



City of Arcadia Florida  
Code Enforcement Department  
23 N Polk Avenue  
Arcadia, FL 34266  
(863) 494-4114

## **SPECIAL EVENT TERMS & CONDITIONS**

A special event is defined as any event held in the City that is open and advertised to the public or which could limit the normal use and access to an area by the general public, or which is deemed to have an impact on the City right-of-ways or could affect public safety, and which is less than two weeks in duration. These events could be, but are not limited to: festivals, fairs, carnivals, flea markets, walks/races, car shows, etc.

All special events require a Special Events Permit. Event organizers shall obtain a Special Event Permit application from the City Administrator's office, to be returned to that office at least forty-five (45) days prior to the anticipated date of the event. The completed application must include, but not limited to:

- Non-refundable application fee or recurrent event fee plus a \$200 security deposit.
- If organization is a non-profit, attach certificate of non-profit status.
- Certificate of liability insurance naming the City of Arcadia as an additional insured.
  - Certificate of liquor liability insurance included, if applicable
- Indemnification & Hold Harmless Agreement
- Site plan indicating locations of all intended activities, race or parade routes, tents, canopies, vendors, recreational vehicles, accessory structures, bathroom facilities, location of parking, with reference points such as streets, buildings, barricades, and emergency access points.
  - If using off-site parking, copy of letter of permission from property owner.
- If a Walk/Run, provide a written detail and diagram of route. (Attach a separate sheet.)
- Copy of written neighborhood notification if amplified music/entertainment is within five-hundred (500) feet of residential property.
- Copy of Florida Alcoholic Beverages permit
- Copy of State of Florida Health Department License for each food vendor.
- Proofs of any banners to be used.

**THE SPECIAL EVENT APPLICATION WILL NOT BE PROCESSED UNLESS  
ALL DOCUMENTATION AND APPLICABLE FEES ARE SUBMITTED.**

The City will establish event conditions that the Applicant/Event Sponsor shall abide by during the Event. Standard conditions shall include, but are not limited to the following:

- The Event must be compatible with the surrounding land uses and comply with ADA guidelines.
- An affidavit of permission from the owner of any land upon which the Event is to be held that permission must be obtained and submitted with the application, unless the Event is to be held exclusively on public property.
- Tents and other temporary structures more than one hundred (100) square feet in size must be inspected and approved by the DeSoto County Fire Marshal.
- The location of any accessory structures shall not obstruct traffic or violate any applicable City, county or state laws.
- The Applicant/Event Sponsor must obtain and maintain in effect throughout the entire term of the special event public liability insurance in the amount not less than one million dollars (\$1,000,000.00) combined single limit coverage of bodily injury, property damage or combination thereof. An event that involves higher risk activities may be required to have higher limits of coverage. If alcoholic beverages are to be dispensed, served, sold, or distributed, the event organizer must also attach a certificate of liquor liability insurance coverage in the amount of five hundred thousand dollars (\$500,000.00).
- Banners and signs are permitted to be displayed for a period of no more than two (2) weeks prior to the event. All banners must have grommets that are not less than two feet apart on the top and bottom. Banners can be no wider than sixteen (16) feet and no taller than three (3) feet. Banners shall not contain any commercial advertising other than for the special event. All banner proofs must be approved by the City Administrator. Signs in a residential area must not exceed six (6) square feet. Signs in other areas must not exceed thirty-two (32) square feet. Illuminated signs are not allowed. All signage must be removed within seventy-two (72) hours after the event.
- Where requested road closure has the potential to affect a sizeable segment of the community, the event sponsor must provide notice of such closure to the public at least five (5) days prior to the event if variable message signs are utilized or fourteen (14) days prior to the event if static signs are used. Type and placement of signs shall be determined by the City's Public Works Director.
- All permitted special events shall be subject to the City's noise regulations. Such activities may be subject to additional limitations on noise as set forth in the permit. Any violation of such conditions shall constitute grounds for immediate revocation of the permit.
- Alcohol and beverage sales conducted on the property on which the special event is being held shall be in accordance with Florida Statutes and the City of Arcadia Code of Ordinances, Chapter 18. The event sponsor shall submit a copy of the Florida Alcohol Beverages Permit for the event. An application for a Florida State One/Two/Three day alcohol sales permit can be found at:

<http://www.myfloridalicense.com/dbpr/abt/forms/documents/onetwothreealcoholpermitapplicationpackage.pdf>

It is the responsibility of the alcohol permit holder to ensure that no open containers of alcohol sold shall be permitted beyond the designated special event site.

- Copies of State of Florida Health Department Licenses for all food vendors at the event must be submitted with the Special Event Permit application.
- All food vendors whose cooking creates grease-laden vapors must have a mounted certified fire extinguisher.

- The number and location of portable toilets located on-site and on public property within five hundred (500) feet of the special event location shall be determined by the City Administrator, or designee, during the application process. Such determination shall include application of the State of Florida Department of Health minimum temporary bathroom facility requirements for special events, as set forth in Florida Administrative Code 64E-6.0101, including any amendments thereto.
- At least five percent (5%) of bathroom facilities or two (2) of those facilities, whichever is the greater number, shall be accessible to persons with physical disability.
- Special event permit holders shall be responsible for ensuring the area where the special event is held is free from all litter and debris within 24 hours of the time the event ends. Permit holders shall be responsible for removing all garbage and litter at the end of each day when the special event spans more than a 24-hour period. The City Administrator has the authority to contract with a cleaning service and the cost of the clean up shall be the responsibility of the permit holder and may be deducted from the Special Event security deposit.
- The Event Sponsor will be responsible for any costs incurred by the City for set-up or clean-up of the event, and any security provided by on-duty law enforcement. The Event Sponsor will have the option of providing its own security, at its own cost, through a private security company or off-duty officers. The Event Sponsor will also be responsible for any costs incurred by the County for any required coverage by the Fire Department.
- All special events are subject to final approval by the City Administrator, Police Department, and possibly the County Fire Department and/or the City Council. Submission of your application does not guarantee approval of your event. Additional information may be required. Adjustments to your event plans may be needed in order for the event to be approved.
- The City Administrator shall have the authority to revoke a special event permit where the applicant fails to comply with any conditions required for operation of the special event, ordinances of the City, ordinances of DeSoto County, laws of the State of Florida, or otherwise places persons or property in jeopardy of serious harm or injury. The City Marshal or County Fire Marshal, or their respective designee, shall have the authority to order that the special event cease if the continuance thereof will contribute to public disorder or endanger life or property.

By completing and submitting the attached application, I certify that:

- I have read and agree to abide by the terms and conditions set forth above
- That I will be designated as the (sole) contact person for the event;
- That I will be responsible for applying for and attaching all required permits, licenses, and documentation; and
- That I am responsible for any fees which may be incurred as a result of this event.

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Signature of Applicant/Event Contact Person

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Date

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Printed Name of Above



# SPECIAL EVENTS PERMIT APPLICATION

City of Arcadia Florida  
 Code Enforcement Department  
 23 N Polk Avenue  
 Arcadia, FL 34266  
 (863) 494-4114  
 City Website: [arcadia-fl.gov](http://arcadia-fl.gov)

Dated Submitted: \_\_\_\_\_

**For authorized use only**

\_\_\_\_\_ City Administrator  
 \_\_\_\_\_ City Marshal  
 \_\_\_\_\_ Fire Marshal  
 \_\_\_\_\_ City Council

APPLICATION SUBMISSION DATE	APPLICATION FEE	
	One Time Event	Recurring Events
45 or more days prior to event	\$50.00	\$50.00/event
44 -20 days prior to event	\$75.00	\$56.25/event
19-10 days prior to event	\$150.00	\$75.00/event
< 10 days prior to event	Application will not be processed	

- **\$200 Security Deposit required at the time of application submission.** (Required only for events that use city property.)

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

Event Location: \_\_\_\_\_

Is this a recurring event?  Yes  No If yes, list dates. \_\_\_\_\_

Purpose and description of Event: \_\_\_\_\_

\_\_\_\_\_

Event Sponsor: \_\_\_\_\_ Non-profit?  Yes  No  
*(If organization is a non-profit, attach certificate of non-profit status per F.S. 617)*

Sponsor Address: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date(s)	Set Up Time	Actual Event Time	Clean Up Time
Date: _____	_____ to _____	_____ to _____	_____ to _____
Date: _____	_____ to _____	_____ to _____	_____ to _____
Date: _____	_____ to _____	_____ to _____	_____ to _____

Number of Expected Attendees: \_\_\_\_\_ Number of Expected Vendors: \_\_\_\_\_

Total Number of Restroom Facilities: \_\_\_\_\_ Location: \_\_\_\_\_

Will off-site parking be provided? Provide location on site plan.  Yes  No  
*(If yes, a letter of permission from property owners will be required.)*

Will any street(s) or sidewalk(s) be closed? Provide location on site plan.  Yes  No  
If yes, indicate which streets and request time of closure. (A separate sheet may be used.)

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Will signage be erected for the event?  Yes  No  
If yes, list numbers, their sizes, and locations. *(If banners are to be used, submit proofs.)*

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Will there be any tents/canopies? Provide location on site plan.  Yes  No

Quantity	Length (in feet)	Width (in feet)
_____	_____ to _____	_____ to _____
_____	_____ to _____	_____ to _____
_____	_____ to _____	_____ to _____

Will there be amplified music or entertainment?  Yes  No  
*(Notice must be made to residential owners within 500 feet of the perimeter of the special event site advising them of the nature of the special event and the dates and times when the special event will be held.)*

Will beverages include beer, wine, or other alcoholic drinks?  Yes  No  
*(If yes, submit copy of Florida Alcoholic Beverages Permit with application.)*

Will City Police be required?  Yes  No  
*(Law enforcement is required for street closures, events with alcohol, or large crowds as determined by the City Marshal. Salary for personnel for time spent at the event will be the responsibility of the Event Sponsor.)*

Will food be served?  Yes  No  
*(Submit copy of each food vendor's State of Florida Health Department License.)*

Will there be cooking? *(Appropriately rated fire extinguishers are required.)*  Yes  No

Will electricity be needed?  Yes  No Will water be needed?  Yes  No

Fireworks?  Yes  No

Will there be carnival rides?  Yes  No

Animals/Wildlife?  Yes  No

Describe your plan for collection of trash, garbage, and recycling. *(Special event area must be cleaned within 24 hours after end of event.)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LIABILITY INSURANCE**

Every applicant must obtain and maintain in effect throughout the entire term of the special event public liability insurance in the amount not less than one million dollars (\$1,000,000.00) combined single limit coverage of bodily injury, property damage or combination thereof. An event that involves higher risk activities may be required to have higher limits of coverage. If alcoholic beverages are to be dispensed, served, sold, or distributed, the event organizer must also attach a certificate of liquor liability insurance coverage in the amount of five hundred thousand dollars (\$500,000.00). Certificates of insurance shall be filed concurrently with the application for the special event and **shall contain an endorsement stating the City of Arcadia as an additional insured** and that said insurance will not be canceled or altered by the insurance company or applicant without ten (10) days prior written notice of such intended alteration or cancellation to the City.

Insurance Carrier: \_\_\_\_\_

Insurance Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

***Have you attached documentation of the insurance requirements with this application?***

Yes  No

By completing and submitting the attached application, I certify that:

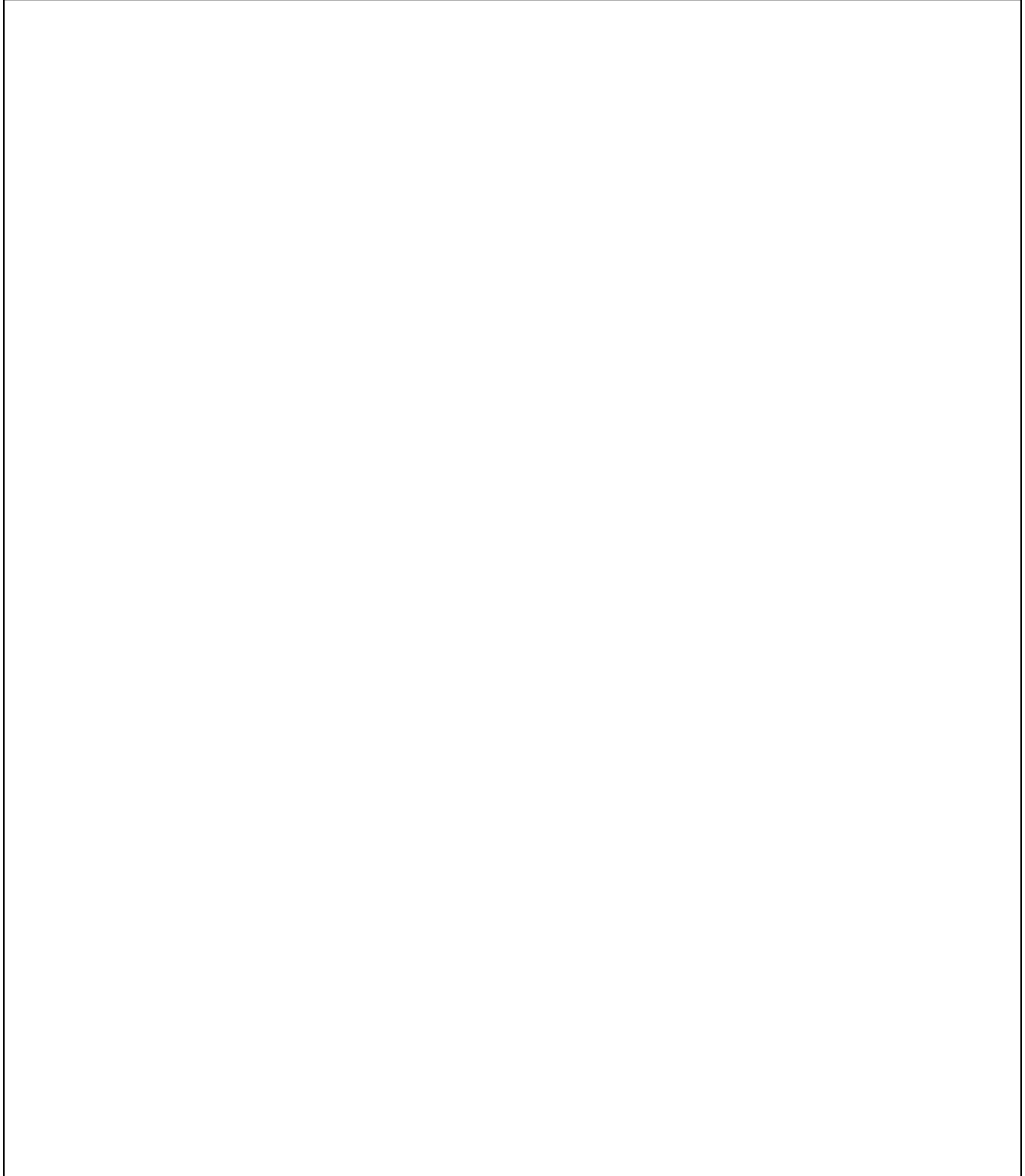
- I have read and agree to abide by the terms and conditions set forth above
- That I will be designated as the (sole) contact person for the event;
- That I will be responsible for applying for and attaching all required permits and documentation; and
- That I am responsible for any fees which may be incurred as a result of this event.

\_\_\_\_\_  
Signature of Applicant/Event Contact Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Above

**Site plan must be included as part of permit application.** Please provide a drawing of the boundaries and details of the proposed Special Event including locations of all intended activities, race or parade routes, tents, canopies, vendors, recreational vehicles, accessory structures, bathroom facilities, location of parking, with reference points such as streets, buildings, barricades, and emergency access points. (Provide a separate document if necessary.)

A large, empty rectangular box with a thin black border, occupying the majority of the page below the text. It is intended for the user to draw a site plan for a special event, showing boundaries, activities, routes, and other details as specified in the text above.

**INDEMNIFICATION & HOLD HARMLESS AGREEMENT**

I, \_\_\_\_\_, as \_\_\_\_\_ of  
(Printed Name) (Title or Office Held)

\_\_\_\_\_, do hereby agree to hold the City of Arcadia,

its agents, and employees harmless and indemnify same from any civil actions or claims of any nature

made in connection with the event known as the \_\_\_\_\_ to  
(Name of Event)

be held at \_\_\_\_\_ on \_\_\_\_\_.  
(Location) (Date)

By: \_\_\_\_\_  
(Signature)

Printed Name: \_\_\_\_\_

Entity Name: \_\_\_\_\_

Its: \_\_\_\_\_

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

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_, as \_\_\_\_\_,

who [ ] is personally known to me or [ ] has produced \_\_\_\_\_ as identification.

(SEAL)

\_\_\_\_\_  
NOTARY PUBLIC

Printed Name: \_\_\_\_\_

Commission No. \_\_\_\_\_

Commission Expires: \_\_\_\_\_