

City of Oldsmar Florida



Special Events Guide and Permit Application

www.myoldsmar.com

Welcome

The City of Oldsmar is proud to host several special events annually. A special event is defined as an event held on public property which is open to the general public. This packet is intended to help you better understand the special event process and provide tips that will facilitate your special event planning process. If along the way, you have any questions or concerns about the information provided in this packet, or if there is something we can do to assist the successful planning of your event, please let us know. Our special event staff is here to help.

The City of Oldsmar is committed to supporting quality special events throughout the community. If you are planning a first-time event, or simply making venue or programmatic changes to an annual event, give us a call before you complete your event plans. City staff members have valuable experience with events and want to see yours succeed. Whether you are wondering about the availability of a venue, or seeking technical assistance with traffic and safety planning, a preliminary conversation with City staff may help you save valuable time and provide you with initial guidance in the development of your special event plan.

After you have developed your special event plan, submit your proposed event description and any supporting documents, including a site and traffic plan for the event, to the City of Oldsmar Leisure Services Department along with the City's Special Event application.

Once you have submitted your application, a representative from the City of Oldsmar will contact you and serve as your primary point of contact for the processing of your application. This person will review your application and notify you if your event requires any additional permits, licenses or review.

On behalf of the City of Oldsmar, we thank you for contributing to the spirit and vitality of our city through the staging of your event. Best wishes for a successful event!

Things to consider when planning your special event

As you begin planning your event, think carefully about the impacts and benefits the event will bring to the community.

The following are some common problems that preliminary planning can help reduce:

- If your event requires a traffic plan, remember that a street closure, even for two or three blocks, can affect traffic for miles around the venue due to event related traffic, and the rerouting of traffic around the closure.
- Does your street closure block or impede access to the fire station, churches, schools, businesses or residents?

- How does your event affect public transportation systems, such as the PSTA bus? Are alternate routes available to accommodate daily use of these systems?
- Are you planning to serve alcohol at the event? How will the use of alcohol affect the mood, participant safety and enjoyment of the event, as well as security needs and insurance costs?
- What type of music will be featured at the event? How will the noise level impact the surrounding neighborhood? What type of audience and participant numbers may result from the type of music?
- Have you made plans to ensure that your event is accessible to the disabled? Disabilities include, but are not limited to vision, hearing and physical limitations. Do your booths block access ramps? Is disable parking readily available? Are TDD phones on site? Will portable toilets accommodate wheelchairs?

Contact Leisure Services at (813) 749-1264 to schedule a preliminary meeting to discuss your event plans.

Site Plan/Route Map

To ensure appropriate review of your event, a proposed site plan is required. This is applicable for moving routes and fixed venues. Site plans should be submitted in a 8 1/2" x 11" or 8 1/2" x 14" standard format. A minimum of four (4) copies should be included with your permit application.

Should the scope of work proposed for the event include portable structures, prefabricated structures or site built structures such as bleachers, elevated platforms, temporary pedestrian bridges, tents and membrane structures as well as other similar structures, the Planning and Redevelopment Department may require the issuance of Building Permits.

Alcohol

The City Manager or designee may approve the sale and free dispersal of alcohol by outside individuals/groups who rent one of our facilities. The responsibility and liability falls on the individual/group who rents or uses a City facility.

If you, or your group, intend to sell alcohol at your function you must contact the State and obtain a permit to do so. You must also obtain an insurance rider from an A rated insurer, of no less than one million dollars (\$1,000,000.00) to cover injury or loss relating to alcohol related claims. Also, inclusive in that rider, the City of Oldsmar is to be named additional insured. The cost of the necessary insurance rider is yours or your group.

If you, or your group, intend to disperse free alcohol at your function you do not have to obtain a permit from the State. However, you must obtain an insurance rider, of no less than one million dollars (\$1,000,000.00) to cover injury or loss relating to alcohol related claims. Also, inclusive in that rider, the City of Oldsmar is to be named an additional insured. The cost for the necessary insurance rider is yours or your group.

The organizer must submit an Alcohol/Tobacco License Verification Application to the City of Oldsmar's Planning & Redevelopment Department for review and approval and applicable fees must be paid. Approval by the City of Oldsmar does not relieve the permit holder of the obligation to comply with all applicable state liquor laws and to the extent that any permit is inconsistent with state liquor laws or other lawful regulations, the approval shall be deemed void to the extent it conflicts with such laws or regulations.

Insurance

General liability insurance coverage, in the amount of \$1 million, must be acquired before an event and maintained throughout the duration of the event, including set-up and dismantle periods.

- The standard proof of insurance is the ACORD certificate form. Coverage verification provided on an insurance company's certificate form is also acceptable.
- The name of the insured, the insurance carrier, the policy number and coverage limits must be stated on the certificate of insurance as well as the effective and expiration dates for the coverage.
- An endorsement naming the "City of Oldsmar, its officials, agents, employees and volunteers" must accompany the certificate of insurance. If alcohol will be served, a liquor liability endorsement or policy is also required.
- Insurance certificates and endorsements must be signed by an authorized representative of the insurance carrier. Electronic signatures are acceptable and this information can be placed anywhere on the endorsement that it will fit.
- The certificate of insurance must be filed with the City of Oldsmar fifteen (15) working days before the event.
- The certificate of insurance must include the event name, date and location.
- The Tenant User Liability Program (TULIP) is available for insurance for rental of facilities. To access, go to: www.ebi-ins.com/tulip. The City's code number is 0501-BSA. Answers to a few questions about the event will be required and then a quote will be provided. Once approved, a certificate of insurance is issued to the City.

Restroom Facilities

On site public restrooms will be required to be maintained and monitored during the event by the event organizer. Additionally, depending on the duration of your event and the availability of public restrooms, you may be required to rent portable chemical toilets to accommodate participants. The City of Oldsmar requires one (1) chemical toilet for every 250 people, or portion thereof. In addition, one (1) handicap-accessible toilet must be provided for every 500 expected guests/participants. The number of toilets required is based upon the maximum number at your event during peak time. The total number of toilets required will be determined on a case-by-case basis.

Clean Up

Event Organizer is responsible for providing clean-up during and following the event. If it becomes necessary for the City to clean up any given area, the event organizer will be billed for all costs of the clean-up.

Dumpsters

- Contact Utility Billing for pricing (813) 855-5257

Trash and Recycling

- The number of recyclable containers must be equal to the number of trash containers.
- Recycling and garbage containers must be placed next to each other throughout the event.
- Each recyclable container must be clearly identified as a recycling container and display a list of types of recyclable materials accepted.
- Organizers can determine types of recyclables to be collected, as long as the recyclables include aluminum and metal cans, glass and plastic bottles and jars.
- The Event's Coordinator must ensure that all recyclable materials are delivered to a recycling facility and not to a landfill.
- For Trash & Recycling bins, contact Republic Services at (813) 265-0292

Pinellas County Sheriff's Deputy

- Contact Pinellas County Sheriff's Office 727-582-6176
- In some cases, the hiring of officers from the Pinellas County Sheriff's Office will be required by the City of Oldsmar in order to obtain a Special Event Permit. The Pinellas County Sheriff's Office determines the need, number, and type of security personnel based on expected attendance, location of the event, the presence of alcohol, history of the event, nature of the event, street closures, and the amount of advertising used for an event.

FEES

- The applicant(s) shall assume and reimburse the city for any and all costs and expenses of the City and related to the event for which the approval is sought, including but not limited to barricades, tents, seating and equipment rentals.

<u>Park/City Special Event Fees</u> Attendant Required	\$100.00 plus Attendance fee (2 hours or less) \$200.00 plus Attendance fee (More than 2 hours)	<u>Attendance Fee Schedule</u> Attendance 1-50 \$0 per day Attendance 51-150 \$150 per day Attendance 151-300 \$300 per day Attendance 301-1,000 \$500 per day Attendance 1,001-2,500 \$750 per day
Staff Fee/Attendant	\$20.00/per hour	
Electric Fee (2 hour minimum) per electrical panel connection	\$10.00/per hour	
Janitorial Fee (See Chart) Set Up Fee (See Chart)	\$20.00/per hour \$20.00/per hour	(Set Up/Janitorial Fee is determined by attendee number on chart below) Up to 75 2 hours 76 to 125 3 hours 126 to 175 4 hours 175+ 5 hours

Special Event Guidelines

1. All special events must submit a completed application.
2. Completing an application and obtaining approval does not guarantee your event will be publicized by the City of Oldsmar.
3. Applications for events must be submitted at least two (2) months prior to the event date. Our goal is to ensure quality planned events are held in Oldsmar.
4. All organizations interested in hosting an event must provide a current certificate of Liability insurance naming the City of Oldsmar as an Additional Insured with at least \$1,000,000.00 per occurrence at least fifteen (15) business days prior to the event. If an event is serving alcohol, a separate Alcohol Liability certificate must be obtained naming the City of Oldsmar as additional insured with a minimum of \$1,000,000.00 per occurrence.
5. All prospective event holders must understand there are costs to holding an event in Oldsmar. There are costs the City of Oldsmar does not waive as referenced by this special events guide.
6. Events that use electricity may require a City of Oldsmar approved electrician on site during the event at the cost of the event coordinator(s) and payment for all utility costs. All electric requirements must be submitted fifteen (15) business days before the event date.
7. All events must obtain a Special Event Permit and adhere to the Fire Marshal's regulations. Events with food vendors, pyrotechnics or a large amount of electricity must have applicable inspections and insurance requirements met before the event starts. The event may not begin until the Fire Marshal deems the event safe.
8. All alcohol served at events in Oldsmar must be done so in accordance with Florida laws and statutes as well as federal laws.
9. If alcohol is served, a minimum of two (2) Pinellas County Deputies are required at the event. Alcohol sales may not start until the Deputy has arrived. Sales cannot start until 11:00 am on Sundays. All alcohol sales must end by 11:00 pm.
10. The City of Oldsmar is not responsible for any loss of revenue or sponsors.
11. Any assistance needed in gathering forms and information can be received by calling Laura Mataluni, Leisure Services at (813) 749-1264.

I have read the requirements/guidelines and agree to abide by them:

Applicant Printed Name

Date:

Applicant Signature

City of Oldsmar Special Event Permit Application

Event Name: _____

Event Date: _____

Rain date (if any): _____

Expected attendance: _____

Event Hours: _____

Set Up Date & Times: _____

Event Location: _____

Contact: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Non-Profit Organization: Yes No Non-Profit #: _____
(Provide Certificate)

Does your group presently have Liability Insurance?
 Yes No

(General Liability Insurance is required for all vendors naming the City of Oldsmar as additional insured. If food is being served, products liability must be included. Limits of liability should be no less than \$1,000,000.00 combined single limit for bodily injury and property damage. If alcohol is being served or sold, liquor liability is required and can be no less than \$1,000,000.00 per incident. A minimum of two Pinellas County Sheriff's Deputies are required at all events where alcohol is sold.)

Brief description of organization's purpose/function:

Is this a fundraising event? (If yes, please describe) Yes No

What will the proceeds for this event be used for?

Brief description of event: _____

Admission Fee: _____

Will alcohol be sold? Yes No

If yes, who will provide license to sell alcohol?

Estimated Attendance

Participants: _____ **Spectators:** _____ **Total:** _____

Entertainment Yes No

If yes, please provide a complete listing, including names of all entertainment.

Electric: Yes No

How many electrical panel connections? _____ **Hours** _____

How many portable toilets will you be providing? (Indicate location(s) on site plan) _____
(minimum of 1 per 250 attendees required)

Name of the private portable toilet company you will be contracting with: _____

**(ADA requires one handicapped restroom in each group of restrooms)*

How will you be handling trash and recycling? _____

Is collection assistance needed for trash and recycling? Yes No

If yes, how many receptacles do you request? Trash _____ **Recycling** _____

Will event have amplified sound? (If yes, please describe) Yes No

Will there be any fenced areas? (If yes, please describe) Yes No

Will there be construction of stages or other improvements, including any tents or awnings?
(Additional building permits may be required) (If yes, please describe) Yes No

Please describe your procedures for both crowd control and internal security:

Have you hired the Pinellas County Sheriff's Office or another security company to handle security arrangements for this event? Yes No

Company name: _____ **Phone number:** _____

Number of Security Personnel and schedule:

Do you plan on utilizing volunteers? If yes, in what capacity?

How do you plan to notify residents and businesses that may be affected by your event?

Door to Door Flyers Phone Calls Other

Please list all marketing and advertising in which the City of Oldsmar will be included and approximate value. If you need more space, use a separate sheet. Please attach the event budget to this application.

I/We agree to pay for those costs incurred by the City of Oldsmar and not waived. I/We agree to include the City of Oldsmar in all marketing and advertising associated with the above event. Not doing so can result in additional costs.

Applicant Printed Name

Applicant Signature

Date

City of Oldsmar Representative

Date

Release of Liability and Hold Harmless Statement

By applying for this event, _____ agrees to release the City of Oldsmar from
(name of organization or applicant)

any liability of any kind for any and all damages arising out of any loss or injury resulting from

_____ to be held on _____. This document
(name of event) (date of event)

includes a release for any and all losses or injury arising while using the City of Oldsmar facilities or property and for any and all losses or injury to persons attending this Special Event.

I certify that the event will be open to all citizens and that individuals will not be barred from participation due to race, creed, color, national origin, sex, age or physical impairment. I agree to obtain the required Liability Insurance and to secure all necessary City/County/State or Federal permits or licenses. I further certify that all the facts contained in this application are accurate and I am authorized to represent the organization or applicant in this capacity.

I agree to pay any invoices issued by the City of Oldsmar in relation to this event.

I have read, signed and agree to the Special Event Guidelines section of the Special Events Application Packet).

Lastly, I understand the Special Event dates and times are limited and completing this application does not guarantee this event will receive approval or co-sponsorship.

Applicant Printed Name

Organization

Applicant Signature

Date:

EVENT REVIEW SHEET

A deposit of \$100.00 is required to reserve any date. If approved, the deposit becomes **NON-REFUNDABLE** and will go toward payment of the balance due. **Balance is due (15) days prior to the event.** If not approved, the deposit will be refunded. The City of Oldsmar prohibits the consumption of alcoholic beverages in public, or in any Park unless approved by the City Manager.

Signature of the person representing Sponsor, signifies they understand and will comply with the terms and conditions of this application.

Signature of Applicant: _____ Date: _____

Please remit to: **City of Oldsmar** **Phone: 813-749-1264**
 300 Commerce Blvd. **E mail: lmataluni@myoldsmar.com**
 Oldsmar, Florida 34677

LEISURE SERVICES DEPARTMENT USE ONLY

ESTIMATE OF CHARGES:

- I. Basic Event Fee:
Number of days of use: \$200.00 per day \$ _____

- II. Special Event Fee (based on attendance)* \$ _____

- III. Utilities:
Number of hours of use: _____ \$10.00 per hour, per electrical panel connection \$ _____

- IV. Personnel:
Attendant hours: _____ x Number of Employees: _____ x \$20.00 per hour \$ _____

- V. Equipment Rental:
 - Chairs _____ x \$2.00 \$ _____
 - Tables (60' round) _____ x \$8.00 \$ _____
 - Tables (8) _____ x \$8.00 \$ _____
 - Tent – 40 x 60 x \$1,120.00 \$ _____
 - Tent – 40 x 40 x \$780.00 \$ _____
 - Tent – 20 x 40 x \$460.00 \$ _____

Event Status: _____ Private Use SUB-TOTAL \$ _____
 _____ Co-sponsored STATE SALES TAX \$ _____
 TOTAL CHARGES \$ _____
 LESS DEPOSIT \$ _____
 BALANCE DUE \$ _____

*Attendance 1- 50 \$0/per day
Attendance 50-150 \$150/per day
Attendance 151-300 \$300/per day
Attendance 301-1,000 \$500/per day
Attendance 1,001-2,500 \$750/per day

REQUEST FOR DISTRIBUTION AND USE OF
ALCOHOL AT CITY OF OLDSMAR
FACILITIES

Although the City of Oldsmar allows the sale and free dispersal of alcohol by outside individuals/groups who rent one of its facilities, the City is not responsible and does not carry liability insurance to cover injury or loss claims that result from alcohol impaired individuals. That responsibility falls on the individual/group that rents or uses a City facility. All requests must be approved by the City Manager or his designee

If you, or your group, intend to sell alcohol at your function you must contact the State and obtain a permit to do so. You must also obtain an insurance rider, of no less than one million dollars (\$1,000,000.00) to cover injury or loss relating to alcohol related claims. Also, inclusive in that rider, the City of Oldsmar is to be named additional insured. The cost of the necessary insurance rider is yours or your group.

If you, or your group, intend to disperse free alcohol at your function you do not have to obtain a permit from the State. However, you must obtain an insurance rider, of no less than one million dollars (\$1,000,000.00) to cover injury or loss relating to alcohol related claims. Also, inclusive in that rider, the City of Oldsmar is to be named an additional insured. The cost for the necessary insurance rider is yours or your group.

Fifteen (15) business days prior to the date of usage, proof of permit and/or liability insurance is required if alcohol is to be dispersed. Failure to supply proof will result in the City withdrawing its approval for use of the intended facility.

In addition, if the individual/group does not include the dispersing of alcohol at its function, it is the responsibility of the individual/group to ensure that no alcohol is consumed by attendees while on City of Oldsmar property.

Any individual or group knowingly and wantonly in violation of any part of this policy will face legal action.

.....
UNDERSTANDING AND CONSENT

My signature verifies that I have read, understand and consent to the above policy.

Name of Organization (if applicable)

Applicant Printed Name

Date:

Applicant Signature

City Manager, City of Oldsmar

Approved **Denied**