

CITY OF MEXICO BEACH

Special Event Permit

APPLICATION &
GUIDELINES



City of Mexico Beach Special Event Application Process

Who needs a Special Event permit?

All individuals, organizations, or businesses must submit a Special Event Application to the City of Mexico Beach for approval if:

1. The event meets the definition of Special Event adopted by the City
2. The use of City of Mexico Beach property is involved
3. The event will impact the ordinary and normal use of public property or streets within the vicinity of the event
4. There will be sales of alcohol, outside of a currently held liquor license
5. The event involves the closure of a street

Who does not need a Special Event permit?

Special Event permits are not required for:

1. Funeral and wedding processions
2. Special Events sponsored in whole by the City of Mexico Beach
3. Gatherings of thirty (30) or fewer people in a City park, unless merchandise or services are offered for sale
5. Parades involving a total of thirty (30) or fewer pedestrians marching along a parade route that is restricted to marching on sidewalks, and crossing streets only at pedestrian crosswalks in accordance with traffic regulations and controls.

Please see Mexico Beach City Code, Chapter 98 for complete rules for Special Events.

Events with street closure and/or alcohol sales will require a meeting with City of Mexico Beach staff a minimum of 90 days prior to the event. Please contact the City Administrator to schedule a meeting date.

Events utilizing any type of pyrotechnic displays or devices shall notify the Mexico Beach Fire Department, telephone (850) 258-4682, at least sixty (60) days prior to the event.

This completed application must be received by the City Administrator via e-mail, fax, mail or in person to City Hall a **minimum of 60 days prior to event date**. Submissions received in person at City Hall must be delivered to the **office of the City Clerk**. All permittees will be notified by the City of receipt within 5 business days. If your organization is not contacted by the City, please inquire to determine if your permit was received.

Special Event Permit Procedures

1. Submit completed Special Event application along with all required documentation.
2. No advertising or distribution of flyers, brochures, posters, etc, regarding the Special Event may occur until the date(s) and time(s) have been approved in writing by the City.
3. Application is circulated within City departments for comments.
4. Reviewed application is submitted to City Administrator for approval.
5. City Administrator will notify permittee once Special Event permit is approved and Special Event fee invoice will be issued for anticipated City services.
6. Payment is made to the City of Mexico Beach.
7. Denials may be appealed to the City Council.
8. All applicants requesting a site for motion picture recording must contact and obtain a permit from the Bay County Film Commissioner at (850) 819-4694.

Required Supporting Documentation

1. Layout of the event site showing all structures in respect to existing buildings, property lines, roads and walkways.
 - a. Proposed ingress and egress
 - b. Tents, all vendor booths, portable toilets, tables, and rides
 - c. Parking areas, including number and location of handicapped spaces
 - d. Electrical hookups requested from city
 - e. Supporting vehicle locations and number of vehicles
 - f. Signage
 - g. Parade routes
2. Certificate of Liability Insurance
3. 501 (c) determination letter (*if applicable*)
4. Liquor License issued by the State of Florida (*if applicable*)
5. Signed documentation of contact and comments from businesses and/or residents impacted by event. Letter of consent if event is on private property.
6. Road closure request
7. Additional private parking location(s) with letters of approval from owner(s)
8. \$100 Special Event application fee

Requested event is permitted only if all applicable permits are secured and all supporting documents are obtained. Failure to meet responsibilities can result in permit being denied.



Special Event Application Permit Request

Thank you for choosing the City of Mexico Beach as the hosting location for the Special Event you are planning. Please complete this application, in its entirety, and return it at least sixty (60) days prior to the event date to:

City of Mexico Beach
201 Paradise Path
Mexico Beach, FL 32456

If you have additional questions, please call (850) 648-5700

Name of Event: _____

Facility/Location Requested: _____

Event Date: _____ Event Hours: From _____ am/pm To _____ am/pm

Set-Up Date: _____ Set-Up Hours: From _____ am/pm To _____ am/pm

Break-Down Date: _____ Break-Down Hours: From _____ am/pm To _____ am/pm

Estimated Number of Participants: _____ Spectators: _____ Vehicles _____

Sponsoring Organization's Name: _____

Address: _____
Street Address City State Zip Code

Type of Organization: Profit _____ Not For Profit _____ Individual _____
Federal Tax ID # Tax Exempt #

Primary Contact Name: _____ Phone: _____ E-mail: _____

Secondary Contact Name: _____ Phone: _____ E-mail: _____

CERTIFICATION BY APPLICANT: I certify that I have read this application and that all information contained in this application is true and correct. Any falsehoods or misrepresentations will constitute a criminal violation of the code of the City of Mexico Beach. I certify that I have received a copy of the city special event ordinance. I agree to comply with and be bound by any and all applicable provisions of the city code. I understand the event may be cancelled by the City should any conditions/stipulations of the permit or city ordinance or state statute be violated. I certify that I am authorized by the organization named herein to act as its agent for the herein described activity. I also have received the notice informing me of my responsibilities and obligations should I cancel the event. By filing this application, I, and the organization on whose behalf I make this application, contract and agree that we will jointly and severally indemnify and hold the city harmless against liability, including court costs and attorneys' fees for trial and on appeal, for any and all claims for damage to property or injury to, or death of persons arising out of or resulting from the issuance of the permit or the conduct of the activity or any of its participants.

Signature of Applicant

Date

Please provide us with the following additional information regarding your event. Provide a description of any services you would like the City to provide not covered below and other specific information about your event not previously covered and add additional pages where you need additional space to explain your event.

A. Is your event: Private or Public, costing the attendee \$_____ or is free

Is (or will become) a recurring event weekly monthly quarterly annually

or _____

B. What kind of event are you hosting?

Carnival/Circus/Fair Charity Walk/Run Picnic/Party

Exhibit/Festival Tournament or Competition Other _____

Reception Fishing _____

Wedding Sailing/Boating _____

Other _____ Other _____ _____

(Explain)

(Explain)

(Explain)

C. At your event, you will offer:

Alcohol sales Merchandise sales Signage: _____

Food/beverage/catering Fireworks/pyrotechnic _____

Concession stands Inflatable Devices _____

D. Are you bringing in any special equipment such as:

Large trailers (____lbs) Tents Other _____

Lighting Generator(s) _____

Sound equipment Stages/Props _____

E. Do you need the City to provide or make available, at an additional fee, any of the following:

Potable water Trash Cans/barrels Security

Connection(s) for electricity Dumpsters Other _____

F. Provide your plan for waste disposal and any waste hauling services you have contracted or are requesting from the City: _____

G. Provide your plans for restroom facilities for participants and spectators at the event. Include a list of all restroom facilities on property intended to be used as well as any plans for portable facilities. _____

Total # OF RESTROOMS _____ Total # OF HANDICAPPED RESTROOMS _____

If using portable, Company name: _____

H. PARKING:

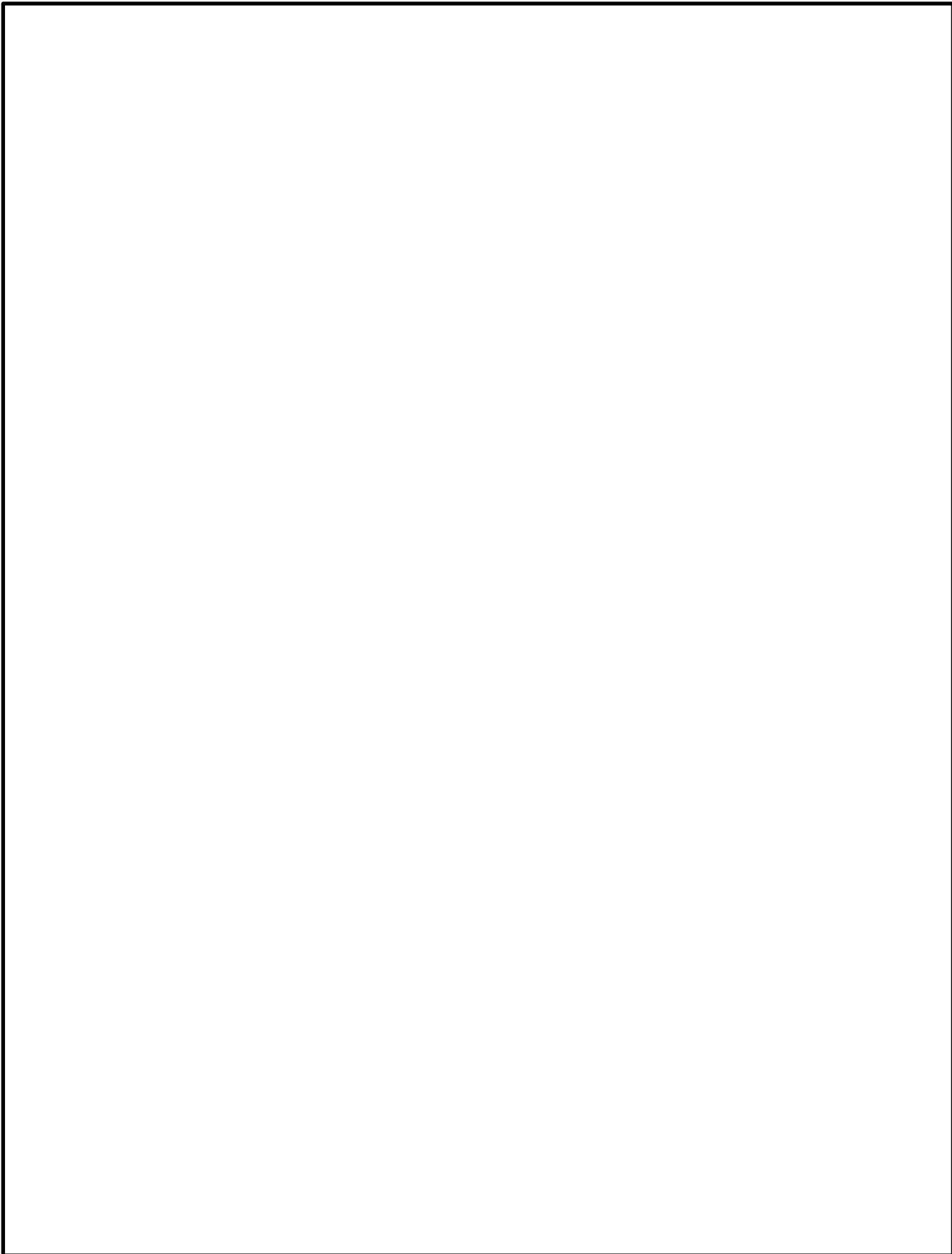
PARKING LOCATION(S)	1.
	2.
	3.
TOTAL SPACES:	
HANDICAPPED SPACES:	
If parking location is insufficient on site, parking arrangement letter(s) may be obtained from owner(s), renter(s) of additional parking sites. Letter must state permission from owner(s)/renter(s), date(s) of event, and number of handicapped and regular parking spaces provided.	

I. Are you providing security? Yes No (if alcohol will be served, police must be hired)

Security Company: _____ # of security persons: _____

J. Please provide a detailed description of the Event and draw or attach a diagram and/or map of the proposed event site / layout / route. Ensure that you specify any requests for alcoholic beverages, street closures, pyrotechnics/fires, any city services you desire, etc.

(use the following page for site plan, diagrams, or maps)



APPLICATION CHECKLIST	
SITE PLAN (including)	A layout of the event site showing all structures with respect to existing buildings, property lines, roads, and walkways. A Google earth aerial map or other source will work as a base map.
	Proposed ingress and egress
	Tents, vendor booths; including food and beverage, restrooms, portable toilets, drinking fountains, tables, and rides.
	Parking areas: including number and location of handicapped spaces (must be 1 for every 25 regular spaces)
	Electrical hook ups
	Support vehicle locations and number of vehicles
	Signage
	Parade routes
	Certificate of liability insurance, as stated above.
	501 (c) 3 Determination letter (<i>if applicable</i>)
	Liquor license (<i>if applicable</i>)
	Signed documentation of contact with businesses and/or residents directly impacted by event. Private property letter of consent.
	Road closure request form
	Signage request
	Meeting with City staff if required
	Additional parking location letter(s)
	\$100 or \$25 Special Event application fee

**CITY OF MEXICO BEACH
SPECIAL EVENT PERMIT
AGREEMENT**

The City of Mexico Beach issues a Special Event Permit to

_____ (a ___ person, ___ corporation, ___ partnership), hereinafter called "the Permittee," for a Special Event, described as

_____ to be held on the _____ day of _____, 20____ until the _____ day of _____, 20____, during the hours of _____.

The Permittee has received the statement of the estimated cost of providing City personnel and equipment. The Permittee will prepay these estimated costs for City services and equipment ten (10) days prior to the permitted Special Event.

The Permittee shall be responsible for the property used for the event and will insure that the event area will be properly cleaned and restored. Permittee shall ensure proper preventative measures are taken to prevent grease from dropping onto the ground, streets, sidewalks, paving, etc. Proper arrangements approved by the City, shall be made for the disposal of grease. Permittee acknowledges that the Permittee will be billed for the actual cost by the City for any clean up, restoration, and any additional City expenses that may have been incurred. The Permittee shall pay any additional charges to the City within ten (10) days after to the Special Event. If portable toilet facilities are used, all must be removed by Permittee within 24 hours after the Special Event has been closed to the public.

The clean-up deposit shall be returned after the Special Event in a timely manner if the area was properly cleaned and restored.

The Permittee shall be responsible and answerable to damages for any and all loss, damage or injury, together with the costs and expenses incidental thereto, arising out of or due to the negligence of the Permittee, or any of the Permittee's agents, employees, or volunteers in providing or failing to provide adequate care during the use of the City's water supply service, or other City property and facilities.

Permittee agrees to defend the City against, and indemnify and hold harmless the City, its officers, employees and agents, against any claim that arises in whole or in part out of the activities for which the Special Event permit is issued; except any claims arising solely out of the negligent acts or omissions of the City, its officers, employees and agents.

Permittee assumes all risks and costs arising from the use of patented, trademarked or copyrighted materials, equipment, devices, processes, or dramatic rights used on or incorporated in the conduct of any Special Event covered under the agreement (collectively, “intellectual property rights”) and permittee agrees to indemnify and hold harmless the City, its officers, employees and agents, against any claim that arises in whole or in part out of any an alleged violation of intellectual property rights by permittee or associated with the Special Event and will defend the City from any such suit or action, regardless of whether it is groundless or fraudulent.

As a Permittee, I do understand that a revocation of permit may be required according to Chapter 98 of the Mexico Beach City Code.

The Permittee shall call for an inspection to assure compliance with all permitting conditions prior to opening the Special Event.

If litigation is necessary to enforce this agreement or to collect money due according to the terms of this agreement, the City of Mexico Beach shall be entitled to an award of all costs incurred incident to such litigation, including reasonable attorney’s fees, both in trail and on appeal.

This agreement shall bind and insure to the benefit of the parties hereto, their respective heirs, personal representatives, successors and assignees.

Special Events shall not discriminate against participants or observers as to race, color, religion, sex, national origin, age, handicap, marital or veteran status.

Witness their hands and seals this day and year.

Date: _____

Permittee: _____
(Name of Organization)

Signed By: _____
(Contact person)

Print Name: _____

Print Title: _____

City of Mexico Beach

Signed By: _____
City Administrator

IF PERMITTEE IS A CORPORATION OR PARTNERSHIP:

PAYMENT OF ALL SUMS DUE HEREUNDER IS HEREBY PERSONALLY GUARANTEED BY THE UNDERSIGNED.

Signature

Date

Printed Name

Address:

Telephone:

E-mail:

Office Use Only

Date Received: _____ By: _____

Via: E-mail Fax In Person Mail

Office Use Only

City Staff Approval

Police Department **Date**

Fire Department **Date**

Planning **Date**

Code Enforcement **Date**

Public Works **Date**

City Administrator **Date**

Approved _____ **Denied** _____