



**SPECIAL EVENT
PERMIT
APPLICATION**

APPLICATION PROCESS

General Events - Commercial and/or Non-Profit

All Special Events held on regulated property within the City of Clermont require a Special Events Permit in accordance to Ordinance No. 2015-74. The application process begins when you submit a completed Application for Special Events Permit, all required forms and maps and non-refundable application fee with deposit to the Parks and Recreation Department if the Special Event takes place on City property. If Special Event takes place on private property, the application process begins in the Development Services- Fire Prevention Division located on the first floor of City Hall. Upon receipt of your application, copies are reviewed by affected city departments to assess site availability, quality and goal of the event, compliance with city ordinances, permits required, and an estimated cost of all city fees that will be incurred.

- *The City cannot accept incomplete Special Event Permit Applications.*
- *Special Event Permit Applications may be submitted a **maximum** of 12-months in advance and a **minimum** of 30-calendar days in advance.*
- *Submitting a Special Event Permit Application does not guarantee the space requested is available.*
- *Applicant is not permitted to advertise for the event until a special event permit has been issued.*
- *The Applicant shall pay all estimated fees 14-days prior to the event.*

Non-Profit Requirements

Those events requesting non-profit status must:

- *Show proof of a valid 501(c) 3, 501(c)6 or government agency certification.*
- *Provide a copy of sales tax exemption certificate to be exempt from payment of sales tax.*

City Staffing Requirements

Your event may require minimum city staffing from a variety of departments at certain hourly rates. Your City Representative will assist you in estimating these needs based on the specifics of your event. Required staffing may include:

- *Police*
- *Fire/EMT*
- *Public Works*
- *Parks and Recreation*

Special Event Requirements

Deposits

Damage Deposits shall be required based on the fee schedule of each individual facility. Following each Event City staff will determine if the deposit is returned and/or if additional charges are incurred.

Insurance

A certificate of liability insurance naming the City of Clermont as additional insured is required of all events taking place on City property.

Applicants

- *Comprehensive General Liability Coverage with limits of liability of one million dollars (\$1,000,000) combined single limit showing the City of Clermont as additional insured for that date/event/address.*
- *If you are selling or consuming alcoholic beverages at the event, you must have a liquor license and your liability insurance must include liquor liability of two million dollars (\$2,000,000) combined single limit showing the City of Clermont as additional insured for that date/event/address.*
- *If you will be having a fireworks display or mechanical rides, you will need more than one million dollars (\$1,000,000) liability coverage. It may be in the range of two million to four million dollars (\$2,000,000 - \$4,000,000) depending on the risk as determined by the City of Clermont Legal Department.*

Vendors

- *A separate certificate of liability insurance for one million dollars (\$1,000,000) is required of all carnival, amusement, and bounce house companies.*

Applicant must provide proof of insurance from all parties including vendors to the City no later than 14 days prior to your event. All liability requirements are set by the City of Clermont Legal Department and subject to change.

FOOD SERVICE REQUIREMENTS

- *A separate certificate of liability insurance for one million dollars (\$1,000,000) is required of all food vendors.*
- *Must comply with all Fire Marshal requirements.*
- *Grease will not be permitted to be thrown out anywhere on the event site unless there are well marked grease receptacles at the Applicants expense.*

ALCOHOLIC BEVERAGE SERVICE REQUIREMENTS

In order to serve alcoholic beverages, the following is required:

- *Valid liquor license*
- *Valid liquor liability insurance*
- *Customer identification method for alcohol distribution*
- *City of Clermont alcohol application*
- *For Special Events on City property all requests must be approved by the City Manager and/or City Council and shall require additional processing time.*

SECURITY REQUIREMENTS

For the safety of participants and volunteers, Police may be necessary for your event. A police officer shall be required at each location where alcoholic beverages are being served and at any location deemed necessary by the City to maintain order and protect persons and property.

Any and all security requirements will be assessed by the City of Clermont Police Department based on the scope of the event. Private Security firms may be used if approved by the City of Clermont Police Department. The cost for providing off-duty police services is charged at a four (4) hour minimum shift per officer.

The City will review Maintenance of Traffic plan, barricade installation and removal. There is a limited number of barricades and the size of your event may determine the need to rent additional barricades from a private, certified barricade company with a valid license to do business in Lake County. All barricaded areas and proposed traffic plans must be clearly marked on your site plan and be approved by the City.

ROAD CLOSURE NOTIFICATION

Any road closures requested must be approved by the City Council and shall require additional processing time. Road closure notification may be required by Applicants to the residents and businesses being affected by the event. All road closures must be clearly marked on your site plan.

TRASH AND DUMPSTERS

Arrangements for dumpsters and the number required will be determined by the review process by the City. Prearranged dumpsters may be required with specific location, drop off and pick up dates and size. This will be at the Applicants expense.

GREASE RECEPTACLES

Grease receptacles may be obtained from a number of private firms. Please contact them directly and confirm they are properly licensed to provide this service in the City of Clermont. This will be at the Applicants expense. Verification is required.

TOILET FACILITIES

Portable toilets may be required for an event at applicant's expense, depending on the estimated attendance and availability of public facilities. Portable toilets are provided by a number of private firms. Please contact them directly and confirm they are properly licensed to provide this service in the City of Clermont. If necessary, the number required will be determined by the City. Verification is required.

EVENT CLEANUP

The City of Clermont Public Works Department will determine staffing requirements for event clean up. Applicant shall pay all charges.

FIRE SAFETY/EMS COVERAGE

If any event occurs within the City limits, the Fire Department must approve the site plan to assure adequate fire and emergency access as prescribed by the fire code. Applicant is responsible for all charges.

SITE PLANS

As with any event in the City of Clermont, all site plans must be reviewed and approved by affected City departments (i.e.: Public Works, Police Department, Fire Department, etc.) and may require communication with Lake County departments.

PERMITS AND LICENSES

A final Special Event Permit will be issued upon completion of the Special Event Application process. All permits and licenses relating to events in the City of Clermont will be applicable.

ELECTRICAL POWER

Existing electrical power shall be used where available. Access to electrical power for events may require permits and a licensed electrical contractor which will be determined by the City and paid for by the Applicant.

TENTS

In order to avoid damage to irrigation or other buried systems, the number and placement of tents must be indicated on the site plan. The City of Clermont Public Works Department will mark out lines in the areas that must be avoided by placement of tents. Any damages caused by tent placement will be charged to the Applicant. A Tent Permit is required when any Tent exceeds 900 square feet.

SIGNS

The installation, location and other criteria is prohibited under sign ordinance 1028 of the City code. Any signage requests must be submitted, for approval, at time of application with site map, install dates, removal dates, size of signage, and visual proof of sign.

MEETING

A Special Event meeting may be required with City Departments.

CHANGES

Any changes made to the Special Event Application after the final approval process will result in additional fees for processing costs.

Documents to be included with signed/completed application: Please check appropriate boxes below and return with signed application, questionnaire and cost estimator.

1. Questionnaire

2. Cost Estimator

3. Site Plan (*Maximum Size of 8 ½" X 11" including the following information*):

Location of food vendor area(s)	Location of generators
Canopy/Tent Locations w/ sizes	Location of temp power drop
Fuel storage/dispensing areas	Rides w/ descriptions
Emergency Access Route for EMS & Fire	Identify any fences/gates around event
Location of vendor booths & games	Stage locations
Residential trailers for crews (carnivals)	Table, chair, and equipment layout
Cable covers for electrical lines & hoses are in path of egress for patrons	Distances of structures, roadways, that cooking equipment, canopies, etc.
Location of hazards on property such as ditches, canals, lakes, construction, etc.	Traffic routing, road closures, separation of parking area from event
Location of fire extinguishers & other required life safety equipment	City facilities or equipment to be utilized
Description of sound amplification facilities or equipment to be utilized	Location and description of banners or signage (not permitted in ROW)
Location and description of Attention Getting Devices (Balloons, etc.)	Location of portable restrooms

4. Insurance Liability - Certificate of Insurance naming the City of Clermont as an additional insured.

5. Alcohol Permit - (*if applicable*)

6. Sign Requirements - (*if applicable*)

7. Road Closure locations - (*if applicable*)

8. Course Map - (*if applicable*)

9. Application Fee / Deposit Fee



APPLICATION FOR SPECIAL EVENTS PERMIT

PLEASE TYPE OR PRINT CLEARLY:

TODAY'S DATE: _____

Name of Event: _____

Name of Organization: _____

Organization Address: _____

Authorized Representative/Applicant: _____

Cell Phone #: _____ Work Phone #: _____

Email Address: _____

Secondary Contact Person: _____

Cell Phone #: _____ Work Phone #: _____

Description of the Event: _____

Expected Number of Attendees: _____

Event Start Date: ___/___/___ Initial Setup Start Time: _____ am pm

Event Start Time: _____ am pm Event End Date: ___/___/___

Event End Time: _____ am pm Breakdown End Time: _____ am pm

Location of Event:

(Please choose A, B, C, or D on MAP 1 or MAP 2): A B C D Map 1 Map 2

Other Location: _____

QUESTIONNAIRE – (please fill out and return with application)

Alcohol Served: Yes No

If Yes, State Alcoholic Beverage License REQUIRED for sale for alcoholic beverages 1-800-375-6975 and approval from the City of Clermont City Manager and Council.

Canopy/Tent Use: Yes No

If Yes, subject to permits as required by the Building/Fire Safety Division.

Electrical Use: Yes No

If Yes, subject to permits as required by the Building/Fire Safety Division.

Electrical Power Provided with: Generator Temporary Power Drop Property Power

Gas Fueled Equipment: Yes No

- Fuel Sources: Propane gas Natural gas Diesel Fuel Gasoline

Cooking Equipment Use: Yes No

If Yes, subject to approvals as required by the Florida DBPR, Division of Hotels and Restaurants. Contact number 1-850-487-1395.

- Types: Fryers Propane Grills Charcoal Grills Concession Trailer Food Trucks

Rides: Yes No

If Yes, may require State inspection 1-850-488-9790.

- Type: Mechanical Bounce Houses Animals

Pyrotechnic/Fireworks Displays: Yes No

If Yes, requires separate approval process completed by Company with the Fire Prevention Division. (The release of Sky Lanterns is not permitted under state law.)

Streets to be Closed or Traffic Control: Yes No

If Yes, requires separate approval process completed by applicant with the City of Clermont City Manager and Council and must be indicated on site plan.

Fire or Law Enforcement Stand-by Requested: Yes No

If Yes, requires separate approval process completed by applicant with the Clermont Police Department and Clermont Fire Department. (Law enforcement or fire/ems stand-by may be required by the City for certain events/activities and at the applicant's cost.)

Live Television or Radio Broadcast: Yes No

Band, Music or Sound Amplification Devices: Yes No

If loud sounds are created that require a permit under the City Noise Ordinance, a letter requesting a permit for such activity must accompany this permit application.

Temporary Water or Sewer Connections Requested: Yes No

If Yes, requires separate approval process completed by the applicant with the Public Works Department.

Banners or Attention Getting Devices: Yes No

If Yes, Attention Getting Devices and Banners require a separate permit with the Building/Fire Safety Division. Temporary signage is not permitted in right-of-ways.

City of Clermont Cost Estimator

Name of Event:

Date:

Event Contact:

Cell Phone:

Refund Payable to:

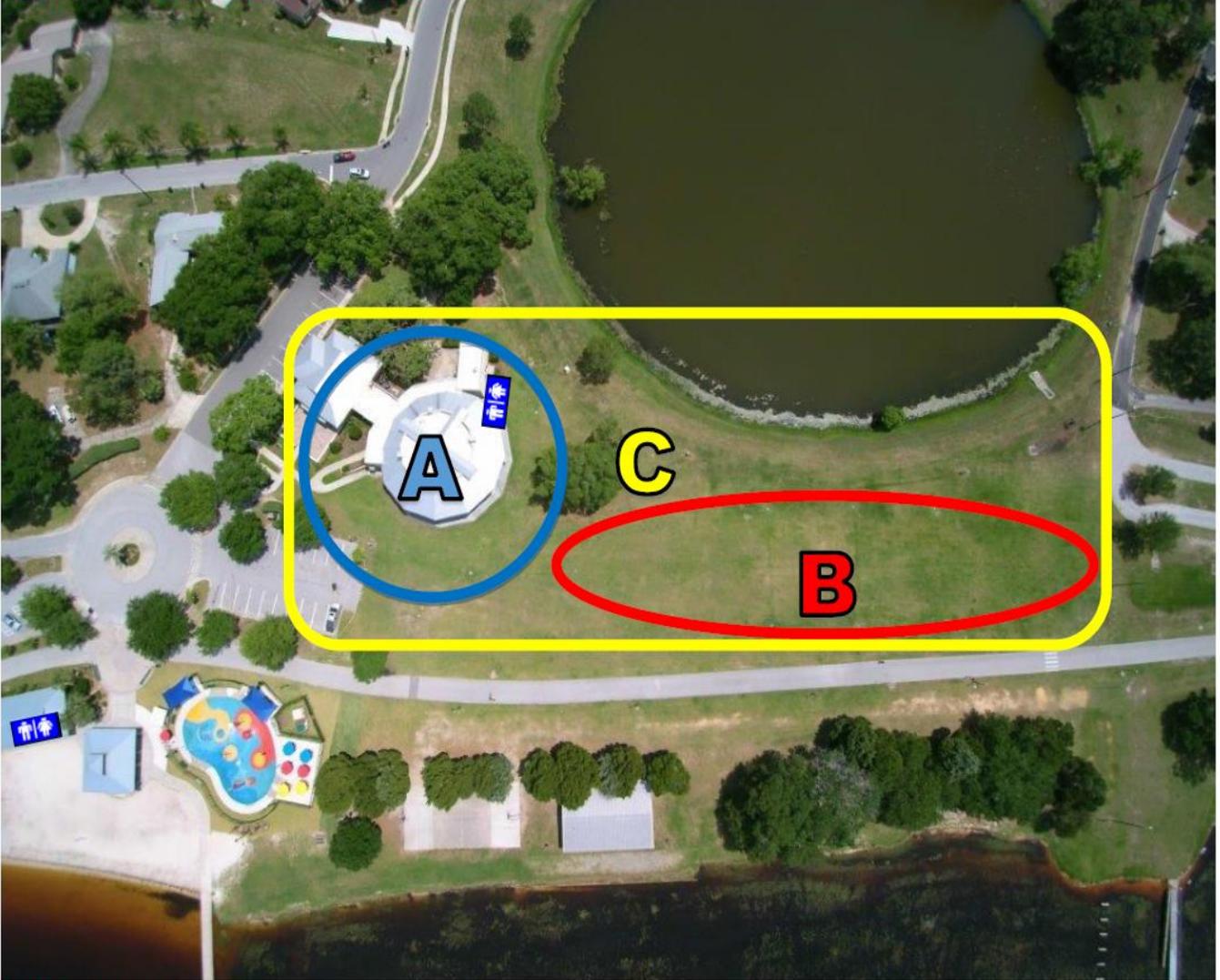
Refund Mailing Address:

City Property	Resident Rate	Non-Resident Rate	Special Instruction	Fee
Event Application	\$10	\$10	Non Refundable	\$10
Area A (Blue)- Highlander Building DEPOSIT	\$250	\$250		
Area A (Blue)-Highlander Building HOURLY FEE	\$70	\$110	Per Hour (2 Hour Minimum)	
Area A (Blue)-Highlander Building DAILY FEE	\$700	\$1100		
Area B (Red)-Park Area DEPOSIT	\$150	\$150		
Area B (Red)-Park Area HOURLY FEE	\$25	\$50	Per Hour (2 Hour Minimum)	
Area B (Red)-Park Area DAILY FEE	\$200	\$300		
Area C (Yellow)-Waterfront Park DEPOSIT	\$350	\$350		
Area C (Yellow)-Waterfront Park HOURLY FEE	\$100	\$190	Per Hour (2 Hour Minimum)	
Area C (Yellow)-Waterfront Park DAILY FEE	\$1000	\$1900		
Area D (Green)- City of Clermont Property DEPOSIT	\$150	\$150		
Area D (Green)- City of Clermont Property HOURLY FEE	\$25	\$50	Per Hour (2 Hour Minimum)	
Area D (Green)-City of Clermont Property DAILY FEE	\$200	\$300		
Additional Fees				
Additional City Staff	\$25	\$25	Per Person Per Hour	
Public Works Event Staff	\$25	\$25	Per Person Per Hour (Minimum 2 Hours)	
Police Officer	\$30	\$30	Per Officer (Minimum 4 Hours)	
Fire/ EMS (Minimum two personnel)	\$60	\$60	(Minimum 4 Hours)	
Fire Boat in the Water	\$100	\$100	Per Hour	
				7% Sales Tax
				Grand Total

Special Event Permit Application Guidelines

- a. Following submittal of a Special Event Permit Application the application is sent to all departments for review and comments.
- b. A meeting may be scheduled with the Applicant within approximately 10 business days of application submittal.
- c. During the meeting all impacted departments will have an opportunity to ask questions and notify applicant of any additional services required.
- d. Applicant must then submit all required items.
- e. Once all requirements have been met, Applicant will be able to come to either the Parks and Recreation Department or City Hall to sign approved permit.
- f. The length of time from submittal to approved permit will be determined by how quickly the applicant can supply required items.

WATERFRONT PARK



MAP 1



DOWNTOWN

MAP 2

PLEASE NOTE: The issuance of a Special Events Permit from the City shall NOT relieve any person from the duty to secure other City, State or County permits or approvals as may be required to include, but not be limited to, Department of Business and Professional Regulation, Health Department, tent permits, fireworks permit, attention getting device permits, business tax receipt, etc. The applicant agrees that no advertising for the event shall occur until this Special Event Permit has been approved. If any information is found to be false, incomplete or misrepresented, such fact is just cause for the immediate revocation of any permit issued. In addition, failure to correct any on-site condition or code violation as identified by the City staff will result in revocation of the permit and/or code enforcement fines.

Indemnification, Insurance and Additional Costs

The applicant and any other persons, organizations, firms or corporations on whose behalf the application is made agree that they will jointly and severally indemnify and hold the City harmless against liability, including court costs and attorney’s fees, and attorney’s fees on appeal, for any and all claims for damage to property, or injury to or death to persons, arising out of or resulting from the issuance of the permit or the conduct of the Special Event. The applicant may be required to provide insurance, as determined by the Risk Manager. In that case, the City shall be named as an Additional Insured. The applicant also agrees to reimburse the City for all costs due to damage, or use of City resources that are unanticipated but required to support this event.

Applicant’s Signature

Title

Printed Name

*******FOR CITY DEPARTMENT REVIEW ONLY*******

Department / Division Routing:

- | | | |
|----------------------|---------------------------------|----------------------------------|
| a) Police Department | b) Planning & Zoning Department | c) Public Works Department |
| d) Fire Department | e) Building Department | f) Parks & Recreation Department |

Provide email comments back to City within 7 calendar days of application receipt by the City. Comments need to include a specific denial or approval of the permit and any specific conditions required to be met or listed on the permit.