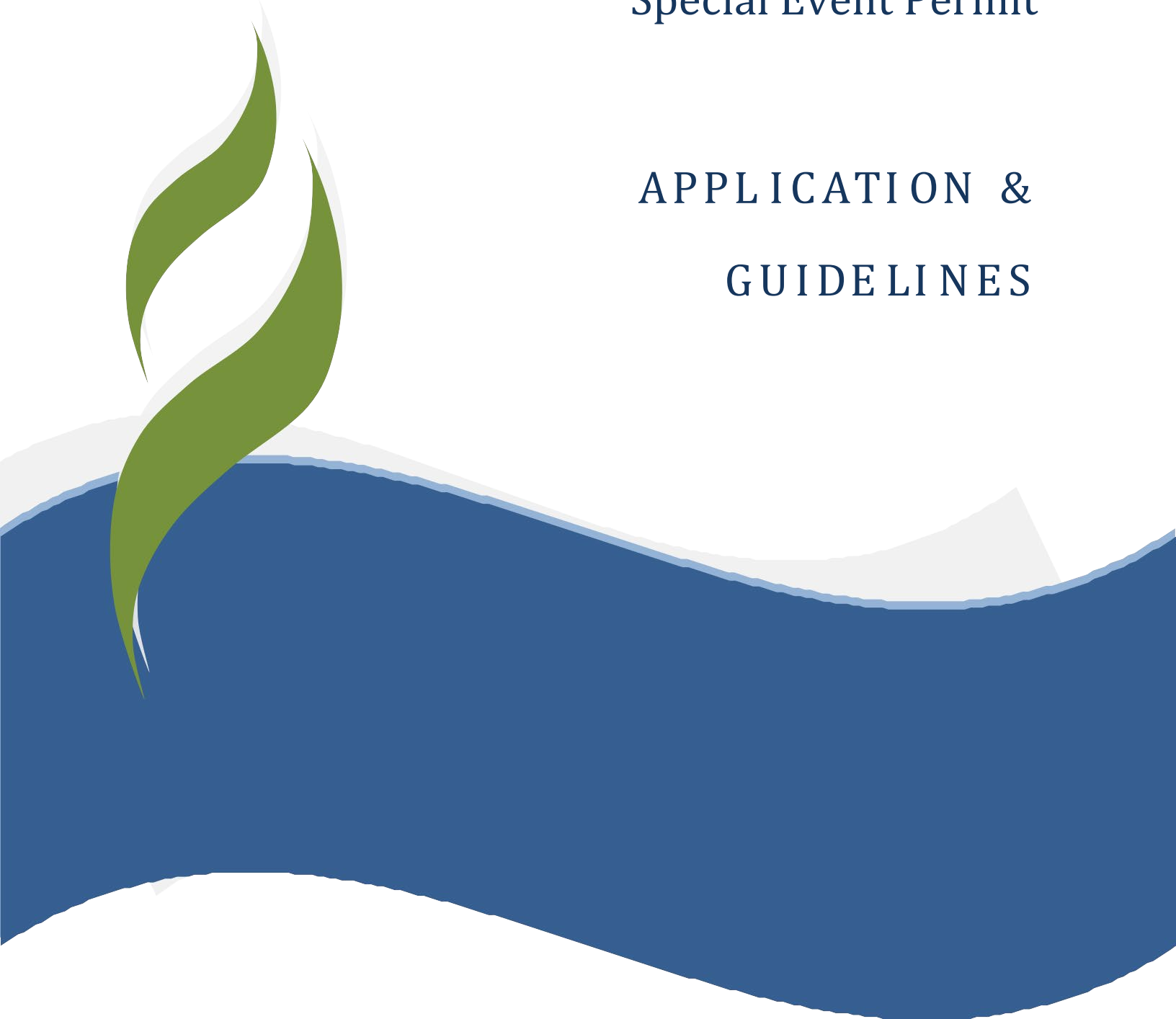




CITY OF CRYSTAL RIVER

Limited-Use  
Special Event Permit

APPLICATION &  
GUIDELINES



# City of Crystal River Limited-Use Special Event Application Process

## Special events permit vs. limited-use special events permit?

All individuals, organizations, or businesses must submit a **Special Event Application** to the City of Crystal River for approval if:

1. There will be sales of alcohol, outside of a currently held liquor license
2. The event involves the closure of City of Crystal River or Citrus County roads
3. Tent sales or any large outdoor sales outside of a currently held business license
4. Any event charging a fee for entrance or sales of any kind

Individuals and organizations may be able to submit a **Limited-Use Special Event Application** to the City of Crystal River for approval if:

1. None of the above conditions apply to the event
2. The organization requesting the permit is a non-profit, educational, or government entity
3. The event is only requesting partial use of a city property for less than 1 day
4. The event is sponsored or organized in part by the City of Crystal River

## Who does not need a special events permit of any kind?

Special event permits are not required for:

1. Funeral and wedding processions
2. Groups of students involved in exercising as part of an organized school sports turnout
3. Special events sponsored in whole or in partnership with the City of Crystal River
4. Gatherings of thirty (30) or fewer people in a city park, unless merchandise or services are offered for sale
5. Parades involving a total of thirty (30) or fewer pedestrians marching along a parade route that is restricted to marching on sidewalks and crossing streets only at pedestrian crosswalks in accordance with traffic regulations and controls.

*Please see Crystal River, FL- Code of Ordinances Part II, Chapter 23 for a list of complete Special Events ordinances.*

This completed application must be received by the Special Events Coordinator via e-mail, fax, mail or in person to City Hall a **minimum of 45 days prior to event date**. Submissions received in person at City Hall, 123 NW Highway 19 Crystal River, must be delivered to the office of the City Clerk. All permittees will be notified of receipt by the special events coordinator within 5 business days. If your organization is not contacted by the special events coordinator, please inquire to determine if your permit was received.

### **Limited-Use Special Event Permit Procedures**

1. Submit completed limited-use special event application along with any required documentation.
2. Application is circulated within city departments (Sheriff, Fire, Community Development, Public Works and Special Events Coordinator) for approval.
3. Special events coordinator will notify permittee once event permit is approved by all city departments.

### **Required Supporting Documentation**

1. Layout of the event site showing all structures in respect to existing buildings, property lines, roads and walkways.
  - a. Proposed ingress and egress
  - b. Tents, all vendor booths, portable toilets, tables, and rides
  - c. Parking areas, including number and location of handicapped spaces
  - d. Electrical hookups requested from city
  - e. Supporting vehicle locations and number of vehicles
  - f. Signage
  - g. Parade routes
2. Certificate of Liability Insurance
3. 501 (c) 3 determination letter *(if applicable)*

**Requested event is permitted only if all applicable permits are secured and all supporting documents are obtained. Failure to meet responsibilities can result in permit being denied.**

<b>APPLICANT INFORMATION</b>	
ORGANIZATION NAME	
CONTACT PERSON #1	
TITLE	
ADDRESS	
PHONE NUMBERS	
E-MAIL ADDRESS	
ORGANIZATION WEBSITE	
IS ORG 501-C	<input type="checkbox"/> YES <input type="checkbox"/> NO    If yes, must provide documentation
GROUP LIABILITY INS.	<input type="checkbox"/> YES <input type="checkbox"/> NO
INSURED COMPANY	
POLICY NUMBER	

<b>EVENT INFORMATION</b>	
NAME OF EVENT	
TYPE OF EVENT	
EVENT DATE(S)	
EVENT TIMES	
SET UP TIMES	
CITY PROPERTY REQUESTED	
ADDRESS	
DESCRIPTION OF EVENT	
# OF PEOPLE EXPECTED	
OPEN TO THE PUBLIC	<input type="checkbox"/> YES <input type="checkbox"/> NO
MUSICIANS	<input type="checkbox"/> YES <input type="checkbox"/> NO
REQ. ELECTRIC FROM CITY	<input type="checkbox"/> YES <input type="checkbox"/> NO
LOCATION(S)	
WASTE PLAN	
WASTE HAULER	
PORTABLE RESTROOMS	<input type="checkbox"/> YES <input type="checkbox"/> NO
<u>Signage</u>	
No signage will be placed inside or outside of requested event location without prior approval from the City of Crystal River. Signage placed without approval will be removed by City Code Enforcement.	

<u>Official Use Only</u>	<u>Parking Fees</u>	<u>Official Use Only</u>
Parking Fees are enacted at Kings Bay Park, Hunter Springs Park and all city boat ramps. Parking fees will be in place for your requested event unless otherwise noted. Please be prepared to let attendees know of these fees.		
<input type="checkbox"/> Event Qualifies for waiver of fees	<input type="checkbox"/> Event does not qualify for waiver of fees	

**CITY OF CRYSTAL RIVER  
SPECIAL EVENT PERMIT  
AGREEMENT**

The City of Crystal River issues a Limited-Use Special Event Permit to

\_\_\_\_\_ (a \_\_\_ person, \_\_\_ corporation, \_\_\_ partnership), hereinafter called "the Permittee," for a special event, described as

\_\_\_\_\_ to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ until the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, during the hours of \_\_\_\_\_.

The permittee has received the statement of the estimated cost of providing city personnel and equipment. The permittee will prepay these estimated costs for city services and equipment ten (10) days prior to the permitted special event.

The permittee shall be responsible for the property used for the event and will insure that the event area will be properly cleaned and restored and acknowledges that the permittee will be billed for the actual cost by the city for clean up and restoration

The clean-up deposit shall be returned after the event in a timely manner if the area was properly cleaned and restored.

The permittee shall be responsible and answerable to damages for any and all loss, damage or injury, together with the costs and expenses incidental thereto, arising out of or due to the negligence of the permittee, or any of the permittee's agents, employees, or volunteers in providing or failing to provide adequate care during the use of the City's water supply service, or other city property and facilities.

As a permittee, I do understand that a revocation of permit may be required according to section 3.94 of The City of Crystal River Code of Ordinances.

The permittee shall call for an inspection to assure compliance with all permitting conditions prior to opening the special event.

If litigation is necessary to enforce this agreement or to collect money due according to the terms of this agreement, The City of Crystal River shall be entitled to an award of all costs incurred incident to such litigation, including reasonable attorney's fees, both in trial and on appeal.

This agreement shall bind and insure to the benefit of the parties hereto, their respective heirs, personal representatives, successors and assignees.

Witness their hands and seals this day and year.

Date: \_\_\_\_\_

Permittee: \_\_\_\_\_  
(Name of Organization)

Signed By: \_\_\_\_\_  
(Contact person)

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

Print Title: \_\_\_\_\_

City of Crystal River

Signed By: \_\_\_\_\_  
(City Designee)

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

Print Title: \_\_\_\_\_

**Official Use Only**

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Via:  E-mail  Fax  In Person  Mail