



CITY OF LEESBURG SPECIAL EVENT APPLICATION FORM

The City of Leesburg offers permits for a variety of special events. Please read the explanation of events to identify the type of event you are interested in hosting. When filling out the special event application form you must fill in all of the blanks for the type of event you are applying for. Each section number is followed by an event type. You must fill out each section with your corresponding event type.

Event type explanation

Event Type A is a “Major Event”. A Major Event per Chapter 26 of the Leesburg Code of Ordinances is defined as a special event of one day or more in duration, with an estimated cost of over \$5,000.00 in City services, staff overtime and equipment usage, which may include the sale and/or distribution of alcohol. Any event with the sale or distribution of alcohol shall be considered a Major Event. A “Major Event” can be described as parades, street festivals, walking/running/cycling events and/or a large assembly/gathering of the public. **Examples of this type of event include but are not limited to: Bikefest, Mardi Gras, Fine Arts Festival and other similar events. Major Special Event applications must be submitted 120 days prior to the Special Event.** All backup materials must be submitted 90 days prior to the Special Event.

Event Type B is an “Intermediate Event”. An Intermediate Event per Chapter 26 of the Leesburg Code of Ordinances is defined as a Special Event of one day or more in duration, does not include the sale or distribution of alcohol and has an estimated cost of between \$1,000.00 and \$5,000.00 in City services, staff overtime and equipment usage. **Intermediate Special Event applications must be submitted 90 days prior to the Special Event.** All backup materials must be submitted 45 days prior to the Special Event.

Event Type C is a “Minor Event”. A Minor Event per Chapter 26 of the Leesburg Code of Ordinances is defined as a Special Event of one day or less in duration, does not include the sale or distribution of alcohol and has an estimated cost of under \$1,000.00 in City services, staff overtime and equipment usage. **Minor Special Event applications must be submitted 45 days prior to the Special Event.** All backup materials must be submitted 30 days prior to the Special Event.

OR

Event Type C is also a “Supporting Event”. A Supporting Event is an event or activity ancillary to and in support of a Special Event, **providing service such as transportation** to or from the Special Event, or similar activity not being provided by the Event Organizer, and supplied by local businesses, community groups or private individuals within or outside of a permitted Special Event Venue.



CITY OF LEESBURG SPECIAL EVENT CHECKLIST

Return application to:
Leesburg Recreational Complex
1851 Griffin Road, Leesburg, FL 34748
City Contact: Special Events Coordinator - (352) 728-9885

- Completed Application
- Application Fee
- Site Plan
- Copy of Insurance Certificate
- Additional Permits/Additional Licenses
 - Alcohol
 - Tent
- Signatures
 - Section 9 – Indemnification
 - Section 10 – Certification
- List of Special Requests from the City (if any)

PLEASE COMPLETE ALL INFORMATION - DO NOT LEAVE ANY SPACES BLANK
WRITE N/A IN SPACES THAT DO NOT PERTAIN TO YOUR EVENT
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED
PLEASE PRINT USING BLACK INK OR TYPEWRITER

Return application to:
 Leesburg Recreational Complex
 1851 Griffin Road, Leesburg, FL 34748
 City Contact: Special Events Coordinator - (352) 728-9885

Section 1 – Applicant Information (A, B, C)

Name of Event:							
Name of Applicant (last, first, middle)							
Street Address							
City		State		Zip			
Home Phone		Work Phone					
Cell Phone		E-mail Address					
Website		D.L. # / State					
Corporation/Organization Name or D.B.A.							
State of Incorporation		Tax ID #		Sales Tax #			
Business Street Address							
Mailing Address (if different from above)							
City		State		Zip			
Current City of Leesburg Business License #							

Section 2 – Event Information (A, B, C)

Location of Event/Street Address							
Owner of property where event is to be held (if private property, a letter authorizing use by the owner must be included)							
Date(s) of Event(s)	Hours of Event	Set-up Date and Time			Clean-up Date & Time		

Promoter of the Event							
Promoter's Address							
Promoter's Phone							
Sponsor(s) of Event							
On-site Event Manager (if different from above)							
Event Manager's Home Phone		Cell (required)					
Event Manager's E-mail Address							
Event Manager's Address							
City		State		Zip			

Briefly Describe Event							
Has this event ever been held at another location?				Yes		No	

If yes, where?				
When?				
Has the applicant/organization ever had a liquor license or event permit denied, revoked, or suspended?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, explain:				
Will there be an admission charge?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, how much?				
Expected daily attendance:		Peak attendance:		
Describe audience				

Will there be musical entertainment?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, what type?				
If yes:	Number of stages:		City Stage (cost associated)	Other Stage
Type of Music:		Number of Bands:		
Will there be sound amplified entertainment?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please indicate:	Start time	AM/PM	Finish time	AM/PM
Will there be live entertainment	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will sound checks be conducted prior to the event	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please indicate:	Start time	AM/PM	Finish time	AM/PM

Please describe sound equipment that will be used for your event:				
Will there be any inflatable, climbing walls, game tables, kid activities, hot air balloons, or similar devices?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please describe				

Will there be fireworks, rockets, or other pyrotechnics	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please describe				

Will there be signs, banners, decorations, special lighting?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please describe				

Will there be any items sold?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please describe				

Will there be contracted concessionaires?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please describe				
If yes, how/where will waste water, fats, oils, or grease be disposed?				
If contracted, name, address & phone number of contracted waste handler				

How close are the nearest residences?							
Will you need water hook-ups?					Yes		No
If yes, please describe							
Will you need electrical hook-ups?					Yes		No
If yes, please describe							
Will there be:							
Tents* or canopies?			Yes		No	Size(s)	
Open flames or cooking?			Yes		No	Explain	
Temporary fencing?			Yes		No	Explain	

*All tents require a spate building permit

*Staked tents require locates. Event organizer must provide city with confirmation ticket

Will there be:							
First aid locations?					Yes		No
Portable toilets?					Yes		No
Electrical services/generators?					Yes		No
Event coordinator must provide (attach list of providers)							
Carnival/amusements?					Yes		No
Spotlights?					Yes		No

Description of any other activities at the event:							

Section 3 – (A,B)

Parades, Motorcades, Running, Walking/ Cycling/Skating Events and Street Parties

Assembly Area		Assembly Time	
Disassembly Area		Disassembly Time	
Number of Units			
Description of Units (motorized, animals, floats, sound amplification)			
Roads to be closed (Traffic Control Plan required)			
Traffic Control Signage (Describe signage requested/required)			
Parking locations (Provide separate map of locations)			
Barriers / Barricades needed?			Yes
If yes, where? (provide separate map of locations)			No

Traffic Control - A separate Traffic Control Plan must be submitted (including map) along with the request for signs or road closure and must be approved by the City of Leesburg.

Routes - A separate plan & map indicating the proposed route, including assembly and disassembly areas must be submitted with this application.

Section 4 – Site Plan (A, B, C)

Event Site Plan - Please include a site plan of the event area indicating the location(s) of the following:	
Activity/Amusement areas	Merchandise/Food vendors
Barriers & Barricades	Open flames/cooking areas
Carnival/Amusement rides	Parking
Controlled access/admission areas	Portable toilets
Electrical services/Generators	Recycling container
Emergency access	Stage(s)/Amplified sound equipment
First aid stations	Temporary fencing
Handicap parking/access areas	Temporary water service
In / Out gates	Tents/Canopies
Liquor distribution/Control areas Transportation transfer areas	

Closure of Public Access Areas – Traffic Control Plan indicating vehicle/pedestrian traffic control, detour routes and directional signs, as well as the time period of the closure, must be submitted for the proposed closure of any streets, sidewalks, alleys, right-of-ways, parking lots or any other public access area. Notice of closure must be posted 72 hours prior to the event.

Note: If possible, please submit all plans on 8 1/2" by 11 " paper. Plans must show all street names around location and identified in part by distance from 2 nearest cross streets.

Section 5 – Security (If Private)(A,B,C)

Responsible person at event			
Home or business phone		Cell phone (required)	
Type of Private Security Personnel and Company Name			
Security company address			
Security company phone		Number of security personnel	
Will you be requesting off-duty Leesburg police officers?		Yes	No
If yes, how many?			
*If yes, be sure to complete the appropriate form, <u>Police Service Agreement</u> .			

(After reviewing the permit application, the City may **require** the use of increased security or off-duty officers)

Section 6 – Alcohol (A)

Will there be alcohol?		Yes		No
Sold at the event?		Yes		No
Given away at the event?		Yes		No
Allowed to be brought into the event by attendees?		Yes		No
Included in ticket/admission price? *		Yes		No

*applies to charitable, civic, religious, fraternal, or political groups only.	
If you answered "Yes" to any of the above, a liquor license is required. Which type of license will be used for the event?	
Extension of Premises (attach copy of State of Florida application)	
Special Events (attach a copy of State of Florida application)	

If applying for a Special Event Liquor License, the following must be provided:			
Charity or Organization's Name			
501(c) (3) # (if applicable)			
<i>A letter from the charity or organization agreeing to participate as the agent for the special event liquor license is required and must accompany the original event application.</i>			
Name of Contact at Charity or Organization		Phone	
On-Site Agent Responsible for Liquor		Phone	
Is event within 500' of a church, town park, or school property line?		Yes	No
How will event attendees of legal drinking age (21) be identified?			

What controls will be used to keep attendees under the age of 21 from obtaining alcohol at the event?		Yes	No
Will those drinking be separated from those not drinking?		Yes	No
Will more than 50% of the gross revenues from the event be derived from alcohol sales?		Yes	No

A site plan showing locations of alcohol service areas, type and height of fencing, and security check areas must be provided and correspond to the description of the controls above.

Section 7 – Insurance (A,B)

Copies of all certificates of insurance required must be attached and must show the name of the event and dates of the coverage prior to the issuance of the event permit. Please have your insurance company FAX or email the certificate to the attention of the Recreation Department - (352)326-6625 or Recreation.Dept@leesburgflorida.gov at least 30 days prior to the event date.
The Applicant shall purchase and maintain <u>Comprehensive General Liability</u> and <u>Liquor Liability</u> insurances with minimum limits for each coverage of \$1,000,000 per occurrence and \$1,000,000 aggregate. Liquor liability insurance coverage may be provided in the form of an endorsement to the Comprehensive General Liability policy. Applicant's insurance shall remain in full force from the event setup through event cleanup. Applicant must provide written proof of the required insurance coverages to the City in a form acceptable to the City prior to the issuance of the event permit. The CITY OF LEESBURG shall be named as an additional insured to the extent of the agreement, contract or lease.
<u>Automobile Liability Insurance Certificate</u> of insurance with a minimum of \$500,000 coverage per occurrence is required if automobiles or any other licensed motor vehicles are used as part of the event.

Section 8 – Fees & Cost Recovery (A,B)

Fees for events will vary greatly, depending on the resources your event will require. Fees will be charged based on the requirements of the Special Events ordinance.
* <u>Electrical permit</u> must be obtained before any work can begin, and fees paid at time of permit issuance. Permit must be at the event location or inspector will not approve electrical. Inspection requires 24 hours advance notice.
<u>Deposits</u> may be required for such things as keys for park gates, water meters, recycling containers, cleaning, or damages. Deposit amounts depend on the type of deposit, number of days, or activities of an event.

<u>Direct Costs</u>	<ol style="list-style-type: none"> 1. Direct costs will be billed to applicant for damage, including cost of materials and labor to repair damage 2. Overtime costs incurred by City personnel may be billed to applicant. 3. Costs for the use of City equipment (i.e.: light towers, dumpsters, barricades, etc...) may be billed to the applicant.
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Section 9 – Indemnification (A,B,C)

Applicant/Permittee agrees to indemnify and hold harmless the City of Leesburg and its agencies representatives, employees and officers from and against any and all claims, liabilities, damages or judgments, caused by or arising out of (a) dealings between the Applicant/Permittee and third parties, (b) the issuance of this permit, and (c) the City's approval of security provisions regarding Applicant's proposed event for which this application is being prepared. This indemnification includes the costs of litigation and counsel fees. Applicant/Permittee agrees, at its own expense, to defend all of the persons to whom this covenant extends against any such claim. The Applicant/Permittee shall have full control of the defense of any litigation and may settle, compromise or adjust the same, provided, however, that the City, on relieving the Applicant/Permittee in writing of indemnification, shall have the right, if it so elects, to conduct any such litigation at its own expense by its own counsel.

Applicant's Signature	Date

Section 10 – Certification (A, B, C)

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions of use as written. This permit is not transferable to any other individual or group.

Applicant's Signature	Date



Some of the following items may be available through the City. Please indicate if you are requesting the use of any of the listed items. There is an additional cost associated with the use of each item. The items in the following table are available only on request and are not guaranteed to be available for each event until approved by the appropriate City department.

Item	Comments
<input type="checkbox"/> Tables (Max of 25)	
<input type="checkbox"/> Chairs (Max of 144)	
<input type="checkbox"/> Bleachers (Max of 2)	
<input type="checkbox"/> Portable Stage	
<input type="checkbox"/> Light Tower	
<input type="checkbox"/> Traffic Cones	
<input type="checkbox"/> Sound System	
<input type="checkbox"/> Barriers & Barricades	
<input type="checkbox"/> Recycling Container	
<input type="checkbox"/> Trash Receptacles	