



# CITY OF FERNANDINA BEACH SPECIAL EVENT PERMIT/BANNER APPLICATION

## INTRODUCTION

A permit application should be received by the City of Fernandina Beach no later than 60 days prior to the actual date of your event and may be submitted as early as 365 days before your event. Any organized activity involving the use of large tents, amplified music, serving alcohol or involving street closures requires a permit. It is our goal to assist event organizers in planning safe and successful events that create minimal impact in the communities surrounding the event. These instructions will assist you in completing your Special Event Permit Application.

## PERMIT PROCESS

The permitting process begins when you submit a completed **Special Event Permit Application** to the City of Fernandina Beach. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request. Your application will be reviewed by all affected City departments and/or public agencies which make up the Special Events Committee. During the review process you will be notified if your event requires any additional information, permits, licenses, or certificates. After your application has been approved by the Special Events Committee, you will have ten (10) business days to pay the deposit, and pending documents (e.g. certificate of insurance, secondary permits, etc.) will be due 30 days prior to the date of your event. We must receive these items before issuing a Special Event Permit. Delays in providing these items often delay our ability to provide you with a Special Event Permit. Due to the many changing components of an event, in most cases, Special Event Permits are issued only a few days in advance of the event.

**This application must be filled out completely (please provide an event map) and submitted to the Parks & Recreation Department at least sixty (60) days prior to your planned event.**

## **SITE PLAN/ MAP ROUTE:**

Your event site plan/map must be submitted with the application in a clear and legible manner on 8 1/2" X 11" or 8 1/2" X 14" paper, standard format, and should include the following:

- A map of the entire event venue and/or race route, including the names of all streets or areas that are part of the venue and the surrounding area.
- The location of fencing, barriers, and/or barricades. Indicate any removable fencing for emergency access. A minimum twenty foot (20') emergency access lane throughout the event venue is required.
- The location of proposed first aid facilities.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, and portable toilets.
- Details of all food booth and cooking area configurations, including booth identification of all vendors cooking with flammable gas or barbeque grills.
- Generator locations and/or sources of electricity.
- Identification of all event components that meet accessibility standards.
- Other related event components not listed above.

**SPECIAL EVENTS PERMIT APPLICATION**

Please refer to the City of Fernandina Beach's *Special Event Policies and Procedures* before completing this application.

**Applications submitted less than sixty (60) days prior to proposed event are not accepted.**

Organization Name: \_\_\_\_\_

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

Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Non-Profit:  Yes  No Tax ID # (501c3 must be attached) \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_

Repeat Event  Yes  No If yes, when? \_\_\_\_\_

Setup Date and Time: \_\_\_\_\_

Actual Event Time (if multiple days, please list dates and hours for each day):  
\_\_\_\_\_  
\_\_\_\_\_

Breakdown Date and Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Estimated Daily Attendance: \_\_\_\_\_

Event Description\* (please provide detailed description for City website):

**\*Event setup map must be submitted with the application**

If approved, your event will be placed on the City's website and calendar. Please specify a web link for the public to garner additional information: \_\_\_\_\_

Please mark items requested (please see Policies and Procedures for fees):

City Power:  City Water:  Barricades:  (how many?\_\_\_\_) Cones:  (how many?\_\_\_\_)

Banner on Centre St./8<sup>th</sup> St.:  Banner on Lime St./8<sup>th</sup> St.:  Pole Banners:  (how many? \_\_\_\_ 36 available):

Date for Banner (banners hang from Monday-Monday): \_\_\_\_\_

Main Beach Marquee:  Atlantic Ave. West Facing Marquee:  Atlantic Ave. East Facing Marquee:

Dates for Marquee: \_\_\_\_\_

Message for Marquee (up to 16 characters per line, 4 lines):

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

Will alcohol be served? No:  Yes:  (if yes, City of FB Police presence is required)

Music (Amplified/Acoustic, etc.)/Name of Band(s)/DJ: \_\_\_\_\_

Will the event have food? Yes  No  Food Vendors: Yes  No

A fire extinguisher is required for each food booth. If a propane tank is used as a fuel source, it must be secured on the outside of the food booth. A Fire Inspector is required to inspect all food booths. If inspection is required after working hours or on weekends, an additional fee may be charged.

Membrane Structure: Yes  No  (Certificate of Insurance is required from company providing the membrane)

Tents larger than 10'x10': Yes  No  Name of Tent Company: \_\_\_\_\_

A Tent Permit is required for any tent over 10' x 10'

All tents must be weighted and not staked into the ground

Attach the *Certificate of Flame Resistance* for tents over 10' x 10'

Street Closures (please describe): \_\_\_\_\_

Parking Lot Closures\* (please describe): \_\_\_\_\_

*\*All handicapped parking must remain open for public use*

Overnight Parking: Yes  No  If yes, how many vehicles? \_\_\_\_\_

Any vehicle parked on City property overnight (for your event) will incur a \$25.00 fee. Owner information must be provided to City of FB Police.

**Public Safety:**

*Required Police and Fire presence will be determined by the City of Fernandina Beach Police and Fire Departments. The Police Auxiliary Corps (PAC) is a volunteer organization that assists with many events. PAC is not a guaranteed resource, and their availability is determined by the Police Department. PAC provides free services, however donations are appreciated.*

Are you requesting off duty police officers? Yes  No  Date/Time: \_\_\_\_\_

Does your event require on-site emergency medical services: Yes  No  Date/Time: \_\_\_\_\_

**Day of Event Contact for Police/Fire (Name and Number):** \_\_\_\_\_

**RELEASE AND INDEMNIFICATION**

I declare under penalty of perjury, that to the best of my knowledge and belief, the responses made herein are true and correct. If this application is approved, I understand that **I must furnish an original certificate of General Liability Insurance AND ADDITIONAL INSURED ENDORSEMENT PAGE naming the City of Fernandina Beach as additionally insured.** I understand that a City of Fernandina Beach sponsored activity has precedence over the above schedule, and I will be notified if any conflicts arise. I certify that the information in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand, and agree to abide by the rules and regulations governing the proposed special event under the City of Fernandina Beach, and I understand that this application is made subject to the rules and regulations established by the City Commission and/or the City Manager or the City Manager's designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue, the payment of any and all taxes, and the conduct of the event. The City shall not be liable for the payment of any taxes. I further agree that the payment of such taxes shall not reduce any consideration paid to the City pursuant to this permit. I agree to abide by these rules and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Fernandina Beach. I do further promise and hereby further agree to waive, release, absolve, and covenant not to sue the City of Fernandina Beach, its Mayor, Commissioners, employees, officers, volunteers, representatives, attorneys, and agents, for any and all claims, including claims for equitable or injunctive relief, damages, loss, or injury of any kind resulting from or in any way arising directly or indirectly out of \_\_\_\_\_

**(Describe event- name and dates including setup and breakdown)**

for which I am applying for this Special Event/Banner Permit and/or use of the City of Fernandina Beach's facility named above. THIS RELEASE INCLUDES A RELEASE FOR ANY AND ALL LOSSES OR INJURIES ARISING OUT OF ANY AND ALL NEGLIGENT OR WRONGFUL ACTS OR OMISSIONS OF THE CITY OF FERNANDINA BEACH, ITS MAYOR, COMMISSIONERS, EMPLOYEES, OFFICERS, VOLUNTEERS, REPRESENTATIVES, ATTORNEYS, AND AGENTS. I further promise and agree to indemnify, defend, and hold harmless the City of Fernandina Beach, its Mayor, Commissioners, employees, representatives, officers, volunteers, attorneys, and agents from and against all liability, claims, and expense, including reasonable attorneys' fees and costs, in connection with any and all claims whatsoever for personal or bodily injury or death, including loss of use, or property damage of any kind and character in connection with and arising directly or indirectly out of \_\_\_\_\_

**(Describe event- name and dates including setup and breakdown)** for which I am applying for this Special Event/Banner Permit and/or use of the City of Fernandina Beach's facility named above. This indemnity agreement encompasses all damages and claims, including claims for equitable or injunctive relief, arising out of the rental and/or use of the City of Fernandina Beach's facility named above. THIS RELEASE IS GIVEN AND SIGNED OF MY OWN FREE ACT AND WILL, AND I DO UNDERSTAND AND AGREE TO THE POLICIES OF THE CITY OF FERNANDINA BEACH FOR FACILITY RENTALS. FURTHERMORE, I HEREBY REPRESENT AND WARRANT THAT I HAVE THE AUTHORITY TO BIND.

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

Applicant Name (printed) \_\_\_\_\_

Location for returned security deposit (if other than what is listed above):

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

City/State/Zip: \_\_\_\_\_