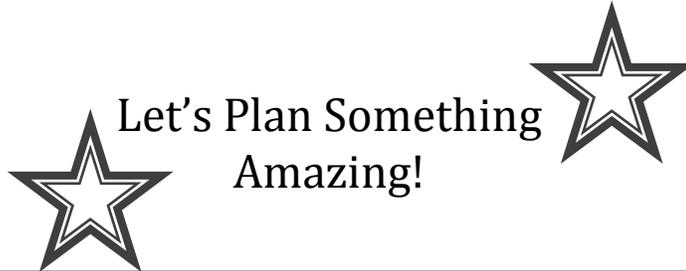




# SPECIAL EVENT APPLICATION



**Application fee: no fee**

Pursuant to ULDC 53-275, special events held within the City of North Port shall have a Special Event Permit.

Fill in the information below, and submit, along with the necessary attachments, to the Neighborhood Development Services Department, 4970 City Hall Blvd., North Port, Florida, 34286, for review and approval at least sixty (60) days prior to the event. This application does not supersede any current contract agreement.

Date Application Received: \_\_\_\_\_ Accepted by: \_\_\_\_\_ Event No: **SPE** - \_\_\_\_\_ - \_\_\_\_\_

Application is:  Approved  Denied Reason for Denial:

***Above to be completed by City Staff***

Applicant/Sponsor: \_\_\_\_\_ Non-Profit Organization  Yes  NO (If yes, attach a copy of 501c3)

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

We have authority from: \_\_\_\_\_ to hold this event at

Location Address: \_\_\_\_\_

Parcel I.D # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Owner's Telephone: \_\_\_\_\_  
(If different from applicant)

Date of Event: \_\_\_\_\_ Hours: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_  
*Start & End*

Description of Event: \_\_\_\_\_

Contact Person #1: \_\_\_\_\_ Phone: \_\_\_\_\_

FAX No. \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Person #2: \_\_\_\_\_ Phone: \_\_\_\_\_

FAX No. \_\_\_\_\_ E-mail: \_\_\_\_\_

**Application Process**

- 1- Event organizers shall obtain a Special Event Permit application from the Neighborhood Development Services, 4970 City Hall Blvd., North Port, Florida, 34286, **at least sixty days (60) days prior to the anticipated date of the event.**
- 2- Event organizers return the completed application, in person, with all required attachments, narratives, diagrams and certificates, as noted on application, to Neighborhood Development Services, at least **sixty (60) days** prior to the anticipated date of the event.
- 3- The review process takes approximately thirty (30) working days, during which time some or all of the city departments could request additional information or clarification, as necessary. Upon approval, a permit will be issued, which must remain on site and be visible for view.
- 4- Any change in the application must be submitted in writing to the Neighborhood Development Services for additional review and approval. If the changes take place on a weekend or holiday, when the Department is closed, the modification shall be brought to the attention of Police or Fire Department personnel.
- 5- If the special event takes place on city property, it is the responsibility of the applicant/event sponsor to leave the grounds and or property in the same condition it was found. This includes any cleanup after the event.
- 6- Applicant/Event Sponsor understands that additional costs may incur which include but are not limited to the additional use of city personnel, services and or equipment not otherwise specified on the special event permit. This would include any damages to city owned property and or equipment if event takes place on city property.
- 7- If additional costs are incurred, the event applicant/sponsor **shall be billed for such costs and shall be responsible for payment.**

**I have read the above and understand that I am responsible for any additional charges which include but are not limited to the use of city personnel, services or equipment that may be necessary for the special event and such charges shall be billed to me.**

\_\_\_\_\_  
Signed by Applicant/Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name

**If alcohol is sold/consumed on the premises, the Police Department MUST sign this application before approval of Special Event. (Ordinance No. 08-08)**

\*Police Department Signature \_\_\_\_\_ Date \_\_\_\_\_

# Will your event include the following:

Check all that apply and include these items in your event narrative and on the site plan

Yes No

- |                          |                          |   |  |
|--------------------------|--------------------------|---|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Alcohol   |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Live animals  | (Liability insurance with City of North Port as additional insured shall apply)              |
| <input type="checkbox"/> | <input type="checkbox"/> | Barricades  | (If yes, quantity_____ and show placement on site plan)                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | *Bounce houses  | (If yes, quantity_____ and show placement on site plan)(Liability insurance required)        |
| <input type="checkbox"/> | <input type="checkbox"/> | *Carnival Rides                                       | (If yes, quantity_____ and show placement on site plan)(Liability insurance required)        |
| <input type="checkbox"/> | <input type="checkbox"/> | Cones   | (If yes, quantity_____ and show placement on site plan)                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Cooking   | (If yes, a copy of the Health Department license is required)                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Fireworks   | (If yes, an approved fireworks permit is required with submission of application)            |
| <input type="checkbox"/> | <input type="checkbox"/> | Generators  |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Loudspeakers  |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Outdoor Music   |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Permanent restroom facilities available?              | (Show location on site plan)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Port-o-Lets   | (As determined by the Sarasota County Health Department)                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Road closures or traffic control                      |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Rerouting of SCAT buses, especially on City property. | Applicant to notify SCAT of any changes in routes needed.                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | *Right of Way Signs                                   | (If yes, quantity_____ and show placement on site plan) (limited to 25- max size 16 sq. ft.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Recycling bins  | (If yes, quantity_____ and show placement on site plan)                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Stage   | (If yes, quantity_____ and show placement on site plan)                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | *Tents  | (If yes, quantity_____ and show placement on site plan) Size _____                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Waste containers                                      | (If yes, quantity_____ and show placement on site plan)                                      |

**\* REQUIRES ALL CLEAR TICKET FROM SUNSHINE STATE ONE CALL FOR DIGGING HOLES TO CHECK FOR UTILITIES.  
Please call - 1800-432-4770 or 811 and submit the all clear ticket with this application.**

**Request for City Services (Property Maintenance) \* Minimum (3) weeks advanced notice is required.**

Will your event be held on City property?  Yes  No (If you checked no, the event is not eligible for City services)

If on City property will services be requested for this event?  Yes or  No (Fees shall apply per the adopted fee ordinance at the time of application)

What type of services are you requesting?

Electrical (what type?) \_\_\_\_\_  Tables – Quantity (1-30) \_\_\_\_\_

Event set up - Date \_\_\_\_\_  Clean up Services - Date \_\_\_\_\_

Podium  Sound equipment  10x10 tents – Quantity (1-4) \_\_\_\_\_  Other \_\_\_\_\_

**INDEMNIFICATION & HOLD HARMLESS AGREEMENT**

In consideration of the Special Event and/or Temporary Use permit granted to \_\_\_\_\_ (“Applicant/Event Sponsor”) by the City of North Port, the Event Sponsor and/or its authorized representative agrees to be fully liable for the actions of its directors, officers, members, partners, subcontractors and volunteers, and the employees and agents of each of them, and shall fully indemnify and hold harmless the City of North Port, its employees, agents and assigns from claim, suits, actions, damages, and costs of every type and description, including attorneys’ fees (at both trial and appellate levels), arising from or relating to personal injury or death, and damage to real property or tangible personal property alleged to be caused in whole or in part by the event sponsor and/or authorized representative, its directors, officers, members, partners, subcontractors and volunteers, and the employees or agents of any of them; provided, however, that the event sponsor and/or authorized representative shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of the City of North Port.

In the event of a claim, the City of North Port shall promptly notify the event sponsor and/or authorized representative in writing by prepaid certified mail (return receipt requested), or by delivery through any nationally recognized courier service (such as Federal Express or UPS) which provides evidence of delivery, at the following address:

\_\_\_\_\_

Such notification may also be provided by fax transmission to the following fax number: \_\_\_\_\_

The City of North Port shall provide all available information and assistance that the event sponsor and/or authorized representative may reasonably require regarding any claim.

The City of North Port may, in addition to other remedies available to it at law or equity, and upon written notice to the event sponsor and/or authorized representative, retain such monies from amounts due the event sponsor and/or authorized representative as may be deemed by the City of North Port to be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against it. The City of North Port may set off any liability or other obligation of the event sponsor and/or authorized representative or its affiliates to the City of North Port against any payments due the event sponsor and/or authorized representative under any contract with the City of North Port.

In the event that there is a conflict between this agreement and any other applicable indemnification agreement between the City of North Port and the event sponsor and/or authorized representative, the agreement which provides the most protection for the City of North Port shall take precedence. The provisions of this Contract are severable, and if any one or more provisions may be determined to be illegal or otherwise unenforceable by a court of competent jurisdiction, in whole or in part, the remaining provisions, and any partially unenforceable provisions to the extent enforceable, shall nevertheless be binding and enforceable.

**Having read and understood the contents above, \_\_\_\_\_ (Applicant/Event Sponsor)**

**hereby enters into this indemnification agreement as of this date, \_\_\_\_\_, 20\_\_\_\_\_.**

Event Sponsor: \_\_\_\_\_

By: \_\_\_\_\_

Phone: \_\_\_\_\_

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

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

Title: \_\_\_\_\_

ACCEPTED BY THE CITY OF NORTH PORT ON

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

Contact Information for applicant/event sponsor and/or its authorized representative:

By: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

as: \_\_\_\_\_

# Application Checklist

***Before submitting application, please verify that it is complete and that all supporting documents are attached.***

## **Please attach with your application the following:**

- Narrative**- Describing in detail the nature of the event (including any **signage, cooking, alcohol, music** and any special or unusual circumstances and any provisions made for collection of **garbage and recycling** and the use of **portable restrooms** and **hand washing facilities**).
- Signed and notarized affidavit or letter** - From property owner authorizing the use of property for the event if the applicant/sponsor is not the property owner.
- If a park facility is rented, attach a copy of the signed rental agreement**
- Insurance Requirements**  
Recipients are required to obtain and maintain commercial general liability insurance in the amount of \$300,000 each occurrence, \$600,000 general aggregate, naming the City of North Port as **an additional insured** on the COMPREHENSIVE GENERAL LIABILITY POLICY. These limits are the minimum levels required based on a lower level of risk. If the event is determined to be a high risk event where the potential for loss is at a higher level, appropriate higher liability insurance limits shall be established by the City. The event organizer shall provide proof of liability insurance coverage at least (30) days before their scheduled approved special event. If the event will include the consumption or sale of alcoholic beverages, then a certificate of liquor liability Insurance in the amount of \$1,000,000 naming the City of North Port as additional Insured is also required.
- Liquor Liability Certificate of Insurance \$1,000,000 Naming the City of North Port as additional Insured and Certificate Holder. If alcohol is to be served or consumed on the premises.**
- Attach with application the Special Alcohol Permit obtained from the State Department of Alcohol, Beverages and Tobacco if alcohol is to be served or consumed on the premises.**
- Site plan**- Detail dimensions, location of all structures, seating, tents, cooking areas, stages, generators, booths, vendors, games, toilet facilities, fire hydrants, ingress & egress patterns, emergency vehicle access, parking, solid waste containers, recycling bins, etc. Include designated handicap accessible parking and accommodations.
- Signs**- If signs are to be installed, a site plan depicting the exact locations and dimensions shall be included. Twenty-five off-site signs may be permitted with a Special Events or Temporary Use Permit, and shall be limited to an area of 16 square feet pursuant to Section 29-9C.(5) Unified Land Development Code (ULDC). If signs are larger than 16 square feet a Building Permit is required. Include a sketch of sign with wording. Signs can be placed pursuant to Chapter 53-265 G. (4) Unified Land Development Code (ULDC), signs in the City rights-of-way are a permitted use with a special event permit. Sign(s) shall maintain a minimum setback 10 feet from the street right-of-way pursuant to Chapter 29-9 C.(b) of the Unified Land Development Code (ULDC).
- \*All Clear Ticket** - It is the responsibility of the applicant to contact **Sunshine State one Call 811** to verify location of underground wires, optics, services etc. before signs are placed. Any damage sustained to underground equipment is at the sole risk and responsibility of the applicant. Always call Sunshine 811 before you dig. The utility sends a locator to mark the approximate location of underground lines, pipes and cables in your yard or construction site. The process takes two full business days - day 1 starts the day after you call.  
Note: Not all utility owners notified by our system will locate privately-owned utilizes such as lines from the meter to a house. Contact any utilities serving your area that are not listed on the locate ticket.
- Portable Toilet Contract** - If portable toilets are required then a copy of the contract has to be submitted to the Health Department with a \$50.00 review fee, payment made directly to the Sarasota County Health Department.  
Health Department Customer Service - (941) 861-3310

## **Additional Information**

This event **may** require public safety personnel. The need for, and the number of, Fire-Rescue and Law Enforcement personnel shall be at the sole discretion of those agencies. Public safety personnel shall be hired from the City of North Port Fire Rescue District and/or the City of North Port Police Department staff. The costs associated with this service shall be borne by the event applicant/sponsor. This does not preclude the event applicant/sponsor from hiring additional on-site security.

**The applicant may apply for financial assistance for their event through the Special Event Assistance Program. Assistance awards are applied directly to the actual costs of City resources. For complete program guidelines and the application process, visit the City of North Port Website at [www.cityofnorthport.com](http://www.cityofnorthport.com).**