

Special Event Application

For Events on City Property
Application Fee: No Fee

Pursuant to the Unified Land Development Code, Section 53-265

Please fill in all sections completely, and submit, along with the necessary attachments at least thirty (30) days prior to the event date. Please note, this application does not supersede any current contract agreements.

For additional information, please visit: NorthPortFL.gov/SpecialEventPermits.

Completed applications can be delivered to the City of North Port Parks & Recreation Department at the Morgan Family Community Center (6201 W. Price Blvd.) or emailed to SpecialEvents@NorthPortFL.gov.

Application Checklist

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

An application will be considered incomplete until all required components and additional applicable items are received.

Please provide the following items with the special event application:

1. Narrative: (Required)

A detailed description of the event shall be included with the application. This detail should include, but not limited to, hours, attendance, agenda, description and purpose of the event, special requests, etc. (see page 8).

2. Insurance Requirements: (Required)

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. If additional insurance limits are required, the City of North Port Risk Management Division will determine the limits based on the risk potential.

a. Additional Insurances, if applicable:

- Liquor Liability
- Live Animals
- Bounce House
- Carnival Ride

3. Site Plan: (Required)

Detail dimensions, quantity, and location of all structures, seating, tents, cooking areas, stages, generators, booth, 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. All site plans must also include an accessible route to comply with ADA for the event.

4. Additional Permits and Documentation Based on Event Items Checklist:

- Special Event Assistance Application
- Temporary Permit or Special Sales Licenses from Division of Alcohol, Beverages, and Tobacco
- Food/Cooking Fire Inspection
- Fireworks Permit
- Maintenance of Traffic (MOT) Plan
- All-Clear Ticket from Sunshine State One
- Solid Waste Equipment Request

Event Overview

Event Name: _____

Event Location: _____ Address: _____

Event Type (select all that apply): Walk/Run Festival Concert Parade Fundraiser Tournament Expo/Fair
 Carnival Farmer's Market Ceremony/Celebration Other: _____

Date(s) of Event: _____

Set Up Time: _____ Actual Event Time: _____ Departure Time: _____

Expected Total Attendance: _____ Peak Attendance: _____ Anticipated Peak Hours: _____

Has this Event Been Produced Before? Yes No

If Yes, Previous Date and Location: _____ Previous Attendance: _____

Will There Be any Admission, Entry, or Participation Fees? Yes No

Applicant Information

Name of Applicant/Responsible Party: _____ Non-Profit: Yes No (If yes, Attach 501c3 Certificate)
(Must Match Signature on Page 5 and 7)

Phone: _____ Email: _____

Address: _____

Name of Event Organizer/Producer: _____
(If Different from Applicant)

Phone: _____ Email: _____

Address: _____

Sponsoring Organization/Company: _____

Phone: _____ Email: _____

Address: _____

Onsite/Day of Event Point of Contact (POC): _____ POC Phone #: _____ POC Email: _____

Secondary Contact: _____ Secondary Contact Phone #: _____ Secondary Contact Email: _____

Did you know, you may be eligible for financial assistance for your event through the Special Event Assistance Program. Awards are applied directly to the actual costs of city resources/fees. For further information concerning the program guidelines and how to apply, visit the City of North Port website at NorthPortFL.gov/SpecialEventPermits or call the Parks & Recreation Department at (941) 429-PARK (7275) for more information.

Event Items

Numbers Correspond to the Standards in the Special Event Manual

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

Parks and Recreation

For any questions related to the section below please contact 941 429-PARK (7275).

YES NO

Confirm if your event takes place on City property? If yes, include a copy of the **paid** reservation receipt.

Will you be requesting assistance through the Special Event Assistance Program? If yes, include the Special Event Assistance Application.

Is this an annual event?

Insurances and Permits

If yes to any of the items below, proper insurances and/or permits must be included with this application.

Is alcohol being sold (cash, tokens, raffle tickets)? ***3*** *Any means whereby alcohol is sold, whether for cash or using tokens/raffle tickets having identifiable cash value and redeeming them in exchange for alcohol, constitutes a sale.*

- If yes, an approved Temporary Permit or Special Sales License from Division of Alcohol, Beverages and Tobacco must be submitted with this application.
- If yes, a Certificate of Liquor Liability Insurance for \$1,000,000 naming the City of North Port as additionally insured and certificate holder must be submitted with this application.

Is alcohol being consumed, not sold? ***3***

- If yes, a Certificate of Liquor Liability Insurance for \$1,000,000 naming the City of North Port as additionally insured and certificate holder must be submitted with this application.

Will there be live animals? ***10***

- If yes, Certificate of Liability Insurance covering all live animals with City of North Port listed as additionally insured and certificate holder must be submitted with this application.

Will there be food/cooking and/or served? ***11, 13***

- If yes, all food vendors must comply with the Department of Business and Professional Regulations (DBPR) requirements.
- If yes, Fire Inspection may be required. Applicant must contact Fire Prevention Division of North Port Fire Rescue at (941) 240-8150 at least 15 days prior to the event date. A fee of \$75.00 is charged for each fire and life safety inspection.

Will there be fireworks at the event? ***9***

- If yes, an approved fireworks permit is required with submission of this application.

Will there be bounce houses. (If yes, quantity # _____ and show placement on site plan). **Dry bounce houses are permitted. No water features may be included.**

If yes, a Certificate of Liability Insurance from the owner/operator naming the City of North Port as additionally Insured and certificate holder, must be submitted with this application.

Event Items

(Continued)

Numbers Correspond to the Standards in the Special Event Manual

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

YES NO

Will there be carnival rides? (If yes, quantity # _____ and show placement on site plan).
 If yes, a Certificate of Liability Insurance from the owner/operator naming the City of North Port as additionally Insured and certificate holder, must be submitted with this application.

Will tents be erected on-site? (If yes, quantity # _____ and show placement on site plan). Size: _____
If yes, an All-Clear Ticket from Sunshine State One call for digging holes to check for utilities is required (not required for standard 10x10 tents). Please call 1-800-432-4770 or 811 and submit All-Clear Ticket with this application. Any damage sustained to underground equipment is at sole risk and responsibility of the applicant.

Emergency Services

Are the following public services being requested? If yes, check all that apply:
City Police Detail*
Fire Rescue*
Emergency Medical Services (EMS)*

*The City of North Port staff reserve the right to require Emergency Service(s) based on the review of the application.

Public Works

If yes to any of the below items, event organizer will need to coordinate with Public Works Department for approval at (941) 240-8050.

Will additional trash and recycling containers be requested?
 If yes, please fill out the Solid Waste equipment request form and coordinate with the Solid Waste Division of the Department of Public Works 941-240-8050.

Will there be any road and/or sidewalk closures for traffic control? *14*
 If yes, a Maintenance of Traffic (MOT) plan must be submitted with the application. Applicant must contact Public Works Engineering Division for MOT approval at (941) 240-8050. MOT will be supplied to applicant for City Center Front Green events.

Health Department

Refer to the chart on page 10 of the Special Events Manual to determine the required number of restroom facilities needed.

Will restroom facilities be available? *8*
Quantity of permanent restroom facilities available within rented space: _____
Quantity of portable toilets being provided by the organizer: _____
Quantity of hand washing stations being provided by the organizer:
(_____ Hot/Cold _____ Cold Only _____ Hot Only)
Portable Toilet accommodations are required for City Center Front Green reservations.

Parking and Transportation

Will there be any offsite parking? *6*

Will there be shuttle service provided? *6*.

Event Items

(Continued)

Numbers Correspond to the Standards in the Special Event Manual

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

Music and/or Noise Amplification

YES NO

Will generators be used? (If yes, quantity # _____ and show placement on site plan).

Will loudspeakers be used? *4*

All sound amplification or potential noise must be directed away from any surrounding residential areas.

Will the event include outdoor music? *4*

If yes, what are the hours music will be played? _____ am/pm to _____ am/pm.

All sound amplification or potential noise must be directed away from any surrounding residential areas.

Additional Information:

Event promotion signs **may not** be placed in the City right-of-way in advance of the Special Event. Signage may be placed at the reserved location of the event on the day of the event.

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. For other helpful information, please refer to the Special Event Manual.

1. 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.
2. Applicant/Responsible Party 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.
3. If additional costs are incurred, the event applicant/responsible party 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 built 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. In addition, all the information provided on this application is true and correct to the best of my knowledge.

Signed by Applicant/Responsible Party

Print Name

Date



Permit Applicant Release, Waiver, and Indemnification Acknowledgment

In consideration of the City of North Port, Florida (“City”) issuing Special Event or Temporary Use Permit Number _____ (“Permit”) to Applicant for the below-described permitted activity, Applicant hereby agrees as follows:

I, _____ (“Applicant”), for myself, my heirs, and personal representatives, and as authorized representative of and/or as the Event Sponsor, hereby assume all liability, risks, injuries and hazards to myself, and all directors, officers, members, employees, partners, subcontractors, volunteers, and participants, invitees, and guests (collectively the “Participants”) resulting from participation in the permitted activity, and agree to be fully liable for the actions of all Participants and agents of each of them, incidental to, or as a result of, participation in and/or performance of the following permitted activity: _____, taking place on the following date(s): _____.

This Release, Waiver, and Indemnification is given as consideration for the City issuing the above-identified Permit and in further consideration of the City not requiring self-funded liability insurance coverage from Applicant as a condition precedent to issuance of the Permit. The City, in its sole discretion, reserves the right to require that Applicant obtain additional insurance. Applicant freely and voluntarily assumes all risk of loss or injury arising from the permitted activity, whether due to Applicant’s negligence or the negligence or intentional acts of Participants or others. Applicant acknowledges that, absent this Release, Waiver, and Indemnification, the City would not issue the Permit because of unacceptable exposure to civil liability claims or the expense of providing an experience that is risk-free. Applicant has read and understands this document and signs it freely and knowingly, intending that it shall be fully operative and effective in all respects and that it waives legal rights to which Applicant and/or Participants might otherwise be entitled if Applicant and/or a Participant is hurt or suffers loss during participation in the permitted activity. Applicant understands that this Release, Waiver, and Indemnification is continuing in nature and applies to all incidents that may occur during the permitted activity.

Applicant acknowledges the fact that the permitted activity may have or involve distinct or inherent risks of physical injury or possibly even death, and physical contact or other conditions or factual circumstances where physical or other injuries may occur, due to its nature.

I HEREBY WAIVE, RELEASE, AND AGREE TO INDEMNIFY, DEFEND, AND HOLD HARMLESS, THE CITY, ITS COMMISSIONERS, OFFICERS, AGENTS, AND EMPLOYEES FROM ANY CLAIM, DEMAND, LIABILITY, COST, SUIT, JUDGMENTS, DAMAGES, CHARGES OR COMPENSATION FOR LOSS OR INJURY OF ANY KIND (INCLUDING BUT NOT LIMITED TO REASONABLE ATTORNEYS' FEES AND COURT COSTS, WHETHER SUCH FEES AND COSTS ARE INCURRED IN NEGOTIATIONS, AT THE TRIAL LEVEL OR ON APPEAL, OR IN THE COLLECTION OF ATTORNEYS' FEES), ARISING OUT OF A LOSS OR

AN INJURY, INCLUDING LOSSES OR INJURIES ARISING FROM ANY ACTS, ACTIONS, INACTIONS, OR NEGLIGENCE OF THE CITY, ITS COMMISSIONERS, OFFICERS, AGENTS, OR EMPLOYEES FROM MY AND/OR A PARTICIPANT'S PARTICIPATION IN THE PERMITTED ACTIVITY. I ACKNOWLEDGE THAT THE CITY WILL NOT ASSUME ANY COSTS RELATING TO ANY INJURY THAT OCCURS TO MYSELF OR A PARTICIPANT OF THE PERMITTED ACTIVITY. NOTHING HEREIN SHALL CONSTITUTE A WAIVER OF SOVEREIGN IMMUNITY OR CONSENT BY THE CITY OR ITS SUBDIVISIONS TO A SUIT BY THIRD PARTIES.

Applicant agrees to obey without hesitation, and will instruct all Participants to obey without hesitation, all directives and instructions of the City's Risk Management Coordinator while participating in the permitted activity.

**** YOU MUST CAREFULLY READ THIS DOCUMENT BEFORE SIGNING IT. YOU ARE WAIVING OR RELEASING VALUABLE LEGAL RIGHTS. YOU ARE ADVISED TO SEEK THE ADVICE OF AN ATTORNEY IF YOU DO NOT FULLY UNDERSTAND THIS DOCUMENT. BY SIGNING THIS DOCUMENT, YOU ARE AGREEING TO ITS TERMS AND STATING THAT YOU HAVE CAREFULLY READ AND FULLY UNDERSTAND THE ABOVE, AND ARE SIGNING BY YOUR OWN FREE ACT. ****

Applicant/Responsible Party Signature

Applicant/Responsible Party Name

Date Signed

Applicant/Responsible Party Title

Phone Number

Email

Date Application Received: _____ Accepted by: _____ Event No: SPE _____ = _____

Was Application Complete? Yes No If No, Date complete application was received _____

Application is: Approved Denied Reason for Denial: _____

CITY OF NORTH PORT STAFF ONLY

Narrative

To supplement your application, you must provide a detailed written narrative of your event including a description of activities within your event. This information provides an overview of the proposed event and will help us better understand the components and activities within your event. Document(s) or other materials describing this event may be attached.

Event Description (who, what, when, where & why):

Event Timeline (detailed, hour-by-hour day-of event details):

Special Requests:

Special Event Application Appendix – Event Manual Standards

Standard 3

Any event organizer selling alcoholic beverages must supply the Parks & Recreation Department with a copy of their State of Florida Alcoholic Beverage license, and any required liability insurance due to the sale of alcoholic beverages. Any event organizer using food/beverage vendors must certify that each vendor has State of Florida Health Department approval.

Standard 4

All sound amplification or potential noise must be directed away from any surrounding residential areas.

Standard 6

All approved events must present a generalized plan for visitor parking at the event. Event organizers that desire to charge for parking or admission must include this request with the application and may only do so with City approval. It is the responsibility of the event organizer to provide an accessible parking area and accessible route from the parking area to the event.

Standard 8

The following chart is applicable for all events. If the number of permanent facilities located on site are not sufficient or unavailable during the time of the event, then the event organizer shall follow the prescribed toilet requirements established by the Sarasota County Health Department for the provision of temporary on-site sanitation facilities. If portable toilets are required, then a copy of the contract shall be submitted to the Sarasota County Health Department with a \$50.00 review fee paid directly to the Sarasota County Health Department. Portable hand-washing facilities shall be provided in a proportion of one hand wash facility to every ten portable restrooms required and shall be provided at special events and remote locations where food is served, or picnic areas are provided. With the exception of locations where food is served, hand sanitizers may be used in lieu of hand washing facilities, at the option of the applicant.

NUMBER OF PORTABLE TOILETS REQUIRED FOR SPECIAL EVENTS										
Attendance	Length of Special Event (in hours)									
	1	2	3	4	5	6	7	8	9	10
Up to 250	2	2	2	2	2	3	3	3	3	3
251 to 500	2	3	4	4	4	4	4	4	4	4
501 to 1,000	4	5	6	7	7	8	8	8	8	8
1,001 to 2,000	6	10	12	13	14	14	14	15	15	15
2,001 to 3,000	9	14	17	19	20	21	21	21	21	22
3,001 to 4,000	12	19	23	25	28	28	28	30	30	30
4,001 to 5,000	15	23	30	32	34	36	36	36	36	36
5,001 to 6,000	17	28	34	38	40	42	42	42	44	44
6,001 to 7,000	20	32	40	44	46	48	48	50	50	50
7,001 to 8,000	23	38	46	50	54	57	57	58	58	58
8,001 to 9,000	26	42	52	56	60	62	62	62	64	64
9,001 to 10,000	30	46	57	63	66	70	70	72	72	72
10,001 to 12,500	36	58	72	80	84	88	88	88	88	92
12,501 to 15,000	44	70	84	96	100	105	105	110	110	110
15,001 to 17,500	50	80	100	110	115	120	125	125	126	126
17,501 to 20,000	57	92	115	125	132	138	138	144	144	150
20,001 to 25,000	72	115	144	154	168	175	175	176	176	184
25,001 to 30,000	88	138	168	192	200	208	208	216	216	216

If portable toilets are provided for use by event participants, **a minimum of five (5) percent of all units, but never less than one (1) unit, must be accessible for persons with disabilities.** Where clusters of portable units are provided at various locations around the event site, five (5) percent of the units in each cluster should be accessible for persons with disabilities. These restrooms should be equipped with all the accessible elements required by the Standards such as maneuvering space, grab bars, toilet paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are. The City does NOT provide temporary toilets for any event. If temporary toilets are needed, please contact a licensed company to provide these services.

Special Event Application Appendix – Event Manual Standards

Standard 9

The use of fireworks must be approved by the City of North Port Fire Rescue Department as the Authority Having Jurisdiction (AHJ). The Fire Marshal of the City of North Port Fire Rescue Department is the authorized agent of the AHJ for such purposes and must issue a fireworks permit before any special event permit is approved. Conditions and requirements of the approval will be provided by the Fire Marshal or designee. You may download the permit application on the City website:
<https://www.cityofnorthport.com/government/city-services/fire-rescue/fire-prevention/outdoordisplay-fireworks-permit>.

Standard 10

No event may keep, display, or otherwise house live animals on City park land unless expressly authorized by the City Manager. Horses, ponies, elephants, lions, tigers, and other exotic animals are not permitted on any site, without special approval from the Risk Department.

Standard 11

Organizers receiving event approval from the City for an event that includes food vendor operations must allow the City year-round mobile food vendor(s), if applicable, the option of paying the event organizer's standard fee to be in the park during the event, or to relocate at no charge to a part of the park not being used by the event organizers.

Standard 13

The following applies if food is being prepared, consumed, and/or sold on the premises of the event:

- Non-profit organizations please contact the Department of Health at 941-861-3330.
- If your organization is for profit, please contact the Department of Business and Professional Regulation at 850-487-1395. The event organizer shall provide proof of licensure from the designated agency.
- There shall be no open flame cooking under tents or canopies. All open flame cooking shall be at least ten (10) feet away from tents, canopies, and structures.
- Please check all connections on gas appliances for leaks before lighting.
- Any trailers, trucks or other vehicles using fryers, griddles or other appliances producing smoke and/or grease laden vapors shall be required to have an exhaust hood and suppression system, per the Florida Fire Prevention Code (NFPA 96.4.1.9). It is also required to have a "K" type fire extinguisher on hand. A Food Truck Safety Fact Sheet is available in Appendix A and on the City website https://www.cityofnorthport.com/home/showpublisheddocument/17493/636602469473200_000
- The fire extinguishers and the fire suppression system shall have current certification tags and the hood shall be professionally cleaned and tagged.
- Adherence to applicable provisions of the Florida Fire Prevention Code is required. Contact the Fire Prevention Division of North Port Fire Rescue @ 941-240-8150 at least fifteen (15) days prior to the event for requirements and inspections. A fee of \$75 is charged for each fire & life safety inspection. If the event is held on a Saturday or Sunday, please call no later than 3:00 p.m. Wednesday afternoon to arrange this inspection.

Standard 14

It is the responsibility of the event organizer to contact, in writing, each business that could be affected by any street closures. The letter should include the dates and times of the street closures and contact information of the event organizer, should the businesses have any questions or comments regarding the event and the street closures.