



## Commissioner Approval Event Application

*Please use this application if your request involves any of the following activities: commercial activity, alcohol consumption or sale on county property, reservation of park open space or parking lot, use of county roads, or any request to vary county policies.*

### EVENT INFORMATION

(PLEASE CHECK ALL THAT APPLY)

- |  |  |                                       |  |
|--|--|---------------------------------------|--|
| <input type="checkbox"/> Concert       | <input type="checkbox"/> Park Festival     | <input type="checkbox"/> Sale/Market  | <input type="checkbox"/> Run/Walk      |
| <input type="checkbox"/> Fundraiser    | <input type="checkbox"/> Parade/Procession | <input type="checkbox"/> Sports Event | <input type="checkbox"/> Fishing Event |
| <input type="checkbox"/> Private Event | <input type="checkbox"/> Public Event      | <input type="checkbox"/> Other _____  |  |

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

Event Location: \_\_\_\_\_

Date(s) of the event: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

*Applicant allowed 1 hour prior to start time for set-up and 1 hour after end time for breakdown.*

Estimated Attendance: \_\_\_\_\_/per day

Brief description of event:

### APPLICANT & EVENT ORGANIZER INFORMATION

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Point of Contact: \_\_\_\_\_

## EVENT QUESTIONS

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

Does your event require the use of:

- Yes  No Will you need the use of a County park pavilion, community center, or auditorium?  
If yes, you will need to reserve the facility **see page 4 for more details.**
- Yes  No Will portable restroom facilities be available on site?
- Yes  No Will there be amplified sound? If yes, times requested \_\_\_\_\_ to \_\_\_\_\_
- Yes  No Will food or non/alcoholic beverages be sold or given away?
- Yes  No Will alcohol be sold or given away? If yes, attach liquor liability insurance.
- Yes  No Will food be cooked at the event?
- Yes  No Will an admission fee be charged?
- Yes  No Will there be fireworks? If yes, a pyrotechnics plan must be attached.
- Yes  No Will off-site lots be used for parking? If yes, a parking plan must be attached.
- Yes  No Will tents larger than 400 sq. ft. or multiple tents be erected? If yes, attach tent permit.
- Yes  No Will an EMT be on site?
- Yes  No Will stages be erected?
- Yes  No Will your event be using State Roads? If yes, state approval is required 60 days prior to your event.

---

## HOLD HARMLESS AGREEMENT

For and in consideration of having been granted permission by Santa Rosa County to hold an event within the Santa Rosa County limits, the undersigned hereby agrees on behalf of the organization, to indemnify and hold harmless the county of Santa Rosa, 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 county of Santa Rosa, 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\_\_\_\_.

\_\_\_\_\_  
Signature of Legally Authorized Representative

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

\_\_\_\_\_  
Notary Signature

(NOTARY STAMP)

## CLEAN-UP

Clean-up must 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 county property.

---

## 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 Tiffany Nolan at 850-981-2021 or [tiffanyn@santarosa.fl.gov](mailto:tiffanyn@santarosa.fl.gov).

Events will need to provide an **event site map** that includes the location of vendor, porta potties, stages, etc.

Runs, walks and parades must provide a **route map**.

Tents larger than 400 square feet are required to be reviewed through the Development Services office. Please provide a copy of **tent permits** if applicable.

---

## 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 Requirements:** Insurance is required for any event that requires Board approval. No proof of insurance will be required for a group or organization using a Santa Rosa County building for a meeting if all the following criteria is met:

- There is no charge to attend or participate
- There are no sales or solicitation for sales
- There are no display booths
- No alcohol is served
- No animals (livestock, reptiles, etc.) are present
- No large or dangerous equipment is present or used

**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. The minimum limit for inflatables such as bounce houses is \$1,000,000 of commercial general liability or special event liability coverage that will cover the inflatable amusement devices and includes sexual molestation coverage.

**Additional Insured Status:** Santa Rosa County 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 must be submitted with this application at least 30 days prior to the event and copy of the certificate should be emailed to [melissal@santarosa.fl.gov](mailto:melissal@santarosa.fl.gov).

The certificate holder should read: Santa Rosa County Risk Management, 6495 Caroline Street, Suite I Milton, FL 32570

**Pet Friendly Events, Large Banners, Stages, etc.:** Coverage must be provided for all activities associated with the event.

**Questions?** Please contact Santa Rosa County Risk Management at 850-983-1863 with any questions. Feel free to have your insurance company contact Risk Management directly regarding your event if you prefer.

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

## RULES AND REGULATIONS

### Application Due Dates

---

- A completed Commissioner Approval Events Application is due to the County Administration office at a minimum of 30 days prior to the event date. Applications submitted after the deadline may be subject to denial of permit.

### Cancellation Policy

---

- Cancellation request must be received fourteen (14) days prior to the event to receive a refund.

### 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 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, county-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

---

- Any event that requires the use of a state road must complete the appropriate paperwork and submit it to the County Administration office at a minimum of thirty (30) days prior to the event date.

---

## ADDITIONAL APPROVALS and INFORMATION

Street closures; traffic & safety plans; parade routes; run/walk/bicycle routes or security please contact the Sheriff's Office:

Captain Blevin Davis- Email: [bdavis@SRSO.net](mailto:bdavis@SRSO.net) or Phone: 850-983-1235

Captain Scott Haines- Email: [shaines@srso.net](mailto:shaines@srso.net) or Phone: 850-983-1100

Information on fire lanes; fire truck access; outdoor cooking/grilling; flame activities; and EMT requirements please contact Santa Rosa County Emergency Management department:

Tom Lloyd, Operations Chief- Email: [toml@santarosa.fl.gov](mailto:toml@santarosa.fl.gov) or Phone: 850-983-4608

Information on insurance requirements contact the Santa Rosa County Risk Management department:

Melissa Lloyd, Risk Manager- Email: [melissal@santarosa.fl.gov](mailto:melissal@santarosa.fl.gov) or Phone: 850-983-1863

Information on permits for large tents, stages & platforms contact the Santa Rosa County Development Services Department:

Tambre Lee, Commercial Review Supervisor- Email: [tambrel@santarosa.fl.gov](mailto:tambrel@santarosa.fl.gov) or Phone: 850-981-7042

Amber Aaron, Fire Inspector- Email: [ambera@santarosa.fl.gov](mailto:ambera@santarosa.fl.gov) or Phone: 850-981-7041

County facility rental information:

Parks and Recreation- Email: [FacilityReservations@santarosa.fl.gov](mailto:FacilityReservations@santarosa.fl.gov) or Phone: 850-983-1940

Navarre Beach Pavilions- Email: [FacilityReservations@santarosa.fl.gov](mailto:FacilityReservations@santarosa.fl.gov) or Phone: 850-981-8888

Questions related to portable toilet requirements contact the Health Department:

Herman Davies, Environmental Supervisor II- Email: [herman.davies@flhealth.gov](mailto:herman.davies@flhealth.gov) or Phone: 850-983-5200 x318