

DEADLINE FOR APPLICATION \_\_\_\_\_ (if known or no less than 60 days prior to event)

## **SPECIAL EVENT APPLICATION PACKET**

The following forms are attached: (all forms must be completed and this entire packet returned to the City Clerk's Office by the date above, allowing enough time for review by the Staff and approval by City Commission. The Commission approval must take place at least 30 days prior to the event. **All appropriate and required Certificates of Insurance must accompany the application.**

1. Special Event Request Form - 2 pages
2. Temporary Use Application
3. Special Police Services Agreement
4. Public Works Department Temporary Use Application
5. Banner Request
6. Banner Sign Application

**Please fill out each section completely. If any section does not apply, mark n/a or cross out that section.** All participants, booths, displays, etc. MUST be individually listed for approval. Please be very detailed in your narrative regarding the description of the event including a listing of dates and times.

***Note: Special Commission Approval may be needed for street closures, waiver of "Open Container Law" (ord. 91-268), advertising/directional signage placement, displays, etc.***

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The City encourages appropriate Special Events for our residents and visitors that offer attendees an enjoyable, educational and safe environment. The City charges no permit fee but we would like to request consideration for a percentage of proceeds to be donated to our Tingley Memorial Library, a non-profit library open to the public, that is funded only by a bequeath and donations.

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*The City of Bradenton Beach reserves the right to deny approval of any and all applications that do not meet requirements set forth herein, or as set forth by the Mayor and City Commission.*

**APPLICANT:** \_\_\_\_\_ **EVENT DATE** \_\_\_\_\_

<p>RECEIVED BY _____ <i>office use only</i> DATE _____</p>
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## SPECIAL EVENT REQUEST FORM

**A.** Applicant Name: \_\_\_\_\_  
Organization Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Other: \_\_\_\_\_  
Contact Person (if applicable): \_\_\_\_\_

**B.** Date(s) of Event: \_\_\_\_\_  
Time(s) of Event \_\_\_\_\_  
Name/Title of Event: \_\_\_\_\_  
Description of Event: (ie: profit/not for profit, annual event, etc.) Please attach detailed list of proposed vendors, games, children's events, etc.  
\_\_\_\_\_  
\_\_\_\_\_

**C. Insurance: Certificate(s) Delivered to City? Yes ( ) No ( )**  
Name of Carrier: \_\_\_\_\_  
Address: \_\_\_\_\_  
Agents Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Note: Liability and Liquor Limits (if alcohol is to be served) must be at \$1,000,000.00 (one million dollars). The City of Bradenton Beach must be named as "Additional Insured". Additional Certificates of Insurance may be required for various entities that participate in the event.**

**D. Alcohol: Will alcohol be served on any City Property, or outside any establishment? Yes ( ) No ( )**  
**If YES, you must request that the OPEN CONTAINER ORDINANCE be waived for this event.** Note: If alcohol is served, we require that a minimum of two (2) Bradenton Beach police officers be present at all times during the duration of the event. The off-duty officers will be paid by the applicant at a rate of \$\_\_\_\_.\_\_\_\_ per hour. If for any reason the scheduled event is cancelled, a 24-hour notice to the City *in writing* must be presented prior to the scheduled start time of the event, or a two (2) hour minimum fee for police services will be charged.

**ADDITIONAL SERVICES/REQUESTS**

**E. Sanitation: Will City Sanitation services be requested? Yes ( ) No ( )**  
*If City Sanitation services are used, there will be a minimum fee of \$\_\_\_\_\_.\_\_\_\_\_.*

**F. Music/Entertainment: Will there be musical/other entertainment? Yes ( ) No ( )**  
*If yes, special permission must be obtained from Commission and a request must be made to Commission to waive the Noise Ordinance.*

**G. Sign age: Will there be any signs and/or banners place in the City relating to this event? Yes ( ) No ( ).** *If yes, a request to Commission for permission to erect signs/banners must be made at the time of application and a permit must be obtained from the Building and Planning Department.*

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

Applicant Signature

\_\_\_\_\_ Applicant Name (please PRINT)

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**DO NOT WRITE BELOW THIS LINE**

Department Head Approval: Yes ( ) No ( )  
Scheduled for meeting date: \_\_\_\_\_

Comments/recommendations/stipulations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chief of Police      Public Works      Building Official      City Clerk

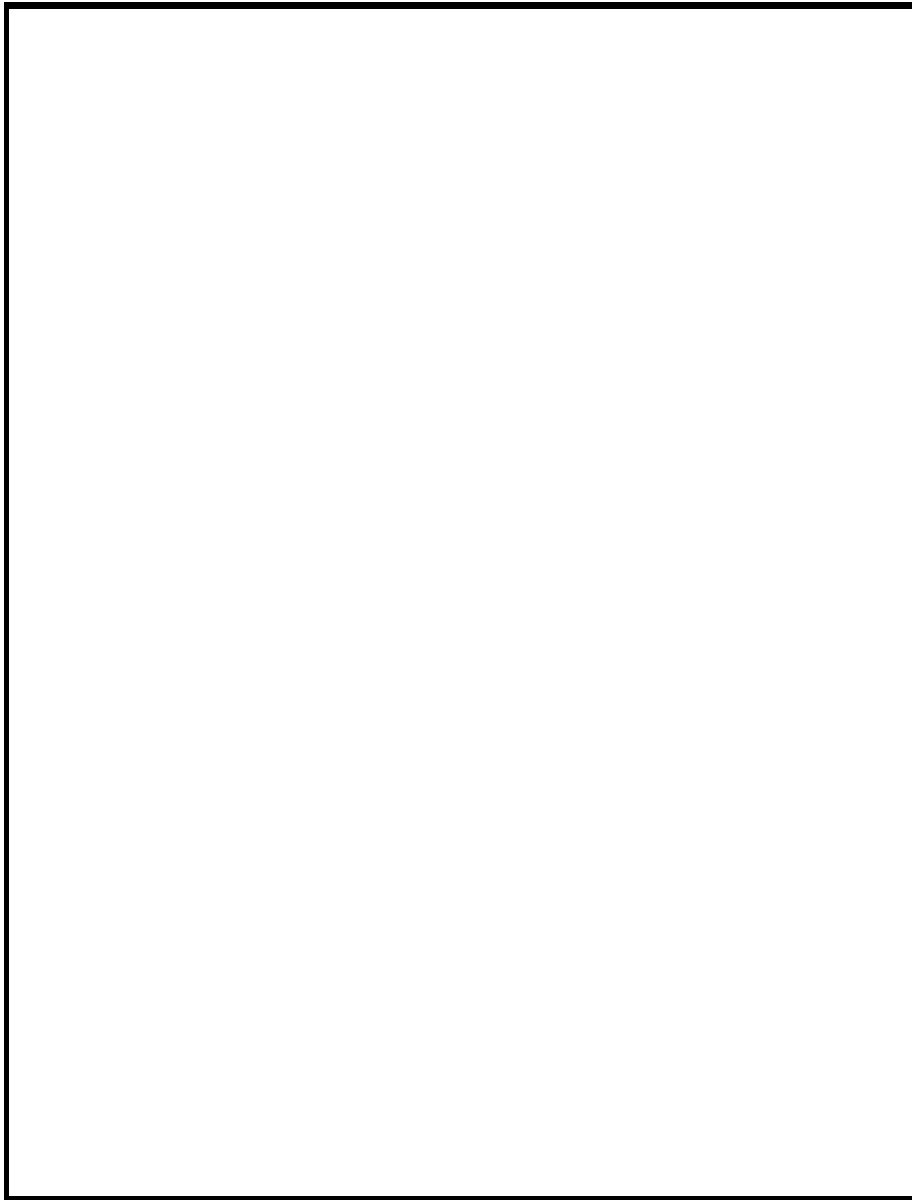
\_\_\_\_\_  
Fire Chief      Emergency Services

COMMISSION APPROVAL: Yes ( ) No ( ) DATE: \_\_\_\_\_

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**TEMPORARY USE APPLICATION**

Please provide a drawing of the boundaries and details of the proposed Temporary Use, including location of all intended activities with reference points such as streets, buildings, etc.



NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL POLICE SERVICES AGREEMENT**

The Applicant understands that the City of Bradenton Beach assumes no liability for any damages resulting from the services performed by the police officer in connection with the duties assigned under this agreement. In the event a police officers' special assignment is interrupted for the aforementioned reasons, it is understood that the City of Bradenton Beach shall assume no responsibility for any damages that may occur during the suspension of service.

Name of Applicant/organization: \_\_\_\_\_

Name and Title of Representative: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Special Event Date: \_\_\_\_\_

Special Event Hours: \_\_\_\_\_

Special Event Location: \_\_\_\_\_

Number of Officers Required: \_\_\_\_\_

Scope and Description of Service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Authorized by:

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**PUBLIC WORKS DEPARTMENT  
TEMPORARY USE APPLICATION**

Date of Application: \_\_\_\_\_

Date(s) and Time(s) of Proposed Event: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell/Pager: \_\_\_\_\_

- a. Will the activity require restroom facilities? Yes (  ) No (  )
- b. Will the activity require City Sanitation Services prior to or after the event? Yes (  ) No (  )  
*(if yes, there may be an additional fee).*

*if no: please detail arrangements you have made below.*

\_\_\_\_\_

- c. *If the application involves use of City Property, will the activity require use of electricity?*  
Yes (  ) No (  ) *(if yes, there may be an additional fee).*

**Note: This application includes the requirement that the applicant certifies, by signature, that all premises will be cleaned and returned to pre-activity condition. In the event that this requirement is not met, the APPLICANT agrees to pay the City for any additional charges or fees resulting from the City having to restore the area to pre-activity condition.**

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

\_\_\_\_\_  
Witness Signature

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

Recommendation(s) of the Director of Public Works:

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

**BANNER SIGN REQUEST - REQUIREMENTS**  
**(COPY OF THIS PAGE GOES TO PLANNING DEPARTMENT UPON RECEIPT)**

Attached is a one page banner sign application for banners signs to be displayed at the end of Cortez Road and Gulf Drive North.

**The Banner Sign Request Form must be filled out completely and returned with this packet by the due date noted on the front of the Special Event application packet.** The application for a banner will first be presented for review by the Planning Department, after which it will be scheduled for approval at a Commission Meeting with this Special Event Packet.

Your certification that your organization is a non-profit must be attached, as well as a hand drawing of the banner listing size and word content.

Only banner signs will be permitted and the City will put the posts in the ground 10 days prior to the event or as needed for you to hang your banner. The banner must be removed within 24 hours after the event is over at which time the City will remove the posts. Any banner left after the 24 hours will be disposed of and you may lose the opportunity to display a banner for future events.

The City of Bradenton Beach reserves the right to deny approval of any and all applications that do not meet requirements set forth herein, or as set forth by the Mayor and Commission.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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*OFFICE USE ONLY*

DATE RECEIVED: \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

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**BANNER SIGN APPLICATION**  
**(COPY OF THIS APPLICATION GOES TO PLANNING DEPARTMENT UPON RECEIPT)**

A. Applicant Name: \_\_\_\_\_  
Name of non-profit: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

B. Dates of Banner Display: \_\_\_\_\_  
Date of Event: \_\_\_\_\_  
Name/Title of Event: \_\_\_\_\_  
Location of Event: \_\_\_\_\_  
Beneficiaries of event: \_\_\_\_\_

We, the undersigned, understand that this completed application will be brought to the Planning Office for pre-approval by the Building Official prior to City Commission approval. City Commission approval will be required at least thirty (30) days prior to the scheduled event. Further, we agree to hang the banner on the posts provided and to remove it within 24 hours after the event. Failure to remove the banner within this time period could result in losing the opportunity to display a banner for future events.

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Applicant Name (please PRINT)

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**OFFICE USE ONLY**

Building Official Approval: Yes ( ) No ( ) Date Scheduled for Commission: \_\_\_\_\_

Comments/Recommendations/Stipulations: \_\_\_\_\_

COMMISSION APPROVAL: Yes ( ) No ( ) DATE: \_\_\_\_\_

DATES APPROVED FOR BANNER DISPLAY: \_\_\_\_\_ TO \_\_\_\_\_, 200\_\_\_\_\_