



## City of Jacksonville Special Event Permit Application

(pursuant to ordinance 2004-814-E)

**Definition:** Special event means a preplanned single gathering, event or series of related consecutive daily gatherings or events, expected to draw five hundred (500) or more persons at any session as participants or spectators, which is proposed to be held on public property. Events on private property shall be considered special events if 500 or more people participating in the event will occupy adjacent public streets or public property during the event.

**Application Fee:** Each applicant shall submit a non-refundable fee along with completed application at least 90 days prior to proposed event date. No applications will be processed or considered without payment of the fee. The fee shall be \$100.00 for the first calendar day, plus \$50.00 for each whole or partial subsequent calendar day, not to exceed a maximum amount of \$200.00. A cashier's check or money order should accompany this application, payable to the City of Jacksonville and delivered / mailed to the address at the bottom of this page.

**Submission and acceptance of this application is not to be construed as an approval of your request for a permit. If any information provided in this application is false or if the applicant does not comply with timeframes, deadlines and requirements the permit may be denied. It is unlawful and a class D offense to conduct, stage, or promote a special event without a permit or make a false statement on the application.**

1. Name of person(s) seeking to conduct the special event:		
Address:		
City, State & Zip Code:		
Phone number(s):	Cell number:	Pager / Beeper number:
Fax number:	E-mail address:	Other:
2. Name and description of event. Type of entertainment planned. Attach additional page if necessary.		
3. Name of business, organizations, or non-profit organization that is financially responsible for the event.		
Address:		
City, State & Zip Code:		
Phone number(s):	Fax :	Other:
Fed ID #	Tax ID #	
Is the organization producing the proposed event	Profit	Non-Profit (attach copy of tax exempt certificate)

Office of Special Event – City Hall at St. James  
 117 West Duval Street, Suite 280  
 Jacksonville, Florida 32202  
 (904) 630-3690

**CITY OF JACKSONVILLE SPECIAL EVENT PERMIT APPLICATION** (pursuant to ordinance 2004-814-E)

Name of proposed special event:

Is this a first time event?

Has this event been held locally before?

Number of years held?

Dates of proposed event:

Hours of proposed event:

Are you requesting permission to close city streets for the event (if a street is closed for your event you will be required to provide a possible detour route to be approved by JSO)?

What type of activities will be taking place on these streets? (pedestrian traffic, food vendors, stages, etc.)

On a separate sheet of paper, provide detailed location(s) (if the street you are trying to close belongs to the Florida Department of Transportation or includes a bridge your application will take longer to process).

Requested location of event. List all facilities, areas, streets and parking lots (include uses of each area. Specify set-up dates and times):

\*Expected daily attendance:

Provide a written statement of the basis for the estimate (i.e. past of similar functions with similar performers both in Jacksonville and compatible communities, price of admission, and extent of advertising and promotion).

Number of vendors:

Number of performers:

Number of participants:

If event is a parade, estimate the number of units in each of the following categories:

Bands:

Floats:

Cars:

Marching units:

Other:

Indicate time and location of assembling prior to start of parade:

Indicate time and location of disbanding following parade:

Will a stage(s) be built for the event?

How many?

Size(s):

Location(s):

Will tents be erected at proposed event?

How many?

Size(s):

Locations(s):

Will you need electricity at the event?

Date(s):

Time(s):

Use:

Location(s):

Amperage required:

If your event will be held during hours of darkness will you comply with lighting standards as prescribed for streets and public property?

In order to ensure a clean, sanitary environment during and after events held on public property, clean up services will be provided by the City or its designated representative. The cost for these services is the responsibility of the event organizer, and is dependent on the scope and size of the proposed event. This in no way exempts the organizer / producer from keeping the area clean. Outline your plan to keep the area clean during the event as well as at the conclusion of your event.

Do you agree to comply with sanitation and sewage disposal facilities? (At least one portable toilet per 500 persons in attendance must be provided, in addition to other available facilities at the event location).

**CITY OF JACKSONVILLE SPECIAL EVENT PERMIT APPLICATION** (pursuant to ordinance 2004-814-E)

Describe plans for security, crowd control and traffic control. (The Jacksonville Sheriff's Office ["JSO"] must be the primary provider of personal safety and property security).

List specific law enforcement needs: include any issues or concerns. (money being collected, alcoholic beverage sales, special escorts, etc.)

Will you need outdoor vehicular or pedestrian traffic regulation or control?

Describe plans for fire and emergency medical services protection. (The Jacksonville Fire and Rescue Department ["JFRD"] must be the provider of fire and EMS protection, including transportation, unless JFRD determines it cannot do so, in which case, the provisions of Section 191.113 (b) shall apply).

Do you agree to use specific numbers of JSO and JFRD personnel based on attendance, and pay for the cost of the services? (JSO requires an extra \$5.00 secondary employment administrative fee per hour, per officer).

Will you have fireworks display(s) during the event?		If so, please give details about the location(s), duration, and company hired to do the show. (Please note that if the display requires a Coast Guard permit, the permit application to the Coast Guard needs to be submitted up to 135 days prior to the event).
Date(s)	Time(s)	

Will there be amplified music at the event?		Number of loud speakers and types of sound amplification devices:	Location(s)
Date(s)	Time(s)		

Do you plan to have vendors?

Types of vendors (all organizations must have a vending permit to sell food and drinks).	**Food & non-alcoholic beverages	Vendor Fee:
	Arts & Crafts	Vendor Fee:
	Rides & amusement (mechanical amusement devices shall comply with the requirements of Chapter 160 Ordinance code)	Vendor Fee:

Are you requesting to sell alcoholic beverages? If so, describe your plans for alcohol beverage control:

Name entity that will provide alcoholic beverage license permit & liability insurance. (All applicable requirements of state beverage laws must be met).

Will you utilize automobile(s), watercraft(s) or aircraft(s) at the event? If so please explain when, where and how they will be utilized.

Will cranes or heavy equipment be used for any activity associated with the special event? If so, please explain their purpose and dates and times in which they will be used.

**CITY OF JACKSONVILLE SPECIAL EVENT PERMIT APPLICATION** (pursuant to ordinance 2004-814-E)

Will you provide child care in connection with the event?

\*\*\*\*Do you agree to comply with the City of Jacksonville Risk Management Division requirement for insurance and indemnification as defined in 191.105 and 191.106 and to sign a hold harmless agreement exempting the City of Jacksonville of all liability and expenses? (Commercial General Liability, Automobile Liability, Workers Compensation, Employers Liability, Liquor Liability, Professional Liability, Aircraft Liability, Watercraft Liability and Sexual Molestation Liability may be required).

Will this event be free to the public?

\*\*\* If no, entrance fee(s):

\*\*\*\*\*How will this event be promoted? (radio, tv, print advertising) List the names of each media if known.

Will you be hanging banners?

Location(s)

Verbiage

Quantity:

Size(s)

Will you be hanging sponsor banners?

Location(s)

Verbiage

Quantity:

Size(s)

Names of major sponsors:

Additional information you wish the city to consider:

A diagram drawn to an understandable and readable scale of the areas to be used and/or affected by the special event must be attached to this application. Label the uses of each area: i.e. vendors, rides, parking for vendors, etc.

\*Please note that if attendance substantially exceeds the amount estimated on this application, JSO may terminate the event and future event permit applications may be forfeited. Events with more than 50,000 attendees will require a written coordinated public safety plan to be created and provided by the Chief of Special Events.

\*\*No glass containers will be allowed.

\*\*\*If applicable, a report on ticket sales must be delivered or provided via facsimile or e-mail to the Office of Special Events at least 10 days prior to the event.

\*\*\*\*Applicant will be required to sign an agreement providing full responsibility and liability for expenses incurred by the city within 10 days of conditional approval (see attachment).

\*\*\*\*\*Applicant cannot advertise that a particular performer will appear at a special event until a contract for the performer's appearance has been executed and a copy of the contract is provided to the Special Events office. Such contracts may have pricing information and pricing provisions redacted

***By signing this application, you are stating that you understand the information in this application to be true to the best of your knowledge, and that you agree to comply with the Ordinances and Codes of the City of Jacksonville. Should the City grant approval and a permit be issued, you agree to comply with any other requirements provided by law.***

Applicant Signature

Date

Applicant Signature

Date