



CITY OF SOUTH DAYTONA

SPECIAL EVENT APPLICATION

Community Development Department
1672 S. Ridgewood Ave.
P.O. Box 214960
South Daytona FL 32119
386/322-3020

SPECIAL EVENTS

A **Major Special Event** is an event which, by itself or in conjunction with other events occurring during the same time (such as during community wide event), is likely to have a major impact on the community, including but not limited to factors such as traffic, noise, or other aspects of public health, safety and welfare. Major Special Events must be approved in advance by the City Council at which time staff will make their recommendation.

A **Minor Special Event** is an event that does not have an impact on the community and does not require additional city resources such as public safety or city personnel.

Application for Major Special Events must be submitted at least thirty (30) days in advance of the requested event. Minor Special Events must be submitted at least (10) days in advance.

This application is not a permit to conduct a special event.

1.0 REQUIRED INFORMATION

- 1.1 Name of Event _____
- 1.2 Name of Producer and/or Promoter _____
- 1.3 Type of Organization ☐ Non-Profit ☐ For-Profit ☐ Charitable ☐ Government
- 1.4 Contact Person _____
- 1.5 Address _____
- City _____ State _____ Zip _____
- 1.6 Work Phone _____ Home Phone _____ Fax _____
- Email Address _____ Website _____

2.0 BILLING INFORMATION

- 2.1 Is the party responsible for billing the same as above ☐ Yes ☐ No
- If no, please provide the proper information below:
- Name _____ Address _____
- City _____ State _____ Zip _____
- Work Phone _____ Fax Number _____

3.0 EVENT INFORMATION

- 3.1 Date(s) Requested _____
- 3.2 Location of Event _____

3.3 Description of Event _____

3.4 Anticipated number of Attendees _____

3.5 Site Plans are required and must include:

- ☐ Pedestrian Access ☐ Parking and Vehicular Access ☐ Location of Port-o-Lets (if any)
- ☐ Dumpsters and/or Trash Cans ☐ Number & Location of Vendor Display Areas/Stage (if any)
- ☐ Tents ☐ Barricades/Cones

3.6 Insurance: An insurance policy naming the City of South Daytona additionally insured for a minimum of \$1,000,000 must be provided no later than five days prior to the scheduled event. Proof of insurance is required for all events if applicable.

3.7 Will an admission fee be charged for the event? ☐ Yes ☐ No

Will an admission fee be charged prior to the event? ☐ Yes ☐ No

Will fees be collected on site before/during event? ☐ Yes ☐ No

3.8 Event time: Date _____ Start: _____ am/pm End: _____ am/pm

Set-up: Date _____ Start: _____ am/pm End: _____ am/pm

Break Down: Date _____ Start: _____ am/pm End: _____ am/pm

Rain Date: Date _____ Start: _____ am/pm End: _____ am/pm

How will the general public be notified about a cancellation/postponement of the event?

3.9 Have you held this event in the City of South Daytona previously? ☐ Yes ☐ No

If Yes, previous date(s): _____ Location(s): _____

Have you held this event in another City? ☐ Yes ☐ No

3.10 Will the special event require the use of watercraft for competition, servicing, maintenance, safety, or any other reason? ☐ Yes ☐ No

NOTE: Temporary buoys and markers may be placed with approval from the U.S. Coast Guard. Also water rescue and lifesaving personnel and equipment shall be on duty and prepared to act to protect competitors and spectators during all competition and practice.

3.11 Will the special event involve the use of aircraft? ☐ Yes ☐ No

NOTE: All aircraft flight operations shall conform to FAA regulations and meet minimum pilot qualifications for the given type of operation intended. Also, all operators of any type of aircraft being used shall provide the City with a certificate of insurance coverage. Insurance coverage shall provide liability insurance protection for the City in the amount of not less than \$1,000,000 per person for bodily

injury or death, \$2,000,000 per occurrence of death, and \$500,000 per occurrence for property damage, naming the City of South Daytona as “additionally insured”.

3.12 Will the special event involve the use of motorcycles? ☐ Yes ☐ No

4.0 ENTERTAINMENT

4.1 Will there be entertainment? ☐ Yes ☐ No If yes, a complete list of entertainers, contracts, licenses, and schedules must be provided.

4.2 Will you be using a sound system? ☐ Yes ☐ No

NOTE: No outside amplification of sound is allowed without prior approval from the City Council.

4.3 Name of Contractor _____ Type of System _____

4.4 Sound Time: Start _____ am/pm End _____ am/pm

4.5 Will there be carnival games and/or rides? ☐ Yes ☐ No If yes, please describe the types of games and/or rides. _____

4.6 Name of Contractor _____

4.7 Proof of insurance is required for all carnival games and rides. The City must be listed as additionally insured on the insurance policy.

4.8 Insurance Company _____ Policy Number _____

5.0 SPECIAL EFFECTS

5.1 Will there be any special effects used? ☐ Yes ☐ No If yes, complete below.

5.2 Type of effects: ☐ Fireworks ☐ Laser light show ☐ Other

5.3 Effect time: Date _____ Start _____ am/pm End _____ am/pm

5.4 Location of Special Effects: _____

5.5 Effects Producer/Company name _____

5.6 Address _____

5.7 Phone Number _____ Fax Number _____

5.8 Proof of insurance is required for all special events.

Insurance Company _____ Policy Number _____

6.0 PARADES

6.1 Will this be considered a parade? ☐ Yes ☐ No If yes, complete below.

6.2 How many will participate? _____

6.3 Plan of route attached? ☐ Yes ☐ No

6.4 Parade time: Date _____ Start _____ am/pm End _____ am/pm

6.5 Break Down: Date _____ Start: _____ am/pm End: _____ am/pm

6.6 Rain Date: Date _____ Start: _____ am/pm End: _____ am/pm

6.7 Will the parade require any road closures? ☐ Yes ☐ No

If yes, City Council approval will be required.

7.0 PROPOSED RETAIL SALES

7.1 Will there be any retail sales? ☐ Yes ☐ No If yes, complete below.

7.2 How many vendor locations do you hope to accommodate? _____

7.3 Type of vending (including number of each)

☐ Clothing _____ ☐ Food/Beverage _____ ☐ Jewelry _____

☐ Other (describe) _____

NOTE: Itinerant merchant vender fees will apply for sanctioned BikeWeek & Biketoberfest events.

8.0 PROPOSED SPONSORS

8.1 Will there be any sponsors? ☐ Yes ☐ No If yes, complete below.

8.2 How many commercial sponsors with on-site visibility do you anticipate (including product sampling, giveaways, exhibits, and advertising).

9.0 ALCOHOLIC BEVERAGES/LIQUOR LIABILITY

9.1 Will alcoholic beverages be dispensed provided, or served? ☐ Yes ☐ No If yes, complete below.

9.2 Name of organization licensed to sell alcohol at the event _____

9.3 Limit of liquor liability coverage, if required, will not be less than \$500,000.

9.4 The organization hosting the event is: ☐ For-Profit ☐ Non-Profit/501C-3 (see below)

9.5 A copy of the liquor license must be submitted five business days prior to the event.

9.6 Beer Gardens – An applicant who is requesting beer gardens for an event must provide a copy of a liquor license and special event alcohol license issued by the State of Florida. The Police Department will evaluate the security measures to determine the amount of police officers that must be hired.

10.0 PROMOTION

10.1 At what level will the event be promoted? ☐ Local ☐ Regional ☐ National ☐ International

10.2 What type of publicity will be used? ☐ Newspaper ☐ Radio ☐ Television ☐ Internet

☐ Direct Mail ☐ Billboard ☐ Other _____

10.3 Telephone number to be released for public information _____

11.0 SIGNS

11.1 Will you be using signs at your event? ☐ Yes ☐ No If yes, complete below.

11.2 How many signs and what dimensions? _____

11.3 It is the applicant's responsibility to request utility line location from Sunshine State ONE CALL of Florida (1-800-638-4097) before digging.

NOTE: Signs may be erected no more than 14 days prior to the special event on the private property. All signs shall be removed no later than the day after the event, and must conform to the requirements in the City's Code of Ordinances.

12.0 FACILITY REQUIREMENTS

12.1 Will you use temporary structures? ☐ Yes ☐ No If yes, complete below.

☐ Stages ☐ Tents ☐ Scaffolding ☐ Booths ☐ Fences ☐ Barricades ☐ Cones

☐ Other _____

12.2 How many tents exceeding 120 square feet or greater? _____

12.3 Tent locations and sizes must be included on the site plan. _____

12.4 List the state-certified electrical contractor who will accept responsibility for the quality and code compliance of electrical work performed on behalf of the applicant.

12.5 It is the applicant's responsibility to request utility line location from Sunshine State ONE CALL of Florida (1-800-638-4097) a minimum of 48 hours in advance of any special event activity or setup.

NOTE: Engineered documents may be required.

13.0 TRAFFIC AND PARKING

13.1 Will normal traffic patterns be altered by the event? ☐ Yes ☐ No

13.2 Road closures require review by the Chief of Police and approval by the City Manager.

13.3 Cones, barricades, and fencing are to be provided by the applicant and can be rented from a barricade or rental company.

- 13.4 Will public parking areas, streets, sidewalks, etc., be restricted or obstructed? ☐ Yes ☐ No
- 13.5 Will the event have on-site parking? ☐ Yes ☐ No
- 13.6 Will the event have off-site parking? ☐ Yes ☐ No
- 13.7 Will a shuttle be used to transport people to the off-site parking area? ☐ Yes ☐ No
- 13.8 Handicapped parking must meet the requirements of Florida Statute 553.5041.
- 13.9 A detailed parking plan is required for all parking areas, indicating how all security, fire protection, and emergency vehicles can access a site.

14.0 PORT-O-LETS

- 14.1 The applicant shall be required to provide adequate facilities to cover the amount of participants.
- 14.2 How many Port-O-Lets will be on-site? _____
- 14.3 The location of the Port-O-Lets must be included on the site plan.
RECOMMENDATION: One toilet is recommended for every 300 people attending an event. If public toilets are not available at the event site, one ADA accessible toilet is required for the first 300 people, and a minimum of 5% of the restrooms must be ADA accessible. If beer/alcohol is being served at the event, the recommended ratio for toilets is 1:150 people. Existing park toilets count towards the toilet per anticipated attendee ratio.

15.0 SANITATION

- 15.1 If dumpster service is needed, it is required that refuse service be provided through the City's Finance Department. The dumpster service, fee schedule, and information pertaining to recycling can be obtained by contacting the Finance Department at 386-322-3063.
- 15.2 Payment arrangements should be made prior to the event through the Finance Department.
- 15.3 Trash receptacles and recycling containers are to be provided by the applicant and must be located not only on event grounds, but in parking areas as well.
- 15.4 Event grounds must be completely cleared of trash and all receptacles removed by the end of the event and is the sole responsibility of the applicant.

16.0 SECURITY/EMERGENCY FIRE/MEDICAL SERVICES

- 16.1 What are your plans for providing security at the event? _____

The South Daytona Police Department will evaluate the event's security measures to determine if the measures are sufficient to run a safe event. The South Daytona Police reserves the right to require additional security measures. There will be a minimum of ten (10) business days to evaluate the event requirements.

- 16.2 What are you plans for providing Emergency Medical Services/Fire Protection? _____

The South Daytona Fire Department will evaluate the event's safety measures to determine if the measures are sufficient to run a safe event. The South Daytona Fire Department reserves the right to require additional safety measures. There will be a minimum of ten (10) business days to evaluate the event requirements.

NOTE: All events held on City/Public property may require the use of City Police and Fire personnel if additional safety/security measures are required. The event organizer will be responsible for the costs of these services.

17.0 CONFIRMATION

I understand that this is an application only and does not obligate the City in any fashion to reserve any facility or approve any event. I have included my application fee and understand that my application will not be processed without payment of the fee. Please make checks payable to "The City of South Daytona".

Signature: _____ Date: _____

Printed Name: _____

Title of Applicant: _____

Affiliation: _____

Property Owner/Manager Printed Name: _____

Property Owner/Manager Signature: _____ Date: _____

Event Contact Information:

Please provide the name of the contact person who will be available on site at all times. Depending on the length of the event, this may require several people. Please list the contact person for each period of time. (Please Print)

Contact Name	Contact on site phone number	Time Period
_____	_____	_____
_____	_____	_____
_____	_____	_____

18.0 FEES

- A. Business possessing regular City of South Daytona Local Business Tax Receipt - \$29.50 fee.
- B. Businesses, other than motor vehicle dealers having for sale more than ten motor vehicles, not possessing regular City of South Daytona Local Business Tax Receipt - \$104.50 fee.
- C. Motor vehicle dealers not possessing regular City of South Daytona Local Business Tax Receipt who have for sale more than ten motor vehicles - \$304.50 fee.

APPROVED BY: _____

CITY MANAGER

DATE