



# Sports & Leisure Services Special Event Permit Application

## Special Event Permit Fees:

- **Late Booking Fee:** Applications submitted within 30 calendar days of the event **will** be subject to a late booking fee. Applications are not accepted within two weeks of event date. \$25
- **Cancellation/Reschedule Fee:** Requests to cancel or reschedule within 14 calendar days of the event date **will** be subject to a cancellation/reschedule fee of \$50. Requests to cancel or reschedule with at least 14 days' notice will be subject to a \$10 admin fee. \$10-50  
*NOTE: Pavilion rentals cancelled with less than 2 weeks' notice will not be refunded.*
- **Event Deposit (refundable):** Events with projected attendance of 101-999. Reimbursement will be processed once the parks supervisor determines the facility is in the same condition as before the scheduled activity. \$100
- **Large Event Deposit (non-refundable):** Events involving a park/facility closure, more than 1,000 people, at Coquina Event Space, or when applications are made more than 1-year in advance. These events may apply up to 2- years in advance. Large Event Deposit will be applied as a Cancellation Fee if the event is cancelled. Based on size - up to \$500
- **Open Space Rental:** Outdoor individual or group instruction in select parks. \$20/hour
- **Special Event Permit Fee in Parks and Beaches:** Based on projected attendance and taxable.
 

|                         |             |
|-------------------------|-------------|
| Attendance 1-50         | \$200/day   |
| Attendance 51-150       | \$250/day   |
| Attendance 151-300      | \$300/day   |
| Attendance 301-1,000    | \$400/day   |
| Attendance 1,001-2,500  | \$500/day   |
| Attendance 2,501- 5,000 | \$700/day   |
| Attendance of 5,001+    | \$1,200/day |
- **Coquina Beach South Event Space Rental Fees:** Based season and taxable.
 

**Residential Rental Fees:** Up to 150 attendees. Includes beach near jetty, event space, and Gulfside S Pavilion.

|                              |           |
|------------------------------|-----------|
| Peak Season (Oct-May)        | \$750/day |
| Non Peak Season (June- Sept) | \$500/day |

**Commercial Space Rental:** Includes beach area near jetty, event space, Gulfside S Pavilion and South parking area.

|                              |             |
|------------------------------|-------------|
| Peak Season (Oct-May)        | \$1,500/day |
| Non Peak Season (June- Sept) | \$1,000/day |
- **Pavilion:** \$40-\$95/day depending on pavilion
- **Temporary Air Supported Structures (bounce houses)** \$15/structure/day
- **Commercial Shoots (still, video, catalog)** \$150/day



## Sports & Leisure Services Special Event Permit Application

### Letter to Applicant:

Dear Applicant,

Thank you for considering one of Manatee County's parks or beaches for your special event! Please take a moment to read the information below in order to answer common questions about the process:

#### **What holds my reservation?**

Your date is reserved upon receipt of your completed application. Email confirmations of availability does not guarantee date will still be available upon receipt.

#### **How soon will my event be permitted?**

Events are reviewed by staff to verify that the application is complete and then sent to the site's review team. Expect approximately 2 weeks for the initial review to return. Please be sure to FILL OUT THE APPLICATION COMPLETELY with as MUCH DETAIL AS POSSIBLE. 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.

#### **Do I have to pay when I submit my application?**

No. We will provide you with a proper invoice once we have approved your application. Payment is due 10 business days prior to 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.

#### **What if my large-scale event will prohibit others use of or parking at the park?**

Events with 1-150 attendees may be held in local and neighborhood Parks. Events with 150 attendees or more may be held at District & Regional Parks; events this size will not be considered in the local and neighborhood Parks. Additional pavilion or facility rental fees will be added if deemed unusable by others.

#### **Who am I required to provide insurance certificates for?**

Any businesses operating on Manatee County property must provide a Certificate of Insurance naming Manatee County as additionally insured. This includes rentals, DJ, event planner, catering, etc. See page 4 for requirements.

#### **What happens if I need to cancel my event?**

Events cancelled with more than 2 weeks' notice can be cancelled and rescheduled but will be subject to a \$10 admin fee. Events cancelled with less than 2 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.

#### **What if my event is an organized speech activity or public demonstration?**

The director has established guidelines and procedures for the permitting of speech activity at county parks. Speech activity will be permitted in a content neutral manner. Speech activity must stay within the parameters of the law by adhering to all applicable rules and regulations, allow coordination of multiple uses of the limited space by staying within 6 feet of approved table/location, enforce proper security, and assure financial accountability for damages caused by an event.

Times: Between the hours of 9:00am-6:00pm.

Parks: Blackstone Park, Buffalo Creek Park, GT Bray Park, Lakewood Ranch Park, Lincoln Park, Palma Sola Park, and Tom Bennett Park. Please ask us for the pre-approved sites within these parks.

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

Sincerely,

The Manatee County Special Event Permitting Team

941-742-5923 x6014

[Parksevents@mymanatee.org](mailto:Parksevents@mymanatee.org)



# Sports & Leisure Services Special Event Permit Application

*Applications submitted less than 30 days in advance are subject to a \$25 late booking fee.  
Applications received less than 14 days prior to the event date will be rejected.*

## APPLICANT INFORMATION

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Website (if applicable): \_\_\_\_\_

## EVENT INFORMATION

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

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

Purpose of Event: \_\_\_\_\_ Location (Park Name): \_\_\_\_\_

Site within park (including pavilion names): \_\_\_\_\_

If applicable, are pavilions already reserved?  Yes  No

Is this event open to the public?  Yes  No

Will admission be charged? If so, please specify price range: \_\_\_\_\_

Expected Daily Attendance (including event crew, participants & spectators): \_\_\_\_\_

Set Up Date(s): \_\_\_\_\_ Time: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Time: \_\_\_\_\_

Clean Up Date(s): \_\_\_\_\_ Time: \_\_\_\_\_

Will this event repeat or be held on an ongoing basis?  Yes  No How often? \_\_\_\_\_

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? 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:

\_\_\_\_\_  Yes  No

If yes, when: \_\_\_\_\_ Where: \_\_\_\_\_

Previous attendance: \_\_\_\_\_ How many times has the event taken place? \_\_\_\_\_

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 activities (Include if securing a business to provide; ie: facepainting, bounce house, etc.):
  
2. Vendors and/or concessions provided (any businesses operating on Manatee County property, including: event planner, rentals, catering, etc):
  
3. Entertainment (Detail type and name of business; ie: bands, DJ, magicians, etc):
  
4. Event equipment to be used (Include dimensions, staging/platforms, canopies, tents, booths, vehicles, etc. Large tent sizes require a temporary use permit issued by the County/Municipality):
  
5. Sound system and hours of amplified sound? Describe equipment; ie: PA systems, microphone, speakers, amps, etc. (Beach locations may require a sound check with nearby Lifeguards):
  
6. Electrical requirements (Electricity may not be available and you may need to provide your own generator for electrical support. In some parks, generators may not be allowed):
  
7. How will you handle emergency vehicle access to your event? Indicate in site plan if necessary.
  
8. 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? 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.
  
9. Trash plan for your event (Except for trash placed in receptacles, everything brought in for an event must be removed by the end of the day. Public events with 100 or more people will require a plan or dumpster):
  
10. Describe all signage that will be used and the proposed locations.
  
11. Is this an organized speech activity or demonstration? If yes, describe topic, manner, etc.

## LARGE EVENT 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 **tent exceeds 400 sq ft**, you may need a temporary use permit and to contact the Fire District.

If you will have food trucks/tents or catering, you may need to contact the Fire District.

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

If your public event is large (**100 people or more**) you may need to contact the municipality.

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

- Tent over 400sq ft to be used?  Yes  No
- Food trucks or open flame catering used?  Yes  No
- Will alcohol be served?  Yes  No
- If over 100 people attending your public event, have you contacted the municipality?  Yes  No

**Alcohol** is NOT PERMITTED in Manatee County parks or beaches per County ordinance 2-24-7. However, there are occasions (large fenced events with police presence to monitor or events that are held in partnership with the County) when alcohol is permitted at these sites. These events WILL ALSO require off-duty police officers, paid for at the expense of the Event Coordinator. The County reserves the right to refuse requests for alcohol inclusion in any event.

## SPECIAL EVENT PERMIT MUNICIPALITY ENDORSEMENT

Municipality Representative –

Please review if this event requires your approval/endorsement and fill it out accordingly.

Approved events can be sent back to [parksevents@mymanatee.org](mailto:parksevents@mymanatee.org)

Thank you!

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Municipality: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Approved      \_\_\_\_ Not Approved      \_\_\_\_ Requires Additional Information

\_\_\_\_ Scheduled for Commission Meeting/Regular Agenda      Agenda Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Municipality Representative: \_\_\_\_\_

## SITE PLAN

*Events 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 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 14 days prior to event.
- If any section does not apply, mark N/A or cross out that section.
- Department staff and Risk Management will determine if an event requires a Certificate of Insurance.
- Alcoholic beverages are not allowed on park property per County ordinance 2-24-7.
- Absolutely no staking allowed when setting up tents on park grounds – Tent weights 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. Beach locations may require a sound check with nearby Lifeguards.
- All non-essential production and personal vehicles must be parked in public parking areas.
- No overnight parking.
- 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:
  - The Department may require the presence of a park supervisor during event. This additional cost will be included in addition to the permit fee.
  - Additional staff including, but not limited to, Parks staff may be required for the duration of the event. This additional cost will be included in addition to the permit fee.
- A damage deposit may 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.
- Speech activity will be permitted in a content neutral manner. Speech activity must stay within the parameters of the law by adhering to all applicable rules and regulations, allow coordination of multiple uses of the limited space by staying within 6 feet of approved table/location.
- 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.
- 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.
- **Payment must be submitted 10 business days prior to event date.** 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](mailto:parksevents@mymanatee.org) or  
Manatee County Sports and Leisure Services Department  
Attn: Special Event Permitting  
5502 33<sup>rd</sup> Avenue Drive West  
Bradenton, Florida 34209

## SPECIAL EVENT INSURANCE

*Public events require special event insurance. See instructions below for obtaining the proper coverage for your event.*

Manatee County has established insurance and Certificate of Insurance requirements for specific facility users, vendors and contractors entering into agreements with the County for the purpose of special events and activities. Additional Certificate of Insurance will be required for various entities that participate in the event. 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 in effect*. Coverage must be in place during length of your event, including any setup or tear down dates.

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

**Liability and Liquor** (if alcohol is approved to be served) must be at \$1,000,000. Manatee County and the municipality must be named as "Additional Insured".

### 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 |
|---------------------------------------------------|----------------|-----------------|----------------------------------------------------------------------------------------|
| 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                                                                            |

**Signed Hold Harmless required.**

**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**

**Description of Operations:** Manatee County, A political subdivision of the State of Florida is named as additionally insured.

#### **Certificate Holder:**

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

**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.

**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. 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 GatherGuard to provide affordable alternative options for event insurance. Please contact us more information on this program.

Provide all Certificates of Insurance to [parksevents@mymanatee.org](mailto:parksevents@mymanatee.org) no later than ten (10) days prior to the event.

For all insurance questions, please contact Manatee County Risk Management, Nicole Bezdek at (941) 745-3750 or [nicole.bezdek@mymanatee.org](mailto:nicole.bezdek@mymanatee.org).

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 for events anticipating up to 5,000 attendees. Organizations that hold events with 5,001 or more attendants must acquire different insurance.

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: [Gatherguard.com](http://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.

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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:

**Minimum Limits per Leased Period**

- General Liability – Each Occurrence \$1,000,000
- Third Party Property Damage \$1,000,000

**Concerts, Expos**

- General Liability – Each Occurrence \$2,000,000
- Third Party Property Damage \$1,000,000

**Bounce Houses, Fireworks and Staging Greater than Two Feet**

- General Liability – Each Occurrence \$5,000,000
- Third Party Property Damage \$1,000,000

**Terms and Conditions**

- Manatee County, a political subdivision of the State of Florida, must be named as an additional insured
- Insurance carriers must be A rate, or better
- Coverage to be in place during length of lease

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 coordinator, and mail a copy to:

Risk Management ATTN: Nicole Bezdek  
1112 Manatee Avenue W., Suite 969  
Bradenton, FL 34205

No later than ten (10) business days prior to the event.

Should your event include specialty items (i.e. Bounce House, alcohol, Food trucks etc.) additional insurance is required either by you, the Event Holder, or the company supplying these items. Please contact your Event Coordinator with any questions.