

CITY OF DADE CITY

SPECIAL EVENT APPLICATION

PART I. GENERAL PROVISIONS

- **Applications for a special event permit shall be filed with the City Manager not less than 90 calendar days and not more than 12 months before the proposed special event date. Permits for recurring events may be applied for and approved annually.**
- The grant of a permit shall constitute the issuance of a limited license, and shall not create a property right, or entitle the applicant to violate any general park rules or regulations, or regulations applicable to the use of public property adopted by ordinance.
- The applicant shall be responsible for the payment of fees, deposits, or reimbursement of costs where a request is made to use City services, equipment, or property for a special event. In addition, the applicant shall be responsible for all costs incurred should inspection services be required in order to ensure compliance with the provisions of this ordinance. Any costs of repairs to or restoration of public facilities caused by the event shall be charged to the applicant.

**PART II.      APPLICANT INFORMATION**

Name of corporation:

Contact person:

Mailing address:

Phone number (including area code):

Fax number (including area code):

Email address:

Date incorporated:

Current corporate status: (Check One)       Active       Inactive

Is your corporation qualified by the IRS as a 501 (c)(3) not-for-profit organization?    Yes    No

(Please attach a copy of your current IRS determination letter indicating tax-exempt status)

Employer Identification Number (EIN):

In the space below, please provide the mission and goals of your corporation:

**PART III.      EVENT INFORMATION**

Name of proposed event:

Date(s) of proposed event:

Time of proposed event:

Proposed boundaries and venue of event:

Will the event require the closure of a state highway?:     Yes       No

If yes, a separate request form for state road closure must be submitted with this application.

Will the event require closure of a City street/avenue?:     Yes       No

Estimated number of vendors:

Estimated number of food/beverage concessionaires:

Will alcohol be sold, served or consumed at this event?     Yes       No

If yes, an application for a permit for consumption of alcoholic beverages must also be submitted and approved.

Using the space below, briefly describe the proposed event and the specific activities associated with it.

Have you held this event before in Dade City?     Yes       No

If yes, when:

Estimate of anticipated number of spectators/participants attending the event:

In the event of hazardous weather, do you have an alternate date selected:     Yes       No

If yes, what is the alternate date?:

PART IV.      EVENT SPONSORSHIP

How will this event be promoted?:

Do you have any co-sponsors for the event?:       Yes       No

If yes, please list:

Will a fee be charged to attend this event?:       Yes       No

If yes, how much will the fee be?:

Are you requesting services and/or monetary participation from the City?:       Yes       No

If yes, please describe service(s) and/or amount requested:

An application for any level of City subsidy of a special event must be filed with the City Manager by June 1 for events occurring during the following fiscal year beginning October 1.

PART V. REQUIRED FACILITIES AND INSURANCE INFORMATION

Does your corporation have liability insurance for this event?  Yes  No

If yes, please attach proof of liability insurance in the amount of One Million Dollars (\$1,000,000.00), or Two Million Dollars (\$2,000,000.00) if the event will include the consumption of alcoholic beverages. All policies shall name the City of Dade City as an additional insured for the event.

Please provide/attach a description including a map and location and number of public facilities to be provided for the event (e.g., toilets, garbage cans, etc.):

Please attach to this application documentation of the appropriate application for Pasco County Health Department permitting for public facilities.

I agree to comply with all terms and conditions applicable to the conduct of special events, as set forth in Ordinance No. 2004-0861, and further certify that the information contained in this application is true and correct to the best of my knowledge.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name:

APPLICATION FOR CONSUMPTION OF ALCOHOLIC BEVERAGES.

No applicant shall be issued more than three permits per year, and no permitted event may exceed two days in duration.

Please provide a general description of how the use of alcohol will be incorporated into the proposed special event:

Please attach a diagram/map to this application depicting specific clearly identifiable, designated and secured areas within the event venue where beverage sales and consumption are to occur.

Please attach documentation to this application of appropriate applications for state alcoholic beverage licensing for this event.

Please provide a description of how security and beverage law compliance will be provided, including hours of sale and consumption during the event:

Please provide a description of the type(s) of beverages(s) and beverage container(s) to be used in conjunction with the event:

I agree to comply with all terms and conditions applicable to the conduct of special events, specifically pertaining to the consumption of alcoholic beverages, as set forth in Ordinance No. 2004-0861, and further certify that the information contained in this application is true and correct to the best of my knowledge.

By: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: