



City of Pompano Beach

100 W. Atlantic Blvd Pompano Beach, FL 33060
Phone: 954.786.4629 Fax: 954.786.4044

Application for Special Events

Application #		Received	
Special Event	Public Event (If Public Event, refer to Parks & Recreation for alternative application)	§132.27 Private Property (Complete this application)	

A **\$30.00 application fee**, payable to the City of Pompano Beach is required along with this application, but does not guarantee approval. Application must be filed not less than 16 business days prior to the event/parade. No application will be accepted without the fee and all necessary documents. A site plan/ map must be included.

[ONLY the City Commission has the authority to waive the required building permit fees and ONLY upon the request of other government agencies upon a showing of good cause.]
Pompano Beach Code of Ordinances §152.10 (E) (2)

You may be required to obtain additional permits from the Building & Fire Departments.

Request for City Involvement: (Describe services requested if any): _____

Is the City of Pompano Beach in partnership with this event? YES NO

City Manager initials: _____

Event Information:

Event Name: _____ Purpose: _____

Date(s) & Time(s): Start: _____ End: _____

Location: _____ Est. # of Persons: _____ Previous Attendance: _____

Description of Activities: _____

Specify Streets: _____

Fees:

Are you planning to charge an admission, donation, participant fee, etc..? YES NO

If YES, how much? _____ What for? _____

Applicant or Organizations Representative:

Organization Name: _____ Phone: _____

Address: _____ City: _____ State/ Zip: _____

Organization/ Sponsor Contact Person: _____

Other Sponsoring Organization Name(s): _____

Is Sponsor a Non-Profit Organization? YES NO Tax Exempt* #: _____

***Please provide proof of 501 (C) (3) IRS exemption.**

Name of Corporation: _____ Phone: _____

Coordinator Name: _____ Address: _____

Financial Information:

Has your organization contracted an Event Marketing Company to plan, organize or implement this event?

Company Name: _____

Address: _____

City: _____ State/Zip: _____

Building Department to the Building Department (Structures / Tents/ Canopies / Fences)

Structures, tents, canopies, awnings, and fences require a Building Permit. A Broward County General Building Class A, B, & C (Residential), or a Limited Specialty Building Contractor Class "AL", "AF", "AE" or "F" license is required to obtain the permit. Contractor is required to schedule and successfully complete inspection work prior to event opening. *Florida Building Code- Broward County Administrative Provisions 105.1.* **NOTE: Any inspections required after normal working hours will incur an additional cost.** Permit is not required for temporary structures (except fences) that cover an area less than 120 square feet. *Florida Building Code 3103.0.1*

Will any temporary structure be built, including tents, canopies or fences? YES NO

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

Electrical Requirements:

Electrical work requires an Electrical Building Permit. **Generators over 5KW require an Electrical Building Permit.** A Florida Licensed Electrical Contractor is required to obtain permits. Contractor is required to schedule and successfully complete inspection of work prior to event opening. *Florida Building Code 101.4.1, 105.4.5.*

Will any electrical equipment be installed in conjunction with the Special Event? YES NO
(i.e. lighting in tents, outlets for cooking, stages, etc...)

If YES, list what equipment is to be installed and locations, if known (include voltage, amperage and phases of wiring.)

Miscellaneous Requirements:

Are you planning any type of amusement rides as part of the event? YES NO

If YES, provide Company Name providing the equipment: _____

- 1) Are you planning to have any type of concessions? YES NO
If YES, has the *Florida Health Department* approved the food vending site plans? YES NO
(Please contact: John Litscher @ 954.632.8094 or John.Litscher@dbpr.state.fl.us)
Do all food vendors have a temporary food service permit? YES NO
- 2) Are you planning on selling alcoholic beverages? YES NO
If YES, has a liquor permit been obtained from the State of Florida? YES NO
- 3) Attach a copy of the State of Florida permit for Police Department use. YES NO
- 4) Are you planning to use any type of music? YES NO
If YES, will the music be amplified? YES NO

•Fireworks•

- 5) Do you plan a fireworks display? YES NO
Any such display must be in compliance with all provisions of City Charter, & Florida State Statutes.
If YES, specify date: _____ Time Frame: _____

Location: _____

Vendor: _____

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 to determine compliance with the First Code and applicable laws regarding the possession, storage and use of fireworks.

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
Who is supplying manpower and barricades for approved street closings? _____

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.

Captain Wayne Adkins (954)786-4202

Are Police Security Officers being hired? YES NO If YES, how many? _____

Name of Contact: _____ Phone: _____

Other Security: _____

Name of Contact: _____ Phone: _____

Sanitation Requirement/ Clean up:

Clean up and restoration of the area to its original condition utilized must be accomplished within a reasonable time frame after the conclusion of the event. No more than 24 hours, for same is permitted in any instance.

Name of Clean up Contact: _____ Phone: _____

Are Port-a-Johns being provided? YES NO If YES, how many? _____

Company Name providing the Port-a-Johns: _____

City Ordinances:

The applicant must comply with all city ordinances structural, electrical, fire inspections and any other important requirements.

Printed Name of Applicant/Representative

Signature of Applicant/Representative

Date

Name of Organization: _____

Property Owner's Permission:

I, the undersigned, and owner of the property where event will be located do hereby give my permission for use of my property for the event described above.

Printed Name of Property Owner

Signature of Property Owner

Date

Print Name

Address: _____ Phone: _____

Name of Event: _____ Date of Event: _____



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Applications for Public & Special Events

Application #		Received	
Staff Review			
Department	Signature Department Designee		Date
Animal Control			
Building			
Fire-Rescue			
Parks & Recreation			
Police-BSO			
Public Works			
Risk Management			
Zoning			
Applications Review for Completeness:			
Development Services Department Designee			
Issues/ Concerns:			

City Manager signature: _____ Date: _____