

Gateway to the Gulf WWW.MYGULFPORT.US

SAMUEL HENDERSON, Mayor DANIEL LIEDTKE, Councilmember, Ward 1 CHRISTINE BROWN, Councilmember, Ward 2 YOLANDA ROMAN, Councilmember, Ward 3 MICHAEL FRIDOVICH, Councilmember, Ward 4 JAMES E. O'REILLY, City Manager LESLEY DEMUTH, City Clerk

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TO: SPECIAL EVENT PERM IT APPLICANT (S)

FROM: Justin Shea, Cultural Facilities Events Supervisor

RE: General Guidelines for Special Events(s)

Included within this collection of information and applicable forms are the basic minimum requirements for your Special Event Permit Application to the City of Gulfport. These requirements are based upon the scope of your planned event and any City assistance you may require.

All applications must be submitted within a minimum of sixty (60) days prior to the date of the event for review. Events requiring City Council approval should be submitted no later than forty five (45) days prior to the date of the event, in order to secure a place on the City Council Agenda.

Your request may be very basic, possibly involving a simple ceremony on the beach or you may be planning a more intense event, such as an Arts and Crafts Festival, Concert or TV/Movie filming.

The Special Event Permit Application process gives you, the applicant, and the opportunity to research and consider the specifics of your event by portraying details on a site map, answering activity-related questions and completing the appropriate forms detailing event activities.

This format allows you to convey, to the City of Gulfport, what you would like to do in your event. Review of the information you provide, allows City staff to determine what the combined requirements and resources will be necessary for your event. This review will also provide you with an opportunity to address additional questions or concerns, which City staff may have regarding your event.

CITY COUNCIL APPROVAL:

If your request involves the use of public property or you are requesting non-reimbursable City assistance for your event, City Council approval/action is required. Your request should be very specific; indicating services and or supplies requested.

Please note that a permit application of this scope should be submitted at least forty-five (45) days prior to
the date of your event in order to be placed on the City Council Agenda. City Council meetings are held on
the first and third Tuesday of each month.

You may be required to be present, (to represent your request) at the City Council Meeting, on the evening that your Special Event Application goes before City Council. Failure to appear may result in the denial of your permit application.

Insurance:

Organizations are required to possess Liability Insurance, naming the City of Gulfport as an additionally insured entity in the amount of five hundred thousand dollars (\$500,000). Any waiver of this requirement will need prior approval from City Council. (Required 30 days prior to the day of the event)

Bond:

The City Manager may require that a liability bond be posted to insure that no damage is done; the amount of which is to be determined by the City Council or The City Manager, according to the intensity of the event.

Applicant:

The applicant must be an adult (over the age of eighteen) who can verify that he/she is in charge of the Special Event. This individual will be responsible for the compliance of the terms and conditions contained within the Special Event Permit forms.

Site Map Required:

A detailed site map is required for all Special Events. This site map must indicate all areas of activity, including tents, temporary structures, barricades, signs, outside music amplification, electrical sources, cooking, fireworks, etc.

Public Safety:

The Public Safety Director and/or his/her designee shall determine both the necessity and level of Police or Fire staffing which may be required.

Parking:

Due to the large attendance of some events, off-site parking is recommended. If off-site parking is utilized, exact remote parking locations must be included with your submittal, along with specific routes, method of transportation, and the scheduled duration that transportation will be made available to transport passengers to and from the event.

Road Closures:

Per Superintendent and/or his/her designee must first approve all request(s) for any type of proposed public road closure(s). Permission to close a public road or right-of-way may only be granted by City Council action/approval.

Outside Vendor/Sales:

If you would like outside food /beverage/retail sales in conjunction with your event, specific vendor locations must be indicated on your site map. A vendor list will be required. Food vendors will need to be licensed by the State of Florida. Each vendor not presently located and licensed in the City of Gulfport must register with the City prior to the event. Cooking locations must be specifically referenced on the site map, along with electrical sources involved. These requests are subject to final review and inspection by the building/fire inspectors.

Alcohol Sales/Consumption:

City of Gulfport events should be family friendly and alcohol free. The City of Gulfport presently does not allow or endorse the consumption of alcoholic beverages on public property.

Building/Fire Codes:

In conjunction with your event, you may be requesting temporary structures (tents, stage, etc.), cooking, electrical or fireworks. These activities should be specifically indicated on your site map and will be subject to review by the building/fire inspectors prior to approval.

Vehicles on the Beach/Park (Application must be made.):

If the staging of vehicles, and/or the utilization of areas outside of the delineated travel/ parking area(s) (beach *I* park area) for ingress and egress (Includes drop-off *I* set-up and pick-up) are planned in conjunction with your event. Please provide the City with a list containing the number(s) of vehicle(s) and type(s) of vehicle(s), which you foresee entering the beach/park area(s). This requires City Council approval.

Signage:

If you are requesting the placement of signs and/or banner (banners must meet City specifications) on public property in conjunction with your event, you need to specify the exact size, locations and wording of the graphics involved. This request requires City Council approval.

Additional Approval:

If a planned Special Event requires approval by any County, State, or Federal Agency or department, those approvals shall be the responsibility of the applicant and no Special Event Permit will be issued until all approvals have been documented.

Duration of Permit:

Permit(s) shall be valid only for the approved date; the City Manager or City Council shall address any changes to the original approved permit (rain dates, cancellation(s), and postponement of event) upon the request of the event organizer. Any changes to the original permit must be re-approved by the City Manager or City Council.

PLEASE NOTE:

The City of Gulfport reserves the right to require and charge for services (Pre & post event or during the event) including, but not limited to, Police, Fire, Grounds Maintenance and Utility Usage, deemed necessary for the safe coordination of the event.



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APPLICATION FOR SPECIAL EVENT APPROVAL

Please complete the following form and return to the Cultural Facilities Events Supervisor Office, located at 5500 Shore Blvd. S., Gulfport, Florida, 33707. Or, you may send the form by facsimile to (727) 550-4199. If you require assistance with the completion of the form, please contact our office at (727) 893-1066.

Event Title/Name:			
Organization Name:			
Event Coordinator/Applicant_		Title	
Address	Day Phone	Evening Ph	none
Email	Fa	ax	
Event Date		Day of Week	
Hour(s) From:	(AM/PM) ⁻	Го:	(AM/PM
Event Location:			
Set Up Date	Set U	o Time	(AM/PM
Description of Event(s) / Sumn sheet if necessary).	·		
Is your event free and open	n to the public? Yes No	(If not, please list o	details)
What is the estimated total	attendance for this event?		
Is your organization a Gulf	port not-for-profit entity or ch	narity? Yes	No
If yes, what is the name of	the Gulfport charity or non-p	orofit organization?	

Please state the mission of your organization.
Specify any organizations that will benefit directly from the proceeds of this event:
Do you have paid staff members? Yes No If yes, how many?
What percentage of your organizations budget is set aside for administrative costs?%
Cost/expenses to be paid (Please use a separate sheet of paper or the back of this sheet to itemize items.)
Will event proceeds be used to cover event costs/expenses? YesNoIf yes, list types of
No If no, to whom are they paid?
Are all sponsorship(s), vendor(s) and participant(s) fees paid directly to your organization? Yes
fees)
(Answer yes, if any group, company or individual is receiving a percentage of your registration or participan
Are you paying a management or promotional fee to any group, company or individual(s)? Yes No
List amount donated, to City of Gulfport charities, by your organization? \$
What percentage of the gross proceeds will go to the non-profit organization?%
1). If yes, proof of permit from the Department of Consumer Protection is required. Do you charge participants or vendors a fee to participate in the event? Amount/Fee \$
Is this a fundraiser specifically for the non-profit organization? YesNo
2). Please attach a copy of the organizations non-profit certificate.
1). A Letter of authorization is required from the charitable/non-profit organization.
If yes, what is the name of the charity/non-profit organization?
If no, is your organization a not-for-profit entity or charity? YesNo

Please describe how the event w	vill impact the quality of life an	nd overall image of Gulfport
How will this event benefit the resid	dents of the City of Gulfport?	
the amount of \$500,000 for all prop	oosed events. Does your group i	g the City of Gulfport as additional insured in nave proof of liability insurance naming the at is the amount? \$
City of Gulfport events should	be family friendly, alcohol free	e, and comply with HRO #2005-16.
Please list two references that we	may contact to discuss your prop	posed event.
Name	Affiliation	Phone
Name	Affiliation	Phone Phone
Please identify any suspension of on Do you foresee any of these activity (The attached appropriate forms make a substitution of the attached appropriate forms make attached appropriate forms make a substitution of the attached appropriate forms make attached appropriate forms make attached appropriate forms make attached appropriate forms of the substitution of the attached appropriate forms of the substitution of the sub	ies? Please denote clearly on a ust also be completed.) t, in detail, on a separate sheet of way signage during event tents, stage, etc.) tuctures (i.e. tents, stage, etc.) on park or on beach	of paper.) n public site for an event
Identify shelter or pavilion		·
* Beach Pavilio Retail vending or sale of go Overnight parking in a park		vities and reservations. *
Identify days and dates for overnig		
Trailer on site or in park/be		
Electricity		
Fireworks	ified Marie (One sife times) France	
·	ified Music (Specify times) From	l: 10:
Event security Traffic/Crowd control		
On-site medical team		
Sanitation services		
Off-site parking		

Will vehicle(s) be entering any beach / park area(s)? Yes_	No	
(If y	es, a separate form i	is required)
TEMPORARY STRUCTURES:		
Will temporary structures be used in the event? Yes:	No:	
Type of temporary structure? Tent: Stage:	Bleachers:	
Other (Please describe):		
What will the structure be used for?		
Who is supplying the structure?		
Will cooking be conducted in the structure? Yes:	No:	_
What is the structure constructed of?		
(If the structure is a tent, please attach a current Flame Sp	read Certificate)	
If the structure is a tent, does it have open sides? Yes:	No:	
OUTDOOR COOKING IN BEACH/PARKS:		
Will cooking be conducted in public/park area(s)? Yes	No	
What cooking source will be used? Propane:	Charcoal:	Electrical
Are you requesting permission to cook on the beach(s)? Y	es No	
Are you requesting any street closures? Yes N	0	
(If yes, a se	parate form is requir	red)
Will you be hanging temporary sign(s)/ banner(s) for your	event? Yes	_ No
(If y	es, a separate form i	is required)
Will Food/Craft Vendors be part of the event? Yes $__$ No $_$	(If yes, see guide	elines)
Will you be requesting the City Trolley & Driver for your ev	ent? Yes	No
(If yes, please contact the Leisure Services Office for infor	mation on rates and	availability. Trolley reservations must
be made a minimum of thirty (30) days prior to the date of	the event.)	

Clymer Park Events:

The third block located due north of the Theater may be used for guest parking only. Festival concessions, exhibitor set-ups, displays, games and activities are limited to the remaining two blocks; small individual items for sale must be placed on tables.

Parking: Due to large attendance at some events, off-site parking is recommended. If off-site parking is utilized, exact remote parking locations must be included with your submittal, along with specific routes, method of transportation, and hours that will be required to transport passengers to and from the event.

Signage: If you are requesting the placement of signs and/or banner (banners must meet City specifications) on public property in conjunction with your event, you need to specify the exact size, locations and wording of the graphics involved. This request requires City Council approval.

Use of City Property: All City Property and surrounding areas that are used must be returned to their original clean state, following the event. Failure to do so, will result in the City enforcing Resolution number 2004-34, which states that *The City of Gulfport reserves the right to require and charge for services (pre & post event) including Police, Fire, utility usage and ground maintenance, deemed necessary for the safe coordination of any event.*

Note: The City does not own tents, staging, portable toilets or large quantities of tables and chairs. The City reserves the right to require and charge for services (pre and post event) including Police, Fire, utility usage and grounds maintenance, deemed necessary for the safe coordination of any event.

Please specify any extraordinary details or requirements for your event.	

GUIDELINES FOR TEMPORARY STRUCTURES / TENTS:

Tents and air-supported structures shall comply with the requirements of FPC CH39.

All structures must be accessible by fire equipment, structurally stable, and flame resistant.

There must be separate tents for cooking and dining.

If there are over 100 people in attendance, emergency lighting must be provided by you.

Fire Extinguishers (approved) must be a minimum of 2A-10BC in each tent (40BC for fat fryers.)

Heat producing appliances shall not sit on combustible surface(s) (tables, saw horses, etc.)

Cooking vendors must be allocated with a minimum of 8 feet of separation between them during event(s).

Electrical:

Electrical connections shall consist of only approved main disconnect panels, complete with circuit breakers and a limited number of receptacles available from the City.

Extension cords (temporary wiring) shall comply with NEC Article 305. Each extension cord shall be plugged directly into an approved receptacle and shall, except for approved multiplying extension cords, serve only one appliance or fixture. Extension cords shall be in good condition without splices, deterioration, or damage. Extension cords shall be of grounded type when servicing grounded appliances or fixtures.

Ground fault protection shall be provided to supply temporary power to equipment being used by personnel.

GUIDELINES FOR OUT-DOOR COOKING:

Charcoal:

Charcoal cooking must be done in an approved outdoor grill (Metal). Responsible party must follow manufacturer's safety procedures and adhere to any warnings when using grilling equipment. Approved metal containers shall be provided for the disposal of coals and ashes.

Propane:

Listed outside cooking appliances shall be installed in accordance with their listing and the manufacturer's instructions. Unlisted units shall be installed outdoors with clearances to combustible material of not less than 36 inches at the sides and back and not less than 48 inches at the front. Total propane cookware must be inspected prior to approval. Dry power extinguisher (2A 1 OBC) must be readily available at all times. Electrical:

Please keep in mind that only a limited number of receptacles are available from the City of Gulfport.

SITE MAPS (REQUIRED):

An area site map must be provided denoting all above referenced area(s) of activity. All temporary structures and electrical supplies must be in accordance with the City of Gulfport's guidelines accompanying this application.

APPROVAL(S):

I certify that the event will be open to all citizens and that individuals will not be barred from participation due to race, creed, color, national origin, sex, age, sexual orientation or physical impairment.

• In order to provide accommodations under the Americans with Disabilities Act, I certify that an accessible location will be set up for special assistance. Such location will be close to the designated parking for the disabled and staffed throughout the event. As necessary, the special assistance location will provide wheelchairs and volunteers to help push wheelchairs throughout the site of the event.

I certify that I/We will be responsible for the preservation, sanitation and cleanup of the areas used for the Special Event. I/We certify that there are no misrepresentations in foregoing statements and answers and that the facts contained in this request are accurate.

- I have attached a Site Plan of the Event Set-up, to this application.
- I further certify that this is a non-profit event and that no individuals(s) will financially gain as a result of this event.
- I have attached a copy of my organizations non-profit certificate, to this application.
- I agree to obtain the required liability insurance and to secure all necessary city I county I state
 permits and licenses. Copies of these documents shall be furnished to the City thirty (30) days prior
 to the date of event.
- I understand that the City should be recognized on any promotional materials produced for the event.
- I agree to reserve up to 7 parking spots for the City of Gulfport/City Council for this event.



This application along with any other required information must be submitted to the Parks and Recreation Superintendent's Office for review sixty (60) days prior to the date of event. Applications must be reviewed and approved by all affected departments prior to final approval. Any stipulations required by the City Manager, City Staff and/or City Council must be met.

SIGNED	TITLE		
NAME (Please Print)	DATE		
FOR OFFICE USE ONLY			
DATE RECEIVED:			
APPROVED: DENIED:			
City Council Resolution Number: (If required)		 Date	
Leisure Services Administrator			
City Manager or his/her designee (if required)		 Date	
Fire Department Official (if required)		 Date	
Police Department Official (if required)		 Date	

PLEASE NOTE:

CITY OFFICIAL(S) MAY REVOKE ANY/ALL BEACH/PARK(S) PERMIT(S) WHEN CONDITIONS BECOME A PUBLIC NUISANCE DUE TO, BUT NOT LIMITED TO, SMOKE, FUMES OR ADDITIONAL FIRE HAZARDS, INCLUDING A "BURN BAN" ISSUED BY THE FLORIDA DIVISION OF FORESTRY.



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EVENT BANNER APPLICATION

Event Title				
Event Date				
Location				
Requested Dates for Banner				
Display				
Description of Event (Please d				
Event Contact Person		Title		
Address	Day Phone		Evening Phone	
Email		Fax		
Additional Contact Person		Da	y Phone	
Email	Fax			

BANNERS WILL BE LOCATED AT GULFPORT BLVD AND 55th STREET SOUTH (On the north side of Gulfport Blvd.)

PLEASE PROVIDE A DRAWING OF YOUR EVENT BANNER FOR CITY'S REVIEW OF APPEARANCE AND TEXT



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CITY OF GULFPORT VENDOR RELEASE AND HOLD HARMLESS AGREEMENT

INDEMNITY:	shall	defend, indemnify	and hold harmless	CITY OF
GULFPORT and all of CITY OF GULFP	ORT's officers, agents	, and employees from	and against all claims, l	liability, loss
and expense, including reasonable costs,	collection expenses, at	torneys' fees, and cou	art costs which may aris	e because of
the negligence (whether active or passive	e), misconduct, or other	er fault, in whole or i	n part (whether joint, co	oncurrent, or
contributing), of	, its (officers, agents or e	employees in performa	nce or non-
contributing), of	the Agreement.			
recognizes the broad nature of this indemn	nification and hold har	mless clause, as well	as the provision of a leg	al defense to
CITY OF GULFPORT when necessary, a	and voluntarily makes t	the is covenant and ex	xpressly acknowledges t	he receipt of
such good and valuable consideration p				
defense and hold harmless contractual of	2	* .		, .
survive the termination of this Agreemer				
Agreement shall not relieve of its liability				
as set forth in this article of the Agreemen		ma, nora narmiess an		GCEIT OILI
Nothing herein shall be construed to ext	end CITY OF GULFF	ORT's liability beyo	and that provided in sec	etion 768.28,
Florida Statutes.				
INSURANCE:	shall,	at its sole cost an	d expense, procure as	nd maintain
throughout the term of this contract, Con	nprehensive General L	iability and Worker's	Compensation insurance	ce, including
Employer Liability insurance, with minim				
such amounts as required and authorized	by Florida law, and wil	I provide endorsed co	ertificates of insurance g	enerated and
executed by a licensed insurance broker,	brokerage or similar li	censed insurance pro	ofessional evidencing su	ch coverage,
and naming CITY OF GULFPORT as a	named, additional insu	ired, as well as furnis	shing CITY OF GULFP	ORT with a
certified copy, or copies, of said insura-	nce policies. Certificat	tes of insurance and	certified copies of the	se insurance
policies must accompany this signed co	ontract. Said insurance	coverages procured	. by	as
required herein shall be considered, and _			grees that said insurance	
procures as required herein shall be co-	nsidered, as primary	nsurance over and a	above any other insurar	nce, or self-
insurance, available to CITY OF GULF	PORT, and that any o	other insurance, or so	elf-insurance available t	to CITY OF
GULFPORT shall be considered secondar	ry to, or in excess of, th	e insurance coverage	(s) procured by	
as required herein.				
Nothing herein shall be construed to ext	end CITY OF GULFI	PORT's liability beyo	and that provided in sec	etion 768.28,
Florida Statutes.			-	
SIGNATURE:		DATE:		



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HOLD HARMLESS WAIVER CITY OF GULFPORT RELEASE AND HOLD HARMLESS AGREEMENT

The undersigned, being over the age of eighteen (18) years, does hereby request the City of Gulfport of Pinellas County, Florida, for permission to participate in the City's Recreational Activities. I understand the benefit of this program/event and if accepted, I agree to obey all instructions, orders and commands given to me by City employee(s) or official(s) in charge of the program/event. I acknowledge the risks of participating in this program/event and understand that I may be subject to physical injury or property damage, whether caused by an intentional or unintentional act or omission. In full consideration and acknowledgement of the risks of participating in this program/event, I freely and voluntarily agree to participate in this program/event and accept the risks associated with such activities.

In consideration of being allowed to participate in this voluntary City program/event and receiving the benefit thereof, I, for myself, my heirs, personal representatives, next of kin, or assigns do hereby forever release, waive, discharge, hold harmless and covenant not to sue the City of Gulfport, its officials, offices, agents, employees, representatives, assigns and insurers, individually and collectively, or its officers or representatives, hereinafter referred to as "releasees", of and from all liability for any and all loss or damage, including personal injury, property damage or death, whether caused by the negligence of the "releasees" or otherwise, while I am in any way participating in the above described program/event.

I further acknowledge that I have read and fully understand this release and hold harmless agreement, and that I have voluntarily executed the same without any further inducement or promise not contained herein. I expressly agree that this agreement shall be construed as broadly as permitted by the law of the State of Florida, and that if any part hereof is declared invalid, the remainder shall remain in full force and effect. (Revised 10-9-2009)

PERMISSION OF PRESS RELEASE: I understand that the City of Gulfport may take photographs or video of City activities. I understand that the City may release my name along with my picture for publication in the newspaper, program brochures or fliers. I also understand that the City may use video footage of me for public relations presentations.

SIGNATURE:	TODAY'S DATE:	