

SPECIAL EVENT APPLICATION

PART I. TERMS AND CONDITIONS

- Applications for a special event permit shall be filed with the City Manager not less than 90 calendar days and not more than 12 months before the proposed special event date. Permits for recurring events may be applied for and approved annually.
- The grant of a permit shall constitute the issuance of a limited license, and shall not create a property right, or entitle the applicant to violate any general park rules, or regulations applicable to the use of public property adopted by ordinance.
- The applicant shall be responsible for the payment of fees, deposits, or reimbursement of costs where a request is made to use City services, equipment, or property for a special event. In addition, the applicant shall be responsible for all costs incurred should inspection services be required in order to ensure compliance with the provisions of this ordinance. Any costs of repairs to or restoration of public facilities caused by the event shall be charged to the applicant.
- The applicant shall be responsible to contact the Zephyrhills Police Department immediately upon the occurrence of any criminal activity or medical incidents where fire rescue is called or treatment is given. In addition, the applicant shall notify the City in writing of all such incidents in the Post-Event Report.

PART II. APPLICANT INFORMATION

Name of Organization: _____
Applicant must be a not-for-profit entity, register to do business in the State of Florida

Contact person: _____

Mailing address: _____

Phone number (including area code): _____

Alternate phone number (_____) _____

Fax number (including area code): _____

Email address: _____

Date incorporated: _____

Current corporate status: (Circle One) Active Inactive

Employer Identification Number (EIN): _____

PART II. EVENT SPONSORSHIP

Name of event: _____

Do you have any co-sponsors for the event?: ___ No ___ Yes

If yes, please list:

Will an admission fee be charged to attend this event? ___ No ___ Yes

If yes, how much will the fee be? _____

Please note, an application for any level of City subsidy of a special event must be filed with the City Manager by June 1 for events occurring during the following fiscal year (October 1-September 30)

PART III. EVENT INFORMATION

Name of proposed event: _____

Date(s) and time(s) of proposed event: _____

Proposed event location: _____

If the proposed event is a parade, please list the point of origin, path, and the termination point as well as estimated number of entries (*Attach maps as needed to clarify the parade route*):

Will the event require the closure of a state highway? No Yes
If yes, a separate request form for state road closure must be submitted with this application.

Will the event require closure of a City street/avenue?: No Yes

Estimated number of vendors: _____

Estimated number of food/beverage concessionaires: _____

Is it proposed that alcoholic beverages be sold, served or consumed at this event? No Yes
If yes, an application for a permit for consumption of alcoholic beverages must also be submitted and approved.

Briefly describe the proposed event and the specific activities associated with it:

Have you held this event before in Zephyrhills? No Yes

If yes, when: _____

Estimate of anticipated number of spectators/participants attending the event:

In the event of inclement or hazardous weather, do you have an alternate date selected? No Yes

If yes, what is the alternate date?: _____

What electrical services will be required/provided for the event? (*Please be as specific as possible*):

What other utilities will be required for the event?

Restrooms, garbage cans and collection

Please list all equipment, e.g. stage, tents, vehicles, etc. that you propose to use in the event or bring onto City property, streets or parks areas (*All subject to approval*) **Note that tents 10' x 10' or larger will also require a fire rating certificate.**

Please provide/attach a description including a map and location and number of public facilities to be provided for the event (e.g., *toilets, garbage cans, etc.*):

Please attach documentation of the appropriate application for Pasco County Health Department permitting for public facilities.

PART IV. REQUIRED FACILITIES AND INSURANCE INFORMATION

Who is your liability carrier for this event? _____

Attach proof of liability insurance in the amount of One Million Dollars (\$1,000,000.00.) All policies shall name the City of Zephyrhills as an additional insured for the event.

I/we agree to obtain and maintain the required liability insurance and to secure all necessary local, state and federal permits and to comply with all terms and conditions applicable to the conduct of special events, as set forth in Ordinance No. 943-06 as amended.

I/we certify that the information contained in this application is true and accurate to the best of my/our knowledge. As applicant for the event, I/we agree to release and hold harmless the City of Zephyrhills from liability of any kind for any and all damages arising out of any loss or injury resulting from the conduct of this event. This release includes a release for any and all losses or injury arising while conducting an event using City of Zephyrhills facilities or property and for any and all losses or injury to persons attending this special event.

I/we certify that individuals will not be barred from participation in this event due to race, creed, color, national origin, sex, age, or physical impairment.

By: _____

Date: _____

Title: _____

Printed Name: _____

APPLICATION FOR CONSUMPTION OF ALCOHOLIC BEVERAGES.

Events including the consumption of alcoholic beverages must attach proof of liability insurance in the amount of Two Million Dollars (\$2,000,000.00) naming the City of Zephyrhills as an additional insured.

No applicant shall be issued more than three permits per year, and no permitted event may exceed two days in duration.

Please provide a general description of how the use of alcohol will be incorporate into the proposed special event:

Please attach a diagram/map to this application depicting specific clearly identifiable, designated and secured areas within the event venue where beverage sales and consumption are to occur.

Please attach documentation to this application of appropriate applications for state alcoholic beverage licensing for this event.

Please provide a description of how security and beverage law compliance will be provided, including hours of sale and consumption during the event:

Please provide a description of the type(s) of beverages(s) and beverage container(s) to be used in conjunction with the event:

I agree to comply with all terms and conditions applicable to the conduct of special events, specifically pertaining to the consumption of alcoholic beverages, as set forth in Ordinance No. 2004-0861, as amended, and further certify that the information contained in this application is true and correct to the best of my knowledge.

By: _____ **Date:** _____

Printed Name: _____