



City of Dunnellon, Florida

For Official Use Only

Community Development Office

Special Events Division
20750 River Drive
Phone: 352-465-8500 x1010
Email: contractorinfo@dunnellon.org

Permit Application No.: _____

Date Approved: _____

Signature: _____

SPECIAL EVENT PERMIT APPLICATION

Applicant/Organization Name:	Expected No. of Participants:
Applicant Address:	Applicant Telephone:
Emergency Contact:	Emergency Contact Telephone:
Event Address (if different from Applicant Address):	Date(s) of Event:
Type of Event:	Time(s) of Event:
Parcel ID No.:	Have you made a previous application for this event? Yes / No If yes, when?
Email Address:	

*This application, with all required documents (attachments labeled as shown) on 8.5" x 11" size paper, must be reviewed and approved by the following city agencies prior to the issuance of a Special Event Permit, which may take up to 30 calendar days. Road closures require an additional permit process and may add to the approval time. Any comments by the following departments will be provided to the applicant verbally or in writing. The applicant may be required to provide additional information as requested by the individual agency in accordance with applicable code. Please return your completed application to **Community Development Special Events, 20750 River Drive, Dunnellon, Florida 34431** or by email to contractorinfo@dunnellon.org no less than 30 days prior to the event date(s). Late submissions may not be considered.*

DEPARTMENT REQUIREMENTS:

Zoning Division

_____(initial acknowledgment) A site plan which shows the location of ingress and egress, minimum 20' wide fire lanes, on and off premises parking, aisle widths, all structures inclusive of rides and concessions, and other relevant items in relation to the existing roads, structures, sanitation facilities, living quarters, trash receptacles and other physical features of the proposed site, including location of barricades. The site plan does not need to be drawn to scale or certified by an engineer. Provide a copy of the certificate of general liability for the event.
(Please include as Attachment A)

Administration

_____(initial acknowledgment) A written authorization by the owner or duly authorized agent of the proposed site, granting to City staff authorization to enter upon the premises in order to conduct such inspections at any reasonable time as may be necessary to enforce this article, and shall include agreement from owner of proposed site consenting to the location of the event upon the property and that the Right-of-Way (ROW) is not going to be used for parking. Provide copy of written notice to surrounding properties affected by the event and/or road closings.
(Please include as Attachment B)

SEE NEXT PAGE

_____ (initial acknowledgment) A Certificate of Insurance showing a current policy of liability insurance providing coverage for the proposed event with minimum limits of at least one million dollars (\$1,000,000.00) per occurrence, with no aggregate limits on the basic liability policy, combined single limits, with products and contractual liability endorsements. City of Dunnellon shall be shown as an additional insured. The certificate shall provide that the insurance shall not be cancelled during the proposed dates of operation, except upon ten (10) days advance written notice to the City. If the insurance coverage is cancelled or lapses, the owner or operator must provide replacement coverage. If the insurance coverage is not replaced, the City Council may revoke the special event permit granted pursuant to this article. **(Please include as Attachment C)**

_____ (initial acknowledgment) For events held on city-owned / leased property, a performance bond or cashier's check made payable to the city in the amount of three hundred dollars (\$300.00). The **performance bond** or cashier's check shall bear no interest and shall be held by the City Clerk's office to ensure that the real property upon which the event is to be located will be cleaned of all trash, garbage and debris upon termination of the event. The Chief of Police or other authorized member of the city shall conduct such inspections of the real property on the next business day following the event. The **performance bond** or cashier's check shall not be canceled or refunded to the person having the bond or cashier's check until the real property upon which the event was located has been cleaned of all trash, garbage or debris and has been inspected by the city as provided above and the cleaning of the property is approved by the city. Code Section 18-102. **(Please include as Attachment D)**

_____ (initial acknowledgment) For events selling alcohol and requiring waiver, submit request to Community Development for City Council approval process no less than one month prior to the event date. Contact the Office of the City Clerk for agenda submission date. **(Please include as Attached E)**

Police Department Dunnellon Police Department (DPD) – (352) 465-8510

_____ (initial acknowledgment) Some events may require law enforcement coverage of the site which shall provide for traffic and crowd control, security and other law enforcement needs which would be charged to event organizer.

Fire Department - Marion County Fire Rescue (MCFR) – (352) 291-8000

_____ (initial acknowledgment) Some events may require an EMS Unit and/or fire suppression committed to this event which would be charged to event organizer. Please contact MCFR Fire Prevention with any question prior to submitting the application to determine if your event requires stand by services.

_____ (initial acknowledgment) For static displays or MCFR Station 03 participation in events: Please contact MCFR Public Information Officer James Lucas or Special Events Scheduling Coordinator Christy Moore to have MCFR Engine 03 scheduled in advance for your event or meeting.

Public Works

_____ (initial acknowledgment) Please provide a list of services, i.e., electricity, restroom access, barricades needed.

_____ (initial acknowledgment) Contact waste disposal company showing number of port-o-potties and frequency of cleaning with standards which meet or exceed Florida Administrative Code.

_____ (initial acknowledgment) If road closures are necessary, additional permitting is required. Written notification to the City Public Works Manager is required. **(Please include as Attachment F)**

Building / Fire Department

_____ (initial acknowledgment) Additional permits and inspections are required for the following: Tents (including size and egress), stages, bleachers or curtains, and/or electrical for power. **(Please include as Attachment G)**

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Application Fees:

PERMIT TYPE	FEE	FEE TOTAL	NOTES
Special Event	\$125.00		
Fire Plan Review	\$40.00		
Tent (stand-alone):	\$125.00		
Building Safety Inspection	\$75.00		
Fire Safety Inspection	\$40.00		
Signs, Banners	\$125.00		
Trash Deposit (separate check)	\$300.00		refundable
Administration Fee: \$0 permit <\$120 \$50 permit from \$120-\$200 \$50+2% permit cost >\$200	varies		
Other:			
Other:			
	TOTAL:		

By signing this document, applicant agrees to comply with all federal, state and local regulatory requirements. Applicant further agrees to hold the city harmless from and against all claims, lawsuits, demands and causes of action for personal injury, property damage or wrongful death arising out of the acts or omissions of the land owner or the operator of the special event.

Signature of Applicant / Authorized Agent:

Date:

Department Approvals (any questions or requests for additional information should be provided to Community Development via email (contractorinfo@dunnellon.org) in a timely manner to be forwarded to the applicant for response):

Zoning / Building:	Date:
Public Works:	Date:
Police Department:	Date:
Fire Department:	Date:
City Clerk:	Date:



CITY OF DUNNELLOH

STATEMENT OF AUTHORIZATION

Applicant Information

Permit Number: (assigned by City)	Today's Date:
Applicant Name:	Owner/Agent Name:
Applicant Address:	Property Address:
Phone:	Phone:

I, _____, (owner/agent) hereby authorize _____, to use my property located at _____, for the following purposes:

(Name of Event)

on the following dates:

SIGNATURE (Owner/Agent)

STATE OF FLORIDA,
COUNTY OF: _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, (owner/agent), who is personally known to me or produced _____ as identification.

Notary Public
Printed Name: _____
Commission Number: _____
Expires: _____



CITY OF DUNNELLOH

STATEMENT OF PROPERTY/BUSINESS OWNER NOTIFICATION

Applicant Information			
Permit Number:		Date:	
Applicant Name:		Event:	
Applicant Address:		Event	
		Location:	
Phone:		Event Dates:	
Applicant Acknowledgment			
<p>I, _____, representative for _____, do hereby acknowledge that the property/ business owners impacted by _____, have been notified in the following manner: (Special Event)</p> <p><i>(please check all that apply)</i></p> <p><input type="checkbox"/> United States Mail (Include proof of mailing)</p> <p><input type="checkbox"/> United States Mail – Certified (Include proof of mailing)</p> <p><input type="checkbox"/> Hand-Delivery of Notification (Include proof of delivery)</p> <p>I have attached a copy of the property/business owner notification of the Special Event and its potential impact to their property/business; and proof of hand delivery and/or proof of mailing.</p> <p><i>Sign & date below:</i></p>			