



Special Events Flow Chart

90 Days Prior to Event

Sponsor must return 1 copy of the **completed** Special Event Package except Approval Checklist. **Submissions made less than 90 days prior to an Event will be denied or charged a \$100 late processing fee.**

83 Days Prior to Event

Special Event Office will E-mail notice to Police Department and Distribute copies to appropriate City Departments, Associations, & Businesses.

76 Days Prior to Event

City Departments will contact Sponsor with regard to additional information needed and City fees. (See list of fees for City Services.)

30 Days Prior to Event

Sponsor will submit completed Special Event Approval Checklist with all signatures, and security deposit to the Special Event Office.

25 Days Prior to Event

Special Event Office will return approved Special Event Permit & Vendor Certificates to Sponsor.

If your event has not been held in previous years or the event is large in scope, you may want to consider starting the process sooner than the 90 days required and have a pre-application meeting with the Special Event Office representative.

If the sponsor cannot process the event within the above timeline, the City reserves the right to decline the Event Permit.

Special Event Instructions for Sponsors

Introduction

Because the City of Sarasota is a resort destination and special events encourage people to visit, sightsee and shop here, the City of Sarasota welcomes special events sponsored by not for profit groups on city owned land and rights of way. This administrative policy and procedural document is designed to create transparency and simplicity for sponsoring organizations wishing to obtain permits for such events.

Objective

This document describes the City's administrative policies and procedures for approving special events within all areas of the city, including the barrier islands, except that there is a supplementary policy document for St. Armands and Ken Thompson Park.

For County managed parks within the City limits, you must check with County staff to determine if a permit or reservation is also required from County staff.

Scope

Generally speaking these instructions apply to single events. Because multiple events on the same day present unique resource and logistical problems for City staff, permitting of them will be considered on an ad hoc basis. However, these procedures can be used as guidance for the process of permitting them.

Recurring special events are not covered by this policy document, but are described in a separate document.

This policy does not apply to sidewalk sales, which are banned. Special exceptions to that ban must be obtained through the Special Events Office.

This policy does not apply to special events on private property.

Note: Special Events located at Ken Thompson Park must have a water related activity as a component of the Special Event.

Forms

The following forms and documents are relevant to the Special Event permitting process. Not all may be needed for a particular request, but are listed here for the applicant's information.

- Special Event Request
- Diagram/layout for area requested (this is created by applicant) & if streets are closed must be accompanied by a M. O. T. (Maintenance of Traffic document, i.e. detour plan)
- Insurance certificate (obtained from insurer used by applicant)
- Neighborhood Notice of Street Closure/Special Event
- Special Event Electrical Use Detail
- Temporary Event Review Sheet (Sarasota County Public Health Dept. – Environmental Engineering)
- Special Event Approval Checklist
- Banner Installation Request Form
- Special Sound Permit

- Recycle Pledge
- Valet Parking Application
- City of Sarasota Website Calendar

Application Process

1. Obtain Special Event Request (SER).

Forms are available from the Sarasota Special Events Office, 801 N. Tamiami Trail, Sarasota, Florida 34236, (941) 954-4165 #6.

The words “you” and “your” in the SER documents refer to the Sponsor. Sponsor name(s) should match throughout the SER. Only one (1) contact person is allowed to process an SER and that person will be the **ONLY** person with whom the city will deal during processing. The sponsor may have up to two (2) on-site contacts.

2. Complete forms.

The initial submission to the Special Events Office should include:

- A completed SER
- A diagram depicting the event layout
- A street closure form if a street closure is being requested. As part of the Street Closure Application, the city will provide an “Affected Parties List” which identifies the properties located within the Special Event Zone street closure area. Next to each address on the list will be a signature box. This box is where the persons representing the property sign to indicate no objection to the special event street closure. Each request for such a signature shall be accompanied by a flyer or other document to be left with the authorized representative to describe the nature and extent of the special event. At least 66 % of the adjacent property representatives must sign indicating no objection to the event. In the case of adjacent residents, their authorized association representative (s) may sign as an alternative to polling the residents. (See Special Events Criteria for special events on St. Armands and in Ken Thompson Park.) In some cases, the Special Events Office may add to the “Affected Parties List,” persons or businesses not actually in the Special Event Zone, but who are nonetheless affected by an event located there at their request and with the agreement of the Public Works Director or his/her designee.
- Electrical use detail sheet if needed
- Narrative if necessary
- Copies of the organization’s Articles of Incorporation **and** a 501 (c) letter from IRS designation should be included.
- Insurance certificate
- Recycle Pledge

Any changes to times, dates, activities, or area must be made on the original SER in the Special Event Office and be initialed by the sponsor or the sponsor’s contact person.

3. Insurance

The following is required:

- Original Certificate of Insurance and copy of Declaration Page and Special Endorsement to Special Events Office at least 90 days prior to event.
- Insurance documents must be approved by Risk Manager (951-3651), list “**City of Sarasota,**” Special Events, 801 N. Tamiami Trail, Sarasota, FL 34236 as “**Certificate Holder**” and “**City of**

Sarasota” as **“Additional Insured,”** and include date, name, and location of event with appropriate coverage:

- Public Liability \$ 1,000,000 each occurrence/\$2,000,000 general aggregate (required)
- Property Damage \$ 100,000 per occurrence (required)
- Liquor Liability \$ 1,000,000 per occurrence (if applicable)
- Pyrotechnic Liability \$ 1,000,000 per occurrence (if applicable)

Limits listed above are minimums. Higher coverage may be required depending on the event. For events at the Bayfront and Island Park, declaration page, special endorsement, and insurance certificate (including alcohol and pyrotechnic liability if required) must also list *“Jack Graham, Inc.”* and *“O’Leary Coastal Rentals, Inc.”* as *“Additional Insured.”* Some parade participants or other event participants may also be required to furnish insurance in addition to your documents. Insurance documents may be faxed to (941) 366-7761; however, originals must be received by the Special Events Office and reviewed and approved by the City’s Risk Manager prior to receiving SER approval.

4. **Submitting forms.**

One copy of the completed Special Event Request packet must be submitted to the Special Events Office no later than 90 calendar days before a scheduled event.

If this time frame is met, the off-duty rates for police officers will be provided the sponsor if sufficient number of volunteers are obtained. If the sponsor fails to meet the 90-day minimum time frame, however, they may be charged the overtime rate of time and a half for each such officer requested and provided.

Initial submissions made less than 90 days prior to an event may not be approved, but if accepted by the Special Events Office, may be charged a *\$100 late processing fee* in addition to any permit or service fee(s).

Submissions will be processed on a first come, first serve basis for requests for events at the same location on the same date unless the first application received is incomplete.

5. **Obtaining Approvals**

After review by the Special Events Office and marking of the SER checklist with the departments/offices needing to sign-off on the checklist, the checklist will be returned to you and it will be your responsibility to contact each checked office in order to obtain signatures and required permits. The Special Events Office will also email a notice to the Police Department and copy other appropriate departments, associations and businesses with your Special Event Request so that those offices will have an opportunity to review your request prior to you appearing to request their approval.

At least 80 days prior to the date of the Special Event, City Departments may contact you if any additional information, other than that already provided, is needed along with City fees that will be required.

You must contact the designated departmental Special Events Coordinator in each department from which approval is required. Only the designated departmental Special Events Coordinator may sign the checklist and the coordinator will only do so after you have obtained all required permits.

Note: If your event has not been held in previous years or the event is large in scope, you may want to consider starting the process sooner than the required 90 days and have a pre-application meeting with the Special Events Office.

6. Submitting Departmental Approvals

When all required signatures have been obtained, you must return the signed checklist and permits to the Special Events Office. All approvals must be obtained *at least 65 days prior to the event*. Final approval will be issued to you by the Public Works Director or his/her designee along with a copy of the approved SER. A copy of the approved SER shall be maintained on-site with copies of required, approved permits.

If permit fees are not paid at the time of submission, no approval will be granted for the special event.

7. Security Deposit

A security deposit must be remitted to the Special Events Office at least 30 days before the scheduled special event or the approval will not be granted. The deposit will be 150% of the cost of Public Works services or a minimum of \$500.00 per special event. The specific amount will be determined by the Special Events Office & provided to the event sponsor prior to the approval of the Event Permit.

Large events may require additional deposits.

8. Final Approval

- After submission of all individual departmental approvals/signoffs, submission of all required documents (i.e. corporate documents, insurance certificates etc.), receipt of permits and payment of fees, the Public Works Director or his/her designee will sign off approving the event on the Special Event checklist form. When that approval is documented, the applicant will be contacted and asked to pick up the approval documentation from the Special Event Office.

Any reports received by the Special Events Office of non-compliance with the terms of the Special Event approval or of other problems such as violation of any laws, documentation of those reports will be maintained in the Special Event file and will be considered along with any future request from the same sponsor for another Special Event Request approval. Further, depending on the significance of any problems associated with the Special Event, a letter may be sent by the Public Works Director or his/her designee to document the problem(s) and note that any future event request may be denied. Similarly, failure to pay any bill submitted by the City Police Department or other office for city service(s) may be cause for a future denial of approval for a Special Event Request from the same sponsor.

9. Denial of Approval--See City Code, Section 22-22

10. Special Event Location

The City of Sarasota has identified 16 Special Event Zones. They exist throughout the downtown area and bayfront. These zones have been identified as a means of assuring suitable venues for events and to minimize disruption to normal activities of businesses, residents, and citizens.

If a sponsor wishes to request location of their event in a particular special event zone as defined by the City's Special Event Zone Map (see the Special Event Zone Map for the exact location of the zones), a

specific request and rationale must be provided for that location explaining the need to use that particular location. The final decision as to the location of a special event will be made by the Public Works Director or his/her designee, taking the sponsor's request and rationale into consideration.

The final decision as to location of a special event will take into account, not only the sponsor's request, but the following:

- The expected size of the event
- The purpose of the event
- Previous use of that location within the last year
- Concerns of nearby businesses and property owners (although no single business will be permitted a veto)
- Conduct of the sponsor during previous events in that location and others
- Expected construction in or near the special event zone
- Other scheduled special events
- Accessibility of institutions having an association with the event.

Additional ad hoc criteria may be considered by the Special Event office depending on circumstances existing at the time of the special event request. The particular weight given to each criterion will be left to the discretion of the Public Works Director his/her designee, but will be documented in the Special Event Request file.

11. **Other Conditions and Considerations**

- All laws pertaining to sale or possession of alcohol, including possession of alcohol by minors and open containers in motor vehicles will be strictly enforced.
- Sponsor private security will assure that alcoholic beverages purchased within the confines of the special event zone, in accordance with the Special Event Permit, are not carried beyond that zone.
- No permanent markings may be made on any street, sidewalk, parking lot, sign, or other public area or property.
- The special events zone must be clearly identified and the event may not extend beyond that zone. Any intrusion into areas beyond the designated special event zone will be considered trespass by City police and appropriate action will be taken.
- Sponsor can provide their own trash containers and dispose of trash in accordance with City ordinances. Trash cannot be placed in any merchant's dumpster or other trash receptacle. City trash containers are available at fees described in the attached fee schedule (Attachment B).
- Sponsor is responsible for special event zone clean up immediately after the closing of the event. Appropriate tickets will be issued and fines levied for failure to do so.
- Banners are not allowed across streets.
- Stapling of signs to trees is not permitted.
- Special events must comply with the requirements of the **US Americans with Disabilities Act.**

Tents: Tents must have a hard surface entrance in order to be accessible. i.e. wood/metal ramp or paved area.

Sidewalks: Handicapped ramps cannot be obstructed in anyway. All sidewalk areas must have at least 36 inches of clearance.

Parking: A hard surface access route with handicap ramps must be available from the handicapped parking area to the event area.

Port-o-lets: A minimum of one handicap port-o-let must be available when unisex port-o-lets are provided. Otherwise, a minimum of one female & one male handicap port-o-let must be provided for every 25 port-o-lets being used.

Additional information can be obtained at www.myflorida.com, key word search: ADA

- Approval of an SER does not authorize the violation of any City, County, State or Federal code or statute.

12. Attachments

- a. Attachment A – Contacts for Activities and Services Listed on Special Event Request
- b. Attachment B – City Services Fee Schedule
- c. Attachment C – Banner & Flag Program
- d. Attachment D – Special Sound Permit
- e. Attachment E – City of Sarasota Website Community Calendar
- f. Attachment F – Valet Parking Application
- g. Attachment G – Recycle Agreement

Contacts for Activities and Services Listed on Special Event Request

To facilitate sponsors locating offices and contacts needed for obtaining the various approvals needed for special events within the City of Sarasota, the following list is provided.

<u>Activity</u>	<u>Department</u>
Alcohol	<p>State Dept. of Business Regulation, Div. Of Alcoholic Beverages and Tobacco, 1-239-278-7195 Fort Meyers – <u>state permit required</u> for host liquor liability <i>in addition</i> to insurance listed above. Applications can be obtained on line at: myflorida.com</p> <p>Find an Agency (tab @ top Right) Business & Professional Reg. (on List) Division of Alcoholic Beverages & Tobacco (on List) More information for: (Drop down Box) AB&T (on Left) Forms-License Related (on List @ Left) Individual License Application forms: (on List @ Center) ABT6003.pdf (adobe reader) ABT6003.doc (Microsoft Word)</p> <p>ALSO: Neighborhood & Developmental Services (954-4156) – <u>City Electrical Permit may be necessary.</u></p>
Balloons	<p>Hand held balloons are not allowed – loose balloons frequently land in the bay or gulf and may become lodged in an animal’s throat, causing its death.</p>
Barricades	<p>The Neighborhood & Development Services Department (NDS), Engineering Division, will determine the number and the placement of cones and barricades to be used for the event. (“Maintenance of Traffic Devices”) Additional barricades may be required by the Police Department for uses other than road closures.</p> <p>In addition you will be required to submit an M.O.T. to the Neighborhood & Development Services Department, Engineering Division indicating placement of Detour signs, Road Closed Ahead signs, No Left Turn Signs, etc.</p> <p style="text-align: center;">Maintenance of Traffic (MOT): The work necessary to advise the public of changes to normal traffic flow, and to indicate planned detours and alternate routes to closed roads. References: Manual on Uniform Traffic Control Devices, Latest Edition (MUTCD), and Florida Department of Transportation – Index #600.</p> <p><u>Local Barricade Companies</u> can be found in the Yellow Pages.</p>
Bleachers	<p>Neighborhood & Developmental Services (954-4156) – <u>Permit required.</u></p>
Clean Up	<p>Two trash containers per vendor are suggested. One would be used by the vendor and one would be for use by the public. Additional containers may be rented from the Public Works Department at 365-7870.</p>

Notify participants that all trash must be cleaned up immediately after event and placed in event trash containers. Participants may **not** place trash in merchants' dumpsters or carts. You are responsible for ensuring compliance.

- Contracted Services Must provide name(s) of contractor and telephone number(s) in writing for all contracted services prior to approval of SER.
- Cooking Neighborhood & Developmental Services (954-4156) – Inspection required. Also contact County Health Dept. (954-2982) to determine if County permit is required.
- Dancing Neighborhood & Developmental Services. (954-4156) – Permit may be required.
- Electricity If power is from City-owned source, contact Public Works: 365-7870 - to schedule date(s) and times you need power. Main power switch will be locked unless you do this. Include Electrical Use Detail Sheet with initial submission.
- If power is from FPL owned source, contact FPL Customer Service (917-0708) to arrange for deposit. ALSO: contact Neighborhood & Developmental Services (954-4156) – Permit required. Include Electrical Use Detail sheet with initial submission.
- EMS/Fire County Fire/Rescue (316-1124) – for on-site EMS or fire protection. County Fire-Rescue charges for these services.
- Five Points Park Contact Public Works (365-7870) to avoid damage to bricks and underground irrigation system. To close Pineapple Ave. adjacent to this park, see Street Closure and Diagram sections of this document.
- Food/Beverages Environmental Health Div. Of County Health Dept., (861-6133) – County Permit required. ALSO: Neighborhood & Developmental Services (954-4156) – City permit may be necessary.
- Games Neighborhood & Developmental Services (954-4156) Electrical permit and fencing may be required.
- Generators Include Electrical Use Detail sheet with initial submission. Contact is Public Works at 365-7870.
- Music Special Sound Permit is required. That is obtained from the Special Event Office, 954-4165 #6
- Neighbor Notice Notify neighbors and its impact on them. To close street, also see Street Closure.
- Parade Neighborhood & Developmental Services (954-4156) – Right-of-way use permit required. **Special Events Office. - No items may be thrown by parade participants at any time.** City may allow items to be handed from walking parade participants to spectators provided a written description of the items and plan for distribution are furnished to and authorized by Special Events Office prior to approval of SER. Barricades are required, and you must also coordinate with Police Dept. (954-7016)

Parks To schedule use of city parks maintained by the County of Sarasota, contact Sarasota County Parks & Recreation Dept. at 861-5000. **You are responsible for reserving park with County and a rental agreement is required.** Also, obtain any City permits (e.g., tent, stage, electrical, etc.) and provide copy of County rental agreement when applying for such permits. If City services are required, other than permits, an SER *must* be submitted to City together with a copy of County rental agreement and full special event processing is required.

City parks/recreational facilities maintained by County:

- | | |
|---------------------------|--|
| Arlington Park | Fruitville Road Park |
| Avion Park | Gillespie Park |
| Bay Island Park | Indian Beach Park |
| Bayfront Community Center | Dr. Martin Luther King Jr. Park |
| Bird Key Park | Lawn Bowling Greens (adjacent to
(Municipal Auditorium)) |
| Causeway Park | Lido Beach |
| Centennial Park | A.B. Smith Park |
| Cohen Park | Newtown Community Center |
| Eastwood Park | |
| New Pass Fishing Piers | Sevilla Park |
| North Lido Beach | 35 th Street Park |
| North Water Tower Park | Ken Thompson Park (exclusive of
Leaseholds & subject to criteria) |
| Orange Avenue Park | Whitaker Gateway Park (NO rentals
or reservations at this park) |
| Payne Park | |
| Pioneer Park | |
| Saprito Pier | |

Port-O-Lets Rent from private contractor. Permit required from Environmental Health Div. Of County Health Dept., 1301 Cattlemen Road (378-6133). Return HRS Temporary Event Review Sheet directly to Env. Health Div. **Note: Sarasota County has specific requirements in parks for the number of portable toilets depending on the time and length of the event as well as expected attendance.**

Public Parking Lot Police Dept., Parking Management 954-7057 Obtain approval. Also contact the Special Events Office at 954-4165 #6

Pyrotechnics County Fire-Rescue (316-1124) – Permit required. Includes fireworks, flames, special effects, etc., whether indoors or outdoors. Provide insurance as listed above.

ROW Use Neighborhood & Developmental Services (954-4156) – Permit may be required. *No permanent markings may be made to any street, sidewalk, parking lot, sign, or other public area or public property.*

St. Armands Circle Contact Public Works (365-7870) to avoid damage to underground irrigation system. Park availability subject to use criteria. Street address is 433 St. Armands Circle. Also notify St. Armands Circle Assn. (Exec. Director: 388-1554).

Showmobile Sarasota County Parks and Recreation Dept. (316-1172). **You are responsible for reserving Showmobile with County, and a rental agreement is required.** Showmobile is approximately 44' long, including tongue. Useable stage area is 36' x 13'3" without extension and 36' x 21'6" with extension.

Signs/Banners Neighborhood & Developmental Services (954-4156) – Permit required. Neighborhood & Developmental Services may also need to issue a permit if placed along ROW. Utility poles may not be used for posts. Banners are NOT allowed across streets. **Stapling to trees is NOT allowed.**

The use of multiple banners must be approved by the Public Works Department (365-7870). The “Banner Installation Request Form” must be completed when using light poles and existing brackets.

Stages Neighborhood & Developmental Services (954-4156) – Permit required. (County Showmobile requires City permit in addition to County rental.)

Street Closure Neighborhood & Developmental Services (954-4156), Police Department (954-7016), and Public Works (365-7870)– Permit required. **Provide map as required above & M. O. T. (Maintenance of Traffic information i.e. detour plan)** to Neighborhood & Developmental Services for Neighborhood Notice of Street Closure/Special Event (Exhibit A) must be completed in addition to any City, County, or State right-of-way use forms. *Street closure and **diagram** must be attached to copy of **completed SER at time signatures are obtained from neighbors/businesses.*** Street closure form may be signed by property owner or sole tenant of building. Two-thirds (2/3) of neighbors/businesses must support closure request. *No permanent markings may be made to any street, sidewalk, parking lot, sign, or other public area or public property.* Construction activities are not special events.

Maintenance of Traffic (MOT): The work necessary to advise the public of changes to normal traffic flow, and to indicate planned detours and alternate routes to closed roads. References: Manual on Uniform Traffic Control Devices, Latest Edition (MUTCD), and Florida Department of Transportation – Index #600.

Street closure notices must be posted by the Special Event sponsor no later than 48 hours before the event in order to allow the towing of vehicles parked illegally in the Special Event zone. If posting does not occur in a timely way, the Police Department will be precluded from towing.

To close Pineapple Ave. adjacent to Five Points Park, also contact Golden Apple Dinner Theatre (Owner: 366-2646) AND Sarasota Opera (House Manager: 266-8450) to determine if either theatre has performances scheduled during event. If so, prior to submission of SER, make arrangements with theatre(s) to provide satisfactory ingress/egress for their patrons and show same on diagram.

For ALL street closures, you must also notify:

All closures within the City of Sarasota require 48 hour advance notice to the following agencies. Failure to submit notice will result in revocation of your right-of-way use permit.

Closure notification shall include:

- Name of party responsible for closure**
- Contact number for party representative**
- Dates and times of closure(s)**
- Names and boundaries of all roads closed**
- Reason for closures**

Organization to be contacted	Fax #	Phone #
City Neighborhood & Developmental Services	954-4178	954-4156
City Fire Department	861-5757	316-1201
City Parking Enforcement	364-8947	361-6410
City Police Department	364-7358	954-7010
City Public Works– Streets & Highways	365-0268	954-4198
City Public Works – Utilities	329-6160	955-2325
Sarasota Herald Tribune	361-4490	361-4410
Sarasota School Board Transportation	486-2148	486-2141
Sarasota County Area Transit (S.C.A.T.)	861-1033 Attn: Dispatchers	

County permit also required to close County maintained roads within City. Minimum 3 weeks processing time. Obtain forms from Supervisor of Engineering Services at County Transportation/ Engineering Office, 1301 Cattlemen Rd. (378-6190). County maintained roads within city include all or portions of DeSoto Rd.; Myrtle St.; Dr. Martin Luther King, Jr. Way; Bahia Vista St.; Webber St.; Siesta Dr. east of US 41; Shade Ave.; Tuttle Ave.; Lockwood Ridge; and Beneva Rd. Provide copy of County permit to Special Events Office

State permit also required to close State roads within City. Allow 6 weeks processing time. State roads within City include US 41; US 301; John Ringling Causeway, including St. Armands Circle, N. Boulevard of the Presidents, and John Ringling Pkwy. and Siesta Dr. west of Osprey Ave. Forms are available at City Police Dept., Special Services Div. (954-7016). Provide copy of approved State permit to Special Events Office.

Tables

Neighborhood & Developmental Services (954-4156) needs to approve/permit locations of tables on sidewalks and streets.

Tent/Shade Cover	Neighborhood & Developmental Services (954-4156) – <u>Permit may be required</u> . May not be anchored in or damage bricks or pavement of streets, sidewalks, parking lots, or parks. Provide location of all tables and chairs in tents.
Traffic Control	Police Dept., Special Services Div. (954-7016). Includes ALL off-duty personnel. Police Dept. determines number of officers needed. CSAs are at discretion of Police Dept.
Traffic Restriction	Neighborhood & Developmental Services (954-4156) – <u>Permit required</u> . May be allowed at City’s discretion for <u>very short-term restriction</u> of traffic lane (e.g., walk/run where no sidewalk available). ALSO: Police Dept. (954-7016) personnel required.
Trash Containers	Public Works (365-7870). If you will provide your own dumpsters or trash containers, indicate “ours” by the words “trash containers” on the SER.
Utility Poles	See “signs” and “electricity” if appropriate.
Vendors or Booths	Neighborhood & Developmental Services (954-4156) – <u>Permits may be required</u> for tents, electricity, etc. ALSO: Pursuant to Section 23-3.5 of the City Code, a list of vendors, including their locations, must be submitted in writing to the Public Works Director or his/her designee at least five (5) working days before event. Each vendor must affix a temporary vending permit (provided by the Special Event Office) in a clearly visible location. <i>Be sure to include several alternates on list of vendors as no changes may be made after event has been approved. Also indicate any electrical needs alternate vendors may have.</i>
	Note: Sponsor needs to assure food vendors are county and/or state licensed.
Walk/Run Race	Neighborhood & Developmental Services (954-4156) – Right-of-way <u>permit may be required</u> . Also coordinate with Police Dept. (954-7016).
Water Events	If all or a portion of event will occur on the water, contact Police Dept., Special Services Div. (954-7016). It may also be necessary to obtain US Coast Guard approval for water events.
Water/Sewer	Environmental Health Div. Of County Health Dept., 1301 Cattlemen Road (378-6133) – <u>Permit required</u> . Return HRS Temporary Event Review Sheet directly to Env. Health Div. Water must be tested and approved prior to event. Bottled water may be required if water source does not meet standards. Also, if a temporary hard pipeline is needed, a <u>permit is required</u> from Neighborhood & Developmental Services (954-4156). If city water is needed, a meter must be obtained from Utility Billing Office in the Public Works Department (365-6102).

CITY SERVICES FEES*

<u>BUILDING:</u> Tents over 10 X 10 Feet:		
1 st Tent (\$75.00 Bldg. Dept & \$25.00 Zoning Dept.)		100.00
Additional Tents		10.00
Bleachers, Stages, Games, Banners, etc. Inspections		80.00
(2 Hour Minimum--\$40.00 per Hour Weekends, Holidays & After Hours Inspections)		
R. O. W. Permit—Sidewalk/Street Closure		50.00
Temporary Valet Permit (2 Days)		50.00
<u>RISK MANAGEMENT:</u> Insurance Certificate Review		No Charge
<u>POLICE:</u> Estimate to be provided by Police Department.		TBD
Police services and costs will be decided on an individual basis once the event is evaluated.		
 <u>PUBLIC WORKS:</u>		
Trash Containers-Each, per day, per dump		30.00
Additional Trash Dumps - per container		30.00
EVO Truck (Garbage Truck – per hour		55.00
Dumpster (Temporary:		
4 yard with one pickup		182.57
additional pickups		117.58
6 yard with one pickup		223.58
additional pickups		158.59
8 yard with one pickup		261.63
additional pickups		196.64
Spray for Ants-per event area		40.00
Labor: City Staffing of Event -per employee, per hour		35.00
Labor: Supervisor-per employee, per hour		60.00
Electrical Service - turn on/off only		180.00
Electric Use-City Where Available - includes two hours electrician during event setup and 1to 20 poles		200.00
Electric: Large Events could incur additional usage costs		
Electric Sub Panel Setup		25.00
Electrician: On-sight-per employee, per hour (2 Hr. Min.)		45.00
 Equipment in use during event: per hour		 25.00
Late Processing Fee (less than 90 days prior to event)		100.00
Change Order/		25.00
Cancellation Fee – 60 to 31 days prior to event		100.00
Cancellation Fee – 30 days or less prior to event		50% of Usage fee
Security Deposit = 150% of Public Works Fees or a minimum of		500.00

PLEASE NOTE:

- Barricades, Traffic Cones, Message & Arrow Boards are the responsibility of the Sponsor.
- Electrical cords, adaptors, accessories, etc. are the responsibility of the Sponsor.
- Emergency call out of City of Sarasota personnel - \$200 minimum
- The type and amount of Public Works services required for a special event will be decided on an individual basis once each event is evaluated by City Staff.

* Fees are subject to change without notice.

Updated November 2010



SPECIAL EVENT REQUEST

Please type or print clearly, use black or blue ink, and fill in all blanks. Attach additional sheets if more space is needed.
Also, attach a detailed diagram of event, using plain 8 1/2" x 11" paper & show all activities.

Name of Event: _____ Attach Detailed Diagram

Day (s) Date(s) of Event: _____

Event Time(s) *Begin Set Up:* _____ *Teardown Completed:* _____

Operating Time: *From:* _____ *To:* _____

Event Address/Boundaries: _____

*Street to be Closed: (attach Ex. A) _____

From: *Cross Street:* _____ *To:* *Cross Street:* _____

Time of Closure: *From:* _____ *To:* _____

Estimated Attendance: _____

Sponsor of Event: _____ Phone: _____

Sponsor Address: _____ Fax: _____

Street/City/State/Zip

Contact Person: _____ Phone _____

Contact Person Address _____ Fax _____

& E-mail Address _____

Street/City/State/Zip

On-site Contact Person: _____ On-Site Phone: _____

1.) Not-for-Profit Articles of Incorporation & IRS 501(c) 3 certificate must accompany application, 2.) A "Compliance Certificate" from the Dept. of Agriculture & Consumer Services must accompany application when City Services & Public Space is donated free of charge.

Will the following items be dispensed/activities take place?

	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
• Food or Beverages	<input type="checkbox"/>	<input type="checkbox"/>	• Parade	<input type="checkbox"/>	<input type="checkbox"/>	• Games	<input type="checkbox"/>	<input type="checkbox"/>
• Alcohol	<input type="checkbox"/>	<input type="checkbox"/>	• Walk-A-Thon / Run	<input type="checkbox"/>	<input type="checkbox"/>	• Pyrotechnic Display	<input type="checkbox"/>	<input type="checkbox"/>
• Vendors or Booths	<input type="checkbox"/>	<input type="checkbox"/>	• Music (Live / Recorded)	<input type="checkbox"/>	<input type="checkbox"/>	• Valet : _____	<input type="checkbox"/>	<input type="checkbox"/>
• Private Security	<input type="checkbox"/>	<input type="checkbox"/>	• Dancing	<input type="checkbox"/>	<input type="checkbox"/>			

Will the following be required?

	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
• Street Closure * with M.O.T.	<input type="checkbox"/>	<input type="checkbox"/>	• Electricity	<input type="checkbox"/>	<input type="checkbox"/>	• EMS (Paramedics)**	<input type="checkbox"/>	<input type="checkbox"/>
• Traffic Restriction (Walks/Runs)	<input type="checkbox"/>	<input type="checkbox"/>	• Generators**	<input type="checkbox"/>	<input type="checkbox"/>	• Fire Protection (Truck)**	<input type="checkbox"/>	<input type="checkbox"/>
• Sidewalk / Other R.O.W.	<input type="checkbox"/>	<input type="checkbox"/>	• Bleachers**	<input type="checkbox"/>	<input type="checkbox"/>	• Port-O-Lets**	<input type="checkbox"/>	<input type="checkbox"/>
• Barricades	<input type="checkbox"/>	<input type="checkbox"/>	• Stage Size** _____	<input type="checkbox"/>	<input type="checkbox"/>	• If no, will rest rooms be provided?	<input type="checkbox"/>	<input type="checkbox"/>
• Trash Containers	<input type="checkbox"/>	<input type="checkbox"/>	• Cooking Equipment,**	<input type="checkbox"/>	<input type="checkbox"/>	• Water/Sewer	<input type="checkbox"/>	<input type="checkbox"/>
• Tent Size** _____	<input type="checkbox"/>	<input type="checkbox"/>	• Related Fires**	<input type="checkbox"/>	<input type="checkbox"/>	• Public Parking Lot	<input type="checkbox"/>	<input type="checkbox"/>
• Signs, Posters, Banners**	<input type="checkbox"/>	<input type="checkbox"/>	• Traffic Control	<input type="checkbox"/>	<input type="checkbox"/>	• Other: <u>Ant Treatment</u>	<input type="checkbox"/>	<input type="checkbox"/>
• Tables**	<input type="checkbox"/>	<input type="checkbox"/>	• Crowd Control	<input type="checkbox"/>	<input type="checkbox"/>			

*Neighborhood Notice (Exhibit A) must be attached.

** These items are not provided by the City.



SPECIAL SOUND PERMIT

Name of Event: _____

Date (s) of Event: _____

Event Time *From:* _____ *To:* _____

Location of Event: _____

Name of Applicant: _____ *Phone:* _____

Contact Person _____ *Phone :* _____
(If different from applicant)

On-site Contact Person _____ *Phone :* _____
(If different from applicant)

Please Complete the Information on the Reverse Side of this Form & Sign Before Submitting

Approved:

Approved with Conditions:

Sponsor agrees to reduce sound levels if a complaint is received.

Denied with Reasons for Denial:

Todd Kucharski , General Manager
Deborah Perez, Auditorium Manager

_____ Date

1. Explain the nature of event & importance to general community.

2. Explain the potential benefit to City or general public.

3. Size of event (Estimated Attendance).

4. Explain how granting the sound permit will not be contrary to public health, safety, and welfare of residents & establishments or neighborhoods.

5. Would granting of a sound permit be appropriate & compatible to the existing uses of the contiguous & surrounding properties?

6. Will granting of a sound permit establish a precedent of or encourage more incompatible uses in the surrounding area?

7. Explain how the enforcement of Chapter 20 pertaining to sound without the sound permit would create an undue hardship on you because of the unique circumstances particular to this event.

8. What sound attenuation methods will you use to lessen the potentially adverse impact associated with the grant of the sound permit?

Applicant Signature

Title

Date

Special Event Electrical Use Detail

This form is for information only.
It is NOT an electrical permit application.

Date of Event: _____

Name of Event: _____

Sponsor of Event: _____

Description of Electrical Equipment (Lights, sound equipment, coffee pot, etc.) Use additional sheet if needed.	Power Source	Voltage Requirement	Phase Requirement	Current Requirement

After you submit your Special Event Request, follow these steps to have the power turned on for your event:

1. Contact Public Works Department at 365-7870 to determine if power is available from a City-owned or a Florida Power & Light (FPL) source. Then follow the steps in 2 or 3 depending on the power source.
2. **If power is from a City-owned source**, you or your electrical contractor need to obtain an electrical permit from the Public Works Dept. (365-7870) and schedule a walk-through inspection prior to your event (to determine amount of voltage needed). You also need to provide Public Works with the date(s) and times(s) you need power turned on and off - main power switch will be locked unless you do this. Provide detailed list of vendors requiring electrical services, their locations, and type of appliance (brand, model voltage current, and wattage) requiring power. Vendors are to supply their own UL approved commercial rated extension cords and assure they are installed and maintained so as not to create safety/trip hazards.

If power is available from an FPL-owned source, call FPL Customer Service (917-0708 & select the extension for a commercial account) to arrange for a deposit and provide FPL with billing information, advise FPL if there is an existing meter on the power pole, and give FPL date(s) and time(s) to turn power on and off. You or your electrical contractor also must obtain an electrical permit from the Building Dept. (954-4156) and schedule an inspection prior to your event. The Building Dept. will notify FPL when the inspection has been completed.



Insurance Requirements for Special Events or Filming

The City of Sarasota requires copies of the Declaration Page and Special Endorsement and an original Certificate of Insurance as follows: (*provide to City at least 90 days prior to event*)

MINIMUMS:

1. General Liability: \$ 1,000,000 each occurrence (required for all events)
 \$ 2,000,000 general aggregate (required for all events)
2. Property Damage: \$ 100,000 per occurrence (required for all events)
3. Alcohol Coverage: \$ 1,000,000 per occurrence (if alcohol is served or made available)
4. Pyrotechnic Coverage: \$ 1,000,000 per occurrence (if any pyrotechnics are involved)
5. Description of Operations:
 - a. Specific Name of Event or Type of Activity (i.e., Earth Day, Walk America, etc.).
 - b. Date(s) of Event (include rain date(s), if any).
 - c. Location of Event (i.e., Bayfront Park; 1565 First Street; 1400 block of Main Street; etc.).

NOTE: For parades/walks/runs, location is not essential, but is desirable - a general location may be used for these types of events (i.e., downtown, Lido Key, from Van Wezel to Lido Pavilion, 1300 through 1800 blocks of Main Street, etc.).

- d. "City of Sarasota" named as "Additional Insured."
 - e. If the named insured is not the sponsor, the sponsor should also be listed as an "Additional Insured."
 - f. For Bayfront or Island Park events, "Jack Graham, Inc." and O'Leary Coastal Rentals, Inc., to be named as "Additional Insured" in addition to the City.
6. Certificate Holder listed as:

City of Sarasota
C/O Special Event Office
1565 First Street
Sarasota, FL 34236

NOTE: Insurance documents may be faxed to Special Event Office at (941) 366-7761. Originals must be received by City Special Event Office at 801 N. Tamiami Trail, Sarasota, FL 34236 prior to submission of Special Event Approval Checklist.



Neighborhood Notice of **Street Closure**/Special Event

Date & Name of Event: _____

Street Closed & Times: _____

Sponsor Name & Phone _____

Sponsor must contact neighbors/businesses who will be affected by street closure/special event and attempt to secure their agreement.
(Do not use this form for construction activities)

To Neighbors/Businesses:
Do NOT sign this form unless a completed Special Event Request and a detailed diagram are attached.

Please use black or blue ink, **print or type**, indicate agreement, date, and sign. Comments are optional.

Agreement
(Check Yes or No)

Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date	E-mail Address
Address	Phone		Signature: Owner, Manager, or Agent in Charge	
Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date	E-Mail Address
Address	Phone		Signature: Owner, Manager, or Agent in Charge	
Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date	E-mail Address
Address	Phone		Signature: Owner, Manager, or Agent in Charge	
Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date	E-Mail Address
Address	Phone		Signature: Owner, Manager, or Agent in Charge	
Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date	E-mail Address
Address	Phone		Signature: Owner, Manager, or Agent in Charge	

Total # Neighbors Affected _____

Total # Yes _____

Total # No _____



**ATTACHMENT G
Agreement to Provide for Recycling at City Permitted Events**

The City of Sarasota is proud of our efforts to reduce waste and increase recycling within our City limits. This form provides a compliance agreement, instruction, and explanation of the mandatory recycling program that should be adhered to for all events. All entities who apply for event permits must adhere to the recycling ordinance and proper waste disposal methods. For more information on event recycling and recycling education please visit www.sarasotagreencity.com under waste reduction and recycling. It is essential that the following items are recycled at events that take place within the City of Sarasota;

Plastic Containers:	Fibers:
#1 through #7 Plastic & Containers Steel - Food & Beverage Cans Aluminum - Food & Beverage Cans Glass - Brown, Green and Clear Jars & Bottles Metal Cans & Jar Lids Milk & Juice Cartons	Mail Office Paper Corrugated Cardboard (Flattened) Boxboard/Chipboard Newspapers & Inserts Catalogs & Magazines White or Color Printed paper Brown Paper Bags

Under Ordinance 94-3786 Section 16-17 (c) Commercial users are required to recycle by source separation and must develop a plan for recycling. The Commercial user must contract with a private hauler for the service. A table of contacts for commercial vendors may be found at www.sarasotagreencity.com and are located under commercial recycling.

By signing this agreement the applicant for event permit agrees to adhere to City ordinance 94-3786.

Applicant name _____ Title _____

Signature: _____

Contact Phone: _____ Date: _____

Witness: _____

Yes, by signing this agreement I agree to adhere to ordinance 94-3786 and agree to provide a copy of the recycling contract.

Failure to provide proof of contract for recycling service may result in a denial of permit for the event.

Please direct concerns to Alison Albee, Environmental Services at 941-365-2200 x.6317.

cc: Alison Albee, Public Works, Toni Welicki, Special Events

Request to Add Calendar Item (Event within City Limits)

Use this form to request the City of Sarasota, put a new calendar item onto our Community Event Calendar. (Note, we reserve the right to reject or edit submissions to the community calendar.) FAX completed forms to 941-954-4113. You can also submit requests via the web at <http://www.egovlink.com/sarasota/action.asp?actionid=7401>.

***Information is required.**

Contact Information:

* First Name:

* Last Name:

Business Name:

* Email:

* Daytime Phone: () -

* Address:

City:

State:

ZIP:

*** What is a short description of the event?**

*** What is the Month of the event?**

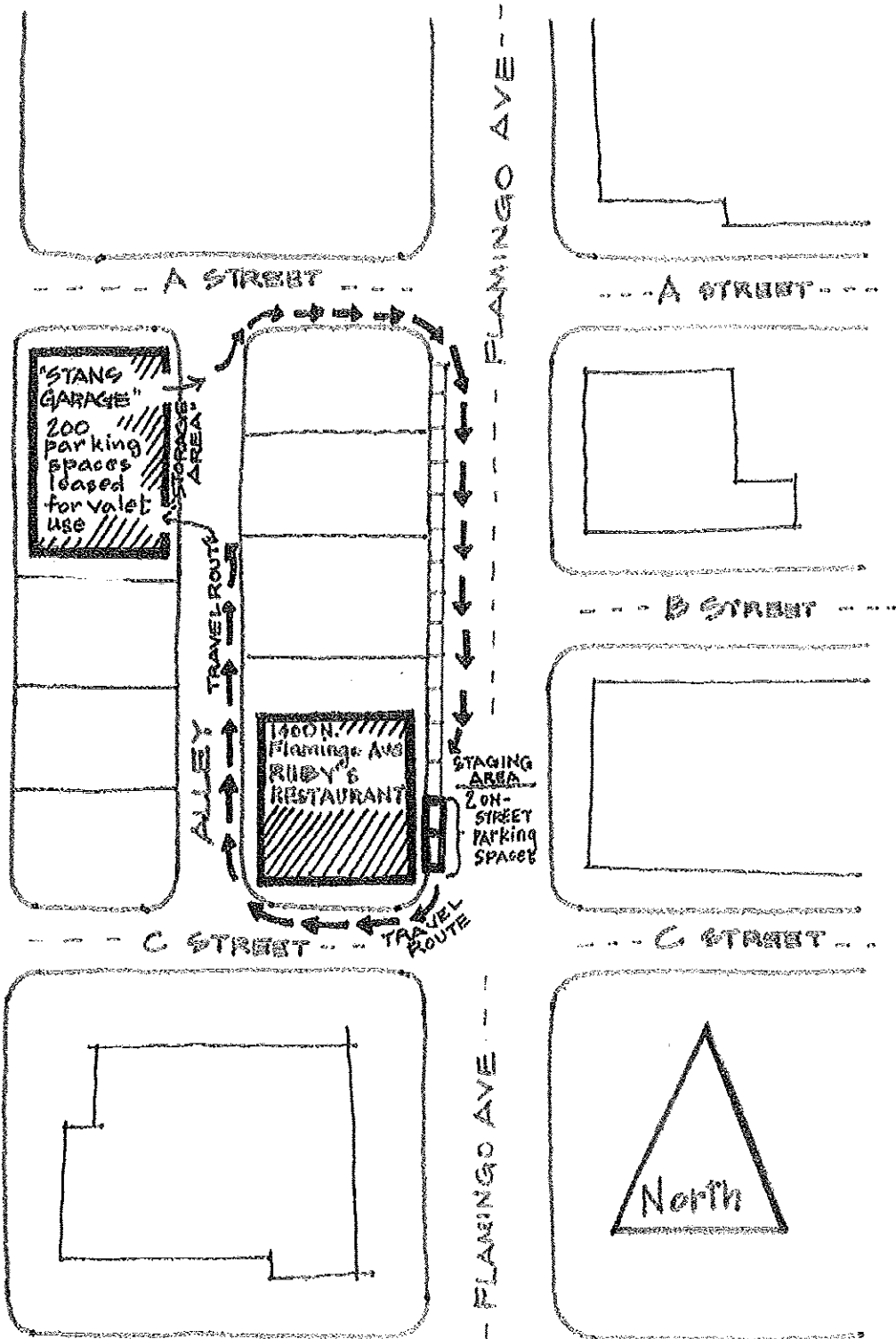
*** What is the date of the event?**

What are the details of the event? Please provide Time, Location, Duration, who to contact with questions, and any other pertinent information.

Valet Parking Plan

Applicant: "Parking Plan Diagram" must be legible, include a north arrow and all street names and business names as needed. For your convenience, an example Parking Plan is shown below.

Example of a Parking Plan showing Staging Area, Storage Area and Travel Route



INDEMNIFICATION AGREEMENT

City Code Sec. 33-122(b)(6) e.

By obtaining this license and by signing this indemnification agreement, the Valet Licensee is agreeing to indemnify the City of Sarasota from any liability arising from the operation of a valet service. The Valet Licensee shall indemnify and hold harmless the City, and its agents and employees, against all claims, liabilities, loss, injury, death or damage whatsoever, including but not limited to attorney fees, which may be suffered or sustained by any person whatsoever, arising from the operation of a valet service. The parties acknowledge that the privilege of operating a valet service within the City of Sarasota shall be deemed sufficient consideration for this indemnification.

Valet Licensee

Date



Special Event Approval Checklist

NOTE TO SPONSOR:

This form must be signed by an *authorized* Special Events Coordinator in each department indicated AND returned to the Special Event Office at least **65 days prior to event.** *****Attach copies of approved insurance and all permits*****

Event Date(s) _____

Event & Sponsor _____

<u>Department</u>	<u>PHONE</u> <u>FIRST</u>	<u>Approved</u> <u>Yes</u> <u>No</u>	<u>Date</u>	<u>Authorized Signature</u> Call before you go.
<input type="checkbox"/> Larry Murphy Building (Tent Permits) 3rd Fl., City Hall Annex	954-4126	<input type="checkbox"/> <input type="checkbox"/>	_____	_____
<input type="checkbox"/> Zvonko Smlatic (R.O.W. & Valet Parking Permits) 2 nd Fl., City Hall Annex	365-2200 Ext. 4375	<input type="checkbox"/> <input type="checkbox"/>	_____	_____
<input type="checkbox"/> Capt. Jeff Karr Police (Traffic/Public Safety) 2050 Ringling Blvd.	954-7016 364-7357	<input type="checkbox"/> <input type="checkbox"/> FX	_____	_____
<input type="checkbox"/> Toni Welicki Public Works (Trash & 801 N. Tamiami Electric)	954-4165 366-7761	<input type="checkbox"/> <input type="checkbox"/> FX	_____	_____
<input type="checkbox"/> Maggie Sumney (Insurance) Risk Management Rm. 202, 111 S. Orange Ave.	951-3666 951-3655	<input type="checkbox"/> <input type="checkbox"/> FX	_____	_____
<input type="checkbox"/> Charmaine McVicker Van Wezel 777 N. Tamiami Tr.	955-7676	<input type="checkbox"/> <input type="checkbox"/>	_____	_____
<input type="checkbox"/> Municipal Auditorium 801 N. Tamiami Tr.	954-4165	<input type="checkbox"/> <input type="checkbox"/>	_____	_____
<input type="checkbox"/> County Fire-Rescue 2070 Waldemere St. 34239	861-2260 361-6046	<input type="checkbox"/> <input type="checkbox"/> FX	_____	Captain Susan Pearson
<input type="checkbox"/> Payne Park 2050 Adams Lane			_____	Assigned by Special Event Office.
<input type="checkbox"/> Fire <u>Marshall</u> _____ _____	316-1215 373-7566	<input type="checkbox"/> <input type="checkbox"/> FX	_____	Rick Fulwider— 1K Attendance Signature Needed.