

CE: \_\_\_\_\_  
PW: \_\_\_\_\_  
MCSO: \_\_\_\_\_  
WMFD: \_\_\_\_\_  
CITY CLERK: \_\_\_\_\_



# CITY OF ANNA MARIA

## SPECIAL EVENT PERMIT APPLICATION & INFORMATION

NAME OF EVENT

---

**COMPLETED APPLICATION MUST BE RECEIVED  
AT LEAST SIX (6) WEEKS PRIOR TO EVENT WITH A  
\$200 APPLICATION FEE NONREFUNDABLE**

Date of Event

\_\_\_\_\_

From \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

Received \_\_\_\_\_

PO Box 779  
10005 Gulf Drive  
Anna Maria, FL 34216  
Phone: 941-708-6132  
Fax: 941-708-6136  
*Ordinance: 16-817*

## 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. All attached sheets **must** be completed. **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 Director of Public Works 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.
- A pre-application conference with the Director of Public Works is encouraged, but not required.
- 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. These permit applications may be processed simultaneously with the review of the application.

## **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 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 also-named insured and with a minimum of One Million Dollars (\$1,000,000) general liability coverage, shall be provided to the City at least **FORTY-EIGHT (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)

Notwithstanding the provisions of the City of Anna Maria, Sections 114.501-114.506, to the contrary, alcoholic beverages may be dispensed or sold in conjunction with a special event permit issued pursuant to this Ordinance. 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 also-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

Make application to the City of Anna Maria to hold a Special Event at \_\_\_\_\_

\_\_\_\_\_ on \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_ for the purpose of (describe all activities) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated number of people to attend \_\_\_\_\_

NOTE: (If activity 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 service     Vendors     Fireworks     Signs     Balloons/Banners  
 Cookout     Tents     Parking     Music/Amplification  
 Alcohol     Use of City's electrical hookup, if available

NOTE:  Dumpsters     Sanitary Facilities

***Organizations to supply their own. No City dumpsters or sanitary facilities will be provided.***

Other: (Please describe) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If music/amplification is planned, please indicate location and type of music/amplification to be used: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Clean up by applicant:  
(Please describe)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL EVENT PERMIT  
APPLICATION FORM**

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 statements and answers. I/we further accept the responsibility of submitting all required forms, information, and Documentation required by the City of Anna Maria, the Manatee Westside Fire District and the Manatee County Sheriff's Office.

Signature

Name (Please Print)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Telephone Number

STATE OF FLORIDA  
COUNTY OF MANATEE

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_, by \_\_\_\_\_

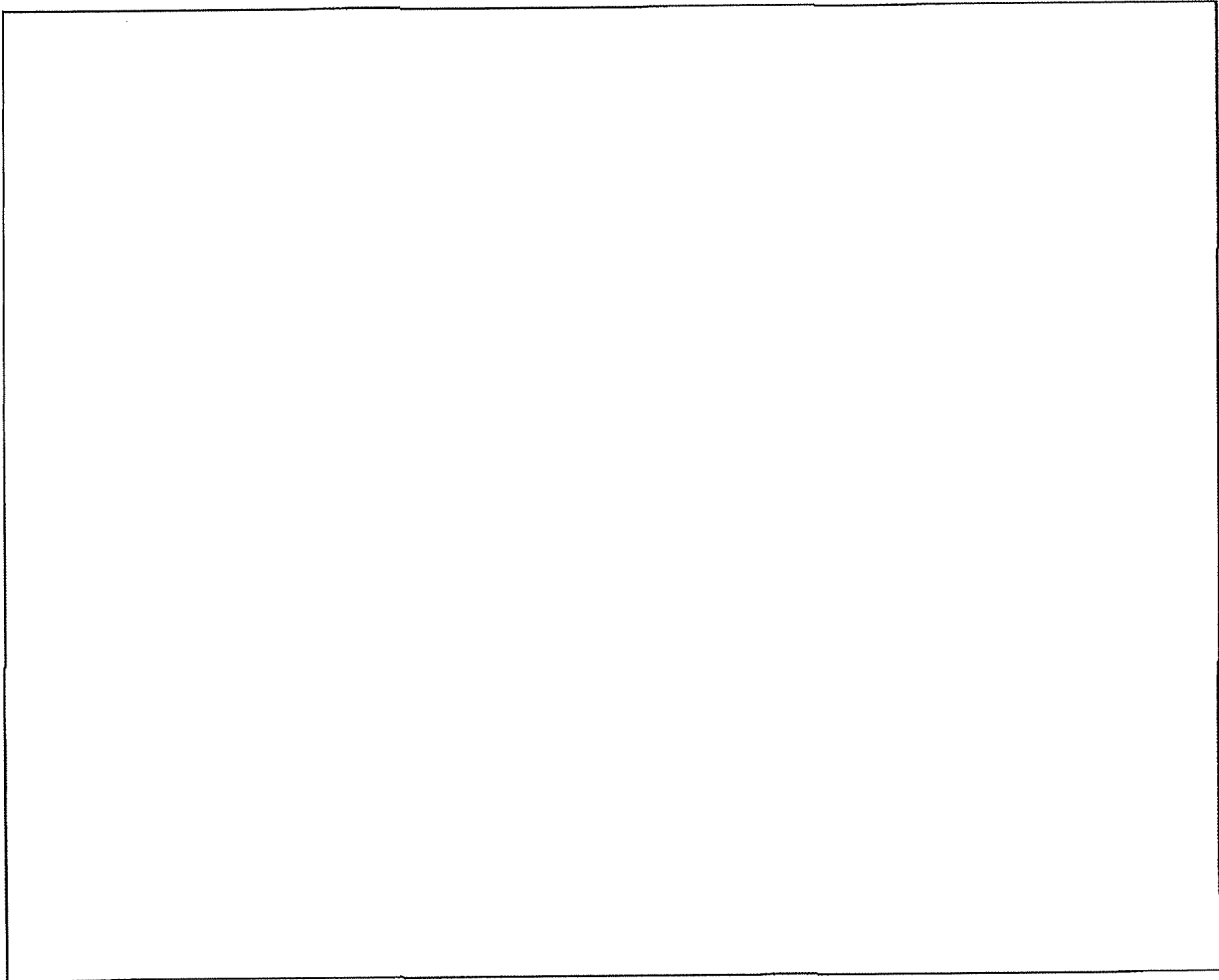
Who is personally known to me or has produced \_\_\_\_\_ as  
identification.

\_\_\_\_\_  
Notary Public – State of Florida

\_\_\_\_\_  
Print Name

**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 proposed activities, a traffic flow plan, parking, location of major components such as bandstands, food booths, restroom facilities, dumpster locations and reference points such as streets and a North Directional arrow. If it is a parade, please indicate the route. Use additional pages, if necessary.



Recommendation of the City of Anna Maria Director of Public Works:

- Approved
- Disapproved

\_\_\_\_\_  
Director of Public Works

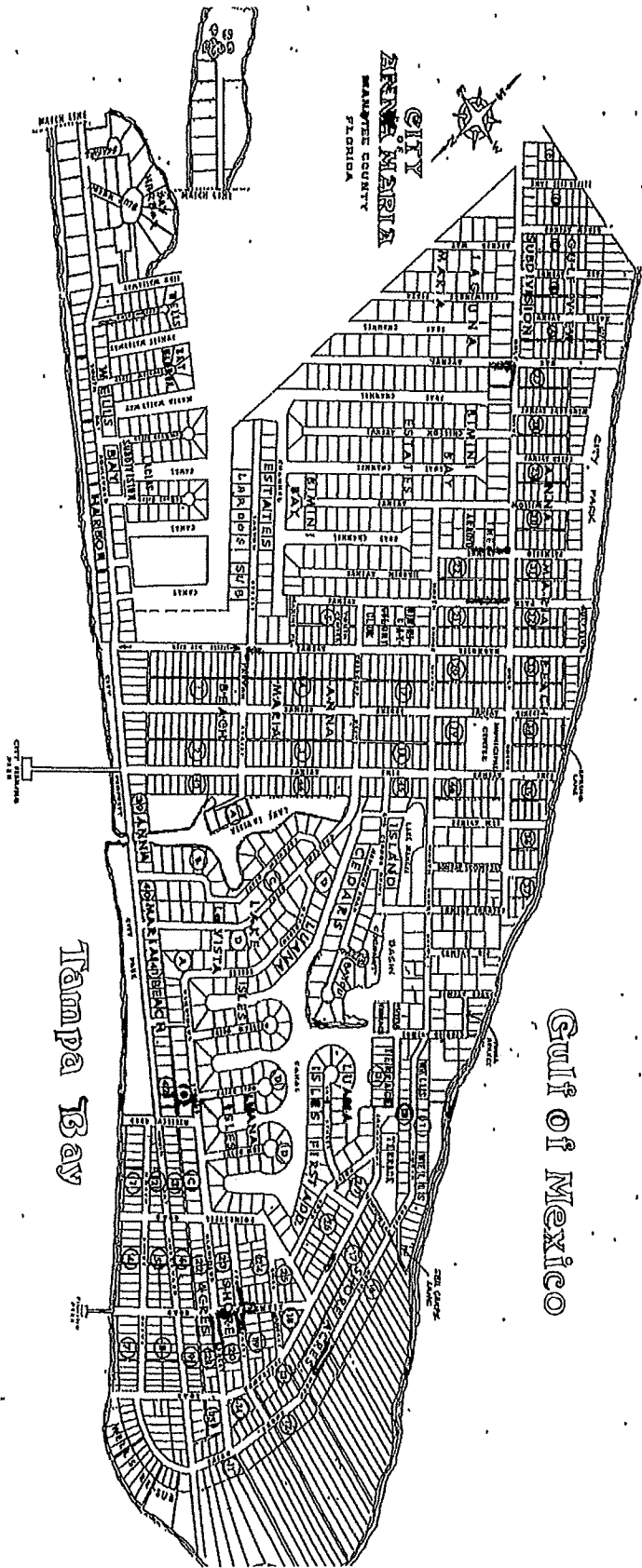
\_\_\_\_\_  
Date



**A maximum of five (5) Temporary off-site directional signs may be allowed providing the following standards are met:**

1. A map indicating the location of the off-site directional signs shall be included in the special events application.
2. Off-site directional signs shall not include streamers, wind signs, balloons, rotating devices and unofficial flags.
3. Off-site directional signs must be a minimum of 18" X 24" and a maximum of 24" X 32" and shall include the special events Permit number on the back of each sign.
4. Off site directional signs may only be erected 5 days prior to the event and must be removed within 24 hours after the completion of the event.
5. Off-site directional signs may not be located within street medians, attached to traffic control signs or highway signs.
6. Off-site directional signs shall be located a minimum of thirty (30) feet from street intersections, and a minimum distance of six (6) feet from the edge of the payment.

**Please use the map provided on the next page.**



**CITY**  
**ANNA MARIA**  
MANATEE COUNTY  
FLORIDA

Gulf of Mexico

Tampa Bay

**WEST MANATEE FIRE DISTRICT  
SPECIAL SERVICES AGREEMENT**

1. Special Event Location: \_\_\_\_\_
2. Special Event Date(s): To: \_\_\_\_\_ From: \_\_\_\_\_
3. Attach map showing location and layout of event:
4. Scope and description of services requested/required:

5. Comments of Fire Department:

|                          |                   |
|--------------------------|-------------------|
| _____ Approved           | _____ Disapproved |
| _____                    | _____             |
| Fire Department Designee | Date              |

The conditions are not met; the Permit may be withdrawn by the Director of Public Works.

**E. Insurance and Fees.**

1. All persons requesting City property for the locations of the Special 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 also-named insured and with a minimum of One Million.

**MCSO – ANNA MARIA SUBSTATION  
MANATEE COUNTY SHERIFF'S OFFICE SPECIAL SERVICES  
AGREEMENT**

The applicant understands that the Manatee County Sheriff's Office assumes no liability for damages resulting from the services performed by the deputies in connection with the duties assigned under this agreement. In the event a deputy's special assignment is interrupted for the aforementioned reasons, it is understood that the Manatee County Sheriff's Office shall assume no liability for any damages that may occur during the suspension of services.

Name of Applicant: \_\_\_\_\_

Name and title of representative making this contract: \_\_\_\_\_  
\_\_\_\_\_

Billing Address: \_\_\_\_\_

Special Service Date(s): \_\_\_\_\_ Hours: from \_\_\_\_\_ to \_\_\_\_\_

Number of Officers required: \_\_\_\_\_

Scope and description of service requested: \_\_\_\_\_  
\_\_\_\_\_

**IF MANATEE COUNTY SHERIFF'S OFFICE SPECIAL SERVICES ARE REQUESTED, AN INDEMNIFICATION AGREEMENT MUST BE COMPLETED UPON SUBMITTAL OF THIS SPECIAL EVENTS PERMIT. ( IF YOU HAVE NOT DONE SO, PLEASE PICK THIS UP AT CITY OF ANNA MARIA CITY HALL, BUILDING/PUBLIC WORKS DEPARTMENT.)**

AUTHORIZED BY:

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

- Approved
- Disapproved

\_\_\_\_\_  
Sheriff Office Designee

\_\_\_\_\_  
Date