Special Event Permit Application

Special Event Permit Fees:

• Late Booking Fee *Applications submitted within 30 days of the event **will** be subject to a late booking fee.*	$25
• Clean up/Damage Deposit (refundable) *Reimbursement will be processed once the parks supervisor determines the facility is in the same condition as before the scheduled activity.*	$100
• Special Event Permit Fee	$200-$1,200/day depending on projected attendance
• Pavilion Fee	$40 - $95/day depending on pavilion
• Commercial Shoots (still, video, catalog)	$150/day
• Temporary Air Supported Structures	$15/structure/day

Permitting fees are taxable

SPECIAL EVENT PERMIT APPLICATION

Application must be submitted no less than 30 days prior to event.

APPLICANT INFORMATION

Name:_____ Email:_____

Company/Organization:_____

Address/City/State/Zip: _____

Telephone Numbers Day: _____ Evening:_____
Cell: _____ Fax: _____

EVENT ORGANIZER (If different than Applicant)

Name:_____ Email:_____

Company/Organization:_____

Address/City/State/Zip: _____

Telephone Numbers Day: _____ Evening:_____
Cell: _____ Fax: _____

EVENT INFORMATION

Title of Event: _____

Purpose of Event: _____Event Location/Park-Preserve:_____

Site within park (including pavilion name's):_____

_____

If applicable, are pavilions/park areas already reserved _____ Yes _____ No

Do you plan to charge admission? _____Yes _____No please specify: _____

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

Set-up Date(s) _____ Day(s) _____ Time _____

Event Date(s) _____ Day(s) _____ Time _____

Clean-up Date(s) _____ Day(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 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: _____ Attendance:_____
How many times has event taken place previously and provide a brief history:_____

EVENT LOGISTICS

1. Planned event activities (face painting, bounce houses, etc.):

2. Vendors (vendors must be approved by Manatee County) and/or concessions provided:

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 (i.e. PA systems, microphone, speakers, amps):

6. How will you handle emergency vehicle access to your event?:

7. Will your event require toilet facilities? _____ Yes _____ No
If yes, number to be provided:

8. Will your event require dumpsters? _____ Yes _____ No
If yes, number & size to be provided:

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.

CERTIFICATE OF INSURANCE

Name of Carrier:_____

Address/City/State/Zip: _____

Agent Name:_____ Phone: _____ Fax:_____

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 may be required for various entities that participate in the event. See attachment for requirements.

PROOF OF AGENCY

On agency letterhead, **please attach proof of agency or letter of authorization** showing his/her authority to represent the organization names herein prior to approval of this application.

TERMS OF AGREEMENT

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 application must be submitted a minimum of 30 days prior to the event
- If any section does not apply, mark N/A or cross out that section
- The Parks and Natural Resources Department will determine if 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 additional insured**
- Alcoholic beverages are not allowed on park property
- Absolutely no staking allowed when setting up tents on park grounds - weighted bucket drops are permissible
- The applicant is responsible for the collection and proper disposal of all trash generated during 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 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 in 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
- Any event planned on county beach property will require approval from the local municipality; i.e.: Bradenton Beach, 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 event.
- **Payment must be submitted 10 business days prior to the event date.**

Applicant's Signature: _____ Date:_____

Please mail completed packet to: Manatee County Parks and Natural Resources Dept.
Attn: Marketing
5502 33rd Avenue Drive West
Bradenton, Florida 34209

Should you have any questions or require more information, please call 742-5923, ext. 6036 or send an email to, bridget.frattallone@mymanatee.org

Office Use Only

Received By: _____ Date: _____ Area(s) Reserved _____ Yes _____ No

SITE PLAN

If event attendance is more than 300 persons or event involves a race, walk, parade etc.. Please attach a site map or use the space provided below. Please provide a drawing of the boundaries and details of the proposed Special Event including locations of all intended activities with reference points such as streets, buildings, barricades, emergency access points, race or parade routes, tents, vendors etc. Site map for smaller events, security, traffic or clean-up plans may also be requested.

Office Use Only- Special Event Permit

Event Name: _____ Date: _____

Total Fees Due: $_____

Breakdown of Fees:

Your signature (as applicable) indicates endorsement/approval of the event unless otherwise noted.

Special Event Permit Coordinator _____ Date _____

Athletic Supervisor (as applicable) _____ Date _____

Prog/Edu/Vol Division Manager _____ Date _____

Parks & Natural Resources Director_____ Date _____
(or designee)

COMMENTS/RECOMMENDATIONS/STIPULATIONS:

_____

_____

_____

_____

Office Use Only- Special Event Permit Municipality Endorsement

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.

Special Endorsement:

Municipality _____

_____ Approved
_____ Not Approved
_____ Requires Additional Information or Commission Meeting Regular Agenda _____ Agenda Date

Municipality Representative _____ Date _____

MUNICIPALITY REQUIREMENTS

_____

_____

_____

_____

COMMENTS/RECOMMENDATIONS/STIPULATIONS:

_____

_____

_____

_____

This form or attach board approval minutes from municipality showing permit/event approval.

Certificate of Insurance – Blanket Coverage

Manatee County has established insurance and certificate of insurance requirement 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

- **Each Occurrence** = $1,000,000 or more
- **Damage to Rented Premises (Ea Occurrence)** = $50,000
- **Personal & Adv Injury** = $250,000 or more
- **General Aggregate =** $2,000,000 is required, this amount will be determined by the County based on the nature of the 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

Certificates of Insurance can be faxed to:

- 941)745-3728
  Attn: Marketing

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 03/17/2010

PRODUCER

EXAMPLE

INSURED

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A:	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY				EACH OCCURRENCE	$ 1,000,000
		X COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurence)	$ 50,000
		CLAIMS MADE X OCCUR				MED EXP (Any one person)	$
						PERSONAL & ADV INJURY	$ 250,000
						GENERAL AGGREGATE	$ 2,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COMP/OP AGG	$
		POLICY PRO-JECT LOC					
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	$
		ANY AUTO					
		ALL OWNED AUTOS				BODILY INJURY (Per person)	$
		SCHEDULED AUTOS					
		HIRED AUTOS				BODILY INJURY (Per accident)	$
		NON-OWNED AUTOS					
						PROPERTY DAMAGE (Per accident)	$
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	$
		ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	$
		OCCUR CLAIMS MADE				AGGREGATE	$
							$
		DEDUCTIBLE					$
		RETENTION $					$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS / OTH-ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	$
						E.L. DISEASE - POLICY LIMIT	$
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

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
P.O. Box 1000
Bradenton, Florida 34205

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2001/08)

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