



# SPECIAL EVENT PERMIT APPLICATION

## Application Information

Organization Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone 1: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone 2: \_\_\_\_\_

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

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

## Event Information

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

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

If the event is to be held on the Riverwalk, please check the area(s) to be used.

- |                     |                        |                   |
|---------------------|------------------------|-------------------|
| Mosaic Amphitheater | Pavilion Area          | Great Lawn        |
| Regatta Plaza       | Parking Lot Areas      | Tower Plaza       |
| Skate Park          | Outdoor Living Room    | Botanical Gardens |
| Volleyball Courts   | Other (specify): _____ |                   |

	Date	Day	Start Time	End Time	Anticipated Attendance
Setup					
Event Day 1					
Event Day 2					
Event Day 3					
Break Down					

Number of years event has been held: \_\_\_\_\_ Past Attendance: \_\_\_\_\_

Is there a fee to attend the event?    Yes   No    Is the event open to the public?    Yes   No

Will any tents be used for the event?    Yes   No

Tent Size	Number of Tents	Tent Location

Note: Tents must be weighted and stakes are prohibited. Tents larger than 10'x10' require an additional permit.

Will a stage be used for the event?    Yes    No

Will the event require electricity?    Yes    No    Type of electrical power: \_\_\_\_\_

Will a generator be used?    Yes    No    Size of generator: \_\_\_\_\_

Will gas equipment be used?    Yes    No    Type of fuel source: \_\_\_\_\_

### Vendor Information

Will the event offer food?    Yes    No

Where will the food be prepared? \_\_\_\_\_

Will cooking equipment be used?    Yes    No

Method/type of cooking equipment

Charcoal grills    Food trucks    Fryers    Propane grills    Warmers/Sternos

Will there be alcohol at the event?    Yes    No

Note: Alcohol will require an additional permit.

### Event Entertainment

Will the event feature entertainment?    Yes    No

Will amplified sound equipment be used?    Yes    No

Will musical entertainment be used?    Yes    No

Please describe any type of entertainment and sound equipment.

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Are fireworks planned?    Yes    No    Note: Fireworks will require an additional permit.

Are live animals planned to be at the event?    Yes    No

Describe any additional event activities.

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## Event Housekeeping

### **CITY SERVICES REQUESTED**

Electricity Needed?      Yes      No

Solid Waste Service?    Yes      No

Contact: Electrical Department (941) 465-4923 and/or Sanitation (941) 708-6342

### **TEMPORARY SANITARY/PORTABLE TOILETS**

Will temporary sanitary facilities be provided?    Yes    No

Please indicate how many and location on required site plan.

## Event Security

### **NOTICE OF PUBLIC SAFETY NOTICE FOR SECURITY AND TRAFFIC CONTROL:**

Bradenton Police Department security is required when alcoholic beverages are present, when closure of a public street is necessary, when large crowds are in attendance, or in any other situation as deemed necessary by the Bradenton Police Department. The number of personnel required is determined by the Bradenton Police Department and wages are payable by applicant.

Contact Bradenton Police Department Extra-Duty Employment Coordinator, Brenda Lovett, at 941-932-9317 or [Brenda.Lovett@BradentonPD.com](mailto:Brenda.Lovett@BradentonPD.com) to discuss security requirements.

## Street Closure

Is street closure requested?    Yes    No    Note: Please complete the Street Closure Form.

## Application Review

During the application review by the Event Review Committee, additional conditions may be imposed. This permit is valid only for the time indicated on this application. In the event that the applicant fails to fulfill the requirement(s) (as set forth in the permit) or fails to obtain proper authorization to proceed, if conditions have changed, or the expected outcomes, impacts, or conditions are substantially altered, then the permit will be voided immediately by authorized city personnel.

A non-refundable application fee of \$25 shall be paid at the time of application. Rental fees and damage deposits will be paid following approval of the event request.

Please return application, rental contract, and site plan to Events at City of Bradenton, 101 Old Main Street, Bradenton, FL 34205 or via email to [Events@bradentonFL.gov](mailto:Events@bradentonFL.gov).

# Rental Contract

All event organizers must read and sign the Rental Contract before the event permit is issued.

Levels of sound, music, and noise produced at the authorized event shall adhere to the city noise ordinance. If, at any time, a City of Bradenton law enforcement officer determines that this standard has been violated, said officer shall have the authority to require the event organizer, or any agent thereof, to take all necessary and appropriate actions to prevent further violations of this standard. If the event organizer or any agent thereof fails to obey the orders of the law enforcement officer, event organizer will be required to present any future events to City Council for review prior to approval.

The event organizer has been informed that all events at Riverwalk Park, including non-musical events, must be completely closed by 10:00 p.m. If any event wishes to continue past 10:00 p.m. Special City Council approval is required.

I, \_\_\_\_\_, applicant/event organizer for \_\_\_\_\_(event), scheduled for (date&hours), \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_, hereby agrees to all conditions and regulations set forth in the event guide, application, and contract as adopted by City Council.

\_\_\_\_\_  
Signature of Applicant/Event Organizer

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Typed or Printed Name and Title

\_\_\_\_\_  
Date

## RELEASE AND WAIVER OF LIABILITY AND INDEMNITY

I, the undersigned, will indemnify, defend, and hold harmless the City of Bradenton, its agents, employees, officers, and any and all other associated, from and against any and all actions, in law or in equity, from liability or claims for damages, demands, or judgement to any person or property which may result now or in the future from the conduct of this event.

**The undersigned agrees to abide by all Event Approval Standards set forth in the guide (see pages 7 to 9).**

The undersigned has read and voluntarily signed the Release and Waiver of Liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

\_\_\_\_\_  
Signature of Applicant/Event Organizer

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Typed or Printed Name and Title

\_\_\_\_\_  
Date

**CITY OF BRADENTON  
SPECIAL EVENT REQUEST  
FOR TEMPORARY CLOSING OF CITY STREET(S)**

Name of Requestor: \_\_\_\_\_

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

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

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Proposed roads to close (specific locations, include map):

Proposed detour route (include alternative road and map):

Additional notes and comments: