



## City of Palmetto Special Event Permit Application

### INTRODUCTION

Dear Applicant:

The City of Palmetto recognizes that public events are a vital component of a vibrant community and benefit community residents, event participants, and the event sponsors. A Special Event Permit is required if:

- The use of City streets or sidewalks is requested,
- The use of City equipment or personnel is requested,
- Promotion or sales activities are planned on City property,
- Outdoor events held on City property expecting an attendance of 75 people or more, and
- Indoor events planned in City buildings where no building capacity has been established.

The best way to determine if your event requires a Special Event Permit is to call the City Clerk's Office at 941.723.4570 or send an email to [gseger@palmettofl.org](mailto:gseger@palmettofl.org) and/or [alarowe@palmettofl.org](mailto:alarowe@palmettofl.org).

If your event will have 300 attendees or less, please fill out Special Function Permit "A" and submit to the City no later than **30 days** prior to the actual date of your event; if more than 300 attendees please fill out Special Function Permit "B" and submit to the City no later than **60 days** prior to your event. If your event requires a significant amount of planning, publicity, or long lead times for publicity and promotion, please submit your application **4-6 months** in advance of the date of the event. Thank you for your interest in holding a special event in Palmetto. It is our goal to assist event organizers in planning safe and successful events that create a minimal impact in the communities surrounding the event. These instructions will assist you in completing your Special Event Permit Application.

## **PERMIT PROCESS**

The permit application process begins when you submit to the City a completed Special Event Permit Application. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request. Copies of the application are forwarded and reviewed by all affected city departments and/or public agencies. Throughout the review process you will be notified if your event requires any additional information, permits, licenses, or certificates. During our initial application screening process you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, secondary permits, etc.) we must receive these items before issuing a Special Event Permit. Delays in providing these items often delay our ability to complete our review process and approve your application in a timely manner. Incomplete applications will not be processed.

Applications will not be processed until the processing fee is received. Applicants will be required to pay for all costs associated with City services requested as part of the Special Event Permit. Any unpaid balance owed to the City must be paid in full before an event application may be processed.

**This application must be filled out completely (with all information attached, maps, security deposit fee for rental of City facility, etc.) and submitted to City Hall at least 60 days prior to your planned event.**

If you are submitting an application, a non-refundable processing fee must be paid when the application is submitted. The price depends on the number of events you are submitting in a calendar year:

1-5 events-\$25.00

6-12 events-\$50.00

13+-\$100

Recurring events may be approved individually or in bulk depending on the event. The application will be reviewed by our administrative staff to determine the following criteria:

1. Availability of location and/or facility
2. Compliance with all City Ordinances
3. Charges your organization will incur when City assistance and/or services are required
4. Security requirements

**If this event application is approved, the applicant must furnish the City of Palmetto with a certificate of general liability insurance policy at least ten (10) days prior to the event naming the City as an additional insured in the amount of one million dollars (\$1,000,000). Refer to insurance guidelines at the back of this packet.**

Once all conditions of approval have been met, a Special Events Permit must be approved by City of Palmetto City Commission. You will be required to have this permit in your possession during your event.

We appreciate your time and interest in planning a successful and safe event in Palmetto. If you need further assistance, call the Events Specialist at 941.723.4570 or e-mail [gseger@palmettofl.org](mailto:gseger@palmettofl.org)



## SPECIAL EVENT PERMIT APPLICATION "B" FOR EVENTS WITH MORE THAN 300 ATTENDEES

EVENT DATE: \_\_\_\_\_ EVENT TIME \_\_\_\_\_

If your event spans over more than one day, please list all dates with start and end times.

EVENT NAME: \_\_\_\_\_

NAME AND ADDRESS OF APPLICANT:

\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL \_\_\_\_\_

Location of Event (if on privately owned property, attach proof of approval from property owner and tenant)

\_\_\_\_\_  
\_\_\_\_\_

Nature of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this event open to the public?      Yes       No

Anticipated Daily Attendance: \_\_\_\_\_

Requested dates and time of event (including set-up and tear-down)

Setup:	Date: _____	Time: _____ to _____
Event Start:	Date: _____	Time: _____ to _____
Event End:	Date: _____	Time: _____ to _____
Breakdown:	Date: _____	Time: _____ to _____

Do you plan to hold your event at a City Building or Park?    Yes     No

If yes, which facility? (Please refer to the Facility Rental Agreement for list of Palmetto facilities)

Has this facility been reserved? Yes  No

In order to comply with the Americans with Disabilities Act, describe how your event will be accessible to people with disabilities

Will your event require road closings? Yes  No

**Note: If any traffic will be affected on a State Road, a separate permit must be filed with the Florida Department of Transportation (FDOT)**

You must include a traffic plan showing which roads will be closed.

Will your road closings affect access to parking spaces or parking lots? Yes  No

Will off-site parking be provided? Yes  No   
(Please include on your site plan the location of parking)

Will "shuttle" service be provided? Yes  No   
If so, by whom? \_\_\_\_\_

**SITE PLAN/MAP:**

Your event site plan/map must be submitted with the application in a clear and legible manner on 8 1/2" X 11" or 8 1/2" X 14" standard format and should include the following:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area
- The location of fencing, barriers, and/or barricades. Indicate any removable fencing for emergency access. A minimum twenty foot (20') emergency access lane throughout the event venue is required.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, and portable toilets.
- Details of all food booth and cooking area configurations; including booth identification of all vendors cooking with flammable gas or barbeque grills and vendors selling alcohol. Also provide plans on how grease will be removed.
- Generator locations and/or sources of electricity.
- Identification of all event components that meet accessibility standards.
- Other related event components not listed above.
- Parking

Should the scope of work proposed for the event include portable structures, prefabricated structures or site built structures such as bleachers, elevated platforms, tents larger than 10' X 10', the event may require additional permits.

Are you planning to have tents for this event? Yes  No   
How many and sizes? \_\_\_\_\_

- **A tent permit is required for any tents over 10'x10'**
- **Additional fees may apply**
- **Please attach the Certificate of Flame Resistance for tents over 10'x10'**
- **All tents need to be picked up from City property by noon the following day after the end of your event unless other arrangements have been approved by the City**

Will your event require a power supply? Yes  No

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*(If City power is used, a \$25 per day power usage fee will be assessed to the costs)*

Will your event require a water supply? Yes  No

*(If City water is used, a \$25 per day water usage fee will be assessed to the costs)*

Are you planning to have music? Yes  No

If yes, please attach type(s) of entertainment and time(s) of performance(s).

*Limit amplified sound use from 10 a.m. to 10 p.m. P.A. Systems cannot be operated between 10 p.m. and 10 a.m.*

Will alcohol be served/consumed/sold at your event? Yes  No

**Glass of any kind is prohibited**

If yes:

- Your site plan must indicate the vendors, stages, and other participants that will be selling or distributing alcohol.
- What are the designated times that alcohol will be served?  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_
- What types of alcohol will be served:  
 Free Alcohol  Alcohol Sales  Beer  Wine  Distilled Spirits
- Must supply the City with a copy of the State of Florida Alcoholic Beverage license
- Must coordinate dispensation with Manatee County Substance Abuse Coalition.
- Arm bands are to be used as only means to purchase alcohol
- Scanners to be used for driver's license
- Alcohol dispensing organization members are to be trained and sign off on their adoption of "Best Practices for Alcoholic Sales" from Manatee County Substance Abuse Coalition and provide the City with a copy of the certificate of completion.
- Provide Liquor Liability Insurance naming the City of Palmetto as additional insured.
- Dispensing organization will make arrangements for means to transport persons from the site who need a ride.

Are you having vendors? Yes  No

How many and what kind:

Food  Arts/Crafts  Non-Profit  Government/Political

Please indicate on your site plan the location of vendors as well as the location of grease receptacle; ensure that all food vendors are notified that they are to dump all grease in this receptacle throughout the duration of your event. For food vendors the type of cooking equipment needs to be listed. Fire extinguishers are required for each food booth.

Will temporary restroom facilities be needed? Yes  No

Number of units \_\_\_\_\_ Number of days \_\_\_\_\_ Number of ADA-compliant restrooms \_\_\_\_\_

*(If needed for a period greater than (5) five days, a Temporary Use Permit is required per Section 6.11A of the City's Code of Ordinances. Application is available at City Hall)*

You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both Americans with Disabilities Act (ADA) and non-accessible facilities in the immediate area of the event site which will be available to the public during your event. The Manatee County Department of Health Services recommends one portable toilet per 250 people.

Please indicate on your site plan the placement of temporary restrooms.

**CITY SERVICES REQUIRED:**

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Do you require off-duty officers? Yes  No

Number of officers: \_\_\_\_\_

Hours requested: \_\_\_\_\_

**Please note that payment for each off-duty Police Officer is \$35.00 per hour per officer and requires a three hour minimum. Events with alcohol are REQUIRED to have off-duty Police Officers. If your event needs off-duty police, please contact the Palmetto Police Department at 941.723.4587. The City reserves the right to determine the number of officers required depending on the nature of the event.**

Will private security be provided to protect exhibits, equipment, or facilities brought on-site for the event? Yes   
No

Name of company: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you require barricades/cones? Yes  No

Number of barricades: \_\_\_\_\_ Number of cones: \_\_\_\_\_

It is the responsibility of the applicant with the assistance of the Police Department and/or Public Works to place and remove all barricades and cones.

Does your event require that traffic be stopped at any time Yes  No

If yes, provide details:

Will your event require use of our Event Coordinator to help with: Yes  No

Set-up \_\_\_\_\_ Clean-up \_\_\_\_\_

Barricades/Cones \_\_\_\_\_ Other: \_\_\_\_\_

Trash Receptacles: One trash receptacle per every 100 participants is recommended. Event organizers are responsible for trash receptacles and bags and disposing of all trash and cleaning of the entire area. If City services are required for your trash disposal, additional fees may apply.

**Please note that if City employees are requested/required for trash and debris clean-up the payment for each employee is \$33.00 per hour with a three hour minimum. Events with alcohol being served require at least two City employees to assist with clean-up. The City reserves the right to determine the number of employees required depending on the nature of the event.**

Please describe your plan for cleanup and removal of recyclable goods and garbage during and after your event:

\_\_\_\_\_

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Would you like your event to be posted on the City of Palmetto's Website, Public Events Calendar?

Yes  No

Would you like your event to be posted on the City of Palmetto Police Department's Facebook Page?

Yes  No

**City Approval:**

Date Received: \_\_\_\_\_

Processing Amount Received: \_\_\_\_\_

By: \_\_\_\_\_

City Clerk: \_\_\_\_\_

Date \_\_\_\_\_

Public Works Director: \_\_\_\_\_

Date \_\_\_\_\_

Police Department: \_\_\_\_\_

Date \_\_\_\_\_

North River Fire: \_\_\_\_\_

Date \_\_\_\_\_

APPROVED BY COMMISSION: \_\_\_\_\_

Date \_\_\_\_\_

Known Events in the Surrounding Area: \_\_\_\_\_

Please return completed permit to **within 60 days** to:

Amber LaRowe

Assistant City Clerk

City of Palmetto

P.O. Box 1209

Palmetto, FL 34221

Email: [alarowe@palmettofl.org](mailto:alarowe@palmettofl.org)

Fax: 941.723.4576

Phone: 941.723.4570

**ON THE DAY OF YOUR EVENT, IF YOU HAVE ANY CONCERNS, PLEASE CONTACT THE PALMETTO POLICE DEPARTMENT AT 941.721.2000. THEY CAN DISPATCH AN OFFICER OR PUBLIC WORKS STAFF TO ASSIST YOU.**

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I declare under penalty of perjury, that to the best of my knowledge and believe, the responses made herein are true and correct. If this application is approved, I understand that I must furnish a certificate of General Liability Insurance naming the City of Palmetto as additionally insured. I certify that the information in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Palmetto and I understand that this application is made subject to the rules and regulations established by the City Commission. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue, the payment of any and all taxes, and the conduct of the event. I agree to abide by all the rules, and further certify that I agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Palmetto.

I do further promise and hereby further agree to waive, release, absolve, and covenant not to sue the City of Palmetto, its Mayor, City Commissioners, employees, officers, volunteers, representatives, attorneys and agents, for any and all claims, including claims for equitable or injunctive relief, damages, loss or injury of any kind resulting from or in any way arising directly or indirectly out of \_\_\_\_\_ (event) for which I am applying for this Special Event Permit and/or the use of the City of Palmetto's facility names above.

I further promise and agree to indemnify, defend and hold harmless the City of Palmetto, its Mayor, City Commissioners, employees, representatives, officers, volunteers, attorneys and agents from and against all liability, claims and expense, including reasonable attorneys' fees and costs, in connection with any and all claims whatsoever for personal or bodily injury or death, including loss of use, or property damage of any kind and character in connection with and arising directly or indirectly out of \_\_\_\_\_ (event) for which I am applying for this Special Event Permit and/or use of the City of Palmetto's facility named above. This indemnity agreement encompasses all damages and claims, including claims for equitable or injunctive relief, arising out of the rental and/or use of the City of Palmetto's facility named above.

**THIS RELEASE IS GIVEN AND SIGNED OF MY OWN FREE ACT AND WILL AND I DO UNDERSTAND AND AGREE TO THE POLICIES OF THE CITY OF PALMETTO FOR FACILITY RENTALS. FURTHERMORE I HEREBY REPRESENT AND WARRANT THAT I HAVE THE AUTHORITY TO BIND.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## TULIP: Tenant User Liability Insurance Program

# Protect yourself from claims for injuries or property damage during your event

### Are you planning to use or rent a city facility?

TULIP ensures you are protected from liability for injuries and damage that may occur at your event or activity.

Without TULIP, you may be personally responsible for paying claims for bodily injury or property damage during your event or activity. Your homeowner's insurance may cover some situations, but it may be limited and not all claims will be covered.

You can buy insurance through TULIP, a city-sponsored program, or you can purchase a policy through another private insurance carrier.

### What does TULIP cover?

This city-sponsored program provides \$1 million in liability coverage for events\* such as:

- Receptions
- Reunions
- Festivals
- Concerts
- Job Fairs
- Weddings
- Clubs & Meetings
- Arts & Crafts Fairs
- Many more!

A full listing of covered events is available

at [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com).

Please use the online contact information for questions about whether other events are eligible for coverage

### Can I get liquor liability coverage from TULIP?

Yes. Liquor liability coverage is available.

### How does TULIP work?

Your city has made TULIP coverage available for purchase through a collection of cities and insurers.

After entering event information into the secure web site, an instant quote is generated. Coverage can be purchased online with a credit card.

### How much does TULIP cost?

The cost for the \$1 million liability coverage depends upon your unique event, *including things such as:*

- Length of event.
- Number of attendees.
- Whether there are exhibitors or vendors.
- Whether food and alcohol are served.

An instant quote for TULIP coverage is available on the secure web site.

### How do I get more information about TULIP?

Visit: [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com)

or contact Susan Kludjian at

(978) 661-6662 or

Christine Mitchell

at (978) 661-6857.

### Get a Quote or Purchase TULIP coverage:

#### Step 1:

Visit [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com)

Click on ...**PURCHASE OR QUOTE**

#### Step 2:

Enter...Facility/Venue ID Code

**0501-BSL**

Don't have a code? Search "National League of Cities" from the drop-down list, then select your location.

#### Step 3:

**Describe event or activity**

Select from drop-down menu. Click next.

#### Step 4:

**Get your quote**

Answer some basic questions and enter your contact and billing information.

#### Step 5:

**Purchase when ready**

A credit card is required.

**Protect yourself  
and your guests**



## *City of Palmetto*

Presents the

# Tenant User Liability Insurance Program

## How To Guide

Your local government, the City of Palmetto, has enrolled in a program that allows you, the “user” of a municipal facility, school, or other local government property, to secure cost effective liability insurance, which provides protection for you as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue. Third-Party Property Damage Coverage is also provided.

The City of Palmetto is a registered user of the TULIP program through the National League of Cities (NLC) and HUB International New England via Entertainment Brokers International. Its assigned unique Venue ID-Code is **0501-BSL**

### **How it works:**

1. Log onto [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com) ... then click on “TULIP (Purchase OR Quote)”
2. Enter the Venue ID-Code listed above or use the venue drop down menu.
3. Select the Event Details or “eligible activity” from the drop down window, e.g. wedding, festival, etc.
4. Answer the 4 questions.
5. Select the date range for the event on the calendar by clicking on the day of event (if multiple dates, select all of these).
6. Name Event...then click on yes/no for Liquor Liability...then add Average Daily Attendance...then answer the next 4 questions (if applicable).
7. At this point you are able to “GET QUOTE”.

If you would now like to proceed and purchase the coverage, please complete the requested *Contact & Credit Card Information*, and coverage is automatically bound.

When you purchase coverage, a Certificate of Insurance is issued and sent via email, in your Name or Organization’s Name, with a Certificate automatically sent via email to your local government.

If you have questions about the eligibility or classification of your event, please contact Susan Kludjian or Christine Mitchell at HUB International N.E. (800) 370-2106. If you experience technical difficulties, please contact *Entertainment Brokers International*

at 1-800-507-8414 (8:30AM – 5:00PM PST)

