



CITY OF ANNA MARIA

Special Event Permit Application

Event Name:

Event Date:

_____/_____/_____

Event Time:

_____ a.m. ___ or p.m. ___ to _____ a.m. ___ or p.m. ___

Received by: _____

Date: _____

\$200 non-refundable application Fee received: _____ yes _____ no

SPECIAL EVENT PERMIT GENERAL INFORMATION

SEE ORD: 16-817

Special Event Permits are required for a wide range of activities, including but not limited to: Indoor and outdoor arts and craft shows; bazaars; carnivals; sports events; commercial and sales activities; sidewalk sales; flea markets; rummage sales; holiday events, Christmas tree sales, plant sales, grand openings, festivals, fairs, auctions, breakfasts; beach weddings and wedding receptions with fifteen (15) or more attendees and similar events; charitable and other fundraising events; and parades.

Before a Special Event permit can be issued, an application must be completed and submitted to the City using the following procedure:

- Completion of the Special Event Application form, and the Application must be Notarized.
- The City must receive the completed application **at least six (6) weeks prior** to the date of the event for which the application is being submitted. Staff shall route the application for review and signature of applicable departments and agencies involved.
- Once all departments and agencies have completed the review, the City shall submit a summary to the Commission with the recommended contingencies and conditions from the reviewing agencies.
- Once approved, the applicant will be notified and informed of all conditions and required fees. Copies of such approval shall be forwarded to the Mayor, City Commission, Manatee County Sheriff's office, West Manatee Fire District, Anna Maria Public Works Department, Applicant, and any other regulatory agencies involved.
- A Special Event Permit may be approved for no more than three (3) days; however, the applicant may choose to designate a rain date in the application which may be approved in conjunction with the preferred date of the Special Event.
- The Special Event Permit shall be specifically contingent upon the conditions required by the City Commission, and if not met, the permit may be withdrawn by the Director of Public Works.
- Issuance of a Special Event Permit does not excuse the applicant from applying for other required permits, which may include building permits, electrical permits or Health Department permits, which may be processed simultaneously with the review of the application, if required.

SPECIAL EVENT PERMIT SERVICES

The reviewing agencies shall review the application and may recommend any reasonable contingencies or conditions designed to lessen the impact of the Special Event on the general public. The reviewing agencies shall use their own professional judgment in reviewing the application and in making any recommendations.

- **SECURITY SERVICES:** The Manatee County Sheriff's Office, chief administrative officer of the City of Anna Maria, will review the permit application and assess the need for security services using the criteria in AM Ordinance #00-59 as well as their own in-house criteria. If police services are required, you **MUST** contract for their services before the permit can be issued. **NOTE:** The chief administrative officer for the Manatee County Sheriff's office, Anna Maria substation or his designee is the final authority on the need for police services, including the number of officers required and the hours assigned. This same personal will also assess a fee for Special Police Services as required.
- **PUBLIC WORKS SERVICES:** The Public Works Department will review the permit application and determine the need for Public Work's assistance. If Public Work's services are required, you **MUST** contract for their services before the permit can be approved. **NOTE:** The Director of Public Works or his/her designee is the final authority on the need for Public Works' services, including the scope of services and manpower needed. The Director of Public Works will also assess a fee for services if they are required. This fee shall be based on the scope of services provided to the Special Event and no greater than the actual cost to the City for such services.
- **WEST MANATEE FIRE DISTRICT:** The West Manatee Fire District staff will review the permit application and assess the need for Fire District services based upon their criteria. **NOTE:** The Fire Chief (or his/her designee) is the final authority on the need for Fire District services.

INSURANCE REQUIREMENTS

All persons requesting City property for the location of the event or requesting City services shall be required to have appropriate insurance as a condition for approval of the permit. Proof of insurance showing the City as an additionally-named insured and with a minimum of One Million Dollars (\$1,000,000) general liability coverage, shall be provided to the City at least FORTYEIGHT (48) HOURS PRIOR to the start of the Special Event. The applicant shall also agree to indemnify, defend and hold the City, its officials, employees, agents and assigns harmless from any liability or damage or claims that may occur during or arising out of the permitted Special Event. The applicant may be required to post an appropriate performance bond to ensure that the proper cleanup, damage and fees are paid after completion of the permitted event.

TEMPORARY SALES AND SERVICE OF ALCOHOLIC BEVERAGES

For information, please see City of Anna Maria Code of Ordinances, Chapter 114, Article VII. Approval of temporary sales and service of alcoholic beverages shall be pursuant to the following conditions:

1. Any application for temporary sales and service of alcoholic beverages in conjunction with a Special Event Permit must be properly filed with the City NO LESS THAN SIX (6) WEEKS PRIOR to the Special Event.
2. The applicant must not only provide the insurance as required above, but also an alcohol liability rider with the City as an additionally-named insured in an amount of no less than One Million Dollars (\$1,000,000).
3. The boundaries of the site where the Special Event is located must be clearly marked and the attendees must be informed alcoholic beverages must be kept within the perimeter of the site designated for the event, and also that persons with alcoholic beverages outside of the boundaries of the Special Event are subject to prosecution if other applicable laws are violated.
4. The City Commission reserves the right to attach each additional conditions pertaining specifically to alcoholic beverage consumption to any Special Event Permit, such as limiting the hours alcoholic beverages will be available or limiting the type of alcoholic beverages dispensed at the Special Event.
5. Alcoholic beverages are not permitted on the public beach, even with the issuance of a Special Event Permit.

City of Anna Maria

Special Event Permit Application Form

I, _____, on behalf of _____
Applicant *Organization (if applicable)*

make application to the City of Anna Maria to hold a Special Event at _____
_____ on ____ / ____ / ____

from _____ a.m. ___ or p.m. ___ to _____ a.m. ___ or p.m. ___ for the purpose of
(please describe all activities)

Estimated Number of Attendees: _____

NOTE: If the Special Event will be held on private property, an authorization form appointing the applicant as the landowner's representative, signed and notarized by the landowner, shall be submitted.

Please check all activities you plan to have in conjunction with the Special Event.

___ **Food Services** *(describe below)*

___ **Vendors** *(describe below)*

___ **Parking**

___ **Cook Out**

___ **Tents**

___ **Signs**

___ **Alcohol**

___ **Balloons/Banners**

___ **Sanitary Facilities****

___ **Music/Amplification**

___ **City's Electrical Hookup***

___ **Dumpsters****

****City Electrical Hookup (only if available and with permission from the City)***

***** Organizations to supply their own – no city dumpsters or sanitary facilities will be provided.***

Other/Description: _____

If music/amplification is planned, please indicate location & type to be used:

Clean up by applicant (Please Describe): _____

I hereby certify that I/we will be responsible for the preservation, sanitation, and cleanup of the areas for the Special Event. Additionally, I/we will comply with all other City regulations. I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statement and answers. I/we further accept the responsibility of submitting all required forms, information, and documentation required by the City of Anna Maria, the West Manatee Fire District, and the Manatee County Sheriff's Office.

Name (Printed): _____

Street Address: _____

Mailing Address (if different): _____

City / State / Zip Code: _____

Telephone Number: _____

Email Address (for notification purposes): _____

Applicant Signature _____ Date: ____ / ____ / ____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,

by _____ who is personally known to me or has produced _____

_____ as identification.

NOTARY SEAL:

Signature of Notary

Printed Name of Notary

Public Works Department Special Event Map

Please provide a reasonably accurate drawing of the boundaries and details of the proposed Special Event including location of activities, a traffic flow plan, parking, location of major components (such as bandstands, food booths, restroom facilities, dumpster locations, etc.), and reference points such as streets and a North Directional arrow. If the proposed Special Event is a parade, please indicate the route. Use additional pages if necessary.

Recommendation of the City of Anna Maria Public Works Manager:

Approved

Denied

Comments: _____

Public Works Manager/Director

_____/_____/_____
Date

West Manatee Fire District Special Services Agreement

1. Special Event Location: _____

2. Special Event Date and time: _____

3. Scope and description of Fire District services requested/required:

Recommendation of the West Manatee Fire District:

Approved

Denied

Comments: _____

West Manatee Fire District Representative

_____/_____/_____

Date

MCSO – ANNA MARIA SUBSTATION

Manatee County Sheriff's Office

Special Services Agreement

If Manatee County Sheriff's Office Special Services are requested or required, please email offduty@manateesheriff.com to request services. Any payment for deputy services must be made directly to the Manatee County Sheriff's Office.

Recommendation of the Manatee County Sheriff's Office:

Approved

Denied

Comments: _____

Manatee County Sheriff's Office Representative

_____/_____/_____
Date