



City of Alachua Special Event Permit Application

FOR OFFICE USE ONLY

- Approved
- Approved with conditions listed below
- Denied

Upon completion of the Special Event Information Form, Planning Staff will discuss the applicability of the Special Event Permit Application with you. If the Special Event Permit Application is applicable for your event, you must provide all information which applies to your event in order for your application to be considered complete. Incomplete applications will not be accepted.

A. PROCESS

1. Contact the City of Alachua prior to planning your special event to determine whether the proposed special event is consistent with the Comprehensive Plan and Land Development Regulations (LDRs), any other applicable regulations, and to discuss any City services which may be required to serve your event.
2. Submit this application and a completed Special Event Information Form to Planning & Community Development Department a minimum of thirty (30) calendar days prior to the commencement of the special event.

B. SPECIAL EVENT INFORMATION FORM

Attach completed Special Event Information Form, which has been reviewed by Planning Staff, to the front of this application.

C. EVENT SPECIFICATIONS

EVENT NAME: _____

1. Will an admission fee be charged for participants: Yes No
If yes, amount: \$ _____
2. Will an admission fee be charged for spectators: Yes No
If yes, amount: \$ _____
3. Will an activity fee be charged: Yes No
If yes, amount: \$ _____
If yes, list all activities with charge: _____
- 4a. Will parking be provided on-site or off-site: On-Site Off-Site
- 4b. If parking is off-site, where will it be provided? _____
- 4c. List location and number of handicapped parking spaces provided (indicate handicapped parking on site plan): _____

- 4d. Will a fee be charged for parking: Yes No
If yes, amount: \$ _____
- 5a. Number of restroom facilities provided: _____
- 5b. Number of restroom facilities for each gender: Men: _____ Women: _____ Unisex: _____
- 5c. Type of restroom facilities: Permanent Portable
If portable, company providing facilities: _____
- 5d. Number of restroom facilities which are handicap-accessible: _____
- 6a. Will first aid be provided on-site: Yes No
If yes, who will provide service: _____
- 6b. Will ambulatory be services located on-site: Yes No
- 6c. Describe placement of any and all first aid stations and/or vehicles: _____

7. Will event utilize tents: Yes No
If yes*: Number: _____
Dimensions: _____

8. Will banners be utilized: Yes No
 If yes*: Number: _____
 Dimensions: _____
- * A permit may be required for any tent(s) and/or banner(s). Discuss permitting requirements with the Planning & Community Development Department.
9. Will any stages be utilized for the event: Yes No
 If yes, provide stage dimensions (indicate location on site plan): _____
10. Will any inflatable, climbing walls, game tables, children's activities, or similar devices be utilized? Yes No
 If yes, describe the device (and indicate location on site plan): _____
-
- 11a. Will event include vendors and/or concessionaires: Yes No
 If yes, type of vendors (check all that apply below):
 Arts/Crafts Food Exhibits
 Other (list all others): _____
- 11b. Will electrical service be required for vendors: Yes No
- 11c. Will water service be required for vendors: Yes No
- 11d. Will vendors use electrical generators: Yes No
 If yes, total number of generators: _____
- 12a. Will food and/or non-alcoholic beverages be sold/served: Yes No
 If yes, who will sell/serve food/beverages (caterer, event staff, vendors, etc.): _____
 If caterers are serving food/beverages, provide DBPR license number(s): _____
- 12b. Will alcoholic beverages be sold/served*: Yes No
 *If yes, you must receive approval and attach a copy of license obtained from DBPR prior to submitting this application. **NOTE:** Alcoholic beverages are prohibited if the special event is proposed at a publicly owned park or recreation area, on any public school property, on any municipally owned and operated recreation area, on any public street, thoroughfare, sidewalk, or on any public parking facilities.
13. Will the event require trash receptacles: Yes No
14. Will there be any entertainment: Yes No
 If yes, what type (check all that apply):
 Live Music Dance (No Music)
 Pre-Recorded Audio Other: _____
 If event includes live music or any audio, will amplification be utilized:
 Yes No
15. Will the event include pyrotechnics: Yes No
16. Will the event include a parade*: Yes No
 *If yes, a map indicating the pre-staging area, route, and post-staging area must be provided.
 If yes, will there be a viewing stand: Yes No
 If yes, will there be an announcer: Yes No
 If yes, indicate setup time, start time, and end time: _____
17. Will the event require closure of a street(s)*: Yes No
 If yes: Street to be Closed Time of Closure Time of Re-Opening

D. STANDARDS FOR SPECIAL EVENTS

Initial each of the following requirements of Section 4.6.3 of the Land Development Regulations to indicate your understanding and acceptance of these requirements:

- (A) _____ That this application does not contain intentionally false or materially misleading information.
- (B) _____ That the special event will not create an unreasonable risk of significant:
 - (1) Damage to public or private property, beyond normal wear and tear.
 - (2) Injury to persons.
 - (3) Public or private disturbances or nuisances.
 - (4) Unsafe impediments or distractions to, or congestion of, vehicular or pedestrian travel.
 - (5) Additional and impracticable or unduly burdensome police, fire, trash removal, maintenance, or other public service demands.
 - (6) Other adverse effects upon the public health, safety, or welfare.
- (C) _____ That the special event will not be of such a nature, size, or duration that the particular location requested cannot reasonably accommodate the event.
- (D) _____ That the special event will be at a time and location that has not already been permitted or reserved for other activities.

E. ADDITIONAL REQUIREMENTS/INFORMATION

- a. **Site Plan.** You must attach a detailed site plan to your application which indicates, at a minimum, the location of all venues, exhibits, activities, equipment, trash receptacles, restrooms, closed streets, staging, food and beverage sales locations, alcoholic beverage sales locations, etc. The site plan must also notate the adjacent streets. If the special event includes a parade, you must attach a map indicating the parade pre-staging area, route, and post-staging area, and note which roads will require closure. Any event which affects a state road (US Hwy 441, SR 235, SR 241) must apply and receive applicable permitting from the Florida Department of Transportation (FDOT), and event which affect a county road (CR 235, CR 235A, CR 241, CR 25A) must apply and receive applicable permitting from Alachua County Public Works.
- b. **Insurance Requirements.** You must obtain General Liability Insurance for all events. The insurance minimum is \$1,000,000 per occurrence, and must list the City of Alachua, its elected officials, appointed officers, and employees as an additional insured for the date(s) of the event. All events involving the sale and/or consumption of alcohol must obtain Alcohol Liability Insurance in the amount of \$500,000 at a minimum. The certificate holder must be listed as City of Alachua, 15100 NW 142nd Terrace, Alachua, FL 32615. All food vendors and caterers and vendors of inflatables, climbing walls, game tables, and similar devices must provide a copy of their current General Liability Insurance Certificate.
- c. **Indemnification & Hold Harmless Agreement.** All applicants must provide a completed Indemnification and Hold Harmless Agreement.
- d. **Additional Terms.** The City reserves the right to revoke any permit granted for any activity which is found to be in violation of any law, ordinance, or condition of approval.
- e. **Conditions of Approval.** In approving a special event, the LDR Administrator is authorized to impose such conditions upon the premises benefited by the permit as may be necessary to reduce or minimize any potential adverse impacts upon other property in the area, as long as the condition relates to a situation created or aggravated by the proposed special event. The LDR Administrator is authorized, where appropriate, to require: provision of temporary parking facilities, including vehicular access and egress; control of nuisance factors, such as but not limited to, the prevention of glare or direct illumination of adjacent properties, noise, vibrations, smoke, dust, dirt, odors, gases, and heat; regulation of temporary buildings, structures, and facilities, including placement, height and size, location of equipment and open spaces, including buffer areas and other yards, provision of sanitary and medical facilities; provision of solid waste collection and disposal; provision of security and safety measures; use of an alternative location or

date for the proposed temporary use; modification or elimination of certain proposed activities; regulation of operating hours and days, including the limitation of the duration of the temporary use to a shorter time period than that requested or specified; and/or submission of a performance bond or other financial guarantee to ensure any temporary facilities or structures used for such proposed temporary use will be removed from the site within a reasonable time following the event and that the property will be restored to its former condition.

- f. **Duration of Permit.** A Special Event Permit will be effective beginning on the date specified in the permit approval, and will remain effective for the period indicated on the permit. If an act of nature causes the cancellation of the event, the City will work with event sponsors to approve a new date as requested. No revisions or adjustments to the final approved permit or related items may be made without prior written notification and approval from the City.

I/We certify and acknowledge that:

1. I/We must comply with the general regulations for a Special Event.
2. I/We must comply with any specific regulations for the requested Special Event.
3. Falsifying information may result in the Special Event Permit being revoked.

Signature of Applicant

Signature of Co-applicant

Typed or printed name and title of applicant

Typed or printed name of co-applicant

Date

Date

State of _____ County of _____

The foregoing application is acknowledged before me this ____ day of _____, 20____, by _____, who is/are personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL

Signature of Notary Public, State of _____

TO BE COMPLETED BY PLANNING STAFF:

Review Date: _____

Tax Parcel Number: _____

Flood Zone: _____ BFE _____ FFE _____

Specific Regulations Applicable: Yes No If yes, LDR Section Number: _____

Is applicant Property Owner? Yes No If No, has owner authorization been submitted? Yes No

Site Plan submitted? Yes No

Are alcoholic beverages being served? Yes No If yes, has State license(s) been obtained? Yes No

Is food & beverage being served? Yes No If yes, has State license(s) been obtained? Yes No

Street Closure Required: Yes No

Insurance Certificate submitted? Yes No

Alcoholic Liability Insurance Required? Yes No

Indemnification/Hold Harmless submitted? Yes No

Permit Duration Approved for (date(s)/time): _____

Comments/Conditions of Approval: _____

_____ Date: _____

Planner Signature

_____ Date: _____

Planning & Community Development Director

Notes: _____

****NOTICE TO CITY DEPARTMENTS****

By signing, I hereby acknowledge that I have reviewed the Special Event Permit Application and have provided all comments regarding the event and its impacts to the department I represent. If any staff or equipment is required to service the event, I have indicated the number, hourly rate, and cost for such services, except in instances where such services are provided by the City as an in-kind contribution to the event.

Building Department

_____ Date: _____

Building Official

Notes: _____

Compliance & Risk Management Department

_____ Date: _____

Compliance & Risk Management Director

Has the applicant provided a liability insurance certificate pursuant to Section E of this application? Yes No

Notes: _____

Public Services Department

Date: _____

Public Services Director

Number of Staff Required: _____ Any Equipment Required (indicate cost for use): _____

Hourly Rate: _____

Number of Hours Required: _____

Total Cost for Services: _____

Notes: _____

Alachua Police Department

Date: _____

Police Chief

Number of Staff Required: _____ Any Equipment Required (indicate cost for use): _____

Hourly Rate: _____

Number of Hours Required: _____

Total Cost for Services: _____

Notes: _____

Recreation Department

Date: _____

Recreation Director

Number of Staff Required: _____ Any Equipment Required (indicate cost for use): _____

Hourly Rate: _____

Number of Hours Required: _____

Total Cost for Services: _____

Will the event be held within a City park or recreational area? Yes No

If yes, has the applicant submitted an application for facility rental and paid any applicable fee? Yes No

Notes: _____

Executive Department

Date: _____

City Manager

Notes: _____

TO BE COMPLETED BY PLANNING STAFF FOLLOWING APPROVAL OF ALL CITY DEPARTMENTS

Total Cost of Services Provided by City: _____