



CITY OF CRYSTAL RIVER

Special Event Permit

APPLICATION &
GUIDELINES



City of Crystal River Special Event Application Process

Who needs a special events permit?

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

1. The use of City of Crystal River property is involved
2. There will be sales of alcohol, outside of a currently held liquor license
3. The event involves the closure of City of Crystal River or Citrus County roads
4. Tent sales or any large outdoor sales outside of a currently held business license

Who does not need a special events permit?

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 by 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.

Events with street closure and/or alcohol sales will require a meeting with City of Crystal River staff a minimum of 120 days prior to the event. Please contact the Community Engagement Department to schedule a meeting date.

Special Events Contact Person

Leslie Bollin

Community Engagement Director, City of Crystal River

123 NW Highway 19

Crystal River, FL 34428

352.212.0437 (c)

lbollin@crystalriverfl.org

352.795.4216 x 307

352.795.6351 (f)

This completed application must be received by the Events &Marketing department via e-mail, mail or in person to City Hall a **minimum of 60 days prior to event date (120 days prior for events with street closure or alcohol sales)**. 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 department within 5 business days. If your organization is not contacted by the department, please inquire to determine if your permit was received.

Special Event Permit Procedures

1. New large events will require a meeting with the department before submission of the application.
2. Submit the completed special event application along with all required documentation.
3. Applications are circulated within city departments for approval.
4. The reviewed application is submitted to the City of Crystal River Council for approval, if required.
5. Community Engagement Department will notify the permittee once the event permit is approved by Crystal River City Council and event fee invoice will be issued.
6. Payment is made to the City of Crystal River.
7. Community Engagement Department issues a Special Event Permit to the permittee after approval from the City Council, all documentation is received and the payment is made.

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 for vendors and attendees
 - b. Tents, all vendor booths, portable toilets, tables, and rides
 - c. Parking areas, including number and location of handicapped spaces
 - d. Electrical & water hookups requested from city
 - e. Supporting vehicle locations and number of vehicles
 - f. Signage
 - g. Parade routes
 - h. Fencing lines in regards to existing businesses, streets, etc.
 2. 501(c)3 determination letter *(if applicable)*
 3. Liquor license being submitted to the State of Florida *(if applicable)*
 4. Signed documentation of contact from businesses and/or residents impacted by event
 5. Letter of consent if event is on or utilizes private property
 6. Road closure request form
 7. Road closure request map
 8. Additional private parking location(s) with letters of approval from owner(s)
- (Cont'd on next page)

9. Tent permit, if applicable
10. Special event application fee (*following Council approval*)
11. Signed copy of the special event procedures and policies
12. Certificate of liability insurance with City listed as additionally insured- *Prior to event*
13. State issued liquor license- *Prior to event*

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.

APPLICANT INFORMATION			
ORGANIZATION NAME			
CONTACT PERSON #1			
TITLE			
ADDRESS			
PHONE NUMBER(S)			
E-MAIL ADDRESS			
CONTACT PERSON #2			
TITLE			
ADDRESS			
PHONE NUMBER(S)			
E-MAIL ADDRESS			
ORGANIZATION WEBSITE			
IS ORG 501-C	YES	NO	If yes, please provide documentation
IS EVENT LED BY A COMMITTEE	YES	NO	
COMMITTEE CHAIRPERSON			
PAST EVENTS			

EVENT INFORMATION				
NEW EVENT		REPEAT EVENT		
NAME OF EVENT				
TYPE OF EVENT				
EVENT DATE(S)				
EVENT TIMES				
EVENT DATE(S)				
EVENT TIMES				
EVENT LOCATION				
ADDRESS				
DESCRIPTION OF EVENT				
# OF PEOPLE EXPECTED				
FEES INVOLVED	ENTRANCE	\$	DONATION	\$
	VENDOR BOOTHS	\$ - \$		\$
	OTHERS	\$		

PROCEEDS BENEFIT	
OPEN TO THE PUBLIC	<input type="checkbox"/> YES <input type="checkbox"/> NO
FOOD	<input type="checkbox"/> YES <input type="checkbox"/> NO
ALCOHOL SALES	<input type="checkbox"/> YES <input type="checkbox"/> NO
REQUESTING OPEN CONTAINER WAIVER	<input type="checkbox"/> YES <input type="checkbox"/> NO
MERCHANDISE VENDORS	<input type="checkbox"/> YES <input type="checkbox"/> NO
MUSICIANS	<input type="checkbox"/> YES <input type="checkbox"/> NO

EVENT SERVICES					
CITY PROPERTY REQUIRED FOR EVENT	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, list all property names below				
	PROPERTY #1				
	PROPERTY #2				
	PROPERTY #3				
	PROPERTY #4				
REQUESTING ELECTRIC FROM CITY SITES	<input type="checkbox"/> YES <input type="checkbox"/> NO				
LOCATION(S)					
WASTE PLAN					
WASTE HAULER					
RESTROOM FACILITIES	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">ON PROPERTY</td> <td style="width: 50%;">PORTABLE FACILITIES</td> </tr> <tr> <td colspan="2">If portable, Company name</td> </tr> </table>	ON PROPERTY	PORTABLE FACILITIES	If portable, Company name	
ON PROPERTY	PORTABLE FACILITIES				
If portable, Company name					
# OF RESTROOMS	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"># OF HANDICAPPED</td> </tr> </table>		# OF HANDICAPPED		
	# OF HANDICAPPED				
SECURITY	<input type="checkbox"/> YES <input type="checkbox"/> NO If alcohol is served, CCSO must be hired				
SECURITY COMPANY					
# OF PERSONS					
ATTENDEE PARKING LOCATION(S)	1. 2. 3.				
TOTAL SPACES					
HANDICAPPED SPACES					
If parking location is insufficient on site, parking arrangement letter(s) may be obtained from owner(s), and renter(s) of additional parking sites. The letter must state permission from the owner(s)/renter(s), date(s) of the event, and number of handicapped and regular parking spaces provided.					
OTHER SERVICES					

APPLICATION CHECKLIST	
SITE PLAN	
	A layout of the event site showing all structures with respect to existing buildings, property lines, roads, and walkways. A Google earth aerial map or other source will work as a base map.
	Proposed ingress and egress
	Tents, vendor booths; including food and beverage, restrooms, portable toilets, drinking fountains, tables, and rides.
	Parking areas: including number and location of handicapped spaces (must be 1 for every 25 regular spaces)
	Electrical and water hook ups
	Signage
	Parade routes
	Certificate of liability insurance, as stated above.
	501 (c) 3 Determination letter- <i>if applicable</i>
	Liquor license- Submission with map and approved license when obtained
	Documentation of contact with businesses and/or residents directly impacted by the event. Mailings are acceptable; please include a copy of the letter and what properties will receive it.
	Private property letter of consent
	Road closure request form
	Signage request (<i>outside of code ordinance</i>)
	Meeting with City staff if required
	Additional parking location letter(s)
	Tent permit, if applicable (<i>tents over 900 square feet</i>)
	Special event fee, <i>due after approval of event by council</i>

SPECIAL EVENT FEE SCHEDULE			
Non-Profit		For-Profit	
Special Event- City Property	\$250.00	Special Event- City Property	\$2000.00
Special Event- Private Property	\$100.00	Special Event- Private Property	\$100.00
Festival, with street closures-one side of Citrus Ave.	\$1500.00	Festival, with street closures- one side of Citrus Ave.	\$2500.00
Festival, with street closures- two sides of Citrus Ave.	\$3000.000	Festival, with street closures- two sides of Citrus Ave.	\$5000.00
		Festival Cleanup*	\$150.00
Pumphouse Rental		Additional Fees	
Full Day	\$300.00	Post-Event Cleanup Fee/Day	\$250.00
4-hour block	\$150.00	Submission < 60days	\$150.00
Additional for Splash Pad use	\$500.00		
<i>Applications submitted less than 60 days prior to the event are accepted at the discretion of the Community Engagement Department.</i>			

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

The City of Crystal River issues a 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: _____

IF PERMITTEE IS A CORPORATION OR PARTNERSHIP:

PAYMENT OF ALL SUMS DUE HEREUNDER IS HEREBY PERSONALLY GUARANTEED BY THE UNDERSIGNED.

Signature

Date

Printed Name

Address:

Telephone:

E-mail:

Office Use Only

Date Received: _____ By: _____

Via: E-mail Fax In Person Mail

Office Use Only

City Staff Approval

Citrus County Sheriff's Office **Date**

CR Fire Department **Date**

Growth Management **Date**

Code Enforcement **Date**

Public Works **Date**

Community Engagement **Date**

City Manager/City Clerk **Date**

Council Date: _____

Approved _____ **Denied** _____