

Instructions: In order to process an application all applicable pages must be filled out completely and submitted with payment. Pages 1-5 are mandatory with every application. When getting department approvals (page 3) you may contact by phone, email, or in person. For questions about requirements, fees, or the application process contact the Special Event Office.

EVENT INFORMATION

(PLEASE CHECK ALL THAT APPLY)

- CONCERT
 PARK FESTIVAL
 STREET FESTIVAL
 RUN/WALK
 FUNDRAISER
 PARADE/PROCESSION
 SPORTS EVENT
 FISHING EVENT
 PRIVATE EVENT
 SALE/MARKET
 OTHER _____
 OPEN TO THE GENERAL PUBLIC

Event Name: _____

Event Location: _____ Date(s) of Event: _____ to _____

Time of Event: Day 1 _____ to _____ Day 2 _____ to _____ Day 3 _____ to _____

Set Up Date : _____ Set Up Time: _____ Breakdown Date: _____ Breakdown Time: _____

Will an Admission Fee be charged? YES NO Admission Fee: _____

If YES, will tickets be sold in advance or at the gate or both? IN ADVANCE AT THE GATE BOTH

Estimated Attendance: _____/per day Is this an annual event? YES NO

If YES, list the date(s) requested next year, please note that requested date does not guarantee a hold or confirmation of requested date : _____ to _____

Clean-up Begin Time: _____ Clean-up End Time: _____ (max of 2 hours)

Street Sweepers Begin Time: _____ Street Sweepers End Time: _____ (max of 2 hours)

List of Street Closures, if applicable:

Street Name	Between	And
_____	_____	_____
_____	_____	_____

APPLICANT & EVENT ORGANIZER INFORMATION

- INDIVIDUAL
 NOT-FOR PROFIT
 FOR PROFIT
 CHARITY
 CHURCH
 OTHER

Name of Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Point of Contact: _____

Phone: _____ Email: _____

Special Event Questions

Below are questions about the event. Please answer all questions and attach additional documents, if necessary, to the application.

- Will Restroom Facilities be available on site? YES NO
If yes, describe _____
- Will there be amplified sound? YES NO
If yes, times requested _____ to _____ ⁽¹⁾
- Will food or non/alcoholic beverages be sold or given away? YES NO
- Will food be cooked at the event? YES NO
- Will Specialty Center be invoked? ⁽²⁾ YES NO
- Will an admission fee be charged? YES NO
- Will alcoholic beverages be sold or given away? YES NO
If yes, liquor liability insurance must be attached.
- Will there be fireworks? If yes, a pyrotechnics plan must be attached. YES NO
- Will equipment from the City of Pensacola be needed? (Page 6) YES NO
- Will unimproved lots be used for parking? YES NO
If yes, a parking permit must be attached. (Page 7)
- Will a City park be utilized? YES NO
If yes, a park rental agreement must be attached. (Page 8)
- Will animals/pets be allowed at event? YES NO
If yes, a special variance & insurance must be attached. (Page 10)
- Will vendors be selling merchandise, food, or wares? YES NO
If yes, a vendor information form must be attached. (Page 11)
- Will "Temporary No Parking" signs be utilized? YES NO
- Will tents larger than 10 X 10 be erected? If yes, a tent permit must be attached. YES NO
- Will an EMT be on site? YES NO
- Will stages be erected? If yes, a stage permit must be attached. YES NO
If using the City owned stage a permit is not necessary.
- Will your event be using State Roads? If yes, an MOT is required 60 days prior to your event. (Page 12) YES NO
If yes, a copy of receipt of payment must be submitted from company managing MOT requirements
- Have you submitted a map that meet's all ADA parking and access requirements ? YES NO

Additional Required Documents

Below are documents that are required to be submitted with the application. Applications will be considered incomplete without these documents. For additional information about these documents please contact the special event office.

- Event Site Map or Race Route Map:** Event organizers must provide a **site map** with vendor locations, porta potties, run/walk route, etc. ten (10) days prior to the event.
- Insurance Certificate** **FL Division of Corp Annual Report** **Tent Permit** **State MOT**
- Tax Exempt Certificate and/or 501(c)3 Documentation if the entity is claiming tax exempt and/or non-profit status.**

CITY APPROVAL FORM

Event organizers must receive approval from all required departments below. Some departments may be required if they are applicable to the event. Read the field of expertise to determine which applies to the event. When emailing staff please copy the special events coordinator assigned to the event.

Required Departments

<u>Department & Representative</u>	<u>Contact Information</u>	<u>Field of Expertise</u>	<u>Contact Method</u>	<u>Approval Received</u>
Pensacola Police Danny Lawrence Officer Jamie Briarton	711 N Hayne Street 850-436-5410 Dalawrence@cityofpensacola.com Jbriarton@cityofpensacola.com	Street Closures; Traffic & Safety Plans; Event Site Maps; Parade Routes; Run/Walk/Bicycle Routs; Security	<input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON	_____/_____ Month Day
Pensacola Fire Chief Annie Bloxson, Fire Marshal	475 E. Strong Street 850-436-5200 abloxson@cityofpensacola.com	Fire Lane; Fire Truck; Outdoor Cooking/Grilling; Flame Activities; Large Tents	<input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON	_____/_____ Month Day
Pensacola Fire—EMT Cpt. Kevin Robbins	475 E. Strong Street 850-698-9350 pfdemtteam@cityofpensacola.com krobbins@cityofpensacola.com	EMT Requirements	<input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON	_____/_____ Month Day
Risk Management Tom Mulroy, Insurance Analyst Mary Smith, Insurance Analyst	222 W Main Street, 6th Floor 850-435-1731 tmulroy@cityofpensacola.com masmith@cityofpensacola.com	Insurance Requirements; Alcohol Insurance; Live Animal Insurance; Liability Risks	<input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON	_____/_____ Month Day

If Applicable Departments

<u>Department & Representative</u>	<u>Contact Information</u>	<u>Field of Expertise</u>	<u>Contact Method</u>	<u>Approval Received</u>
Inspection Services William Weeks, Director Stephanie Chwastyk, Sr. Officer	222 W Main Street, 5th Floor 850-436-5600 wweeks@cityofpensacola.com schwastyk@cityofpensacola.com	Permits for Large Tents, Stages & Platforms, and Banners on Gar- den Street	<input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON	_____/_____ Month Day
Pensacola Parks & Recreation Mark Baker, Recreation Coordinator	222 W Main Street, 4th Floor 850-436-5675 mbaker@cityofpensacola.com	Park Rentals, Special Events	<input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON	_____/_____ Month Day
Port of Pensacola Glenda White, Manager	700 S Barracks Street 850-436-5070 gwhite@cityofpensacola.com	Port Traffic Requirements; Boating & Water Requirements; Commendancia Slip; Events locat- ed on Main St & South of Main	<input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON	_____/_____ Month Day
Public Works & Facilities Ryan Novota, Transportation Engineer	2757 N Palafox St 850-435-1755 rnovota@cityofpensacola.com	State Road Closures that do not have a previously approved MOT	<input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON	_____/_____ Month Day
Downtown Improvement Board Curt Morse Executive Director	226 South Palafox Place Suite 106 850-434-5371 curtm@downtownpensacola.com	Events on Palafox Street	<input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON	_____/_____ Month Day

I am aware of the rules and regulations as they pertain to special events and agree to abide by these rules and regulations. I understand that the event must adhere to all City of Pensacola ordinances. I am duly authorized by the Organization to submit this application on its behalf and agree to be financially responsible for any fees and costs that may be incurred by or on behalf of the event in the City of Pensacola. I certify that the information that I have provided on this application is true and to best of my knowledge. If the event details change, I agree to submit a revised application or provide additional information in writing at least 10 days prior to the event.

Name (please print): _____

Signature: _____ Date: _____

HOLD HARMLESS AGREEMENT

For and in consideration of having been granted permission by the City of Pensacola to hold a Special Event within the City of Pensacola limits, the undersigned hereby agrees on behalf of the organization, to indemnify and hold harmless the City of Pensacola, its subsidiaries or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expenses in conjunction with loss of life, bodily injury or personal injury, or property damage, including loss of use thereof, directly or indirectly caused by, resulting from, arising out of or occurring in connection with this permitted activity.

The undersigned also agrees to protect and hold harmless the City of Pensacola, its subsidiaries or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expenses, present, past or future which may be asserted by this organization, or any member of this organization, or any participant of third party arising out of or occurring in connection with this permitted event.

By the signature to this document the undersigned acknowledges that it understands the contents of this document and is voluntarily agreeing to its terms.

In witness whereof I have here unto set my hand and seal this ____ day of _____ in 20 ____.

Name of Special Event _____

Date(s) of Special Event _____

Notary _____

Signature

Name of Organization

Printed Name

Signature of Legally Authorized Representative

(STAMP)

Title

OUTDOOR CLEAN-UP FORM

It is understood that clean-up will be performed immediately following the event. Clean-up includes but is not limited to the removal of all garbage, signs, banners, tents, and traffic control devices (i.e. cones, barrels, signs, barricades, and Changeable Message Signs) from the event area, public right-of-way, and/or City property. Inspection will then be made by a Code Enforcement Officer to determine bond disposition. Failure to adequately clean-up event site may result in forfeiture of full or partial clean up bond. The undersigned agrees to accept all responsibility for event clean-up. Deposit refunds will be processed in the next available check cycle of the City of Pensacola. ***Must be coordinated with Pensacola Police Department– Traffic Sergeant– 436-5410.***

Event Name: _____

Date(s) of Event: _____

Event Location: _____

Deposit Amount: \$0 \$500 \$1000 On File

Refund Requested: YES NO

Method of Clean Up: Keep Pensacola Beautiful Self Clean Up Volunteers (Describe)

If performing self clean up or using volunteers contact information must be provided for the person in charge of overseeing the clean up.

Contact Name: _____

Contact Phone Number: _____

Printed Name

Signature—Responsible Party

Date

NOTIFICATION OF CLEAN UP METHOD WILL BE PROVIDED TO THE CODE ENFORCEMENT DEPARTMENT.

CITY EQUIPMENT ORDER FORM

Event Name	Event Location
Load In Date	Load In Time
Load Out Date	Load Out Time
Contact Name	Contact Signature
Contact Phone	Contact Email

- * **Fees and Order Form are due two (2) prior to event to ensure delivery.**
- * **Please include site map where equipment will be delivered.**
- * **Tax Exempt Certificate and/or 501(c)3 Documentation if the entity is claiming tax exempt and/or non-profit status.**

EQUIPMENT OPTIONS (check what is needed)

Units Needed: _____

Cost: _____

STAGE

16'x24' stage with railings and stairs. Rental is based on availability.

FEE: \$515.00 + tax (\$553.65)

BLEACHERS

Units Needed: _____

Cost: _____

The bleachers are 3 tier bleachers and are 15' in length. There are up to 6 bleacher units available to rent - based on availability due to other City-sponsored sporting events.

FEE: \$155.00 + tax per unit (\$166.65)

BARRICADES

Units Needed: _____

Cost: _____

The barricades are 8' long.

FEE: As of January 1, 2017 barricade rentals increase \$.50

One Day Event

\$5.00 per barricade.

\$4.00 per barricade.

if barricades are picked up and brought back by user.

Two or More Day Event

\$4.25 per barricade per day.

\$3.50 per barricade .

if barricades are picked up and brought back by user.

Set-Up/Breakdown Fee

\$2.00 per barricade

Delivery/Pick-Up Fee

\$125 for 1-49 barricades. Delivery fee is waived for 50 or more barricades.

STREET SWEEPER

The City will operate two (2) street sweepers and one (1) dump truck to remove debris from the road immediately following the event. Mandatory for parades and any large event deemed necessary by Public Works and Facilities. Arrival Time: _____. **Must be coordinated with Pensacola Police Department, call 850-436-5410.**

FEE: \$1,500.00

Total Amount Due: \$ _____

EVENT INFORMATION

Name of Event: _____

Date(s) of Event: _____ to _____ Hours of Use : _____ to _____

Parking Lot Location: _____

Will you be charging a fee to park? YES NO Cost: _____

PROPERTY OWNER INFORMATION

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Hold Harmless Attached: YES NO

Please Read and Sign Below - Ancillary, temporary off-street parking

Pursuant to section 11-4-181 of the City of Pensacola City Code user understands and agrees to the following conditions concerning the use of ancillary, temporary off-street parking:

- (a) The special event, sporting event or entertainment event must conform to all requirements of the City Code.
- (b) The owner of the property to be used for temporary parking must provide a suitable hold harmless agreement in favor of the City of Pensacola.
- (c) Proper ingress and egress to the property must be provided in order to insure that no damage to a sidewalk or curb occurs and that the flow of traffic on adjacent city streets, sidewalks and rights-of-way are not unduly interfered with.
- (d) The property must be maintained in such a manner that erosion or other stormwater control measures are not adversely impacted.
- (e) Immediately following the use of the property as a permitted, ancillary temporary parking lot, the owner shall insure that it is cleaned of any litter or debris.
- (f) The applicant must certify that the temporary off-street parking area is ADA compliant.
- (g) The use of undeveloped or partially developed property which does not otherwise meet the requirements of the City Code for use as a parking lot without having obtained a permit will subject the owner or person acting on behalf of the owner of the property to penalties.
- (h) The fee in the amount of ten dollars (\$10.00) per day for each day covered shall be charged.

I hereby attest that I have read and agree to adhere to the conditions of this permit. I agree the information contained in this contract is true and correct. I agree: (1) if any of the information contained in the contract is found to be false; or (2) should my conduct, or the conduct of any participants or guests not be described in the contract; or (3) should any applicable City, County, State or Federal rules, regulations, codes or laws be violated, this contract shall automatically become null and void and any activity associated with this reservation will immediately cease. If the event has not taken place, the contract will be cancelled.

Print Name	
Sign Name	
Date	

OFFICE USE ONLY

Fee Paid - YES NO CASH CHECK CHARGE Amount: _____ Date: _____ Receipt #: _____

To Be Used with Special Event Permit: _____

Parks and Recreation Representative Signature: _____ Date: _____

EVENT INFORMATION

Name of Event: _____

Date(s) of Event: _____ to _____ Park Name: _____

Hours of Use - Arrival Time: _____ Event Start Time: _____ Event End Time: _____ Departure Time: _____

Will you be decorating? YES NO If Yes, How? _____ Estimated Attendance: _____

CONTACT INFORMATION

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Park Rental fees are based upon number of expected attendees and public versus private event types. See the following:

- UP TO 100 PEOPLE** **\$100.00 + tax - 5 hour time block**
- 100 TO 500 PEOPLE** **\$250.00 + tax - 5 hour time block**
- FESTIVAL/SPECIAL EVENTS (per day)** **\$500.00 + tax - 12 hour time block (per day rented)**
(defined as an event open and advertised to the public, or an event requiring additional permitting as determined by the Neighborhood Services Representative and/or Director)

Please be advised that there is a **two week deadline**, to which the agreement, all other auxiliary documentation (if applicable), and fees must be returned to the Neighborhood Services Department located at City Hall 4th Floor 850-436-5670.

*******Fees are non-refundable*******

Please Read and Initial Below - Park Rental Rules and Guidelines

Initial

_____ User shall at User's expense, supply and furnish all personnel, workers, equipment, furniture, furnishings, services, and any and all other things and items that User deems necessary to the success of User's scheduled event, including sufficient Port-O-Lets to accommodate the public during the period of the event. Provided that electrical and public address system outlets are available, same may be utilized by the user upon making arrangements with the Parks and Recreation Department Special Event Permit Office 850-436-5670.

_____ User may be required to have public liability insurance coverage for and during the scheduled event. Contact Tom Mulroy, Risk Management, 850-435-1731 for complete information.

_____ User shall assure that proper City Police protection and all governmental regulations pertaining to the holding of the scheduled event have been fully complied with should scheduled event require the blocking of City streets in the rented park area. User shall contact Parks and Recreation at 850-436-5670 for more information.

_____ User shall remove from the rented park property all equipment, furniture, furnishings, and items placed thereon by User for the scheduled event by no later than the scheduled "break-down" time for the event.

_____ No motor vehicles are allowed to drive into the park at any time.

_____ Refunds will not be issued due to rain. The City will endeavor to reschedule park rentals based on availability. Renters must call within 3 business days of rain-out date to reschedule.

Please Read and Initial Below - Park Rental Rules and Guidelines

Initial

_____ User agrees to provide full cleanup and accomplish reasonable cleanup of the rented park area utilized. This cleanup operation shall be completed by 12:00 noon on the day following the event unless another event is scheduled in the park (then cleanup must be completed directly following User's event). If trash receptacles provided by the City are full, User agrees to dispose of refuse/trash. If the User fails to remove all trash/refuse from the event site, the User will be billed for all fees incurred by the City of Pensacola to remove said trash/refuse from the site.

_____ User shall be liable for any and all damage done to the property covered by this agreement located in and on the rented park area, regardless of who causes such damage or how such damage is caused, during the period of use contained in this agreement. Further, User shall agree to defend, indemnify and hold-harmless the City, its officials, employees, and representatives for any and all claims caused by or arising out of, in whole or in part, the activities permitted by this agreement.

_____ I hereby attest that the information contained in this contract is true and correct. I agree: (1) if any of the information contained in the contract is found to be false; or (2) should my conduct, or the conduct of any participants or guests not be described in the contract; or (3) should any applicable City, County, State or Federal rules, regulations, codes or laws be violated, this contract shall automatically become null and void and any activity associated with this reservation will immediately cease. If the event has not taken place, the contract will be cancelled.

Print Name	
Sign Name	
Date	

Additional Documents from Applicant

If this park is being rented by a tax exempt or non-profit organizations the following documents must be submitted with this application.

501(c)3 Documentation YES NO - Tax Exempt Certificate YES NO

Questions

Will tents larger than 10 x 10 be erected at event? YES NO - Will stages be erected at event? YES NO - Will animals/pets be allowed at event? YES NO - Will alcoholic beverages be sold or given away at event? YES NO - Will food or beverages be sold or given away at event? YES NO - Will there be amplified sound? YES NO - Will food be cooked at the event? YES NO - Will you require use of utilities on-site (water, electricity)? YES NO - Which? WATER ELECTRICITY

Please indicate if you are in need of any of the following equipment from the City of Pensacola: Order form must be attached.

STAGE BARRICADES BLEACHERS

Provide additional information for all YES answers marked on this agreement. A Special Event Permit may be required for some events:

OFFICE USE ONLY

Agreement Received - Date: _____

Fee Paid - YES NO CASH CHECK CHARGE Amount: _____ Receipt #: _____

Additional Documents Received (if applicable) 501(C)3 TAX EXEMPT CERTIFICATE INSURANCE CERTIFICATE TENT PERMIT SPECIAL EVENT PERMIT APPLICATION OFFSITE PARKING PERMIT SPECIAL VARIANCE STAGE PERMIT EQUIPMENT ORDER FORM

Parks and Recreation Representative Signature: _____ Date: _____

EVENT INFORMATION

Name of Event: _____

Event Location: _____

Date(s) of Event: _____ to _____ Time of Event: _____ to _____

Name of Organization: _____

Point of Contact: _____

Phone: _____ Email: _____

VARIANCE REQUESTED INFORMATION

It is understood that by requesting this variance of the special regulation(s) in regards to the City Parks and/or City Code, the above named person(s)/organization has assured the City of Pensacola that if by receiving approval of the variance any and all damage that may occur as a result of this request will be repaired and invoiced to the Organizer of the activity held in the City Park. This repair must be paid prior to any future approved park rentals. An inspection will be performed immediately following the event to determine if the variance approval that has been granted created the opportunity for damage and if any damage to any City property has occurred.

Variance Requested: _____

OFFICE USE ONLY

Variance Approved YES NO

To Be Used with Special Event Permit: _____

Signature: _____

Date: _____

Brian Cooper, Parks and Recreation Director

VENDOR INFORMATION

List all food and/or beverage vendors who will be participating in the event. Mark the type of vendor they are. If they will be providing both food and beverage services mark both. Outdoor cooking is considered any cooking done out in the open and not in a concession vehicle.

Vendor Type	Business Name	Contact Person	Phone Number	Outdoor Cooking
<input type="checkbox"/> Food <input type="checkbox"/> Beverage				<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Food <input type="checkbox"/> Beverage				<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Food <input type="checkbox"/> Beverage				<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Food <input type="checkbox"/> Beverage				<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Food <input type="checkbox"/> Beverage				<input type="checkbox"/> Yes <input type="checkbox"/> No
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<input type="checkbox"/> Food <input type="checkbox"/> Beverage				<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Food <input type="checkbox"/> Beverage				<input type="checkbox"/> Yes <input type="checkbox"/> No

RULES AND REGULATIONS

Events may not require a park rental agreement, offsite parking permit, and/or special variance request. Please contact the Special Events office with any questions regarding the event permitting needs. All permit applications are due to the Special Events office at a minimum of ten (10) days prior to the event date.

Application Due Dates

- All completed permit applications are due to the Special Events office at a minimum of ten (10) days prior to the event date. Applications submitted after the deadline may be subject to denial of permit.
-

Cancellation Policy

- The Clean-Up Deposit will be returned if the event is cancelled prior to the date of the event. (Restrictions may apply based on the event location).
 - No Permit Fees will be refunded if the event is cancelled before or after the scheduled event date.
 - Although Permit Fees are non-refundable, if an event is cancelled due to inclement weather, the permit fee can be credited towards and alternate date. Event Organizers must be in touch with the Special Event Office before the scheduled event date or no more than three (3) business days following the scheduled event date to reschedule. The alternate date must be within eight (8) months of the original scheduled event date.
-

ADA Accessibility Guidelines

- Event Organizers must make the event accessible to people with disabilities to the greatest extent possible in compliance with the requirements of the Americans with Disabilities Act (ADA). If the event calls for portable restroom facilities, 5% of the total number of portable restroom units and at least one (1) in each grouping of units must be accessible to persons with disabilities.
 - Accessible parking must be provided for persons with disabilities. Depending on the location, City designated accessible parking lots must be utilized for accessible parking for the event. Information regarding accessible parking locations should be included as part of the event advertising and clearly marked at the event site. At a minimum, all event personnel and volunteers should be aware of the locations of accessible parking to direct persons with disabilities and handicap tags to the appropriate parking areas.
-

Use of State Roads (MOT)

- Any event that requires the use of a State Road must complete the appropriate paperwork and submit it to the Special Events office at a minimum of thirty (30) days prior to the event date.
-

Additional Information

- Portable Restrooms: For requirements regarding portable restrooms please review the State of Florida, Department of Health, Chapter 64E-6, Florida Administrative Code Standards for onsite Sewage Treatment and Disposal Systems -**64E-6.0101 Portable Restrooms and Portable or Stationary Holding Tanks.**
(http://www.floridahealth.gov/environmental-health/onsite-sewage/forms-publications/_documents/64e-6.pdf)
- Additional information, including City Ordinances, can be found in the Special Events manual.

INSURANCE REQUIREMENTS

In General:

The Event Organizer/Applicant is required to provide liability insurance with coverage limits that depend upon the size, scope and location of the event. The insurance policy must include coverage for all Event Organizer/Applicant approved event activities, including those activities being provided by third party vendors. The policy must be for the dates of the event, including set-up and take-down days. Liquor Liability Insurance (if alcohol is sold) or Host Liquor Liability Insurance (if alcohol is given away) must be provided if alcohol is to be present at the event.

Insurance Limits:

Minimum limits for event liability insurance are \$300,000 per occurrence and in the aggregate. However, most events will require minimum limits of \$1,000,000 per occurrence and in the aggregate depending upon the scope of the event. The minimum limit for Liquor or Host Liquor Liability Insurance is \$1,000,000 each common cause and in the aggregate.

Additional Insured Status:

The City of Pensacola must be listed as an additional insured on all insurance coverage. Other additional insured entities may be required, depending on the scope or location of the event.

Certificate of Insurance:

A Certificate of Insurance evidencing the required insurance should be sent a minimum of (10) days prior to the event.

The Certificate Holder should read:

City of Pensacola

Risk Management

P.O. Box 12910

Pensacola, FL 32521

The Certificate may either be faxed to (850) 435-1733 or emailed to MASmith@cityofpensacola.com or TMulroy@cityofpensacola.com.

City Code

In the event of any conflict between any provision of this summary document and City Code, the City Code takes precedence.

Pet Friendly Events, Large Banners, Stages, etc.

Coverage must be provided for all activities associated with the event.

Questions?

Please contact City of Pensacola Risk Management Activity at (850) 435-1731 with any questions. Feel free to have your insurance company contact Risk Management directly regarding your event if you prefer.

Food Vendor and Outdoor Cooking Requirements

These requirements are based on local, State, and federal fire and health regulations. The Fire Marshall must approve all food vendors and outdoor cooking on the event site.

- If cooking is being done with an open-flame, a officially certified (by the Pensacola Fire Department), rechargeable, and up-to-date fire extinguisher must be present within each food vendor space. That is, each food vendor must have their own fire extinguisher in an easily accessible place.
- If a propane tank is in use, it must be secured in an upright position. The tank may be secured by bungee cord or rope in a fixed upright position, or it may be placed in a milk crate or similar box with a blat bottom to prevent tipping. Additionally, all types of fuel in cylinder containers (like helium) must be secured in this manner.
- No open-flame cooking may occur under any tent.
- Proper containment and disposal of cooking waste (that is wastewater, grease, etc.) must be adhered to. It is the event organizers responsibility to insure that vendors comply to local, State, and Federal containment and disposal regulations. It is the responsibility of the event organizer to insure that proper containers for the collection and disposal of cooking grease are available at the event site.
- All tents that are larger than 10 x 10 must have a tent permit, which can be obtained from the 5th Floor at City Hall.
- All tent fabric shall meet the flame propagation performance criteria contained in NFPA 701, *Standard Methods of Fire Tests For Flame Propagation of Textiles and Films*. A certificate or photo of label affixed at the time of manufacture to the exterior of the tent are acceptable.

The Health Department and the State of Florida issues permits and certificates regarding proper food handling and food vending at events.

Escambia County Environmental Health - a division of the Health Department

1300 West Gregory Street

Pensacola, FL 32501

abloxson@cityofpensacola.com

Phone: 850-595-6700

Fax: 850-595-6709

Be aware that there are significant additional requirements for food vendors/food vending area if the event is permitted as "pet-friendly".

Contact the Fire Marshall with questions about outdoor cooking:

Pensacola Fire Department

Annie Bloxson, Fire Marshall

(850) 436-5200

FEE SCHEDULE

Required Fee	Amount
Clean-Up Deposit (Run, Walk, Bicycle Event, Parade)	\$500
Clean-Up Deposit (Single Day Event - "stationary")	\$500
Clean-Up Deposit (Multi-Day Event - "stationary" - or in City Right of Way)	\$1,000
Permit Fee - Run, Walk, Bicycle Event, similar event 5K	\$100 + tax
Permit Fee - Run, Walk, Bicycle Event, similar event 5K-10K	\$150 + tax
Permit Fee - Run, Walk, Bicycle Event, similar event 10K and up	\$250 + tax
Permit Fee - Parade	\$150 + tax
Permit Fee - Single Day or Multi Day - "stationary"	\$250 + tax
Permit Fee - Event with admission charge and/or in public right-of-way	\$500 + tax
Police - Police Escort (funeral, etc.)	\$250
Police - Off-Duty Officers for Security, Safety, Traffic, Alcohol	One Officer = \$115/minimum 5 hours; \$23/hour each additional
EMT Scheduled through Pensacola Fire Department per unit.	\$49/hour
Banner Permit - from Inspections Office 5th Floor City Hall	\$100 or \$35 for non-profit
Tent Permit - from Inspections Office 5th Floor City Hall	\$35
Stage Permit - from Inspections Office 5th Floor City Hall	\$35
City Stage Rental (raised 16' x 24' stage with stairs and railings)	\$515 + tax/delivered
Bleacher Rental (seats 55-60 people each)	\$155/bleacher + tax/delivered
Barricade Rental One Day Event - 8ft (Call 435-1755)	\$4.50/barricade or \$3.50/barricade w/o delivery
Barricade Rental Multi Day Event - 8ft (Call 435-1755)	\$3.75/barricade/day or \$3.00/barricade/day w/o delivery
Barricade Delivery Charge Under 50 Barricades	\$125
Street Sweepers (for Clean-Up) 4 Hour Minimum	\$1,500
Fireworks Inspection - from Inspections Office 5th Floor City Hall	\$50
Park/Location Rental	Varies per property

Not all fees will apply to every event. Some events may incur additional fees for Port-a-Lets, dumpsters, clean-up, or other miscellaneous fees associated with utilities, set-up, or clean-up. Fees vary for each event and are subject to change. Please direct all questions to the Special Event Permit Coordinator.