



## City of St. Pete Beach Event Application

### Applicant

Name of Applicant: \_\_\_\_\_ Title (If applicable): \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_

Tax Exempt? \_\_\_ Yes \_\_\_ No Non-Profit? \_\_\_ Yes \_\_\_ NO *If yes on either, please provide documentation*

Mailing Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Event Information

Event Title: \_\_\_\_\_ Event/Organization Web Address: \_\_\_\_\_

Event Location(s): \_\_\_\_\_

*If location is private property, a letter giving permission for the event to take place on the property must be included with the application.*

#### Event Date(s) & Time(s)

Date	Day of the Week	Start Time	End Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Set Up Date(s): \_\_\_\_\_ Time(s) \_\_\_\_\_ to \_\_\_\_\_

Cleanup Date(s): \_\_\_\_\_ Time(s) \_\_\_\_\_ to \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will this be an Annual Event? \_\_\_ Yes \_\_\_ No If yes, next year's date(s): \_\_\_\_\_

**Event Logistics**

**Estimated Attendance**

(includes event crew, participants, and spectators)

\_\_\_\_\_ This Year

\_\_\_\_\_ Last Year (if Applicable)

*Under City Ordinance Section 26-33 any special event which is consists of 250 or more persons or the event is a sports related may require standby Emergency Medical Services (EMS) personnel, vehicle(s) and equipment. See Page 10 of the Event Guide for more on EMS service requirements.*

The EMS and fire vehicle fees are listed below:

Fees for off-duty fire department personnel special detail (minimum of 3 hours):	\$50.00
Special event fire vehicle per hour per vehicle (minimum of 3 hours):	\$25.00

List all event activities: \_\_\_\_\_  
\_\_\_\_\_

Electricity Needed \_\_\_ Yes \_\_\_ No Source: \_\_\_\_\_

Will portable restrooms be used? \_\_\_ Yes \_\_\_ No If yes (include on site plan): One ADA compliant toilet for every 10 per location

Will Dumpsters be used? \_\_\_ Yes \_\_\_ No If yes (include on site plan)  
How Many? \_\_\_ Size: \_\_\_\_\_ Installation Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

Entertainment (Detail type, bands, DJs, dancers, clowns, etc) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parking Plan (please be detailed and include on site map): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Food and Beverage:**

Will alcohol be served or sold? \_\_\_ Served \_\_\_ Sold \_\_\_ No Alcohol

Will there be food trucks? \_\_\_ Yes \_\_\_ No

*All food trucks must be registered with the city.*

If yes, please list the truck/trailer vendors

1. \_\_\_\_\_ St Pete Beach Food Truck Permit # \_\_\_\_\_
2. \_\_\_\_\_ St Pete Beach Food Truck Permit # \_\_\_\_\_
3. \_\_\_\_\_ St Pete Beach Food Truck Permit # \_\_\_\_\_
4. \_\_\_\_\_ St Pete Beach Food Truck Permit # \_\_\_\_\_

*If you need additional space to list more food trucks please attached an additional sheet listing name of truck and the permit number.*

Other Food Vendors that are not a truck or trailer

\_\_\_\_\_  
\_\_\_\_\_

List all other vendors (art, crafts, clothes, etc) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Event Equipment – All equipment below other than a 10x10 tent requires a temporary structure permit. Please include the temporary structure permit for each piece of equipment listed below with the event application.**

Tents: *Please list number of tents and size of each and include location on the site plan.*

\_\_\_\_\_  
\_\_\_\_\_

Stage/Platforms: Please list dimensions, scaffolding, etc and include location on the site plan.

\_\_\_\_\_  
\_\_\_\_\_

All temporary structures that cover an area greater than 120 sq. ft. including connecting spaces with a common area means of egress or entrance that are used for the gathering together of 10 or more persons shall not be erected, operated, or maintained for any purpose without obtaining a permit from the Building Official. The application should include a site plan indicating the location of the structure and information delineating the means of egress and the occupant load. FBC 3103. The Building Official gives permission to temporarily supply and use power in part of an electric installation before such installation has been fully completed and the final certificate of completion has been issued. All temporary power must comply with FPPA 70 NEC Article 590.

**Vehicle on the Beach Permits**

Do you need to have a vehicle on the beach for your event? \_\_\_\_\_ Yes \_\_\_\_\_ No  
*If Yes, please include a vehicle on the beach permit application with the event application*

**Street Closures**

Does Event require any Road or Sidewalk Closures? \_\_\_\_\_ Yes \_\_\_\_\_ No  
*If yes, you must include all the details in the site plan including streets and times*

Road	Start Intersection	End Intersection	Date	Times
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Signage/Banners** – Please list number, size and placement of each banner that you plan to use to promote the event. If requesting to hang a banner over 75<sup>th</sup> Ave, a FDOT permit is required and request must be made at least 90 days before the event.

\_\_\_\_\_  
\_\_\_\_\_

**City Equipment** – Please indicate the number needed for your event, if none, please put a zero (0).

- \_\_\_\_\_ Barricades
- \_\_\_\_\_ Cones
- \_\_\_\_\_ Trash Bins

As the Applicant, I hereby accept and understand the responsibility to oversee all contractors, vendors, or parties affiliated with the event and to insure compliance with the special event guide, the event rules guidelines, requirements for tents and all policies, rules, regulations, and code provisions of the City of St. Pete Beach. I understand that any violations may result in immediate cancellation and revocation of the Event permits. I further certify that all the facts contained in this request are accurate.

No advertising for the event shall occur until this Special Event permit has been approved by City staff and Commission.

If any information is found to be false, incomplete or misrepresented, such fact is just cause for the immediate revocation of any permit issued. In addition, failure to correct any on-site conditions or code violation as identified by City Staff will result in revocation of the permit and/or code enforcement fines.

For events on Public property, I agree to obtain and furnish the City of St. Pete Beach with a certificate of general liability insurance in the amount of at least one million dollars (\$1,000,000) or greater as deemed satisfactory by the city. The insurance must name the City of St. Pete Beach as an additional insured.

I understand incomplete application or any outstanding financial obligations with any department with in the City of St. Pete Beach may result in a denial of my request.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Corporation Name (if applicable)

\_\_\_\_\_  
Date

**EVENT APPLICATION FEES**

Up Type IA events: St Pete Beach Resident/Business that does not require site plan review, on-site inspections or other city services, does not require additional permits from other governmental agencies and will occur for not more than three consecutive days.

Type IB events: Non-Resident/Business that does require not require site plan review, on-site inspections or other city services, does not require additional permits from other governmental agencies and will occur for not more than three consecutive days.

Type IIA events: St Pete Beach Resident/Business that does require Business that does require site plan review, on-site inspections, city services and/or additional permits from other governmental agencies-

Type IIB events: Non-Resident/Business that does require Business that does require site plan review, on-site inspections, city services and/or additional permits from other governmental agencies.

Type III Events: include any event which cannot be reviewed under subparagraphs (a) or (b) of this section.

Attendance	Type IA	Type IB	Type IIA	Type IIB	Type III
Up to 249	\$25.00	\$50.00	\$75.00	\$100.00	TBD
250-500	\$50.00	\$100.00	\$250.00	\$350.00	TBD
501-999	\$75.00	\$150.00	\$500.00	\$650.00	TBD
1000+	\$100.00	\$200.00	\$750.00	\$1,000.00	TBD

**OTHER FEES**

Temporary Structure, Outdoor Cooking and Beach Fire permits are \$25 per permit.

Vehicle on the Beach permits is \$15. Food Truck/Trailer permit is \$170 annually

Fire Department stand – by is \$125 per hour with a minimum of 3 hours (1 crew and vehicle)

# City of St. Pete Beach Event Application Checklist

## Please Include:

- Site Plan: Maximum Size of 8.5" x 11" including the following information
  - Location of food vendor area (s)
  - Tent locations and sizes
  - Location of food truck/trailers
  - Location of stage
  - Fuel storage/dispensing areas
  - Emergency access routes for LEO and Fire
  - Location of vending booths
  - Location of fire extinguishers & other life safety equipment
  - Description of sound amplification facilities or equipment
  - Location of alcoholic beverage consumption areas and vending
  - Location of Generators
  - Identify any fences/gates around the event
  - Table, chair and equipment layout
  - Location of portable restrooms
  - Location of designated protest area (if applicable)
  
- Traffic & Parking Plan and Map that includes: vendor parking, handicap parking, shuttle routes and times, shuttle drop off/pick up, and ride share drop off and pick up.
- Safety Plan that includes vendor load in and out times
- Certificate of Insurance
- Copy of Impact Letter if closing streets for an event
- Written authorization from all private properties that are included in the event plan
- Outdoor Cooking Permit Application (if applicable)
- Temporary Structure Permit Application (if applicable)
- Building Permit Application (if applicable for stages)
- Vehicle on the Beach Permit Application (if applicable)
- Beach Fire Permit Application (if applicable)
- Tax Exempt Documentation (if applicable)
- Non-Profit Documentation (if applicable)

## **Please send completed application to:**

**City of St. Pete Beach**  
**Jennifer McMahon, Recreation Director**  
**155 Corey Ave**  
**St. Pete Beach, FL 33706**

Or email to: [Rddirector@stpetebeach.org](mailto:Rddirector@stpetebeach.org)  
[727-363-9274](tel:727-363-9274) or fax at [727-363-9246](tel:727-363-9246)