

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"/> Tents/Canopies less than 150 sq ft |
| <input type="checkbox"/> Food or beverage/ sold | <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 727-562-4805. Upon completion, please fax 727-562-4860, or return to:

City of Clearwater – Parks and Recreation Dept.
Chairman, Special Events Committee
P.O. Box 4748
Clearwater, FL 33758-4748

City of Clearwater Special Events Committee Policy

Park Usage Event Guidelines

The following Parks & Recreation Department guidelines shall apply to all applications for a Park Usage Permit (clarifying the Special Events Ordinance wording at the bottom):

1. The applicant must be a Clearwater-based organization or a Clearwater resident conducting a not-for-profit activity within a City of Clearwater Park and said activity must be primarily intended for Clearwater residents.
 2. The requested activity must be compatible with the intended uses of that park.
 3. Inflatables or similar activities are prohibited without specific permission. Insurance is required – see # 11. Water slides or similar activities are prohibited.
 4. A Park Usage permit is not available if the facility has an existing rental program or competing recreation program.
 5. The event activities may not violate any laws or ordinances. Permits required by law must still be obtained (e.g. tent permits, sound permits, fireworks permits, etc.). Some exceptions may be made where the ordinance itself authorizes the Police and/or the Parks and Recreation Department to approve the activity, (e.g. to allow private motor vehicles into the park).
 6. The event must cause minimal 'wear and tear' or have no adverse effect on the facility itself or the surrounding community, including the maintenance of safe motor vehicle and pedestrian traffic flow, or create parking or noise problems.
 7. A Park Usage Permit is for one event at a time and on a case-by-case basis.
 8. Applicant cannot monopolize (or be guaranteed) a specific recurring date, or a series of dates, from month to month or year to year.
 9. Applicant cannot feed or offer food to the general public as part of the event.
 10. The applicant receives no financial support from the City. The applicant must pay all event costs associated with the event.
 11. Applicant may be required to indemnify the City against general liability by providing a \$1,000,000 liability insurance certificate that specifically names the City of Clearwater as 'supplemental insured' for the event date in question. This 'certificate' is required of all commercial vendors hired to participate in the event (e.g. pony rides; moonwalks; trampolines; rock climbing walls, etc.).
 12. Applicant may not charge admission fees, or allow any fees to be charged by others to either event participants or to the general public. Example: vendors hired by the applicant to provide a service or product at the event may not charge individuals for the service or product
 13. Any abuses of the Park Usage Permit can result in the denial of all future requests.
- If an activity cannot be conducted within the guidelines specified above for a Class 4 Park Usage (Special) Event, the applicant may apply for a Class 1 Private Special Event permit (see ordinance & manual).

Reference:

City of Clearwater Special Events Ordinance (excerpted)

PART II CODE OF ORDINANCES

Chapter 22 PARKS, BEACHES, RECREATION*

ARTICLE III. SPECIAL EVENTS*

Section 22.72. Definitions.

Park Usage event means any meeting; activity; gathering; group of persons, or a combination thereof, having a common purpose, design or goal, within any public park or beach, which event substantially inhibits the usual flow of pedestrian or vehicular travel immediately adjacent to that facility and does not occupy any public area or building resulting in promotional use of the general public, and which is consistent with the established use. To be approved as a Park Usage event, said event may not conflict with an established City rental program or City recreational program at that facility. A Park Usage event shall not be required to undergo the complete Special Event application and approval process.