

CE: _____
PW: _____
MCSO: _____
WMFD: _____
CITY CLERK: _____



CITY OF ANNA MARIA

SPECIAL EVENT PERMIT APPLICATION & INFORMATION

NAME OF EVENT

**COMPLETED APPLICATION MUST BE RECEIVED
AT LEAST SIX (6) WEEKS PRIOR TO EVENT WITH A
\$200 APPLICATION FEE NONREFUNDABLE**

Date of Event

From _____ a.m. to _____ p.m.

Received _____

PO Box 779
10005 Gulf Drive
Anna Maria, FL 34216
Phone: 941-708-6132
Fax: 941-708-6136
Ordinance: 16-817

SPECIAL EVENT PERMIT GENERAL INFORMATION

SEE ORD: 16-817 SECTION (2) ATTACHED

Special Event Permits are required for a wide range of activities, including but not limited to: Indoor and outdoor arts and craft shows; bazaars; carnivals; sports events; commercial and sales activities; sidewalk sales; flea markets; rummage sales; holiday events, Christmas tree sales, plant sales, grand openings, festivals, fairs, auctions, breakfasts; beach weddings and wedding receptions with fifteen (15) or more attendees and similar events; charitable and other fundraising events; and parades.

Before a Special Event permit can be issued, an application must be completed and submitted to the City using the following procedure:

- Completion of the Special Event Application form. All attached sheets **must** be completed. **THE APPLICATION MUST BE NOTARIZED.**
- The City **must** receive the completed application at least six (6) weeks prior to the date of the event for which the application is being submitted. Staff shall route the application for review and signature of applicable departments and agencies involved.
- Once all departments and agencies have completed the review, the Director of Public Works shall submit a summary to the Commission with the recommended contingencies and conditions from the reviewing agencies.
- Once approved, the applicant will be notified and informed of all conditions and required fees. Copies of such approval shall be forwarded to the Mayor, City Commission, Manatee County Sheriff's office, West Manatee Fire District, Anna Maria Public Works Department, Applicant, and any other regulatory agencies involved.
- A Special Event Permit may be approved for no more than three (3) days; however, the applicant may choose to designate a rain date in the application which may be approved in conjunction with the preferred date of the Special event.
- The Special Event Permit shall be specifically contingent upon the conditions required by the City Commission, and *if not met*, the permit may be *withdrawn* by the Director of Public Works.
- A pre-application conference with the Director of Public Works is encouraged, but not required.
- Issuance of a Special Event Permit does not excuse the applicant from applying for other required permits, which may include building permits, electrical permits or Health Department permits. These permit applications may be processed simultaneously with the review of the application.

SPECIAL EVENT PERMIT SERVICES

The reviewing agencies shall review the application and may recommend any reasonable contingencies or conditions designed to lessen the impact of the Special Event on the general public. The reviewing agencies shall use their own professional judgment in reviewing the application and in making any recommendations.

- SECURITY SERVICES:** The Manatee County Sheriff's Office, chief administrative officer of the City of Anna Maria, will review the permit application and assess the need for security services using the criteria in AM Ordinance #00-59 as well as their own in-house criteria. If police services are required, you **MUST** contract for their services before the permit can be issued. **NOTE:** The chief administrative officer for the Manatee County Sheriff's office, Anna Maria substation or his designee is the final authority on the need for police services, including the number of officers required and the hours assigned. This same personal will also assess a fee for Special Police Services as required.

- PUBLIC WORKS SERVICES:** The Public Works Department will review the permit application and determine the need for Public Work's assistance. If Public Work's services are required, you **MUST** contract for their services before the permit can be approved. **NOTE:** The Director of Public Works or his/her designee is the final authority on the need for Public Works' services, including the scope of services and manpower needed. The Director of Public Works will also assess a fee for services if they are required. This fee shall be based on the scope of services provided to the Special Event and no greater than the actual cost to the City for such services

- WEST MANATEE FIRE DISTRICT:** The West Manatee Fire District staff will review the permit application and assess the need for Fire District services based upon their criteria. **NOTE:** The Fire Chief or his designee is the final authority on the need for Fire District services.

INSURANCE REQUIREMENTS

All persons requesting City property for the location of the 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 One Million Dollars (\$1,000,000) general liability coverage, shall be provided to the City at least **FORTY-EIGHT (48) HOURS PRIOR** to the start of the Special Event. 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 that may occur during or arising out of the permitted Special Event. The applicant may be required to post an appropriate performance bond to ensure that the proper cleanup, damage and fees are paid after completion of the permitted event.

(TEMPORARY SALES AND SERVICE OF ALCOHOLIC BEVERAGES)

Notwithstanding the provisions of the City of Anna Maria, Sections 114.501-114.506, to the contrary, alcoholic beverages may be dispensed or sold in conjunction with a special event permit issued pursuant to this Ordinance. Approval of temporary sales and service of alcoholic beverages shall be pursuant to the following conditions:

1. Any application for temporary sales and service of alcoholic beverages in conjunction with a Special Event Permit must be properly filed with the City **NO LESS THAN SIX (6) WEEKS PRIOR** to the Special Event.
2. The applicant must not only provide the insurance as required above, but also an alcohol liability rider with the City as an also-named insured in an amount of no less than One Million Dollars (\$1,000,000).
3. The boundaries of the site where the Special Event is located must be clearly marked and the attendees must be informed alcoholic beverages must be kept within the perimeter of the site designated for the event, and also that persons with alcoholic beverages outside of the boundaries of the Special Event are subject to prosecution if other applicable laws are violated.
4. The City Commission reserves the right to attach each additional conditions pertaining specifically to alcoholic beverage consumption to any Special Event Permit, such as limiting the hours alcoholic beverages will be available or limiting the type of alcoholic beverages dispensed at the Special Event.
5. Alcoholic beverages are not permitted on the Public Beach, even with the issuance of a Special Event Permit.

**CITY OF ANNA MARIA
SPECIAL EVENT PERMIT APPLICATION FORM**

I, _____, on behalf of
Applicant

Organization

Make application to the City of Anna Maria to hold a Special Event at _____

_____ on _____

from _____ to _____ for the purpose of (describe all activities) _____

Estimated number of people to attend _____

NOTE: (If activity will be held on private property, an authorization form appointing the applicant as the landowner's representative, signed and notarized by the landowner, shall be submitted).

Please check all activities you plan to have in conjunction with the Special Event.

Food service Vendors Fireworks Signs Balloons/Banners

Cookout Tents Parking Music/Amplification

Alcohol Use of City's electrical hookup, if available

NOTE: Dumpsters Sanitary Facilities

Organizations to supply their own. No City dumpsters or sanitary facilities will be provided.

Other: (Please describe) _____

If music/amplification is planned, please indicate location and type of music/amplification to be used: _____

Clean up by applicant:
(Please describe)

**SPECIAL EVENT PERMIT
APPLICATION FORM**

I hereby certify that I/we will be responsible for the preservation, sanitation and cleanup of the areas for the Special event. Additionally, I/we will comply with all other City regulations. I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers. I/we further accept the responsibility of submitting all required forms, information, and Documentation required by the City of Anna Maria, the Manatee Westside Fire District and the Manatee County Sheriff's Office.

Signature

Name (Please Print)

Street Address

Mailing Address

City, State, Zip Code

Email Address

Telephone Number

STATE OF FLORIDA
COUNTY OF MANATEE

The foregoing instrument was acknowledged before me this _____ day of _____,
20___, by _____

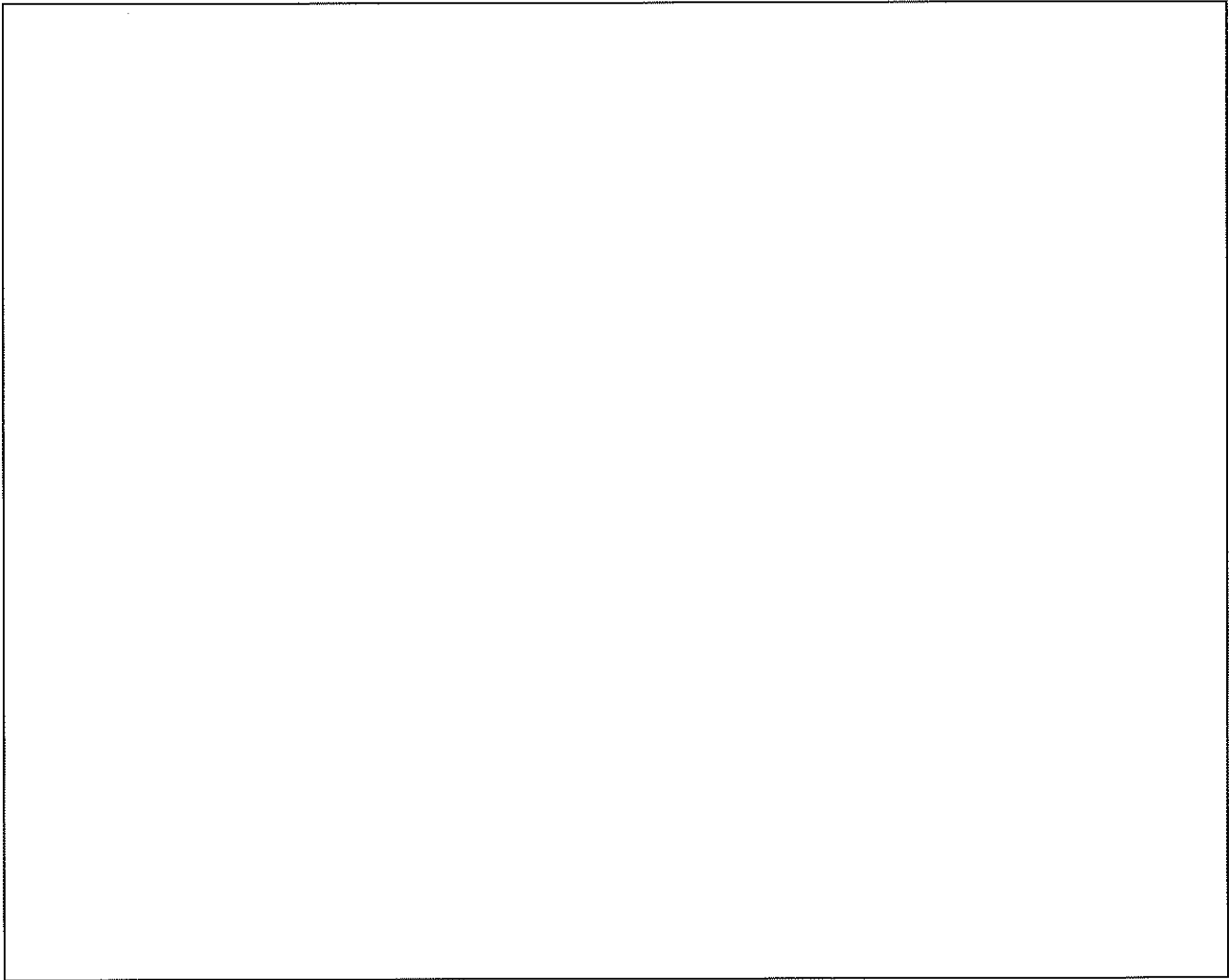
Who is personally known to me or has produced _____ as
identification.

Notary Public – State of Florida

Print Name

**PUBLIC WORKS DEPARTMENT
SPECIAL EVENT MAP**

Please provide a reasonably accurate drawing of the boundaries and details of the proposed Special Event including location of proposed activities, a traffic flow plan, parking, location of major components such as bandstands, food booths, restroom facilities, dumpster locations and reference points such as streets and a North Directional arrow. If it is a parade, please indicate the route. Use additional pages, if necessary.



Recommendation of the City of Anna Maria Director of Public Works:

- Approved
- Disapproved

Director of Public Works

Date

A maximum of five (5) Temporary off-site directional signs may be allowed providing the following standards are met:

1. A map indicating the location of the off-site directional signs shall be included in the special events application.
2. Off-site directional signs shall not include streamers, wind signs, balloons, rotating devices and unofficial flags.
3. Off-site directional signs must be a minimum of 18" X 24" and a maximum of 24" X 32" and shall include the special events Permit number on the back of each sign.
4. Off site directional signs may only be erected 5 days prior to the event and must be removed within 24 hours after the completion of the event.
5. Off-site directional signs may not be located within street medians, attached to traffic control signs or highway signs.
6. Off-site directional signs shall be located a minimum of thirty (30) feet from street intersections, and a minimum distance of six (6) feet from the edge of the pavement.

Please use the map provided on the next page.

WEST MANATEE FIRE DISTRICT SPECIAL SERVICES AGREEMENT

Conditions of Permit:

The charges for the Fire Department special services personnel shall be \$15/hr per person.

The minimum charge for any special services shall be two (2) hours per person.

The charges for Fire Department vehicles will be:

1. Fire Engine	\$150
2. Ladder Truck	\$250
3. Support Vehicle	\$100
4. Command Vehicle	\$100

NOTE: The West Manatee Fire District will bill the Applicant/Organization.

- The above fees are subject to change upon 14 days written notice from the Fire Department to the Special Event applicant.
- Cancellation: The Fire Department may cancel this agreement with or without notice if deemed advisable by the Fire Department.
- Fire Department personnel performing special services under the terms of this permit shall be deemed to be on duty as employees of the West Manatee Fire District, and their principal responsibility shall be to the general public. Any special assignment under this situation in which the special duty personnel deems it appropriate to respond to a call for the protection of the public safety; in any situation where the special duty firefighter is ordered by a supervising officer to terminate the special duty assignment and respond to a matter affecting the general public.
- The private contractor understands that the Fire District assumes no liability for any damages resulting from the services performed by the special duty firefighters in connection with duties under this permit. In the event a special duty employment is interrupted for the aforementioned reasons, it is understood that the Fire District shall assume no liability for any damages that may occur during the suspension of service.

**WEST MANATEE FIRE DISTRICT
SPECIAL SERVICES AGREEMENT**

1. Special Event Location: _____
2. Special Event Date(s): To: _____ From: _____
3. Attach map showing location and layout of event:
4. Scope and description of services requested/required:

5. Comments of Fire Department:

_____ Approved

_____ Disapproved

Fire Department Designee

Date

The conditions are not met; the Permit may be withdrawn by the Director of Public Works.

E. Insurance and Fees.

1. All persons requesting City property for the locations 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 One Million.

**MCSO – ANNA MARIA SUBSTATION
MANATEE COUNTY SHERIFF'S OFFICE SPECIAL SERVICES
AGREEMENT**

The applicant understands that the Manatee County Sheriff's Office assumes no liability for damages resulting from the services performed by the deputies in connection with the duties assigned under this agreement. In the event a deputy's special assignment is interrupted for the aforementioned reasons, it is understood that the Manatee County Sheriff's Office shall assume no liability for any damages that may occur during the suspension of services.

Name of Applicant: _____

Name and title of representative making this contract: _____

Billing Address: _____

Special Service Date(s): _____ Hours: from _____ to _____

Number of Officers required: _____

Scope and description of service requested: _____

IF MANATEE COUNTY SHERIFF'S OFFICE SPECIAL SERVICES ARE REQUESTED, AN INDEMNIFICATION AGREEMENT MUST BE COMPLETED UPON SUBMITTAL OF THIS SPECIAL EVENTS PERMIT. (IF YOU HAVE NOT DONE SO, PLEASE PICK THIS UP AT CITY OF ANNA MARIA CITY HALL, BUILDING/PUBLIC WORKS DEPARTMENT.)

AUTHORIZED BY:

Applicant Signature: _____ Date _____

- Approved
- Disapproved

Sheriff Office Designee

Date

Sec. 114-428. - Special events.

- (a) *Special events permitted.* Special events may be permitted within the City of Anna Maria, Florida, subject to the standards established herein.
- (b) *Definition.*
- (1) Special events are defined as a land use or activity, of a specifically limited time and purpose, having higher impacts on adjacent areas and public services than would be reasonably expected from a permitted land use or activity, and not otherwise governed by the general zoning district regulations of this section.
 - (2) Special events may include, but are not limited to, indoor and outdoor arts and crafts shows; bazaars; carnivals; sports events; commercial and sales activities; sidewalk sales; flea markets; rummage sales; holiday events; Christmas tree sales; plant sales; grand openings; festivals; fairs; auctions; breakfasts; beach weddings and beach wedding receptions, weddings and wedding receptions with 15 or more attendees and similar events; charitable and other fundraising events; and parades. A special events permit is required for a wedding and wedding reception of any size where there is amplified sound, furniture, tents or chairs with the only exception being for an arbor and chairs used for the infirmed or handicapped. Weddings at the home of family of the bride or groom may be processed as an administrative special events. Garage sales shall not be deemed as a special event in residential districts unless they involve three or more contiguous dwelling units or if they are held more often than four days within any 14-day period at any one dwelling unit. After the fourth day, no less than 90 days must pass before further garage sales may be held at a site without a special event permit.
- (c) *Procedure.* Special events may be specifically permitted in any zoning district, upon approval of a required application. Prior to a special event permit being issued, an application must be completed and submitted to the city under the following procedure:
- (1) A pre-application conference with the city is required.
 - (2) The applicant must complete and submit an application on forms provided by the city. The city commission may set a reasonable application fee schedule by resolution from time to time.
 - (3) The application shall include, at a minimum, the following information:
 - a. Name of the applicant and location of site. If the applicant is not the owner of the property upon which the special event will take place, an authorization form appointing the applicant as the landowner's representative, signed and notarized by the landowner, shall be submitted. If the special event is to take place upon property owned or controlled by the city, permission to use city property may be sought in conjunction with the city approval of the permit pursuant to paragraph (d)(4), below. The applicant shall supply the city with tax exemption exempt status as part of the application process.
 - b. Site plan or other graphic representation of special event. The site plan need not be professionally drawn, but shall instead be required to show with reasonable accuracy the layout of the property where the special event will be located, or if a parade or other similar use, the parade route. This site plan shall include a traffic flow plan, parking, location of major components of the use, such as bandstands, food booths, restroom facilities, dumpster locations, and any other information reasonably necessary for the reviewing agencies to assess the special event or activity. All food booth vendors shall be licensed by the Manatee County and/or the State of Florida. The site plan shall also demonstrate compliance with the U.S. Americans with Disabilities Act regarding accessible facilities (one handicapped accessible port-o-let must be available when unisex port-o-lets are provided).
 - c. Description of the special event. A description of the special event, including purpose, size of expected crowds, hours of operation, required governmental services and dates of the special event or activity. If alcohol is to be served, the provisions of subsection (f) shall

apply to the event. The city may allow items to be thrown by parade participants provided written description of the item(s) to be thrown and measures to be taken to assure the safety of onlookers is provided to the city as part of the special events application.

- d. A maximum of five temporary off-site directional signs may be allowed providing the following standards are met:
 1. A map indicating the location of the off-site directional signs shall be included in the special events application;
 2. Off-site directional signs shall not include streamers, wind signs, balloons, rotating devices and unofficial flags;
 3. Off-site directional signs must be a minimum of 18" x 24" and a maximum of 24" x 32" and shall include the special events permit number on the back of each sign.
 4. Off-site directional signs may only be erected five days prior to the event and must be removed within 24 hours after the completion of the event.
 5. Off-site directional signs may not be located within street medians, attached to traffic control signs or highway signs,
 6. Off-site directional signs shall be located a minimum of 30 feet from street intersections, and a minimum distance of six feet from the edge of the pavement.
 7. Off-site directional signs shall be a minimum of one foot above the surrounding grade and not exceed a height of five feet above the surrounding grade.
- (4) The director shall review the application for completeness and advise the applicant of any further information needed to complete the application. After the director has received any requested additional information, or if no additional information is necessary, the application shall be deemed complete. While the application is deemed complete, it does not guarantee approval of the application.
- (5) The completed application must be received by the department of public works at least three weeks prior to the date of the special event for which the application is being submitted and two weeks prior to a regularly scheduled city commission meeting where official action can be taken. If the event requires city or other governmental services, the completed application must be submitted at least six weeks prior to the date of the event.
- (d) *Review.* Non-administrative special events shall comply with provisions (1) through (7) below. Administrative special events shall only comply with provisions (5) through (7).
 - (1) The director of public works shall forward the application to the fire district, chief administrative police officer, and other affected agencies.
 - (2) a. The reviewing agencies shall review the application and may recommend any reasonable contingencies or conditions designed to lessen the impact the special event on the general public. The reviewing agencies shall use their own best professional judgment in reviewing the application in making any recommendations. The following may be used as general guidelines for planning purposes:
 1. *Security services.* The city's police staff will review the permit application and assess the need for security services based upon the size of the crowd, location, traffic flow, whether alcohol will be served, and other information shown on the application. If security services are required, the applicant must provide for the security services before the permit can be approved and provide the city reasonable assurances that security services will be provided. The chief administrative police officer for the city, or his designee, shall be the city commission's primary advisor on the need for security services, including the number of security officers required and the hours assigned.
 2. *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.

- b. The comments and recommendations of the reviewing agencies shall be returned to the director of public works at least five working days prior to the city commission meeting where the application is scheduled for review.
- (3) After receipt of comments by all reviewing agencies, the director of public works shall review the finalized application and submit it to the mayor, with the recommended contingencies and conditions from the reviewing agencies.
 - (4) The application and recommendations shall be scheduled for final review by the city commission. The city commission shall review the submitted application and any comments, contingencies or conditions recommended by the reviewing agencies. The city commission is authorized to add its own reasonable contingencies and conditions to the application during its final review.
 - (5) Upon approval by the city commission for non-administrative special events or by the city staff for administrative special events, the applicant will be notified by the department of public works and advised of any conditions and fees required. The director of public works shall be responsible for forwarding copies of the approved special event permit to the mayor, city commission, police department and all other agencies or departments affected thereby. Once the applicant has provided assurances that the conditions will be met, the director shall issue the permit.
 - (6) A special event permit may be approved for no more than three days. The applicant may choose to designate a rain date in the application which may be approved in conjunction with the preferred date of the special event.
 - (7) The special event permit shall be specifically contingent on the conditions required by the city commission for non-administrative special events, or the city staff for administrative special events. If the conditions are not met, the permit may be withdrawn by the director of public works.
- (e) *Insurance and fees.*
- (1) All persons requesting city 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 least 48 hours prior to the start of the special event. 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 that may occur during or arising out of the permitted special event. The applicant may be required to post an appropriate performance bond to ensure that the proper cleanup, damage and fees are paid after completion of the use.
 - (2) Should the special event require city or governmental services, the applicant shall pay a reasonable fee for these services. This fee shall be based on the scope of services provided to the special event and no greater than the actual cost to the governmental agency supplying the service.
 - (3) Issuance of a special event permit does not excuse the applicant from applying for other required permits. These may include building permits, electrical permits or health department permits. The applicant has the responsibility to have all necessary permits issued for the special event. Review of applications for other required city permits may proceed simultaneously with the review of the application.
- (f) *Temporary sales and service of alcoholic beverages.* Notwithstanding the provisions of the City of Anna Maria Code, sections 114-501—114-506, to the contrary, alcoholic beverages may be

dispensed or sold in conjunction with a special event permit issued pursuant to this section. Approval of temporary sales and service of alcoholic beverages shall be pursuant to the following conditions:

- (1) Any application for temporary sales and service of alcoholic beverages in conjunction with a special event permit must be properly filed with the city no less than six weeks prior to the special event.
- (2) The applicant must not only provide the insurance as required in paragraph (e), above, but also an alcohol liability rider with the city as an also-named insured in an amount of no less than \$1,000,000.00.
- (3) The boundaries of the site where the special event is located must be clearly marked and informing the attendees that alcoholic beverages must be kept within the perimeter of the site designated for the event and that persons with alcoholic beverages outside the boundaries of the special event are subject to prosecution if other applicable laws are violated.
- (4) The city commission reserves the right to attach additional conditions pertaining specifically to alcoholic beverage consumption to any special event permit, such as limiting the hours alcoholic beverages will be available or limiting the type of alcoholic beverages dispensed at the special event.
- (5) Applicants for a special event in signing the application, in consideration of being granted a special events permit, shall agree to indemnify and hold harmless the City of Anna Maria and all of its officers and agents from any and all liabilities, claims, actions, suits or demands by any person, firm or corporation for injuries, death, or property damage arising from the special event.

(Ord. No. 2000-580, § 1, 6-8-00; Ord. No. 14-773, § 2, 7-10-14)

Sec. 10-54. - Additional requirements for special events on the beach.

No wedding receptions or similar special events shall be permitted on the beach. Weddings may be permitted, but they shall last no longer than one hour, not including set up and take down, which shall not take more than an additional one hour. There shall be no more than one wedding per day on the beach. The city commission shall have the right to waive these requirements for good cause shown by a super-majority vote of the city commission.

(Ord. No. 16-817, § 1, 8-11-16)