



SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Name: _____ E-mail: _____

Company/Organization: _____

Address: _____

City/State/Zip: _____

Telephone Numbers Day: _____ Mobile: _____

Fax: _____

EVENT ORGANIZER

(If different than Applicant)

Name: _____ E-mail: _____

Company/Organization: _____

Address: _____

City/State/Zip: _____

Telephone Numbers Day: _____ Mobile: _____

Fax: _____

EVENT INFORMATION

Title of Event: _____

Purpose of the Event: _____

Event Location/Park: _____

Site within park (including shelter #'s): _____

Is shelter(s) already reserved? Yes No If yes, attached copy of shelter reservation receipt.

Expected Attendance (including event crew, participants and spectators): _____

Event Date(s) _____ Day(s) _____ Time: _____

Set up Date(s) _____ Day(s) _____ Time: _____

Clean-up Date(s) _____ Day(s) _____ Time: _____

Does the registered organization that owns and operates the event hold a current 501(c) 3 not-for-profit registration?
 Yes No If yes, please provide a copy.

Has this event taken place previously? Yes No If Yes: When: _____

Where: _____ Attendance: _____

EVENT LOGISTICS

1. Planned event activities:

2. Vendors (vendors must be approved by Pinellas County – Name each company):

3. Entertainment (detail type of entertainment; example: bands, DJ, dancers, clowns, etc):

4. Event equipment to be used (include dimensions, staging/platforms, canopies, booths, scaffolding, trucks, etc.):

5. Sound system and hours of amplified sound. Describe equipment to be used (i.e. PA systems, microphone, speakers, amps):

6. If event attendance is more than 300 persons or event involves a race, walk, parade, etc., please attach a site map. Include locations of barricades, vendors, tents, race/parade routes, and park roads requested for closure. Site map for smaller events, security, traffic, or clean up plans may also be requested.

TERMS OF AGREEMENT

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 all policies, rules and regulations, and guidelines of Pinellas County Parks and Recreation Department and the regulations listed below. I understand that any violations may result in immediate cancellation of the reservation and/or revocation of the permit. I understand that the permit is non-transferable and non-refundable.

- A completed special event application must be submitted a minimum of sixty (60) days prior to the event.
- A certificate of insurance for the event and all vendors must be submitted thirty (30) days prior to the beginning of the event and should name the Pinellas County Board of County Commissioners as additional insured.
- A copy of the shelter reservation receipt is to be attached with the special event application.
- No money can be collected for fundraising on park property.
- Alcoholic beverages are not allowed on park property.
- Commercial banners, displays, etc. are prohibited on park property.
- Cash-valued merchandise may not be awarded or sold to participants on park grounds.
- The applicant is responsible for the collection and proper disposal of all trash generated during the event.
- The volume level from public address or sound systems must remain at an acceptable level and should not be audible from a distance of more than 50 feet.
- No permanent paint or material may be used to mark the road or any park property including directional signs.
- All non-essential production and personal vehicles must be parked in the public parking areas.
- Uniformed law enforcement may be required to provide traffic and crowd control.

Applicant's Signature: _____ **Date:** _____

If you have questions, please call the Pinellas County Parks and Recreation Department at (727) 582-2100.

Send completed application to:

**Pinellas County Parks and Recreation Dept.
Special Event Application
12520 Ulmerton Road
Largo, FL 33774
Or Fax to: 727-582-2550**

FOR OFFICE USE ONLY	
Your signature indicates your approval of the event unless otherwise noted.	
_____ Park Supervisor	_____ Operations Manager
Comments: _____	

