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APPLICATION FOR PUBLIC & SPECIAL EVENT

SPECIAL EVENT PUBLIC EVENT CITY PROPERTY

Phone: (954)786-4629

CITY OF POMPANO BEACH
100 W. Atlantic Blvd. Room 306
Pompano Beach, FL 33060

Fax: (954) 786-4044

Received: _____

A **\$25.00** APPLICATION FEE, PAYABLE TO THE CITY OF POMPANO BEACH IS REQUIRED 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** WHICH INCLUDE: INSURANCE CERTIFICATE INDEMNIFYING THE CITY OF POMPANO BEACH, \$300,000.00 EACH OCURRENCE, (Insurance Certificate MUST SAY, **“Additionally insured City of Pompano Beach”**). IN ADDITION, A SITE PLAN/MAP MUST BE INCLUDED.

EVENT INFORMATION

NAME OF EVENT:	PURPOSE:	
DATE OF EVENT:	LOCATION OF EVENT:	TIME:
No. OF PERSONS:	PAST ATTENDANCE:	YEAR:
DESCRIPTION OF ACTIVITIES:		

SPECIFY STREETS AND PARKS (Site plan and/or map of location must accompany application):

RELEASE AND WAIVER OF LIABILITY

In consideration of the opportunity afforded Applicant to use city premises for the special 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, its 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. EG

By signing, applicant agrees to have read the complete Special Events Application, and fully understands the terms and understands that the Applicant has given up substantial rights by signing the Special Events 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 Special Event Application is held invalid the balance notwithstanding shall continue in full force and effect.

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.

WILL ANY TEMPORARY STRUCTURE BE BUILT, INCLUDING TENT, CANOPIES OR FENCES?

NO YES

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.

WILL ELECTRICAL WIRING NEED TO BE INSTALLED: NO YES
SPECIFY LOCATIONS, VOLTAGE, AMPERAGE, AND PHASE
OF ADDITIONAL WIRING.

ARE YOU PLANNING ANY TYPE OF AMUSEMENT RIDES AS PART OF THE EVENT? NO YES

IF YES, NAME THE COMPANY PROVIDING THE EQUIPMENT.

1) ARE YOU PLANNING TO HAVE ANY TYPE OF CONCESSION? NO YES

a. IF YES, HAS THE FLORIDA HEALTH DEPARTMENT APPROVED FOOD VENDING SITE PLANS? Please call John Litscher @ 954-632-8094. NO YES

b. DO ALL FOOD VENDORS HAVE A TEMPORARY FOOD SERVICE PERMIT? NO YES

2) ARE YOU PLANNING ON SELLING ALCOHOLIC BEVERAGES? NO YES

a. IF YES, HAS A LIQUOR PERMIT BEEN OBTAINED FROM THE STATE OF FLORIDA? NO YES

- 3) ATTACH A COPY OF THE STATE OF FLORIDA PERMIT FOR POLICE DEPARTMENT USE. NO YES
- 4) ARE YOU PLANNING TO USE ANY TYPE OF MUSIC? IF YES, WILL THE MUSIC BE AMPLIFIED? NO YES

FIREWORKS

- 5) DO YOU PLAN A FIREWORKS DISPLAY? IF YES, SPECIFY DATE, TIME, LOCATION & VENDOR. NO YES

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 Organizations Representative

Organization Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Organization/Sponsor Contact Person: _____

Other Sponsoring Organization Name: _____ Phone: _____

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

Name of Corporation: _____ Phone: _____

Coordinator Name: _____ Address: _____

FINANCIAL INFORMATION

Has your organization contracted an Event Marketing Company to plan, organize or implement this event? If Yes, **ATTACH A COPY OF THE TERMS OF THE CONTRACT** (For Parks & Recreation Use) and provide the following:

Company Name	Address	City
State/Zip		

FEES

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

If Yes, how much? _____ What for? _____

REQUEST FOR CITY INVOLVEMENT (Describe services requested if any:

