

Office of the
City Manager

City of
Pensacola



*America's First Settlement
Established 1559*

Special Event Applicant:

Your request concerning scheduling an event in the City of Pensacola has been received.

Enclosed is the City of Pensacola's special event application form. Please complete the information section and *contact by telephone* the appropriate City personnel for their approval of the event, indicating on the form the date approval is obtained from City staff.

As required, please telephone Tom Mulroy in Risk Management at 435-1731 in the planning phase of your event to discuss event accessibility for persons with disabilities as well as insurance requirements. Also, enclosed is a Hold Harmless agreement for your completion, notarized signature, and return to me, or to Risk Manager Tom Mulroy.

The completed application along with the applicable fees should be forwarded to Donna Harris, P.O. Box 12910, Pensacola, FL 32521, 850-435-1611 (fax) 10 days prior to your event for issuance of your permit, but to ensure reserving the date of choice, it is recommended that this process be completed as soon as possible.

A copy of the approved Certification for Cleanup (form obtained from the Pensacola Escambia Clean Community Commission, 3303 N. Davis, telephone 850-438-1178) should also be forwarded to this office prior to your event.

We look forward to assisting you with a safe and successful event.

Very truly yours,

A handwritten signature in black ink that reads "Donna M. Harris".

Donna M. Harris
Special Events Coordinator

Enclosures

**CITY OF PENSACOLA
SPECIAL EVENT APPLICATION***

NAME OF EVENT: _____

TYPE OF EVENT (FESTIVAL, RUN/WALK, ETC.): _____

DATE OF EVENT: _____ START TIME: _____ UNTIL: _____

LOCATION (SEVILLE SQUARE RESERVATIONS MADE THROUGH PARKS & RECREATION)/ ROUTE (Attach Map):

DESCRIPTION (TENTS, COOKING, MUSIC, ALCOHOLIC BEVERAGES, REQUESTED STREET CLOSINGS, ETC.):

SPONSOR'S NAME: _____

ADDRESS: _____ PHONE: _____

CONTACT PERSON: _____ PHONE: _____

NOTIFICATIONS

	<u>DATE</u>	<u>INITIAL</u>	<u>APPROVED</u>
POLICE: SGT. DAVID GOLDSMITH 711 N. HAYNE, 435-1945	_____	_____	_____
FIRE: DAVID ALLEN (PARADES, TENTS/COOKING) 475 E. STRONG, 436-5200	_____	_____	_____
RISK MANAGEMENT: TOM MULROY CITY HALL, 6 TH FLR., 435-1731	_____	_____	_____
HOLD HARMLESS: _____			
PARKS & RECREATION: SHANNON FOSTER 2757 N. PALAFOX, 436-5514	_____	_____	_____
PARK RESERVATIONS & CONTRACT: _____			
CODE ENFORCEMENT: STEVE WINEKI 2849 N. PALAFOX, 436-5500	_____	_____	_____
INSPECTIONS: BILL WEEKS CITY HALL, 5 TH FLR., 436-5600	_____	_____	_____
PORT: AMY MILLER (USE OF PALAFOX/COMMENDENCIA FESTIVAL AREA) 700 S. BARRACKS, 436-5070	_____	_____	_____

FEES RECEIVED/USER: _____ STREET CLOSING: _____

CLEANUP DEPOSIT RECEIVED: _____ RELEASED: _____

CLEAN & GREEN CLEANUP CERTIFICATION RECEIVED: _____

*Please forward completed form to Donna Harris, P.O. Box 12910, Pensacola, FL 32521
Telephone: 850-435-1627, Fax: 850-435-1611, E-mail: dharris@ci.pensacola.fl.us

CITY OF PENSACOLA

HOLD HARMLESS AGREEMENT

For and in consideration of having been granted permission by the City of Pensacola to hold a Special Event within the City of Pensacola limits, the undersigned hereby agrees on behalf of the organization, to indemnify and hold harmless the City of Pensacola, its subsidiaries or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expenses in conjunction with loss of life, bodily injury or personal injury, or property damage, including loss or use thereof, directly or indirectly caused by, resulting from, arising out of or occurring in connection with this permitted activity.

The undersigned also agrees to protect and hold harmless the City of Pensacola, its subsidiaries or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expenses, present, past or future which may be asserted by this organization, or any member of this organization, or any participant or third party arising out of or occurring in connection with this permitted event.

By the signature to this document the undersigned acknowledges that it understands the contents of this document and is voluntarily agreeing to its terms.

In witness whereof I have hereunto set my hand and seal this _____ day of _____ in _____

Name of Special Event _____

Date(s) of Event _____

Notary _____
Signature

NAME OF ORGANIZATION

SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE

PRINTED NAME

TITLE

PENSACOLA POLICE DEPARTMENT TRAFFIC SECTION

SPECIAL EVENT REGULATIONS

It is the desire of the Pensacola Police Department to ensure the safety of the general public, as well as persons participating in this event. Therefore, to have a safe and successful event, it is necessary to establish the following regulations.

WALKS, RUNS AND PARADES

1. The event coordinator must contact the Police Supervisor at least ten (10) minutes prior to starting the event to confirm that the course is safe and secured for the event.
2. There will be no route changes without prior approval of the Police Department Traffic Section Supervisor.
3. The Police Supervisor will be notified of all private vehicles authorized to be on the course, prior to the start of the event.

CAR CARAVANS

1. No more than 25 vehicles.
2. All vehicles will be readily identifiable.
3. All vehicles will drive in a single lane.
4. All vehicles will turn on headlights.
5. Speed shall not exceed 30 m.p.h.

RUNS

Runners must be advised that the special event is a run, not a walk. Walkers are permitted on the course for a 5K run only and must complete the course in 1 hour. The roadways will be opened to vehicular traffic when all of the runners have cleared.

WALKS

No runners are allowed in an organized walk.

BLOCK PARTIES

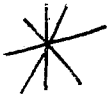
1. Three (3) Department of Transportation (D.O.T.) approved barricades must be placed at each end of the street. Barricades are not provided by the Police Department, but can be rented locally.
2. A 12 foot wide section of the street, designated as a fire lane, must be kept open (no vehicles, tables, etc.) at all times.

Sec. 11-4-156. Waiver or modification of article provisions in certain instances.

Upon petition by two (2) or more affected property owners, the city council may, in its discretion, waive or modify the provisions of this article, in whole or in part, for areas annexed by the city when houses and buildings located therein are not numbered in conformity with the provisions hereof.

(Ord. No. 32-90, § 1, 7-12-90)

Secs. 11-4-157-11-4-170. Reserved.



ARTICLE VI. SPECIAL EVENTS*

Sec. 11-4-171. Definitions.

As used in this article, the following terms, phrases, words and their derivatives shall have the meanings given herein, unless the context otherwise requires:

Special event. Temporary use of public property by ten (10) or more persons or three (3) or more vehicles for the purposes of conducting certain outdoor, short-term events such as a festival, parade, rodeo, fund raising, walkathon, bikeathon, jogging activity, or any other similar organized activity whether for profit or not for profit wherein public streets, parks, or other public areas are to be utilized.

Specified area. The public park, plaza, square or public street wherein the special event is held. In addition, it shall include two (2) blocks on either side of a parade route and the parade route, a four-block radius from any park, plaza or square, or any area mutually agreed upon by the event sponsor and the city during a prepermit coordination meeting.

Nonprofit. Any bona fide charitable, benevolent, eleemosynary, educational, cultural, or governmental institution or organization, or any event held for nonprofit purposes regardless of whether

*Cross reference—Parades and processions permit required, exceptions, § 8-1-13.

the sponsor is a for-profit or nonprofit organization.

(Ord No. 107-83, § 1, 9-8-83; Ord. No. 22-87, § 31, 5-28-87; Ord. No. 17-90, § 1, 3-22-90)

Cross reference—Definitions and rules of construction generally, Ch. 1-2.

Sec. 11-4-172. Application, contents.

Application to conduct a special event shall be made to the city manager, in writing, by the person or persons in charge or responsible therefor. The application shall set forth the following information:

- (1) The name, address and telephone number of the person requesting the permit;
- (2) The name and address of the organization or group he or she is representing;
- (3) The name, address and telephone number of the person or persons who will act as chairman of the special event and be responsible for the conduct thereof;
- (4) The number of monitors to be provided and the identifying marks, badges or symbols to be worn or used by the monitors;
- (5) The purpose of the event, the estimated number of persons to participate and otherwise attend, and the number and types of vehicles (if any) to participate;
- (6) The method of notifying participants of the terms and conditions of the special event;
- (7) The date the event is to be conducted and the hours it will commence and terminate;
- (8) The specific assembly and dispersal locations, the specific route and the plans, if any, for disassembly and dispersal;
- (9) Whether any music will be provided, either live or recorded;
- (10) The number, types and locations of all loudspeakers and amplifying devices to be used;
- (11) Assurance that the applicant will make provision for adequate police presence, if any, and that the applicant will conform to necessary fire prevention rules, regulations and guidelines;

- 3303 N. Davis
438-1178
- (12) Assurance that the applicant will make provision for garbage and litter cleanup associated with the special event during and after the special event in the specified area, to include a signed statement by Pensacola-Escambia Clean Community Commission that satisfactory arrangements have been made. For events ending by 6:00 p.m. all cleaning activities shall be completed within six (6) hours after the end of the event; and for events ending after 6:00 p.m., all cleanup activities shall be completed by 8:00 a.m. the following morning. The assurance shall also include the posting of a performance bond in the amount hereinafter provided, which bond shall be forfeited to the city if the cleanup is not adequate. Adequacy of the cleanup effort will be assessed by the city manager or his designee;
- (13) Assurance that the applicant will cause all booths, stands, signs and any other movable fixtures pertaining to the event to be removed immediately after the special event;
- (14) Such other information as the city manager may deem necessary in order to properly provide for traffic-control, street and property maintenance and the protection of the public health, safety and welfare.
(Ord. No. 107-83, § 2, 9-8-83; Ord. No. 22-87, § 31, 5-28-87; Ord. No. 17-90, § 2, 3-22-90)

Sec. 11-4-173. Time limitation for application.

No permit shall be issued for a special event unless application has been made not less than ten (10) days in advance of the date on which the special event is sought to be held.
(Ord. No. 107-83, § 4, 9-8-83; Ord. No. 22-87, § 31, 5-28-87)

Sec. 11-4-174. Issuance or denial of permit; appeal.

If the city manager shall find that the special event is not to be held for any unlawful purpose and will not in any manner tend to a breach of the peace or unreasonably interfere with the public use of the streets and sidewalks, and that all nec-

essary assurances will be met as to police presence, if any, fire protection and garbage and litter clean-up, he shall issue a permit or, for reasons stated, shall deny the requested permit. Should the permit be denied, the applicant shall have a right to file a written notice of appeal to the council no later than ten (10) days after the denial. The written notice of appeal shall be provided to the city clerk. The council shall hear the appeal no later than at its next regularly scheduled meeting after receiving the notice of appeal.
(Ord. No. 107-83, § 3, 9-8-83; Ord. No. 22-87, § 31, 5-28-87)

Sec. 11-4-175. Conditions contained in permit; closing of streets; parking prohibited.

Any permit granted under this article may contain conditions reasonably calculated to reduce or minimize dangers and hazards to vehicular or pedestrian traffic and the public health, safety and welfare, including but not limited to changes in time, duration or number of participants. For the purposes of public safety and welfare, the city manager may order the temporary closing of streets and/or may temporarily prohibit parking along same during the event, and shall direct the posting of proper warning signs in connection therewith.
(Ord. No. 107-83, § 5, 9-8-83; Ord. No. 22-87, § 31, 5-28-87)

Sec. 11-4-176. Determination of time specified area will be used.

The maximum amount of time that the specified area will be utilized for the purpose of holding the special event will be determined by the city manager or his designee based upon the information contained in the application.
(Ord. No. 107-83, § 4, 9-8-83; Ord. No. 22-87, § 31, 5-28-87)

Sec. 11-4-177. Indemnification of city; liability insurance.

The applicant for a permit to hold a special event shall agree to indemnify and hold harmless the city, its servants, agents and employees, for any and all claims caused by or arising out of the ac-

tivities permitted. In certain potentially hazardous situations, as determined by the city manager, the applicant shall provide an appropriate policy of insurance to protect the city from liability which might arise from the special event.

(Ord. No. 107-83, § 6, 9-8-83; Ord. No. 22-87, § 31, 5-28-87)

Sec. 11-4-178. Schedule of fees, performance bonds, and exemptions.

(a) The schedule of fees, bonds, and exemptions for special events shall be as follows:

<i>Event</i>	<i>User Fee</i>	<i>Performance Bond</i>
Run, walk or bikeathon		
Up to 5K	\$100.00	\$500.00
Over 5K to 10K	150.00	500.00
Over 10K	250.00	500.00
Parades	150.00	500.00
Police escorts (except for funerals)	250.00	.00
Single day event, projected to be attended by less than 2,500 persons	250.00	500.00
Multiday event or event projected to be attended by 2,500 or more persons	250.00	1,000.00
Event in public right-of-way for which admission is charged	500.00	1,000.00
For-profit event	Actual cost to service the event as determined by city manager	1,000.00

(b) The city may waive one or more of the enumerated charges for nonprofit organizations based upon experience with previous events, size, duration, location, nature of the event and the likelihood of unremoved litter or damage to property. In the event that the nonprofit organization demonstrates that it has contracted for cleanup activities with a city-approved group, the performance bond shall be waived.

(c) Neighborhood or block parties shall be exempt from the provisions of this article so long as no commercial activity is conducted, no admission fee is charged, and members of the general public are not allowed access. Provided, however, that individuals or organizations should notify the city manager's office when a neighborhood party is planned so that police, fire, and other emergency service organizations will be aware of the time, place, and scope of the event.

(d) The closing fee set forth in this article shall not be construed as being in lieu of or replacing other fees or charges imposed for labor, materials, police or fire protection services, or any other charges for city services incidental to the assembly or street closing and other fees shall still be levied and collected in addition to the closing fee herein provided.

(e) Political or public issue events shall be exempt from the provisions of section 11-4-173. Individuals or organizations planning such an event shall notify the city manager's office when a political or public issue event is planned so that police, fire, and other emergency service organizations will be aware of the time, place, and scope of the event and the name or names of persons in charge.

(f) Funeral processions shall be exempt from the terms of this article.
(Ord. No. 107-83, § 7, 9-8-83; Ord. No. 22-87, § 31, 5-28-87; Ord. No. 17-90, § 3, 3-22-90; Ord. No. 27-94, § 1, 7-28-94)

Sec. 11-4-179. Admissions charge.

The city may grant permission to the sponsor of an event in a public right-of-way to charge an admission fee for attendance at the event. Consideration and granting of such permission shall be based upon the location and duration of the event, its impact upon traffic circulation, provisions for emergency access and crowd safety and control, the frequency of events at the location, and other appropriate factors.

(Ord. No. 17-90, § 4, 3-22-90)