

CITY OF CLEARWATER
Parks & Recreation Department

APPLICATION FOR SPECIAL EVENT # 08-000

The chair of the special event committee must receive applications at least 30 calendar days prior to event but not more than one year. Per Chapter 116, City of Clearwater Code of Ordinances, the 15-working day period for review does not begin until the completed application, including all required attachments, has been submitted.

GENERAL EVENT INFORMATION: (Please print)

DATE OF APPLICATION: _____

NAME OF EVENT: _____

DATE (S) OF EVENT: _____

ALTERNATE DATE (S) OF EVENT: _____

LOCATION OF EVENT: _____

HOURS OF EVENT: _____

SET-UP DATE/TIME: _____ BREAKDOWN DATE/TIME: _____

DESCRIPTION/PURPOSE OF EVENT _____

Number of participants: _____, Number of spectators: _____

APPLICANT:

If an Organization:

NAME OF ORGANIZATION: _____

ADDRESS: _____ City: _____ State: _____ Zip: _____

PHONE: _____

AUTHORIZED PERSON IN CHARGE: _____

ADDRESS: _____ City: _____ State: _____ Zip: _____

PHONE: Work: _____ Home/Cell: _____ Fax: _____

E-MAIL: _____

If an Individual:

NAME: _____

ADDRESS: _____ City: _____ State: _____ Zip: _____

PHONE: Work: _____ Home/Cell _____ Fax _____

E-MAIL: _____

TYPE OF SPECIAL EVENT: (check one) (Call 727 462-6563 ext. 225 or ext. 260 if you have questions.)

- Class 1A, private event, closed to the public: **\$100 non-refundable processing fee required.**
- Class 1B, private event, open to the public: **\$100 non-refundable processing fee required.**
- Class 2A, City of Clearwater sponsored event
- Class 2B, City of Clearwater department sponsored event
- Class 3A, City of Clearwater co-sponsored event approved by the City Council
- Class 3B, City of Clearwater co-sponsored event approved under the special development code
- Class 4, City of Clearwater approved Park Usage event
- Class 5, City of Clearwater approved Block Party

SUPPLEMENTAL INCLUDED REQUIREMENTS, ACTIVITIES & FORMS:

- | | |
|---|---|
| <input type="checkbox"/> Amplified sound will be used | <input type="checkbox"/> Retail sales |
| <input type="checkbox"/> Fee schedule for Bandshell or Beach Venues | <input type="checkbox"/> Giveaways (non-food/beverage) |
| <input type="checkbox"/> Fireworks | <input type="checkbox"/> Road closure request |
| <input type="checkbox"/> Insurance, \$1,000,000 liability for 50+ persons | <input type="checkbox"/> Sidewalk closure request |
| <input type="checkbox"/> Parades or racing events * | <input type="checkbox"/> Security and or public safety concerns |
| <input type="checkbox"/> Parking, special needs | <input type="checkbox"/> Traffic maintenance |
| <input type="checkbox"/> Portolets | <input type="checkbox"/> Signs and banners |
| <input type="checkbox"/> Trash containers & cleanup | <input type="checkbox"/> Tents/Canopies 150 sq ft or larger |
| <input type="checkbox"/> Food or beverage/free | <input type="checkbox"/> Tents/Canopies less than 150 sq ft |
| <input type="checkbox"/> Food or beverage/sold | <input type="checkbox"/> Venue diagram (site plan) |

***\$.25 head count fee for road races (post race)**

Note:

1. Alcohol not permitted on City property unless with an approved City sponsored event or indoors at an approved recreation center.
2. Beach venues- no open flame, no food or beverages sold and no retail sales permitted other than event merchandise.

APPLICANT CERTIFICATION:

I hereby certify that I have read this application and that all information contained herein is true and correct to the best of my knowledge, information and belief. I agree to comply with all Statutes, County and City Ordinances, and the general instructions stated in this application and the special conditions issued by the City in connection with the approval of the Special Event contemplated herein. I, and the organization on whose behalf I make this application, if any, represent, stipulate, contract and agree that we will, jointly and severally, defend, indemnify, save and hold the City harmless from any and all claims, lawsuits, judgments, and liability for death, personal injury, bodily injury, or property damage arising directly or indirectly from the exercise of the Special Event Permit and performance of the Special Event by Applicant, the organization represented by Applicant, its employees, subcontractors, or assigns, including acknowledges that he/she, together with any organization represented by Applicant, shall be solely responsible by complying with the terms of the Permit. I further understand that failure to comply with any of the provisions specified herein, or the unauthorized modifications of any event parameter, may result in immediate cancellation of this event by City officials.

The non-refundable application processing service fee must be submitted at the time of application. Please make all checks payable to the *City of Clearwater*.

Signed: _____

Date: _____

Signature of Applicant (Applicant must be 18 years of age or older)

If you have questions, please call 727-462-6563 ext. 225 or ext. 260. Upon completion, please return to the following:

City of Clearwater Parks and Recreation Dept.
Chairman, Special Events Committee
P.O. Box 4748
Clearwater, FL 33758-4748