

CITY OF BRADENTON
101 Old Main Street
BRADENTON, FLORIDA 34205
(941) 932-9450
EVENT PERMIT APPLICATION

The following information is required for all event permits issued by the City of Bradenton. 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.

A non-refundable application fee of \$25.00 shall be paid at time of application. Rental fees and damage deposits will be paid following approval of the event request. All questions must be answered, as incomplete applications will be rejected. For further information, contact the Event Review Committee at 941-932-9450.

NAME OF EVENT: _____

Date(s) of Event: _____

Location of Event: _____

If the event is to be held on the Riverwalk, please circle the area(s) intending to be used.

Mosaic Amphitheater / Pavilion Area / Great Lawn / Regatta Plaza / Parking Lot Areas / Tower Plaza
Skate Park / Outdoor Living Room / Botanical Gardens / Volleyball Courts / Other(specify) _____

Hours of Operation: _____

Set up Time of Event: _____ Break down Time: _____

Purpose of Event: _____

Estimated Attendance: _____ Is this event open to the public? _____ **YES** _____ **NO**

Has this event been held in the past? ___ **YES** ___ **NO** If **YES**, what was the attendance? _____

ORGANIZATION NAME (IF APPLICABLE): _____

Street Address: _____ City, State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

E-mail Address: _____

CONTACT PERSON: _____

Street Address: _____ City, State: _____ Zip: _____

Phone: _____ Cell: _____ FAX: _____

Email Address: _____

PLEASE CHECK ALL PLANNED ACTIVITIES OF EVENT:

1. Music/Amplified sound: _____ YES _____ NO
2. Food Served / Sold: _____ YES _____ NO If YES, What Type: Cold Cooked * Using Fryers *
***Please ask about special requirements for cooked foods**

3. Alcohol Served / Sold: _____ YES _____ NO *alcohol requires additional police officers

4. Tents Used: _____ YES _____ NO If YES, Number of Tents: _____ Size of Tents _____

NOTE: If tents or canopies are used, no stakes are allowed and tent permits must be secured from the City's Department of Planning and Community Development located on 1st floor of City Hall @ 101 12th Street West. 941-932-9423

5. Street Closure Requested: _____ YES _____ NO If YES, What Street(s) _____

Times of Street Closure: FROM _____ TO _____

(Please also complete *Street Closure Form*)

6. Will temporary sanitary facilities be provided? _____ YES _____ NO

If YES, please indicate number and location on site plan (for calculations, see Event Manual under Standards)

7. Are fireworks planned? _____ YES _____ NO

NOTE: Fireworks will require a permit from the Planning Department in conjunction with the Fire Department. Application for permit must be received no less than one (1) month prior to the event. Any water displays shall be permitted by the US Coast Guard.

8. Are live animals planned to be a part of this event? YES NO

If YES, please describe: _____

NOTE: Live animals are only allowed by City Council approval and their planned location must be indicated on site map

9. Describe any additional event activities: _____

CITY SERVICES REQUESTED:

Electricity *see fee schedule

Solid Waste Service *see fee schedule

NOTICE OF PUBLIC SAFETY NOTICE FOR SECURITY & TRAFFIC CONTROL:

Bradenton Police Department - 100 10th Street West – 941-932-9300

Police security is required whenever alcoholic beverages are present, when closure of a public street is necessary, when large crowds are in attendance, or in any other situation as deemed necessary by the Bradenton Police Department (BPD). The number of personnel required is determined by BPD and wages are payable by applicant.

Contact BPD OFF-DUTY EMPLOYMENT COORDINATOR, Brenda Lovett at 941-932-9317 or brenda.lovett@bradentonpd.com to discuss security requirements.

During review by various City Departments, additional conditions may be imposed. This permit is valid only for the time indicated on this permit. In the event that the applicant fails to fulfill the requirement(s) (as set forth in this 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 Bradenton, 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 agrees to abide by all Event Approval Standards set forth in the manual (see page 6 to 8).

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.

Signature of Applicant

Organization

Typed or printed name and title

Date

Rental Contract

All event organizers must read and sign the Rental Contract before the event permit is issued.

Levels of sound, music, and noise produced at the authorized event shall adhere to City Noise Ordinance. If at any time a City of Bradenton law enforcement officer determines that this standard has been violated, said officer shall have the authority to require the Event Organizer, or any agent thereof, to take all necessary and appropriate actions to prevent further violations of this standard. If the Event Organizer or any agent thereof, fails to obey the orders of the law enforcement officer, Event Organizer will be required to present any future events to City Council for review prior to approval.

The event organizer has been informed that all events at Riverwalk Park, including non-musical events, must be completely closed by 10:00 pm. If any event wishes to continue past 10:00 pm, special City Council approval is required.

I, _____, applicant/event organizer for _____, event, scheduled for _____, 21____, from _____ a.m./p.m. to _____ a.m./p.m., hereby agrees to all conditions and regulations set forth in the event manual, application and contract as adopted by City Council.

Signature of Applicant

Organization

Typed or Printed Name and Title

Date

**CITY OF BRADENTON
REQUEST FOR TEMPORARY CLOSING OF CITY STREET(S)**

*****Request for Temporary Closing Form MUST be submitted to the Bradenton Public Works Department a minimum of sixty (60) days prior to the event*****

Name of Requestor: _____

Name of Organization: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Title of Event: _____

Date(s) of Event		Times of Event	
To:	From:	Begin:	Ends:

Proposed Road(s) to Close (Specific Locations – Include Map):

Proposed Detour Route (Include Alternative Road and Map):

Additional Notes & Comments:
