



CITY OF
TALLAHASSEE

Special Event Permit Application Form

SUBMIT
COMPLETED APPLICATION AT
ALLISON.BEHRMAN@TALGOV.COM

**Marketing/advertising of any kind may not take place
until physical event permit is granted.**

A. General Information

Date of Event:
Name of Event:
Start Time:
End Time:
Setup Start Time:
Teardown 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:		Open to the Public:
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: pandemic, weather conditions, misuse or abuse of facilities, non-compliance with City of Tallahassee event guidelines, and un-permitted/prohibited events up to and including the day of event.

- 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: Tent locations, Port-o-let locations, all vendors, stages, and power requirements. Also please be prepared to include a parking plan if asked.

M. 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.

N. 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.

P. Processing

All applications must be submitted for review no less than 30 days prior to the date of the event to be held. Applications turned in with less than 30 days processing time will not be approved.

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PRINT APPLICANT NAME

APPLICANT SIGNATURE

DATE



So You're Planning an Event....

Thank you for choosing one of The City of Tallahassee's parks or facilities as a site for your special event. In order to expedite this permitting process, please review the list below. We are still in need of your input. Please keep in mind that not all items apply to each event.

- Fee Payment
- Special Event Application
- COVID Safety Plan
- Facility Waiver
- Exclusive Use Agreement
 - Disc Golf Course
 - Trails
 - Skate Park
- General Liability Insurance
 - City of Tallahassee listed as additionally insured
 - City of Tallahassee listed as certificate holder
- Liquor Liability Insurance
 - City of Tallahassee listed as certificate holder
- Tax Exemption Certificate (if applicable)
- Staging Application Form
- Food Vendor Information
 - Copy of General Liability Insurance Certificates
 - Copy of City of Tallahassee Tax Certificates
 - DBPR License Numbers / Dept. Of Agriculture - Food Safety License Numbers (if applicable)
 - Copy of State Temporary Vendor Applications (if applicable)
- Maps / Layouts
 - Site Map
 - Route Map
- Tallahassee Police Department Special Event Application
- Tallahassee Police Department Officer Service Agreement
- Time Extension Approval from City Manager's Office
- City Alcohol Application
- State Alcohol Permit
 - State Alcohol Permit Application
 - Check payable to DBPR in the amount of \$ 25.00
- Tent Permit (if tent exceeds 900 sq ft)
 - Tent Permit Application
 - Flame Resistant Certificate for applicable tents
 - Check payable to City of Tallahassee in the amount of \$ 202.60
- Fireworks Permit
 - Fireworks Permit Application

Event Name: _____
Event Date: _____
Event Location: _____
Event Contact: _____
Event Phone: _____

For more information please contact Special Events at 891-3885 or by email at Allison.Behrman@talgov.com. Thank you again for your interest in our parks system and we look forward to working with you. For forms and other documents, please log on to our website at www.talgov.com and choose the option for Parks & Recreation, then Special Events. You will find all applicable forms under the heading Park Permits. Follow us on Facebook! www.facebook.com/COTparks Follow us on Twitter @COTparks!