



City of Largo Recreation, Parks and Arts Reservation and Event Application



All applications must be submitted at least 90 days prior to the event,
but no more than 12 months before.

If approved, your confirmation will be in the form of an Event Agreement issued to the Applicant. All applicable fees and charges will be invoiced once an Event Agreement is signed by the Applicant and the City.

City of Largo Recreation, Parks and Arts Department
Event Application
Support Documentation

MUST include:

- ☐
 - Site Map
 - ☐ Traffic & Parking Plan
 - ☐ Certificate of Insurance (due 30 days prior to event) with additional insured page
 - ☐ Day of Event Contact Person & Cell Number
 - ☐ Tax Exempt Documentation (if applicable)
 - ☐ Non-Profit Documentation (if applicable)

Please send application to:

City of Largo
Recreation, Parks and Arts Department
Attn: Special Events
201 Highland Ave
Largo, FL 33770
Phone: (727) 587-6740 x5014
Fax: (727) 586-7406

Upon approval, an approved/signed copy of the Event Agreement will be sent to the Applicant. The Applicant shall sign the Event Agreement and return it to the Recreation, Parks and Arts Department with payment of deposit within ten (10) days. **The submission of this application does NOT guarantee approval. Do not publicize your event until approval has been confirmed.**

For Office Use Only:

Event Title: _____
Date Received: _____
Date: _____
Approved _____
Denied _____

APPLICANT AUTHORIZATION

Name: _____ Drivers License #: _____
(Must be 21 years of age or older)

Mailing Address:

_____ Street _____ City _____ State _____ Zip _____

Phone Number: _____ E-mail Address: _____

Title (If Applicable): _____

Name of Organization (If Applicable): _____

Tax Exempt?: Yes No (If yes, copy of 501(c)3 required)
Non-Profit?: Yes No (If yes, Florida Exemption Certificate required)

Emergency Contact: _____ Phone: _____

EVENT INFORMATION

Event Title: _____ Event Type: _____

Event/Organization Web Address: _____

Event Location(s): _____

Event Date(s) & Times(s):

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

*Events past 11pm must submit a Special Permission Usage Application (\$25 fee)

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

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

Description of Event: _____

Will this be an annual event?: Yes No If yes, list next year's date(s): _____

REQUESTED EVENT LOGISTICS

Estimated Attendance: (Includes event crew, participants, and spectators) _____
This Year Last Year

Event Activities

Please select all applicable activities and/or known services for this event from the choices below:

Activity Type	Please Check	Details
Animal Act / Show		
Beverage / Catering (with alcohol)		
Block Party		
Bounce Houses/Inflatables		
Craft Show		
Entertainment (Music, Dance, Band, etc...)		
Equipment Rentals (Chairs, tables, etc...)		
Exercise Class		
Fundraising		
Generator Usage		
Media Attendance		
Parade		
Pyrotechnics		
Sales – Beverage/Food/Merchandise		
Showmobile (or other stage, risers)		
Tent Use (>10x10)		
Walk/Run (ex: 5k)		

List any other event activities that may not be listed above: _____

List all food and beverage vendors: (Event promoter is responsible for obtaining copies of all licenses and insurance from each vendor and provide the same to the city.)

Will alcohol be served or sold?: Served Sold No Alcohol
*If yes, refer to Event Policies and Procedures

List all other vendors (food, entertainment, etc...):

*Each vendor will need approval. Other fees may apply.

Event equipment: (Include dimensions, seating, staging, platforms, tents, booths, scaffolding, trucks, on site map, etc...)

*Any tents larger than 20' x 40' require additional inspection and fees through the City of Largo Fire Department. See Event Policies and Procedures Manual.

List times of music and/or amplified sound: (List PA systems, microphone, speakers, amps, etc...)

Requesting noise ordinance waiver?: Yes No If yes, include details: _____

Electricity needed?: Yes No Source: _____

Will portable restrooms be used?: Yes No
*If yes, include on site plan (one ADA compliant toilet for every ten standard per location). Any portable restrooms left after the agreed upon removal date will result in extra fees on the renter including, but not limited to, the forfeiture of any deposits.

Will dumpsters be used?: Yes No (If yes, include on site plan)
How many: _____ Size: _____ Installation date: _____ Removal date: _____

Please list any admission charges, donation, parking, registration or other fees and how much:

Does event require any road or sidewalk closures?: (Circle all that apply)

 Full closed road(s) Rolling road(s) closure Sidewalk(s)

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

Road Start Location Finish Intersection Date Times

POLICIES AND PROCEDURES:

EVENT DEFINITION

An Event is defined as any activity that is outside of the normal operations of the facility and/or has an impact on the general public. Examples may include one or more of the following:

1. Open and advertised to the general public
2. The sale of food, beverage or merchandise to the general public
3. Exceeds pavilion boundaries of a park shelter
4. Event requires one or more of the following: parking arrangements, traffic control, law enforcement, EMS, Fire Marshall, portable toilets, dumpsters, or City permits
5. Requires that portions of a public facility be closed to the general public

EVENT REQUIREMENTS AND GUIDELINES

1. **Production Meetings:** The event promoter/organizer must attend a pre-event consultation, production meeting, and a post-event evaluation with City staff and other parties as necessary. Event promoter is responsible for all event logistics before, during, and after the event including equipment, security, trash, traffic, etc.

2. **Site Map:** Site Map should include: (as many pages as necessary, does not all need to be on one map)

- a. Vendor locations
- b. Event equipment (stages, booths, scaffolding, trucks, etc.)
- c. Seating arrangements
 - i. Indicate Type (Theater, Bleacher, Tables w/ Chairs, other)
 - ii. Indicate Locations
 - iii. Indicate Number at Each Location
- d. Tent locations and sizes, etc.
- e. Barricade locations
- f. Entertainment / activities
- g. Electrical needs
- h. Portable restroom locations
- i. Dumpster & Recycling collection location(s)
- j. Road and/or sidewalk closures
- k. First aid / medical stations
- l. Traffic flow, parking and shuttles

3. **Traffic & Parking:** Traffic flow and parking plan is required. Please provide map and details of plan. Include shuttle services, pick-up and drop-off locations and a copy of the company's license and insurance. Also indicate parking areas for event personnel, volunteers, vendors, etc.

4. **Vendors:** Event Promoter is responsible for obtaining a copy of all license and insurance from each vendor, including inflatables (moonwalks), climbing walls, pony rides, food vendors, etc., and providing the same to the City of Largo, with the City of Largo listed as an additional insured (see insurance section). Food vendors are also subject to fire inspection and must adhere to all Health Department and Fire Department rules and regulations, including keeping walkways clear and electrical cords, hoses, etc. properly covered and secured.

5. **Selling:** Selling or offering for sale of any goods or services requires Departmental approval.

6. **Alcohol:** Event Promoter is responsible for abiding by all local, State and Federal liquor regulations, including the Division of Alcoholic Beverages & Tobacco (ABT). Sale, dispensing, possession, use and/or consumption of alcoholic beverages on public property is prohibited except pursuant to City and State Ordinance. Serving or selling of alcohol at the event is subject to departmental approval. Once event is approved, the Event Promoter may obtain a temporary liquor license permit. A certificate of liquor liability insurance in the amount of \$500,000 naming the City of Largo as additionally insured must also be provided. If liquor is to be sold, a copy of the liquor license must be provided in the name of the

organization selling the product. Copies of insurance(s) and license(s) must be submitted to the Recreation, Parks and Arts Department a minimum of thirty (30) days prior to the event. Contact the Florida Department of Business & Professional Regulation at www.myflorida.com/dbpr.

7. **Tents:** All tents must be properly secured and anchored and made of flame-resistant materials in accordance with NFPA 701 Standard Method of Fire tests for Flame Propagation of Textiles and Films. All tents larger than 10' x 10' require a Building (tent) permit.

8. **Noise:** All events must comply with the City of Largo noise ordinances unless a waiver is granted.

9. **Restrooms:** The Applicant may be required to provide portable restrooms depending on scope and size of the Event. In general, one portable toilet will be required for every 250 people in attendance. One toilet must be ADA accessible for every 10 toilets in each location. Multi-day events will require daily cleaning service of portable restrooms. Portable restrooms may be placed one day prior to the Event, and must be removed from the site following the Event.

10. **Trash & Recycling:** The Applicant may be responsible for additional dumpsters, trash cans, and/or recycling containers depending on the size and scope of the event. Delivery of dumpsters and temporary recycling receptacles will be arranged with the Solid Waste Division. The Event Promoter will be responsible for placing recycling receptacles throughout the event site as recommended.

11. **Safety:** Safety Plan requirements will be determined by City staff, as well as the Largo Police and Fire Departments. Event Promoter may be required to hire off duty law enforcement officers, lifeguards, medical personnel, etc. All events must designate a first-aid station.

12. **Site Closure:** For safety concerns, the event space will temporarily close in the case of inclement weather, emergencies, or other unsafe or hazardous conditions, or should vehicle or event capacity reach maximum.

13. **Inclement Weather:** If the event is canceled due to inclement weather or other unsafe or hazardous conditions, the Event Promoter is responsible for notifying participants of the event cancellation. Event may be rescheduled pending availability. A rain date is a suggestion prior to event. Any additional fees incurred to the City, such as labor, traffic control, or any other unforeseen costs will be invoiced by the City to the Event Promoter. If the event is canceled and not rescheduled, the Event Promoter may receive a full refund, minus a \$25 administrative fee plus any direct costs already incurred. The City reserves the right to cancel an event due to inclement weather, emergencies, or other unsafe or hazardous conditions.

14. **Cancellations/Refunds:** Event Promoter must notify the in writing of any cancellations or rescheduling of the event. If Event Promoter cancels the event at least 30 days prior to the event, any payments made will be refunded, minus a \$25 administrative fee and any direct costs incurred by the City. If Event Promoter cancels less than 30 days prior to the event, the Event Promoter will not receive a refund.

15. **Permits:** Applicant is required to obtain all permits, licenses and certificates required by City, County, State, Federal, ABT (Division of Alcoholic Beverages & Tobacco), or other applicable regulatory agencies. Copies of all such permits and licenses must be submitted a minimum of thirty (30) days prior to the event. For cooking regulations at temporary events please visit: http://www.myfloridalicense.com/dbpr/hr/licensing/GT_tempevents.html.

16. **Event Conclusion:** The event space is to be restored to the same condition as it was prior to the Event. Applicant will be responsible for the cost to repair any damage resulting from the event and/or attendees. All equipment and structures placed at the Event site must be removed by the end of the event. The City of Largo is not responsible for any items left at the event site.

17. **Owed Monies:** Should collection efforts be required to collect any sums due, the City will be entitled to interest at the highest legal rate and the City will be entitled to collection costs including attorney's fees.

18. **City Logo:** The use of the City of Largo's logo, Recreation, Parks and Arts Department logo, or any other reference to the City of Largo is strictly prohibited except where written permission has been granted. This permission will only be granted where the City of Largo is a co-sponsor of the event.

20. **Privileges:** Failure to abide by Recreation, Parks and Arts Department Rules and Guidelines will result in event privileges being suspended.

21. **Special Events Calendar:** The City of Largo maintains the Special Events Calendar that details community events on the City of Largo website. Only permitted events will be listed on the calendar. Periodically, events of significance or great public interest are included in the calendar. The City of Largo reserves the right to determine the events and content included in the Special Events Calendar.

22. **Insurance:** A certificate of general liability insurance in the amount of \$1,000,000.00 naming the City of Largo as an additional insured is required. A copy of the certificate must be submitted a minimum of thirty (30) days prior to the event as well as a copy of the additional insured endorsement page.

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 event policy and procedures manual, the event rules, guidelines, requirements for tents and all policies, rules, regulations, and code provisions of the City of Largo. I understand that any violations may result in immediate cancellation and revocation of the Event Agreement. I further certify that all the facts contained in this request are accurate.

For events on public property, I agree to obtain and furnish the City of Largo with a certificate of general liability insurance in the amount of at least one million dollars (1,000,000.00) or greater as deemed satisfactory by the city risk manager. The insurance must name the City of Largo as an additional insured.

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

Print Name (Must be president if corporation)

Signature

Corporation Name (If applicable)

Date

FIRE REQUIREMENTS:

Number of participants expected: _____

*Dependent on the number of participants expected and type of event, renter may need to secure authorized security and EMS for the event.

Participants with special needs?: Yes No

EMS on site?: (FD, Sunstar, private medical staff) Yes No

Will there be any access issues for participants?: (canals blocking patient care access, vehicle access/road surface issues, location identification markings)

First Aid/Safety?: (PFDs on premises, safety fencing to prevent potential injury)

Communication with staff on site?: (radios, point of contact, etc...)

*Please list the day of event contact with phone number.

FIRE PREVENTION

- Applicant must contact the Fire Marshal to determine the required submissions for the particular event. (i.e., location of electrical connections, tent specifications, etc.)
- Traffic circulation and sight triangle must not be obstructed. Any changes to the traffic circulation pattern must be clearly depicted on the site plan.
- Site plan depicting buildings, parking, tents, booths, tables, inflatables and signs shall be provided.
- Certificate of flame resistance for tents over 10' x 10' must be provided. The fee for a tent over 10' x 10' is \$50 per tent.

I have read the above fire prevention policies and agree to the terms and conditions.

Print Name (Must be president if corporation)

Signature

Corporation Name (If applicable)

Date