

**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. The Commission approval must take place prior to the event. **All appropriate and required Certificate of Insurance must accompany the application.** All fees pertaining to this application are non-refundable per Resolution No. 16-863 “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 and approval 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 of the district, or his designee, is the final authority on the need for fire district services. The applicant shall be responsible for contracting with the district and paying any required fee for its services. West Manatee Fire Department Contact: 761-1555 /Wmfr.org

**Road Closures-**For all **Road Closures** Fire Rescue will need a site plan from the applicant for vehicle diversion(s) in case of emergency.

Events at Coquina Beach: will be applied for 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. The applicant will fill out a Police Services Agreement that apply to Coquina Beach events.

The City of Bradenton Beach reserves the right to deny or approve any and all Special Event applications that to not meet the requirements.

**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**

Attach a detailed site plan, preferably using google earth view, of the event site indicating street closures, food vendors, port-o-lets, bleachers, parade routes, etc.) **Indicate the waiver of the alcohol and noise ordinance.**

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**Insurance**

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.

Will alcohol be served on City/Public/or County property Yes ( ) No ( )

**Police Services Agreement**

**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 \_\_\_\_\_

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.

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

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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 \_\_\_\_\_

**Fire Department**

**Road Closures-**For all **Road Closures** Fire Rescue will need a site plan from the applicant for vehicle diversion(s) in case of emergency.

Signage: See banner application

**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 \_\_\_\_\_