



**Please indicate your request of sponsorship from the City of St Pete Beach below**

\_\_\_ Off Duty Pinellas County Sheriff Officers for the event

For office use only: Total event hours _____ Expected attendance: _____ Number of officers needed _____ Estimated Cost \$ _____
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\_\_\_ Special Rescue during the event

For office use only: Total event hours _____ Expected attendance: _____ Number of Rescue units needed _____ Estimated Cost \$ _____
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\_\_\_ Barricades  
Number requested \_\_\_\_\_

\_\_\_ Orange Cones  
Number requested \_\_\_\_\_

\_\_\_ Trash Bins  
Number Requested \_\_\_\_\_

\_\_\_ Assistance in digging a hole for beach fire on public beaches

<b>A COMPLETED SPECIAL EVENT APPLICATION MUST ACCOMPANY THIS APPLICATION!</b>
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Please attach any other pertinent information to this application that will help substantiate your need for City co-sponsorship.  
(See instructions and time line on next page)

# Co-Sponsorship Application Instructions and Time Line

## Application Time Line:

1. Applications for event co-sponsorship which require financial support either in cash or in-kind services:
  - a) Applications accepted between April 9 – May 4 of the calendar year.
  - b) The Recreation Advisory Board shall review all applications in May and recommend a level of support for each applicant to the City Commission at budget workshops in June/July of 2018.
  - c) The recommendations shall be based upon financial need and overall value to the community.
  - d) The City Commission shall approve their desired level of support for each applicant and direct all departments involved to budget the necessary support for the following fiscal year.
  - e) The City budget is developed between March and August with final Commission approval in September.

### **Time Line Diagram for items ‘a’ – ‘e’ above scheduled for October 2018 – September 2019 Events:**

Receive Applications	April 9 – May 4, 2018
Review Applications at Rec Board Meeting	May 15, 2018
Review from commission during budget meetings	July 2018
Final Approval of approved 2018-19 budget at commission meeting	September 2018

2. Co-sponsorship is approved at a specific level on a year-to-year basis. Applicants must reapply annually.
3. If the co-sponsorship application is denied, the City of St Pete Beach assumes no liability for expenses incurred by applicant.

### Application merit considerations: Applicant must convince the City of all or most of the following:

1. Applicant has the experience, resources and capability to successfully conduct this event (other than the support requested from the City).
2. The event provides positive economic impacts or benefits to the City of St Pete Beach and its citizens.
3. The event should be reasonably compatible with the surrounding area it takes place in.
4. The event shows innovation, creativity, and uniqueness from other events.
5. There are no other similar events conflicting or competing for venue, participants, or spectators within a reasonable time frame.
6. The weather is likely to be conducive to the success of the event.
7. The promoter has an effective plan to advertise, market, or otherwise promote the event, and will acknowledge the City of St Pete Beach as a co-sponsor in all advertisements.
8. There are no unresolved legal issues with the proposed conduct of this event.
9. The event is not politically motivated or sensitive.

Please call 727-363-9274 with questions, or email questions to Jennifer McMahon at [rddirector@stpetebeach.org](mailto:rddirector@stpetebeach.org)