

SPECIAL EVENT APPLICATION PACKET

The following forms are attached: (All forms must be completed and this entire packet returned to the Planning and Development Dept. a **MINIMUM of 60 days** prior to event date, allowing enough time for review by the Staff and approval by City Commission. The Commission approval must take place prior to the event. **All appropriate and required Certificates of Insurance must accompany the application. Applications will NOT be processed without insurance certificates.**

1. Special Event Request Form - 2 pages
2. Temporary Use Application
3. Special Police Services Agreement
4. Public Works Department Temporary Use Application
5. Banner Request
6. Banner Sign Application

Please fill out each section completely. If any section does not apply, mark n/a or cross out that section. All participants, booths, displays, etc. MUST be individually listed for approval. Please be very detailed in your narrative regarding the description of the event including a listing of dates and times.

Note: Special Commission Approval may be needed for street closures, waiver of "Open Container Law" (ord. 91-268), advertising/directional signage placement, displays, etc.

Special Event fees are \$75.00 (no alcohol) or \$100.00 (with alcohol) and is payable to the Bradenton Beach Planning and Development Dept. prior to the event date. Other fees may be applied if additional City services are required (police, sanitation, etc.).

The City of Bradenton Beach reserves the right to deny approval of any and all applications that do not meet requirements set forth herein, or as set forth by the Mayor and City Commission.

APPLICANT: _____ **EVENT DATE** _____

<p>RECEIVED BY _____ <i>office use only</i> DATE _____</p>
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SPECIAL EVENT REQUEST FORM

A. Applicant Name: _____
Organization Name: _____
Address: _____
Telephone: _____ Fax: _____ Other: _____
Contact Person (if applicable): _____

B. Date(s) of Event: _____
Time(s) of Event _____
Name/Title of Event: _____
Description of Event: (ie: profit/not for profit, annual event, etc.) Please attach detailed list of proposed vendors, games, children's events, etc.

C. Insurance: Certificate(s) Delivered to City? Yes () No ()
Name of Carrier: _____
Address: _____
Agents Name: _____ Telephone: _____

Note: Liability and Liquor Limits (if alcohol is to be served) must be at \$1,000,000.00 (one million dollars). The City of Bradenton Beach must be named as "Additional Insured". Additional Certificates of Insurance may be required for various entities that participate in the event.

D. Alcohol: Will alcohol be served on any City Property, or outside any establishment? Yes () No ()
If YES, you must request that the OPEN CONTAINER ORDINANCE be waived for this event. Note: If alcohol is served, we require that a minimum of two (2) Bradenton Beach police officers be present at all times during the duration of the event. The off-duty officers will be paid by the applicant at a rate of \$____.____ per hour. If for any reason the scheduled event is cancelled, a 24-hour notice to the City *in writing* must be presented prior to the scheduled start time of the event, or a two (2) hour minimum fee for police services will be charged.

ADDITIONAL SERVICES/REQUESTS

E. Sanitation: Will City Sanitation services be requested? Yes () No ()
If City Sanitation services are used, there will be a minimum fee of \$_____._____.

F. Music/Entertainment: Will there be musical/other entertainment? Yes () No ()
If yes, special permission must be obtained from Commission and a request must be made to Commission to waive the Noise Ordinance.

G. Sign age: Will there be any signs and/or banners place in the City relating to this event? Yes () No (). *If yes, a request to Commission for permission to erect signs/banners must be made at the time of application and a permit must be obtained from the Building and Planning Department.*

_____ Date: _____
Applicant Signature

Applicant Name (please PRINT)

DO NOT WRITE BELOW THIS LINE

Department Head Approval: Yes () No ()
Scheduled for meeting date: _____

Comments/recommendations/stipulations: _____

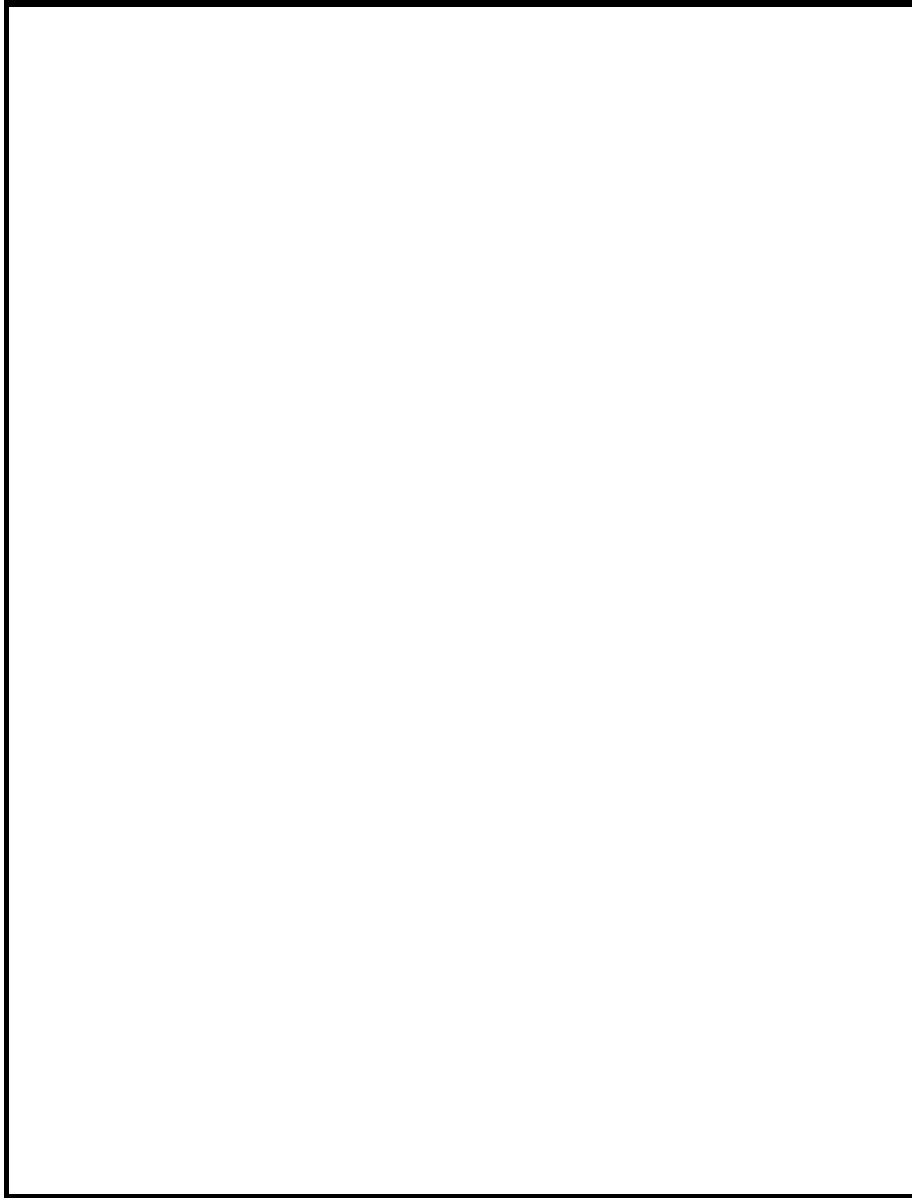
Chief of Police Public Works Building Official City Clerk

Fire Chief Emergency Services

COMMISSION APPROVAL: Yes () No () DATE: _____

TEMPORARY USE APPLICATION

Please provide a drawing of the boundaries and details of the proposed Temporary Use, including location of all intended activities with reference points such as streets, buildings, etc.



NOTES: _____

SPECIAL POLICE SERVICES AGREEMENT

The Applicant understands that the City of Bradenton Beach assumes no liability for any damages resulting from the services performed by the police officer in connection with the duties assigned under this agreement. In the event a police officers' special assignment is interrupted for the aforementioned reasons, it is understood that the City of Bradenton Beach shall assume no responsibility for any damages that may occur during the suspension of service.

Name of Applicant/organization: _____

Name and Title of Representative: _____

Billing Address: _____

Special Event Date: _____

Special Event Hours: _____

Special Event Location: _____

Number of Officers Required: _____

Scope and Description of Service: _____

Authorized by:

Applicant

Witness

Date

Police Chief

Witness

Date

**PUBLIC WORKS DEPARTMENT
TEMPORARY USE APPLICATION**

Date of Application: _____

Date(s) and Time(s) of Proposed Event: _____

Name of Applicant: _____

Address: _____

Telephone: _____ Cell/Pager: _____

- a. Will the activity require restroom facilities? Yes () No ()
- b. Will the activity require City Sanitation Services prior to or after the event? Yes () No ()
(if yes, there may be an additional fee).

if no: please detail arrangements you have made below.

- c. *If the application involves use of City Property, will the activity require use of electricity?*
Yes () No () *(if yes, there may be an additional fee).*

Note: This application includes the requirement that the applicant certifies, by signature, that all premises will be cleaned and returned to pre-activity condition. In the event that this requirement is not met, the APPLICANT agrees to pay the City for any additional charges or fees resulting from the City having to restore the area to pre-activity condition.

Applicant Signature

Witness Signature

Public Works Director

Recommendation(s) of the Director of Public Works:

