

Date Received: _____

Date: _____ Approved Denied

The submission of this application does NOT guarantee approval. Do not publicize your event until approval has been confirmed. If your event is approved, your confirmation will be in the form of an Event Agreement issued to the Applicant. All applicable fees and charges will be invoiced once an Event Agreement is signed by the Applicant and the City.

APPLICATION DEADLINES & LATE FEES

In order to properly review and event application, the City of Dunedin requires adequate time to determine if the event is feasible considering all logistics and details including the size and scope of the event, traffic and pedestrian safety, security, and any other related concerns. In addition, the City of Dunedin reserves the right to deny an application that is not submitted by the deadline date. If a late application is accepted, and the event is approved, the applicant will be assessed a late fee. See page 5 of the Event Policy & Procedure Manual.

Event Attendance	Application Deadline
Up to 299	1 month prior to proposed event date
300–599 or Existing Major Events without changes*	3 months prior to proposed event date
New Major Events or Existing Major Events with changes	5 months prior to proposed event date

**If there is a change in scope (number of days, extended hours, expanded footprint, activities, additional road closure) the review process is the same as a new major event and the application deadline is 5 months prior to the proposed event date.*

APPLICANT

Name of Applicant: _____ Drivers License #: _____
(Must be 21 years of age or older)

Title (if applicable): _____

Name of Organization / Business: _____

Tax Exempt? Yes No If yes, please provide documentation. Non-Profit? Yes No If yes, please provide documentation.

Mailing Address _____ Street _____ City _____ State _____ Zip _____

Daytime Phone _____ Cell Phone _____ E-mail _____

EVENT INFORMATION

Event Title: _____

Event/Organization Web Address: _____

Event Location(s): _____

Event Date(s) & Time(s):

Date	Day of Week	Start Time	End Time
_____-_____-_____-	_____	_____: <input type="checkbox"/> AM <input type="checkbox"/> PM	_____: <input type="checkbox"/> AM <input type="checkbox"/> PM
_____-_____-_____-	_____	_____: <input type="checkbox"/> AM <input type="checkbox"/> PM	_____: <input type="checkbox"/> AM <input type="checkbox"/> PM
_____-_____-_____-	_____	_____: <input type="checkbox"/> AM <input type="checkbox"/> PM	_____: <input type="checkbox"/> AM <input type="checkbox"/> PM

Setup Dates(s): _____ Time(s): _____ to _____

Cleanup Dates(s): _____ Time(s): _____ to _____

Description of Event: _____

Will this be an Annual Event? Yes No If yes, next year's date(s) _____

EVENT LOGISTICS

Estimated Attendance: _____
(Include event crew, participants and spectators) This Year Last Year (if applicable)

List all event activities: _____

List all food and beverage vendors (Promoter is responsible for obtaining copies of all licenses and insurance from each vendor and provide the same to the City): _____

Will alcohol be served or sold? Served Sold No alcohol
* If yes, refer to the Event Policies & Procedures Manual for details. Beer and wine only on public property.

List all other vendors (may need to provide copy of certificate of insurance in a form acceptable to the City for each vendor): _____

Event Equipment (include dimensions, seating, staging, platforms, tents, booths, scaffolding, trucks, etc. on site map): _____

* Any tents larger than 10' x 10' require a Building Permit (tent permit). Permit fee: \$40 (up to 10 tents); \$85 (more than 10 tents). Permit fees subject to change without notice. Additional inspection fees may be required. See Event Policies & Procedures Manual for details.

Entertainment (detail type, bands, DJs, dancers, clowns, etc.): _____

List times of music and/or amplified sound (list PA systems, microphone, speakers, amps): _____

Requesting Noise Ordinance Waiver? Yes No If yes, include details: _____

Electricity Needed? Yes No Source: _____

Will portable restrooms be used? Yes No If yes (include on site plan): One ADA compliant toilet for every 10 (per location)
How many: _____ Installation date: _____ Removal date: _____

Will dumpsters be used? Yes No If yes (include on site plan):
How many: _____ Size: _____ Installation date: _____ Removal date: _____

Please list any admission charges, donations, parking, registration or other fees and how much: _____

Does Event require any Road Closures: Yes No
If yes, you must include **all the details** in site plan including roads and times.

Road	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____

SUPPORT DOCUMENTATION

Please include:

- Site Map
- Traffic & Parking Plan
- Safety Plan
- Certificate of Insurance (due 30 days prior to event)
- Day of Event Contact Person & Cell Number: _____
- Tax Exempt Documentation (if applicable)
- Non-Profit Documentation (if applicable)

ACCEPTANCE & UNDERSTANDING

As the Applicant, I hereby accept and understand the responsibility to oversee all contractors, vendors, or parties affiliated with the event and to insure compliance with the Event Policy & Procedure Manual, the event rules, guidelines, requirements for tents and all policies, rules, regulations, and code provisions of the City of Dunedin. I understand that any violations may result in immediate cancellation and revocation of the Event Agreement. I further certify that all the facts contained in this request are accurate.

For events on public property, I agree to obtain and furnish the City of Dunedin with a certificate of general liability insurance in the amount of at least one million dollars (\$1,000,000) or greater as deemed satisfactory by the City Risk Manager. The insurance must name the City of Dunedin as an additional insured.

I understand incomplete applications or any outstanding financial obligations with any department within the City of Dunedin may result in a denial of my request.

Print Name (must be president if Corporation)

Signature

Corporation Name (if applicable)

Date

Please send application and supporting documents to:

Dunedin Parks & Recreation Department
Administration Office - Events
1920 Pinehurst Road
Dunedin, Florida 34698
Fax: (727) 812-4547
Phone: (727) 812-4531

Upon approval, an Event Agreement will be sent to the Applicant. Upon receipt, the Applicant shall sign the Event Agreement and return it to the Parks & Recreation Department with payment of deposit within ten (10) days.