

# SPECIAL EVENT PERMIT

City of Zephyrhills  
Planning Department  
5335 8th Street, Zephyrhills, FL 33542  
[www.ci.zephyrhills.fl.us](http://www.ci.zephyrhills.fl.us)  
813-780-0000



## TERMS & CONDITIONS

1. Applications must be filed with the City of Zephyrhills Planning Department no less than 60 days and no more than 12 months prior to an event. Permits for recurring events may be applied for and approved annually.
2. The grant of a permit shall constitute the issuance of a limited license, and shall not create a property right, or entitle the applicant to violate any general city rules, or regulations applicable to the use of public property adopted by ordinance.
3. The applicant shall be responsible for the payment of fees, deposits, or reimbursement of costs where a request is made to use City services, equipment, or property for a special event. In addition, the applicant shall be responsible for all costs incurred should inspection services be required in order ensure compliance with City ordinances. **Any costs of repairs to or restoration of public facilities caused by the event shall be charged to the applicant.**
4. It is the applicant's responsibility to contact the City of Zephyrhills Police Department immediately upon the occurrence of any criminal activity or medical incidents where fire rescue is called or treatment is given. In addition, the applicant shall document all incidents in the Post-Event-Report to be provided to the City of Zephyrhills a minimum of 1 week after the event.
5. All forms contained in this packet are required to be completed. Please refer to the checklist contained in this packet for additional documents required for submittal. Incomplete applications will not be accepted.

\*Event Contact Person

\*Phone

\*Email

\*Organization Name

\*Date Incorporated

\*Employer ID # (EIN)

ACTIVE

INACTIVE

\*Event Name

\*Event Date

\*Event Times

Entry Fee

Co-Sponsor

\*Type of Event

Run / Walk    Parade    Festival    Other

\*Has this event taken place in Zephyrhills before?

Yes – Annual Event    Yes – Once    No

\*Requested City Facility – Mark All that Apply (## symbol indicates associated fees).

<input type="checkbox"/> Zephyr Park	<input type="checkbox"/> Downtown 5 <sup>th</sup> Ave.	<input type="checkbox"/> Krusen Park	<input type="checkbox"/> Airport Venue ##
<input type="checkbox"/> Alice Hall @ Zephyr Park \$\$	<input type="checkbox"/> Clock Plaza on 5 <sup>th</sup> Ave.	<input type="checkbox"/> Skate Park	<input type="checkbox"/> Veteran's Memorial Park
<input type="checkbox"/> Wickstrom Stage @ Zephyr Park	<input type="checkbox"/> Gunner Paw Park	<input type="checkbox"/> Shepard Park	

\*Estimated Attendance

Estimated Number of Vendors

Number of Parade or Run/Walk Entries (if applicable)

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\*City Street or Avenue Closure Request?

Yes (indicate location below)       No

\*State Highway Closure (*FDOT Lane Closure Permit Required*)

Yes (indicate location below)       No

\*Equipment to be brought on City property (*mark all that apply*)

- Tents (smaller than 10' x 10')
- Tents (larger than 10' x 10' – *requires fire rating certificate*)
- Vehicles
- Stage
- Start / Finish Line
- Signs
- Tables
- Porta lets
- Bounce – House / Inflatables (*requires own COI*)
- Sound Equipment
- People Barricades (City does not own or provide)
- Other (please list below)

\*Requested City equipment / utilities for event (*mark all that apply*)

- Bathroom Facilities
- Electricity (5th Avenue Median)
- Electricity (Stage Areas)
- Garbage Cans
- Cones / Barricades
- Other (please list below)

\*Brief Description of Event

I/We agree to obtain and maintain the required liability insurance and secure all necessary local, state and federal permits and to comply with all terms and conditions applicable to the conduct of special events, as set forth in Ordinance No. 943.06, as amended.

I/We certify that the information contained in this application is complete, true and accurate to the best of my/our knowledge. As applicant for the event, I/we agree to release and hold harmless the City of Zephyrhills from liability of any kind for any and all damages arising out of any loss or injury resulting from the conduct of this event and for any and all losses or injury arising while conducting the event using City of Zephyrhills facilities or property and for any and all losses or injury to persons attending this special event.

I/We certify that individuals will not be barred from participation in this event due to race, creed, color, national origin, sex, age or physical impairment.

I/We fully understand, acknowledge and agree to all terms and conditions of this form and that failure to meet the terms and conditions shall result in cancelation of the event.

Signature:

Date:

Print Name:

# ALCOHOLIC BEVERAGE CONSUMPTION PERMIT

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## TERMS & CONDITIONS

1. Applications for Consumption of Alcoholic Beverages in conjunction with Special Events must be approved by City Council. Applications must be filed with the City Manager not less than 2 months prior to an event.
2. Events including the consumption of alcoholic beverages must attach proof of liability insurance in the amount of \$2,000,000 (Two Million Dollars) naming the City of Zephyrhills as an additional insured (Certificate Holder).
3. No applicant shall be issued more than 3 (three) permits per year, and no permitted events may exceed two days in duration.

## Required Supportive Materials

1. Diagram / map depicting specific, clearly identifiable, designated and secure areas within the event venue where beverage sales and consumption are to occur.
2. Documentation of appropriate applications for State Alcoholic Beverage licensing for the event.

\*Event Name

\*Event Date(s)

\*Event Time(s)

\*Please provide a general description of how the use of alcohol will be incorporated into the proposed event. *Attach extra sheets if necessary.*

\*Provide a description of how security and beverage law compliance will be provided, including hours of sale and consumption during the event. *Attach extra sheets if necessary.*

\*Provide a description of the types(s) of beverages(s) and beverage containers to be used in conjunction with the event. *Attach extra sheets if necessary.*

***By signing below, the applicant fully understands, acknowledges and agrees to all terms and conditions stated on this form. Failure to meet the terms and conditions stated above shall result in a void of permit for alcoholic beverages.***

\*Event holder signature

\*Date

## CITY USE ONLY

Submittal Date

Approval Date

Signature

# INSURANCE REQUIREMENTS

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Applicants are required to provide proof of insurance in the amount of One Million Dollars (\$1,000,000) per occurrence. For events with alcoholic beverage consumption, liability insurance coverage requirements increase to Two Million Dollars (\$2,000,000) per occurrence. The City of Zephyrhills shall be named as an additional insured on coverage for all events. Please note that it is also the applicant's responsibility to ensure that all food/beverage vendors and attraction vendors involved in the event provide valid proof of insurance meeting the minimum requirements stated above. Proof of coverage shall be submitted to the city no less than one week prior to the event or the event runs the risk of cancellation. An example Certificate of General Liability Insurance form is provided in this packet for informational purposes only.

[Redacted], here on known as the APPLICANT shall, at its sole cost and expense, procure and maintain throughout the term of this contract, Comprehensive General Liability insurance, with the minimum policy amounts of \$1,000,000 Combined Single Limits for passive events or \$2,000,000 Combined Single Limits for events with alcoholic beverage consumption, or to the extent and in such amounts as required and authorized by Florida law, and will provide endorsed certificates of insurance generated and executed by a licensed insurance broker, brokerage or similar licensed insurance professional evidencing such coverage, and naming the CITY OF ZEPHYRHILLS as a named, additional insured, as well as furnishing the CITY OF ZEPHYRHILLS with a certified copy, or copies, of said insurance policies. Certificates of insurance and certified copies of these insurance policies must accompany this signed contract. Said insurance coverages procured by the APPLICANT as required herein shall be considered, and the APPLICANT agrees that said insurance coverages it procures as required herein shall be considered, as primary insurance over and above any other insurance, or self-insurance, available to the CITY OF ZEPHYRHILLS, and that any other insurance, or self-insurance available to the CITY OF ZEPHYRHILLS shall be considered secondary to, or in excess of, the insurance coverage(s) procured by the APPLICANT as required herein.

Nothing herein shall be construed to extend the CITY OF ZEPHYRHILLS' liability beyond that provided in section 768.28, Florida Statutes.

**Applicant Signature**

**Date**

**Printed Name**

**Name of Affiliated Entity**

**Representative Capacity of Person Signing**

# INDEMNITY AGREEMENT

## Hold Harmless

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[Redacted], here on known as the APPLICANT shall indemnify and hold harmless the CITY OF ZEPHYRHILLS and all of the CITY OF ZEPHYRHILLS' officers, agents, and employees from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys' fees, and court costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of the APPLICANT, its officers, agents or employees in performance or non-performance of its obligations under the Agreement. The APPLICANT recognizes the broad nature of this indemnification and hold harmless clause, as well as the provision of a legal defense to the CITY OF ZEPHYRHILLS when necessary, and voluntarily makes this covenant and expressly acknowledges the receipt of such good and valuable consideration provided by the CITY OF ZEPHYRHILLS in support of this indemnification, legal defense and hold harmless contractual obligations in accordance with the laws of the State of Florida. This clause shall survive the termination of this Agreement. Compliance with any insurance requirements required elsewhere within this Agreement shall not relieve the APPLICANT of its liability and obligation to defend, hold harmless and indemnify the CITY OF ZEPHYRHILLS as set forth in this article of the Agreement.

Nothing herein shall be construed to extend the CITY OF ZEPHYRHILLS' liability beyond that provided in Section 768.28, Florida Statutes.

**Applicant Signature**

**Date**

**Printed Name**

**Name of Affiliated Entity**

**Representative Capacity of Person Signing**

# City of Zephyrhills



## Special Event Application Checklist

<b>EVENT CHECKLIST</b>	
<input type="checkbox"/>	City of Zephyrhills Special Event Application Form
<input type="checkbox"/>	Venue Layout Map showing Vendors, Parking, Activity Area, etc.
<input type="checkbox"/>	Certificate of Liability Insurance \$1,000,000.00 per occurrence naming the City of Zephyrhills as the Additional Insured. <i>For events with alcohol, this amount increases to \$2,000,000.00 per occurrence.</i>
<input type="checkbox"/>	Contact City of Zephyrhills Police Department, Public Works Department and Fire Department pertaining to personnel requirements for the event.
<input type="checkbox"/>	List of Food / Beverage Vendors and any Bounce House / Inflatables and their proof of insurance in the amount of \$1,000,000.00 per occurrence naming the City of Zephyrhills as an additional insured.
<input type="checkbox"/>	Pasco County Sanitation Permit ( <i>if applicable</i> )
<input type="checkbox"/>	City of Zephyrhills Banner Application Form ( <i>if applicable</i> ) <i>First-come, first-served. Banners may be hung two weeks prior to the event.</i>
<b>RUN / WALK OR PARADE ADDITIONAL CHECKLIST (IF APPLICABLE)</b>	
<input type="checkbox"/>	Route Map
<input type="checkbox"/>	FDOT Lane Closure Permit ( <i>if applicable</i> ) <i>Timely application period, please apply to FDOT more than a month in advance of event.</i>
<input type="checkbox"/>	Pedestrian Barricades ( <i>if applicable</i> ). <i>City of Zephyrhills does not own or provide pedestrian barricades.</i>
<b>ALCOHOLIC BEVERAGE ADDITIONAL CHECKLIST (IF APPLICABLE)</b>	
<input type="checkbox"/>	Certificate of Liability Insurance in the amount of \$2,000,000.00 per occurrence naming the City of Zephyrhills as an additional insured. <i>This coverage requirement is in lieu of the one stated above in the event checklist.</i>
<input type="checkbox"/>	Temporary Alcohol License from the Florida Department of Business and Professional Regulation (DBPR).
<input type="checkbox"/>	Alcoholic Beverage Consumption Application form to be submitted to City Council for review and approval. <i>Please note, alcoholic beverage consumption can only be approved for an event by the City of Zephyrhills City Council. Requests must be submitted at least two months prior to the event.</i>
<input type="checkbox"/>	Diagram / map depicting specific, clearly identifiable, designated and secure areas within the event venue where beverage sales and consumption are to occur.



## Venue Pricing

### ALICE HALL @ ZEPHYR PARK

#### Weekends

\$40.00 per hour plus tax (6.85%) and  
\$100.00 non-refundable security deposit

Weekend rental requirement = 4 hour minimum  
Must be PAID IN FULL prior to event

*Fee must be paid in the City Clerk's office.*

#### Weekdays

\$40.00 per hour plus tax (6.85%)

Weekday rental requirement = 2 hour minimum  
Must be PAID IN FULL prior to event

*Fee must be paid in the City Clerk's office.*

### WICKSTROM STAGE @ ZEPHYR PARK

**Free – No rental fee**

*Waiver form must be filled out in the City Clerk's office prior to use*

### AIRPORT VENUE

	ATTENDEES				
	0-500	501-1,000	1,000-5,000	5,000-10,000	10,000 +
Clean Up	\$160.00	\$240.00	\$360.00	\$480.00	\$600.00
Fire Fighters	\$0.00	\$0.00	\$260.00	\$400.00	\$600.00
Police	\$0.00	\$130.00	\$260.00	\$520.00	\$680.00
Electric	\$20.00	\$20.00	\$35.00	\$35.00	\$35.00
Airport Labor	\$100.00	\$100.00	\$250.00	\$300.00	\$500.00
Fixed Asset Usage	\$20.00	\$100.00	\$100.00	\$200.00	\$200.00
<b>EVENT TOTAL</b>	<b>\$300.00</b>	<b>\$590.00</b>	<b>\$1,265.00</b>	<b>\$1,935.00</b>	<b>\$2,615.00</b>
<b>Refundable Security Deposit</b>	\$200.00	\$200.00	\$500.00	\$1,000.00	\$1,000.00
<b>TOTAL DUE BEFORE EVENT</b>	<b>\$500.00</b>	<b>\$790.00</b>	<b>\$1,765.00</b>	<b>\$2,935.00</b>	<b>\$3,615.00</b>
Alcoholic Beverage Surge Charge	\$60.00	\$120.00	\$250.00	\$390.00	\$520.00
<b>TOTAL DUE BEFORE EVENT W/ ALCOHOL</b>	<b>\$560.00</b>	<b>\$910.00</b>	<b>\$2,015.00</b>	<b>\$3,325.00</b>	<b>\$4,135.00</b>