

City of Zephyrhills

Special Event Application

Checklist



EVENT CHECKLIST

| | |
|---|--|
| ○ | City of Zephyrhills Special Event Application Form |
| ○ | Venue Layout Map showing Vendors, Parking, Activity Area, etc. |
| ○ | 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> |
| ○ | Contact City of Zephyrhills Police Department, Public Works Department and Fire Department pertaining to personnel requirements for the event. |
| ○ | List of Food/Beverage Vendors and any Bounce House/ Inflatables and their proof of insurance of \$1,000,000.00 per occurrence naming the City of Zephyrhills as an additional insured. |
| ○ | Pasco County Sanitation Permit (if applicable) |
| ○ | City of Zephyrhills Banner Application Form (if applicable) First-come, first-served. Banners may be hung two weeks prior to the event. |

RUN / WALK OR PARADE ADDITIONAL **CHECKLIST** (IF APPLICABLE)

| | |
|---|---|
| ○ | Route Map |
| ○ | FDOT Lane Closure Permit (if applicable) <i>Timely application period, please apply to FDOT more than a month in advance of event.</i> |
| ○ | Pedestrian Barricades (if applicable). <i>City of Zephyrhills does not own or provide pedestrian barricades</i> |

ALCOHOLIC BEVERAGE ADDITIONAL **CHECKLIST** (IF APPLICABLE)

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|---|--|
| ○ | Certificate of Liability Insurance 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> |
| ○ | Temporary Alcohol License from the Florida Department of Business and Professional Regulation (DBPR). |
| ○ | 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> |
| ○ | 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 | Weekdays |
|--|--|
| \$40.00 per hour plus tax (6.85%) and \$100.00 non-refundable security deposit | \$40.00 per hour plus tax (6.85%) |
| Weekend rental equipment = 4 hour minimum <i>MUST BE PAID IN FULL</i> prior to event | Weekday rental requirement = 2 hour Minimum <i>MUST BE PAID IN FULL</i> prior to event |
| <i>Fee must be paid online or in the city clerk's office.</i> | <i>Fee must be paid online or in the city clerk's office.</i> |

WICKSTROM STAGE @ZEPHYR PARK

Free – No rental fee

Waiver form must be filled out online or 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 |
| EVENT TOTAL | \$300.00 | \$590.00 | \$1,265.00 | \$1,935.00 | \$2,615.00 |
| Refundable Security Deposit | \$200.00 | \$200.00 | \$500.00 | \$1,000.00 | \$1,000.00 |
| TOTAL DUE BEFORE EVENT | \$500.00 | \$790.00 | \$1,765.00 | \$2,935.00 | \$3,615.00 |
| Alcoholic Beverage Surge Charge | \$60.00 | \$120.00 | \$250.00 | \$390.00 | \$520.00 |
| TOTAL DUE BEFORE EVENT W/ ALCOHOL | \$560.00 | \$910.00 | \$2,015.00 | \$3,325.00 | \$4,135.00 |