



City of Dunnellon - Community Development

20750 River Dr. | Dunnellon, Florida 34431

Phone: (352) 465-8500 x1010 Email: planning@dunnellon.org

SPECIAL EVENT PERMIT APPLICATION

ORDINANCE 2024-03

For City Use Only

Permit #: _____

Date Received: _____

**COMPLETED APPLICATION AND ALL REQUIRED ATTACHMENTS
MUST BE SUBMITTED A MINIMUM OF 120 DAYS PRIOR TO ACTUAL EVENT.**

EVENTS WHICH INCLUDE VENDOR TENTS OR CANOPIES 120 SF OR MORE IN SIZE REQUIRES EACH TENT/CANOPY
VENDOR TO COMPLETE A SEPARATE TENT PERMIT APPLICATION.

Required attachments:

1. Parking Plan (show on city street map)
 - a. Parking for vendors.
 - b. Parking for event attendees.
2. Site Plan (show on city street map)
 - a. Number each vendor space.
 - b. Name assigned to each vendor space.
 - c. Provide dimensions of each tent.
 - d. Number each stage to be set up.
3. Written Fire Department approval for use or display of fire truck (contact Fire Prevention at 352-572-5215).
4. Alcohol Permit from State of FL if alcohol is to be served or consumed (City Council must approve an alcohol waiver).
5. Authorization from property owner if event being held on private property.

SECTION I: EVENT TYPE (Please select one)

<input type="checkbox"/>	Antique/Art/Auction/Craft Show	<input type="checkbox"/>	Fires/Fireworks
<input type="checkbox"/>	Bike/Race/Run/Triathlon/Walk	<input type="checkbox"/>	Fundraiser
<input type="checkbox"/>	Boat/Car Show/Festival/Market/Tournament	<input type="checkbox"/>	Parade
<input type="checkbox"/>	Church/Concert/Entertainment	<input type="checkbox"/>	Private Party or Block Party

SECTION II: EVENT/ORGANIZATION INFORMATION

Organization Hosting Event:	
Event/Description:	
Event Location(s):	
Event Coordinator Name:	
Phone #:	
Email Address:	

Event Date(s)	Setup Times	Event Times	Take Down Times

Has this event been held in the past?	If yes, what was the actual attendance?
What is anticipated attendance number this year?	

SECTION III: EVENT DETAILS: Complete each item. Failure to do so will result in an incomplete application.

Items 1-6, and 8 marked YES may require City Council approval.

		Yes	No
1. Parking	Is parking plan included?		
	Will shuttle service to and from parking areas be provided? If yes, by whom?		
2. Sanitary Facilities	Will temporary sanitary facilities be provided? If yes, please indicate location on site plan. Petitioner is responsible for collection and cleanup of ALL refuse/debris		
Note: If any traffic will be affected on US 41 a separate permit must be filed with the Florida Department of Transportation, 627 NW 30 Avenue, Ocala, FL 34475, 352-620-3000. Road/lane closure requests for CR-40 or CR-484 must contact the Office of the County Engineer at 412 SE 25th Ave., Ocala, FL 34471, 352-671-8686.			
3. Amplified Sound	Will there be amplified music or entertainment? If yes, please attach description of entertainment and scheduled time(s) of performance(s). Indicate stage location(s) on site plan. *Amplification must end by 10:00 pm. Applicant must comply with City Code of Ordinances Section 42-3.		
4. Fires/Fireworks	Will there be a planned fire or fireworks? Applicant must comply with City Code of Ordinances for Fires: Sec. 13-10 and Fireworks: Sec. 78-42; State Law F.S. 791; NFPA 1123. Note: Fireworks on the Rainbow River are not permissible.		
5. Banners, Signs, etc.	Will exterior banners, balloons, signs or other types of advertising, and directional techniques be used? If yes, a separate sign permit may be required.		
6. Alcohol	Will alcohol be sold at the event?		
	Will attendees be permitted to bring their own alcohol into the event?		
If yes to either question above, a copy of the Florida Beverages Commission permit is required at the time of application and prior to event approval. *Division of Alcoholic beverages and Tobacco, 2601 Blair Stone Road, Tallahassee, FL 32399-0791 Telephone: 850.487.1395 or visit www.MyFlorida.com/dbpr.			
7. Security	Will private security be provided to protect exhibits, equipment, or facilities brought on-site for this event? *For events of 1500 or more, a security plan may be required.		
	a) Name of security company:		
	b) Security company phone #:		
8. Private Property	Does the applicant own the property where the event is to be held?		
	If NO, attach a letter of permission from the property owner(s) and approval letters from neighbors. This does not apply to events held at city parks or on city streets.		

		Yes	No
9. Tents/Canopies	Will tents or canopies be used?		
	If yes, indicate on site plan the location of tent(s) and tent size(s). This is required for approval through the Police and Fire Departments. TENTS LARGER THAN 10'x10' REQUIRE SEPARATE PERMITTING FOR FIRE INSPECTIONS.		
10. Fire Department	Will services be requested from the Fire Department?		
For static displays, MCFR Station 03 participation, or any public education requests: Please contact Battalion Chief Pam Driggers in Fire Prevention at 352-572-5215. Please contact the office no later than 21 business days prior to your event for scheduling. Submit Marion County's written approval detailing the service(s) requested.			

SECTION IV: VERIFICATION/ACKNOWLEDGEMENT (Please initial each item. Failure to do so will result in application rejection.)

Please check or manually initial boxes next to items 15-19, by which you are verifying your understanding of each item and the City's Codes, rules and any other requirements that may be asked of you:

Initial	
	12. City Personnel: Based on responses to questions 1-4 & 7, certain City personnel may be required (i.e. Police Officer, E.M.T., Fire, etc.). Once staffing needs are determined, a meeting with city staff and the applicant will be detailing required City personnel costs necessary to assist with event. The applicant will receive an invoice for payment for any City personnel prior to the event by the City Finance Department.
	13. Insurance Requirement (excluding private property): Please provide the City of Dunnellon with a Certificate of Insurance for property and liability coverage of the event, naming the City of Dunnellon as additional insured. Liability = \$1 Mil each occurrence; Aggregate = \$2 Mil; Property Damage = \$1 Mil. Proof of Insurance must be provided prior to permit final approval.
	14. Items due PRIOR to permit final approval (some may not apply): Site Plan, Parking Plans (public & vendors), Alcohol Certificate, current Insurance Certificate, D.O.T approval, Signed City Personnel Contract, Application Fee, Damage Deposit, 501(c)(3) Certificate, ROW Permit, Security Plan, etc.
	15. Items due no later than 5 days PRIOR to event: Payment for City of Dunnellon personnel costs.
	16. Non-compliance of any item listed in this permit may result in denial of current or future events.

FEES & CHARGES

A. Fees & Charges due upon submittal of permit application:

Permit Fee = \$125.00

Damage Deposit = \$300.00 (damage deposit may be refunded approximately 3 days after event if no clean-up is required by City staff and no damage occurs to City property).

B. Fees & Charges due no later than 5 days prior to the event:

Police/Fire/Emergency/Community Services Personnel Costs = Varies per event

Cash or Checks Only. Make checks payable to the City of Dunnellon.

SPECIAL NOTICE: During review by various City Departments, additional conditions may be imposed. This permit is valid only for the time indicated on this permit. In the event the applicant fails to fulfill the requirements (as set forth in this permit) or fails to obtain proper authorization to proceed, if conditions have changed, or the expected outcomes, impacts, or conditions are substantially altered, then the permit will be voided immediately by authorized City personnel and denial of future events may occur.

APPLICANT AGREEMENT AND WAIVER OF LIABILITY: I, the undersigned, will indemnify, defend and hold harmless, the City of Dunnellon, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the conduct of this event. The undersigned has read and voluntarily signed the release and waiver of liability and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made. The undersigned agrees to pay all required fees and charges and will abide by all the rules and procedures presented therein and non-compliance may result in denial of current or future events.

Applicant Signature: _____ **Date:** _____

Applicant Comments: _____

Temporary Traffic Control (TTC) Plan for closures of US-41, CR-484/CR-40 to be provided by City including:

- a. Road closures
- b. Detour points
- c. Types of barricades to be used for each closure point
- d. Road/lane closure approval from Marion County for CR-484/CR-40
- e. Road/lane closure approval from FLDOT for US-41
- f. Copy of contract or invoice from TTC provider

FOR DEPARTMENT APPROVALS ONLY:

	Comments	Signature	Date
City Clerk			
Community Development			
Fire Department			
Police Department			
Public Works			