

Exhibit "F", Event Sheet

CITY OF POMPANO BEACH

APPLICATION FOR PUBLIC EVENT & CITY PARK USE



PE-Click here to enter text.

Date Received: [CLICK HERE TO ENTER A DATE.](#)

☒ Public Event ☒ City Property

SECURITY DEPOSIT

Applications must be turned in 45 days or more prior to event, a **\$50.00 nonrefundable** application fee is required. A **\$250.00 refundable**** security deposit, payable to The City of Pompano Beach is required with this application, but does not guarantee approval. Application must be filed **not less than 45 business days prior to the event. Applications will not be accepted without the fee and all necessary documents** which include: Insurance Certificate indemnifying The City of Pompano Beach \$300,000.00 each occurrence, (Insurance Certificate MUST READ: "Additionally insured City of Pompano Beach". In addition, a site plan/map must be included).

EVENT INFORMATION

Event Name: [Click here to enter a date.](#)

Event Purpose: [Click here to enter text.](#)

Event Date: [Click here to enter a date.](#)

Event Location: [Click here to enter text.](#)

Event Time: [Click here to enter text.](#)

Estimated Attendance per Day: [Click here to enter text.](#)

Past Attendance: [Click here to enter text.](#)

Year: [Click here to enter text.](#)

Description of Activities: [Click here to enter text.](#)

RELEASE AND WAIVER OF LIABILITY

In consideration of the opportunity afforded Applicant to use city premises for the public event activities described herein, applicant named herein does freely agree to make the following contractual representations and agreements.

*Applicant agrees to indemnify, defend, and hold harmless the City of Pompano Beach, it's officers, agents, employees, and volunteers from and against all claims, suits, actions, damages, liabilities, or expenditures of any kind arising out of or occurring during the special activities of applicant and resulting or accruing from any error, omission, conduct or negligent act of the applicant, thereto. Further, applicant hereby knowingly, freely, and voluntarily assumes all risk and liability for any damage or injury that may occur as a result of the use of the park premises and agrees to release, waive, discharge, and covenant not to sue the City of Pompano Beach, its officers, agents employees, and volunteers from any and all liability or claims that may be sustained by the applicant or a third party directly or indirectly in connection with, or arising out of, the applicant's use of the city premises, whether caused in whole or in part by the negligence of City of Pompano Beach or otherwise.

FOR SCHOOLS ONLY

INDEMNIFICATION WAIVED UPON RECEIPT OF CERTIFICATE OF INSURANCE. By signing, applicant agrees to have read the complete Public Event Application, and fully understands the terms and understands that the applicant has given up substantial rights by signing the Public Event Application and has signed it freely without any inducement or assurance of any nature and intends to be a complete and unconditional release of any and all liability to the greatest extent allowed by law and agrees that if any portion of this Public Event Application is held invalid the balance notwithstanding shall continue in full force and effect.

BUILDING REQUIREMENTS

Entertainment as it applies to the building department: Structures / Tents/ Canopies / Fences

Tents, canopies, awnings, and fences require a Building Permit. A General Contractor Class "A", "B", or "C" (if Residential), or a Building Contractor Class "AL" or "AE" license is required to obtain a permit. Contractor is required to schedule and successfully complete inspection work prior to event opening. Florida Building Code 104.6.1.2.

*If applicant is requesting the showmobile and/or small stage, a separate application needs to be filled out and sent it with this application.

Will any temporary structure be built, including tent, canopies or fences?

☐ Yes ☐ No

If YES, describe in detail and include 1 location map (site plan).

ELECTRICAL REQUIREMENTS

Electrical work requires an Electrical Building Permit. **Generators over 5KW require an Electrical Building Permit.** A Florida licensed electrician is required to obtain permits. Contractor is required to schedule and successfully complete inspection of work prior to event opening. Florida Building Code 101.4.3, 103.9.2.2.

1. **Will electrical wiring need to be installed?**

☐ Yes ☐ No

Voltage, amperage, and phase of additional wiring etc.

Specify Locations: [Click here to enter text.](#)

2. **Are you planning any type of amusement/entertainment rides as part of the event?**

☐ Yes ☐ No

If YES, name the company providing the equipment. Certificate of Insurance will be required by company.

Specify Vendor Name for equipment: [Click here to enter text.](#)

3. **Are you planning to have any type of concession?**

☐ Yes ☐ No

All food vendors must provide the necessary requested insurance and permits

a) If YES, has the Florida Department of Health approved food vending site plans?

☐ Yes ☐ No

Comments: [Click here to enter text.](#)

b) Do all food vendors have a temporary food service permit?

☐ Yes ☐ No

FIREWORKS

1. **Do you plan to have a fireworks display?**

☐ Yes ☐ No

If YES, specify date, time, location & vendor.

Specify Locations: [Click here to enter text.](#)

NOTE: You must request, in writing, the Fire Chief's approval for Fireworks displays 30 days prior to the event. Attach a copy of the Fire Chief's approval letter to this application—for Fire Department Review

APPLICANT OR ORGANIZATION REPRESENTATIVE

Organization Name: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City: [Click here to enter text.](#)

Zip: [Click here to enter text.](#)

Email Address: [Click here to enter text.](#)

Organization/Applicant Contact Person: [Click here to enter text.](#)Phone: [Click here to enter text.](#)Other Applicant Organization Name: [Click here to enter text.](#)Phone: [Click here to enter text.](#)Is Applicant Non-profit Organization? ☐ Yes ☐ NoTax Exempt #: [Click here to enter text.](#)

ADMISSION FEES

1. Are you planning to charge an admission, donation, participant fee, etc.? ☐ Yes ☐ No

SECURITY ARRANGEMENTS

As part of the application process for a special event in the City of Pompano Beach, traffic, pedestrian and other security issues are subject to review by the Sheriff's Office. Frequently, it is necessary to hire deputies to ensure a safe and secure gathering.

It is the responsibility of the person or organization sponsoring the event to contact the **Special Details Office** at **954-831-8199**, (72) hours prior to the event so we can accommodate your request. If less than a (72) hour notice is given, we may be unable to provide sufficient staff and your event could be canceled.

You will be required to provide information relative to persons in charge of your event, their telephone number and billing information. Not having this information available will delay the processing of your request. If subsequent to review of your application and should we have any additional questions, a member of our staff will contact you.

Captain Wayne Adkins

(All public events conducted on City property must have responsible security on site)

1. Are Police Security Officers being hired? ☐ Yes ☐ No

a) If YES, how many officers? [Click here to enter text.](#)

Name of Contact: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Other Security: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

TRAFFIC CONTROL PLAN

DESCRIBE PLANS TO COORDINATE TRAFFIC CONTROL

NOTE: If a State Road, Intracoastal Waterway bridge or railroad will be crossed or used, attach (2) copies of the FDOT permit (for Fire Department and Police Department use). In the case of a railroad crossing, security must be provided by railroad police.

Has the POLICE TRAFFIC UNIT been contacted? ☐ Yes ☐ No

a) Who is supplying manpower and barricades for approved street closings?

Vendor: [Click here to enter text.](#)

ANIMAL CONTROL

Will you be having animals at your event? ☐ Yes ☐ No

a) Please list the vendor and describe purpose for which the animals will be exhibited or displayed?

Vendor/Purpose: [Click here to enter text.](#)

SANITATION CLEAN-UP REQUIREMENT

The City reserves the right to require applicant to provide additional resources necessary to the maintenance and sanitation of the site. Applicants may be required to provide a sanitation (litter and trash removal) crew onsite during the event.

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NOTE: The clean-up of the area must be utilized within a reasonable time after the conclusion of the event. No more than 24 hours permitted in any instance.

Contact the Sanitation Department at 954-786-5516 for further questions.

1. **Who is handling the cleanup?** [Click here to enter text.](#)

Contact Number: [Click here to enter text.](#)

2. **Are Port-a-Johns being provided?**

☐ Yes ☐ No

If YES, *(Please display on site plan showing placement of Port-a-Johns)*

REQUEST FOR CITY INVOLVEMENT

Note: Organizations will be required to pay the necessary City personnel charges including Public Works, Parks and Recreation, Fire Rescue, Broward Sheriff's Office, and Development Services assessed on the current salary schedule.

Describe in detail any services you are requesting from the City of Pompano Beach. Applicant may be held responsible for costs relative to services request from the City.

[Click here to enter text.](#)

MARKETING

Please attach a copy of the flyers used for marketing purposes. If you are requesting to use the City Logo, a letter must be written to the City Manager requesting approval of City Logo use and placed with this application. This does not guarantee approval of City Logo usage.

Do you want this event to be posted, once approved, on the City's Website?

☐ Yes ☐ No

Event Description:

[Click here to enter text.](#)

SITE PLAN

A site plan is required for all public event applications by order of the City of Pompano Beach Fire Marshal.

PARK RANGERS

Park Rangers will be on City grounds during the following times: Monday thru Friday, 5pm – 10pm and Saturday/Sunday/Holidays, 7am – 10pm. Rangers will be checking on all events that fall within this time frame. If you are in need of City assistance with your event during these times, please call the Park Rangers at #954-740-9147 or #954-740-9152.

PARKING

There is NO free parking at any City paid parking lots.

CITY ORDINANCES

The City reserve the right to terminate this agreement effective immediately in the event that the rental party is involved or becomes involved in behavior which exhibits aggressive or violent tendencies whether physical or verbal and or promotes or incites violence or aggressive behavior which results in physical altercations, fighting and/or rioting, and/or if said behavior results in any property damage to the rented facility and/or in the event the rental party or anyone attending the rental has or consumes alcohol on City property or interferes with the ability of other patrons ability to utilize the facility. In the event this agreement is terminated the City also reserves the right to deem the renter ineligible to rent from the City of Pompano for a term of one year.

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The applicant must comply with all city ordinances concerning liability insurance, structural, electrical, fire inspections and any other important requirements. **Note:** The submission of an application for use of a City Park for a public event does not guarantee approval will be granted.

Signature of Applicant/Representative

[Click here to enter text.](#)

Date

[Click here to enter a date.](#)

Name of Organization

[Click here to enter text.](#)

LIST OF ATTACHMENTS THAT SHOULD BE INCLUDED WITH THIS APPLICATION:

Certificate of Insurance(s)

Site Plan

Proof of Payment

Marketing Plan: Flyers, etc.

Application for Showmobile or Small Stage (if requesting)

DEP approved permit (if applicable)

Rule & Regulations for City Parks & Pavilions

- Alcoholic beverages are not permitted in City Parks.
- Electricity is not available at Park Pavilions.
- Bounce houses are not permitted in City Parks.
- No animals for entertainment purposes.
- No amplified music is permitted in City Parks.
- Vendors, concession stands or the selling of food must have permission from the Recreation Programs Administrator.

STAFF REVIEW

	Signature	Approve	Disapprove	Date
Animal Control	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.
Building Dept.	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.
Fire-Rescue	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.
Police-BSO	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.
Public Works	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.
Risk Management	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.

Zoning Dept.

[Click here to enter text.](#)

☐☐

[Click here to enter a date.](#)

Application Review for Completeness: [Click here to enter text.](#)

RECREATION PROGRAMS ADMINISTRATOR PERMISSION

I, the undersigned, Recreation Programs Administrator do hereby give my permission for use of a City Park for the event described above.

Name of Event: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

Recreation Program Administrator or Designated Representative:

Date: [Click here to enter a date.](#)

[Click here to enter text.](#)

CITY MANAGER PERMISSION AND APPROVAL

City Manager or Representative: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)