

## LETTER TO EVENT COORDINATOR

Dear Event Coordinator,

**Thank you for requesting permission to utilize The Mosaic NEST at Robinson Preserve for your special event!** The staff of the Education and Volunteer Division work hard to ensure 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:

### **When is the NEST available?**

The NEST is available Sunday through Friday beginning at 8am. Saturday rentals begin at 12:30pm for birthday parties and 1pm for weddings. Entry to the building prior to your rental time will not be allowed so please include enough set up time on your rental application. The building closes daily at 10pm, all cleanup activities must cease by 11pm.

### **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 reviewers who either maintain the site of your event or manage conditions at that site, such as park rangers. Each team member comments on the event and if it is passed your permit will be approved. Otherwise, we 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, and times, as well as any activities you are planning 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.

### **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.

### **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,  
Manatee County Natural Resources

For further questions, please contact [nest@mymanatee.org](mailto:nest@mymanatee.org) via email.



## Manatee County Natural Resources

### Robinson Preserve Mosaic NEST Rental 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.*

#### FEES

Daytime Fee 8am-5pm (per hour)	\$100
Before & After-Hours Fee (per hour):	\$150
Grounds Rental (per hour):	\$100
Refundable Damage Deposit:	\$100 (\$500 for events with alcohol)
Late Booking Fee (within 30 days of event):	\$25
Cancellation/Reschedule Fee (within 14 days of event):	\$50

*\*All fees are subject to tax unless a DR-14 form has been submitted*

#### APPLICANT INFORMATION

Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

#### EVENT INFORMATION

Title of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Setup Time: \_\_\_\_\_ to \_\_\_\_\_

Event Time: \_\_\_\_\_ to \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_ Cleanup Time: \_\_\_\_\_ to \_\_\_\_\_

Will your event utilize the grounds (beyond the NEST building and deck)? YES NO

Will your event have alcohol? YES NO

Events requesting alcohol on County property WILL require additional insurance. The County reserves the right to refuse requests for alcohol inclusion in any event.

\_\_\_\_\_ (If yes, please initial) I understand that events with alcohol will require additional insurance which the renter will provide.

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

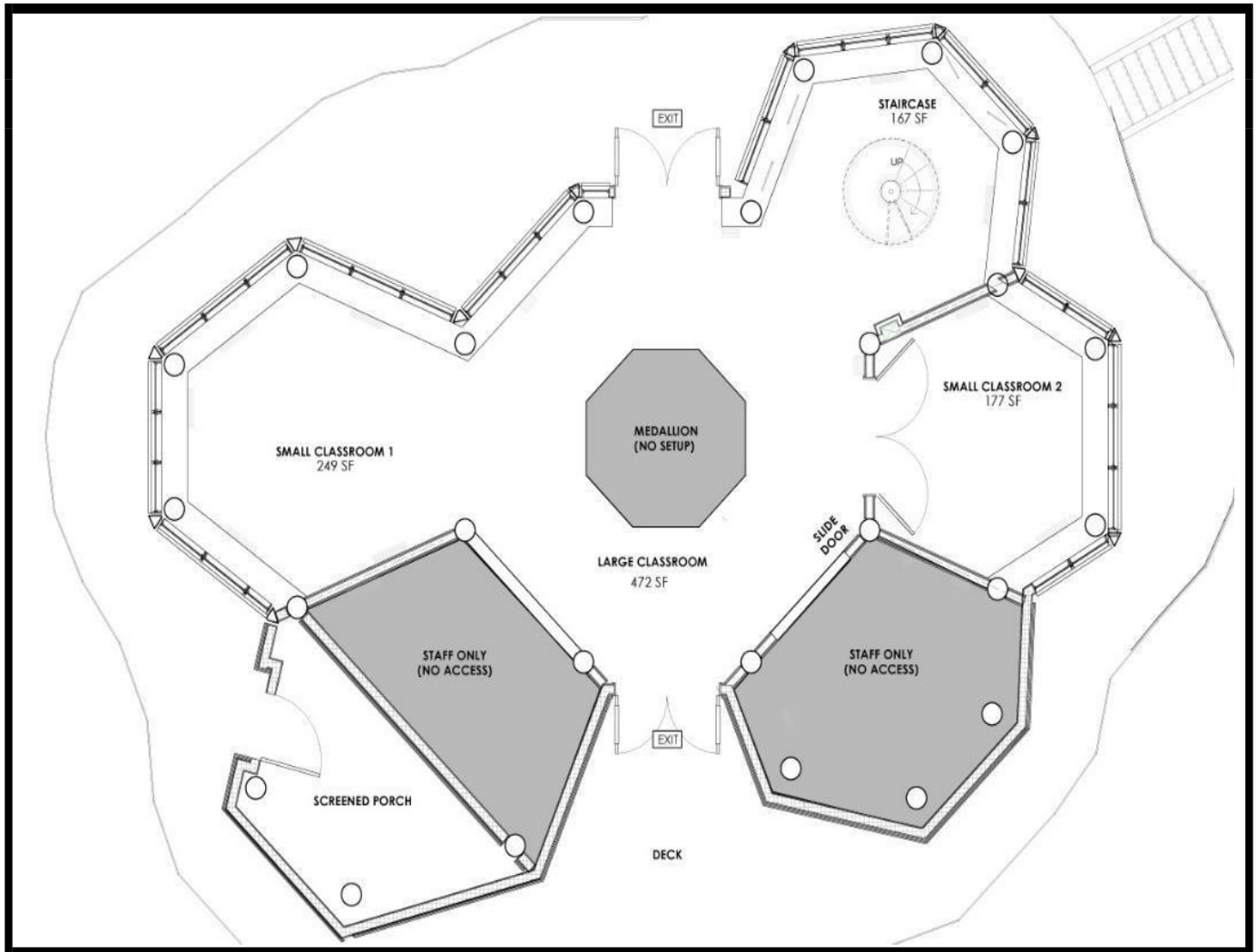
*Please fill out the form as **clearly and completely** as possible.*

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

1. Planned event activities (face painting, 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, i.e.: 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.
  
10. Describe all signage that will be used and their locations.

## INTERIOR SITE PLAN

*Please use this space to draw a site plan for your event. Please indicate location of tables, chairs, etc.*



## EXTERIOR SITE PLAN

*Events using the grounds 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 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.
- Event insurance is required for all NEST rentals. Proof of insurance naming Manatee County as Additionally Insured is due at least 2 weeks prior to the event.
- Caterers and other vendors operating their business on property must provide a certificate of insurance naming "Manatee County, a political subdivision of the State of Florida" as Additionally Insured.
- Alcoholic beverages are not allowed on county property without express permission and paid \$500 deposit.
- No staking tents allowed on grounds unless authorized. Weighted bucket 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.
- Amplified music is allowed only within the NEST. 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. Music/entertainment is permitted outside only with special permissions and at the sole discretion of the Director.
- 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 event organizer's expense.
- A user fee will be charged for each facility/open space used and special support needed
- 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.
- Animals other than standard service animals are not allowed within the building. Wildlife releases are not permitted within preserve.
- Candles, fire, and open flames are not permitted within the building except for sterno and chafing dishes. No fireworks or sparklers on property.
- Decorations are welcome however staples, nails, tacks, and other permanent items are not permitted. Tape and adhesives must be removed after the event. Balloons, confetti, and fake flower petals are not permitted. Real flower petals must be removed from the property during clean up.
- Drones are not allowed on property.
- A refundable damage deposit of \$100 will be obtained for each rental. Events with alcohol will require a \$500 damage deposit. The County reserves the right to adjust damage fees if necessary, upon site evaluation after rental. 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 4-8 weeks for processing.
- Events are subject to limitations on number of participants and availability depending upon the Department's previously established calendar of events.
- Final payment is due at least 2 weeks prior to the event.
- Event organizers must be present during 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.

I have read and agree to the above.

**Applicant's Signature:** \_\_\_\_\_ **Application Date:** \_\_\_\_\_

Please email completed packet to: [nest@mymanatee.org](mailto:nest@mymanatee.org)

## Liability Insurance (TULIP Coverage)

The Bradenton Area Convention Center and Manatee County Board of County Commissioners has made available General Liability Insurance for your convenience through GatherGuard. 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.gatherguard.com](http://www.gatherguard.com)

### Instructions

1. Click on Get a Quote
2. Choose your event type
3. Answer the 3 questions
4. Search for a venue: "The NEST" at Robinson Preserve, 99th Street Northwest, Bradenton, FL;  
Select NEXT
5. Basic Coverage: Select NEXT
6. About Your Event: Enter Information; Select NEXT
7. Additional Coverages: include \$25 Damage to Rented Premises
8. Select Checkout

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 GatherGuard.

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.



## SPECIAL EVENTS MINIMUM INSURANCE REQUIREMENTS

The General Liability policy established through GatherGuard has the required limits and terms and conditions that are required to utilize one of our facilities. Should you wish to procure insurance on your own, please note that the following minimum limits and terms and conditions are required:

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	\$1,000,000	\$2,000,000	\$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 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