

WINTER HAVEN

The Chain of Lakes City

City of Winter Haven

Special Event Permit Information

Thank you for your interest in holding a special event in the City of Winter Haven. The City of Winter Haven recognizes the value special events have to organizations and the citizenry and is committed to supporting quality community events. City staff will review applications within two weeks of receipt unless otherwise stated. Applications will receive a designation of 'approved', 'conditionally approved' pending receipt of additional information, or 'denied'. Failure to supply requested additional information will result in denial of application. Please note that events which by size or nature may create a nuisance impact to surrounding properties or roadways may not be permitted.

Below are a few items that will help expedite the application process:

1. Attach a map clearly showing requested road closures. This **must** be provided for City staff to review.
2. Attach a site plan of the event layout showing where tents, activities, cooking, vendors, electrical needs, etc... will be located. This **must** be provided to ensure all your electrical needs are met, safety and facility concerns can be addressed and that logistically everything works.
3. Answer every question on the application. If it is not applicable to your event, please note that with an N/A. If this is an event that previously took place, please **do not** indicate 'same as last year'. City staff may not be the same and/or what City staff has on file may not be the same.
4. Fees specific to the special event may be assessed for various items including, but not limited to City staff, materials and facility use. All fees are due at least 14 days prior to the event. Event organizers will be responsible to pay all expenses including reimbursement for damage or any extraordinary clean-up cost following the event.
5. The City of Winter Haven may require certain City provided services to ensure the safety of facilities and the safety of participants. The City will determine the number of extra-duty police officers necessary. Paperwork and payment for these services will be the responsibility of the event organizer and must be completed no less than 14 days prior to event to save paying additional costs and ensure the ability to schedule officers. All arrangements following application approval will be made directly between you and the Police Department. To make officer arrangements, contact the WHPD at 291-5734.
6. Use of any facility is subject to all applicable rules, regulations, and laws governing that facility.

Items required for submission

Special event permit application completed in its entirety including signatures.

Legible site plan for event location including parking, traffic flow, location of signage, tents, staging, sanitary facilities, generators, appliances, fences, pyrotechnic materials, emergency access routes, etc.

Non-refundable \$35 application fee.

Certification of State of Florida not-for-profit status (if applicable).

If the event is to benefit a charitable organization, an official letter of acknowledgement from the charitable organization stating the percentage of the proceeds of the special event that will occur on their behalf is required.

Vendor information such as contact persons, phone numbers, address, etc.

Site Plan Requirements

The required legible site plan must contain all of the following information:

- Tents and canopies
- Portable restrooms
- Dumpsters and trash receptacles
- Stages
- Mechanical rides, bounce houses, similar equipment
- Cooking appliances
- Fencing
- Size, character and location of signage
- Location and types of live animals

Contact information for events:

Leisure Services – Special Events	863-291-5656
Leisure Services – Facility Rentals Chain O’ Lakes Complex and Downtown Parks	863-291-5656
Winter Haven Recreational and Cultural Center	863-291-5675
Winter Haven Senior Adult Center	863-291-5870
Public Services - Solid Waste	863-291-5756
- Streets	863-291-5852
WH Police Department –Scheduling extra-duty officers	863-291-5734
WH Fire Department	863-291-5677
Code Enforcement	863-298-7802
Planning	863-291-5600



The Chain of Lakes City

Special Event Application

City of Winter Haven-Leisure Services Division
210 Cypress Gardens Blvd., Winter Haven, FL 33881
Phone: 863-291-5656 Fax: 863-291-5660
specialevents@mywinterhaven.com

Date Received: _____

Permit No.: _____

Completed event application with all necessary attachments is required a minimum of 45 days prior to actual event.

Event Categories – Check all that apply:

- Fundraiser
Church, Concert, Entertainment
Bike, Run, Walk or other race
Private Party
Festival or Market
Art, Craft, Antique Show
Parade
Fireworks or Fires
Boat, Car, Motorcycle show
Other (explain)

PLEASE PRINT LEGIBLY

Title of event: _____

Location Name and Address of event: _____

Individual/Organization name: _____

Individual/Organization address: _____

Individual/Organization phone number: _____

Primary Contact Person: _____ Email Address _____

Phone Number: Daytime: _____ Cell: _____ Fax: _____

Position with organization: _____

Event Description: _____

Are you a Charitable/Non-profit organization? If yes, Florida State tax exempt #: _____

A copy of current 501 (c)(3) certificate must be submitted with application if requesting co-sponsorship.

Table with 4 columns: Event Date, Set Up Time, Actual Event Time, Take Down Time. Includes rows for event scheduling details.

1. **Anticipated Attendance** – both participants and spectators: _____
2. **Streets/Traffic** – Will any street or sidewalk be closed: _____ If yes, please specify roads and sidewalks (a map must be attached) _____

3. **Tents/Canopies** – Will tents or canopies be used? _____ If yes, what dimensions and attach a site plan showing location all tents? _____

***Tent stakes will not be permitted for use in areas where irrigation is located or on any road or sidewalk. All tents in these areas must be secured using a weight system.**

4. **Amplified Music** – Will there be amplified music or entertainment? _____ If yes, please describe entertainment and attach a list of scheduled times of performances: _____

5. **Electricity** – Will event require use of City electricity? _____ 110V or _____ 220V If yes, attach a site plan showing location of requested electrical outlet use.

6. **Food/Cooking** – Will food be cooked? _____ catered? _____ onsite during event? Indicate on site plan location of vendors. What cooking equipment will be used? _____

***Proper disposal of grease and refuse is required by event organizer. If it is found a vendor is disposing of waste improperly, the City may take steps to prevent further participation of the vendor.**

7. **Alcoholic Beverages** – Will alcoholic beverages be sold? _____ or consumed _____ on public property? Please check one or both. If yes, a letter of request must be attached to application making the request. A response to this request will be sent by the Community Services Department Director. Presence of alcohol may require payment for extra-duty police officers and proper permits and licenses are required.

8. **Refuse Removal/Sanitary Facilities** – Will temporary sanitary facilities be provided? _____ If yes, indicate location on site plan. Are additional dumpsters or trash receptacles requested? If yes, indicate amount _____ and indicate location on site plan.

9. **Banners/Signs** – Will exterior banners, balloons, signs or other type of advertising and directional techniques be used on event site? If yes, please describe:

10. **Fundraising** – Will this be a fundraising event? _____ If yes, please provide a copy of last years' IRS 990 form. Organization (s) benefiting from event proceeds: _____

***Must provide the Leisure Services Division a Fundraising Financial Report within 60 days after the event.**

11. **Fire/Fireworks** - Will fireworks or fire be used? _____ If yes, please describe: _____

12. **Amusement Rides/Inflatables** - Will amusement rides or inflatables be used? _____ If yes, please note location on site plan and describe type and power sources for use: _____

13. **Equipment Request:** Please indicate number of each:

_____ Event Trailer – includes 100 chairs and 20 tables	_____ PA system
_____ Cones	_____ Barricades
_____ Stage	

Upon approval, the following may be required:

- Proof of Liability Insurance with the City of Winter Haven named additionally insured.
- Building Permit
- Tent Permit
- Department of Transportation road closure
- Alcohol Permit

Printed name of Authorized Applicant Representative

Date

Signature of Authorized Representative

AGREEMENT TO ASSUME FINANCIAL RESPONSIBILTY FOR INJURY OR DAMAGE

Event Sponsor: _____

Name of Event: _____ Date of Event: _____

The Sponsor (hereinafter referred to as "the Permittee"), shall indemnify and hold harmless the City of Winter Haven (hereinafter referred to as "the City") and all of its officers, agents and employees from any claim, loss, damage, cost, charge or expense arising out of any acts, actions, neglects or omission by the Permittee, its agents, employees or subcontractors during the performance of the permitted event, whether direct or indirect, and whether to any person or property to which the City of said parties may be subject, except that neither the Permittee nor any of its agents, employees or subcontractors will be liable under this agreement for damages arising out of the injury or damage to persons or property directly caused or resulting from the SOLE negligence of the City or any of its officers, agents or employees.

Permittee's obligation to indemnify, defend and pay for the defense or at the City's option, to participate and associate with the City in the defense and trial of any damage claim or suit and any related settlement, negotiations, shall be initiated by the City's notice of claim for indemnification to Permittee. Permittee's inability to evaluate liability or its evaluation of liability shall not excuse Permittee's duty to defend and indemnify within seven days after such notice by the City is provided by registered mail. Only in adjudication or judgment after highest appeal is exhausted specifically finding the City SOLELY negligent, shall the City excuse performance of this provision by Permittee. Permittee shall pay all costs and fees related to this obligation and its enforcement by the City. City's failure to notify Permittee of a claim shall not release Permittee of the above duty to defend.

Nothing herein is intended to act as a waiver of the City's sovereign immunity and/or the limits of liability set forth in §768.28 of the Florida Statutes regardless of whether any such obligations are based on tort, contract, statute, strict liability, and negligence, product liability or otherwise.

It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the City's right, title and interest in the land to be entered upon and used by the Permittee, and the Permittee will, at all times, assume all risk of and indemnify, defend, and save harmless the City from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise or attempted exercises by said Permittee of the aforesaid rights and privileges.

During the event, the Permittee shall observe all safety regulations of the City, and the Permittee shall take measures to ensure the safety of the public.

In case of non-compliance with the City's requirements in effect as of the approved date of the permit resulting from this agreement, said permit is void.

Authorized Representative of Sponsor

Date

STATE OF FLORIDA
COUNTY OF POLK

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____ who is personally known to me and who did _____ did not _____ take an oath.

Notary Public

Printed Name