

**SPECIAL EVENT APPLICATION FORM**  
**City of Bradenton Beach**  
**107 Gulf Drive North, Bradenton Beach, FL 34217 (941) 778-1005 ext. 278**

All forms must be completed returned to the Planning and Development Department a minimum of 60 days prior to the event date, allowing enough time for review by the staff and approval by the City Commission if necessary. All appropriate and required Certificate of Insurance must accompany the application. All fees pertaining to this application are non-refundable per Resolution No. 20-938 “Fee Schedule”.

Please fill out each section completely. Special Event fees are as follows:

Commission approval with 60-day notice. Those events with crowds larger than 200, requesting alcohol waiver, noise waiver, parade, street closure., or request to waive fees \$200.00; expedited applications require Commission approval less than 60 days prior to event \$400.00.

Events that require staff review (No Commission Approval) for events with 199 people or less and will have a fee of \$75.00.

Fees will be paid at the Planning and Development Department Office before the scheduled city commission meeting date.

Other fees may be applied if additional City or Fire Prevention services are required (police services, sanitation, fire prevention by West Manatee Fire Department, etc.)

Fire Protection/Rescue. The West Manatee Fire District staff will review the permit application and assess the need for fire district services based upon its criteria and the information provided in the application. The Fire Chief, or his designee, is the final authority on the need for fire and life safety services. The applicant shall be responsible for contracting with the district and paying any required fee for its services. West Manatee Fire Department Contact: 941-761-1555. (WMFR Temporary Use Permits/Special Event Resolution 2016-09)

Events at Coquina Beach. Applied through Manatee County. The City of Bradenton Beach Commission will review those events that waive the alcohol and noise ordinance and events with approximately 1000 or more people at Coquina Beach Park. The applicant will fill out a Police Services Agreement that apply to Coquina Beach events. Contact Manatee County Parks and Natural Resources at 941-742-5923 or email [parksevents@mymanatee.org](mailto:parksevents@mymanatee.org)

***The City of Bradenton Beach reserves the right to deny or approve all Special Event applications that to not meet the requirements. Incomplete Applications will not be accepted.***

**Applicant Information**

Applicant/Agent (Print) \_\_\_\_\_

Applicant/Agent (Signature) \_\_\_\_\_

***Agent Authorization: If the applicant requesting the Special Event is unavailable to sign the Special Event Application Form, then an Agent Authorization Form must be filled out and submitted at the time of application.***

E-mail Address/Contact phone \_\_\_\_\_

Origination/Non Profit \_\_\_\_\_

Title of Event \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Time(s) of Event \_\_\_\_\_

Approximate number of people \_\_\_\_\_

Location of event/Address \_\_\_\_\_

**Description of Event**

If you have “Not for Profit” status and waiving the application fee, explain the not for profit)

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

**Site Plans (Per Special Event Ordinance 20-523 Sec. 2.2. (e) Application**

Attach a detailed site plan, preferably using **google earth view**, of the event site indicating street closures, layout of bandstand(s), booths, restroom facilities, port-o-lets, dumpster location, trash can locations, food vendors, parade routes, bleachers or any other event related items or structures.

**Parking and Traffic Plan**-if any existing parking and traffic is increased with your event, you must submit a parking and or traffic plan; this includes transporting patrons from a destination point to the event venue and emergency vehicle access in and around the event venue.

**Number and Size of tents.** You can have a 10 x10 tent; anything larger will require a temporary use permit application with an additional fee of \$300.00 per Resolution 20-938 Fee Schedule. The applicant will have to hire a tent company to obtain a tent permit.

**Sea Turtle Nesting Season**-Acknowledgement that any beach furniture, decorations or structures which have been erected on the beach for a beach event shall avoid all sea turtle nests and must be immediately removed from the beach at the conclusion of the event. No lights shall be a point source on the beach or landward toward the beach.

**Signage:** Need to obtain a Banner Application Form

**Describe the need to waive of the alcohol and noise ordinance.**

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**Insurance-**

**Only the Certificate of Liability Insurance will be accepted (not the declaration package)**

All persons requesting public property for the location of the special event or requesting city services shall be required to have appropriate insurance as a condition for approval of the permit. Proof of insurance showing the city as an also named insured and with a minimum of \$1,000,000.00 general liability coverage shall be provided to the city at the time of submittal. The applicant shall also agree to indemnify, defend and hold the city, its officials, employees, agents and assigns harmless from any liability or damage or claims, actions, suits or demands by any person, firm or corporation for injuries, death, or property damage that may occur during or arising out of the permitted special event.

Liability and Liquor Limits if alcohol is to be served must be at \$1,000,000.00 (one million dollars). The City of Bradenton Beach must be named as “Additional Insured”. Additional Certificates of Insurance may be required for various entities that participant in the event.

**Police Services Agreement-** Will alcohol be served on City/Public/or County property Yes ( ) No ( )

**If YES, you must request that the “OPEN CONTAINER ORDINANCE” (Ord. 91-268) be waived** for this event. Note: If alcohol is served, we require that a minimum of (2) Bradenton Beach Police Officers be present at all times during the duration of the event. The off-duty officers will be paid by the applicant at the rate of \$40.00 per hour/per officer. If for any reason the scheduled event is cancelled, a 24-hour notice to the City in writing must be presented prior to the scheduled start time of the event, or a two (2) hour minimum fee for police services will be charged.

The Applicant understands that the City of Bradenton Beach assumes no liability for any damages resulting from the services performed by the police officer in connection with the duties assigned under this agreement. In the event a police officers’ special assignment is interrupted for the aforementioned reasons, it is understood that the City shall assume no responsibility for any damages that may occur during the suspension of service.

Name of Applicant/Agent\_\_\_\_\_

Organization\_\_\_\_\_

Billing Address\_\_\_\_\_

Numbers of Officers Required (2 required) plus\_\_\_\_\_

Scope and Description of Service:

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

Applicant/Agent (Print) \_\_\_\_\_

Applicant/Agent (Signature) \_\_\_\_\_

Police Chief/Designee/Date\_\_\_\_\_

**Public Works**

Will the Event require restroom facilities Yes ( ) No ( )

Will the event require City Sanitation Services prior to or after the event (there may be an additional fee)  
Yes ( ) No ( )

If there is Sanitation services prior to or after the event and **City services are not required what arrangements have been made for clean-up.**

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

If the Event involves use of City Property, will electricity be required (there may be an additional fee)  
Yes ( ) No ( )

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

Recommendations of the Director of Public Works:

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

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This application includes the requirement that the applicant/agent certifies, by signature, that all premises will be cleaned and returned to pre-activity condition. In the event that this requirement is not met, the applicant/agent agrees to pay the City for any additional charges or fees resulting from the City having to restore the area to pre-activity condition

Applicant/Agent (Print) \_\_\_\_\_

Applicant/Agent (Signature) \_\_\_\_\_

Director or Public Works/Designee/Date \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

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\_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_  
Building Official

\_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_  
City Clerk

\_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_  
Chief of Police

\_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_  
Fire Chief

\_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_  
Public Works

Comments/Recommendations/Stipulations:

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Commission Approval Yes (    ) No (    ) Date \_\_\_\_\_