

City of Venice Florida Special Event Timeline

Special event applications may be submitted no less than 120 days prior to your event date. First time events require city council approval so the earlier the better. A **Special Event** is an organized activity taking place on public property that invites or is open to the public **and** involves ANY of the following

- city services beyond gazebo electrical access
- involves alcohol
- includes activities that require a certificate of insurance
- Involves cooking, grilling, reheating of food, or a food truck (excludes everyday use of county/city installed park grills).

EVENT TIMELINES

Minimum 120 Days Prior	<ul style="list-style-type: none"> • New and Renewal Applications <ul style="list-style-type: none"> ○ Include all relevant documents and: <ul style="list-style-type: none"> ▪ Florida tax exemption certificate and active no-profit, charitable status. ○ Planning meeting with city staff (if needed) ○ Reserve/confirm dates/space
Minimum 90 Days Prior	<ul style="list-style-type: none"> • Events with an approved application <ul style="list-style-type: none"> ○ Final event details/amendments ○ General Liability Policy listing the City of Venice as certificate holder and named as additionally insured. General aggregate of 1,000,000. ○ Verification of VPD details ○ Possible supplemental permits/licenses <ul style="list-style-type: none"> ▪ Tent Permit/Certificates of Flame Resistance ▪ Proof of Utility account if using water ▪ Liquor Liability Policy & License (1,000,000 coverage and naming the City of Venice as certificate holder and as additionally insured) ▪ Firework Permit ▪ Coastguard/FDOT permits if applicable
Minimum 30 Days Prior	<ul style="list-style-type: none"> • On Site Contacts if changed/updated since application • Verification of Fraternal Order of Police details <ul style="list-style-type: none"> ○ Final Permit/Special Event Agreement Signed
Post Event-Within 30 days	<ul style="list-style-type: none"> • Final Payments <ul style="list-style-type: none"> ○ Invoice from City of Venice ○ Fraternal Order of Police • Complete Post Special Event Review Form • Request dates and space for next year



City of Venice Florida Special Event Application

A. Event & Sponsor Information

Event Name: _____

Event Location: _____

Organization: _____

Non-Profit _____ Yes _____ No If yes (attach documentation/proof of status/501(c)3

Is this your first year in Venice? _____ Yes _____ No If No what was your 1st year? _____

Do you have heritage status? _____ Yes _____ No If yes what is your recurring date? _____

If this is a reoccurring event please describe what is new/changed this year

Sponsor Name: _____

Sponsor Address: _____

On Site Contact: _____ cell phone: _____

Email: _____

Estimated staff/volunteers/vendors (do not include the public) daily _____ Total _____

Estimated attendance of the public (do not include staff/volunteers/vendors) daily _____ Total _____

Event Type: Athletic Event/Competition Parade/March/Procession Festival/Carnival
 Concert/Performance Fireworks Auto Show other: _____

Event summary description: Attach additional detailed narrative, daily timeline of events, and maps.

Note: Races/Runs may be required to follow preapproved routes for safety and preservation of city functions

Set up date(s): _____ Time(s): _____

Event open to Public date(s): _____ Time(s): _____

Tear down date(s): _____ Time(s): _____

What is your inclement weather plan? _____

B. Public Works

- 1. Electricity: Explain needs: _____
- 2. Irrigation to be turned off: _____ Yes
- 3. Fire Ant Treatment: _____ Yes _____ No
- 4. City Garbage Cans: _____ Yes _____ No How Many? _____ **YOU SUPPLY BAGS**
- 5. City Garbage Roll Offs: : _____ Yes _____ No Size _____ Quantity _____ Size _____ Quantity _____
- 6. Recycling Receptacles: _____ Yes _____ No How Many? _____
- 7. No Parking After Midnight Signs: _____ Yes _____ No How Many? _____
 Locations: _____

- 8. Will your event include the use of city restrooms? _____ Yes _____ No
 If yes, specify where: _____
- 9. Does your event require you to provide Port-O-Lets according to Florida Regulation 64E-6.0101/Sarasota
 County Health Department (941) 861-3310 . _____ Yes _____ No
 If yes: How Many will be ADA _____ How many standard? _____
 Will you have handwashing stations: _____ Yes _____ No How Many? _____

*If you are in need of cones/barricades please see section D. Venice Police Department

Additional information:

C. Building & Fire Departments

1. Will there be 10x10 or smaller tents or canopies? ____ Yes ____ No If yes how many? _____
2. Will there be tents larger than 10x10? ____ Yes ____ No If yes please list all sizes on line below:

For all tents over 10x10 please provide:

- Certificates of Flame Resistance for each tent
- Tent Permit from the building department
- Inspection with the Fire Department

3. Will there be a stage? ____ Yes ____ No If yes please describe size, set up, electric

4. Will there be large commercial generators for electric? ____ Yes ____ No If yes how many? _____

5. Does your event include fireworks? ____ Yes ____ No

6. Will there be open cooking Equipment? ____ Yes ____ No If yes, please explain the type and location of the cooking: _____

7. Will there be ANY food or Mobile Food Vendors: ____ Yes ____ No How Many : _____

Temporary public food service establishments are required to be licensed and inspected by the Division of Hotels and Restaurants of the Florida Department of Business and Professional Regulation (DBPR) per Florida Administrative Code Rule 61C-1.002.

8. Explain the process for disposing of cooking grease (method, frequency, and contact if contracted

Additional Information:

D. Venice Police Department:

1. Is alcohol being served or consumed? Yes No **If yes you will need to hire City of Venice Police officers to staff the event for the times of service plus at least 30 minutes after. This service is contracted and paid directly with the Fraternal Order of Police/FOP not the city; it is not eligible for sponsorship.**

You will need a Liquor License from Department of Alcohol, Beverages and Tobacco and liquor liability insurance in the amount of \$1,000,000 added to your General Liability Policy.

2. Is alcohol being limited to 2 drinks or less? Yes No

Days & Times of service: _____

3. Will you have exchanges in currency/cash? Yes No

4. Are there any areas of sensitivity (gates, ATM, beer tents) Yes No

5. Will there be private security for the event? Yes No Times: _____

If yes, provide: security name and number: _____

*You may be asked to send a photo to PD of those on duty

6. Do you need overnight security? Yes No

7. Are you requesting street closures or will there be disruptions to the flow of traffic? Yes No

Explain: _____

8. Who will design the MOT? _____ Who will implement & provide materials? _____

MOT Contact name: _____ number(s): _____

Attach MOT if available at the time of application

9. Does your event utilize a public right of way? Yes No Explain: _____

10. Does your event utilize space that will involve the United States Coast Guard? Yes No Unsure

11. What areas will be used for parking? _____

12. Will you charge a fee to park? Yes No

13. Will you charge a fee for admission? Yes No

14. Do you need security for money drops? Yes No

15. Will amplified sound, live/recorded music, or public-address system be used? Yes No

16. What hours might your event create noise and/or require an exception to our code? _____

17. Other requests: _____

Additional Information

E. City Manager's Office

1. Are there fair/carnival rides? Yes No If yes provide the following:
 Carnival Operator Name: _____ Cell: _____
 On-Site Contact Name: _____ Cell: _____
 Email Address: _____
 Business Address: _____ State: _____ Zip: _____
 License of operation information: _____

2. Will you need the use of water/utilities? Yes No
 If yes: Do you have an account with the Cashier? Yes No If no: you may need to set one up

3. Provide your website _____

4. Provide your event Facebook Link _____

5. Other Social Media/Marketing/Advertising Information _____

6. Do you plan to have any signs, Posters, and Banners? Yes No (see sign policy for map for acceptable locations)

7. Specify where you intend to place event related signs (please see our sign policy for approved locations and restrictions). Signs may not be placed more than 7 days in advance.

The Event Holder agrees, at its sole cost and expense, to indemnify, defend and hold harmless the City of Venice and its officials, employees, agents and representatives from and against any and all liability, damages, claims and demands which may be imposed upon, incurred by, or be asserted against the City of Venice and its officials, employees, agents and representatives as a result of or in any way connected with this Special Event. Unless by exception authorized by the City Manager, the Event Holder shall provide general liability insurance in the amount of \$1,000,000; naming the City as an additional insured. If alcohol is to be provided at the Event, unless by exception authorized by the City Manager, the Event Holder shall provide liquor liability insurance in the amount of \$1,000,000; naming the City as an additional insured. The policies of insurance shall be primary and written on forms acceptable to the City and placed with insurance carriers approved and licensed by the Insurance Department in the State of Florida and meet a minimum financial AM Best and Company rating of no less than A. No changes are to be made to these specifications without prior written specific approval by the City.

By signing this application you certify you understand the information in this application and all information provided is true and accurate to the best of your knowledge. You certify you have the legal authority to sign agreements on behalf of the organization named in this agreement.

Event Holder Name _____

Signature _____ Date _____

City of Venice contingency approval/Denial of Initial Proposal

Approval of this application does not guarantee the event will take place. Approval indicates the event can proceed to the next steps of the planning process and is contingent upon adherence to the Agreement and Special Conditions, General Special Event Permit Conditions, and any other stipulations, rules, and instructions as provided by the City.

Approved Denied City Staff Name: _____

Title: _____ Date: _____