



# City of Largo



## Co-Sponsored Event Information for 2018/2019

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Please review the below carefully as some items have changed. All fees associated with each event will be charged to the organization. The City of Largo will not waive any additional fees outside of the co-sponsorship agreement.

- The utility fee will need to be added to paid in full 30 days prior to the event date if **ANY** type of electricity is to be used.
- A fee of \$100 will be charged for a change of event date.
- Contracts **MUST** be submitted at least 30 days prior to event and must include all necessary documents. Events that are not paid in full prior to the 30 day mark may be canceled. Applications or payments received less than 30 days prior to the event will be charged a **\$100** late fee and may not have all requested equipment available.
- Organizations that coordinate co-sponsored events are responsible for setting up and breaking down any and all equipment (excluding the stage). Equipment, such as tables and chairs, will be placed in a single location for easy unloading and distribution. For City of Largo staff to assume responsibility for set-up and break-down, the appropriate fee must be applied prior to the date payment is due.
- Any equipment request received after the 30 day mark will be considered based on availability.
- Shelters will require a small fee per shelter and are booked **only** once a deposit is received. Please make sure to list the shelter numbers on your contract as those do book months in advance. Please see attached fee schedule for cost.
- Co-sponsored events can not be held on a train weekend (first full weekend of every month).
- Any "Run" events must be located in the Largo Central Park's Nature Preserve. Walks will still be permitted in the main area of Largo Central Park with approval.
- All Co-sponsors are required to give three variable dates (in separate months) for their event. Every event wants to be in October and April and we can not accommodate all of these requests. No dates will be reserved or confirmed until after a deposit is received.

## Application Time Line

1. Applications for event co-sponsorship:
  - Applications will be accepted until **February 2, 2018**. First time applicants may be considered during other times of the year under special circumstances.
  - The Co-Sponsorship Review Committee will review all applications and recommend a prioritized list of co-sponsored events to the City Commission.
  - The recommendations will be based on overall value to the community. Refer to "Applicant Merit Considerations" for additional information.
  - All Co-Sponsored events must be approved by City Commission.
2. Co-sponsorship is approved on a year-to-year basis. Applicants **must reapply** annually.
3. The event must occur between October 2018 and September 2019.

## Applicant Merit Considerations

### Applicants must provide proof of the following:

1. Applicant has the experience, resources and capability to successfully coordinate and manage this event (other than City of Largo support requested through the agreement).
2. There are positive economic benefits for Largo businesses. (Preference will be given to Largo based organizations and/or non-profit organizations.)
3. There are defined benefits to the citizens of Largo through the uniqueness of the event.
4. The promoter/organization has an effective plan to advertise, market, or otherwise promote the event.
5. The event is not politically motivated or sensitive.

*This application gives the Co-Sponsorship Review Committee an idea about your event. The application does not commit you or the City of Largo to provide any of the enclosed services or materials. Please list all equipment, staff, etc. you anticipate requiring for your event.*

### Applicant Information

Name of Organization:		
Address:		
City:	State:	Zip:
<b><u>Primary Contact:</u></b>		
Telephone:	E-mail:	
<b><u>Secondary Contact:</u></b>		
Telephone:	E-mail:	
Please Provide the event's website:		
Please Provide a phone number that can be advertised to the public:		
Brief Description of Organization’s Purpose/Function:		
Is the organization non-profit?	YES	NO
<b>(MUST attach documentation to prove this)</b>		
Does your group presently have liability insurance?	YES	NO
<i>\$1,000,000 coverage will be required naming the City of Largo as an additional insured. <b>This MUST be provided 28 days before the event and include the additional insured page.</b> Please provide copy of your present blanket coverage if available.</i>		
Please list all Community Events this organization participates in regularly?		

## Event Information

Date of Application:	Name of Event:
Date(s) of Event: 1st Choice: 2nd Choice: 3rd Choice: <b>(Due to the popularity of a few choice months, you MUST include 3 date choices in at least two different months.)</b>	Hours of Event:  Set up time:
Proposed Location of Event:	
Expected Participant Attendance:	Expected Number of Vendors:
Last years attendance (if applicable):	
Description of Event:	
Activities offered at the event:	

**\* Approval from the City of Largo must be obtained for each food and activity vendor scheduled to be at the event. A Certificate of Insurance with endorsement page will be required from each vendor listing the City of Largo as an additional insured for a minimum of \$1,000,000.**

## Event Equipment/Staff Request

List below the equipment and quantity need estimated for your event. Please refer to the enclosed fee schedule for discounts available on equipment rental:

Equipment	YES	NO	Estimated Number Needed
8 Foot Tables			
Chairs			
10x10 Tents			
Park Electricity (utilities)			
Event Fencing (8ft sections)			
Large Shelters (please list the shelter numbers you are requesting)			
Small Shelters (please list the shelter numbers you are requesting)			
Showmobile (Stage)			
Other Needs:			

**Please Note:**

Every event, regardless of size, will be required to have a City of Largo staff member present for the entire duration of the event, including set-up and break-down. The staff rates are listed on the form. An additional staff member will be required for every 750 in attendance. Additional staff may also be required based on the amount of City equipment needed.

- Depending on the size of the event and at the discretion of the Special Event Police Sergeant, police services and/or crossing guard services may be required for parking and crowd control. The rate listed in the fee ordinance is currently \$44 an hour.
- Depending on other events occurring at Largo Central Park, Central Park Performing Arts Center, and the Largo Library at the time of your scheduled event, shuttle services by an outside organization may be required to shuttle participants from an off site parking location. In this case, it will be the responsibility of the participating organization to contract a company.

## City Participation Requests

*Attach additional sheets if desired*

Why do you want the City to co-sponsor this event?

What are the benefits of co-sponsorship of this event to the City of Largo?

State purpose/need of event for the community:

What, if any, charities will benefit from this event? If none, where do proceeds go?

Are there plans to have alcohol available? <i>If an organization requests to sell or give away alcohol at their event this must be approved by the City Commission seperately from the event approval.</i>	YES	NO
Will there be an admission charge?	YES	NO
Has your organization received/applied for any financial assistance from the City currently, or in the past?	YES	NO

**Please attach the following to this application:**

- A copy of the marketing plan for your event, and a complete financial report from last year's event (or a projected financial report if this is a first time event).
- Any pertinent information to this application which will help substantiate your request for city co-sponsorship.

**FY 2018/2019 CoSponsored Event Rates**  
 LARGO CENTRAL PARK ~ (101 CENTRAL PARK DRIVE)

<b>Taxable Items</b>	
*Park Rental Fee	<b>WAIVED</b>
*Dumpsters	\$75.00 each x _____ dumpster
*Showmobile	Rental fee waived.
*Showmobile Set Up and Delivery	\$100 flat rate
*Tables	\$6.00 each
*Chairs	\$2.00 each
*Small Tents (10x10)	\$75.00 each per event x _____ 10x10 Tent(s)
*Shelter Usage:	Shelter cost each \$20 small, \$30 large
*Utilities (no tax)	\$20.00/hour x _____ hours of event (applies if you plan to use any amount of electricity)
*Event Staff (Number of staff required is dependant on set-up requirements.)	\$22.00/hour x _____ hours of event
*Application fee	\$25
	\$100 change of date fee
	\$100 late paperwork fee
<b>Non-Taxable Items</b>	
Damage Deposit	\$250-\$500 (refundable) This amount will be set in your contract based on the equipment usage.

## Summary Sheet

Please review and check all conditions which apply to this event. Note the corresponding obligation for each condition.

<b>✘</b>	<u>Condition</u>	<u>Obligation</u>
	Public Invited	General Liability Insurance
	Vending Product	Occupational License
	Mechandise Sales	Occupational License
	Vending Food/Beverage	Occupational License , Health Permit, Insurance
	Vendors/Exhibitors	How Many? _____
	Vending Beer/Wine	Alcohol Permit and Insurance
	Errecting Tents Larger than 20x40	Temporary Structure Permit
	Fence Installation	Temporary Structure Permit
	Open Flame Food Preperation	Fire Inspection Permit
	Pyrotecnics	Fireworks Permit
	Street Closure	Street Closure Permit
	VIP Area	
	Staging	Showmobile?
	Amplified Sound	
	Security	Name of Company
	Sanitary Facilities (Port o Lets)	How many units?
	Off Site Parking	

## Marketing

Invitations	Television	The City of Largo logo should be used in any promotional materials, posters, flyers, ads, website, public service announments, and press releases.
Posters/Fliers	Radio	
Newspaper	Internet	



**Please Attach the Following:**

- Route map for parade, run, walk, and/or bike event
- Site map of event and detail schedule of each day's events including open and close times
- Check for application fee of \$25
- Summary Sheet
- Application
- A copy of the marketing plan for your event, and a complete financial report from last year's event (or a projected financial report if this is a first time event).
- Other pertinent information to this application which will help substantiate your request for city co-sponsorship.

**Send Application with attachments:**

Attn: Special Events  
City of Largo  
PO Box 296  
Largo, Florida 33779

or via e-mail:  
[cdevoe@largo.com](mailto:cdevoe@largo.com)

or via Fax:  
Attn: Special Events  
727.586.7406