



SPECIAL EVENTS APPLICATION AND AGREEMENT

Event Name:

Date Received by City Staff:

This application must be completed in its entirety. An incomplete application will be returned to the applicant and may delay approval and reservation of preferred date. Events must follow the City's Special Event Ordinance 2019-09. Applicant must check with all applicable City, State and Federal laws and/or permit requirements, and obtain the permits they may require.

EVENT INFORMATION

Type of Event: Special Event-City Owned Property Special Event-Non-City Owned
Parade Demonstration Block Party Concert / Festival

Venue: Tony Rosa Community Center Ted Whitlock Community Center
Fred Poppe Regional Park Captains House Other

If other, please identify:

CONTACT INFORMATION

Organization/Applicant Name:

Telephone:

Applicant Address:

Email:

Contact Person *(if different from Applicant)*:

Telephone:

Email:

NAME / TITLE OF EVENT

Name / Title of Event:

Description of Event:

Anticipated Number of Attendees:

Open to the Public:

Yes

No

NOTICE: For every 250 people attending, you need one certified crowd manager.

Will you be charging an admission fee: Yes No If yes, how much?:

Date(s) of Event:

Setup Start Time:

Event Start Time:

Break Down Time:

Event End Time:

ROAD / TRAFFIC NEEDS

Will you be requesting any road closures? Yes No

Name of specific street/road:

Times of Road Closure:

Please include all roads to be closed on the site map that is submitted, including location of any barricades, cones, etc. Applicant must provide written notification to each occupant within the proposed event area at least two weeks prior to the event.

TEMPORARY STRUCTURES

Will you have Temporary Structures? Yes No

Booth If yes, how many?: Measurements:

Tent If yes, how many?: Measurements:

If the tent is over 800 square feet in size, the tent will require a permit from our City Building Department.

Inflatables If yes, how many?: Measurements:

Other

All items above must be clearly marked with all details on the site map that is submitted.

MUSIC INFORMATION

Will music be provided at your event? Yes No

Will there be sound amplification? Yes No

Band DJ Stereo System Other

List sound/equipment provider:

Applicant must adhere to the City of Palm Bay Special Event Ordinance Number 2019-09. The maximum permissible sound level is 65db at the event boundary. If the adjacent land use is residential, the level may not exceed 55db.

FOOD / VENDORS

Will there be food? Yes No Provided at a charge? Yes No

Will there be soft drinks/water? Yes No Provided at a charge? Yes No

Will there be vendors? Yes No If yes, how many vendors?

If yes, what kind? Cooking Vendor Non-Cooking Vendor

A Business Tax Receipt and Department of Health Certificate is required for the sale or distribution of food. Already prepared food must be approved by the Department of Health prior to the event. All vendors location must be clearly marked on the site map that is submitted.

ALCOHOL

Will there be alcohol?	Yes	No	Provided at a charge?	Yes	No
Beer					
Wine					
Liquor					

A State license is required for alcohol sales and can be obtained from the Florida Division of Alcoholic Beverages. The sale of alcoholic beverages must follow the liquor control regulations of the City and the State of Florida.

MISCELLANEOUS

Will off-site parking be used at the event?	Yes	No	If yes, location?		
Will you need electricity?	Yes	No	Will you be using generators?	Yes	No
Are you providing additional dumpsters?	Yes	No	If yes, provider name:		
Are you providing additional toilets?	Yes	No	If yes, provider name:		
How many additional toilets will you have?			How many toilets will be ADA Accessible?		

NOTICE: You must have at least one ADA Accessible portable toilet for your event.

Will there be first-aid stations?	Yes	No	Will there be amusement rides?	Yes	No
Will there be fireworks?	Yes	No	Will there be fire?	Yes	No

SERVICES REQUESTED BY APPLICANT:

Police Officer(s) If yes, how many?

The City reserves the right to assess the need for additional City services.

Please be aware that employing a service member incurs a fee for each person requested for your event. Each police officer requested is a paid, off-duty detail and forms/applications will be sent from the PD for request review.

SITE PLAN REQUIREMENTS

Detailed Site Plans are required for special events on City-owned and non-City-owned properties.

A preliminary site plan for city-owned property shall be submitted no less than thirty (30) days before the event. A final site plan must be submitted no less than fifteen (15) days before the event.

A preliminary site plan for non-city-owned property shall be submitted no less than ten (10) days before the event. A final site plan must be submitted no less than five (5) days before the event.

****Please refer to the City of Palm Bay Special Event Ordinance Number 2019-09 for full details regarding the Site Plan Requirements****

INSURANCE REQUIREMENTS

Applicants for a Special Event on City property must follow the insurance requirements as described in the City of Palm Bay Special Events Ordinance Number 2019-09:

- Commercial General Liability
- Worker's Compensation and Employer's Liability
- Liquor Liability (if alcoholic beverages are to be sold, served, or consumed at the event)

The City must be provided with a Certificate of Insurance listing the "City of Palm Bay" as the Certificate Holder and naming the "City of Palm Bay" as an additional insured. The insurance requirements must be met not less than fifteen days (15) days prior to the scheduled event.

****Please refer to the City of Palm Bay Special Event Ordinance Number 2019-19 for full details regarding the insurance requirements for Special Events held on City owned property****

APPLICANT SIGNATURE

I hereby certify that the information provided in this application is true and correct and agree to adhere to the City of Palm Bay Special Events Ordinance 2019-09.

Applicant (Required)

Date (Required)

If you are submitting this document electronically, please email this document to:
specialeventapplications@pbfl.org

**An attachment notating the approval by the pertinent
City of Palm Bay Departments will follow this page.**