



Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL, 32570

850-983-5400 pio@miltonfl.org

Instructions:

To process this application all applicable pages must be filled out completely and submitted to the city. Pages 1-6 are mandatory with every application. If you are requesting support and/ or sponsorship for your event, the City of Milton Outside Agency Funding Application is required in addition to this application. For questions about requirements, fees or the application process contact the Administration Department at City Hall.

Applicant & Event Organizer Information

- Individual
 Not-for Profit
 For-Profit
 Charity
 Other: _____

Name of Organization: _____

Address: _____ City: _____

Phone: _____ Email: _____

Event POC: _____

Phone: _____ Email: _____

Event Information

- Concert
 Park Festival
 Street Festival
 Parade/ Procession
 Run/ Walk
 Sporting Event
 Sale/ Market
 Private Event/ Wedding
 Other _____

Event Name: _____

Event website/ Event Page: _____

Event Location: _____ Event Date(s) _____ to _____

Time of Event: Day 1 _____ to _____ (Day 2 - Optional) _____ to _____

Setup Date & Time: _____ at _____ Teardown Date & Time: _____ at _____

Estimated Attendance: _____ Is the Event Free to attend? YES NO

Special Event Questionnaire

Below are questions about the event. Please answer all questions and attach additional documents, if necessary, to the application.

- | | | | |
|--|----------|------------------------------|-----------------------------|
| Will a City park be utilized? | (page 3) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will equipment from the City of Milton be needed? | (page 3) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will you need the City's Stage? | (page 3) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will there be amplified sound? | (page 4) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will you need the City's portable restroom? | (page 3) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will tents larger than 10'x10' be erected? | (page 4) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will inflatable bounce houses be erected? | (page 4) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will you be using water slides? | (page 4) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will you need City Dumpsters/ Trashcans? | (page 3) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will there be fireworks? | (page 4) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will vendors be selling merchandise, food, or wares? | (page 4) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will food be cooked at the event? | (page 4) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will alcohol be sold or given away at this event? | (page 4) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will animals/ pets be allowed at the event? | (page 4) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will you be using State or County Roads? | (page 4) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will temporary No Parking Signs be utilized? | (page 4) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will EMT be on site? | (page 3) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will you need security? | (page 3) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will you require power on-site? | (page 3) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will you require water on-site? | (page 3) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

If you have answered YES to any of these questions, please see page 3-4 and select the items you request to use.

Do you have a Marketing Plan and if so, how will you notify surrounding businesses/ residents of your event? _____

Have you prepared a to scale event map/ layout that meets all ADA parking and access requirements?

YES NO

City Fee Sheet

(City Fees are the fixed cost for the use of its facilities, licenses, insurance, parks, equipment, etc.)

Location(s)/ Facility used at event:

- | | | |
|---|-------|---|
| <input type="checkbox"/> North Riverwalk | \$150 | <input type="checkbox"/> North Willing Street |
| <input type="checkbox"/> South Riverwalk | \$150 | <input type="checkbox"/> South Willing Street |
| <input type="checkbox"/> Entire Riverwalk | \$250 | <input type="checkbox"/> North Elmira Street |
| <input type="checkbox"/> N Riverwalk Gazebo | \$50 | <input type="checkbox"/> South Elmira Street |
| <input type="checkbox"/> S Riverwalk Pavilion | \$50 | <input type="checkbox"/> Imogene Parking Lot |

Jernigan’s Landing *(Downtown event location for the City of Milton. Select all applicable)*

- | | | | |
|---------------------------------------|-------|--|-------|
| <input type="checkbox"/> Riverside | \$100 | <input type="checkbox"/> Festival Area | \$150 |
| <input type="checkbox"/> Other: _____ | | | |

Requested Items:

	<u>QTY</u>		<u>QTY</u>
<input type="checkbox"/> Portable Restroom <i>(at Jernigan’s landing)</i>	\$250(np only)	<input type="checkbox"/> Portable Restroom <i>(at alternate location)</i>	\$350(np only)
<input type="checkbox"/> City Stage 14’x28’	\$350(np only)	<input type="checkbox"/> City Movie System	\$250(np only)
<input type="checkbox"/> Live Music Licensing ***\$200		<input type="checkbox"/> Movie Licensing ***	\$(at cost)(np only)
<input type="checkbox"/> Barricades	\$100 per _____	<input type="checkbox"/> Cones	\$10 per _____
<input type="checkbox"/> City Garbage Cans	\$10 per _____	<input type="checkbox"/> Dumpster	\$50 per _____
<input type="checkbox"/> City Tent (40’x40’)	\$500(np only)	<input type="checkbox"/> Variable Message Sign	\$250 per _____
<input type="checkbox"/> Large Generator	\$250	<input type="checkbox"/> Small Generator	\$100
<input type="checkbox"/> Generator power distro	\$100	<input type="checkbox"/> Hose-bid water distro	\$100
<input type="checkbox"/> City Hydrant tap fee	\$50 + meter rate	<input type="checkbox"/> Electrical Activation	\$75 + meter rate

Packages: These are requested items that come as a package.

- | | |
|---|---------------------|
| <input type="checkbox"/> Parade Package (including Police, Public Works, Planning, signage & street closures) | \$1,000(np only)*** |
| <input type="checkbox"/> Parade Package (“) – For-Profit Organization | \$2500 |

(Parade package requires event organizers to complete all necessary documents, schedule pre & post event meetings with city staff, provide a detailed map of the starting point, route, and end point, provide alternate dates, provide certificate of insurance for the event, and written approval for use from all parties in which the event will take place.)

Parades that utilize a state road will require a FDOT permit for use and can take months to receive.

*Published music, movies, and other electronic art forms are protected by US Copyright and Trademark laws. Unauthorized use of copyrighted work is illegal. **Must be free event, open to the public and located within the City Limits to access the City’s ASCAP, BMI and SESAC License. *** np only stands for Non-profits only.

Ordinances & Special Requests

Tourism District and Downtown Milton Special Requests:

NOTE: Tourism District Special Request Applications must be received by the city sixty (60) days prior to the event. Events with Alcohol must submit ninety (90) days prior to the event.

I hereby request waiver of the following ordinances: **(only available in the Tourism District)**

- Open Container Ordinance (Section 6-27)
- Noise Ordinance (LDR Section III-5.16)
- Animal Control Ordinance (Section 4-37(b))
- And/ or other Ordinance _____

I hereby request the following regarding the Blackwater River:

- Activate Boating Restricted Areas
- Activate 24-hour docking at the Riverwalk

I hereby request the use of Fireworks in the City of Milton:

- By selecting this box, you must complete the City of Milton Fireworks Display Permit Application

**note – Fireworks are subject to approval by the City Fire Chief and must be done by a licensed and insured pyrotechnics professional. Additional information will be provided.*

Time Period from when these requests will take place:

From: _____ Date: _____ To: _____ Date: _____

I hereby request that vendors be allowed to sell their wares at the event. All vendors know they must abide by all federal, state, county, and local laws regarding resell, sell of their ware. All vendors have their applicable license's available if requested. City will not be held liable. YES NO

Will this event require Road Closures? ----- YES NO

Stewart Street requires a separate FDOT application. A scheduled meeting with the Planning Department is required for a State Road Closure. Ensure you have your date/ time confirmed prior to submitting your information. The City will assist.

If so, please list street names:

- 1) _____ 2) _____
- 3) _____ 4) _____

Is this an annual Event? YES NO

If YES, list the date(s) requested for next year. Please note that requesting the date(s) on this application does not guarantee a hold or act as a confirmation of the requested date(s).

Requested event date(s): _____ Alternative Date(s): _____

Additional Documents Required with Application

All events require an Event Site Map and copy of Insurance Certificate's 10 days prior. Below are additional documents that may be required to be submitted with the application. Application will be considered incomplete without these documents.

For additional information on what is required please contact the Administrative Office at City Hall.

- Event Site Map Event Race Route Map Parade Route & Alternate

Event organizers must provide a site map with vendor locations, portable restrooms, run/ walk route, etc. at the time this application is submitted. A detailed listing of all services is required for public awareness & safety.

- Insurance Certificate(s) Fireworks Application Other (any other agency)

- Tax Exempt Certificate and 501(c)3 Documentation *(if the entity is claiming tax exempt and/ or non-profit status)*

Rules & Regulations

Application Dates:

- The permit application process should begin at least 60 days prior to the event date. 90 days if alcohol is to be sold or given away. Parade application process should allow 6 months.
- Once all documents have been submitted, City Staff will schedule a meeting to review all information and ensure event organizers have met all requirements. Staff will at this time develop an Agenda Analysis for Councils review. Council will be informed during the Committee of the Whole meeting. This meeting takes place the third Thursday of every month.
- Each event will require Council's approval and organizers should attend *(if requesting support)*.

Cancellation Policy:

- Event application fees are non-refundable if the event is cancelled by the applicant.
- Although event application fees are non-refundable, if an event is cancelled due to inclement weather, the fee may be credited towards an alternate date. Event Organizers must inform the Office of Economic Development when cancelling any event. An alternate date must take place within one year of the original event date.

ADA Accessibility Guidelines:

- Event Organizers must make the event accessible to people with disabilities to the greater extent possible in compliance with the requirements of the American with Disabilities Act (ADA).
- Accessible parking must also be provided for persons with Disabilities. Information regarding accessible parking locations should be included as part of the event site map.

Clean-Up:

- It is understood that clean-up will be performed immediately following the event. Event site must be returned to its pre-event state. Failure to adequately clean-up event site may result in a fee. Adequacy of clean-up will be assessed by City of Milton Code Enforcement.

Hold Harmless Agreement

For and in consideration of having been granted permission by the City of Milton to hold a Special Event within the City of Milton limits, the undersigned hereby agrees on behalf of the organization, to indemnify and hold harmless the City of Milton, 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 of 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 Milton, 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 of 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 here unto set my hand and seal this _____ day of _____ in 20__

Name of Special Event _____

Date(s) of Special Event _____

Name of Organization _____

Event Organizers Name _____

Address of Organization _____

Phone Number _____

Email _____

Printed Name

Signature

Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____