

# 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 either 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.

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  Phone number  Fax Number

Are you a 501(c)3 or other nonprofit Organization?  Yes  No If yes, Corporate name

Person in charge / Contact  Affiliation

Email address  Phone number

Mobile phone number  Phone number Day of event

### Section 02- Event Information

Name of event  Event repetition  Once  Monthly  Annual  
 Other: Explain:

Start Date  End Date  Start Time  End Time

Rain Date (if Applicable)  Multi-day?  Yes  No If yes, how many?

Desired location of the event   
**You must include an overview map that outlines the location and layout of your event**

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 ( If answers below are "Yes" the complete Coordinator action)	Special Events Coordinator Action
Do you need any streets or roadways closed for the event? <input type="radio"/> Yes <input type="radio"/> No	Permission will be needed to close roadways. State Road closures (US 27, SR 17, etc.) require DOYT approval. County and local roads require City council or County Commission approval.
Do you need any parking restrictions enacted for the event? <input type="radio"/> Yes <input type="radio"/> No	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="radio"/> Yes <input type="radio"/> No	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="radio"/> Yes <input type="radio"/> No	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="radio"/> Yes <input type="radio"/> No	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="radio"/> Yes <input type="radio"/> No	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="radio"/> Yes <input type="radio"/> No	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="radio"/> Yes <input type="radio"/> No	If "yes", the event needs to be licensed through the Division of Alcoholic Beverages and Tobacco (DABT). Licensor information can be obtained at (850) 488-8284.
Will people be allowed to consume alcohol while at your event? <input type="radio"/> Yes <input type="radio"/> No	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="radio"/> Yes <input type="radio"/> No	If "yes", provide the event coordinator with a copy of DBPR Form HR 5030-034 which outlines food vendor notification and licensor requirements.
Will there be a band, DJ or other music/entertainment at the event? <input type="radio"/> Yes <input type="radio"/> No	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="radio"/> Yes <input type="radio"/> No	If "yes", permits may be necessary and these structures may have to be inspected
Will your event utilize the City Stage? <input type="radio"/> Yes <input type="radio"/> No	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="radio"/> Yes <input type="radio"/> No	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="radio"/> Yes <input type="radio"/> No	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

NAME OF SPECIAL EVENT:

DATES FOR EVENT:



ROADS TO BE CLOSED	START TIME FOR ROAD CLOSURE	END TIME FOR ROAD CLOSURE

## 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.

Print Name

Signature  Date

Relationship to Event Organization

Witness Signature