



Special Event Permit Application Form

A. General Information

Date of Event:
Name of Event:
Start Time:
End Time:
Setup Start Time:
Breakdown End Time:
Location of Event:
Facility Requested:
Date Application Submitted:

Name of Applicant/Applying Organization:
Address:
City: State: Zip:
Phone:
Phone (Alt):
Fax:
Web Site:
Non-Profit Status ID#:

On-Site Event Coordinator Name:
Address:
City: State: Zip:
Day of Event Phone:
E-mail Address:

B. Event Information

Type of Event: (Please circle all that apply)		
Festival	Block Party	Public Assembly
Walk/Run	Concert/Performance	Parade/Procession/Motorcade
Other (Please List):		
Estimated attendance:		
Will fireworks be a part of the event?		
If yes, who is responsible for displaying them:		
What type of entertainment will take place?		

C. Fees

Will there be an admission fee charged to the event?	Amount:
Will fees be charged to exhibitors/vendors?	Amount:
Will there be any additional activity fees charged?	Amount:
Please list all additional activities (if applicable):	
Will there be charge for parking?	Amount:

D. Vending / Concession

What type of vending will be present? (Crafts, Food, Exhibits, Beverage, etc.)
Do you request electrical services for vendors?
Do you request water services for vendors?
Are your vendors using generators?
Number of trash receptacles needed:
Will food and/or non-alcoholic beverages be served and/or sold?
Will alcoholic beverages be served and/or sold?
If caterers are being used, please list names and DBPR license number of each caterer:

I. Street Closures and Security

Will the event require security (alcohol, monetary, overnight, etc?)
Will the event require street closures?

Note: The sponsor/event planner will be required to provide police barricade service for events that require street closures. Also, in the event a state road is involved TPD will secure a permit from the Florida Department of Transportation.

J. Cancellation

The City of Tallahassee reserves the right to cancel or relocate an event due to special circumstances including but not limited to the following: weather conditions, misuse or abuse of facilities, non-compliance with City of Tallahassee event guidelines, and un-permitted/prohibited events.

- Cancellation of an event **more than 30 days** before an event will result in loss of application fee.
- Cancellation **14 to 30 days** before an event will result in loss of deposit and application fee.
- Cancellation **less than 14 days** results in loss of all fees.

K. Site Plans, Maps and Accessible Planner

Please attach a detailed site map to include the following: (MAKE LIST)

L. Insurance Requirements

General Liability Insurance is required for all public events. All General Liability Insurance must be provided by the event applicant, no exceptions. Liquor Liability can be provided by whichever business/organization/non-profit that is providing the alcohol services. The insurance limits are \$1,000,000 per occurrence. The certificate holder must be listed as City of Tallahassee, 300 S. Adams Street, Tallahassee, FL 32301. The certificate holder must also be listed as Additional Insured. Additionally if any County owned and/or maintained roadway or County equipment is being utilized the County must also be listed as certificate holder. The certificate holder must be listed as Leon County, 301 S. Monroe Street, Tallahassee, FL 32301. All food vendors and caterers are also required to provide a current copy of their General Liability Insurance.

M. Additional Terms

The City reserves the right to revoke any permit granted for an activity, which is found to be in violation of any ordinance, law, or condition of approval. Failure of the City to timely invoke this right will act as a waiver to exercise such rights in the future. Prohibited Practices include; Games of Chance, Gambling, and Raffles are prohibited.

PRINT APPLICANT NAME

APPLICANT SIGNATURE

DATE

SPECIAL EVENT COORDINATOR SIGNATURE

DATE