



Date: Received: _____
Permit Number: _____
Project Code: _____

## DEFINITION:

Special Event shall mean any preplanned meeting, activity, parade, or gathering of a group of persons, animals or vehicles or a combination thereof, having a common purpose on any public/private street, sidewalk, alley, park, lake or other public/private place or building, which a special event substantially inhibits the usual flow of pedestrian or vehicular travel or which occupies any public/private place or building so as to preempt normal use of space by the general public or which deviates from the established use of space or building. Or if the event has substantial visitor impact on the City of Brooksville or results in the gathering of large crowds.

A “Special Event” as determined by the City of Brooksville shall include, *but no be limited to*, the following:

- Circus or Carnival
- Temporary outdoor concert, jazz or music festival, except those sponsored by the City of Brooksville
- Outdoor public exhibition
- Outdoor cooking contest
- Parades or processions
- Community events or celebrations
- Outdoor public festivals
- Street Dances
- Fun runs or other events which City streets, sidewalks, trails, or right-of-way that are closed

Special events may occur on public property as approved by the City of Brooksville. Events held at City parks, the Jerome Brown Community Center, various outdoor facilities and pavilions may not require a Special Event Permit unless the event extends beyond the premises. Each of these locations has separate approval and permit requirements.

If an event planner is seeking use of private property in addition to public property for a special event, proof of authorization from the property owner is required.

## I. INTRODUCTION

The City of Brooksville handles the permit process for all special events in the City. The City operates all City parks and rights-of-way, and therefore oversees any impact an event might have on the residents, businesses and visitors of the City of Brooksville as it relates to health and safety, traffic control and clean-up.

A completed application may be filed as early as one hundred eighty (180) days before an event, but must



be received no later than sixty (60) days before the event. ***If the event is requesting the closure of a state road, the applicant must submit a completed application no less than ninety (90) days before the first day of the event.*** In general, any organized activity with twenty-five (25) or more participants, involving the use of, or having impact upon, public property, facilities, sidewalks, streets, or right-of-way requires a Special Event Permit. Events held at public parks may require special permission from the Parks and Recreation Department of the City of Brooksville. Applicant shall comply with all state, federal, and local laws, including city ordinances and zoning regulations. In addition, all special events must meet the public safety criteria of the Brooksville Fire Department and the Hernando County Sheriff's Office. Offensive language, gestures, reckless driving or unruly conduct will not be tolerated at an event. Applicants are responsible for the actions of all spectators, visitors, vendors, guests, participants or invitees to a special event.

It is the goal of the City of Brooksville to assist event organizers in planning safe and successful events that create a minimal impact on the areas surrounding the event site.

## II. SPECIAL EVENT APPLICATION PROCEDURES

The permit application process begins at City Hall in the City Clerk's Office. Keep in mind that the acceptance of your application should not in any way be construed as final approval or confirmation of your request. Upon receipt of your application, the City Clerk's Office will act as a liaison and will guide you through the permitting process. Copies of the application are forwarded and reviewed by all affected departments and/or agencies. During the review process you will be required to attend a meeting with the Special Event Committee to discuss the event implication and determine if your event requires any additional information, permits, licenses or certificates. During our initial application screening process, you will be allowed time to provide us with all pending documents (i.e. certificate of insurance, secondary permits, etc.); however, all documents must be provided no later than thirty (30) days prior to the event. **ALL** documents must be received prior to the issuance of a Special Event Permit. Delays in providing these items can delay our ability to complete the review process in a timely manner and may result in a delay in issuing a Special Event Permits or not at all due to non-compliance with City policies and procedures.

## III. APPLICANT'S PACKET:

1. General Instructions and Policies
2. Application Form
3. Preventative Measures Addendum

## IV. PACKET AVAILABILITY/SUBMISSION:

Imorris@cityofbrooksville.us  
Phone: 352-540-3893



City of Brooksville  
Attention: Lisa Morris  
201 Howell Ave.  
Brooksville, FL 34601

## V. APPLICANT'S PROCEDURAL SYSTEM:

1. Submit with your completed application with all of the following:
  - a) Site setup diagram and a location map.
  - b) Requests for City services.
  - c) All applications shall be returned for review a minimum of sixty (60) days prior to the event. ***If the event is requesting the closure of a state road, the applicant must submit a completed application no less than ninety (90) days before the first day of the event. Applications presented less than sixty (60) days prior to the proposed event date will not be accepted.***
  - d) Payment of a nonrefundable administrative fee for the permit application (see VI. Policies, 2. Fee Charges).
2. For permitting alcohol sales, applicant must submit proper documents at the time of Special Events Permit Application. The documents are a State of Florida Alcohol Beverage License or Florida Temporary Beverages permit, alcohol liability insurance and any necessary state documents that will be reviewed by the Sheriff's Office for approval.
3. A list of food vendors and/or food trucks must be submitted thirty (30) days prior to the event to satisfy the guidelines of the health for the Fire Departments and Sheriff's Office.
4. All applications will be reviewed by the City Clerk's Office whom will coordinate costs and service information from the various City department representatives. The department representatives are accountable to their own department heads for their recommendations and decisions concerning special events. The City departments are made up of representatives from the following areas: Fire, Public Works, Parks & Recreation, Utilities, Risk Management, Finance, City Manager's Office as well as a Sheriff's Office representative. The City Clerk's Office will act as a facilitator.
5. The City Clerk's Office will arrange a Special Event's Meeting for all relevant department/agency representatives and the event applicant/authorized representative within two (2) weeks of receiving event application. This is a mandatory meeting for the applicant.
6. The event sponsor must provide a Certificate of General Liability Insurance listing the City of Brooksville as additional insured; the certificate must be submitted thirty (30) days prior to the event set-up day.



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7. Upon receiving approval from all departments/agencies, the applicant will remit the required estimated fees for City services to the City Clerk's Office two (2) weeks prior to event set-up day. The City Clerk's Office will then issue an Event Permit to the applicant. The executed permit and the application must be present on-site, at the event, at all times.
8. No later than five (5) days prior to the event, a final walk through or meeting may occur to ensure all public service needs will be met.
9. No later than five (5) day following the event, the applicant must submit a "Post Event Update" form; the form shall be obtained from and submitted to the City Clerk's Office. If necessary, a meeting may be scheduled with the applicant and key representatives to discuss details which will become part of the post event report. If any additional expenses are incurred during the event, by request or forfeiture of applicant's responsibilities, the applicant shall be responsible to pay the additional charges within twenty-one (21) days subsequent to event.

## POLICIES:

### 1. APPROVAL OF EVENT:

All events exceeding 1,500 anticipated attendance, events where alcohol is being served, repetitive non-consecutive multiple day events, carnivals/circuses, parades, pyrotechnics, bonfires or ceremonial type fires require City Council approval and may require a permit by the Fire Department in advance of Council approval.

### 2. FEE CHARGES:

Applicants shall be charged an application fee, fees for City services as deemed necessary, required permitting fees, as well as EMS and/or Law Enforcement fees as applicable. Application Fees are charged based on the pre-set safety zones/expected attendance outlined in the chart below and must be paid at time of application. Payment of all charges shall be made to the City of Brooksville.

A security/damage deposit is required and must be paid upon approval of Special Event. Deposits will be returned within fifteen (15) days after the event as long as there is no damage and all policies have been followed. Damages that exceed the amount of the security deposit shall be the responsibility of the applicant organization responsible for the event.

**PLEASE NOTE: All rates are subject to change at direction of the City Council. Application fees are non-refundable; application fees and security deposits cannot be waived through sponsorship credits or other mechanisms.**



**APPLICATION FEES**

Size	Expected Attendance	# of Zones	Application Fee:	Security/Damage Deposit
Large	>3,000	1 – 2	\$50.00	>\$1,500.00
Medium	1,500 – 3,000	3 – 4	\$50.00	\$1,500.00
Small	<1,500	4 – 5	\$50.00	\$1,000.00

**3. RESERVATION DATE:**

It is suggested, prior to application submission, that the applicant tentatively reserve the park or facility needed and date of the event. Upon approval of the application/event, the date will be confirmed. Fees may be associated with this process.

**4. SITE VIEWING:**

The applicant agrees to be present for a pre-event site inspection, when necessary, and if needed, a post-event site inspection.

**5. CAPACITY:**

The City has the right to deny the use of a site because of capacity standards or if the site lacks the required amenities.

**6. TERMINATION OF EVENT:**

Applicant understands that at any time during the event, the Sheriff’s Office, Fire Chief or City Manager or their representative, may order termination of the special event if it is in violation of any law or ordinance, or if it endangers any person, participant or spectator, or if it threatens the peace and dignity of the community, or if it creates unmanageable problems for public safety officials whereby the proper execution of their duties are endangered.

**7. TIMES OF EVENTS:**

The City shall review and determine the allowed time of the event as may be appropriate for the event and the surrounding neighborhood.

**8. PORTABLE RESTROOMS:**

The required number of portable restrooms and locations are to be determined by the Department of Health. Said facilities shall be removed within 24 hours after the conclusion of the event. Rental fees are the sole responsibility of the applicant.



**9. TRASH & CLEAN UP:**

Applicant shall pay for additional dumpsters and trash receptacles. The City will coordinate through the Sanitation Division. The applicant shall be responsible to clean up the site. The applicant shall be billed for any additional special maintenance services required for the event.

**10. TENTS:**

Any tent, 400' square feet or larger, must have a fire-retardant certificate and are subject to permitting and inspection as required by the Building/Fire Safety Division. Application for tent permits must be made no more than ten (10) business days (Monday-Thursday) prior to set-up. City staff approval is required for tent locations to prevent possible damage to gas or water lines. Food vendor tents that cook require 10 feet of separation between tents.

**11. SPECIAL STRUCTURES:**

Any events using special structures such as fences, platforms, electrical structures, etc. and must comply with all appropriate codes and shall obtain the proper permit from the Community Development Division telephone (352) 540-3810. Permit applications must be made no less than fourteen (14) business days (Monday-Thursday) prior to set-up.

**12. ADVERTISING:**

No advertising or distribution of flyers, brochures, posters, etc. regarding the event is to take place until the date(s) and time(s) have been approved in writing by the City.

**13. EVENT SIGNAGE:**

All signage requests must be submitted to the Building Division of the Community Development Department. The Building Division will verify if the temporary signage is allowable. If permits are required the applicant shall obtain the proper permit from the Community Development Division (352) 540-3810. Permit applications must be made no less than fourteen (14) business days (Monday-Thursday) prior to set-up.

**14. SELLING FOOD:**

If an Applicant intends to sell, serve, give away, or provide samples of food or consumable products, including water or other beverages, all Florida Health Codes must be followed. The Florida Department of Business and Professional Regulation (DBPR) is the regulatory authority for food and beverage concessions at public events. If food or drink is not prepared and handled in a sanitary manner, public health may be at risk. License application requirements and further information can be found by visiting the DBPR webpages for [food trucks](#) and [temporary food service event vendors](#).



The City of Brooksville Fire Department, the Hernando County Health Department and the State of Florida must pre-approve the vendor’s equipment. The applicant is responsible for obtaining the approval from the County Health Department and the State of Florida.

**15. COOKING OUTDOORS:**

Proper preventative measures shall be taken to prevent grease from dropping onto the ground, streets, sidewalks, paving, etc. Proper arrangements, approved by the City, shall be made for the disposal of grease. All vendors must be inspected by the Fire Inspector. **Food trucks and vendors that cook must complete the Fire Department’s vendor application/registration annually.**

**16. ALCOHOLIC BEVERAGES:**

The applicant is required to submit a State Alcoholic Beverage License, Certificate of Insurance, signed Hold Harmless/Indemnity and site plan at time of application. Associated fees are to be paid by the applicant.

**OUTDOORS:**

Applications for Outdoor events where alcohol will be served will require review and approval from the Sheriff’s Office. The Sheriff’s Office will require the presence of deputies as a condition of approval. The Sheriff’s Office will determine the number of required deputies based on the matrix provided below.

**INDOORS:**

Applications for Indoor events held at City facilities where alcohol will be served will require review and approval from the Sheriff’s Office. The Sheriff’s Office **may** require the presence of deputies as a condition of approval. The Sheriff’s Office will determine the number of required deputies based on the matrix provided below.

Number of Attendees	Non – Alcohol	Alcohol
Up to 100	1	2
101-1,000	3	4
1,001-3,000	5	6
3,001-5,000	6	8
5,000+	8+	12+

*\*The City Clerk’s Office shall affirm that the required documents are in place which will include: alcohol license, alcohol liability and site plan prior to approving and signing off on the permit application.*



**17. STREET CLOSURE:**

Events requiring street closures must be submitted a minimum of ninety (90) days prior to event. Any proposed event less than five years of existence that involves closure of a major or minor arterial roadway or a collector roadway and repetitive non-consecutive multiple day events with road closures must receive City Council approval. Applicant requesting street closure shall be responsible for all costs of traffic notification signs and barricades as well as security. The Public Works Director will determine number of signs and barricades.

Applicant shall be responsible for notifying all residents/businesses of any/all street and parking lot closures at least thirty (30) days prior to the event date and will provide a copy of the notice and list of residents/businesses to the City.

**18. WATER:**

Applicants must provide a plan for water sources and/or services along with the proper disposal of water, gray water, and grease, if needed, in accordance with City storm water regulations.

More information is available from Utilities Department (352) 540-3860

**19. PYROTECHNICS:**

Any event utilizing any type of pyrotechnic displays or devices shall obtain the proper permit and inspection from the Fire Department, telephone (352) 540-3840. Permit applications must be made no less than fourteen (14) business days (Monday-Thursday) prior to set-up.

**20. BONFIRES OR CEREMONIAL TYPE FIRES:**

Any events utilizing a bonfire or ceremonial type fire shall obtain the proper permit and inspection from the Fire Department, telephone (352) 540-3840. Permit applications must be made no less than fourteen (14) business days (Monday-Thursday) prior to set-up.

*\*The possibility of a Fire Department unit on a stand-by-basis including the applicable fee may also apply.*

**21. SPECIAL EFFECTS:**

Any event utilizing any type of special effects not mentioned above, such as those involving flame devices, etc. shall obtain the proper permit and inspection from the Fire Department, telephone (352) 540-3840. Permit applications must be made no less than fourteen (14) business days (Monday-Thursday) prior to set-up.

**22. NOISE:**

All amplified sound systems shall abide by current City code for noise.



**23. EMERGENCY MEDICAL SERVICES:**

The Fire Department requires a department-staffed fire service and/or emergency medical standby when daily attendance exceeds 5,000 people. When daily attendance is expected to be less than 5,000 people, the Fire Department will determine whether there is a need for a fire service and/or medical standby after considering relevant factors including but not limited to: expected temperature, type of event and activities conducted, event hazards, equipment being used, the sale of alcohol, past history of the event when applicable, and any other factor impacting the health, safety and wellbeing of the public and City staff. The Fire Department reserves the right to require a fire service and/or medical standby when daily attendance is less than 1,000 people, when necessary, to help protect the safety and well-being of participants and staff.

If the Fire Department deems a fire/medical standby necessary, Fire Department personnel will provide fire and/or EMS services at the City Council approved rates and fee schedule unless the applicant can demonstrate that a privately hired provider is an authorized participant in the regional response system and can provide parity services including communications, interoperability, medical direction standards, and service delivery capabilities. A private provider is subject to approval by the Fire Chief or designee

**24. BARRICADE SETUP/TAKEDOWN**

City staff will provide barricade setup to ensure consistency, effectiveness of detours, and that public safety requirements are met. No less than two (2) hours of event set-up start time, a representative from the City will place barricades and remove barricades no later than two (2) hours following event take-down time.

For athletic or moving events, the Sheriff's Office/Public Works Department/Fire Department will review the setup prior to the start of the event. If event is not set up correctly or there are obvious safety hazards with the setup, the event will not be allowed to begin until the setup and/or all hazards have been resolved.

**25. POST EVENT REPORT:**

Applicant further understands that records shall be kept of all special events and that repeated request for approval of special events shall be determined by previous performance history according to records on file, the "Post Event Update", as well as existing ordinances, policies, rules, and procedures.



**26. INSURANCE:**

The event sponsor shall be responsible for providing the City of Brooksville an appropriate Certificate of Insurance naming the City of Brooksville as an Additional Insured. The City reserves the right to change these limits of insurance. Risk Management for the City will make the final determination that the required insurance limits are met. Please see attachment to this application.

**27. HOLD HARMLESS AGREEMENT (INDEMNITY)** must be signed by authorized representative on application.

**28. DISCRIMINATION:**

Special events shall not discriminate against participants or observers as to race, color, religion, sex, national origin, age, handicap, marital or veteran status.

**29. CANCELLATION:**

An application may be withdrawn at any time prior to a City decision for approval or denial; however, the application fee will not be refunded if the City has started the review process. An applicant must notify the City Clerk immediately of an event cancellation. Application fees and related permit fees are not refundable; however, personnel fees or equipment/miscellaneous fees may be refundable upon request.

**30. MISREPRESENTATION ON APPLICATION:**

If the applicant makes a material misrepresentation on an application such as a significant understatement of the anticipated number of participants, the applicant is responsible to pay the City all actual cost incurred by the City as a result of the misrepresentation. For any additional expenses that may have been incurred by request, misrepresentation or forfeiture of applicant's responsibilities, the applicant shall be responsible to pay any additional charges within twenty-one (21) days subsequent to the event.

**31. DENIALS, SPECIAL CONDITIONS AND REVOCATIONS:**

The Special Events Committee reserves the right to deny an application, impose special conditions, or revoke a special event permit due to failure to comply with the policies, procedures, or public safety requirements. An Applicant may appeal such denial, special condition, or revocation of a permit to the City Council by submitting a written appeal within ten (10) calendar days of the decision.



### **32. PROTECTIVE MEASURES**

All permitted/approved Special Events; will require a signed application addendum whereby all events will adhere to the protective measures set forth by the Centers for Disease Control and Preventions (CDC), the Stat of Florida Plan for Florida’s Recovery and the Florida Department of Health Resources during the COVID-19 pandemic.

### **33. EVENT MARKETING AND MATERIALS**

Event related mobile materials (to include mobile murals and other mobile marketing materials) may be displayed nor more than twenty-four (24) hours prior to event start date and must be removed no later than twenty-four hours following event end date. Any material left displayed following the twenty-four (24) hour post-event period will be subject to removal at the City's discretion.

Placement of such materials must not constitute an obstruction to impede pedestrian or vehicular traffic and visibility, right-of-way, or the general safety of the public.



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Thank you for choosing the City of Brooksville as the hosting location for the Special Event you are planning. Please complete this application, in its entirety. A completed application may be filed as early as one hundred eighty (180) prior to an event, but must be received no later than sixty (60) days prior to the event date. ***If the event is requesting the closure of a state road, the applicant must submit a completed application no less than ninety (90) days before the first day of the event.***

Applications must be returned to:

City of Brooksville  
Office of the City Clerk  
201 Howell Avenue  
Brooksville, FL 34601

If you have additional questions, please call (352) 540-3893 or email [lmorris@cityofbrooksville.us](mailto:lmorris@cityofbrooksville.us)

## APPLICANT INFORMATION

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

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

Office Address (if different than mailing): \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Event Coordinator Name: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

*\*Event Coordinator must be on-site day of event*

Nonprofit 501(c)3 tax exempt organization? Yes No Type of Legal Entity:  Non-profit  For-profit

*\*If yes, please provide copy of 501(c)3*

Agency located in City of Brooksville? Yes No

Agency's Fiscal Year: \_\_\_\_\_ to \_\_\_\_\_  
(mo/day) (mo/day)

Tax Identification Number: \_\_\_\_\_

Agency Website: \_\_\_\_\_



## EVENT INFORMATION

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

Type of Event: \_\_\_\_\_

Purpose/Goal of Event:  
\_\_\_\_\_

Facility or Location of Event: \_\_\_\_\_

Event Start Date: \_\_/\_\_/\_\_

Initial Setup Start Time: \_\_\_\_\_ am/pm

Event Start Time: \_\_\_\_\_ am/pm

Event End Date: \_\_/\_\_/\_\_

Event End Time: \_\_\_\_\_ am/pm

Breakdown End Time: \_\_\_\_\_ am/pm

Anticipated number of:      Participants \_\_\_\_\_      Spectators \_\_\_\_\_

Is the event open to the public? Yes      No

What is your total event budget? \$ \_\_\_\_\_

Has your organization put on this same event in the past? Yes      No

If so, when and where?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If not, has your organization put on other events in the City of Brooksville? Please indicate which ones:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## EVENT ACTIVITIES

**1. Alcohol Served:**  Yes  No

*If yes; A State Alcoholic Beverage License or Florida Temporary Beverage Permit, Certificate of Insurance, Hold Harmless Agreement, approval from the City Council and contingent upon meeting the conditions that are set by the Special Events Committee will be REQUIRED for sale or consumption of alcoholic beverages. A copy of the State Alcoholic Beverage License or Florida Temporary Beverage Permit is required at the time of permit application and prior to event approval.*

Permit Holder: \_\_\_\_\_

**2. Canopy/Tent Use:**  Yes  No

*If yes, indicate on site plan the tent size, location and type of surface on which the tent(s) will be installed and intended use of each. Tents are subject to permits as required by the Building/Fire Safety Division. Tents must be properly secured.*

**3. Electrical Use:**  Yes  No

*If Yes, subject to usage fees as required by the Utilities Department*

**4. Gas Fueled Equipment:**  Yes  No

**5. Cooking Equipment Use:**  Yes  No

- a) *If yes, the Florida Department of Business and Professional Regulation (DBPR) is the regulatory authority for food and beverage concessions at public events. License application requirements and further information can be found by visiting the DBPR webpages for [food trucks](#) and [temporary food service event vendors](#).*
- b) *All food vendors will be required to register and have a fire inspection conducted by the Brooksville Fire Department, annually. The registration and inspection fees are separate and must be paid by the food vendor.*
- c) *An appropriately rated fire and current inspection tag for the Hood Suppression System is required. If the Hood Suppression tag has EXPIRED, the Food Truck will not be allowed to participate in the event.*

Types:  Fryers  Propane Grills  Charcoal Grills  Concession Trailers  Food Trucks

Estimated # of vendors: \_\_\_\_\_

**6. Rides:**  Yes  No

*If yes, may require State inspection 1-850-488-9790.*

**7. Pyrotechnic/Fireworks Displays:**  Yes  No

*If yes, applicant must comply with FS 791 and NFPA 1123; a separate permit is required to be submitted to the Fire Department and must be completed by the Fireworks Company performing the display. (The release of Sky Lanterns is not permitted under state law.)*



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**8. Streets to be Closed or Traffic Control:**  Yes  No

*If yes, the application must include on the site plan all routes/streets/intersection affected by the requested closure and is subject to approval by the Department of Public Works.*

**9. Parking Lots to be Closed:**  Yes  No

*If yes, requires approval process by applicant with the property owner. Signs indicating parking lot closure(s) are the responsibility of the applicant and must be posted no later than twenty-four (24) hours prior to the event indicating date and time of closure.*

***\*Notifications to the community of any/all street and parking lot closures are the responsibility of the event organizer and are required at least thirty (30) days prior to the event date and applicant will provide a copy of the notice and list of residents/businesses as indicated below to the City:***

- All businesses along route
- All residents along route
- Hernando County Sheriff's Office

**10. Security: Will private security be provided overnight to protect exhibits, equipment or facilities brought on-site for the event?**  Yes  No

*If yes, please provide the name of the provider: \_\_\_\_\_*

**11. Will private security be provided for the event:**  Yes  No

*If yes, please provide the name of the provider: \_\_\_\_\_*

***\*Armed security requires City Council approval.***

**12. Law Enforcement Stand-by Requested:**  Yes  No

*If yes, events requesting law enforcement services will be required to complete a separate permit application with Hernando County Sheriff's Office. The Hernando County Sheriff's Office is responsible for the protection of life and constitutional rights of the public by maintaining and promotion community order. The cost for these services is \$30.00 per hour with a three (3) hour minimum for special detail of law enforcement services. This cost may increase if an HCSO Supervisor is required to be present.*

**13. Fire or EMS Services Requested:**  Yes  No

*If yes, a Brooksville Fire Department Special Event Request Form shall be completed and attached to the application.*

***PLEASE NOTE: Law Enforcement or Fire/EMS stand-by may be required by the City for certain events/activities at the applicant's cost and cannot be waived. (See policies #25)***

**14. Band, Music or Sound Amplification Devices:**  Yes  No

*If yes, please include types of entertainment and time(s) of performances on a separate sheet.*

*If the event includes music or live performances, attach a copy of the music license from BMI and ASCAP.*

*-BMI (Broadcast Music Inc.) 1-888-689-5264*



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-ASCAP (American Society of Composers, Authors and Publishers) 1-800-505-4052

**15. Will event exceed 250 people:**  Yes  No

*Every 250 people will require one (1) Certified Crowd Manager. Exceeding 250 people at an event will also require a Brooksville Fire Department Special Event Request form to be completed and attached to the application.*

**16. Will Sanitary Facilities be provided:**  Yes  No

*If yes, indicate location of facilities on site plan.*

**17. Does the applicant own the property where the event is to be held?**  Yes  No

*If no, please attach a letter of permission from the property owner; the property owner must also sign a Hold Harmless/Indemnification agreement.*

**18. Will exterior air conditioning units or power generating equipment be operated from vehicles or trailers:**  Yes  No

*If yes, indicate location of equipment on site plan.*

**19. Will you be requesting a Sponsorship credit waiver of fees?**  Yes  No

*If yes, a separate application shall be obtained from the City Clerk's office.*

*City Council, in its discretion, may approve all, part or none of the City costs to provides City services or fees. All sponsorship credit requests must go before City Council for approval; the City Clerk will contact the authorized representative or event coordinator as to what date the request will be scheduled on the agenda. The authorized representative of event coordinator from your organization must attend the City Council Meeting when waiver of fees are requested and to present information about the event to Council.*

***The Special Event application fee, event deposit, required Law Enforcement, Fire and Emergency services including life safety and other inspections will NOT be waived under sponsorship credit or other mechanisms.***



## ADDITIONAL REQUIREMENTS

- Narrative of Event must be provided on a separate form and should include a summary of character (i.e.: fundraiser, awareness, recreation or other) of the event and activities or experiences that are components of the event an any of the following five categories:
- *Civic*: Relates to the City, the people who live there, or citizenship.
  - *Cultural*: The beliefs, customs, arts, etc., of a particular society, group, place, or time that are included in the event.
  - *Educational*: The knowledge, skill, and/or understanding that someone may receive or provide from attending the event.
  - *Entertainment*: Enjoyment or pleasure that comes from watching a performer, playing a game, etc.
  - *Recreational*: Something people will attend or participate in for relaxation, exercise, enjoyment, amusement, or leisure.

It should also include specific details relating to size, attendance, traffic, parking, safety, restrooms, trash, noise, economic impacts, and location suitability.

- Site Plan/Route Layout (**11x14 or larger**) needs to include the following information:

✓	SITE PLAN REQUIREMENTS	✓	SITE PLAN REQUIREMENTS
	Location of Alcohol sales/stations		Parade Route (when applicable)
	Location of Food Vendor area(s)		Location of generators/air conditioner units
	Canopy/Tent locations with sizes		Location of temporary power drop
	Emergency access route for LEO & Fire		Identify any fences/gates around event
	Placement/locations of barricades		Identify boundary line of entire event
	Location of vendor booths & games		Stage locations
	Table, chair and equipment layout		Traffic routing, road closures, separation of parking area from event
	Identify location of City facilities or equipment to be utilized		Location of portable restrooms

- Provide Certificate of Insurance (see attached requirements), naming the City of Brooksville as an additional insured.



CITY OF BROOKSVILLE  
 SPECIAL EVENT APPLICATION  
 COB POLICY 1-2021  
 201 HOWELL AVE  
 BROOKSVILLE, FL 34601

## SPECIAL EVENT SERVICE & EQUIPMENT REQUEST FORM

NAME OF EVENT: \_\_\_\_\_

Number requested	Item / Service Requested	Fee	Unit	Total
<b>EQUIPMENT</b>				
	Type II Barricade	\$ 1.00 each	Per Day	
	Type III Barricade	\$ 1.00 each	Per Day	
	28" Cone	\$ .10 each	Per Day	
	42" Cone	\$ .10 each	Per Day	
	Variable Message Board	\$ 11.50 each	Per Hour	
	Signage	\$ .10 each	Per Day	
	Trash/Recycling Can	\$ 5.00 each	Per Day	
	Trash Can Collection/dumping fee	\$ 85.00 each (1-4 hrs)	Per Day	
	Event Dumpster <i>(delivery, pick-up, dumping)</i>	\$360.00 Per Trip	Per Event	
	Recycling Can <i>(delivery, pick-up, dumping)</i>	\$150.00 Per Trip	Per Event	
	Street Sweeping	\$ 78.80 each	Per Trip	
	Pick-up Truck	\$ 12.78 each	Per Hour	
	Dump Truck	\$ 57.70 each	Per Hour	
	Grapple Truck	\$ 53.22 each	Per Hour	
	Street Sweeper	\$ 78.79 each	Per Hour	
	Garbage Truck	\$ 49.79 each	Per Hour	
	Staff Vehicle	\$ 35.00 each	Per Hour	
	Rescue Unit	\$ 50.00 each	Per Hour	
	Fire Engine	\$ 75.00 each	Per Hour	
<b>STAFFING</b>				
	City of Brooksville - Event Staff	\$35.00 each	Per Hour <i>*Minimum of 4 hours</i>	

***\*Required Law Enforcement, Fire and Emergency services including life safety and other inspections will NOT be waived under sponsorship credit or other mechanisms.***

**Additional requests:** \_\_\_\_\_



## EVENT HOSTING

The issuance of a Special Events Permit from the City shall NOT relieve any person from the duty to secure other City, State or County permits or approvals as may be required to include, but not be limited to, Department of Business and Professional Regulation, Florida Department of Health Department, City of Brooksville tent permits, fireworks permit, or business tax receipt, etc.

## INDEMNIFICATION

I, \_\_\_\_\_, authorized representative for \_\_\_\_\_ certify that I have read this application and that all information contained in this application is true and correct. I agree to comply with and be bound by any and all applicable provisions of the city code. I understand that falsehoods or misrepresentations will constitute a violation of the permit and the event may be cancelled by Hernando County Sheriff's Office, the Fire Chief or City Manager, should any conditions/stipulations 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 acknowledge the information in in regards to my responsibilities and obligations should I cancel the event (See Policies #32).

## NOTIFICATION

By filing this application, I, the undersigned, and the organization on whose behalf I make this application, contract and agree that we will jointly and severally indemnify, defend and hold harmless, the City of Brooksville, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the conduct of this event, 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 the permit or the conduct of the activity or any of its participants. Furthermore, 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.

I agree to notify the following entities of any/all street and parking lot closures at least thirty (30) days prior to the event date and will provide a copy of the notice and list of residents/businesses as indicated below to the City:

- All businesses along route
- All residents along route
- Hernando County Sheriff's Office

Furthermore, I agree that no advertising for the event shall occur until this Special Event Permit has been approved.



## REVIEW

**DURING REVIEW BY VARIOUS CITY DEPARTMENTS AND THE SHERIFF’S OFFICE, ADDITIONAL CONDITIONS MAY BE IMPOSED. THIS SPECIAL EVENT PERMIT APPLICATION IS VALID ONLY FOR THE TIME INDICATED ON THIS SPECIAL EVENT PERMIT APPLICATION. IN THE EVENT THAT THE APPLICANT FAILS TO FULFILL THE REQUIREMENT(S) AS SET FORTH IN THIS PERMIT OR FAILS TO OBTAIN PROPER AUTHORIZATION TO PROCEED, IF CONDITIONS HAVE CHANGED, OR THE EXPECTED OUTCOMES, IMPACTS, OR SPECIFICATIONS, INCLUDING BUT NOT LIMITED TO TIME AND ACTIVITIES, THIS SPECIAL EVENT PERMIT APPLICATION MAY BE CANCELLED BY THE CITY MANAGER AND THE ACTIVITY SHALL CEASE IMMEDIATELY.**

## SIGNATURES

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

State of \_\_\_\_\_ County of \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (name of person making statement) who, is Personally Known or Produced \_\_\_\_\_ as identification, and who (did) (did not) take an oath.

\_\_\_\_\_  
[Signature of Notary Public]

\_\_\_\_\_  
[Printed, typed or stamped name of Notary]

[Notary Stamp]



## INSURANCE REQUIREMENTS

### FAX OR E-MAIL THIS IMMEDIATELY TO YOUR INSURANCE AGENT

Please have your insurance agent mail or e-mail an acceptable Certificate of Liability Insurance (in Word or PDF format) no later than **30 DAYS PRIOR TO THE PROJECT START DATE** to:

City of Brooksville  
Attention: City Clerk  
201 Howell AVE.  
Brooksville, FL 34601  
E-mail: lmorris@cityofbrooksville.us

### The certificate of liability insurance must reflect the following:

#### **Insurers**

Must have an A.M. Best Financial Strength Rating of A- or better and Financial Strength Category of VII or better. *Proof of the insurer's rating and category size must accompany the certificate of liability insurance.*

#### **General Liability\***

Required for all contractors and vendors.

- \$1,000,000 Each Occurrence
- \$50,000 Fire Damage (Per Incident)
- \$50,000 Medical Expenses (Per Individual)
- \$1,000,000 Personal and Advertisement Injury
- \$2,000,000 General Aggregate
- \$1,000,000 Products – Comp/Op Aggregate

#### **Auto Liability\***

Required if vendor vehicle will be on City property.

- \$1,000,000 Combined Single Limit (required when vehicle is used to perform contracted work)
- \$500,000 Combined Single Limit (required for all other contractors/vendors for vehicle driven to/from worksite)

#### **Garage and Garage Keepers Liability\***

Required if a City vehicle is being repaired at your facility.

- \$1,000,000 Each Occurrence

#### **Excess Liability\***

Required when specified by contract.

- \$2,000,000

#### **Worker's Compensation\***

Required if two or more employees are employed. *WC Statutory limits must be marked.*



**Other (as applicable) \***

- Liquor Liability (Hold harmless agreement and authorization by the City Council): \$1,000,000 minimum
- Builder's Risk Insurance: Completed project amount
- Environmental/Pollution Liability Insurance: \$1,000,000 minimum
- Professional Liability: \$1,000,000 minimum
- Other: Project specific

**Description of Operations**

The City of Brooksville must be listed as an Additional Insured. The project name and dates (both begin and end dates) must be included.

**Certificate Holder**

Should be listed as follows:

City of Brooksville  
Attention: City Clerk  
201 Howell Ave.  
Brooksville, FL 34601

*\*The City of Brooksville reserves the right to require increased limits of coverage. Refer to the bid specifications for details.*

**TULIP Program**

Tenant Users Liability Insurance Protection (TULIP) is insurance uniquely designed to provide short-term liability insurance coverage for temporary tenants of City facilities or venues for events which cannot be covered under their current insurance or for which they have no other coverage. The cost to purchase is as low as \$0.10 to \$0.90 per event attendee, based on the number of attendees and estimated risk level of the event. Events are evaluated on a case-by-case basis. TULIP may cover alcohol serving (*not* sales) and commercial activity. For high-risk, large, or complex events, this option may be cost prohibitive and a separate insurance policy preferred.

*Please advise the City Clerk if you are interested in more information on the City of Brooksville's TULIP Program.*



## Protective Measures Addendum

Effective August 17, 2020 City Council voted to require event coordinators to adhere to protective measures set out by the Centers for Disease Control and Prevention, the State of Florida Plan for Florida’s Recovery and Florida Department of Health Resources during the COVID-19 pandemic.

An event gathering is a planned event indoors or outdoors with a group of people. An example of a gathering includes parades, street markets, community event, festival, concert, wedding or sporting event.

The risk of COVID-19 spreading increases as more people gather to attend an event. Gathering allows individuals to gather closer than the recommended six feet and when not wearing protective face covering increases the possibility of infection. As the event organizer, please detail your plan on how you will social distance at your event. For example, will provide signs, set up tables/stations with hand sanitizer, purchase of portable toilets/washing stations or have additional personnel available for cleaning common areas used by event attendees.

To address clean up procedures after your event. please detail your clean up procedure after your event.

I \_\_\_\_\_ agree to adhere as much as possible to the current COVID-19 suggested guidelines while organizing the event of \_\_\_\_\_.

---

Signature of Person Organizing Event

Print Name of Organizer

Date

Return This Form to:  
**City of Brooksville**  
**Attn: City Clerk**  
**201 Howell Avenue**  
**Brooksville, FL 34601**



For City Use Only

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City Approval

\_\_\_\_\_  
Sheriff's Office

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community Development

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Works

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parks & Recreation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager or designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

*Approved* \_\_\_\_\_

*Denied* \_\_\_\_\_

*Date* \_\_\_\_\_



CITY OF BROOKSVILLE  
SPECIAL EVENT APPLICATION  
COB POLICY 1-2021  
201 HOWELL AVE  
BROOKSVILLE, FL 34601

SPECIAL EVENT AGREEMENT AND PERMIT (CITY USE ONLY)

PERMIT NO: \_\_\_\_\_

The City of Brooksville issues a Special Event Permit to:

\_\_\_\_\_ (a \_\_\_ person, \_\_\_ corporation, \_\_\_ partnership), hereinafter called "the Applicant," for a special event, described as \_\_\_\_\_,

to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ until the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, during the hours of \_\_\_\_\_.

By issuance of this permit, the Applicant has received the statement of the estimated cost of providing City services. The Applicant will prepay these estimated costs for city services and equipment two (2) weeks (14 days) prior to date of event setup. Applicant's copy of permit(s) and approved application must be at the event at all times.

The Applicant shall be responsible for the property used for the event and will insure that the event area will be properly cleaned and restored and acknowledges that the applicant will be billed for any additional costs incurred by the city for clean-up and restoration.

The Applicant shall be responsible and answerable to damages for any and all loss, damage or injury, together with the costs and expenses incidental thereto, arising out of or due to the negligence of the applicant, or any of the applicant's agents, employees, or volunteers in providing or failing to provide adequate care during the use of the City's water supply service, or other city property and facilities.

The Safety/Damage Deposit shall be returned after the event, within fifteen (15) business days, if the area was properly cleaned and restored; less any outstanding fees, if applicable.

If litigation is necessary to enforce this agreement or to collect money due according to the terms of this agreement, the City of Brooksville shall be entitled to an award of all costs incurred incident to such litigation, including reasonable attorney's fees, both in trial and on appeal. This agreement shall bind and insure to the benefit of the parties hereto, their respective heirs, personal representatives, successors and assignees.

In accordance with the City of Brooksville Code of Ordinances, in permitting any special event, the applicant shall meet all requirements set forth by the City and Staff shall prescribe appropriate conditions and safeguards and obligations and fees as required.

ATTEST:

\_\_\_\_\_  
*City Manager*

\_\_\_\_\_  
*City Clerk*

Date: \_\_\_\_\_