



Special Event Application

Please use this application to apply for a Special Event. All events, such as festivals, runs/walks, parades, markets, and holiday celebrations that occur on county property or anticipate large crowds must be permitted. These permits are regulated by the Special Event ordinances 2015-28, 2016-18 and Parks and Recreation ordinance 2016-18.

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: _____

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

Set Up Date: _____

Set Up Time: _____

Breakdown Date: _____

Breakdown Time: _____

Brief description of event:

APPLICANT & EVENT ORGANIZER INFORMATION

Name of Organization: _____

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

Phone: _____ Email: _____

Point of Contact: _____

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EVENT QUESTIONS

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

Estimated Attendance: _____/per day

Yes No Will an admission fee be charged? If yes, how much? _____

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 5 for more details.**

Yes No Will portable restroom facilities be available on site?

If yes, describe: _____

Yes No Will an EMT be on site?

Yes No Will there be fireworks?

If yes, a pyrotechnics plan must be attached and permit from Development Services is required 60 days prior to your event.

Yes No Will your event be using State Roads? If yes, state approval is required 30 days prior to your event.

Yes No Will you be submitting a local event/marketing grant application for your event?

Please provide an explanation to any YES answers to the following questions:

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 off-site lots be used for parking? If yes, a parking plan must be attached.

Yes No Will there be amplified sound?

If yes, times requested _____ to _____

Yes No Will tents larger than 400 sq. ft. or multiple tents be erected? If yes, attach approval from Development Services.

Yes No Will stages be erected?

Yes No Will you require use of utilities on-site (water, electricity)?

YES explanations:

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. **If you are submitting for an event several months in advance of your event, this portion is not needed until 60 days prior to the event date.**

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
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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

OUTDOOR CLEAN-UP

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 county property.

Method of Clean Up: Self-Clean Up Volunteers (*describe*) Hired Service

Provide the contact information for the person in charge of overseeing the clean-up.

Contact Name: _____

Contact Number: _____ Email: _____

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

Printed Name

Signature of Responsible Party

Date

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)

RULES AND REGULATIONS

Application Due Dates

- A completed application is due to the Tourist Development office at a minimum of 30 days prior to the event date. Applications submitted after the deadline may be subject to denial of permit.

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 or Phone: 850-983-1235

Captain Scott Haines- Email: shaines@srso.net or Phone: 850-983-1100

Information on fire lanes, fire truck access and EMT requirements please contact Emergency Management:

Tom Lloyd, Operations Chief- Email: toml@santarosa.fl.gov or Phone: 850-983-4608

Information on insurance requirements contact Risk Management:

Melissa Lloyd, Risk Manager- Email: melissal@santarosa.fl.gov or Phone: 850-983-1863

Information on permits for large tents, stages, platforms, outdoor cooking/grilling, flame activities, or fireworks, contact Development Services:

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

Amber Aaron, Fire Inspector- Email: ambera@santarosa.fl.gov or Phone: 850-981-7041

County facility rental information:

Parks and Recreation- Email: FacilityReservations@santarosa.fl.gov or Phone: 850-983-1940

Navarre Beach Pavilions- Email: 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 or Phone: 850-983-5200 x318

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 Nicole Dees at 850-981-8900 or tdo@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.

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.