



City of Tampa

Jane Castor, Mayor

Parks & Recreation Department

Ted Fowler, Director

3402 W. Columbus Drive

Tampa, FL 33607

Office (813) 274-8854

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DATE: February 11, 2026
TO: Office of the City Clerk
FROM: Gabriela Taylor, Office of Special Events
SUBJECT: Special Event Street Closure Permit Request

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

- 15th Annual Cuban Sandwich Festival, March 29, 2026
- 18th St, 19th St. & 9th Ave in Ybor

If you have any questions, please feel free to contact my office.



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: *Golanda Gonzalez-Padilla* Date: _____

Print Name of Primary Contact: _____

Title: _____

Signature: *V.L.P.M.* 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.



RULES FOR SPECIAL EVENTS

Name of Event: _____ **Date:** _____

Location: _____

Host Organization: _____

Contact Name: _____

Please read each of the rules, terms and conditions below and initial each where indicated to ensure that you as the Promoter understands the requirements and your responsibilities in hosting an event in a City of Tampa park and/or property. All persons granted a Special Event Permit to use a Parks and Recreation Department managed land or facility must agree to abide by all applicable permitting and licensing requirements, established rules, regulations, laws, and ordinances of local, state and federal governments and agencies.

Usage _____

Use of the park is guaranteed for the dates and times specified in the Special Event Permit only. If additional time is needed, including for load-in and load-out, prior approval from Parks Operations team is required. If the event exceeds the permitted time, including during load-in and/or load-out, additional costs including staff and rental fees will be deducted from deposit. Access into parks will be at the discretion of the Parks Operations team.

Event Fees _____

To reserve the date and space, park rental fees and the refundable damage deposit is required. All remaining City fees must be paid to the City of Tampa at least thirty (30) days prior to the event and payment may be made by check or major credit card. If Applicant defaults on a payment, the City reserves the right to deny future Special Event Applications from the host organization and/or any of its' representatives.

Damage Deposit _____

A refundable damage deposit will be charged to all events. Any damages to City property will be deducted from the damage deposit. Any damages more than the damage deposit shall be paid to the City within ten (10) days after notice of such assessment of damages is sent. If there are additional staffing fees differing from the initial cost estimate for City services (EMS, Fire, Parks), fees will be deducted from damage deposit. All refunds will be processed within forty-five (45) business days following the event.

Cancellation/ Refund _____

Cancellations and refund requests must be received in writing thirty (30) days prior to the first scheduled date of use. Refund will only be issued in the name of and delivered to the person whose name(s) appear(s) on the original receipt. Check refunds take approximately four (4) to six (6) weeks.

Declared Emergency _____

In the case of a declared state of emergency, the City reserves the right to cancel an event with or without notice in the interest of public safety. Promoter will be given the opportunity to reschedule the event when it is safe to do so and will be dependent on park availability. If unable to reschedule, a full refund will be provided.

Revoking Special Event Permit _____

The City of Tampa's Office of Special Events shall have exclusive authority to revoke or temporarily suspend a special event permit after issuance for any of the following reasons: if the application for special event permit contains a material misrepresentation or fraudulent information; upon the declaration of a state of emergency, the issuance of a tropical storm or hurricane warning or warning of severe inclement weather by the county; or, when there is an instance of terrorism, insurrection or mayhem absolutely imminent or underway and emergency services personnel are necessary for essential services.

Park Attendant(s) _____

Park attendant(s) will be present during the load-in/load-out and time of the event. Any directions or instructions from the attendant(s) must be followed for the safety and security of the park and all users. Please report any safety issues to the attendant(s) immediately. The attendant(s) has the authority to stop or modify the event if deemed necessary or if the applicant has provided information that is found to be false or differs from the issued Special Event Permit.

Attendant fee is \$37.50 per attendant, per hour. Holiday rate of \$56.25 will apply for all holidays.

Tents _____

- No staking of tents or any other equipment allowed. Tents must be weighed down by sandbags or water ballasts weighing at least 40 lbs. on each leg. Weights must be securely attached to canopy roof and canopy legs separately. Ropes and straps should be high quality. Bungee or rubber straps are prohibited. Weights must be on the ground and not dangling. Weights and lines must not pose a hazard and be clearly visible.
- For maximum safety, tents should be secured as soon as they are put up and brought down as soon as weight is removed. Do not leave unsecured tents at any time.
- Tents must be set 3 feet from sidewalk on the lawn and be 2 feet apart.
- Items that make acceptable weights: 5-gallon bucket full of water, sand, or concrete; 4" PVC pipe at least 36" long filled with concrete; large commercially available tent weights; sandbags or salt bags 40lbs or heavier.

Sidewalk Obstruction _____

Public sidewalks or walkways, including the Tampa Riverwalk may not be obstructed with any objects or event equipment at any time.

Public Access _____

- The Office of Special Events works to limit closing off public access to parks for extended periods; however, for public safety purposes, Parks staff will determine if and when it is necessary to close off public access for fenced events during load-in and load-out.
- The Office of Special Events will determine on a case-by-case basis if gated events will be permitted to block access or fence in park amenities such as playgrounds, splash pads, tennis courts, or athletic fields.
- Public restrooms cannot be used exclusively for VIPs.

ADA Compliance _____

- Aisles or walkways within an event must be at least 60" wide.
- Barricades used to block off streets must be positioned so they do not interfere with accessible routes or curb ramps.
- ADA cord covers (yellow jackets) must be over any electrical extension cord or water hose that cross any public pathways.
- If promoter is supplying portable restrooms, at least 10% of the restroom units must be ADA-compliant.
- For events with stages- if seating is provided, accessible seating with companion seating should be made available if the park/location allows it.

Portable Restrooms _____

The number of portable restrooms must comply with the Florida Department of Health's requirements. The amount is based on anticipated number of attendees. Additionally, one hand washing station is required for every 10 portable restroom units, and at least 10% of the restroom units must be ADA-compliant. Staff will provide a chart to assist with the planning process.

Electricity _____

Electricity is available but not guaranteed. Event promoter will be responsible for supplying generators, if needed, for their event. ADA cord covers (yellow jackets) must be over any electrical extension cord or water hose that cross any public pathways. Cord covers are to be provided by the event promoter.

Ground Cover _____

Plywood (min. of ¾ inch thick) must be placed under all vehicle tires and engine placed in the park. Plywood and tarps must be placed under any tent containing a heat source including grilling equipment, fryers, warmers, etc. Event promoter will be responsible for cleanup of any grease spill or waste spill. Food vendors without appropriate ground cover will not be allowed to operate.

Vendors _____

- Vendors may not drive into park greenspace without proper authorization. All vehicles not involved with the event will need to be out of the park at least one hour prior to event start time.
- Bounce houses may be allowed by approved vendors only. They must be secured with at least 500 lbs of weights as staking is prohibited.
- It is the event promoter's responsibility to ensure vendors are aware of and adhering to all park rules and regulations.

Food Vendors _____

- Vendors cooking under tents, in trailers, or food trucks must adhere to all state and local licensing requirements. They must also follow the City of Tampa Fire Marshal's guidelines, which will be provided to event promoter to distribute.
- Food vendors cooking or using a heat source, must provide 2A-10BC tagged and serviced extinguisher.
- If cooking produces grease laden vapors, must provide tagged and serviced Class K extinguisher.
- Propane must be connected by a hose that is minimum of 5 ft. in length and away from the flame source.
- Food trucks must have external source of power as vehicle must not be operating during event.

Clean-Up _____

- Event promoter is responsible for park clean-up during and post event. They may use volunteers or a third-party service to complete this.
- Event promoter will incur additional charges for any waste disposal for items left post event by vendors, sponsors, etc.
- Gray water and grease must be disposed of properly. No pouring into the storm drains, flower beds and/or lawn.
- Event promoter/fireworks vendors are responsible for cleanup of any firework debris if fireworks are shot within a park. Staging area must be secured from public prior and during shoot.

Prohibited Items _____

- No glass is allowed in the parks. Exception to rule allows only back of house server to pour from glass into plastic cups keeping glass in secured location. Glass bottles are to be contained in cardboard boxes once emptied.
- No Styrofoam containers or cups are permitted for use in City parks. Use of single-use plastic is highly discouraged.
- Use of confetti or streamers is not allowed.
- No sidewalk chalk or lawn marking paint allowed.
- Tying off equipment or tents into trees, railing, benches, poles and fencing is prohibited.

Event Safety _____

- Feather flag exit signs are required for all gated events. Signs are to be placed at all exits, including emergency exits, and must be a minimum of 12" above the top fence rail.
- Events with street closures, gated, and/or alcohol will be required to have Tampa Police Department Extra Duty personnel, Fire Watch, and EMS.
- Event promoters may hire third party security to work in conjunction with, not in lieu of, Tampa Police Department. Security must not be armed per Tampa Police Department safety protocol.

Inclement Weather _____

- Event promoter must have a contingency plan for inclement weather. The City does not cancel an event unless there is a threat to public safety such as lightning, high winds, hurricanes, etc. Event promoter and City representatives may discuss a delay if the event is operational when inclement weather occurs.
- Lawn conditions after inclement weather may dictate the location of event infrastructure. It is advised that event organizers have optional site plans if lawn conditions does not permit any structure placement or vehicle movement.

Load-in/Load-out _____

- An event representative must be onsite during event load-in and load-out. No vendors, sponsors or merchants will be allowed access into the park to set up if event representatives not present. Access into parks will be at the discretion of the Parks Operations team.
- Times specified on the permit will be strictly enforced, unless explicitly extended by prior approval from Parks Operations team.
- Organizers and/or vendors are not permitted to remove bollards.
- Portalets may be set up the day before an event and picked up the day after an event, but they must be secured closed when not in use pre and post event.

All event equipment must be out of the park by close of business of designated load-out date.

Amplified Sound _____

Amplified sound is permitted from 8am to 10pm ONLY. While amplified sound is permitted during that time, it must be played at a reasonable level, no more than 86 decibels.

PARK SPECIFIC RULES

(Only initial next to the park relevant to your event.)

Al Lopez _____

Event organizer is required to pay shelter rental fees in addition to event fees. Fees will be determined based on the size of the event.

Centennial _____

- Events with vendors and/or food trucks will include street closures of 9th Ave, 18th St. and 19th St.
- Vehicles may not drive into the park.

Cotanchobee _____

Lane closure of Old Water Street for load-in and load-out is required based on Parks Operations team’s discretion.

Curtis Hixon _____

- Events cannot block access from Ashley Drive or the Riverwalk for surrounding venues of Curtis Hixon Waterfront Park. Venues include: Four Green Fields restaurant, Tampa Museum of Art, and Glazer Children’s Museum.
- The Parks Operations team will determine when allowable to restrict access to passthrough due to safety concerns.
- Lane closure of Ashley Drive for load-in and load-out is required based on Parks Operations team’s discretion.
- No parking in the right-of-way of Ashley Drive, Twiggs Street or Gasparilla Plaza during load-in, load-out and during event. Vehicles in violation are subject to tickets and being towed.
- No driving or parking equipment on louver fountains and mist fountains. No driving on non-load bearing areas, Riverwalk, and Museums’ properties. Vehicles include golf carts, gators, trucks et all.

Julian B. Lane Riverfront _____

Event organizer is required to buy-out the Tampa River Center for the duration of their event, including load-in and load-out.

Perry Harvey Sr. Park _____

- Road closure of Harrison Street required if using stage pad (performance plaza) in the festival lawn.
- If placing food trucks on Central Ave, a road closure would be required.

Water Works _____

To avoid traffic congestion on Doyle Carlton Dr. , Parks Operations team may require staging of vendors at 1420 Tampa Street parking lot.

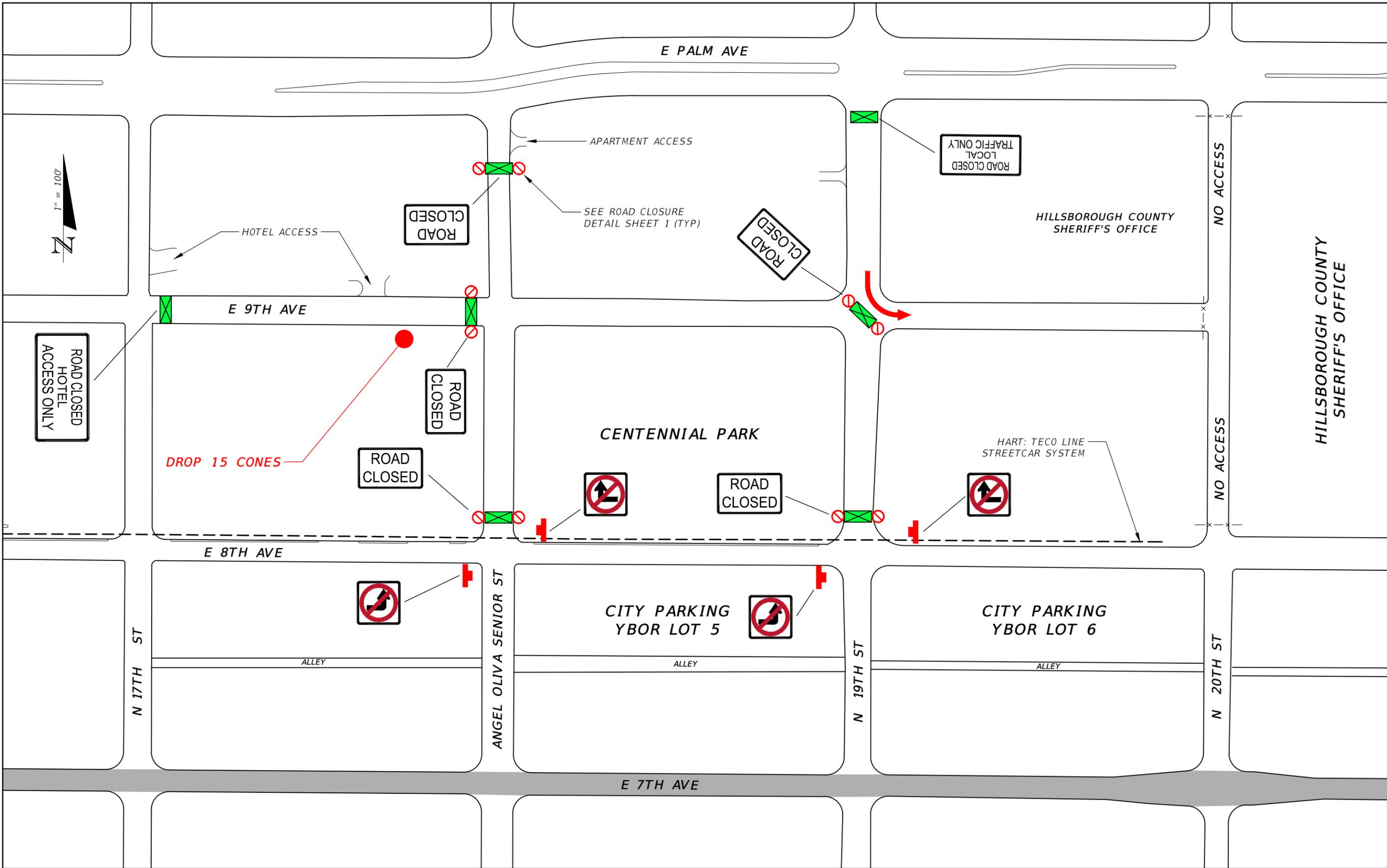
Special Event Permits are **non-transferable** or assignable.

I, as the Promoter, acknowledge and affirm that I have received, read, and agree to abide by all the above rules, City of Tampa Code of Ordinances, and any other requirements provided by law. I further understand that failure to comply with any of these rules may result in the cancellation of the event.

Print Name: _____

Signature:  _____

Date: _____



LEGEND		
	BARRICADE	
	VARIABLE MESSAGE BOARD	
	TRAFFIC CONTROL SIGN	
	CONES	
	BIKE RACKS	
	DRUM/BARREL	

NICK AN
 CERTIFICATE NUMBER 638910
 CITY OF TAMPA
 1104 E TWIGGS ST
 TAMPA, FL 33602

CITY OF TAMPA
 MOBILITY DEPARTMENT
 TRAFFIC CONTROL
 INSTALLATION PLAN

**TASTE OF LATINO - CENTENNIAL
 PARK EVENTS**
 10-26-2025

SHEET
 NO.
 2