



City of Belle Glade Special Events Application Permit Package

Application
Rules and Regulations
Vendor Information

COMMISSION APPROVED AUGUST 20, 2008

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SPECIAL EVENTS PERMIT APPLICATION

THIS APPLICATION MUST BE COMPLETELY FILLED OUT.

This Application will be reviewed based on the following criteria:

- Facility requested
- Impact on neighboring property and traffic
- Proposed mitigation strategy for any impacts created
- Applicant's successful record of producing events

Failure to complete this form in its entirety will delay the application process.

DATE RECEIVED: _____

NON-REFUNDABLE APPLICATION FEE: \$50 + tax _____

PLEASE TYPE OR CLEARLY PRINT INFORMATION

**** EVENT ORGANIZERS ARE RESPONSIBLE FOR ALL FEES ASSOCIATED WITH THE EVENT. THESE WILL INCLUDE SHERIFF'S SERVICES, GROUNDS MAINTENANCE, WASTE REMOVAL, FACILITY RENTAL FEE AND DAMAGE DEPOSIT, IN ADDITION TO A SPECIAL EVENTS INSURANCE POLICY NAMING THE CITY AS AN ADDITIONALLY INSURED. THERE MAY BE OTHER FEES BASED ON THE INFORMATION PROVIDED BY APPLICANT.**

ALL FEES ARE DUE IN FULL NO LATER THAN 30 DAYS PRIOR TO THE EVENT.

APPLICATION INFORMATION

Sponsor Name / Business or Organization: _____

Address: _____

City: _____ **Zip:** _____ **County:** _____

Contact Person: _____ **Title:** _____

Business #: _____ **Alternate Contact #1:** _____

Alternate Contact #2: _____ **Email:** _____

Additional Contact Person: _____ **Title:** _____

Contact #: _____ **Alternate Contact #1:** _____

Alternate Contact #2: _____ **Email:** _____

SPONSOR INFORMATION

Please choose one of the following:

- ☐ Non-Profit Corporation (attach designation papers) ☐ Private individual
- ☐ For Profit Organization ☐ Other _____

EVENT INFORMATION

Name of Event: _____

Day & Date(s) of Event: _____

Facility Requested: _____

Please check all that apply: ****REQUIRED**** Attach set up design on maps provided.

- ☐ Festival ☐ Parade ☐ Fundraiser ☐ Concert / Performance
- ☐ Private Function ☐ Community Awareness

Please indicate an approximate # of people expected to attend: _____

Be specific for sheriff /fire security requirement. Prior year attendance #: _____

Day of Set-up	Date	Start Time	to	End Time

1 st Day of Event	Date	Start Time	to	End Time

Clean up	Date	Start Time	to	End Time

BRIEFLY DESCRIBE THE EVENT. LIST ANY REQUESTED ROAD CLOSURES AND TIME (attach copy of event information)

If this is a fundraiser, who benefits from the proceeds:

IF DEEMED NECESSARY, I, AS APPLICANT, AGREE TO PROVIDE A NOTARIZED FINANCIAL STATEMENT OF THE EVENT TO THE CITY OF BELLE GLADE WITHIN 30 DAYS FOLLOWING THE EVENT.

Applicant Signature _____

Will there be amplified music or entertainment? ☐ YES ☐ NO

If yes, please attach types of entertainment and scheduled time of performance.

PLEASE NOTE: The city does not have a sound system.

ADMISSION: ☐ YES ☐ NO ADMISSION FEE: \$ _____

WHAT WILL BE OFFERED AT YOUR EVENT:

☐ BEER. NO GLASS BOTTLES OR CANS.

☐ FENCING ENTIRE EVENT ☐ FENCING BEER SERVICE AREA ONLY

☐ ARRANGEMENTS FOR PORT-O-LETS # _____ PROVIDING COMPANY _____

☐ FOOD TYPE: _____

OF VENDORS EXPECTED: _____ *Health Department will be notified. ATTACH LAYOUT.

☐ PEPSI / COKE TRUCKS: # EXPECTED: _____

☐ ARTS / CRAFTS: # EXPECTED: _____ ATTACH LAYOUT.

☐ CHILDREN'S ACTIVITIES: PLEASE LIST WHAT TYPE. _____

☐ ROCK CLIMB ☐ BOUNCE HOUSE ☐ CLOWN

☐ FACE PAINT ☐ OTHER PLEASE SPECIFY. _____

**** NO CARNIVAL RIDES ALLOWED.**

☐ TENTS HOW MANY: _____ SIZES 10 X 10: _____ OTHER: _____

[] HOW MANY AND WHAT TYPE OF ELECTRICAL OUTLETS ARE NEEDED:

****FOOD VENDORS MUST PROVIDE THEIR OWN TRASH CONTAINERS****

THE CITY PROVIDES TRASH CONTAINERS FOR THE PUBLIC'S USE ONLY.

[] VENDORS USING GREASE / OIL HOW MANY _____

PLEASE LIST THE FOOD TYPE AND OWNER:

These vendors must provide their own absorbent type grease mat. Used grease cannot be dumped anywhere on City Property or down street drains. Vendors must haul their grease to an approved location for disposal. The organizer of this event will be assessed damages for violations.

CHARCOAL USERS must not dump hot coals on any City owned property or in drainage areas on the street. Organizers will be held responsible for violations.

FOR PRECAUTIONARY MEASURES FOR LARGE EVENTS: note that the City may require an electrician or other personnel per information provided.

[] Provide P.A. System at the Amphitheater [] No P.A. System needed

INSURANCE INFORMATION

The City of Belle Glade requires that organizers of Special Events provide a current Certificate of Insurance naming the City of Belle Glade as an additional insured. Compliance with specified Insurance coverage and limits prescribed by the City is required seven (7) working days prior to the beginning of the Event.

The Insurance Company must be rated "A" to be accepted. Liability limits of \$1 million dollars are required for General Special Events. Liquor Liability Insurance requires an additional \$1 million and is required when alcohol is served. ATTACH COPY OF POLICY.

By signing this permit, you agree to provide all information with regard to the Event and to abide by City rules and regulations.

Person responsible for event: _____
Signature

Title: _____ Date: _____



ACKNOWLEDGEMENT

The attached permit application is required to be completed in its entirety and submitted with a detailed outline of your program. Please provide event site layout.

I have thoroughly read and completed this application in its entirety. I understand the City of Belle Glade's administrative rules and acknowledge compliance with all applicable ordinances, with the added rules concerning alcohol sales, additional insurance requirements, clean-up of area when event is complete, and necessity to provide any additional information as needed. **I and / or my organization will be responsible for all fees associated with this event.**

Signature

Date

Deliver / mail application, all attachments and required documentation along with a check or cash in the amount of \$50 + tax to:

City of Belle Glade
Parks and Recreation Department
110 Dr. Martin Luther King, Jr. Boulevard, West
Belle Glade, Florida 33430-3900

FOR INTERNAL USE ONLY

Date Received: _____

Reviewed By: _____

Department: _____

Reviewed By: _____ Phone # _____

Department: _____ Phone # _____

Reviewed By: _____

Department: _____ Phone # _____

Reviewed By: _____

Department: _____ Phone # _____

City Commission / City Manager Approval: _____

Applicant Contacted Regarding Fees: ☐ YES ☐ NO Date Contacted: _____

Deposit Received: ☐ YES ☐ NO Date Deposit Received: _____

Facility Inspected: ☐ YES ☐ NO Date Inspected: _____

Facility Damaged: ☐ YES ☐ NO

List Damages: _____

Damage Charges: _____

Refund Request to Finance: ☐ YES ☐ NO Refund Request Date: _____

Refund check to Applicant: ☐ YES ☐ NO Date Applicant Refund Sent: _____



RULES AND INFORMATION

SPECIAL EVENTS APPLICATIONS

ALL ROAD CLOSURES WILL REQUIRE BARRICADES AT ORGANIZER'S EXPENSE. THE SHERIFF'S DEPARTMENT WILL MAKE THE ARRANGEMENTS AND DETAIL THE FEES ON A SEPARATE SHEET. Other associated fees pertaining to various departments will be determined and the applicant will be given a copy.

RULES PERTAINING TO EVENT SITE:

- **NO ANIMALS PERMITTED (EXCEPT SERVICE ANIMALS)**
- **NO GLASS CONTAINERS ALLOWED**
- **NO PARKING ON PAVER BRICK**
- **NO AMUSEMENT OR CARNIVAL RIDES PERMITTED**
- **NO CUTTING OF TREES, SHRUBS, BUSHES, OR SOD PERMITTED**
- **NO DIGGING OF HOLES PERMITTED**
- **ALL RULES MUST BE FOLLOWED OR FORFEITURE OF SECURITY DEPOSIT TO COVER DAMAGES WILL RESULT.**
- **RULES FOR USE OF THE AMPHITHEATER ARE INCLUDED IN THIS PACKET.**

IF ALCOHOL IS TO BE SERVED: (Contingent upon City Commission approval) The Alcohol Liquor Liability Insurance certificate must be submitted to the Human Resources Department.

IF THIS APPLICATION IS APPROVED, the applicant must furnish the City a Certificate of Liability Insurance in the amount of at least \$1 million as deemed necessary by the City naming the City of Belle Glade as the additional insured. If alcohol is approved, an additional \$1 million liquor liability rider or certificate is required. **ALL INSURANCE CERTIFICATES MUST BE APPROVED by the City Commission** and received by the Recreation Department at least 7 days prior to the start of the event.

I have thoroughly read and completed this application in its entirety and have read and understand the **RULES AND REGULATIONS** required by the City of Belle Glade contained herein.

Print name and sign

Date



RULES FOR THE USE OF AMPHITHEATER

PLEASE READ ALL INFORMATION LISTED HERE CAREFULLY.

ALL RESERVATIONS MUST BE MADE IN PERSON AT THE BELLE GLADE RECREATION OFFICE OR AT THE BELLE GLADE CITY HALL.

****EVENT ORGANISERS ARE RESPONSIBLE FOR ALL FEES ASSOCIATED WITH THE EVENT. THIS WILL INCLUDE SHERIFF'S SERVICES, GROUNDS MAINTENANCE, WASTE REMOVAL, FACILITY RENTAL FEE & DAMAGE DEPOSIT, PLUS INSURANCE NAMING THE CITY AS AN ADDITIONAL INSURED. THERE MAY BE OTHER FEES BASED ON THE INFORMATION PROVIDED.**

****THESE FEES ARE DUE NO LATER THAN 30 DAYS PRIOR TO THE EVENT.**

EVENTS TO BE SCHEDULED MUST ABIDE BY THESE RULES.

1. Parking on approved hard surface areas shall be utilized by food vendors, beer trucks or any large motorized vehicles. Pre-approved vehicles such as hot dog carts, craft vendors, information booths, concessionaires, Coke and Pepsi Trailers, are permitted on grassed areas. Note: Vendors who are cooking must have an absorbent mat (example of such is in this packet) or another approved hard surface location.
2. Tents larger than 100 square feet require proper permits, approval permits and approval by the Palm Beach County Fire Rescue's Fire Marshal's office.
3. When an event is over, the Permittee shall leave the area clean and clear of any trash or debris and the area must be restored to its former condition within 24 hours. See Section 17.5-6 of the City Code of Ordinances. The cost of repairs and cleaning beyond normal wear and tear shall be deducted from the deposit.
4. **IF ALCOHOL IS TO BE SERVED:** (Contingent upon City Commission approval) The Alcohol Liquor Liability Insurance certificate must be submitted to the Human Resources Department.

IF THIS APPLICATION IS APPROVED, the applicant must furnish the City a Certificate of Liability Insurance in the amount of at least \$1 million as deemed necessary by Human Resources naming the City of Belle Glade as an additional insured. If alcohol is approved, an additional \$1 million liquor liability is required. **ALL INSURANCE CERTIFICATES MUST BE APPROVED** and received by the Recreation Department at least 7 days prior to the start of the event.

5. The City of Belle Glade will not assume responsibility for items left by guests, workers, employees or representatives of Permittee.

6. Any damage to City property, as determined by a representative of the City, will be covered by the security deposit posted by the Permittee.
7. Amplified sound must be turned off at 11:00 p.m. unless approved by the City Commission.
8. If any activity requires Sheriff's Officers, these charges shall be the responsibility of the Permittee. The number of officers required to maintain public safety shall be left up to the discretion of the Sheriff's Captain or designee.
9. Approval by the City must be obtained for permission to post signs, banners, posters or any form of advertising in the park and no signs to be placed on any City Facilities. No fixed part of City facilities will be disarranged in any manner to accommodate the users, i.e. no nails, screws or other damaging attachments.
10. At no time will RV trailers be allowed to park on the street or camp in the park or boat ramp area overnight.
11. Placement of specialty items such as a bounce house, climbing walls, etc. shall be coordinated by approved City staff. Prior approval must be obtained from the City Commission in accordance with Chapter 17.5 of the City Code of Ordinances. Request for such approval must be made at the time of the reservation. No driving of spikes into the asphalt will be permitted.
12. No parking at the boat ramps except by special permission of the City Commission.
13. Vehicular traffic shall observe entrance and exit signs and travel only in direction indicated by traffic arrows.
14. No part of the Amphitheater shall be used by vendors for food or beverage preparation and distribution.
15. It is the event promoter's responsibility to comply with all City, County, State and Federal Disabilities Access requirements applicable to the event. All indoor and outdoor sites for special events must be accessible to persons with disabilities. This would also include portable restroom facilities.
16. No glass containers or animals permitted in park areas, festivals, or events.
17. All Permittees shall comply with and abide by all laws of the United States, the State of Florida, the City of Belle Glade and all regulations of the Fire Department, Board of Health and the department responsible for the facility.
18. No vehicles are to be parked on the Amphitheater grounds or pavers except for loading and unloading. No semi-type trucks are allowed at any time.
19. Food service / cooking are approved for designated areas only. Absorbent mats that are designated specifically for catching spills (grease) must be used.
20. The Amphitheater may not be fenced without City Commission approval.

21. There shall be no stakes or any other means of securing tents or booths driven into the pavement or pavers.
22. Any accidents (i.e., slips and falls, etc.) must be reported, no matter how minor it may seem at the time, to the Human Resources Department within 24 hours. The City of Belle Glade Human Resources Department is located at 110 Dr. Martin Luther King, Jr. Boulevard, West, Belle Glade, Florida 33430. The telephone number is 561-996-0100 ext. 122, fax number 561-993-1813.

VENDOR INFORMATION SHEET

ADHERING TO THE FOLLOWING INSTRUCTIONS WILL ASSURE A SAFE AND SUCCESSFUL EVENT. THESE INSTRUCTIONS MUST BE SUPPLIED TO EACH VENDOR AND FOLLOWED BY ALL VENDORS.

- ❖ All vendors must display their vendor permits on the dashboards of their vehicle to gain access to the event area.
- ❖ All vendors are required to provide their own trash receptacles with liners for disposing of waste materials. Bags are to be securely tied and disposed of in proper receptacles / dumpsters. **The City** will provide trash receptacles for the patrons **only**.
- ❖ All vendors are permitted to unload on site, but must then remove vehicles from the site to a designated parking area.
- ❖ No food or beverage vendor shall set up or use the dance pavilions at the Amphitheater.
- ❖ All cooking will be done in open areas and precautions will be taken to protect the public from having any accidental contact with the cooking areas. All food vendors must have an absorbent mat under cooking area to catch any spilled grease. See example in this booklet.
- ❖ Vendors who will be cooking (charcoal, grease, etc.) will be required to have in their possession a 5 lb. fire extinguisher with a Class A or B rating. The extinguisher must be in serviceable condition or the vendor will be shut down until one is obtained.
- ❖ **ALL HOT COALS** will be extinguished by the vendors prior to leaving the area. The vendor is responsible for proper disposal of coals.
- ❖ **NO HOT COALS** will be allowed to be dumped into any trash container or on the ground. No ground fires are allowed on any City property.
- ❖ **NO GLASS CONTAINERS** are allowed for dispensing beverages.
- ❖ All stands or tables supporting cooking facilities will be stable construction, so as to prevent any accidental knocking over by the public or vendors.
- ❖ All extension cords must be secured in a safe manner, with proper grounding prongs so as not to present a hazard to the public. **Do not overload power strips.** City electrician will inspect prior to event.

SPECIAL EVENTS

Special Events Defined in Section 17.5-1 of the City Code of Ordinances:

Special event means any parade, fair, show, festival, carnival, rally, party, motorcade, run, street dance, bike-a-thon, race, walk, athletic event or other attended gathering, entertainment or celebration open to the general public that is to be held in whole or in part upon publicly owned property and/or public right-of-way within the city, or any such gathering, entertainment or celebration open to the general public, if held wholly upon private property, that will nevertheless affect or impact the ordinary and normal use by the general public of public property or public rights-of-way within the city. The term also means any activity to be held in whole or in part upon publicly owned or controlled property and/or public rights-of-way where merchandise or services are offered for sale, whether by for profit or nonprofit organizations, or where the estimated size of the special event will exceed fifty (50) people. The term does not include events sponsored or co-sponsored by the city; public or private school events held on school property; or, funeral processions. The City of Belle Glade events are exempt from this Resolution except for submission of site plan for approval and compliance with approved site plan requirements.

Any person or organization seeking to conduct a special event in the City shall file an application with the Planning and Building Director on forms provided by the City, on or before the following deadlines prior to the event:

Marina Campground Amphitheater:

Attendance of less than 250	60 Days
Attendance of more than 250, but less than 500	90 Days
Attendance of more than 500	180 Days

All information solicited on the special event permit application form shall be provided by the applicant. Incomplete information shall result in denial of the permit application.

All applicants for special events permit will be subject to the following conditions:

- 1) Applicants must pay a non-refundable fifty dollar (\$50) application fee at the time the application is submitted.
- 2) A security deposit in the amount of no less than \$1,000 per day shall be established and required by the City Manager or his designee to ensure that any damage is repaired and the premises are returned to the condition it was at the time of rental. The cost of repairs and cleaning beyond normal wear and tear, and loss of City property shall be deducted from the deposit. If damages total in excess of the deposit, applicant will be invoiced for the additional amount which shall be due in ten (10) days. Security deposits shall not be returned until Public Works has signed off on condition inspection.
- 3) The use of construction platforms, chairs or other equipment shall be prohibited or limited by the City Manager if such would result in permanent damage to City property or constitute a hazard to public safety.

- 4) A detailed site plan shall be submitted showing the locations of any tents, portable toilets, parking lots, stages and booths, and the time periods for set up and break down of the event. This plan shall be subject to review and approval by City and staff. After approval of the detailed site plan, no deviations from the plan shall be allowed unless approved in advance in writing by the Planning and Building Director after consultation with other departments.
- 5) All City Ordinances, rules or regulations applicable to the use of the City property on which the special event will occur shall be obeyed.
- 6) Indemnification and insurance to protect the City shall be provided as required by the City's Human Resources Department.
- 7) Unless extended by the City Manager or their designee, all permits necessary to conduct the special event, shall be obtained and copies thereof provided to the City not less than fourteen (14) days prior to the first day of the event.
- 8) All associated fees, costs, and overtime pay are due and must be paid not less than thirty (30) days prior to the first day of the event.

Fee and Costs Schedule for Special Events at Marina Campground Amphitheater

Fees:

- | | |
|----------------------------|--------------------------|
| 1) Resident | \$450 plus tax per day |
| 2) Non-Resident | \$650 plus tax per day |
| Or | |
| 1) Special Event Flat Rate | \$1,000 plus tax per day |

Costs:

- 1) Event Security – Sheriff Security and/or Fire Department services may be required for the event. Charges for Sheriff Services include an administrative fee and permitted rate for each officer for a minimum of three (3) hours. The number of officers required will be determined by the Sheriff Department. Charges for Fire Rescue services may be required at the discretion of the Fire Chief (depending on size of crowd, nature of the event, weather, etc.)
- 2) Other Charges – Other charges may be required for the event at the discretion of the City Manager including but not limited to special trash pick up, additional cleaning, electricians, and use of the P.A. system.

Equipment:

In addition to the use of the Amphitheater, the rental charge includes the use of the following equipment:

- Electricity on stage

Exceptions:

If the event is canceled because of inclement weather, refund of the security deposit and rental charges other than the \$50.00 application fee will be made or a future open date will be made available at no additional charge.