PE-Click here to enter text.

## **Date Received:**

**Public Event**  **City Property**

**CITY OF POMPANO BEACH**

**APPLICATION FOR PUBLIC EVENT & CITY PARK USE**



SECURITY DEPOSIT

Applications must be turned in 45 days or more prior to event, a **$50.00 nonrefundable** application fee is required. A **$250.00** refundable\*\* security deposit, payable to The City of Pompano Beach is required with this application, but does not guarantee approval. Application must be filed **not less than** **45 business days prior to the event.** **Applications will not be accepted without the fee and all necessary documents** which include: Insurance Certificate indemnifying The City of Pompano Beach $300,000.00 each occurrence, (Insurance Certificate MUST READ; **“Additionally insured City of Pompano Beach”.** In addition, a site plan/map must be included).

**EVENT INFORMATION**

**Event Name**: **Event Purpose**:

**Event Date**: **Event Location**:

**Event Time**: **Estimated Attendance per Day**:

**Past Attendance**: **Year**:

**Description of Activities**:

**Event Sponsor**: **Event Contact:**

**RELEASE AND WAIVER OF LIABILITY**

In consideration of the opportunity afforded Applicant to use city premises for the public event activities described herein, applicant named herein does freely agree to make the following contractual representations and agreements.

**\***Applicant agrees to indemnify, defend, and hold harmless the City of Pompano Beach, it’s officers, agents, employees, and volunteers from and against all claims, suits, actions, damages, liabilities, or expenditures of any kind arising out of or occurring during the special activities of applicant and resulting or accruing from any error, omission, conduct or negligent act of the applicant, thereto. Further, applicant hereby knowingly, freely, and voluntarily assumes all risk and liability for any damage or injury that may occur as a result of the use of the park premises and agrees to release, waive, discharge, and covenant not to sue the City of Pompano Beach, its officers, agents employees, and volunteers from any and all liability or claims that may be sustained by the applicant or a third party directly or indirectly in connection with, or arising out of, the applicant’s use of the city premises, whether caused in whole or in part by the negligence of City of Pompano Beach or otherwise.

**\*FOR SCHOOLS ONLY\***

INDEMNIFICATION WAIVED UPON RECEIPT OF CERTIFICATE OF INSURANCE. By signing, applicant agrees to have read the complete Public Event Application, and fully understands the terms and understands that the applicant has given up substantial rights by signing the Public Event Application and has signed it freely without any inducement or assurance of any nature and intends to be a complete and unconditional release of any and all liability to the greatest extent allowed by law and agrees that if any portion of this Public Event Application is held invalid the balance notwithstanding shall continue in full force and effect.

**BUILDING REQUIREMENTS**

**Entertainment as it applies to the building department: Structures / Tents/ Canopies / Fences**

Tents, canopies, awnings, and fences require a Building Permit. A General Contractor Class “A”, “B”, or “C” (if Residential), or a Building Contractor Class “AL” or “AE” license is required to obtain a permit. Contractor is required to schedule and successfully complete inspection work prior to event opening. *Florida Building Code 104.6.1.2.*

\*If applicant is requesting the showmobile and/or small stage, a separate application needs to be filled out and sent it with this application.

**Will any temporary structure be built, including tent, canopies or fences?**  Yes  No

If YES, describe in detail and include 1 location map (site plan).

**ELECTRICAL REQUIREMENTS**

Electrical work requires an Electrical Building Permit. **Generators over 5KW require an Electrical Building Permit.**  A Florida licensed electrician is required to obtain permits. Contractor is required to schedule and successfully complete inspection of work prior to event opening. *Florida Building Code 101.4.3, 103.9.2.2.*

1. **Will electrical wiring need to be installed?**  Yes  No

*Voltage, amperage, and phase of additional wiring etc.*

**Specify Locations:** Click here to enter text.

1. **Are you planning any type of amusement/entertainment rides as**   Yes  No

**part of the event?**

If YES, name the company providing the equipment. Certificate of Insurance will be required by company.

**Specify Vendor Name for equipment:** Click here to enter text.

1. **Are you planning to have any type of concession?**  Yes  No

All food vendors must provide the necessary requested insurance and permits

1. If YES, has the Florida Department of Health approved food vending site plans?  Yes  No

**Comments:** Click here to enter text.

1. Do all food vendors have a temporary food service permit?  Yes  No

1. **Are you planning on having alcoholic beverages?**  Yes  No

**NOTE: Alcoholic beverages are not permitted in city parks**

All alcoholic beverage vendors must provide the necessary requested insurance and permits

1. If YES, has a liquor permit been obtained from the State of Florida?  Yes  No
2. Attach a copy of the State of Florida permit for Police Department use.  Yes  No
3. **Are you planning to use any type of music?**  Yes  No

**NOTE: Amplified music is not permitted in city parks)**

1. If YES, will the music be amplified?  Yes  No

**FIREWORKS**

1. **Do you plan to have a fireworks display?**  Yes  No

If YES, specify date, time, location & vendor.

**Specify Locations:** Click here to enter text.

**NOTE:** You must request, in writing, the Fire Chief’s approval for Fireworks displays 30 days prior to the event. Attach a copy of the Fire Chief’s approval letter to this application—for Fire Department Review

**APPLICANT OR ORGANIZATION REPRESENTATIVE**

**Organization Name**: **Phone:**

**Address**: **City**:

**Zip**: **Email Address**:

**Organization/Applicant Contact Person: Phone**:

**Other Applicant Organization Name**: **Phone**:

**Is Applicant Non-profit Organization?**  Yes  No **Tax Exempt #:**

**ADMISSION FEES**

1. **Are you planning to charge an admission, donation, participant fee, etc.?**  Yes  No

**SECURITY ARRANGEMENTS**

As part of the application process for a special event in the City of Pompano Beach, traffic, pedestrian and other security issues are subject to review by the Sheriff’s Office. Frequently, it is necessary to hire deputies to ensure a safe and secure gathering.

It is the responsibility of the person or organization sponsoring the event to contact the **Special Details Office** at **954-831-8199**, (**72)** hours prior to the event so we can accommodate your request. If less than a (**72**) hour notice is given, we may be unable to provide sufficient staff and your event could be canceled.

You will be required to provide information relative to persons in charge of your event, their telephone number and billing information. Not having this information available will delay the processing of your request. If subsequent to review of your application and should we have any additional questions, a member of our staff will contact you.

Major Wayne Adkins

***(All public events conducted on City property must have responsible security on site)***

1. **Are Police Security Officers being hired?**  Yes  No
2. **If YES, how many officers?**

**Name of Contact:** Click here to enter text. **Phone:** Click here to enter text.

**Other Security**: Click here to enter text. **Phone:** Click here to enter text.

**TRAFFIC CONTROL PLAN**

**DESCRIBE PLANS TO COORDINATE TRAFFIC CONTROL**

**NOTE:** If a State Road, Intracoastal Waterway bridge or railroad will be crossed or used, attach (2) copies of the FDOT permit (for Fire Department and Police Department use)***.*** In the case of a railroad crossing, security must be provided by railroad police.

**Has the POLICE TRAFFIC UNIT been contacted?**  Yes  No

**a) Who is supplying manpower and barricades for approved street closings?**

**Vendor**: Click here to enter text.

**ANIMAL CONTROL**

**Will you be having animals at your event?**  Yes  No

**a) Please list the vendor and describe purpose for which the animals will be exhibited or displayed?**

**Vendor/Purpose**: Click here to enter text.

**SANITATION CLEAN-UP REQUIREMENT**

The City reserves the right to require applicant to provide additional resources necessary to the maintenance and sanitation of the site. Applicants may be required to provide a sanitation (litter and trash removal) crew onsite during the event.

**NOTE:** The clean-up of the area must be utilized within a reasonable time after the conclusion of the event. No more than 24 hours permitted in any instance.

Contact the Sanitation Department at 954-786-5516 for further questions.

1. **Who is handling the cleanup?**

**Contact Number**:

1. **Are Port-a-Johns being provided?**  Yes  No

**If YES,** *(Please display on site plan showing placement of Port-a-Johns)*

**REQUEST FOR CITY INVOLVEMENT**

**Note:** Organizations will be required to pay the necessary City personnel charges including Public Works, Parks and Recreation, Fire Rescue, Broward Sheriff’s Office, and Development Services assessed on the current salary schedule.

**Describe in detail any services you are requesting from the City of Pompano Beach. Applicant may be held responsible for costs relative to services request from the City.**

**MARKETING**

Please attach a copy of the flyers used for marketing purposes. If you are requesting to use the City Logo, a letter must be written to the City Manager requesting approval of City Logo use and placed with this application. This does not guarantee approval of City Logo usage.

Do you want this event to be posted, once approved, on the City’s Website?  Yes  No

Event Description:

Click here to enter text.

**CERTIFICATE OF INSURANCE**

The applicant organization will be required to furnish the City of Pompano Beach with proof of liability insurance naming the City as an additional insured for events on City property or on the public right of way. Insurance must be in the minimum amount of $300,000.00 or greater as Deemed satisfactory to the City Risk Manager.

**SITE PLAN**

A site plan is required for all public event applications by order of the City of Pompano Beach Fire Marshal.

**BEACH EVENTS**

Any events taking place on the beach during sea turtle nesting season, March 1st – October 31st, must contact the Department of Environmental Protection and obtain a permit. The approved permit must be attached to this application prior to the City Manager’s review. The DEP contact for events is:

Jenna Caderas [Jenna.Caderas@floridadep.gov](mailto:Jenna.Caderas@floridadep.gov)

**PARK RANGERS**

Park Rangers will be on City grounds during the following times: Monday thru Friday, 5pm – 10pm and Saturday/Sunday/Holidays, 7am – 10pm. Rangers will be checking on all events that fall within this time frame. If you are in need of City assistance with your event during these times, please call the Park Rangers at #954-740-9147 or #954-740-9152.

**PARKING**

There is NO free parking at any City paid parking lots.

**EMERGENCY TERMINATION**

During any performance event, upon the occurrence of dangerous severe weather or disorderly conduct including , but not limited to, fighting, riot, discharge of firearms, rushing of the stage or unauthorized entry into areas by groups of persons, that present a hazard to the safety of patrons or performers,   CITY by and through its Law Enforcement Agency, with the concurrence of the Recreation Program Administrator or his designated Supervisor for the event, may temporarily suspend, or terminate such event and clear the area if no alternative safe options exist at the time.  Upon such occurrence, CITY shall bear no liability for any claims for costs including, but not limited to, refund of admittance, nor shall City be liable for breach of this Agreement.

**CITY ORDINANCES**

The City reserve the right to terminate this agreement effective immediately in the event that the rental party is involved or becomes involved in behavior which exhibits aggressive or violent tendencies whether physical or verbal and or promotes or incites violence or aggressive behavior which results in physical altercations, fighting and/or rioting, and/or if said behavior results in any property damage to the rented facility and/or in the event the rental party or anyone attending the rental has or consumes alcohol on City property or interferes with the ability of other patrons ability to utilize the facility. In the event this agreement is terminated the City also reserves the right to deem the renter ineligible to rent from the City of Pompano for a term of one year.

The applicant must comply with all city ordinances concerning liability insurance, structural, electrical, fire inspections and any other important requirements. **Note:** The submission of an application for use of a City Park for a public event does not guarantee approval will be granted.

**Signature of Applicant/Representative Date Name of Organization**

**LIST OF ATTACHMENTS THAT SHOULD BE INCLUDED WITH THIS APPLICATION:**

Certificate of Insurance(s)

Site Plan

Proof of Payment

Marketing Plan: Flyers, etc.

Application for Showmobile or Small Stage (if requesting)

DEP approved permit (if applicable)

**Rule & Regulations for City Parks & Pavilions**

* Alcoholic beverages are not permitted in City Parks.
* Electricity is not available at Park Pavilions.
* Bounce houses are not permitted in City Parks unless associated with pavilion rental.
* No animals for entertainment purposes.
* No amplified music is permitted in City Parks.
* Vendors, concession stands or the selling of food must have permission from the Recreation Programs Administrator.

**STAFF REVIEW**

**Signature Approve Disapprove Date**

**Animal Control** Click here to enter text.Click here to enter a date.

**Building Dept.** Click here to enter text.Click here to enter a date.

**Fire-Rescue** Click here to enter text.Click here to enter a date.

**Police-BSO** Click here to enter text.Click here to enter a date.

**Public Works** Click here to enter text.Click here to enter a date.

**Risk Management** Click here to enter text.Click here to enter a date.

**Zoning Dept.** Click here to enter text.Click here to enter a date.

**Beach Parking** Click here to enter text.Click here to enter a date.

**Environmental Services** Click here to enter text.Click here to enter a date.

**Application Review for Completeness:** Click here to enter text.

**RECREATION PROGRAMS ADMINISTRATOR PERMISSION**

I, the undersigned, Recreation Programs Administrator do hereby give my permission for use of a City Park for the event described above.

**Name of Event: Date:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

**Recreation Program Administrator or Designated Representative Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Assistant City Manager or Designated Representative Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**

**City Manager or Designated Representative Date**