



Special Event Planning Checklist

General Application Process:

- 1) Read the City of Venice Event Planning Guide
- 2) Contact the Special Events & Marketing Coordinator to request an application specialevents@venicefl.gov
- 3) Submit application fee and completed application to the Special Event and Marketing Coordinator within the specified timeframe
- 4) Attend planning meetings with the City of Venice as applicable (Special Events will contact you)

Required documents checklist: incomplete applications cause delays and may result in denial of your event

____ City of Venice Special Event Application must include:

Event narrative in detail

Event timeline

Map of the event area including a detailed footprint of your layout-MOT if modifying traffic

Proof of your non-profit status showing an active status for the event timeframe

Proof your agency is able to conduct business in the state of FL (i.e. Sunbiz Annual Report)

Proof whoever will be signing the app and final permit is designated to do so on behalf of the organization

- Ex. Names listed on the Sunbiz Annual Report or a letter from the board/president/CEO

____ General Liability Insurance Policy listing the city as certificate holder & additionally insured

Additional Documents/responsibilities based on event type/scope:

____ If alcohol is consumed include:

Liquor Liability Insurance with adequate coverage (minimum 1million)

Liquor License from the Division of Alcoholic Beverages and Tobacco

____ Venice Police Department estimate. Officers are contracted through the Fraternal Order of Police for special events and costs are not eligible for sponsorship. Payments are made in full to the FOP.

____ Public Works/Solid Waste & Recycling estimate

____ Tent Permit (aka Minor Work Permit) from City of Venice Building Department for tents over 10x10

Must provide copies of the Certificates of Flame Resistance for each tent

Must schedule a fire inspection with the fire marshal prior to the event

____ Venice Fire Department Permit (fireworks)

____ Venice Emergency Medical Services estimate

____ Bonfire Permit (City Manager's Office)

____ Public space use estimate from the city

____ Utilities account if requesting use of water, a hydrant meter, or electric (Cashiers Office)

____ Facility use agreement from Sarasota County if the event is on county maintained property within city limits

____ Sign Permit

____ United States Coastguard permits

____ Special Event Permit/Agreement (final approval for your event)

Other: _____

*Any changes after application submitted must be requested using the Special Event Change Form