

**City of Arcadia
Special Event Permit Application**

Please print or type application. All sections must be completed. Any questions should be directed to City of Arcadia, Assistant City Administrator at (863) 494-4114. Please return in person, fax: 863-494-4712 or email: jjankosky@arcadia-fl.gov.

General Information

Applicant: _____ **Indi.** **Corp.** **501c3**

Contact: _____

Address: _____

City/State/Zip: _____

Telephone: Business Phone _____ Home Phone _____

Cell Phone _____ Email Address _____

Fax Number _____

Name of Event: _____

Date(s) Requested: _____

Location of Event: _____

Brief Description of Event: _____

Event Timeframe(s):

Setup: Date: _____ Start: _____ am/pm End: _____ am/pm

Actual Event Time: Date: _____ Start: _____ am/pm End: _____ am/pm

Cleanup: Date: _____ Start: _____ am/pm End: _____ am/pm

Rain date: _____

Number of Expected Attendees/Participants: _____

Site plan attached? Yes No

Is the event open to the public? Yes No **Fee?** _____

Have you held this event previously? Yes No If yes, list dates _____

Does this event differ? Yes No If yes, explain _____

Entertainment: Yes No If yes, see below

A complete detailed listing, including names, must be provided of all entertainment:

A complete detailed listing of all games, rides and any contractors used for carnival games and/or rides:

Will you be using a sound system? Yes No If yes, see below

Type of system and name of contractor, if applicable _____

Special Effects: Yes No If yes, see below

Type of effects and name of contractor, if applicable _____

Location of special effects: _____

Parades: Yes No If yes, see below

Who and how many will participate? This includes parade participants and spectators:

Plan of route attached? Yes No

Proposed Retail Sales: Yes No If yes, see below

How many vendor locations do you plan to accommodate? _____

Type of vending (including number of each):

Clothing _____ **Food/beverage _____ Antiques _____ Jewelry _____ Misc. _____

If miscellaneous, please describe in detail: _____

**** Please describe in detail all food vendors (If there is any onsite cooking, the Desoto County Fire Department will need to be notified):** _____

Alcohol Beverages/Liquor Liability: Yes No If yes, see below

Name of organization licensed to serve alcohol at this event: _____

(Additional liability insurance may be required)

Type of organization serving alcohol: _____

Do you require City documentation for license? Yes No

Promotion:

At what level will the event be promoted? (For example, local, regional, national)

What type of publicity will be used? _____

Telephone number to be released for public information: _____

Signage: Yes No If yes, see below

How many? What dimensions? What location(s)? _____

(Banners require scheduling through the City of Arcadia, Public Works Department, (863) 494-4334)

Facility Requirements: Yes No If yes, see below

Stages _____ **Tents** _____ **Fences** _____ **Booths** _____

Concession Stands _____ **Miscellaneous** _____

Describe in detail, including type and location _____

(Special building permits are required for certain temporary structures)

Is electric going to be needed (if available)? Yes No
Are city chairs needed (if available)? (Addt. Fee) Yes No Amt: _____
Use of the city stage (if available)? (Addt. Fee) Yes No
Are city tables needed (if available)? (Addt. Fee) Yes No Amt: _____

Port-O-Lets: Yes No If yes, see below

How many port-o-lets will you be providing? (Indicate location(s) on site plan) _____

Name of the private port-o-let company you will be contracting with: _____
(ADA requires one handicapped restroom in each group of restrooms)

Sanitation Assistance: Yes No If yes, see below

How many waste receptacles (toters) do you request? _____

Will you need city personnel to assist with clean up? (Addt. Fee) Yes No

If no, how will you be handling garbage and or recycling? _____

**(Please note that upon post event inspection or complaint due to unsatisfactory post event clean up - the city will charge event organizer for the time it takes to resolve the clean up issue).*

Traffic Alterations: Yes No If yes, see below

Describe in detail, including request for road closures _____

(Requests to close state roads require DOT permit, which needs to be approved by City of Arcadia prior to application to DOT)

Will public parking areas, streets, sidewalks, etc. be restricted or obstructed?

Yes No If yes, see site plans

Does your plan include on-site parking? Yes No

Will you charge for the on-site parking? Yes No

Does your plan include off-site parking? Yes No

Will you charge for off-site parking? Yes No

Will shuttles be used to transport? Yes No

Americans With Disabilities Act:

ADA requires with accessibility guidelines as adopted by the State of Florida are now in effect. The following provisions are to be considered regarding ADA accessibility.

ADA restroom facilities? (One handicapped for each group of port-o-lets) Yes No

Handicap parking provisions? Yes No Yes, see site plan

Handicapped assistance? Yes No Yes, please describe

Security:

What are your plans for providing additional security? _____

Emergency Fire/Medical Services:

What are your plans for providing additional Fire/EMS? _____

* Fire Truck requested at the event? (Addt. Fee) Yes No
* (if available and for show only)



SPECIAL EVENTS

POLICY/PROCEDURE/DISCLOSURE

I. PERMIT

Criteria for Requesting a Permit

Any event on City-owned or City-controlled property and rights of way will require a special event permit. Permits are issued on a first come, first served basis. A special event permit is required prior to conducting, and/or maintaining a community event in the City and the City will not incur any liability for expenses incurred for events that do not have a permit. Applications will be accepted no earlier than 364 days prior to and no later than 30 days prior to the special event. All events must be conducted in accordance with the laws, ordinances, resolutions, rules and regulations of the City and other governmental authorities having jurisdiction. The applicant will be responsible for filing separately for county, state and federal permits, if necessary.

Qualifications of Applicants

No person or affiliate of the person who is delinquent in payment of money due to the City from a prior event will be allowed to apply for an event permit until all delinquent sums are paid in full.

II. APPLICATION PROCESS

Application Procedure for Events

The person/organization requesting an event subject to a special event permit will be required to follow the following procedure:

1. Individual/Event Sponsor must submit an application on a form provided by the City and include a detailed site plan no earlier than 364 days prior to and no later than 30 days prior to event if applicable.
2. Pay a refundable Trash Bond (if applicable) prior to the event date.
3. Provide proof of liability insurance coverage/certificate of insurance must be submitted to the coordinator 3 business days prior to the event unless otherwise noted by the City Manager or the designated City official.

4. City cost adjustment to include other services such as police, fire or other city staff time will be made and any monies to be refunded by the City or any monies due by the sponsor to the City will be paid in full within 30 days following the event.
5. Event sponsor(s) shall confer with the City Administrator 3 business days prior to the event to ensure that arrangements for City services have been made.

Special Event Resource Fee

Each event that requires City services will be required to pay a special event resource fee. If the event takes place on a main thoroughfare the fee is \$200.00; if the event takes place on a side street the fee is \$100.00. The special events resource fee applies to all events and cannot be waived. The fee is needed to replenish equipment that supports events.

Fees

Police: \$40.00 per hour
Fire: \$40.00 per hour
Special Event Team: \$30.00 per hour
Public Works: \$30.00 per hour plus truck cost
Parks and Recreation: \$30.00 per hour plus \$100.00 for stage rental

Special Fees

Police Alumni: \$10.00 per hour, please contact the Police Special Operations Unit at 863-993-4660 to make arrangements

Police Explorers: donation requested, please contact Officer _____ at 863-993-4660 to make arrangements

Note: Additional fees for services may be required depending on event request(s). All fees will be billed after the event unless otherwise noted.

Events Where City Costs are Waived

The City Council shall annually approve a list of events for which the costs and fees are waived. To be considered for the waiver the event must be non-profit, community based, by a non-profit organization, and the event must be free and open to the public, appeal to the broadest segment of the community or demonstrate a benefit to a particular neighborhood in a redevelopment area of the City. This waiver does not include other charges or fees set forth by the ordinances of Arcadia.

III. GUIDELINES

Road Closure Requests

Street/rights-of-way closures are subject to the approval of the City Marshall. State controlled roadways require additional approval from the Florida Department of Transportation. Access to and from private residences must be allowed. Event Sponsors are required to notify those affected 15 days prior to the events which may impede vehicular traffic to and from private residences and businesses.

Event Security

In certain cases security in the form of police presence may be required at the discretion of the City Marshall. These requirements are based upon the event's impact on public safety based upon, but not limited to type of event, street closures, traffic direction, and the expected attendance of people. Police security will be assigned on a first come first serve basis. Personnel limitations may require the special event application to be denied. Community events opened to the public and held on private property which require a special event application shall be reviewed for their potential impact to public safety. Upon the recommendation of the City Marshall these events may be required to employ police officers and/or licensed private security companies to work the event.

City Services

The City will review the application and work with City Departments and the applicant to determine what City Services are needed. The cost of providing City Services will be the responsibility of the applicant, unless the City Council agrees to cover all or part of said services.

Concessions and Vending

It is the City's policy to allow sale of food and beverages on City-owned property during community events, unless an exclusive concession contract has been agreed upon by the City at that time. Event sponsors must provide the City the number of and type of food and beverage vendors to be provided during an event.

Alcohol Consumption

The City Commission may issue a temporary permit to allow the carrying of or consumption from open containers of alcoholic beverages (beer and wine only) during events on City-owned property under the following conditions:

1. The event sponsor supplies the City Administrator with proof of liquor liability insurance.
2. The permit cannot exceed 12 hours per day in duration.
3. No alcoholic beverages may be carried or contained in a glass container.
4. Locations within the boundaries of the special event must be shown on the events site plan.

5. Event sponsors shall be responsible for staffing and maintaining areas designated for alcoholic sales in conformance with State and City laws regarding such activity.
6. Event sponsors are responsible for enforcing City rules and regulations as well as any applicable state laws governing alcohol sales and consumption.
7. Issuance of a permit by the City of Arcadia does not relieve the permit holder of the obligation to comply with all applicable state liquor laws and, to the extent that any permit is inconsistent with state liquor laws or other lawful regulations, the permit shall be deemed void to the extent it conflicts with such laws or regulations.

Standards for Issuance

The City Administrator, upon review from the City Department Heads, may issue a permit required under this division if it is determined that the following criteria have been met.

1. The preparation for or the conduct of the proposed use, event, or activity will not adversely affect the City's ability to perform municipal functions or furnish City services in the vicinity of the permit area.
2. The proposed use, event, or activity is compatible with the surrounding area in consideration of anticipated noise and crowd capacity, taking into account multiple impacts.
3. The proposed event is not aimed at inciting or producing imminent lawless action and is not likely to incite or produce such action.
4. City resources necessary to support the proposed activity are reasonably available.

Approval Process

The event permit shall only be issued for the event dates requested. If an act of nature causes the cancellation of an event, the City will work with the event sponsors to approve a new date as requested. If the event is cancelled due to event sponsor (other than an act of nature) within 24 hours or less from the event start time, the event sponsor will be charged for all overtime hours scheduled for the event. No revisions or adjustments to the final approved permit or related items may be made without prior written notification to and written approval from the City Administrator.

The event permit shall only be issued to the person, organization or business whose name appears on the special event application. No permit shall be issued to a person, organization or business who has attached a secondary event to the primary application without prior approval from the original requestor. All secondary special event requests shall be in writing following the same guidelines as stated in this article prior to the City Administrator's approval.

Default

An event sponsor shall be in default of the event permit if:

1. The applicant supplies false or misleading information.
2. The applicant fails to complete the application or to supply other required information or documents by the time required.

3. The applicant demonstrates an inability to comply with terms or conditions contained in the proposed permit.
4. The event sponsor should dissolve or cease doing business as a going concern or become insolvent or bankrupt.
5. The event sponsor breaches any provisions of the event permit or of any rules and regulations required by the City.
6. The event sponsor violates any applicable laws or ordinances during the event sponsors use of the property.

Whenever an event sponsor is found in default or has had a permit canceled by the City, the sponsor shall be disqualified from applying for any future permit under this article for a period of time as determined by the City Administrator.

Insurance

The applicant will provide an insurance certificate to the City of Arcadia – 23 N. Polk Avenue, Arcadia, Florida 34266, naming the City of Arcadia as additional insured in the amount not less than \$500,000 for death to or injury to any one person, \$1,000,000 aggregate for any one occurrence for death and bodily injury, and \$500,000 for damage to any property. Or a combined single limit of \$1,000,000 for any claim injury or property. All such insurance shall cover complete contractual liability, bodily injury and property damage liability. If the applicant uses or stores any hazardous or toxic substances on the requested site within the meaning of the Environmental Statutes, the insurance shall cover loss or damage resulting from improper storage, handling or disposal of any such hazardous or toxic substances. The certificate shall provide at least 10 days advance written notice of cancellation or change of coverage to the City of Arcadia.

Cancellation

The City may cancel any grant of space to the event sponsor(s) if use of the property shall in any way conflict with federal, state, or local laws; if the event sponsor is in default, or if there is a lack of City resources. All notices required or permitted under the event permitting process shall be given personally or by certified mail, with return receipt, postage paid, addressed to the event sponsor at the address provided on the event permit application or at such address as the sponsor may supply to the City in written notification.

If an act of nature causes the cancellation of an event, the City will work with the event sponsor to approve a new date as requested. If the event is cancelled due to event sponsor cancellation (other than an act of nature) within 24 hours or less from the event start time, the event sponsor will be charged for all overtime hours scheduled for the event.

IV. CONTROL OF PROPERTY; RIGHT OF ENTRY; SUBLETTING

City-owned or City-controlled facilities and property including keys thereto, shall be at all time under the control of the City Administrator or designee, and City staff acting in an official capacity shall have the right to enter all space occupied by the event producer, except personal vehicles, property and equipment, at all times during the period covered by the event permit. The event producer shall not assign or sublet to others the space covered by the event permit without express written consent of the City Administrator.

V. VIOLATIONS AND REMEDIES

If a permittee or the permittee's agent or employee violates the terms of the agreement or requirements set forth by public safety by which the permit is granted, any City ordinance, or any law of the state or United States or knowingly allows those terms or law to be violated, such violation shall constitute a violation of the permit conditions or other laws.

The event producers and the agents and employees of the producers shall immediately cease all activities on City property upon notification that the event is being conducted in violation of this article. If the producer or his agents fail or refuse to cease operations after notification, the City may, in addition to any other remedies provided in this article, provide for immediate closure and cessation of the event.

INDEMNIFICATION & HOLD HARMLESS AGREEMENT

The City reserves the right to cancel permits at any time with cause. The applicant, by signing below, hereby agrees to indemnify and hold harmless the City of Arcadia if this permit is revoked. Further, the City of Arcadia will not be responsible for any cost associated with the revocation of the permit.

The applicant shall defend, indemnify and hold harmless the City of Arcadia from and against any and all liability, losses, damages, claims, demands, expenses, fees, fines, penalties, suits, proceedings, actions and cost of actions, (including attorney's fees), of whatsoever kind or nature arising out of or in any way related to the use, occupancy, management or control of the site, or arising out of the event permitted by the City, any act or omission of the applicant or its agents, servants, employees, independent contractors, customers, patrons or invitees whether on the site or elsewhere.

The City of Arcadia shall not be liable to the applicant or its agents, representatives, invitees or employees, or any other person for any injury to or death of any of them, or for any damages to any of the applicants property or loss of revenue, caused by any third persons, whether the injury, death or damage is due to negligence or not.

I/We the applicant(s) hereby acknowledge that I/We have read the above policy and procedure for a Special Event Permit within the City of Arcadia. I/We the applicant(s) further agree to reimburse the City for the cost of City Services incurred as a result of this event to include: Police, Fire, Airport, Parks and Recreation, Public Works and Lease of public property. I/we the applicant(s) hereby agree that all the information provided in this application is true and correct and further agree to the indemnification and hold harmless agreement outlined above.

Signature:

I understand this is an application only and does not obligate the City of Arcadia to reserve any facility or approve an event.

Signature of Applicant _____ **Date** _____, 20__

Title of Applicant/Affiliation _____

Approved By: _____ **Date** _____, 20__

City of Arcadia