



EVENT PERMIT APPLICATION

The following information is required for all event permits issued by the City of Punta Gorda. Please be aware that approval does not exempt the applicant from any County, State or Federal criteria which may apply to such event or activity.

IMPORTANT: Applications for event permits must be submitted for processing at least sixty (60) days prior to the event.

Non-refundable application fee shall be paid at time of application or the application will be returned. Rental fees will be paid at approval of the event request. All questions must be answered, incomplete applications will be rejected. Signature **must** be notarized or application will be rejected. **For** further information, contact the Urban Design Division.

DATE RECEIVED:		PERMIT NO:									
Application Fee: \$50.00 (DUE AT TIME OF APPLICATION)		DRC DATE:									
Name of Event											
Applicant or Organization											
Event Date(s)											
Type: If event is a joint venture between a not-for-profit organization and a for-profit company, the rental rates will be charged the for-profit rate. Attach copy of non-profit status with IRS certification or copy of the State of Florida tax exemption certificate. <input type="checkbox"/> For profit <input type="checkbox"/> Not-for-profit (type _____, provide IRS certification) <input type="checkbox"/> Joint Event											
Name of Responsible Party				Title							
Address			City			State			Zip		
Phone #'s			Email address								
Description of Event											

Event Location:

Indicate all areas intending to be used. Site plan is required at the time of application submittal, including location(s) of any signage, and/or a parade/race route, as applicable. Site plan shall indicate the areas to be used for parking, location of portable toilets and trash containers/ dumpsters as well as layout of event

Gilchrist Park	Lashley Park	Ponce de Leon Park
<input type="checkbox"/> Open Space/Event Lawn <input type="checkbox"/> Gazebo <input type="checkbox"/> Large Shelter <input type="checkbox"/> Small Shelter <input type="checkbox"/> Exclusive Use (Specify) _____ <input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Open Space <input type="checkbox"/> Open Air Pavilion <input type="checkbox"/> Gazebo <input type="checkbox"/> Exclusive Use (Specify) _____ <input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Open Space <input type="checkbox"/> Large Shelter <input type="checkbox"/> Open Air Chapel <input type="checkbox"/> Exclusive Use (Specify) _____ <input type="checkbox"/> Other (Specify) _____

Set up Time			Event Time			Clean Up Time		
Date	From	To	Date	From	To	Date	From	To

Has this event been held in the Past? No Yes – When _____ In attendance _____

Anticipated Crowd Size for this event _____ Peak Hours _____

Will there be a charge for Parking No Yes Will off-site parking be provided No Yes

Will “shuttle” service to parking be provided No Yes –By whom _____

Will there be amplified music or entertainment? No Yes Will any street(s) or sidewalk(s) be closed? No Yes

Are off-premise directional signs or other types of advertising devices being requested? No Yes

Will tents or canopies be used? No Yes – How Many? _____ What Size? _____

Will alcoholic beverages be sold or consumed on the premises? No Yes – Alcoholic Beverage Permit Holder _____

Are Fireworks planned? No Yes Does the applicant own the property where the event is to be held? No Yes

Will private security be provided to protect exhibits, equipment or facilities brought on-site for this event No Yes – Name of Security Company _____

Will food be cooked and/or catered on-site during this event? No Yes – has the Health Department been contacted No Yes

Will temporary sanitary facilities be provided? No Yes *Portable toilets and portable hand washing facilities are REQUIRED for ANY event serving/selling food and/or beverages. (Only exception is in Lashley Park)

***If portable toilets are provided for use by event participants, a minimum of five percent of all units, but never less than one unit, must be accessible. Where clusters of portable units are provided at various locations around the event site, five percent of the units in each cluster should be accessible. They should be equipped with all the accessible elements required by the Standards such as maneuvering space, grab bars, toilet paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are.**

Will disposable cardboard trash receptacles be provided? No Yes

Will additional refuse containers/dumpsters be provided? (If serving food a dumpster is required)		<input type="checkbox"/> No <input type="checkbox"/> Yes – By whom? _____	
Are live animals going to be part of this event?		<input type="checkbox"/> No <input type="checkbox"/> Yes – Type? _____ How Many? _____	
Who is responsible for ensuring event is accessible to those with disabilities?	Name	Phone	Email
Will Punta Gorda Personnel be Requested?	Police <input type="checkbox"/> No <input type="checkbox"/> Yes	Fire <input type="checkbox"/> No <input type="checkbox"/> Yes	Public Works <input type="checkbox"/> No <input type="checkbox"/> Yes
<i>Events on City Property. Please provide the City of Punta Gorda with a Certificate of Insurance for property and Liability coverage of the event, naming the City as additional insured. Combined Single Limit for Bodily Injury liability having minimum limits of \$1,000,000 per occurrence and Property Damage liability as follows: \$100,000 for Ponce de Leon; \$500,000 for Gilchrist & Laisley Park, must be provided prior to permit approval</i>			
Do you have the appropriate insurance?	<input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes	Is the City named as an additional insured?	<input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes
Does this event require the use of Water?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Does this event require the use of Electric?	<input type="checkbox"/> No <input type="checkbox"/> Yes
<i>Telephone service shall be available on site of event for emergency purposes. Indicate the arrangements you have made for communications on-site during event. List the name of contact person responsible the day(s) of event</i>			
Name	Title		
Address	City	State	Zip
Phone #'s	Email address		
<p>During review by various City Departments, additional conditions may be imposed. The permit is valid only for the time indicated on the ISSUED permit. In the event that the applicant fails to fulfill the requirement(s) (as set forth in the permit) or fails to obtain proper authorization to proceed, if conditions have changed, or the expected outcomes, impacts, or conditions are substantially altered, then the permit will be voided immediately by authorized City Personnel.</p> <p>I, the undersigned, will indemnify, defend and hold harmless the City of Punta Gorda, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the conduct of this event.</p> <p>The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.</p>			
NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT			
_____ Signature		_____ Organization	
_____ Type or Printed Name & Title		_____ Date	
State of Florida County of Charlotte			
The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization this day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification.			
_____ (Signature of Notary)		_____ (Seal)	