



SPECIAL EVENTS APPLICATION AND AGREEMENT

Event Name: <input style="width: 95%;" type="text"/>	Date Received by City Staff: <input style="width: 95%;" type="text"/>
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This application must be completed in its entirety. An incomplete application will be returned to the applicant and may delay approval and reservation of preferred date. Events must follow the City's Special Event Ordinance 2019-09. Applicant must check with all applicable City, State and Federal laws and/or permit requirements, and obtain the permits they may require.

EVENT INFORMATION

Type of Event:	<input type="checkbox"/> Special Event-City Owned Property	<input type="checkbox"/> Special Event-Non-City Owned
<input type="checkbox"/> Parade	<input type="checkbox"/> Demonstration	<input type="checkbox"/> Block Party
<input type="checkbox"/> Concert / Festival	Venue:	
<input type="checkbox"/> Tony Rosa Community Center	<input type="checkbox"/> Ted Whitlock Community Center	
<input type="checkbox"/> Fred Poppe Regional Park	<input type="checkbox"/> Captains House	<input type="checkbox"/> Other

If other, please identify:

CONTACT INFORMATION

Organization/Applicant Name: <input style="width: 95%;" type="text"/>	Phone Number: <input style="width: 95%;" type="text"/>
Applicant Address: <input style="width: 95%;" type="text"/>	Email Address: <input style="width: 95%;" type="text"/>
Contact Person (if different from Applicant): <input style="width: 95%;" type="text"/>	
Phone Number: <input style="width: 95%;" type="text"/>	Email Address: <input style="width: 95%;" type="text"/>

NAME / TITLE OF EVENT

Name / Title of Event:	<input style="width: 95%;" type="text"/>		
Description of Event:	<input style="width: 95%;" type="text"/>		
Anticipated Number of Attendees:	<input style="width: 95%;" type="text"/>	Open to the Public:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>NOTICE: For every 250 people attending, you need one certified crowd manager.</i>			
Will you be charging an admission fee:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how much?:	<input style="width: 95%;" type="text"/>
Date(s) of Event:	<input style="width: 95%;" type="text"/>		
Setup Start Time:	<input style="width: 95%;" type="text"/>	Event Start Time:	<input style="width: 95%;" type="text"/>
Break Down Time:	<input style="width: 95%;" type="text"/>	Event End Time:	<input style="width: 95%;" type="text"/>

ROAD/TRAFFIC NEEDS

Will you be requesting any road closures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of specific street/road:	<input style="width: 95%;" type="text"/>
Times of Road Closure:	<input style="width: 95%;" type="text"/>

Please include all roads to be closed on the site map that is submitted, including location of any barricades, cones, etc. Applicant must provide written notification to each occupant within the proposed event area at least two weeks prior to the event.

TEMPORARY STRUCTURES

Will you have Temporary Structures?				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Booth	If yes, how many:	<input type="text"/>	Measurements:	<input type="text"/>		
<input type="checkbox"/>	Tent	If yes, how many:	<input type="text"/>	Measurements:	<input type="text"/>		
<i>If the tent is over 800 square feet in size, the tent will require a permit from our City Building Department.</i>							
<input type="checkbox"/>	Inflatables	If yes, how many:	<input type="text"/>				
<input type="checkbox"/>	Other	<input type="text"/>					

All items above must be clearly marked with all details on the site map that is submitted.

MUSIC INFORMATION

Will music be provided at your event?				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Will there be sound amplification?				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Band	<input type="checkbox"/>	DJ	<input type="checkbox"/>	Stereo System	<input type="checkbox"/>	Other	<input type="text"/>							

List sound/equipment provider:

Applicant must adhere to the City of Palm Bay Special Event Ordinance Number 2019-09. The maximum permissible sound level is 65db at the event boundary. If the adjacent land use is residential, the level may not exceed 55db.

FOOD / VENDORS

Will there be food?				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Provided at a charge?				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will there be soft drinks/water?				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Provided at a charge?				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will there be vendors?				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If yes, how many vendors?				<input type="text"/>			
If yes, what kind?				<input type="checkbox"/>	Cooking Vendor				<input type="checkbox"/>	Non-Cooking Vendor					

A Business Tax Receipt and Department of Health Certificate is required for the sale or distribution of food. Already prepared food must be approved by the Department of Health prior to the event. All vendors location must be clearly marked on the site map that is submitted.

ALCOHOL

Will there be alcohol?				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Provided at a charge?				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Beer	<input type="checkbox"/>	Wine	<input type="checkbox"/>	Liquor										

A State license is required for alcohol sales and can be obtained from the Florida Division of Alcoholic Beverages. The sale of alcoholic beverages must follow the liquor control regulations of the City and the State of Florida.

MISCELLANEOUS

Will off-site parking be used at the event?				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If yes, location?				<input type="text"/>			
Will you need electricity?				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Will you be using generators?				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you providing additional dumpsters?				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If yes, name of provider:				<input type="text"/>			
Are you providing additional toilets?				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If yes, name of provider:				<input type="text"/>			

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MISCELLANEOUS

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How many additional toilets will you have?	<input type="text"/>	How many toilets will be ADA Accessible?	<input type="text"/>
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NOTICE: You must have at least one ADA Accessible portable toilet for your event.

Will there be first-aid stations?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Will there be amusement rides?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will there be fireworks?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Will there be fire?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

SERVICES REQUESTED BY APPLICANT:

<input type="checkbox"/>	Police Officer(s) If yes, how many?	<input type="text"/>
<input type="checkbox"/>	V-Cop(s) If yes, how many?	<input type="text"/>
<input type="checkbox"/>	EMT(s) If yes, how many?	<input type="text"/>

The City reserves the right to assess the need for additional City services.

SITE PLAN REQUIREMENTS

Detailed Site Plans are required for special events on City-owned and non-City-owned properties. A preliminary site plan for city-owned property shall be submitted no less than thirty (30) days before the event. A final site plan must be submitted no less than fifteen (15) days before the event. A preliminary site plan for non-city-owned property shall be submitted no less than ten (10) days before the event. A final site plan must be submitted no less than five (5) days before the event.

****Please refer to the City of Palm Bay Special Event Ordinance Number 2019-09 for full details regarding the Site Plan Requirements****

INSURANCE REQUIREMENTS

Applicants for a Special Event on City property must follow the insurance requirements as described in the City of Palm Bay Special Events Ordinance Number 2019-09:

- Commercial General Liability
- Worker's Compensation and Employer's Liability
- Liquor Liability (if alcoholic beverages are to be sold, served, or consumed at the event)

The City must be provided with a Certificate of Insurance listing the "City of Palm Bay" as the Certificate Holder and naming the "City of Palm Bay" as an additional insured. The insurance requirements must be met not less than fifteen days (15) days prior to the scheduled event.

****Please refer to the City of Palm Bay Special Event Ordinance Number 2019-19 for full details regarding the insurance requirements for Special Events held on City owned property****

APPLICANT SIGNATURE

I hereby certify that the information provided in this application is true and correct and agree to adhere to the City of Palm Bay Special Events Ordinance 2019-09.

Print Name

Signature