

B. Event Information

Type of Event: (Please circle all that apply)		
Festival	Block Party	Public Assembly
Walk/Run	Concert/Performance	Parade/Procession/Motorcade
Other (Please List):		
Estimated attendance:		Open to the Public:
Will fireworks be a part of the event?		
If yes, who is responsible for displaying them:		
What type of entertainment will take place?		

C. Fees

Will there be an admission fee charged to the event?	Amount:
Will fees be charged to exhibitors/vendors?	Amount:
Will there be any additional activity fees charged?	Amount:
Please list all additional activities (if applicable):	
Will there be charge for parking?	Amount:

D. Vending / Concession

What type of vending will be present? (Crafts, Food, Exhibits, Beverage, etc.)
Do you request electrical services for vendors?
Do you request water services for vendors?
Are your vendors using generators?
Number of trash receptacles needed:
Will food and/or non-alcoholic beverages be served and/or sold?
Will alcoholic beverages be served and/or sold?
If caterers are being used, please list names and DBPR license number of each caterer:

Note: The sponsor/event planner will be required to provide police barricade service for events that require street closures. Street closures involving state roadways require Florida Department of Transportation review and permitting. If the event includes such a closure TPD will discuss options with the sponsor/event planner.

J. Cancellation

The City of Tallahassee reserves the right to cancel or relocate an event due to special circumstances including but not limited to the following: pandemic, weather conditions, misuse or abuse of facilities, non-compliance with City of Tallahassee event guidelines, and un-permitted/prohibited events.

**-Cancellation of an event more than 30 days before an event will result in loss of application fee.
-Cancellation less than 14 days results in loss of all fees.**

K. Site Plans, Maps and Accessible Planner

Please attach a detailed site map to include the following: Tent locations, Port-o-let locations, all vendors, stages, and power requirements. Also please be prepared to include a parking plan if asked.

L. Insurance Requirements

General Liability Insurance is required for all public events. **All General Liability Insurance must be provided by the event applicant, no exceptions. Liquor Liability can be provided by whichever business/organization/non-profit that is providing the alcohol services.** The insurance limits are \$1,000,000 per occurrence. The certificate holder must be listed as City of Tallahassee, 300 S. Adams Street, Tallahassee, FL 32301. The certificate holder must also be listed as Additional Insured. Additionally, if any County owned and/or maintained roadway or County equipment is being utilized the County must also be listed as certificate holder. The certificate holder must be listed as Leon County, 301 S. Monroe Street, Tallahassee, FL 32301. All food vendors and caterers are also required to provide a current copy of their General Liability Insurance.

M. Additional Terms

The City reserves the right to revoke any permit granted for an activity, which is found to be in violation of any ordinance, law, or condition of approval. Failure of the City to timely invoke this right will act as a waiver to exercise such rights in the future. Prohibited Practices include; Games of Chance, Gambling, and Raffles are prohibited.

N. Bounce House Policy

Bounce houses are not permitted on City property. Other types of inflatables will be considered on a case by case basis. Please contact event staff to further discuss inflatables on City property.

O. Processing

All applications must be submitted for review no less than 30 days prior to the date of the event to be held. Applications turned in with less than 30 days processing time will not be approved. **TPD will attempt to staff every request but staffing cannot be guaranteed. If the required TPD staffing is not secured two weeks before the event, the requestor will be given the option to cancel or modify the event to account for the available TPD staffing.**

Marketing/advertising of any kind may not take place until physical event permit is granted.

PRINT APPLICANT NAME

APPLICANT SIGNATURE

DATE