



FOR OFFICE USE ONLY
 Approved
 Approved with conditions listed below
 Denied

Special Event Permit Application

After reviewing the completed Special Event Information Form for the proposed event, the Planning & Community Development Department will contact the applicant to advise if a Special Event Permit is required. If a Special Event Permit is required for the proposed event, the applicant must complete and submit this Application and provide all information requested herein, as applicable to the proposed event. Applications for which applicable information has not been provided will be considered incomplete, and will not be accepted or processed.

A. PROCESS FOR REVIEW OF PROPOSED SPECIAL EVENTS

- 1. Contact the City of Alachua Planning & Community Development Department prior to planning the proposed special event to determine whether the event would be consistent with the Land Development Regulations (LDRs) and other applicable regulations, and to discuss any permitting requirements and/or any City services, such as road closures, police detail, etc., which may be required to serve the proposed event.
2. Submit a completed Special Event Information Form for review to the Planning & Community Development Department a minimum of thirty (30) calendar days prior to the date of the proposed event. After reviewing the Special Event Information Form, the Planning & Community Development Department will contact the applicant to advise if a Special Event Permit is required.
3. If the Planning & Community Development Department determines a Special Event Permit is required for the proposed event, submit this Application and the completed Special Event Information Form to Planning & Community Development Department. Please ensure when submitting the Special Event Permit Application that the applicant has provided all required attachments, as further described in Section D. of this application. Incomplete applications will not be accepted or processed. Applications that do not provide sufficient detail to fully address information requested within this Application and the Special Event Information Form will result in delays in the review of the application.

B. EVENT DETAILS

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: _____
4. Will a vendor fee be charged: [] Yes [] No
If yes, amount: \$ _____
5a. Will parking be provided on-site and / or off-site: [] On-Site [] Off-Site
5b. If parking is off-site, where will it be provided? _____
5c. List location and number of handicapped parking spaces provided (indicate handicapped parking on site plan):

5d. Will a fee be charged for parking: [] Yes [] No
If yes, amount: \$ _____

- 6a. Number of restroom facilities provided (identify restroom locations on site plan; see Section D. of this Application for additional detail): _____
- 6b. Number of restroom facilities for each gender: Men: _____ Women: _____ Unisex: _____
- 6c. Type of restroom facilities: Permanent Portable
If portable, company providing facilities: _____
- 6d. Number of restroom facilities which are handicap-accessible: _____
- 7a. Will first aid be provided on-site: Yes No
If yes, who will provide service: _____
- 7b. Will ambulance services located on-site: Yes No
- 7c. Describe placement of any and all first aid stations and/or vehicles: _____

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

- * A building permit may be required for certain tents. Discuss permitting requirements with the Planning & Community Development Department.*
9. Will banners be utilized*: Yes** No
If yes: Number: _____
Dimensions: _____
- * A sign permit may be required for any banner(s). Discuss permitting requirements with the Planning & Community Development Department.*
*** If yes, indicate location(s) of all proposed banner(s) on site plan.*
10. Will any stages be utilized for the event: Yes No
If yes, provide stage dimensions (and indicate location on site plan): _____
11. Will any inflatable structures (such as bounce house, obstacle courses, etc.), climbing walls, game tables, children's activities, petting zoos, or similar devices/activities be provided?
 Yes No
If yes, describe all devices/activities (and indicate location(s) on site plan): _____

- 12a. 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): _____

- 12b. Will electrical service be required for vendors: Yes No
- 12c. Will water service be required for vendors: Yes No
- 12d. Will vendors use electrical generators: Yes No
If yes, total number of generators: _____
- 13a. 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 Department of Business & Professional Regulation (DBPR) license number(s): _____

- 13b. Will alcoholic beverages be sold/served*: Yes No
If caterers or vendors are selling or serving alcoholic beverages, provide DBPR license number(s): _____

** If yes, the applicant/vendor selling/serving alcoholic beverages must obtain a temporary alcoholic beverage license from DBPR.*

NOTE: There are regulations which may affect locations where alcoholic beverages are to be sold, served, or delivered for consumption. If alcoholic beverages are proposed as part of a special event, the applicant should discuss any applicable requirements with the Planning & Community Development Department prior to submitting this application.

14. Will the event require trash receptacles: Yes No
15. Will there be any entertainment: Yes No

If yes, what type (check all that apply):

- Live Music Pre-Recorded Audio
 Dance (No Music) Dance (With live or pre-recorded audio)
 Other: _____

If event includes live music or any audio, will amplification be utilized: Yes No

16. Will the event include pyrotechnics: Yes No
17. Will the event include a parade*: Yes No

**If yes, a map indicating the pre-staging area, route, post-staging area, and proposed street closure 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: _____

18. Will the event require closure of a street(s): Yes No

If yes: Street to be Closed From / To Time of Closure Time of Re-Opening
(Intersecting Streets)

NOTE: The City reserves the right to reduce, eliminate, or otherwise modify or deny the applicant's request to close any street(s).

C. STANDARDS FOR SPECIAL EVENTS

The applicant must initial each line below, acknowledging and agreeing to comply with all of the following requirements of Section 4.6.3 of the Land Development Regulations:

- (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.

D. ADDITIONAL REQUIREMENTS/INFORMATION

1. Site Plan.

a. General Requirements:

The applicant must attach a detailed site plan to the application which indicates, at a minimum, the location of:

1. All proposed event activities, venues, exhibits, activities, inflatable structures (such as bounce houses, obstacle courses, etc.), climbing walls, game tables, and similar devices;
2. Supportive equipment, trash receptacles, restrooms, all utility service connection points (water, electric, etc.), the location of any generators;
3. Closed streets, parade or other staging areas in right-of ways;
4. Food and beverage sales locations, alcoholic beverage sale or serving locations,;
5. Location of all banners for the proposed special event;
6. Location of all adjacent streets;
7. If the special event includes a parade, the applicant must attach a map indicating the parade pre-staging area, route, and post-staging area, and identify all roads which will require closure. Any event impacting a State road (US Hwy 441, SR 235, or SR 241) must apply for and receive applicable permit approval(s) from the Florida Department of Transportation (FDOT), and any event impacting a County Road (CR 235, CR 235A, CR 241, or CR 25A) must apply for and receive applicable permit approval(s) from Alachua County Public Works;
8. And any other similar activities or information about the proposed of the event.

- ##### b. Alcoholic Beverage Sale and Consumption Site Plan Requirements:
- Special events where alcoholic beverages will be sold, served, delivered, and/or consumed must identify on the site plan the location where the sale, service, delivery, or consumption of alcoholic beverages will occur. The LDR Administrator may impose additional conditions upon a special event which includes for the sale or consumption of alcoholic beverages as deemed necessary to protect the health, safety or welfare, as further set forth in Section 4.6.4, *Conditions*, of the City's Land Development Regulations. Such conditions may include, but are not limited to: specifying and requiring the sale, serving, and / or consumption of alcohol to occur within designated areas as prescribed by the City, in its sole discretion; and / or requiring the sale or consumption of alcoholic beverages to occur within fenced or barricaded areas with limited points of entry.

- c. **Insurance Requirements.** The applicant must obtain General Liability Insurance for all events. The minimum coverage 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, serving, or consumption of alcoholic beverages must provide Alcohol Liability Insurance for each vendor with a minimum coverage of \$1,000,000. The certificate holder listed on each certificate must be: City of Alachua, 15100 NW 142nd Terrace, Alachua, FL 32615. All food vendors, caterers, and vendors of inflatable structures (such as bounce house, obstacle courses, etc.), climbing walls, game tables, and similar devices must provide a copy of their current General Liability Insurance Certificate.
- d. **Indemnification & Hold Harmless Agreement.** The applicant must complete and submit a Special Event Permit Indemnification and Hold Harmless Agreement.
- e. **Requirements for Events Where Alcoholic Beverages Are Sold or Consumed.** In addition to the Site Plan requirements described above, the applicant must obtain and submit to the City an approved temporary permit or special sales license, as applicable for the type of activity to occur, issued by the Florida Department of Business & Professional Regulation, Division of Alcoholic Beverages and Tobacco, prior to the issuance of the Special Event Permit.
- f. **Owner Authorization.** If the applicant is not the property owner, the applicant must provide a letter of authorization or an executed Authorized Agent Affidavit acknowledging the applicant may act on behalf of the property owner.
- g. **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.
- b. **Conditions of Approval.** In approving a special event, the LDR Administrator is authorized to impose such conditions upon the premises where the special event is to be held and upon the operations of the special event as may be necessary to reduce or minimize any potential adverse impacts upon the surrounding area and to protect the health, safety, and welfare of the general public, as long as the condition relates to a situation caused or created by the proposed special event. The LDR Administrator is authorized, where appropriate, to require:
 - i. Provision of temporary parking facilities, including vehicular access and egress;
 - ii. 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;
 - iii. Regulation of temporary buildings, structures, and facilities, including placement, height and size, location of equipment and open spaces, including buffer areas and other yards;
 - iv. Provision of sanitary and medical facilities;
 - v. Provision of solid waste collection and disposal;
 - vi. Provision of security and safety measures;
 - vii. Use of an alternative location or date for the proposed temporary use;
 - viii. Modification or elimination of certain proposed activities;
 - ix. 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,
 - x. 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.
- c. **Duration of Permit.** A Special Event Permit will be effective beginning on the date and at the time specified in the permit approval, and will remain effective for the period indicated on the permit. If an act beyond the control of the City or applicant 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, site plan, or related items may be made without prior written notification and approval from the City. Should the applicant propose to revise or adjust event activities, the applicant must provide the City reasonable notice to review and approve such changes.

Under penalty of perjury, I /we certify and acknowledge that:

1. I / We must comply with the general regulations and requirements for a Special Event.
2. I / We must comply with any specific regulations and conditions 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

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 DEPARTMENT:			
Review Date: _____			
Tax Parcel Number: _____			
Flood Zone: _____ BFE _____ FFE _____			
Public ROW?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Municipal Park / Property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is applicant Property Owner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If No, has owner authorization been submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Site Plan submitted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are alcoholic beverages being served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, has State license(s) been obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is food & beverage being served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, has State license(s) been obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No
Street Closure Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Insurance Certificate submitted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Alcoholic Liability Insurance Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, has Certificate been submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Indemnification/Hold Harmless submitted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Permit Duration Approved for (date(s)/time): _____			
_____			Date: _____
Planner Signature			
Comments/Conditions of Approval: _____			
_____			Date: _____
Planning & Community Development Director			
Comments/Conditions of Approval: _____			

NOTICE TO CITY DEPARTMENTS

By signing, I 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 or co-sponsorship of the event.

Building Department *[only required when there are temporary structures requiring building permit(s)]*

Building Official

Date: _____

Compliance & Risk Management Department

Compliance & Risk Management Director

Date: _____

Has the applicant provided general liability insurance certificate pursuant to Section D. of this application? Yes No

When Alcohol Liability Insurance Required:

Has the applicant provided alcohol liability insurance certificate pursuant to Section D. of this application? Yes No

Notes: _____

Public Services Department

Public Services Director

Date: _____

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

Police Chief

Date: _____

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: _____