



*Community Special Event  
Application & Information*

Revised 6/2014

*Administrative Offices: 1500 16<sup>th</sup> Street, Palm Harbor, FL 34683*



# Park & Facility Application For Special Event

Thank you for your interest in holding your next event with our department. This form will assist our department in handling your event request. Please fill this out as completely as possible. The submission of this application does not constitute an approval. It is requested that you do not publicize your event until you have received approval from the department.

## Applicant / Organization Information

Name of Applicant: \_\_\_\_\_ Driver License #: \_\_\_\_\_

Title: \_\_\_\_\_ Organization Represented: \_\_\_\_\_

Tax Exempt?  Yes  No (Attach certificate)      Not-For-Profit?  Yes  No (Provide documentation)

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Special Event Information

Event Title: \_\_\_\_\_

Requested Location: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time (For Public): \_\_\_\_\_

Set-Up Date & Time: \_\_\_\_\_ Break-Down Date & Time: \_\_\_\_\_

*\*Events occurring in outdoor facilities must end by 10:00PM – This is per Pinellas County ordinances.*

Description of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Annual Event?  Yes  No / Last Year's Attendance: \_\_\_\_\_

Will alcohol be served or sold?  Served  Sold  No alcohol      *\*License Required Prior to Event*

Amplified Music/Entertainment:  Yes  No      Electricity Needed:  Yes  No

Portable Restrooms?  Yes  No      Dumpster?  Yes  No

Admission Charge?  No  Yes, list: \_\_\_\_\_

Road Closures?  No  Yes, describe: \_\_\_\_\_

\_\_\_\_\_ *\*Requires approval from Pinellas County*

**Return this application, along with signed waiver and your licensing fee (see page 3) to:**

CSA Palm Harbor  
Attn: Recreation Coordinator  
1500 16<sup>th</sup> Street  
Palm Harbor, FL 34683

## Special Event – Support Documentation

1. **Site Plan** – provide a detailed map/diagram of the proposed event space. Make sure to include locations of portable toilets, generators, light towers, etc.
2. **Road Closure Permit** – provide documentation of your approval for road closure by Pinellas County Government.
  - a. If you are closing roads within our district, you **MUST** contact the Pinellas County Sheriff's Office for hiring of a detail for your event.
3. **Alcohol Permit** – provide documentation of your approval/license from the State of Florida, after receiving initial approval from the Palm Harbor Community Services Agency.
  - a. If you are providing alcohol at your event, you **MUST** contact the Pinellas County Sheriff's Office for hiring of a detail for your event. This documentation **MUST** be provided along with application in order for approval to occur.
4. **501c3/Not-For-Profit** – provide Consumer's Certificate of Exemption from the Florida Department of Revenue, and/or documentation from the Florida Department of Corporations.

**Insurance Requirements:** All events must provide the department with proof of insurance in the amount of \$1,000,000 with the following as "additional insured" prior to any event commencing:

Palm Harbor Community Services Agency  
1500 16<sup>th</sup> Street  
Palm Harbor, FL 34683

Pinellas County Board of County Commissioners  
315 Court Street  
Clearwater, FL 33756

### **Information for:**

#### **Road Closures**

Lora Strong, BDRS Regulatory Services  
Pinellas County  
440 Court Street, Clearwater, FL 33756  
(727) 464-3394  
[lstrong@co.pinellas.fl.us](mailto:lstrong@co.pinellas.fl.us)

#### **Pinellas County Sheriff's Office**

Off-Duty Detail / Secondary Employment Office  
(727) 582-6100

#### **Florida Division of Alcoholic Beverages & Tobacco**

1940 North Monroe Street  
Tallahassee, FL 32399  
(850) 487-1395  
<http://www.myfloridalicense.com/Dbpr/abt/index.html>

## Special Event – Fees

In order to provide quality service and facilities to the community, our department does collect fees in association with special events held on managed properties. A \$250 down-payment (or full payment if less) is required at time of application and will be returned should your event application be denied. A \$250 security deposit is also required at time of application.

### Licensing Fee (Dependent Upon Attendance) – OUTDOOR Facilities

<i>Attendance</i>	<i>Fees – Profit</i>	<i>Fees – Non-Profit</i>	<i>Fees - Private</i>
1-149	\$150	\$100	\$200
150-299	\$200	\$150	\$250
300-599	\$250	\$200	\$300
600-999	\$300	\$250	\$350
1,000-2,499	\$350	\$300	\$400
2,500-4,999	\$400	\$350	\$450
5,000-6,999	\$450	\$400	\$500
7,000+	\$500	\$450	\$550

### Labor Rates (Usage To Be Decided By Department)

<i>Staffing Unit</i>	<i>Per Hour</i>	<i>Required For</i>
Administrative Staff	\$40.00	Large events (2,500+) in managed facilities when multiple department staff is required.
Park Maintenance	\$30.00	All events. This rate is for placing of garbage cans, cleaning/stocking of restrooms and dealing with on-site maintenance issues for the facility. 1-599 Persons: 1 Staff Required 600-999 Persons: 2 Staff Required 1,000-4,999 Persons: 3 Staff Required 5,000+ Persons: TBD by Department
Sheriff's Office	Determined by PCSO	Events involving alcohol and road closures.

**\*\*PHCSA reserves the right to require additional staff as needed for event.\*\***

Our department can also assist you in providing the following services. These fees will vary depending on agreements between the vendors and department. The department will provide the contract and work with vendors, however your organization is responsible for coordinating the item's placement.

- Traffic control devices (cones, barricades, signage)
- Public facilities (portable toilets, tents)
- Event Services (sound, lights, A/V equipment, radios)
- Hospitality Services (tables, chairs, linens)
- Publicity Items (banners, t-shirts, signage) \*your own designs

**Waiver & Release**  
**Community Special Events**

Organization Name: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Title: \_\_\_\_\_

Event Title: \_\_\_\_\_

My signature below constitutes my understanding and agreement to all terms and conditions in regards to holding a community event in a facility managed by the Palm Harbor Community Services Agency, Inc. I affirm that I am an authorized representative of said organization and am legally authorized to sign contracts and agreements on behalf of organization.

I agree that my organization and/or myself (hereinafter referred to as "User") will agree to and will at all times indemnify, save and hold harmless the Palm Harbor Community Services Agency, Inc. (hereinafter referred to as "PHCSA") and the Pinellas County Board of County Commissioners (hereinafter referred to as "County") from all liability and claims, demands, damages and costs of every kind and nature, including attorney fees at trial or appellate levels, all court costs arising out of injury to or death of persons, including the organization's members, and damage to any and all property including loss of use thereof, resulting from or in any manner arising out of or in connection with any activities or use of the facilities by the User, its agents, servants or employees, or result from or in any manner arising out of its relationship with PHCSA and County. The User shall, upon request from PHCSA and or the County, defend and satisfy all suits arising from its use of the premises.

I also understand that full payment of any licensing and event fees are required to be paid in full no later than thirty (30) days prior to the execution of said event. In the event that additional fees are required during the course of the event due to additional staffing and/or materials and/or equipment, this rate will be billed to me and must be paid within fifteen (15) days of receipt, otherwise a late charge of 10% of the total costs will be billed additionally in increments of each ten (10) day period thereafter the due date.

I also understand that PHCSA and/or the County reserves the right to limit usage of any managed facilities due to safety concerns to the public, event attendees, staff and volunteers. If an event is deemed unsafe to continue by PHCSA and/or the County, the event will immediately cease operations and all fees paid and/or owed will be forfeited for refund.

In the event of inclement weather, I understand that PHCSA may require facilities to be closed or unavailable. In this case, PHCSA will work together with me and the organization to provide another suitable date and/or location. I understand that additional fees may be required, although PHCSA will make a goodwill effort to accommodate said event.

I, the undersigned, do hereby understand and agree to this contract and its terms.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PHCSA Representative Signature

\_\_\_\_\_  
Date