



## 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.

<b>DATE RECEIVED:</b>	<b>PERMIT NO:</b>
<b>Application Fee: \$50.00 (DUE AT TIME OF APPLICATION)</b>	<b>DRC DATE:</b>

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							

<b>Event Location:</b>								
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"/> Open Space			<input type="checkbox"/> Open Space		
<input type="checkbox"/> Gazebo			<input type="checkbox"/> Open Air Pavilion			<input type="checkbox"/> Large Shelter		
<input type="checkbox"/> Large Shelter <input type="checkbox"/> Small Shelter			<input type="checkbox"/> Gazebo			<input type="checkbox"/> Open Air Chapel		
<input type="checkbox"/> Exclusive Use (Specify) _____			<input type="checkbox"/> Exclusive Use (Specify) _____			<input type="checkbox"/> Exclusive Use (Specify) _____		
<input type="checkbox"/> Other (Specify) _____			<input type="checkbox"/> Other (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?	<input type="checkbox"/> No <input type="checkbox"/> Yes – When _____ In attendance _____							
Anticipated Crowd Size for this event	_____					Peak Hours _____		
Will there be a charge for Parking	<input type="checkbox"/> No <input type="checkbox"/> Yes		Will off-site parking be provided			<input type="checkbox"/> No <input type="checkbox"/> Yes		
Will “shuttle” service to parking be provided	<input type="checkbox"/> No <input type="checkbox"/> Yes –By whom _____							
Will there be amplified music or entertainment?	<input type="checkbox"/> No <input type="checkbox"/> Yes		Will any street(s) or sidewalk(s) be closed?			<input type="checkbox"/> No <input type="checkbox"/> Yes		
Are off-premise directional signs or other types of advertising devices being requested?						<input type="checkbox"/> No <input type="checkbox"/> Yes		
Will tents or canopies be used?	<input type="checkbox"/> No <input type="checkbox"/> Yes – How Many? _____ What Size? _____							
Will alcoholic beverages be sold or consumed on the premises?	<input type="checkbox"/> No <input type="checkbox"/> Yes – Alcoholic Beverage Permit Holder _____							
Are Fireworks planned?	<input type="checkbox"/> No <input type="checkbox"/> Yes		Does the applicant own the property where the event is to be held?			<input type="checkbox"/> No <input type="checkbox"/> Yes		
Will private security be provided to protect exhibits, equipment or facilities brought on-site for this event	<input type="checkbox"/> No <input type="checkbox"/> Yes – Name of Security Company _____							
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			
Will food be cooked and/or catered on-site during this event?	<input type="checkbox"/> No <input type="checkbox"/> Yes – has the Health Department been contacted <input type="checkbox"/> No <input type="checkbox"/> Yes							
Will temporary sanitary facilities be provided?	<input type="checkbox"/> No <input type="checkbox"/> 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)					

Will disposable cardboard trash receptacles be provided?	<input type="checkbox"/> No <input type="checkbox"/> 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? _____
<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: <b>\$100,000 for Ponce de Leon; \$500,000 for Gilchrist &amp; Laisley Park</b>, 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

*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*

Name		Title	
Address	City	State	Zip
Phone #'s		Email address	

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.

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.

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.

**AFFIDAVIT**

_____ Signature	_____ Organization
_____ Type or Printed Name & Title	_____ Date
STATE OF _____)	
COUNTY OF _____)	
The foregoing instrument was acknowledged before me this ___ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification and who did not take an oath.	
_____ Notary Public, State of Florida	_____ My commission Expires

(Seal)

