



## APPLICATION FOR SPECIAL EVENT

Per Article II of the City of Madeira Beach code of ordinances, Special Event permits are required for any organized meeting, activity, gathering, or group of 50 or more persons, on private property or within a public area for commercial, public, or charitable purpose which is not typically authorized by any ordinance of the city or the occupational license issued for the property. Additionally, any case where the temporary activity or fee waiver requires City Manager or Board of Commissioner approval.

The City of Madeira Beach must receive applications and permit processing fee at least 60 day prior to event, but not more than one year. Special events seeking waiver of fees must have application turned in at least 90 days prior to the event, but not more than one year. Payments and permits can be submitted at the Madeira Beach Recreation Center, 200 Rex Place, Madeira Beach 33708, or vial mail: Attn: Event Permits 300 Municipal Drive, Madeira Beach, FL 33708. Please contact 727-392-0665 if you have any questions regarding special events or the application process.

### **GENERAL EVENT INFORMATION:** *(Please Print)*

DATE OF APPLICATION: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_

ALTERNATE DATE(S) OF EVENT: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

HOURS OF EVENT: \_\_\_\_\_

SET-UP BEGIN DATE/TIME: \_\_\_\_\_ BREAKDOWN COMPLETION DATE/TIME: \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_

DESCRIPTION/ACTIVITIES OF EVENT *(details of operations)*: \_\_\_\_\_

ESTIMATED DAILY ATTENDANCE (PLUS EVENT STAFF): \_\_\_\_\_

### **APPLICANT:**

NAME OF ORGANIZATION/INDIVIDUAL: *(Must be legally responsible for event with proper insurance)*

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

AUTHORIZED PERSON IN CHARGE: \_\_\_\_\_

PHONE: Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-MAIL: \_\_\_\_\_



**TYPE OF SPECIAL EVENT:** *(check all the apply)*

- Small Event (Less than 1000 attendees) : **\$100 non-refundable processing fee required**
- Large Event (More than 1000 attendees) : **\$250 non-refundable processing fee required**
- City of Madeira Beach Sponsored Event
- City of Madeira Beach Co-Sponsored Event

**REQUIRED APPLICATION DOCUMENTS**

- A) Site Plan / Event Map / Parking Plan with Map
- B) Insurance - You are required to procure and maintain commercial general liability insurance with a minimum of \$1,000,000 per occurrence. Proof of event insurance must be submitted a minimum of 30 days prior to the event start and held throughout the activities. This insurance must name the City of Madeira Beach as an additional insured in any and all policies.

**EVENT COMPONENT INFORMATION & FORMS** *(check all that apply and provide further information below)*

**Alcoholic Beverages**     Beer, Wine, & Liquor     Beer & Wine     Complimentary Samples

*Please Note: A permit is required for the sale and distribution of alcoholic beverages and must be provided to the City of Madeira Beach 30 days prior to the event.*

**Amplified Sound**    If yes, time sound begins & ends: \_\_\_\_\_

*Please Note: Sec. 34-87 Enumeration (5). Amplified outdoor sound, music, or live entertainment shall be prohibited between the hours of 9:00 p.m. to 7:30 a.m. Sunday through Thursday and 11:00 p.m. to 7:30 a.m. Friday through Saturday*

**Fireworks**    Madeira Beach Fire Department must be contacted 60 days prior to the event.

**Food Truck/Concession**    If yes, Please attached completed Food Vendor Form

*Please note: Temporary food must meet all State and local guidelines and requirements. All temporary cooking must be inspected by Madeira Beach Fire Department. Event organizer is responsible for enforcement of proper disposal of coals and cooking oils. Food vendors must maintain commercial general liability insurance with a minimum of \$1,000,000 per occurrence. Proof of event insurance must be submitted a minimum of 30 days prior to the event start and held throughout the activities. This insurance must name the City of Madeira Beach as an additional insured in any and all policies.*

**Restrooms**    Number of portable restrooms recommended for Special Events

People	Number of Days						
	1	2	3	4	5	6	7
250	2	2	2	2	2	3	3
500	2	3	4	4	4	4	4
1000	4	5	6	7	7	8	8
2000	6	10	12	13	14	14	14
3000	9	14	17	19	20	21	21
4000	12	19	23	25	28	28	30
5000	15	23	30	32	34	36	36
6000	17	28	34	38	40	42	42
7000	20	32	40	44	46	48	50



**Road Closure** Please consult with the Madeira Beach Recreation Department prior to any road closure requests. Road closures are subject to \$1000 road closure fee, per event.

**Sanitation** Event organizer is responsible for leaving the venue clear of debris.  
Please describe your plan for cleanup and removal of waste during and after your event:

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**Sanitation Support** Sanitation support can be provided by Madeira Beach Public Works only, availability pending application approval.

Trash Cans (\$5 each) per can \_\_\_\_ 3 Yard Dumpster (\$100 each) \_\_\_\_ 6 Yard Dumpster (\$200 each) \_\_\_\_

**Security/EMT**

Pinellas County Sheriff's Department is required to be on site for the full duration of all events involving alcohol. Contact off-duty detail for public events at (727) 582-6176. Additional security may be required. EMT required for events involving 3,000 persons or more and all events involving boating/watersports. Costs may vary, standard rate of \$97/hour. Contact Madeira Beach Fire Department for more information.

**Temporary Structures** If yes, please list type: \_\_\_\_\_  
Set Up Time: \_\_\_\_\_ Break down time: \_\_\_\_\_

**NOTE:**

- Beach venues- no open flame, no food or beverage sold.

**APPLICANT CERTIFICATION:**

I hereby certify that I have read this application and that all information contained herein is true and correct to the best of my knowledge, information and belief. I agree to comply with all Statutes, County and City Ordinances, and the general instructions stated in this application and the special conditions issues by the City in connection with the approval of the Special Event contemplated herein. I, and the organization on whose behalf I make this application, if any, represent, stipulate, contract and agree that we will jointly and severally, defend, indemnify, save and hold the City harmless from any and all claims, lawsuits, judgements, and liability for death, personal injury, bodily injury, or property damage arising directly or indirectly from the exercise of the Special Event Permit and performance of the Special Event by Application, the organization represented by Applicant, its employees, subcontractors, or assigns, including acknowledges that he/she, together with any organization represented by Applicant, shall be solely responsible by complying with the terms of the Permit. I further understand that failure to comply with any for the provisions specified herein, or the unauthorized modification of any parameter, may result in immediate cancellation of this event by City officials.

**The non-refundable application processing service fee must be submitted at the time of application.  
Please make all checks payable to the City of Madeira Beach.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Signature of Applicant (Applicant must be 18 years of age or older)  
If you have any questions, please call 727-392-0665. Upon completion, please return to:  
City of Madeira Beach- Recreation Department  
300Municipal Drive  
Madeira Beach, FL 33708