

CITY OF CLEARWATER
Parks & Recreation Department

APPLICATION FOR SPECIAL EVENT # _____

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

Applicant must provide with application a legible site plan or map. Site plans must include details regarding all operational equipment (tents, barricades, portalets, dumpsters, etc.) and other information needed to describe the event. If road closure is requested, the site plan must show proposed Maintenance of Traffic plan.

GENERAL EVENT INFORMATION: (Please print)

DATE OF APPLICATION: _____

NAME OF EVENT: _____

DATE(S) OF EVENT: _____

ALTERNATE DATE(S) OF EVENT: _____

LOCATION OF EVENT: _____

HOURS OF EVENT: _____

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

PURPOSE OF EVENT: _____

DESCRIPTION/ACTIVITIES OF EVENT (details of operations): _____

NUMBER OF PARTICIPANTS: _____ NUMBER OF SPECTATORS: _____

APPLICANT:

NAME OF ORGANIZATION/INDIVIDUAL: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER: _____

AUTHORIZED PERSON IN CHARGE: _____

PHONE: Work: _____ Cell: _____ Fax: _____

E-MAIL: _____

TYPE OF SPECIAL EVENT: (check one ✓)

- Class 1A, private event, closed to the public: **\$100 non-refundable processing fee required.**
- Class 1B, private event, open to the public: **\$100 non-refundable processing fee required**
- Class 2A, City of Clearwater sponsored event
- Class 2B, City of Clearwater department sponsored event
- Class 3A, City of Clearwater co-sponsored event approved by the City Council
- Class 3B, City of Clearwater co-sponsored event approved under the special development code
- Class 4, City of Clearwater approved Park Usage event. (Events generally under 75 people)
- Class 5, City of Clearwater approved Block Party

EVENT COMPONENTS, ACTIVITIES & FORMS: (check all that apply ✓)

- | | |
|---|---|
| <input type="checkbox"/> Amplified sound will be used | <input type="checkbox"/> Retail sales |
| <input type="checkbox"/> Fee schedule for Bandshell or Beach Venues | <input type="checkbox"/> Giveaways (non-food/beverage) |
| <input type="checkbox"/> Fireworks | <input type="checkbox"/> Road closure request |
| <input type="checkbox"/> Insurance, \$1,000,000 liability for 50+ persons | <input type="checkbox"/> Inflatables |
| <input type="checkbox"/> Parades or racing events * | <input type="checkbox"/> Security and/or public safety concerns |
| <input type="checkbox"/> Parking, special needs | <input type="checkbox"/> Traffic maintenance |
| <input type="checkbox"/> Portalets | <input type="checkbox"/> Signs and banners |
| <input type="checkbox"/> Trash containers & cleanup | <input type="checkbox"/> Tents/Canopies 150 sq ft or larger |
| <input type="checkbox"/> Food or beverage/ free <input type="checkbox"/> Onsite Food Prep/Cook | <input type="checkbox"/> Tents/Canopies less than 150 sq ft |
| <input type="checkbox"/> Food or beverage/ sold <input type="checkbox"/> Onsite Food Prep/Cook | <input type="checkbox"/> Venue diagram (site plan) |
- *\$.25 head count fee for road races (post race)**

Note:

1. Alcohol not permitted on City property unless with an approved City sponsored event or indoors at an approved recreation center.
2. Beach venues- no open flame, no food or beverages sold and no retail sales permitted other than event merchandise.
3. Events not sponsored by the City may require a Business Tax Receipt (\$255.10) prior to the commencement of each promotion.

APPLICANT CERTIFICATION:

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

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

Signed: _____ **Date:** _____

Signature of Applicant (Applicant must be 18 years of age or older)
 If you have questions, please call 727-562-4837. Upon completion, please fax 727-562-4825, or return to:
 City of Clearwater – Parks and Recreation Dept.
 Chairman, Special Events Committee
 P.O. Box 4748
 Clearwater, FL 33758-4748