



City of St. Augustine Beach, 2200 A1A South, St. Augustine Beach, FL 32080
APPLICATION FOR SPECIAL EVENTS OF SIGNIFICANT IMPACT

1. Applicant's Name: _____
Contact Person (if different from above): _____
Applicant's Address: _____
Applicant's Phone #: _____ Email: _____

2. Event Name: _____
Type of Event: ☐ Wedding ☐ Race ☐ Surf/Volleyball/Sport ☐ Beach Cleanup
☐ Other: _____

3. Event Location: _____

4. Date: _____

Time: (include set-up and break-down): _____ to _____

5. Number of Anticipated Participants/Guests: _____

**** If event consists of more than 100 participants/guest, law enforcement may be required ****

6. Description of Parking Plan:

☐ Satellite Parking? Location: _____

Written permission from the lot owner MUST accompany this application.

☐ Shuttles? Provider: _____

Shuttle Schedule: _____

Notes: _____

7. Are You Requesting Any Street Closures? ☐ Yes ☐ No

If yes, which streets and for how long? _____

8. Description of Security Arrangements: ☐ Requesting Law Enforcement Presence (fees apply)

Will You Be Providing Port-o-Lets? ☐ Yes (how many? _____) ☐ No

9. Description of Garbage and/or Recycling Arrangements:

(Applicant is responsible for collection and removal of all garbage/recycling generated by the event.)

☐ Requesting City Collection Following Event (fees apply)

☐ Made Arrangements With Another Company: _____

☐ Other: _____

10. Event Will Have: (check all that apply)

- | | | |
|--|------------------------------|-----------------------------|
| a. Music, live and/or recorded | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Tents or temporary structures | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Furnishings, such as chairs or tables | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Food prepared or served on site | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Live animals (if yes, type: _____) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. Business selling goods or services | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| g. Signs for advertising and/or identification | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| h. Alcohol being served or permitted? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**** Races (5K or 10Ks, Bike Rides, parades, etc.):**

- | | | |
|--|------------------------------|-----------------------------|
| a. Maintenance of Traffic (MOT) Plan | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Approved Event Route | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Notification plan (Message Boards, Signs, etc.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Notes: _____

Are you requesting to install structures from Number 10 above before or after the time indicated in Number 4? ☐ Yes (explain below) ☐ No

NOTE: Items cannot be installed prior to 8:00 a.m. or remain after 7:30 p.m.

PERMIT MUST BE WITH YOU AT ALL TIMES DURING THE EVENT

11. By signing this contract, the applicant agrees to the following:

- a. Abide by all applicable laws and regulations on the beach, including regulations protecting sea turtles and the prohibition of alcoholic beverages, glass containers, fireworks, and open fires.
- b. Abide by any reasonable conditions required by City staff on page 4.
- c. Remove all litter, trash, temporary structures, furniture, etc. from the property immediately after the conclusion of the event. Restore the property to the same condition as before the event. Fill any holes left in the sand.
- d. No helium balloons are allowed on the beach or the surrounding area. Helium balloons are ingested by the marine mammals, which can cause their death.

Signature: _____ **Date:** _____

St. Augustine Beach Police Department Special Requirements:

1. Event organizers shall provide clear expectations, intent and timely information regarding their event and any changes to the event that could impact the normal functions of the city.
2. Any event that may impact a public roadway including but not limited to 5k, bike rides, or parades will require the use of a SABPD approved route. The event organizer is responsible for providing a maintenance of traffic (MOT)/temporary traffic control (TTC) plan. If required, this plan is due 10 days prior to the event.
3. Requester may cancel their request in writing or email no less than 24 hours prior to the event without penalty. Request canceled within 24 hours of the scheduled event time will be subject to the hourly minimum per officer assigned at the discretion of the Chief of Police.

SABPD officers require a 3 hour minimum and will be paid at the following rates:

- a. Officers will be at a rate of \$55.00 per hour.
- b. Supervisors, required for any event requiring 4 or more officers, will be at a rate of \$65.00 per hour.
- c. Incident Commander, required for any event requiring 2 or more supervisors, will be at a rate of \$75 per hour.

Permit fee of \$100 paid? ☐ Yes ☐ N/A

Cash bond of \$300 paid? ☐ Yes ☐ N/A

Application has been reviewed by:

Police Department: ☐ Approve ☐ Approve with Conditions ☐ Deny

Conditions/Comments: _____

Signed: _____ Date: _____

City Manager: ☐ Approve ☐ Approve with Conditions ☐ Deny

Conditions/Comments: _____

Signed: _____ Date: _____

Approval Required by the Public Works Director? ☐ Yes ☐ No

Approval Required by the City Commission? ☐ Yes ☐ No

Public Works Director: ☐ Approve ☐ Approve with Conditions ☐ Deny

Conditions/Comments: _____

Signed: _____ Date: _____

Mayor ☐ Approve ☐ Approve with Conditions ☐ Deny

Conditions/Comments: _____

Signed: _____ Date: _____

- Persons who wish to appeal the decision to approve or deny a permit for a special event of significant impact shall make that request to the Commission through the City Manager's Office.
- Special events which will require the use of any public street (City, County, or State) within the City's limits shall automatically be defined as events of significant impact and shall require City Commission approval.



HOLD HARMLESS AGREEMENT

The undersigned agrees to protect, defend, reimburse, indemnify and hold harmless the City of St. Augustine Beach, Florida, its agents, employees, and officers and each of them, free, and harmless at all times from and against any and all claims, liability, expense, loss, cost, fine, and damages (including reasonable attorney's fees) and causes of action of every kind and character to the fullest extent allowed by law by reason of any damage to property or the environment, including any contamination of City property, or bodily injury (including death) incurred or sustained by any party hereto, any agent or employee of any party hereto, or any other person whomsoever, arising out of or incident to any acts, omissions or operations related to the use authorized by this Special Event Permit, and the undersigned expressly recognizes the broad nature of this indemnification and hold harmless clause, and voluntarily makes this covenant.

(Name of Event)

sponsored or arranged for by _____

(Applicant)

which will occur on _____

(Date/Dates)

Dated this _____ day of _____, 20____

Signed: _____

Print Name: _____

GENERAL REQUIREMENTS

Special events which will require more parking than is available on the property where the event is to be held, involve the closing on any street, or anticipate more than 200 participants (100 for weddings) are events of significant impact. The application for a permit for a special event of significant impact shall be subject to the following requirements:

1. **REQUEST FOR PERMITS:** Applicants requesting use of public property or public streets must complete all requirements for the permit. Application for a permit must be submitted to the City Manager's office at least forty-five (45) days in advance of the event. Following review by City staff, a permit may be issued by the City Commission.
2. **PERMIT FEE:** A fee of \$100 must be paid at the time of application. If the event includes more than one date or is part of a series, only one application fee will apply.
3. **BOND:** A cash bond of \$300 will be posted with the City prior to the issuance of the permit for purposes of ensuring that public property is satisfactorily protected and cleaned up after use. In the event that any clean-up or repairs are required by City crews, the City will prepare an accounting of the costs, and they will be deducted from the \$300. Any unused portion of the bond money will be refunded to the permittee and costs over \$300 will be invoiced.
4. **INSURANCE:** An insurance certificate for the proposed activity shall be filed prior to the issuance of the permit, with the limits being no less than \$100,000/\$300,000 liability and \$5,000 property damage coverage.
5. **STREET CLOSING:** Requests to close City-owned streets shall be made on the application form. If the applicant wishes to close a County or State-owned street, they must first obtain approval from the owner of the street and that approval must accompany this application.
6. **COVERAGE:** If more than fifty percent (50%) of the public property requested will be used for uses other than for parking, the applicant is to note the location of these other uses (e.g., vendors' booths, etc.).
7. **TIME AND AREA(S) OF USE:** City staff shall make changes, if necessary, to protect sensitive maintenance areas (e.g., sprinkler systems).
8. **FOOD SERVICE:** All food service requires a permit from the St. Johns County Health Department. Applicants proposing food services are responsible for disposal of all wastes generated, including but not limited to, grease and other liquids. Dumping into sewers, manholes, catch basins, or any storm drains is prohibited. The user shall take all steps necessary to prevent any damage from heat or spills to grass, shrubs, and/or pavement.
9. **ELECTRICITY:** Applicants considering use of electricity must specify their needs prior to use, since available outlets may be subject to voltage limitations.

10. RESTROOMS: Public facilities are generally not available for large groups of people on public property within the City's limits. Applicants are responsible for providing port-o-lets for those events when required and for removal of the port-o-lets immediately after the event.
11. CLEAN-UP: The applicant will be responsible for all clean-up immediately following the use of the area, in accordance with City requirements and to the satisfaction of the City. If dumpsters are used, all wastes must be deposited in the dumpsters.
12. EQUIPMENT AND MATERIAL REMOVAL: Removal of all equipment and materials shall be done within forty-eight (48) hours of the event; any holes made in the pavement for the anchoring of tents, booths, or for other purposes shall be filled and patched; and the public property used shall be restored to the same condition it was before the event.
13. FLEA MARKETS: Flea markets are prohibited.
14. PARKING: Applicant is to provide a description of arrangements for parking for persons working at the event and attending the event. Description is to include where satellite parking lots will be located; who will provide shuttle bus service, beginning and ending times, and the frequency of the service.
15. SUBCONTRACTING: Applicants using subcontractors must provide the names of these subcontractors to the City.
16. ADDITIONAL ITEMS: Items NOT included or requested on the original permit, such as generators, tents, sale of food or merchandise, etc., will not be allowed and shall cause revocation of the permit.