



CITY OF GULFPORT, FLORIDA

Gateway to the Gulf

MICHAEL J. YAKES, Mayor
DAVID C. HASTINGS, Vice Mayor, Ward 1
BARBARA BANNO, Councilmember, Ward 2
JENNIFER R. SALMON, Councilmember, Ward 3
SAMUEL HENDERSON, Councilmember, Ward 4

JIM O'REILLY, *City Manager*
LESLEY DEMUTH, *City Clerk*

<http://www.mygulfport.us>

TO: SPECIAL EVENT PERMIT APPLICANT (S)
FROM: Bob Williams, Parks and Recreation Superintendant
RE: General Guidelines for Special Events(s)

Included within this collection of information and applicable forms are the basic minimum requirements for your Special Event Permit Application to the City of Gulfport. These requirements are based upon the scope of your planned event and any City assistance you may require.

All applications must be submitted within a minimum of sixty (60) days prior to the date of the event for review. Events requiring City Council approval should be submitted no later than forty five (45) days prior to the date of the event, in order to secure a place on the City Council Agenda.

Your request may be very basic, possibly involving a simple ceremony on the beach or you may be planning a more intense event, such as an Arts and Crafts Festival, Concert or TV/Movie filming.

The Special Event Permit Application process gives you, the applicant, and the opportunity to research and consider the specifics of your event by portraying details on a site map, answering activity-related questions and completing the appropriate forms detailing event activities.

This format allows you to convey, to the City of Gulfport, what you would like to do in your event. Review of the information you provide, allows City staff to determine what the combined requirements and resources will be necessary for your event. This review will also provide you with an opportunity to address additional questions or concerns, which City staff may have regarding your event.

CITY COUNCIL APPROVAL:

If your request involves the use of public property or you are requesting non-reimbursable City assistance for your event, City Council approval/action is required. Your request should be very specific; indicating services and or supplies requested.

- Please note that a permit application of this scope should be submitted at least forty-five (45) days prior to the date of your event in order to be placed on the City Council Agenda. City Council meetings are held on the first and third Tuesday of each month.

You may be required to be present, (to represent your request) at the City Council Meeting, on the evening that your Special Event Application goes before City Council. Failure to appear may result in the denial of your permit application.

Insurance:

Organizations are required to possess Liability Insurance, naming the City of Gulfport as an additionally insured entity in the amount of five hundred thousand dollars (\$500,000). Any waiver of this requirement will need prior approval from City Council. (Required 30 days prior to the day of the event)

Bond:

The City Manager may require that a liability bond be posted to insure that no damage is done; the amount of which is to be determined by the City Council or The City Manager, according to the intensity of the event.

Applicant:

The applicant must be an adult (over the age of eighteen) who can verify that he/she is in charge of the Special Event. This individual will be responsible for the compliance of the terms and conditions contained within the Special Event Permit forms.

Site Map Required:

A detailed site map is required for all Special Events. This site map must indicate all areas of activity, including tents, temporary structures, barricades, signs, outside music amplification, electrical sources, cooking, fireworks, etc.

Public Safety:

The Police Chief and/or his/her designee shall determine both the necessity and level of Police or Fire staffing which may be required.

Parking:

Due to the large attendance of some events, off-site parking is recommended. If off-site parking is utilized, exact remote parking locations must be included with your submittal, along with specific routes, method of transportation, and the scheduled duration that transportation will be made available to transport passengers to and from the event.

Road Closures:

Per Superintendent and/or his/her designee must first approve all request(s) for any type of proposed public road closure(s). Permission to close a public road or right-of-way may only be granted by City Council action/approval.

Outside Vendor/Sales:

If you would like outside food /beverage/retail sales in conjunction with your event, specific vendor locations must be indicated on your site map. A vendor list will be required. Food vendors will need to be licensed by the State of Florida. Each vendor not presently located and licensed in the City of Gulfport must register with the City prior to the event. Cooking locations must be specifically referenced on the site map, along with electrical sources involved. These requests are subject to final review and inspection by the building/fire inspectors.

Alcohol Sales/Consumption:

City of Gulfport events should be family friendly and alcohol free. The City of Gulfport presently does not allow or endorse the consumption of alcoholic beverages on public property.

Building/Fire Codes:

In conjunction with your event, you may be requesting temporary structures (tents, stage, etc.), cooking, electrical or fireworks. These activities should be specifically indicated on your site map and will be subject to review by the building/fire inspectors prior to approval.

Vehicles on the Beach/Park (Application must be made.):

If the staging of vehicles, and/or the utilization of areas outside of the delineated travel/ parking area(s) (beach / park area) for ingress and egress (Includes drop-off / set-up and pick-up) are planned in conjunction with your event. Please provide the City with a list containing the number(s) of vehicle(s) and type(s) of vehicle(s), which you foresee entering the beach/park area(s). This requires City Council approval.

Signage:

If you are requesting the placement of signs and/or banner (banners must meet City specifications) on public property in conjunction with your event, you need to specify the exact size, locations and wording of the graphics involved. This request requires City Council approval.

Additional Approval:

If a planned Special Event requires approval by any County, State, or Federal Agency or department, those approvals shall be the responsibility of the applicant and no Special Event Permit will be issued until all approvals have been documented.

Duration of Permit:

Permit(s) shall be valid only for the approved date; the City Manger or City Council shall address any changes to the original approved permit (rain dates, cancellation(s), and postponement of event) upon the request of the event organizer. Any changes to the original permit must be re-approved by the City Manager or City Council.

****PLEASE NOTE**:**

The City of Gulfport reserves the right to require and charge for services (Pre & post event or during the event) including, but not limited to, Police, Fire, Grounds Maintenance and Utility Usage, deemed necessary for the safe coordination of the event.



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APPLICATION FOR SPECIAL EVENT APPROVAL

Please complete the following form and return to the Parks and Recreation Superintendent's Office, located at 5500 Shore Blvd. S., Gulfport, Florida, 33707. Or, you may send the form by facsimile to (727) 550-4199. If you require assistance with the completion of the form, please contact our office at (727) 893-1066.

Event Title/Name: _____

Organization Name: _____

Event Coordinator/Applicant _____ Title _____

Address _____ Day Phone _____ Evening Phone _____

Email _____ Fax _____

Event Date _____. Day of Week _____

Hour(s) From: _____ (AM/PM) To: _____ (AM/PM)

Event Location: _____

Set Up Date _____ Set Up Time _____ (AM/PM)

Description of Event(s) / Summarize Activities: (Please describe the event in detail. Attach a second sheet if necessary). _____

Is your event free and open to the public? Yes _____ No _____ (If not, please list details)

What is the estimated total attendance for this event? _____

Is your organization a Gulfport not-for-profit entity or charity? Yes _____ No _____

If yes, what is the name of the Gulfport charity or non-profit organization? _____

If no, is your organization a not-for-profit entity or charity? Yes _____ No _____

If yes, what is the name of the charity/non-profit organization? _____

1). A Letter of authorization **is required** from the charitable/non-profit organization.

2). Please attach a copy of the organizations non-profit certificate.

Is this a fundraiser specifically for the non-profit organization? Yes _____ No _____

1). If yes, proof of permit from the Department of Consumer Protection is required.

Do you charge participants or vendors a fee to participate in the event? Amount/Fee \$ _____

What percentage of the gross proceeds will go to the non-profit organization? \$ _____

List amount donated, to City of Gulfport charities, by your organization? \$ _____

Are you paying a management or promotional fee to any group, company or individual(s)? Yes _____
No _____ (Answer yes, if any group, company or individual is receiving a percentage of your registration or participant fees)

Are all sponsorship(s), vendor(s) and participant(s) fees paid directly to your organization? Yes _____
No _____ If no, to whom are they paid? _____

Will event proceeds be used to cover event costs/expenses? Yes _____ No _____ If yes, list types of cost/expenses to be paid (Please use a separate sheet of paper or the back of this sheet to itemize items.)

What percentage of your organizations budget is set aside for administrative costs? _____%

Do you have paid staff members? Yes _____ No _____ If yes, how many? _____

Specify any organizations that will benefit directly from the proceeds of this event: _____

Please state the mission of your organization. _____

Please describe how the event will impact the quality of life and overall image of Gulfport. _____

How will this event benefit the residents of the City of Gulfport? _____

All Organizations are required to possess liability insurance naming the City of Gulfport as additional insured in the amount of \$500,000 for all proposed events. Does your group have proof of liability insurance naming the City as an additional insured? Yes _____ No _____ If so, what is the amount? \$ _____.

****City of Gulfport events should be family friendly and alcohol free.****

Please list two references that we may contact to discuss your proposed event.

Name _____ Affiliation _____ Phone _____

Name _____ Affiliation _____ Phone _____

Please identify any suspension of current City ordinances that you are requesting for this event:

Do you foresee any of these activities? Please denote clearly on a site plan/map.
(The attached appropriate forms must also be completed.)

- ____ Permit fee
- ____ Street closures (Please list, in detail, on a separate sheet of paper.)
- ____ Display of outdoor/right of way signage during event
- ____ Temporary structures (i.e. tents, stage, etc.)
- ____ Outdoor display of animals
- ____ Setting up of temporary structures (i.e. tents, stage, etc.) on public site for an event
- ____ Outdoor cooking or fires, in park or on beach
- ____ Beach parking decals
- ____ Hours of operation for park or facility
- ____ Vehicles on the Beach or park
- ____ City's policy on reservation of shelters/pavilions (1st come-1st serve)
Identify shelter or pavilion _____.
- ____ *** Beach Pavilion # 6 is excluded from all activities and reservations. ***
- ____ Retail vending or sale of goods on City property
- ____ Overnight parking in a park
Identify days and dates for overnight parking _____.
- ____ Trailer on site or in park/beach
- ____ Electricity
- ____ Fireworks
- ____ Music/Entertainment/Amplified Music (Specify times) From: _____ To: _____.
- ____ Event security
- ____ Traffic/Crowd control
- ____ On-site medical team
- ____ Sanitation services
- ____ Off-site parking

Will vehicle(s) be entering any beach / park area(s)? Yes _____ No _____
(If yes, a separate form is required)

TEMPORARY STRUCTURE(S):

Will temporary structures be used in the event? Yes: _____ No: _____

Type of temporary structure? Tent: _____ Stage: _____ Bleachers: _____
Other (Please describe): _____.

What will the structure be used for? _____.

Who is supplying the structure? _____.

Will cooking be conducted in the structure? Yes: _____ No: _____

What is the structure constructed of? _____.
(If the structure is a tent, please attach a current Flame Spread Certificate)

If the structure is a tent, does it have open sides? Yes: _____ No: _____

OUTDOOR COOKING IN BEACH/PARK(S):

Will cooking be conducted in public/park area(s)? Yes _____ No _____
What cooking source will be used? Propane: _____ Charcoal: _____ Electrical _____

Are you requesting permission to cook on the beach(s)? Yes _____ No _____

Are you requesting any street closures? Yes _____ No _____
(If yes, a separate form is required)

Will you be hanging temporary sign(s)/ banner(s) for your event? Yes _____ No _____
(If yes, a separate form is required)

Will Food/Craft Vendors be part of the event? Yes _____ No _____ (If yes, see guidelines)

Will you be requesting the City Trolley & Driver for your event? Yes _____ No _____
(If yes, please contact the Leisure Services Office for information on rates and availability. Trolley reservations must be made a minimum of thirty (30) days prior to the date of the event.)

Clymer Park Events:

The third block located due north of the Theater may be used for guest parking only. Festival concessions, exhibitor set-ups, displays, games and activities are limited to the remaining two blocks; small individual items for sale must be placed on tables.

Parking: Due to large attendance at some events, off-site parking is recommended. If off-site parking is utilized, exact remote parking locations must be included with your submittal, along with specific routes, method of transportation, and hours that will be required to transport passengers to and from the event.

Signage: If you are requesting the placement of signs and/or banner (banners must meet City specifications) on public property in conjunction with your event, you need to specify the exact size, locations and wording of the graphics involved. This request requires City Council approval.

Use of City Property: All City Property and surrounding areas that are used must be returned to their original clean state, following the event. Failure to do so, will result in the City enforcing Resolution number 2004-34, which states that *The City of Gulfport reserves the right to require and charge for services (pre & post event) including Police, Fire, utility usage and ground maintenance, deemed necessary for the safe coordination of any event.*

Note: The City does not own tents, staging, portable toilets or large quantities of tables and chairs. The City reserves the right to require and charge for services (pre and post event) including Police, Fire, utility usage and grounds maintenance, deemed necessary for the safe coordination of any event.

Please specify any extraordinary details or requirements for your event. _____

GUIDELINES FOR TEMPORARY STRUCTURES / TENTS:

Tents and air-supported structures shall comply with the requirements of FPC CH39.

All structures must be accessible by fire equipment, structurally stable, and flame resistant.

There must be separate tents for cooking and dining.

If there are over 100 people in attendance, emergency lighting must be provided by you.

Fire Extinguishers (approved) must be a minimum of 2A-10BC in each tent (40BC for fat fryers.)

Heat producing appliances shall not sit on combustible surface(s) (tables, saw horses, etc.)

Cooking vendors must be allocated with a minimum of 8 feet of separation between them during event(s).

Electrical:

Electrical connections shall consist of only approved main disconnect panels, complete with circuit breakers and a limited number of receptacles available from the City.

Extension cords (temporary wiring) shall comply with NEC Article 305. Each extension cord shall be plugged directly into an approved receptacle and shall, except for approved multiplying extension cords, serve only one appliance or fixture. Extension cords shall be in good condition without splices, deterioration, or damage. Extension cords shall be of grounded type when servicing grounded appliances or fixtures.

Ground fault protection shall be provided to supply temporary power to equipment being used by personnel.

GUIDELINES FOR OUT-DOOR COOKING:

Charcoal:

Charcoal cooking must be done in an approved outdoor grill (Metal). Responsible party must follow manufacturer's safety procedures and adhere to any warnings when using grilling equipment. Approved metal containers shall be provided for the disposal of coals and ashes.

Propane:

Listed outside cooking appliances shall be installed in accordance with their listing and the manufacturer's instructions. Unlisted units shall be installed outdoors with clearances to combustible material of not less than 36 inches at the sides and back and not less than 48 inches at the front. Total propane cookware must be inspected prior to approval. Dry power extinguisher (2A10BC) must be readily available at all times.

Electrical:

Please keep in mind that only a limited number of receptacles are available from the City of Gulfport.

SITE MAPS (REQUIRED):

An area site map must be provided denoting all above referenced area(s) of activity. All temporary structures and electrical supplies must be in accordance with the City of Gulfport's guidelines accompanying this application.

APPROVAL(S):

I certify that the event will be open to all citizens and that individuals will not be barred from participation due to race, creed, color, national origin, sex, age, sexual orientation or physical impairment.

- **In order to provide accommodations under the Americans with Disabilities Act, I certify that an accessible location will be set up for special assistance. Such location will be close to the designated parking for the disabled and staffed throughout the event. As necessary, the special assistance location will provide wheelchairs and volunteers to help push wheelchairs throughout the site of the event.**

I certify that I/We will be responsible for the preservation, sanitation and cleanup of the areas used for the Special Event. I/We certify that there are no misrepresentations in foregoing statements and answers and that the facts contained in this request are accurate.

- **I have attached a Site Plan of the Event Set-up, to this application.**
- **I further certify that this is a non-profit event and that no individuals(s) will financially gain as a result of this event.**
- **I have attached a copy of my organizations non-profit certificate, to this application.**
- **I agree to obtain the required liability insurance and to secure all necessary city / county / state permits and licenses.** Copies of these documents shall be furnished to the City thirty (30) days prior to the date of event.
- **I understand that the City should be recognized on any promotional materials produced for the event.**
- **I agree to reserve up to 7 parking spots for the City of Gulfport/City Council for this event.**



This application along with any other required information must be submitted to the Parks and Recreation Superintendent's Office for review sixty (60) days prior to the date of event. Applications must be reviewed and approved by all affected departments prior to final approval. Any stipulations required by the City Manager, City Staff and/or City Council must be met.

SIGNED

NAME (Please print)

TITLE

DATE

FOR OFFICE USE ONLY

DATE RECEIVED: _____

APPROVED: _____ DENIED: _____
Date

City Council Resolution Number: (If required) Date

Leisure Services Administrator Date

City Manager or his/her designee (If required) Date

Fire Department Official (If required) Date

Police Department Official (If required) Date

****PLEASE NOTE**:**

CITY OFFICIAL(S) MAY REVOKE ANY/ALL BEACH/PARK(S) PERMIT(S) WHEN CONDITIONS BECOME A PUBLIC NUISANCE DUE TO, BUT NOT LIMITED TO, SMOKE, FUMES OR ADDITIONAL FIRE HAZARDS, INCLUDING A "BURN BAN" ISSUED BY THE FLORIDA DIVISION OF FORESTRY.



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EVENT BANNER APPLICATION

Event Title _____

Organization Name _____

Event Date _____ Day of Week _____

Location _____

Requested Dates for Banner
Display _____

Description of Event (Please describe the event in detail. Attach a second sheet if necessary).

Event Contact Person _____ Title _____

Address _____ Day Phone _____ Evening Phone _____

Email _____ Fax _____

Additional Contact Person _____ Day Phone _____

Email _____ Fax _____

BANNERS WILL BE LOCATED AT GULFPORT BLVD AND 55TH STREET SOUTH
(On the north side of Gulfport Blvd.)

**PLEASE PROVIDE A DRAWING OF YOUR EVENT BANNER
FOR CITY'S REVIEW OF APPEARANCE AND TEXT**

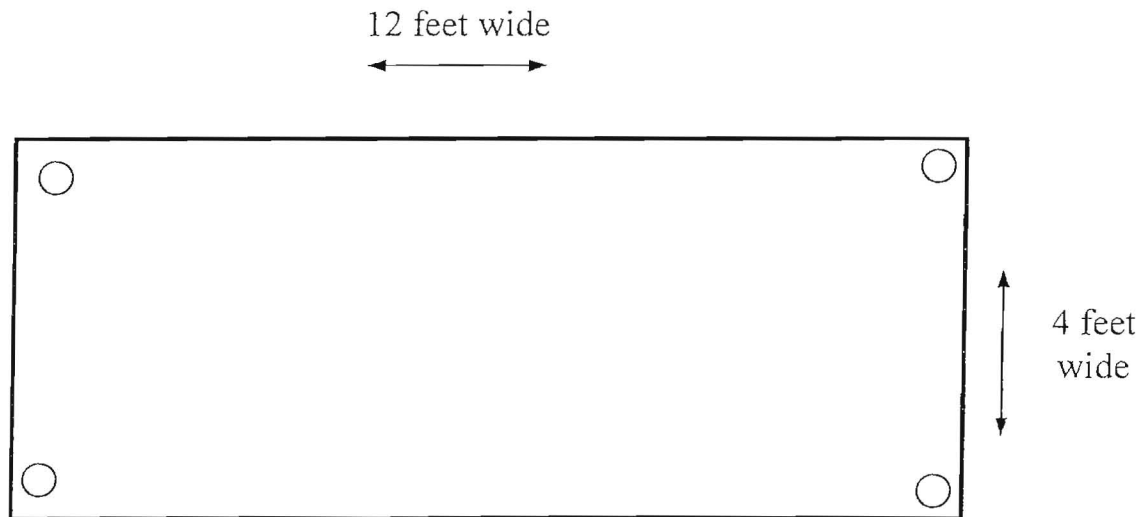
Banner Specifications

Width: 4 feet

Length: 12 feet

Metal grommets shall be located at each of the four (4) corners of the banner. Banner shall be slotted to allow wind to pass through.

You will need two (2) one-sided banners.



N
W E
S

Greenway

55th Street

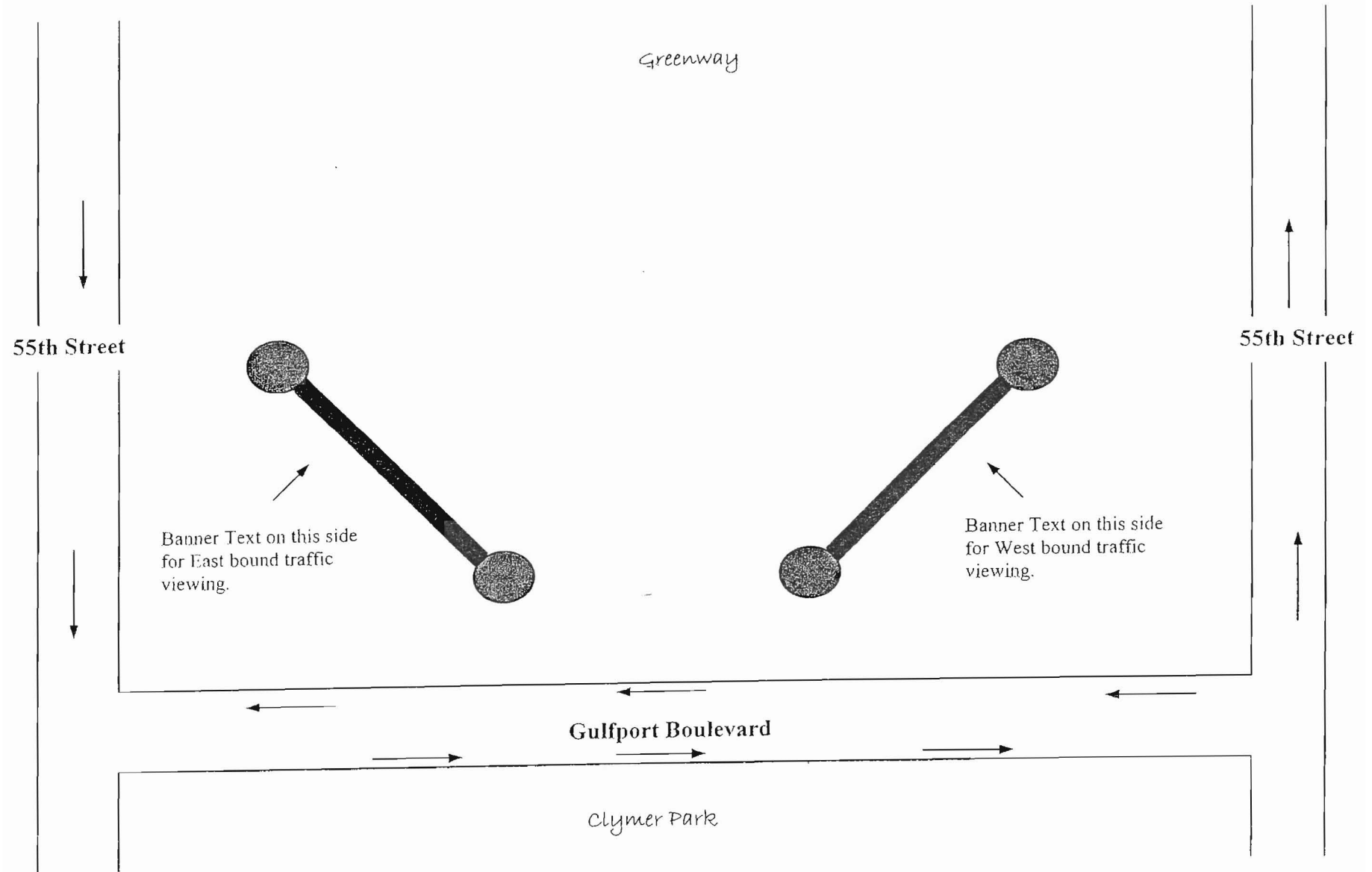
55th Street

Banner Text on this side
for East bound traffic
viewing.

Banner Text on this side
for West bound traffic
viewing.

Gulfport Boulevard

Clymer Park





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VEHICLE ON THE BEACH / PARK REQUEST FORM

Please complete the following form and return to the Parks and Recreation Superintendent's Office, located at 5500 Shore Blvd. S., Gulfport, Florida, 33707. Or, you may send the form by facsimile to (727) 550-4199. If you require assistance with the completion of the form, please contact our office at (727) 893-1066.

Applicant: _____.

Address: _____ . Apt.# _____.

City: _____ . State: Florida Zip Code: _____.

Phone: (____) _____ . Other: (____) _____.

Please specify the total length of time that the vehicle(s) will be on City Beach/Park(s) area(s): _____ . Hour(s). From: _____ (AM/PM) To _____ (AM/PM)

The vehicle(s) will be used for:

- a) Beach cleanup. Yes ____ . No ____ .
- b) Sales or Commercial Activity. Yes ____ . No ____ .
(Transportation of licensed concession)
- c) Special event permit. Yes ____ . No ____ .
- d) Other: (Please specify) _____

_____.

Number / type of vehicles involved: _____

Location(s), including access/exit point(s): _____

_____.

- A map is required indicating the exact locations to be used. This map will be reviewed and may or may not require site inspections, including photography. Please attach your map to this application.
- All vehicles must remain at a minimum of thirty (30) feet from any vegetation and dunes.
- A liability bond may be required by the City of Gulfport to insure that no damage is done to the beach area involved. Proof of insurance may be required by the City of Gulfport in the amount of one million dollars (\$1,000,000) bodily injury coverage, and five hundred thousand dollars (\$500,000) of property damage coverage from the sponsoring organization.

APPROVAL(S):

Do you have proof of liability insurance for this event? Yes:_____. No:_____.

I HEREBY CERTIFY that I/we will be responsible for the preservation, sanitation and cleanup of the beach area(s) as required in connection with the above referenced activities. Additionally, I/we certify that there is no misrepresentation in the foregoing statements and answers. I/we agree to comply with all regulations set forth by the City of Gulfport.

Signature: _____ Date:_____.

Address: _____.

Contact Phone: _____.

FOR OFFICE USE ONLY

APPROVED: _____. DENIED: _____.

City Council Resolution Number: (If required)

Date

Parks and Recreation Superintendent

Date

****PLEASE NOTE**:**

This application, along with the required site map and proof of insurance, (if required) shall be submitted to the Leisure Services Department at least forty-five (45) days prior to the date requested for vehicle usage. This request requires approval by the City of Gulfport and City Council.