

Special Events Application

Though each event will have costs unique to itself, the fee to apply for a Special Event is as follows:

- The Special Event application fee - \$25.
- The application fee will be \$25 for both a one day event or multiple day events.
- Events approved by Council to occur on a routine monthly basis the application fee is a one-time \$25 per year fee.
- The application fee is not refundable.

Attached please find the following:

- Special Event Application Form
- Overview map of Circle Park area outlying event layout

City of Sebring Special Event Application

Section 01 - Organization Information			
Name of Organization			
Street Address	City	State	Zip Code
Telephone Number	Fax Number	Are you a 501(C)3 or other non-profit Organization? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Person in Charge / Contact Person		If yes, Corporate Name:	
		Affiliation	
Street Address	City	State	Zip Code
Email Address	Telephone Number	Mobile Phone Number	Phone Number on Day of Event:

Section 02 - Event Information			
Name of Event		Event Repetition <input type="checkbox"/> Monthly <input type="checkbox"/> Annual <input type="checkbox"/> Other:	Date(s) of Event (mm/dd/year)
Rain Date (if applicable)	Multi-day? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, how many?	Starting Time of Event	Ending Time of Event
Desired Location of the event: <i>You must include an overview map that outlines the location and layout of your event.</i>			
General description of the event:			
Event Participation - Anticipated Number of:			
Participants:	Spectators:	Vendors:	Vehicles:

Event Questionnaire - Please answer EACH question so that we may adequately assist you with planning for your event.	
Issue	Special Events Coordinator Action
Do you need any streets or roadways closed for the event? <input type="checkbox"/> No <input type="checkbox"/> Yes	If "yes", permission will be needed to close roadways. State Road closures (US 27, SR 17, etc.) require DOT approval. County and local roads require City Council or County Commission approval.
Do you need any parking restrictions enacted for the event? <input type="checkbox"/> No <input type="checkbox"/> Yes	If "yes", permission to close city parking lots and public parking spaces must be granted by the city council
Will you be using a city park to hold your event? <input type="checkbox"/> No <input type="checkbox"/> Yes	Facility availability must be verified and City Council approval may be required.
Is the event considered "high-risk"? (e.g. sea-plane fly-in, boat races, water-related athletic event, balloon fest, etc.) <input type="checkbox"/> No <input type="checkbox"/> Yes	If "yes", safety aspects of the special event need to be coordinated with public safety entities.
Will there be any special demonstrations at the event? (i.e. stunt shows, driving exhibitions, burnout contests, etc.) <input type="checkbox"/> No <input type="checkbox"/> Yes	If "yes", safety aspects of the special event need to be coordinated with public safety entities.
Does the event pose any special concern for public safety due to the presence of hazardous materials, chemicals or other conditions? <input type="checkbox"/> No <input type="checkbox"/> Yes	If "yes", safety aspects of the special event need to be coordinated with public safety entities.
Will there be any fireworks or pyrotechnics? <input type="checkbox"/> No <input type="checkbox"/> Yes	If "yes", the vendor must be licensed and the safety aspects of the special event need to be coordinated with public safety entities.
Will you be selling, serving or distributing alcohol at the event? <input type="checkbox"/> No <input type="checkbox"/> Yes	If "yes", the event needs to be licensed through the Division of Alcoholic Beverages and Tobacco (DABT). Licensure information can be obtained at (850) 488-8284.
Will people be allowed to consume alcohol while at your event? <input type="checkbox"/> No <input type="checkbox"/> Yes	If "yes", in addition to an alcohol license, an "alcohol variance" may have to be granted by the Sebring City Council.
Will food vendors be cooking or serving food at the event? <input type="checkbox"/> No <input type="checkbox"/> Yes	If "yes", provide the event coordinator with a copy of DBPR Form HR 5030-034 which outlines food vendor notification and licensure requirements.
Will there be a band, DJ or other music/entertainment at the event? <input type="checkbox"/> No <input type="checkbox"/> Yes	If "yes", a variance for the city's "Noise Ordinance" might be necessary. This should be requested through the Sebring City Council.
Does your event necessitate the use or setup of any temporary structures such as tents, canopies, buildings, stages, etc.? <input type="checkbox"/> No <input type="checkbox"/> Yes	If "yes", permits may be necessary and these structures may have to be inspected
Will your event utilize the City Stage? <input type="checkbox"/> No <input type="checkbox"/> Yes	If "yes", rental may be arranged through the City of Sebring.
Do you want to display or hang any banners or signs above the roadway in reference to your event? <input type="checkbox"/> No <input type="checkbox"/> Yes	If "yes", then approval may be necessary. For banners on state roads, a DOT Banner Request must be completed and approved.
Is the event "animal related" (animal rides, rodeos, zoos, races, etc.)? <input type="checkbox"/> No <input type="checkbox"/> Yes	If "yes", ensure that safe and appropriate animal handling measures have been put in place.

*** Local road closures require application submittal **30** days prior to event***

*** State road closures require application **45** days prior to event ***

*Return Hold Harmless Agreement

Indemnification/Hold Harmless Agreement

EVENT SPONSOR, for good and valuable consideration, agrees to defend, indemnify, and hold harmless the **City**, its agents, officers, employees and servants from any and all suits, causes of action or any claim whatsoever made, and damages, which may result from any activity conducted by **EVENT SPONSOR** , its agents, employees, assigns or contractors, in relation to the Event.

Printed Name

Signature

Date

Relationship to Event Organization

Witness