



INSTRUCTIONS: Applicable pages must be filled out completely and submitted with payment and certificates of insurance at least 60 days prior to the event. For questions about requirements, fees or the application process, please call (850) 471-6400 or e-mail outdoorevents@myescambia.com. Large Outdoor Entertainment Events are regulated by Sections 86-211 through 221, Escambia County Code of Ordinances; in the event of any conflict between the provisions of this application and the ordinance, the ordinance shall control.

### APPLICANT AND EVENT ORGANIZER INFORMATION

INDIVIDUAL     NOT-FOR-PROFIT     FOR PROFIT     CHARITY     CHURCH     OTHER

Name of Applicant: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Chairperson (if different from applicant): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### EVENT INFORMATION

CONCERT     PARK FESTIVAL     STREET FESTIVAL     RUN/WALK     FUNDRAISER  
 PARADE/PROCESSION     SPORTS EVENT     FISHING EVENT     PRIVATE EVENT     SALE/MARKET  
 OTHER

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

Event Location: \_\_\_\_\_ Date(s) of Event \_\_\_\_\_ to \_\_\_\_\_

Time of Event: Day 1 \_\_\_\_\_ to \_\_\_\_\_ Day 2 \_\_\_\_\_ to \_\_\_\_\_ Day 3 \_\_\_\_\_ to \_\_\_\_\_

Set Up Date: \_\_\_\_\_ Set Up Time: \_\_\_\_\_ Breakdown Date: \_\_\_\_\_ Breakdown Time: \_\_\_\_\_

Will an Admission Fee be charged:  Yes  No` Admission Fee: \_\_\_\_\_

If YES, will tickets be sold in advance, at the gate or both?  In Advance  At the Gate  Both

Estimated Attendance: \_\_\_\_\_ /per day Is this an annual event?  Yes  No

If YES, list the date(s) requested next year, if available: \_\_\_\_\_ to \_\_\_\_\_

Assembly, Dispersal and Parking Location: \_\_\_\_\_

Number of Vehicles That Will Participate in Event: \_\_\_\_\_

Method of Notifying Participants of Terms and Conditions of Event: \_\_\_\_\_

**\*A Fire Safety Inspection must be completed prior to the commencement of the event.\***

# SPECIAL EVENT QUESTIONS

Please answer all questions and attach a site plan and additional documents to the application.

1. Will restroom facilities and adequate potable water be available on site?  Yes  No  
If yes, describe: \_\_\_\_\_
2. Is electrical power necessary and available along with the required facilities?  Yes  No  
If yes, describe: \_\_\_\_\_
3. Will there be amplified sound (live or recorded music, loudspeakers, etc)?  Yes  No  
If yes, times requested: \_\_\_\_\_ to \_\_\_\_\_
4. Will food or non-alcoholic beverages be sold or given away?  Yes  No
5. Will food be cooked at the event?  Yes  No
6. Will there be adequate garbage and litter cleanup during and after event?  Yes  No
7. Will alcoholic beverages be sold or given away?  Yes  No  
If yes, liquor liability insurance must be attached. Also, applicant must consult with Risk Management and Development Services Department on the required insurance amount and alcohol permissions.
8. Will there be fireworks?  Yes  No  
If yes, Fireworks Exhibition Permit Application must be attached.
9. Will unimproved lots be used for parking?  Yes  No  
If yes, a Parking Management Plan must be attached.
10. Will a County park or other public facility be utilized?  Yes  No  
If yes, a Park Rental Application or Facility License must be attached.
11. Will vendors be selling merchandise, food or wares?  Yes  No  
If yes, a Vendor Information Form must be attached. Also, all food vendors must meet the requirements for cooking operations during public events (included in this application).
12. Will tents larger than 30x30 be erected?  Yes  No  
If yes, a Tent Permit must be attached. All booths or tents, regardless of size, must have a minimum of (1) 2A10BC fire extinguisher that has been inspected and tagged by a licensed fire extinguisher contractor.
13. Will stages or platforms be erected?  Yes  No  
If yes, applicant must consult with the Building Inspections at (850)595-3550 for applicable permits and to schedule inspections prior to event commencement.
14. How many members of the applicant's staff will be supporting the event? \_\_\_\_\_
15. What is the method of communication used by staff during event (radios, etc)? \_\_\_\_\_
16. How will event staff be identified (t-shirts, badges, etc.)? Please describe or attach depiction. \_\_\_\_\_

## ADDITIONAL REQUIRED DOCUMENTS

Below are documents that are required to be submitted with the application prior to permit being issued, if approved.

### **Florida Division of Corporations Annual Report**

### **Tax Exempt Certificate and/or 501(c)3 Documentation**

If entity is claiming tax exempt and/or non-profit status

### **Event Site Plan and/or Route Map**

Site Plan must show the assembly, dispersal, parking areas, and all temporary construction or structures (stages, booths, water and toilet facilities, etc.).

A Management of Traffic (MOT) Plan may also be necessary, depending upon event type, and must be submitted along with Site Plan for the event.

Map(s) must be approved by Development Services, Community & Environment/Environmental Services, Escambia County Sheriff's Office, and the Public Safety Department. Depending upon the specific type of event, the approval of other County Departments may also be required.

### **Cleanup Plan**

Cleanup Plan must be submitted with a bond, as determined by Risk Management Division.

All cleanup activities must be completed within 24 hours of the end of the event

### **Insurance Certificate(s)**

Certificate(s) must list Escambia County as an additional insured on all insurance coverage. Other additional insured may be required, depending upon scope and/or location of event. Certificate holder should read:

Escambia County  
221 Palafox Place  
Pensacola, FL 32502

# RULES AND REGULATIONS

## Cancellation Policy

- The Cleanup Deposit will be returned if the event is cancelled prior to the date of the event. (Restrictions may apply based on the event location.)
- No Permit Fees will be refunded if the event is cancelled before or after the scheduled event date.
- Although Permit Fees are non-refundable, if an event is cancelled due to inclement weather, the permit fee can be credited towards an alternate date. Event organizers must be in touch with County before the scheduled event date or no more than three (3) business days following the scheduled event date to reschedule. The alternate date must be within eight (8) months of the original scheduled event date.

## ADA Accessibility Guidelines

- Event organizers must make the event accessible to people with disabilities to the greatest extent possible in compliance with the requirements of the Americans with Disabilities Act (ADA). If the event calls for portable restroom facilities, 5% of the total number of portable restroom units and at least one (1) in each grouping of units must be accessible to persons with disabilities.
- Accessible parking must be provided for persons with disabilities. Depending on the location, designated accessible parking lots must be utilized for accessible parking for the event. Information regarding accessible parking locations should be included as part of the event advertising and clearly marked at the event site. At a minimum, all event personnel and volunteers should be aware of the locations of accessible parking to direct persons with disabilities and handicap tags to the appropriate parking areas.

## Use of State Roads

- Any event that requires the use of a State Road must complete the appropriate paperwork and submit it with the application.

# COUNTY APPROVAL FORM

Event organizers must receive approval from all required departments below. Some departments may be required if they are applicable to the event. Read the field of expertise to determine which applies to the event. When emailing staff please copy [outdoorevents@myescambia.com](mailto:outdoorevents@myescambia.com). If department approval is received via email, please attach approving email(s) to permit application.

<u>Department or Agency</u>	<u>Contact Information</u>	<u>Field of Expertise</u>	<u>Contact Method</u>
Sheriff's Department	(850) 436-9947 <a href="mailto:anhobbs@escambiaso.com">anhobbs@escambiaso.com</a>	Street Closures; Traffic Run/Walk/Bicycle Routes; Security	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> In Person

### Approval Received

Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

Number/Type of Personnel Assigned: \_\_\_\_\_

Public Safety/EMS	(850) 471-6526 <a href="mailto:ems@myescambia.com">ems@myescambia.com</a>	EMS Requirements	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> In Person
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### Approval Received

Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

Number/Type of Personnel Assigned: \_\_\_\_\_

Public Safety/Fire Rescue	(850) 475-5530 <a href="mailto:fire@myescambia.com">fire@myescambia.com</a>	Fire Lane; Fire Truck; Outdoor Cooking/ Grilling; Flame Activities; Fireworks Exhibition Permits; Permits for Large Tents; Operational Permits (Fire Safety Inspection)	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> In Person
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### Approval Received

Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

Number/Type of Personnel Assigned: \_\_\_\_\_

Risk Management

(850) 595-4765  
risk@myescambia.com

Insurance Requirements;  
Alcohol Insurance; Live  
Animal Insurance; Liability  
Risks

- Email
- Phone
- In Person

**Approval Received**

Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

Number/Type of Personnel Assigned: \_\_\_\_\_

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Building Inspections

(850) 595-3581  
buildinginspections@myescambia.com

Stages and Platforms

- Email
- Phone
- In Person

**Approval Received**

Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

Number/Type of Personnel Assigned: \_\_\_\_\_

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Community and Environment

(850) 595-4988  
communityenvironment@myescambia.com

Environmental impact;  
Boating and Water  
Requirements

- Email
- Phone
- In Person

**Approval Received**

Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

Number/Type of Personnel Assigned: \_\_\_\_\_

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Parks and Recreation

(850) 475-5220  
recreation@myescambia.com

Park Rentals;  
Facility Licenses

- Email
- Phone
- In Person

**Approval Received**

Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

Number/Type of Personnel Assigned: \_\_\_\_\_

Development Services

(850) 595-3475  
hljones@myescambia.com

Zoning; Land Use  
Authorization; Site Map  
Alcohol Use Sign-off  
(1-2 day events)

- Email
- Phone
- In Person

**Approval Received**

Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

Number/Type of Personnel Assigned: \_\_\_\_\_

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Public Works

(850) 494-5860  
roads@myescambia.com

County Road Closures/  
Detours; Road Signage;  
Mgmt. of Traffic Plan

- Email
- Phone
- In Person

**Approval Received**

Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

Number/Type of Personnel Assigned: \_\_\_\_\_

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Engineering

(850) 595-3404  
traffic@myescambia.com

County Road Closures/  
Detours; Road Signage;  
Mgmt. of Traffic Plan

- Email
- Phone
- In Person

**Approval Received**

Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

Number/Type of Personnel Assigned: \_\_\_\_\_

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\_\_\_\_\_  
Signature of County Administrator or Designee

\_\_\_\_\_  
Date

# OUTDOOR CLEAN-UP FORM

It is understood that cleanup will begin immediately following the event and be completed within 24 hours. Cleanup includes but is not limited to the removal of all garbage, signs, banners, tents and traffic control devices (i.e. cones, barrels, signs, barricades, and Changeable Message Signs) from the event area, public right-of-way, and/or County property. Inspection will then be made by a Code Enforcement Officer to determine bond disposition. Failure to adequately clean up event site may result in forfeiture of full or partial clean-up bond. The undersigned agrees to accept all responsibility for event cleanup. Deposit refunds will be processed in the next available check cycle of Escambia County.

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

Date(s) of Special Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Deposit Amount:       \$500       \$1,000       On File

Refund Requested:       Yes       No

Please attach cleanup plan. If performing self clean or using volunteers, name and contact information must be provided for the person in charge of overseeing the cleanup.

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date







The following information is being provided to insure that all parties are aware and understand the requirements for cooking operations during special events. The information provided below is the minimum requirements as included in the Florida Fire Prevention Code FFPC (2010 Edition). These requirements will be subject to on-site inspection and review. Any deviations to minimum requirements shall only be allowed with the approval of the authority having jurisdiction.

### 10.11.2 Open Fires

- **10.11.5.1** Open fires and cooking fires shall be constantly attended by a competent person until such fire is extinguished. This person shall have a garden hose connected to the water supply or other fire-extinguishing equipment readily available.

**10.11.2** The AHJ shall have the authority to prohibit any or all open fires when atmospheric conditions or local circumstances make such fire hazardous.

- **10.15 Special Outdoor Events, Carnivals, and Fairs**

**10.15.2** The AHJ shall be permitted to regulate all outdoor events such as carnivals and fairs as it pertains to access for emergency vehicles; access to fire protection equipment; placement of stands, concession booths, and exhibits; and the control of hazardous conditions dangerous to life and property.

- **10.15.8 Cooking.** Concession stands utilized for cooking shall have a minimum of 10 ft (3 m) of clearance on two sides and shall not be located within 10 ft (3 m) of amusement rides or devices.

**50.1.1\*** The design, installation, operation, inspection, and maintenance of all public and private commercial cooking equipment shall comply with this chapter and [NFPA 96](#), *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*.

**50.2.1.1** Cooking equipment used in processes producing smoke or grease laden vapors shall be equipped with an exhaust system that complies with all the equipment and performance requirements of this chapter. [96:4.1.1.2]

**50.2.1.1.1** Cooking equipment that has been listed in accordance with UL 197, Standard for Commercial Electric Cooking Appliances, or an equivalent standard for reduced emissions shall not be required to be provided with an exhaust system [96:4.1.1.1]

**50.2.1.9\*** Cooking equipment used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents, or any form of roofed enclosure, shall comply with NFPA 96 or this chapter. [96:4.1.9]

***Please initial all boxes and Page 2 is required to be signed.***



**FIRE PREVENTION DIVISION  
PUBLIC SAFETY BUREAU**

**SUPPLEMENTAL INFORMATION FOR COOKING  
OPERATIONS DURING SPECIAL EVENTS  
FFPC – NFPA 1 AND NFPA 101 (2010) EDITION**

**NFPA 96 (2008 Edition)**

**10.1.1** Fire-extinguishing equipment for the protection of grease removal devices, hood exhaust plenums, and exhaust duct systems shall be provided.

**10.1.2\*** Cooking equipment that produces grease-laden vapors and that might be a source of ignition of grease in the hood, grease removal device, or duct shall be protected by fire-extinguishing equipment.

**10.2.1** Fire-extinguishing equipment shall include both automatic fire-extinguishing systems as primary protection and portable fire extinguishers as secondary backup.

**I attest that all requirements noted above have been met or addressed in the documentation provided for review and approval and understand that inadequate or incorrect content is cause for permit denial.**

\_\_\_\_\_  
Signature of Applicant or Applicant's Representative

\_\_\_\_\_  
Date

# HOLD HARMLESS AGREEMENT

For and in consideration of having been granted permission by Escambia County to hold a Special Event within Escambia County limits, the undersigned hereby agrees on behalf of the organization, to indemnify and hold harmless Escambia County, its subsidiaries or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expenses in conjunction with loss of life, bodily injury or personal injury, or property damage, including loss of use thereof, directly or indirectly caused by, resulting from, arising out of or occurring in connection with this permitted activity.

The undersigned also agrees to protect and hold harmless Escambia County, its subsidiaries or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expense, present, past or future which may be asserted by this organization, or any member of this organization, or any participant of third party arising out of or occurring in connection with this permitted event.

By the signature to this document the undersigned acknowledges that it understand the contents of this document and is voluntarily agreeing to its terms.

In witness whereof I have here unto set my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ in 20\_\_\_\_.

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

Date(s) of Special Event: \_\_\_\_\_

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Printed Name

(STAMP)

\_\_\_\_\_  
Signature of Legally Authorized Representative

\_\_\_\_\_  
Title

## FEE SCHEDULE

Outdoor Event Permit Application Fee	\$250
Cleanup Deposit (Run, Walk, Bicycle Event, Parade)	\$500*
Cleanup Deposit - Single Day Event - "stationary"	\$500*
Cleanup Deposit - Multi-Day Event - "stationary" or in County right-of-way	\$1,000*
Police - Off-Duty ECSO Deputies for Security, Safety, Traffic, Alcohol (number of deputies needed dependant upon type of event)	\$108 per deputy per 4 hour block (4 hr minimum)
Emergency Medical Services Scheduled through Public Safety Department	\$200 per hour (2 hr minimum). Event Standby Rate includes ambulance with staff.
Fireworks Exhibition Permit Fee through Public Safety (application with supporting documents must be submitted at least 15 days prior to event for applicable approval time)	\$177
Tent Permit Fee through Public Safety	\$87
Operational Permit Fee through Public Safety (for Fire Safety Inspection of event)	\$87
Electronic Message Boards through Road Operations	\$250 per sign per day (minimum 1 day)
Park/Location Rental - from Parks & Recreation Dept. (location dependent upon type of event)	\$215 minimum for events over 1,000 attendees (park only; lights and additional buildings extra)

**TOTAL ESTIMATED FEES:** \_\_\_\_\_

Amount due with application submittal.  
Permit Application Fee is non-refundable.

Not all fees will apply to every event. Some events may incur additional fees not included on this list that will be the responsibility of the applicant (i.e. miscellaneous fees associated with utilities, setup, cleanup, etc.).

Fees vary for each event and are subject to change without notice.

\*Cleanup deposits can be significantly higher dependent upon specific event circumstances  
and are determined by Risk Management.

Please direct all questions to (850) 471-6400.