



CITY OF BOCA RATON

201 W. Palmetto Park Rd • Boca Raton, FL 33432-3795

(561) 393-7934 [Office] / (561) 367-7049 [Fax]

www.myboca.us

APPLICATION FOR SPECIAL EVENT

**PLEASE FILL-OUT FORM AND RETURN TO CODE COMPLIANCE FOR ROUTING/DEPARTMENT SIGNATURES
TWENTY (20) BUSINESS DAYS OR MORE PRIOR TO EVENT.**

**ANY OUTSTANDING FEES INCURRED FOR ADDITIONAL CITY SERVICES MUST BE PAID NO LATER THAN
SEVEN (7) DAYS PRIOR TO EVENT.**

APPLICATION #: _____

DATE SUBMITTED: _____

BUILDING PERMIT #: _____

ADDRESS OF EVENT:

NAME OF EVENT:

DESCRIPTION OF EVENT:

SPECIAL EVENT PERMIT FEES: (Fees for any additional required Permits not included)	
1 – 4 Business days submitted prior to event:	\$320.00
5 – 9 Business days submitted prior to event:	\$215.00
10 – 14 Business days submitted prior to event:	\$115.00
15 – 19 Business days submitted prior to event:	\$65.00
20+ Business days submitted prior to event:	\$35.00
Car Wash & Sign Permit require only	\$8.00
Code Review & Signature	

PERSON RESPONSIBLE FOR EVENT: _____

Telephone: _____

Email: _____

DATE(S) AND TIME(S) OF EVENT:

Date: _____ Set-up Time: _____ Break Down: _____

Date: _____ Starting Time: _____ Closing Time: _____

Date: _____ Starting Time: _____ Closing Time: _____

NAME OF SPONSOR ORGANIZATION: _____

Address of Sponsor: _____

Street: _____ City: _____

State: _____ Zip: _____

Phone: _____ Fax: _____

PARKING: Adequate parking must be available to accommodate event. If off-site parking will be used, letters of permission from the property owners will also be required. **Attach a map showing where parking will be located.**

LOCATION OF PARKING: _____

NUMBER OF SPACES AVAILABLE: _____ Number of Metered* Spaces Used: _____

*Will require payment of additional fees.

NUMBER OF EXPECTED PARTICIPANTS: _____

NUMBER OF EXPECTED VENDORS: _____

WILL MUSIC BE PROVIDED? YES NO
Type: _____
Location: _____
Date(s): _____
Hours: _____
Number of Loudspeakers: _____
Type of Amplifiers: _____

WILL ELECTRICITY BE USED? YES NO
(Electrical permit is required for generators and temporary service.)
Locations: _____
Provided By: _____

WILL A TENT BE ERECTED? YES NO
(A Building Permit is required for tents.)
Tent Contractor: _____
Name: _____
Phone: _____

WILL THE TENT OR ELECTRICAL INSPECTIONS BE NEEDED AFTER NORMAL WORKING HOURS?
YES NO

WILL FOOD AND/OR BEVERAGES BE SERVED?
(Health Department approval may be required.)
YES NO

WILL BEVERAGES INCLUDE BEER AND/OR WINE?
YES NO
(An ATF permit may be required)

WHERE WILL FOOD BE PREPARED? _____

WILL HEATING/COOLING OF FOOD BE PROVIDED? YES NO
Type of Heating Equipment Used: _____

NUMBER OF RESTROOM FACILITIES: _____
Permanent: _____
Locations: _____
Temporary: _____
Company providing restrooms: _____
Locations: _____

*****ATTACH MAP OF EVENT LAYOUT*****

WILL PRIVATE SECURITY BE PROVIDED?
YES NO
Company Name: _____
Amount: _____
Locations: _____

WILL VOLUNTEERS BE USED? YES NO
Amount: _____
Purpose: _____

WILL YOU REQUIRE THE USE OF A CITY PARK OR FACILITY? YES NO
If yes, you must contact the Recreation Services Department to obtain a separate Recreations Services Permit. **Joe Briggs • (561) 393-7824**
Community Center
150 NW Crawford Blvd

ARE YOU REQUESTING THAT ANY ROADS BE CLOSED? YES NO
(If sidewalk, lane or road closure is required, Maintenance of Traffic plan is required.)
Which roads: _____

Which intersections: _____

Dates: _____
Hours: _____

NOTIFICATION TO PERSONS AFFECTED BY ROAD CLOSING MUST BE MADE IN WRITING. PROVIDE COPY OF NOTICE WITH APPLICATION.

MARATHONS/BIKE-A-THONS, ETC? YES NO
*****ATTACH MAP SHOWING COURSE*****

Type of Race/Ride: _____
Time of Assembly: _____
Time event will start: _____
Time event will conclude: _____
Location and streets required for assembly: _____

Disband Location: _____

WILL MEDICAL ASSISTANCE BE PROVIDED BY SPONSOR? YES NO
Doctor's Name: _____
Doctor's Phone: _____
Number of Pick-Up Vehicles: _____
Radio communication provided? YES NO

PARADE? YES NO
*****ATTACH A MAP SHOWING PARADE ROUTE, AREA OF ASSEMBLY AND DISBANDMENT*****
Type of Parade: _____
Time of Assembly: _____
Time Parade Begins/Ends: _____
Number of Pedestrians: _____
Number of Bands: _____
Number of Vehicles: _____
Number of Floats: _____
Number of Specialty Units: _____

CLEAN UP OF EVENT SITE MUST BE COMPLETED WITHIN 24 HOURS OF CLOSE OF EVENT.

SEC. 24-125. SPECIAL EVENT SIGNS AND SPECIAL EVENT BANNERS.

ONE free-standing sign or banner, directing the attention of the public to a special event, may be permitted on the premises of the event. A special event sign shall not exceed 25 square feet per sign face and a sign area of 50 square feet, and its height shall not exceed 7 feet. A banner shall not exceed 50 square feet in area. Such signs and banners shall be removed within 7 days after the scheduled event ends.

PROPERTY OWNER'S PERMISSION: A letter of permission from the property owner may be attached to the application in lieu of signature below.

PROPERTY OWNER'S PERMISSION

I, the undersigned, and owner of the event location, do hereby give my permission for use of my property for the event described above.

Signature of Owner: _____ Date: _____

Print Name: _____ Phone _____

HOLD HARMLESS AGREEMENT

By acceptance of this permit, the sponsor agrees to indemnify and hold harmless the City of Boca Raton, its officers, employees and agents from and against all loss, costs, expenses, including attorneys' fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by sponsor, its officers, employees, and agents under any of the terms of this special event permit. If any unforeseen circumstances occur and/ or the sponsor fails to meet the requirements the City has set forth, the City of Boca Raton shall have the right to cancel or stop the event either before commencement of the activities and/ or during the event.

Applicant Signature: _____ Print Name: _____

Title: _____ Date: _____

SEC. 13-100(4) DEFINITIONS

***Special Event** shall mean any meeting, activity, gathering, or group of persons, animals, or vehicles, or a combination thereof, having a common purpose, design or goal (excluding any such event conducted for the primary purpose of First Amendment speech or assembly), which special event is intended to or does draw public attention, and interferes with or has the tendency to interfere with the normal flow or regulation of pedestrian or vehicular traffic upon any public facility, street, sidewalk, swale, alley, park, public recreation areas or other place or building. The term shall include, but not be limited to, festivals, carnivals, concerts, parades, athletic events, rallies, and similar gatherings, but shall not include demonstrations.*

SEC. 13-101 PERMIT REQUIRED

No person shall initiate, sponsor, organize, promote, conduct or advertise a special event unless a permit has been obtained from the City.

*Please see **Ordinance 4748** for further Special Event information including prohibited activities. (If organization is non-profit, attach certificate of non-profit status per F.S. 617)*

AMPHITHEATER REQUIREMENTS AND APPROVALS

If Amphitheater will be used, this section MUST be completed; if not, go to "General" Section below.

MIZNER PARK AMPHITHEATER:

Will Amphitheater be used? YES___ NO___

Will this event be ticketed? YES___ NO___

What is the estimated attendance? _____

(NOTE: If ticketed with 2,000 attendees or more, a road closure will be required.)

Will the event be: General Admission___ or Seated___? (Check one)

(NOTE: If seated, a fire inspection is required.)

Will there be a tent(s) set up? YES___ NO___

(NOTE: If yes, a building permit is required.)

Will a generator(s) be used? YES___ NO___

(NOTE: If yes, an electrical permit is required.)

Will hazers be used on stage? YES___ NO___

(NOTE: If yes, additional fire permit for pyrotechnics is required.)

Will there be vendors/caterers on site other than those provided by the City?

YES___ NO___ (NOTE: If yes, certificates of insurance for each vendor are required.)

GENERAL DEPARTMENT REQUIREMENTS AND APPROVALS

Please coordinate with the following departments.

POLICE SERVICES DEPT.

(For services of off-duty police officers for traffic control, crowd control, parking, road closings, etc.)

Officer Dave Skrabec

100 NW 2 Ave

(561) 338-1345 / (561) 347-5165 Fax

REQUIREMENTS:

ASSISTANCE REQUIRED: YES NO

POLICE SERVICES DEPT. SIGNATURE

FIRE/RESCUE SERVICES DEPT.

(For medical assistance, fire services, etc.)

David Woodside Asst. Chief/Fire

6500 Congress Ave, #200

(561) 982-4030 / (561) 982-4015 Fax

FIRE/RESCUE SERVICES REQUIREMENTS:

- Eents/canopy fire rating certificate required.
- Floor plan / seating / setup drawing required showing exits, etc.
- Emergency access must be maintained.
- Fire extinguishers must have current tag, and be operational and readily accessible.
- Cooking requires LPG outside of tent pointing away from exposures.
- Electrical wiring exterior rated, not overloaded.
- Fire Rescue Services inspection required.
Call for appointment.
- Fire watch or inspector(s) Amount: _____
- Paramedic Amount: _____
- EMT Amount: _____ Other: _____

FIRE/RESCUE SERVICES DEPT. SIGNATURE

MUNICIPAL SERVICES DEPT.

(For road closures and R.O.W. issues, etc.)

John Reilly
2500 NW 1 Ave, 2nd Floor
(561) 416-3374 / (561) 416-3418 Fax

RECREATION SERVICES DEPT.

(For use of City-owned facilities)

Joe Briggs
150 NW Crawford Blvd
(561) 393-7824 / (561) 367-7097 Fax

WILL IT BE NECESSARY TO CLOSE ANY ROADS?

YES NO

If yes, Maintenance Traffic Plan is required prior to Municipal Services' sign-off.

REQUIREMENTS:

- WEDDING ENTERTAINMENT
- ROAD RACE OCEAN SWIM
- PICNIC OVERNIGHT CAMPING
- GREEN SPACE PLAZA REAL

RECREATION SERVICES PERMIT REQUIRED?

YES NO

Name of Park/Facility: _____

Is it already reserved? YES NO

City Beach Access Required? YES NO

Other Requirements: _____

MUNICIPAL SERVICES DEPT. SIGNATURE

RECREATION SERVICES DEPT. SIGNATURE

DOWNTOWN BOCA-CRA
Ruby Childers/Downtown Manager
201 W Palmetto Park Rd
(561) 367-7070 / (561) 393-7784 FAX

PERMISSION LETTER FROM GGP REQUIRED? YES _____ NO _____

SIGNATURE OF DOWNTOWN MANAGER

PARKING SERVICES
Geoff Handley/Parking Services Supervisor
201 W Palmetto Park Rd
(561) 544-8506 / (561) 347-5168 FAX

PARKING FEES: \$ _____
(MUST BE PAID PRIOR TO ISSUANCE OF SPECIAL EVENT PERMIT.)

SIGNATURE OF PARKING SERVICES SUPERVISOR

BUILDING OFFICIAL

(For tents, generators, and temporary service approval.)

Mike Fichera

201 W Palmetto Park Road

(561) 393-7894 / (561) 393-7990 Fax

BUILDING PERMIT # _____

ELECTRICAL PERMIT # _____

OVERTIME INSPECTIONS PAID? YES NO

BUILDING DEPARTMENT REQUIREMENTS:

SIGNATURE OF BUILDING OFFICIAL



RISK MANAGEMENT

Jean Heald

201 W Palmetto Park Road

(561) 393-7970 / (561) 393-7766 Fax

pgardner@ci.boca-raton.fl.us

or

Dan Marvel

201 W Palmetto Park Road

(561) 393-7972 / (561) 347-5179 Fax

dmarvel@ci.boca-raton.fl.us

INSURANCE CERTIFICATE IS REQUIRED FOR ALL EVENTS:

IF CITY OF BOCA RATON PROPERTY IS BEING USED: an original, signed insurance certificate in the amount of \$1,000,000, indicating the City of Boca Raton as an additional insured for the date(s) of the event, must be submitted at least 10 working days prior to event.

If an ACORD form is used, the phrase “the City of Boca Raton is an additional insured for ...” (the date(s) of the event) is to be placed in the box labeled “Description of Operations.”

IF NO CITY OF BOCA RATON PROPERTY IS BEING USED: an original, signed insurance certificate from the property owner’s insurance carrier in the amount of \$1,000,000 must be submitted at least 10 working days prior to event.

HAS ORIGINAL INSURANCE CERTIFICATE BEEN SUBMITTED? YES NO

DOES IT MEET CITY’S REQUIREMENTS? YES NO

If no, additional requirements: _____

RISK MANAGEMENT SIGNATURE