



City of Tampa

Jane Castor, Mayor

Parks & Recreation Department

Ted Fowler, Director

3402 W. Columbus Drive

Tampa, FL 33607

Office (813) 274-8615

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To: Office of the City Clerk

From: Donna McCallister, Special Events Office

SUBJECT: Special Event Street Closure Permit Request

Attach is a copy of a Special Event Street Closure Permit application for the following event:

- Raymond James Gasparilla Festival of the Arts

Event Location: Julian B. Lane Riverfront Park

Closure Request: Laurel Street and Green Street

Closure Time: Thursday, February 26 7 a.m.-4 p.m. (Green Street Only)

Friday, February 27 7 a.m.-5 p.m. (Green Street Only)

Saturday, February 28 8 a.m.-6:30 p.m. (Laurel and Green Streets)

Sunday, March 1 9 a.m.-5:30 p.m. (Laurel and Green Streets)

If you should have any questions, please contact me at (813) 274-3307.



Special Event Permit Application

Dates to Remember

Applications may be submitted no more than 365 days in advance, but no less than 60 or 90 days prior to the event date. To secure preferred date and venue, event organizers are encouraged to apply as early as possible. Please refer to the checklist below for submission deadlines.

Park Events, Street Closures, and/or Events with Alcohol	Park Events (Without Alcohol)
<p>Minimum 90 Days Prior to Event Date:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit Special Event Application with Site Plan and Application Fee. <input type="checkbox"/> Submit 501(c)3 Documentation & State of Florida Certificate of Exemption – if applicable. <input type="checkbox"/> Schedule Meeting with City of Tampa staff. <p>Minimum 60 Days:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit Required Insurance. <input type="checkbox"/> Submit Tampa Police Extra Duty Application to TPD. <input type="checkbox"/> Submit Tampa Fire Prevention Forms (Assembly Permit & Fire Watch Req.) to Event Coordinator. <input type="checkbox"/> Submit Alcohol Permit Applications (city & state) to Event Coordinator– if applicable. <p>Minimum 30 Days:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit Final Site Plan. <input type="checkbox"/> Submit Event Timeline & On-site Contacts. <input type="checkbox"/> Submit Full Payment. <input type="checkbox"/> Sign & Return Event Permit. <p>Post-Event – Minimum 30 Days</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schedule After- Action Meeting with Event Staff – if applicable. <input type="checkbox"/> Submit Application for Future Date. 	<p>Minimum 60 Days Prior to Event Date:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit Special Event Application with Site Plan and Application Fee. <input type="checkbox"/> Submit 501(c)3 Documentation & State of Florida Certificate of Exemption – if applicable. <input type="checkbox"/> Schedule Meeting with City of Tampa staff. <p>Minimum 45 Days:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit Required Insurance. <input type="checkbox"/> Submit Tampa Police Extra Duty Application to TPD. <input type="checkbox"/> Submit Tampa Fire Prevention Forms (Assembly Permit & Fire Watch Req.) to Event Coordinator. <p>Minimum 30 Days:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit Final Site Plan. <input type="checkbox"/> Submit Event Timeline & On-site Contacts. <input type="checkbox"/> Submit Full Payment. <input type="checkbox"/> Sign & Return Event Permit. <p>Post-Event – Minimum 30 Days</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schedule After- Action Meeting with Event Staff – if applicable. <input type="checkbox"/> Submit Application for Future Date.

Applicant and Host Organization Information

Host Organization Name- The Host Organization is legally and financially responsible for the overall organization, management, and implementation of an event and its related activities.

Host Organization Name: _____

Chief Officer- The Chief Officer of the Host Organization must be identified and sign the permit application. Typically, the Chief Officer is the Chief Executive Officer, President, Executive Director or Board Chair of the Host Organization.

Chief Officer: _____

Host Organization website: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

For Profit: _____

Non-Profit: _____

If yes, you must attach a copy of your Florida Consumer's Certificate of Exemption and/or your IRS 501(c)3 Determination Letter.

Applicant/Primary Contact – Please list any person, professional event organizer, or event service provider hired by you that is authorized to work on your behalf to plan this event.

First Name: _____ Last Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

Email: _____

A written communication from the Chief Officer of the Host Organization authorizing the applicant to apply for this Special Event Permit on their behalf must be submitted with your application (if applicable).

Event Information

Name of Event: _____

Is this an annual event? No Yes If yes, how many years has it been held? _____

Anticipated Attendance- The estimated number of people who will attend and participate in your event including staff, volunteers, and vendors.

Number of people per day _____ x Number of event days _____ = Total attendees _____

Event Description – Information you provide in this section of your application may be used for promotional purposes by the City of Tampa.

Event Category

Concert/Performance Cycling Event Festival/Celebration
 Organized Run/Walk Parade/Procession/March Street Festival
 Other, please specify: _____

Event Location

Al Lopez Park Cotanchobee Fort Brooke Park Curtis Hixon Waterfront Park
 Gadsden Park Julian B. Lane Riverfront Park Lykes Gaslight Square Park
 MacFarlane Park Perry Harvey Sr. Park Picnic Island Park
 River Tower Park Rowlett Park Water Works Park
 Ybor Centennial Park Other, please specify: _____
 Streets or ROW, please specify: _____

Event Date/Time

Setup

Date: _____ Start Time: _____ End Time: _____
Date: _____ Start Time: _____ End Time: _____
Date: _____ Start Time: _____ End Time: _____

Event Dates

Date: _____ Start Time: _____ End Time: _____
Date: _____ Start Time: _____ End Time: _____
Date: _____ Start Time: _____ End Time: _____

Breakdown

Date: _____ Start Time: _____ End Time: _____
Date: _____ Start Time: _____ End Time: _____
Date: _____ Start Time: _____ End Time: _____

Site Plan/Route Map Information & Event Components

Site Plan/Route Map

Your site plan/route map must be submitted along with your completed application. Applications without site plans/ route maps are considered incomplete and will be rejected. Park maps and approved 5K routes will be provided.

Please attach a clear and legible site plan or map with the following indicated:

1. North, indicated by a directional arrow symbol.
2. 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. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
3. The location and dimensions of all physical equipment being placed including, but not limited to: any stage(s), merchandise vendors, food concessions, food trucks, sponsors, tents, signs, barricades, portable restrooms, vehicles, picnic shelters, fireworks shoot site, etc.
4. Location of temporary alcohol sales including where both sales and consumption will occur, plus dimensions and type of fencing to be used.
5. Indicate 20 ft. wide fire lane clearances in all areas and the location of all fire hydrants.
6. Generator locations and/or source of electricity.
7. Placement of vehicles and/or trailers.
8. Exit locations for outdoor events that are fenced in.
9. Accessible viewing area.
10. Parking and disabled parking areas.

Is the event open to the public? Yes No

Is there an admission fee? Yes No

If yes, please provide amounts: _____

Please note: Maximum park rental fees will apply for events with admission fees and/or alcohol sales.

Does your event involve the use of alcoholic beverages? Yes No

If yes, please check all that apply:

Beer sales Beer & wine sales Beer, wine & distilled spirit sales

Please note: Alcoholic beverages cannot be sold, distributed, nor consumed on City property without appropriate zoning. If you answered yes to any of the above, you will also need to complete an Application for Temporary Alcoholic Beverages Sales and Temporary Permit.

Will there be merchandise vending at your event? Yes No

If yes, how many vendors? _____

Please provide a list of all vendors and indicate vendor locations on your site plan.

Are there any musical entertainment features related to your event? Yes No

If yes, please indicate the size and number of stage(s): _____

Please note: Applicant will be responsible for obtaining all required music licensing, if applicable.

Will you hire a private security company? Yes No

If yes, please provide the name of the company and the scheduled times:

Please note: A private security company may be hired to work in conjunction with, not in lieu of, Tampa Police Department.

Does your event require overnight security? Yes No

Does your event require the use of picnic shelters (if applicable)? Yes No

Will inflatables (bounce houses) be used at your event? Yes No

If yes, please provide the name of the company _____

Will your event include fireworks or other pyrotechnics? Yes No

If yes, please describe: _____

Name of company: _____

Does your event include food concessions and/or preparation areas? Yes No

If yes, please describe how food will be served and/or prepared onsite:

Please note: Temporary food service for events must meet all State and local guidelines and requirements.

Do you intend to cook food at your event? Yes No

If yes, please specify method:

Gas

Electric

Fryers- Name of grease removal contractor: _____

Date & time of pickup: _____

Other, please specify: _____

Do you intend to have food trucks at your event? Yes No

If yes, how many? _____

Will your event require potable water? _____ Yes _____ No

If yes, please describe where and for what:

Do you plan to provide portable restroom facilities at your event? _____ Yes _____ No

If yes, total number of toilets: _____

Number of ADA accessible toilets: _____

Number of hand sinks: _____

Restroom company: _____

Equipment setup date: _____ Time: _____

Equipment pickup date: _____ Time: _____

Please note: 10% of your restrooms must be ADA accessible.

Will your event involve the use of a parking and/or shuttle plan? _____ Yes _____ No

If yes, please describe: _____

Accessibility Plan

Please describe your plan for people with special needs participation, parking, and viewing:

Post Event Clean Up Plan

You are responsible for leaving the venue clean and clear of debris. Please describe your plan for cleanup and removal of waste, recyclable goods, and garbage during and after your event.

Number of trash cans: _____

Number of recycling containers: _____

Number of dumpsters: _____

Mitigation of Impact

Due to the nature of your event, the City of Tampa may require you, at your expense, to officially notify residents, businesses, places of worship, schools and other entities that may be directly impacted by your event.

Insurance Requirements

You are required to procure and maintain commercial general liability insurance with a minimum of \$1,000,000 per occurrence and a \$2,000,000 general aggregate. Proof of insurance must be submitted on the Accord 25 Certificate of Insurance Form a minimum of 30 days prior to the first day of the rental period through the move-out activities. This insurance must name the City of Tampa as an additional insured in any and all policies. Due to the nature of your event, additional insurance may be required.

Affidavit of Applicant & Hold-Harmless Acknowledgement

By signing this application, you are certifying that you understand the information in this application to be true and correct to the best of your knowledge, and that you agree to comply with City of Tampa Code of Ordinances and all City rules, regulations and policies. Should the City grant approval and a Special Event Permit be issued, you also agree to comply with any other rules and requirements provided by law.

The event permittee shall obtain any and all music licenses required and pay all applicable fees to music licensing agencies retaining the rights to use of any music to be played or performed at the Special Event permitted herein. Failure of the event permittee to obtain the required licenses shall be considered a breach of the Special Event Permit and may result in cancellation of the event. The event permittee shall to the fullest extent permitted by law, indemnify, defend and hold harmless the City, and all officials, agents and employees of the City, from and against any and all claims which may result from the event permittee's failure to obtain any required music license. There shall be no waiver of this requirement.

In consideration of the privileges that may be granted by issuance of a Special Event Permit, the Host Organization shall, to the fullest extent permitted by law, indemnify, defend and hold harmless the City, and all officials, agents and employees of the City, from and against all claims which may result from allowing Applicant to utilize the public right-of-way or City owned park. "Claim" as used in this agreement means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting there from.

The Host Organization's obligation to indemnify, defend, and hold harmless includes any claim by Host Organization's agents, employees, representatives or any subcontractor or its employees. The Host Organization acknowledges that the provisions of this paragraph apply to and include any liability resulting for incidents involving the streetcar electrified cables. Said indemnification shall not include claims resulting solely from the act, omission, negligence, or other fault on the part of the City, its official, agents, or employees.

I further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore 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 Tampa.

Print Name of Host Organization: _____

Printed Name of Chief Officer: _____

Title: _____

Signature: Jeffery Nader Date: _____

Print Name of Primary Contact: _____

Title: _____

Signature: Jeffery Nader Date: _____

Thank you for completing your Special Event Application.
Please submit your completed application along with a detailed site plan to your
Event Coordinator or by email: SpecialEvents@tampagov.net

Incomplete, illegible, and/or unsigned applications will not be accepted.

Submission of a Special Event Permit Application constitutes a request to use City property for the purpose of an event and does not guarantee event approval.

