



**CITY OF  
TALLAHASSEE**

**PARKS, RECREATION & NEIGHBORHOOD AFFAIRS**

# Special Events Permit Application

SUBMIT COMPLETED APPLICATION AT [ROBIN.MCKAY@TALGOV.COM](mailto:ROBIN.MCKAY@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 / Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Non-Profit Status ID#: \_\_\_\_\_

On-Site Event Coordinator Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day of Event Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**B. Event Information**

Type of Event

*(please check all that apply)*

- Festival       Block Party       Public Assembly
- Walk/Run       Concert/Performance       Parade/Procession/Motorcade
- Other \_\_\_\_\_

Estimated attendance: \_\_\_\_\_

Will fireworks be a part of the event: \_\_\_\_\_

If yes, who is responsible for displaying them: \_\_\_\_\_

What time of entertainment will take place?

**C. Fees**

Will there be an admission fee charged at 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):

**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:

**E. Restroom Facilities**

How many portable toilets will you have?: \_\_\_\_\_

Where will they be located?: \_\_\_\_\_

Who will be the vendor providing the restrooms?: \_\_\_\_\_

How many handicap portable toilets will you have?: \_\_\_\_\_

How many wash stations will you have?: \_\_\_\_\_

If portable toilets are not used, what restroom facilities will your event be utilizing?:

**F. Medical Arrangement**

Will there be ambulance services on site?: \_\_\_\_\_ Provided by: \_\_\_\_\_

Will there be first aid services on site?: \_\_\_\_\_ Provided by: \_\_\_\_\_

**G. Equipment**

Will the event include tents?: \_\_\_\_\_

Please specify quantity of tents per each size: \_\_\_\_\_

Will you be placing banners and/or signs at your event? \_\_\_\_\_

How many? \_\_\_\_\_ Sizes? \_\_\_\_\_

Verbiage: \_\_\_\_\_

Please list number and location of stages: \_\_\_\_\_

Please list location of staff mgmt command center: \_\_\_\_\_

**Note: Any tent (or grouping of tents) larger than 30 x 30, including vendor tents, must obtain a permit from the City of Tallahassee’s Growth Management Department. Please refer to the tent guidelines.**

**NO EQUIPMENT INCLUDING TENTS MAY BE STAKED INTO THE GROUND.**

**H. Sound and Lighting**

Who will provide audio and lighting?: \_\_\_\_\_

Will electrical services be needed: \_\_\_\_\_

Please list locations and explain:

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

## 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.

## N. 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