WELCOME

We are happy you have chosen to plan a special event within the City of Parkland!

The City of Parkland's Code of Ordinances provides the framework and guidance for the issuance of Special Events Permits within the City of Parkland. In general, any organized activity impacting city services or involving the use of, or having an impact on, public property, public facilities, sidewalks, medians or street areas requires a permit. Please remember that Special Events cannot be advertised until after the permit process has been completed and you receive an approved permit.

If you plan to hold your event in a City Park, you need to contact the Parks and Recreation Department, at (954) 757-4105 in order to verify availability of the specific facility you are requesting. Submitting the Special Events Permit Application does not guarantee site availability. Permits may not be submitted more than 6 months in advance, or less than 30 days from the event.

It is the applicant's responsibility to contact federal, state or county agencies for other relevant permits.

The non-refundable fee for the Special Event Permit is $140; non-profit organizations are exempt from this fee. Other City fees may apply depending on the type of event. A deposit may be required if the costs of supplying City services exceeds $1,000. Please note that There may be additional fees required for the use of City facilities.

On behalf of the City of Parkland, we thank you for contributing to the spirit and vitality of our City through the staging of your event. If you have any questions, please feel free to contact the Parks and Recreation Department at (954) 757-4105.

CITY OF PARKLAND

SPECIAL EVENTS PERMIT APPLICATION

DATE APPLICATION RECEIVED_____

PERMIT APPLICATION NUMBER _____

Name of Event: _____

Facility/Location Requested:_____

Event Date(s): _____ Event Hours: From: _____AM/PM To: _____AM/PM

Setup Date(s): _____ Setup Hours: From: _____AM/PM To: _____AM/PM

Permits may not be submitted more than 6 months in advance or less than 30 days from the event

Estimated: Participants_____ Spectators _____ Vehicles _____

Type of Organization (Check one): Not for Profit ☐ For Profit ☐ Individual ☐

Federal I.D.# _____Tax Exempt #:_____ Tax # _____ SS# :_____

Do you anticipate this event being held next year? Yes ☐ No ☐ If so, Date: _____ Location: _____

This event is open to: general public ☐ private event ☐

Sponsoring Organization Name: _____ Office Phone: _____

Contact Person Responsible for Event/Charges: _____ Email Address: _____

Phone: Work #: _____ Home #: _____ Fax #:_____ Cell/Pager #_____

Address: _____ City _____State _____ Zip Code _____

Additional Contact Person: _____ Work # _____ Email Address:_____

Please Note: C - City, A - Applicant, 0 - Other or NA- Non Applicable to All That Apply For Your Event

(The Following Activities/Uses May Require Permits, Fees and / or Additional Documentation)

CHECK TYPE OF EVENT	EVENT DETAILS	EQUIPMENT AT EVENT	STAFF NEEDS
_____ I. Carnival/Circus/Fair	_____ 11. Admission Charge/Ticket Sales	____ 23.Audlo/Video/Sound Equipment	
_____ 2. Exhibit	_____ 12.Alcohol Beverage Sales	____ 24.Inflatable Devices	____35.EMS
_____ 3.Festival	_____ 13.Concession Stands	_____25.Portable Restroom	____36.Police
_____ 4.Fishing Tournament	_____ 14. Field Preparations	_____26.Registration Table	____37. Parks & Rec.
_____ 5.General Meeting	_____ I5. Fireworks/Pyrotechnics	_____27.Sports Equipment	____38.Fire
_____ 6.Parade	_____ 16.Food/Beverage/Catering	_____28.Stage/Props/Production	____39.Public Works
_____ 7.Picnic/Party	_____ 17.Merchandlse Sales	_____29.Tables & Chairs	____ 40. Building Permit
_____ 8.Tounament/Competition	_____ 18.Open to Public	_____ 30.Tents/Banners/Signage	
_____ 9.Wedding Reception	_____ 19.Special Set-ups	_____ 31.Trash Cans/ Dumpster(s)	
_____ 1O.Other, Explain	_____ 20,Street, Lane, Sidewalk Closure	_____ 32.Video Equipment	
	_____ 21.Vendors: Number of: _____	_____ 33.Mobile Stage —Times: Set up _____ Take Down:_____	
	_____ 22. Water/Electric	_____ 34. Other, Explain _____	

A MAP AND/OR DIAGRAM OF THE PROPOSED EVENT SITE/LAYOUT/ROUTE MUST BE SUBMITTED WITH THIS APPLICATION

It you checked any of the above items, provide a complete description of the event/request on a Special Event Backup sheet.

Please Provide Below a Detailed Description of Event and all City services requested **

*** If you checked any of the items from page number one, provide a complete description by number of the event/request. Additionally, please note all City services you are requesting. *** (Add additional sheet, if needed)

The permitee is responsible for the total number in the park in addition to those already there for regular park activity. BSO Detail Deputies may be required in addition to the below at the discretion of the District Chief and when there is an impact on traffic, crowd control or overflow parking.

Pine Trails Park

- Expected crowds between 0-500 will not require any detail officers to be provided by the organization.
- Expected crowds between 500-1000 will require three (3) detail officers to be provided by the organization.
- Expected crowds over 1000 require five (5) detail officers and one (1) supervisor to be provided by the organization.

Terramar Park

- Expected crowds between 0-500 do not require any details officers to be provided by the organization.
- Expected crowds between 500-800 will require three (3) detail officers to be provided by the organization.
- Expected crowds over 800 will require nine (9) details officers and one (1) supervisor to be provided by the organization.

If it is determined that BSO Detail is required, please contact the BSO Detail Office at (954) 831-8199 for information on rates and contract materials.

Special Events – Parkland Building Department Checklist

Please check all items that apply to your Event

EVENT: _____ EVENT DATE: _____/_____/_____

Contact Name: _____ Phone number: _____

☐ **NO PERMIT IS REQUIRED BECAUSE this event will take place on Public School Property. The rest of these questions do not need to be answered**. The City of Parkland Building Department **has** no jurisdiction on public school property.

☐ **NO BUILDING PERMIT IS REQUIRED BECAUSE** I intend to use Canopies (pop-ups*), which are smaller than 120 square feet (max 10' x 12') each. _____ number of Canopies (pop ups) to be used.

☐ **NO ELECTRICAL PERMIT IS REQUIRED BECAUSE** (1) sufficient power is available from existing 15- or 20-amp receptacles on site, or (2) power will be obtained from generator-mounted 15- or 20-amp receptacles (maximum 5000 watt generator). *Standard cords may not be used in active roadways or driveways and cords must be covered in walkways. Power or lighting wiring may not be attached to temporary structures.*

☐ **AN ELECRICAL PERMIT IS REQUIRED BECAUSE** (1) the existing power at the site is not sufficient for the needs of this event, and I will need to supply one or more generators and / or temporary feeders with panels / disconnects; and / or (2) I will be attaching power or lighting wiring to temporary structures. I will submit items **a** and **e** as listed below with an application from a licensed electrical contractor for the electrical permit.

☐ **A BUILDING PERMIT IS REQUIRED BECAUSE I** will be using one or more Canopies* larger than 120 square feet. I will submit items **a** though **d**, as listed below.

☐ **A PERMIT IS REQUIRED BECAUSE I** will be installing one or more Tents* larger than 120 square feet. I will submit items **a** through **e**, as listed below, and contact the building department for additional requirements if the square footage exceeds 1,200 square feet.

The following information will be required to obtain a building permit:

A Permit Application signed by a qualified applicant, and two copies of each of the following:

a. Site Plan showing all sizes, uses, and locations of all temporary Structures.
b. Detailed information for tie downs, and manufacturer's installation instructions.
c. A current Flame-spread Certificate and swatch of fabric for each Canopy or Tent.
d. A Life safety plan showing table/chair layout, means of egress and occupant load for each tent.
e. Electric riser diagram for additional electrical service.

You must provide Sanitary Facilities (port-o-lets) and drinking water for the number of people you expect to have in attendance. If you expect more people than the City Park can accommodate, you must arrange to provide additional sanitary facilities for your event. Facilities are available at each site for the designated number of people as follows:

☐ **Terramar Park …… 615** ☐ **Equestrian Center … 270** ☐ **Liberty Park …… 345** ☐**Quigley Park …… 230**

☐ **Pine Trails Park …. 1,230** ☐ **Pine Trails Park Community Center (Provide a letter of authorization (for use of facilities from the YMCA) additional…… 1,200**

Definitions used:

A "pop-up" is usually small, often 10 feet by 10 feet, and portable, with a fabric roof and supported by four poles, used for protection from sun or rain.

A canopy does not have walls **–** it is any fixed roof-like structure, not movable like an awning, and which is cantilevered in whole or in part self-supporting, but having no sidewalls or curtains other than valances not more than 18 inches

A tent has walls or draperies along one or more sides **–** it is any structure, enclosure or shelter which is constructed of canvas or pliable material supported in any manner except by air or by the contents it protects. A Structure having side walls or valances more than 18 inches deep shall be classified as a tent.

PROPERTY OWNER & AGENT AFFIDAVIT*

DATE: _____

Before me, the undersigned authority personally appeared _____(property owner's name), who being by me duly sworn on oath, deposes and says:

1. That said authority is the fee-simple owner of the property legally described in this application.

2. That said authority desires a SPECIAL EVENT to allow:

_____

3. That said authority (property owner) has appointed _____ (agent's name) to act in his behalf to accomplish the above, and before me the undersigned authorized agent personally appeared and, being by me duly sworn on oath, deposes and says;

A. That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations, and provisions of the City of Parkland, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the City of Park Florida, and are not returnable.

B. That the submittal requirements for the application have been completed and attached hereto as part of the application.

_____

PROPERTY OWNER'S SIGNATURE

STATE OF FLORIDA

COUNTY OF BROWARD

Subscribed and sworn to (or affirmed) before me on _____ (date) by _____ (name of affiant, deponent, or other signer). He/she is personally known to me or has presented _____ as identification.

_____

NOTARY PUBLIC

SEAL:

_____

AGENT'S SIGNATURE

STATE OF FLORIDA

COUNTY OF BROWARD

Subscribed and sworn to (or affirmed) before me on _____(date) by _____ (name of affiant, deponent, or other signer). He/she is personally known to me or has presented _____ as identification.

_____

NOTARY PUBLIC

SEAL:

***NOTE: PROPERTY OWNER <u>MUST</u> SIGN AFFIDAVIT. WHEN AGENT IS REPRESENTING CASE BOTH AGENT AND PROPERTY OWNER MUST SIGN AFFIDAVIT.**

HOLD HARMLESS AGREEMENT: The Contractor, Vendor or User hereby promises and agrees to indemnity and save harmless the City of Parkland, a municipal corporation, its officers, agents, and employees, from and against any and all liability, claims, damages, demands, expenses, fees, fines, penalties, suits, proceedings, actions and cost of actions, including attorneys' fees for and on appeal of any kind and nature arising or growing out of or in any way connected with the performance of the Agreement whether by act or omission of the Contractor, Vendor, officers, agents, servants, employees or other or because of or due to the more existence of the agreement between the parties.

The applicant will supply a "Certificate of Insurance" reflecting minimum coverage of the amount deemed by City Staff per occurrence for bodily injury and property damage. The City of Parkland as additionally insured which will be noted on the Certificate. The Certificate will indicate that the applicant's insurance policy will not be cancelled without thirty days prior written notice to the City. The undersigned agrees to abide by the regulations governing the said facility and is responsible for charges incurred and must supply a "Certificate of Insurance" to the Parks & Recreation Department no later than five (5) calendar days prior to program/event date.

Copyright Law: Licensee assumes all costs arising from the use of patented, trademarked or copyrighted materials, equipment, devices, processes, or dramatic rights used on or incorporated in the conduct of any event covered under the agreement and licensee agrees to indemnify and hold harmless devices, processes or dramatic rights furnished or used by licensee in connection with the agreement and will defend the City from any such suit or action, regardless of whether it is groundless or fraudulent.

CERTIFICATION BY APPLICANT: I certify that I have read this application and that all information contained in this application is true and correct. Any falsehoods or misrepresentations will constitute a criminal violation of the Florida State Statute. I agree to comply with and be bound by any and all applicable provisions of the city code. I understand the event may be cancelled by the Chief of Police or the Fire Chief should any conditions of the permit or city ordinance or state statute be violated, I certify that I am authorized by the organization named herein to act as its agent for the herein described activity. I also have received the notice informing me of my responsibilities and obligations should I cancel the event.

By filing this application, I, and the organization on whose behalf make this application, contract and agree that we will jointly and severally indemnify and hold the city harmless against liability, including court costs and attorneys' fees for trial and on appeal, for any and all claims for damage to property or injury to, or death of persons arising out of or resulting from the Issuance of she permit or the conduct of the activity or any of its participants.

_____ _____

Licensee Signature Date

LICENSEE CERTIFICATION

I hereby certify that all the information contained herein is true and correct to the best of my knowledge. If any portion is found to be false or misrepresented, such fact may be just cause for immediate revocation of any permit(s) issued.

Signature of Applicant: _____ Date _____

Subscribed and affirmed ___/___/____ By(Print Application Name) _____

He/she is personally know to me OR has presented _____ As identification and who did take an oath.
(type of identification)

Notary Signature and Seal: _____My commission expires: _____

Americans with Disabilities Act:
The applicant understands and agrees that it will comply with the obligations of Titles II and III of the Americans with Disabilities Act of 1990 in the conduct of the special event, and further agrees to indemnify, hold harmless and defend the City of Parkland, its elected officials, officers, agents, employees and volunteers, from any claims or liability arising out of or by virtue of the Americans with Disabilities Act.

The program/event will be terminated should licensee cause any violation of Local, State or City of Parkland laws and ordinances.