

- Special Public Property Event Permit
- Special Private Property Event Permit



Approved: (initial & date)	
Comm Svs:	_____
Zoning:	_____
Fire Chief:	_____
Building:	_____
Police Chief:	_____
Legal:	_____
City Manager:	_____

**CITY OF WESTON  
EVENT PERMIT APPLICATION**

Application shall be submitted not less than sixty (60) days prior to the commencement date of the event.

**APPLICANT:** (Names and addresses of all corporations, associations or individuals who will be promoting, holding or operating said event/exhibition) Attach additional sheet if necessary. List local and permanent address of individual and/or corporation and list principal officers.

\_\_\_\_\_  
Name and Title of Applicant(s)

\_\_\_\_\_  
Address and telephone

\_\_\_\_\_  
Name and Title of Applicant(s)

\_\_\_\_\_  
Address and telephone

\_\_\_\_\_  
Name and Date of Event

\_\_\_\_\_  
Description of Event

\_\_\_\_\_

<b>TYPE OF EVENT:</b>					
<input type="checkbox"/> Music	<input type="checkbox"/> Parade	<input type="checkbox"/> Art Show	<input type="checkbox"/> TV Commercial	<input type="checkbox"/> Movie/Filming	
<input type="checkbox"/> Athletic	<input type="checkbox"/> Other (specify) _____				

<b>EXTRAORDINARY USES:</b>					
<input type="checkbox"/> Animals	<input type="checkbox"/> Firearms	<input type="checkbox"/> Explosives/Fireworks	<input type="checkbox"/> Road Closures	<input type="checkbox"/> Cooking	
<input type="checkbox"/> Alcoholic beverages served*	<input type="checkbox"/> Tents/temp structures	<input type="checkbox"/> Aircraft			
<input type="checkbox"/> Other (specify) _____					
*For events where alcoholic beverages will be served, page three of this application must be filled out.					

The above uses may require a permit from the Fire Marshal and/or Broward County Building and Permitting.

Beneficiary of the event (if any) \_\_\_\_\_  
\_\_\_\_\_

**LOCATION:** (Exact location where event will be held)

Street Name: From: \_\_\_\_\_ To: \_\_\_\_\_ or;

Location address: \_\_\_\_\_

If the location(s) utilize private property proof of owner permission to utilize property must be submitted.

Does this event utilize any school zones/property?  yes  no If yes, please list location(s)

Use of School Zones during posted times is not permitted.

Street Closure required. Times: \_\_\_\_\_ Location: from \_\_\_\_\_ to: \_\_\_\_\_

Staging Area required. Location: \_\_\_\_\_

All street closures shall comply with MUTCD standards.

Parking Requirements (specify proposed locations) \_\_\_\_\_

**DATE AND TIMES:** (List all dates and periods of time on each date that event will be held)

Rain Date (if any) \_\_\_\_\_

**SIZE:** (Estimated number of performers/participants and spectators)

Participants: \_\_\_\_\_ Spectators: Per Day: \_\_\_\_\_ Per Hour: \_\_\_\_\_

**FACILITIES:** Are adequate facilities available for participants and spectators on premises for:

A. Sanitary - describe facilities: \_\_\_\_\_

B. Garbage waste - describe facilities: \_\_\_\_\_

**Food will be served or available for purchase**  yes  no

Type of cooking facilities to be used: \_\_\_\_\_

**For any event where alcoholic beverages will be sold (pursuant to Florida law a “sale” of alcohol occurs even when the alcohol is given away, if the alcohol is given away by a vendor who has other non-alcohol products for sale at the time the alcohol is given away), the event sponsor must provide proof that they hold an alcoholic beverage license from the State of Florida.**

(A) Events where 50 or fewer participants are expected at any given time and that will be held within 50 feet of the entrance of the establishment sponsoring the event:

Applicant must submit a diagram of the event location demonstrating that the event will not block the sidewalk or any other means of pedestrian travel.

(B) Events where more than 50 participants are expected at any given time or that will be held further than 50 feet from the entrance of the establishment sponsoring the event:

(1) Applicant must submit a diagram of the event location designating the specific area where the alcoholic beverages will be served and consumed. Detail what steps will be taken to ensure that no open container of alcohol is removed from the designated area and that order will be maintained at the event.

(a) How will access to the area be limited:

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(b)  Arrangements have been made for the provision of off duty police officers to enforce order and the boundaries of the area as follows:

1. for events where the number of anticipated participants does not exceed 100 at any given time, two officers are required, or
2. for events where the number of anticipated participants exceeds 100 at any given time, two officers plus one additional officer for each additional 100, or portion thereof, anticipated participants at any given time.

**REQUIRED ATTACHMENTS:**

1. PLAN FOR TRAFFIC MANAGEMENT
2. PLAN FOR CROWD CONTROL
3. PLAN FOR WASTE DISPOSAL
4. LIST OF POLICE & FIRE PROTECTION FACILITIES AVAILABLE at or near site
5. CERTIFICATE OF INSURANCE
6. HOLD HARMLESS AGREEMENT (approved City form)
7. PROJECTED FINANCIAL STATEMENT FOR THE EVENT, MUST INCLUDE PROJECTED BALANCE SHEET, PROJECTED INCOME STATEMENT AND A STATEMENT OF CHANGES IN THE FINANCIAL POSITION CERTIFIED BY A CERTIFIED PUBLIC ACCOUNTANT
8. FOR THOSE EVENTS WHERE ALCOHOLIC BEVERAGES WILL BE SERVED, DIAGRAM OF EVENT SITE SHOWING WHERE CONSUMPTION OF ALCOHOLIC BEVERAGES WILL BE PERMITTED

**Consumption and/or sale of alcoholic beverages on public property without a special event with alcoholic beverages permit is expressly prohibited.**

<b>INSURANCE:</b>		
A Certificate of Liability Insurance will be required to be filed with the Office of the City Clerk prior to the event. The City shall be named as additional insured and coverage limits (at minimum) shall be:		
<b>General Liability</b>	<b>Automobile Liability</b>	<b>Excess Liability</b>
Gen. Aggregate: \$2,000,000	All Autos / Combined	Umbrella Form
Products \$2,000,000	Single limit \$1,000,000	Each occurrence \$1,000,000
Pers/Adv Injury \$1,000,000		Aggregate \$1,000,000
Each occurrence \$1,000,000		
Fire damage \$ 50,000		

The City Manager or his designee shall have the authority to determine if police and/or fire/EMS personnel will be required to be in attendance during the event. In such instance, the applicant will be solely responsible for the hiring of off-duty Broward Sheriff's Office Law Enforcement personnel and/or Broward Sheriff's Office Fire Rescue personnel only. Waste (garbage) receptacle collection shall be provided only through the City's franchise solid waste hauler.

\_\_\_\_\_  
Name Title Date

\_\_\_\_\_  
Signature – Officer of Corporation with Corporate Resolution authorizing execution and binding corporation

The City of Weston reserves the right to revoke this permit at any time for non-compliance of applicable codes and / or unsafe conditions or acts.

**FOR CITY USE ONLY**

- All required information provided.
  - Certificate of Insurance provided.
  - Hold Harmless Agreement provided (approved City form).
  - For events where alcoholic beverages will be sold, proof of State License has been provided.
  - For events with more than 50 participants where alcoholic beverages will be served, arrangements for off duty officer have been made.
- Services Required:
- BSO Traffic Guards
  - BSO EMS
  - Portable Sanitary facilities
  - Waste receptacles/collection
  - Building Dept. Inspections
  - \_\_\_\_\_
- Police Chief Notified
  - Fire Chief Notified
  - Solid Waste Hauler Notified

**HOLD HARMLESS AGREEMENT**

Applicant \_\_\_\_\_ agrees to indemnify, defend and hold harmless the City of Weston, its officers, agents, independent contractors, servants, volunteers and employees against any and all injuries, liability, claims, judgments, attorney's fees and any and all causes of actions and damages, for any and all personal injury and/or property damage arising out of the following activity, function or program:

\_\_\_\_\_ to be held at

\_\_\_\_\_

Further, the Applicant **WAIVES ANY CLAIM** against City arising out of the above described activity, function or program, including any claim for negligence and does **COVENANT NOT TO SUE** the City relating to such activity. This indemnification and hold harmless shall continue notwithstanding any negligence or comparative negligence on the part of the City or its agents relating to such action, damage or claim.

Applicant voluntarily assumes the risk of any loss, injury or damage to person or property, which in any way arises out of the above described activity, function or program.

The Applicant agrees that this Hold Harmless form shall be binding on the Applicant's successors and assigns. Any provisions in this Hold Harmless that is prohibited or unenforceable under Florida or Federal law shall be ineffective to the extent of such prohibition without invalidating the remaining provisions hereof.

Applicant's Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Witness Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Manager Authorization \_\_\_\_\_



*Pride in Service with Integrity*

**DEPARTMENT OF FIRE RESCUE AND EMERGENCY SERVICES**

**Fire Marshal's Bureau**

2601 West Broward Boulevard, Room 3061

Fort Lauderdale, FL 33312

Phone: (954) 831-8210

Fax: (954) 831-8218

**CITY OF WESTON APPLICATION FOR SPECIAL EVENT PERMIT**

Name of Event: \_\_\_\_\_

Setup Date & Hrs: \_\_\_/\_\_\_/\_\_\_ (\_\_\_:\_\_\_ - \_\_\_:\_\_\_)

Event Date & Hours: \_\_\_/\_\_\_/\_\_\_ (\_\_\_:\_\_\_ to \_\_\_:\_\_\_) & \_\_\_/\_\_\_/\_\_\_ (\_\_\_:\_\_\_ - \_\_\_:\_\_\_)

Event Site Address: \_\_\_\_\_

City: \_\_\_\_\_

Site Manager/Supervisor: \_\_\_\_\_ Cell # : \_\_\_\_\_

Business Name: \_\_\_\_\_ Work#: \_\_\_\_\_ Fax #: \_\_\_\_\_

Business Owner/Agent: \_\_\_\_\_ Cell # : \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Fax # : \_\_\_\_\_

**Canopy Use** :  Yes  No If Yes, subject to permits as required by the Building Dept.

**Electrical Use**:  Yes  No If Yes, subject to permits as required by the Building Dept.

Electrical Power Provided With:  Generator  Temporary Power Drop

Using Existing Electrical Outlets

**Cooking Equipment Use**:  Yes  No If Yes, subject to permits as required by the Building Dept

**NO PROPANE**

Types:  Charcoal Grills  Concession Trailer  Warmers  Sterno

**Rides**:  Inflatable's (bounce house, slides, etc.)  Manual

Documents to be presented to Fire Marshal's Bureau with completed application:

Site Plan: Include the following:

- |   |  |
|---|--|
| <input type="checkbox"/> Location of cooking area and barrier being used to separate from the public.                                       | <input type="checkbox"/> Location of generators and barrier Being used to separate from the public |
| <input type="checkbox"/> Canopy Locations w/ sizes-# _____  | <input type="checkbox"/> Location of temp power drop   |
| <input type="checkbox"/> Fuel storage/dispensing areas  | <input type="checkbox"/> Rides w/ descriptions-Quantity _____                                      |
| <input type="checkbox"/> Emergency Access Area for EMS & Fire   | <input type="checkbox"/> Identify any fences/gates around event                                    |
| <input type="checkbox"/> Location of vendor booths & games  | <input type="checkbox"/> Stage locations   |
| <input type="checkbox"/> Residential trailers for crews (carnivals) show barrier from general public  | <input type="checkbox"/> Table, chair, and equipment layout under gathering canopies               |
| <input type="checkbox"/> Cable covers for electrical lines & hoses that are in path of egress for patrons                                   | <input type="checkbox"/> Distances of structures, roadways, cooking equipment, canopies, etc.      |
| <input type="checkbox"/> Location of hazards on property such as ditches, canals, lakes, construction, etc.                                 | <input type="checkbox"/> Traffic routing, road closures, separation of parking area from event     |
| <input type="checkbox"/> Location of fire extinguishers & other required life safety equipment  | <input type="checkbox"/> No smoking signs for large canopy gathering areas                         |
| <input type="checkbox"/> Provide 2 copies of the site plan for Fire Marshal's Bureau and a minimum of 2 copies for the Building Department. |  |

- Copy of written permission from the property owner, allowing the event on their property.
- Copy of proof of public premises liability insurance in the amount of \$1,000,000, naming the Broward Sheriff's Office as an additional insured.
- Copy of proof of public premises liability insurance in the amount of \$1,000,000, naming the applicable Municipality and/or Broward County Commission, as additional insured.
- Canopy use: provide copy of building permit, including flame retardant certificate for canopy material, schematic of canopy structure with anchors to ground.
- Electrical use: provide copy of electrical permit, generator specifications, temporary power drop circuit info.





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Event Date & Hours: \_\_\_/\_\_\_/1 (\_\_\_:\_\_\_ to \_\_\_:\_\_\_) & \_\_\_/\_\_\_/1 (\_\_\_:\_\_\_ - \_\_\_:\_\_\_)

Event Site Address: \_\_\_\_\_

City: \_\_\_\_\_ Email \_\_\_\_\_

Site Manager/Supervisor: \_\_\_\_\_ Cell #: \_\_\_\_\_

Business Name: \_\_\_\_\_ Work#: \_\_\_\_\_ Fax #: \_\_\_\_\_

Business Owner/Agent: \_\_\_\_\_ Cell #: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email \_\_\_\_\_

**City of Weston Building Department Contact / Ira Abdill – labdill@calvin-giordano.com**

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**Electrical Use:**  Yes  No If Yes, subject to permits as required by the Building Dept.

Electrical Power Provided With:  Generator  Temporary Power Drop

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