- Boat Shows
- Bounce Houses
- Bungee Jumping
- Carnivals with Amusement Devices
- Circuses
- Concerts - Not Otherwise Classified
- Concerts with Rap, Hip Hop, Heavy Metal, Ski Punk or similar types of music
- Cycle Events
- Evangelistic Meetings with Faith Healing or Similar Activities
- Events with Armed Private Security
- Events with Known Attendance Prior to the Event Greater than 5,000 People
- Events with prior losses
- Exotic Animal Shows and Events
- Film Production
- Fireworks
- Fraternity Events
- Go Kart Races
- Gun and Knife Shows
- Halloween - Haunted Houses
- Hang gliding/Sky Diving
- Hay Rides
- Heads of State Events
- Hot Air Balloon Rides/Events
- Hypnotist
- Inflatables
- Instructional Classes - Drivers Education, Flying or Health
- Laser Tag
- Luge
- Marathons / Walkathons
- Mechanical Amusement Devices Including Mechanical Bulls
- Mosh Pits
- Motorized Sporting Events
- New Year's Party (Open to public/not by invite only)
- Nightclub Shows
- Overnight Camping and Retreats
- Paint Ball
- Parachuting
- Parasailing
- Political Rallies
- Professional Sports
- Promoters
- Pyrotechnics
- Raves
- Reality TV Shows
- Record Signing's in stores
- Renaissance Fairs/Festivals
- Rodeo and Roping Events - Professional
- Roller Coasters/Sky Coasters
- Rummage Sales - Other than for Charities
- Saddle Animals
- Sidewalk Sales
- Skate Boarding
- Ski Events
- Sky Diving
- Slam Dancing
- Sorority Events
- Swap Meets/Flea Markets
- Swimming and Pool Facilities
- Temporary Grandstands
- Tobogganing
- Tractor Pulls
- Trampolines
- Triathlons
- Wall Climbing
- War Games/Re-enactments
- Water Events
- Water Slides

Any event with a known attendance prior to the event greater than 5,000 people. Any event not otherwise scheduled in TULIP Hazard Class I Events, or TULIP Hazard Class II Events, or TULIP Hazard Class III Events