



City of St. Pete Beach Recreation Department Event Application

Applicant

Name of Applicant: _____ Title (If applicable): _____

Name of Organization (if applicable): _____

Tax Exempt? Yes No Non-Profit? Yes NO *If yes on either, please provide documentation*

Mailing Address: _____

Cell Phone: _____ Email: _____

Event Information

Event Title: _____ Event/Organization Web Address: _____

Event Location(s): _____

If location is private property, a letter giving permission for the event to take place on the property must be included with the application.

Event Date(s) & Time(s)

Date	Day of the Week	Start Time	End Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Set Up Date(s): _____ Time(s) _____ to _____

Cleanup Date(s): _____ Time(s) _____ to _____

Description of Event: _____

Will this be an Annual Event? Yes No If yes, next year's date(s): _____

Event Logistics

Estimated Attendance _____
(includes event crew, participants, and spectators) This Year Last Year (if Applicable)

List all event activities: _____

Electricity Needed Yes No Source: _____

Will portable restrooms be used? Yes No *If yes (include on site plan): One ADA compliant toilet for every 10 per location*

Will Dumpsters be used? Yes No *If yes (include on site plan)*
How Many? _____ Size: _____ Installation Date: _____ Removal Date: _____

Entertainment (Detail type, bands, DJs, dancers, clowns, etc) _____

Parking Plan (please be detailed and include on site map): _____

Food and Beverage:

Will alcohol be served or sold? ___ Served ___ Sold ___ No Alcohol

Will there be food trucks? ___ Yes ___ No

All food trucks must be registered with the city.

If yes, please list the truck/trailer vendors

- 1. _____ St Pete Beach Food Truck Permit # _____
- 2. _____ St Pete Beach Food Truck Permit # _____
- 3. _____ St Pete Beach Food Truck Permit # _____
- 4. _____ St Pete Beach Food Truck Permit # _____
- 5. _____ St Pete Beach Food Truck Permit # _____

If you need additional space to list more food trucks please attached an additional sheet listing name of truck and the permit number.

Other Food Vendors that are not a truck or trailer: **an outdoor cooking permit is required for those listed below. Please include the outdoor cooking permit application/s with the event permit**

List all other vendors (art, crafts, clothes, etc) _____

Event Equipment – All equipment below other than a 10x10 tent requires a temporary structure permit. Please include the temporary structure permit for each piece of equipment listed below with the event application.

Tents: *Please list number of tents and size of each and include location on the site plan.*

Stage/Platforms: Please list dimensions, scaffolding, etc and include location on the site plan

Vehicle on the Beach Permits

Do you need to have a vehicle on the beach for your event? ___ Yes ___ No

If Yes, please include a vehicle on the beach permit application with the event application

Street Closures

Does Event require any Road or Sidewalk Closures? _____ Yes _____ No

If yes, you must include **all the details** in the **site plan** including streets and times

Road	Start Intersection	End Intersection	Date	Times
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Signage/Banners – Please list number, size and placement of each banner that you plan to use to promote the event. If requesting to hang a banner over 75th Ave, a FDOT permit is required and request must be made at least 90 days before the event.

City Equipment – Please indicate the number needed for your event, if none, please put a zero (0).

_____ Barricades

_____ Cones

_____ Trash Bins

As the Applicant, I hereby accept and understand the responsibility to oversee all contractors, vendors, or parties affiliated with the event and to insure compliance with the special event guide, the event rules guidelines, requirements for tents and all policies, rules, regulations, and code provisions of the City of St. Pete Beach. I understand that any violations may result in immediate cancellation and revocation of the Event permits. I further certify that all the facts contained in this request are accurate.

No advertising for the event shall occur until this Special Event permit has been approved by City staff and Commission.

If any information is found to be false, incomplete or misrepresented, such fact is just cause for the immediate revocation of any permit issued. In addition, failure to correct any on-site conditions or code violation as identified by City Staff will result in revocation of the permit and/or code enforcement fines.

For events on Public property, I agree to obtain and furnish the City of St. Pete Beach with a certificate of general liability insurance in the amount of at least one million dollars (\$1,000,000) or greater as deemed satisfactory by the city. The insurance must name the City of St. Pete Beach as an additional insured.

I understand incomplete application or any outstanding financial obligations with any department with in the City of St. Pete Beach may result in a denial of my request.

Print Name

Signature

Corporation Name (if applicable)

Date



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Please Include:

- Site Plan: Maximum Size of 8.5" x 11" including the following information
 - Location of food vendor area (s)
 - Tent locations and sizes
 - Location of food truck/trailers
 - Location of stage
 - Fuel storage/dispensing areas
 - Emergency access routes for LEO and Fire
 - Location of vending booths
 - Location of fire extinguishers & other life safety equipment
 - Description of sound amplification facilities or equipment
 - Location of alcoholic beverage consumption areas and vending
 - Location of Generators
 - Identify any fences/gates around the event
 - Table, chair and equipment layout
 - Location of portable restrooms
- Traffic & Parking Plan
- Safety Plan
- Certificate of Insurance
- Outdoor Cooking Permit Application (if applicable)
- Temporary Structure Permit Application (if applicable)
- Vehicle on the Beach Permit Application (if applicable)
- Beach Fire Permit Application (if applicable)
- Tax Exempt Documentation (if applicable)
- Non-Profit Documentation (if applicable)

Please send application to:

City of St. Pete Beach

Jennifer McMahon, Recreation Director

155 Corey Ave

St. Pete Beach, FL 33706

Or email to: Rddirector@stpetebeach.org

[727-363-9274](tel:727-363-9274) or fax at [727-363-9246](tel:727-363-9246)

EVENT APPLICATION FEES

Up Type IA events: St Pete Beach Resident/Business that does not require site plan review, on-site inspections or other city services, does not require additional permits from other governmental agencies and will occur for not more than three consecutive days.

Type IB events: Non-Resident/Business that does require not require site plan review, on-site inspections or other city services, does not require additional permits from other governmental agencies and will occur for not more than three consecutive days.

Type IIA events: St Pete Beach Resident/Business that does require Business that does require site plan review, on-site inspections, city services and/or additional permits from other governmental agencies-

Type IIB events: Non-Resident/Business that does require Business that does require site plan review, on-site inspections, city services and/or additional permits from other governmental agencies.

Type III Events: include any event which cannot be reviewed under subparagraphs (a) or (b) of this section.

Attendance	Type IA	Type IB	Type IIA	Type IIB	Type III
Up to 249	\$25.00	\$50.00	\$75.00	\$100.00	TBD
250-500	\$50.00	\$100.00	\$250.00	\$350.00	TBD
501-999	\$75.00	\$150.00	\$500.00	\$650.00	TBD
1000+	\$100.00	\$200.00	\$750.00	\$1,000.00	TBD

OTHER FEES

Temporary Structure, Outdoor Cooking and Beach Fire permits are \$25 per permit.

Vehicle on the Beach permits is \$15Food Truck/Trailer permit is \$170 annually

Fire Department stand – by is \$125 per hour with a minimum of 3 hours (1 crew and vehicle)