



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 special events coordinator to schedule a meeting date.

Special Events Contact Person

Leslie Bollin

Special Events Coordinator, 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 Special Events Coordinator via e-mail, fax, mail or in person to City Hall a **minimum of 60 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.

Special Event Permit Procedures

1. Submit completed special event application along with all required documentation.
2. Application is circulated within city departments (Sheriff, Fire, Community Development, Public Works, Code Enforcement, and Special Events Coordinator) for approval.
3. Reviewed application is submitted to City of Crystal River Council for approval.
4. Special events coordinator will notify permittee once event permit is approved by Crystal River City Council and event fee invoice will be issued.
5. Payment is made to the City of Crystal River permit services.
6. Special Events Coordinator issues a Special Event Permit to the permittee after approval from City Council, all documentation is received and 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
 - 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*)
4. Liquor License issued by the State of Florida
5. Signed documentation of contact and approval from businesses and/or residents impacted by event. Letter of consent if event is on private property.
6. Road closure request form
7. Additional private parking location(s) with letters of approval from owner(s)
8. Tent permit, if applicable
9. Special event application fee

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 NUMBERS	
E-MAIL ADDRESS	
CONTACT PERSON #2	
TITLE	
ADDRESS	
PHONE NUMBER	
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	
<p>General liability insurance is required naming the City of Crystal River as additional insured. Limits of liability should be no less than \$1,000,000.00 each occurrence combined single limit for bodily injury and property damage. If food is being served, product liability must be included. If the event is approved for alcohol sales, insurance must include an alcohol endorsement.</p>	

EVENT INFORMATION	
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	\$	BOOTH	\$
	OTHERS	\$		
PROCEEDS BENEFIT				
OPEN TO THE PUBLIC	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
FOOD SALES	<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			
REQUESTING CITY PROPERTY FOR EVENT	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, list property name and address below		
	PROPERTY ADDRESS		
REQUESTING ELECTRIC FROM CITY SITES	<input type="checkbox"/> YES <input type="checkbox"/> NO		
LOCATION(S)			
WASTE PLAN			
WASTE HAULER			
RESTROOM FACILITIES	ON PROPERTY	PORTABLE FACILITIES	
	If portable, Company name		
# OF RESTROOMS		# OF HANDICAPPED	
SECURITY	<input type="checkbox"/> YES <input type="checkbox"/> NO If alcohol is served, CCSO must be hired		
SECURITY COMPANY			
# OF PERSONS			
PARKING LOCATION(S)	1.		
	2.		
	3.		
TOTAL SPACES			
HANDICAPPED SPACES			
<p>If parking location is insufficient on site, parking arrangement letter(s) may be obtained from owner(s), renter(s) of additional parking sites. Letter must state permission from owner(s)/renter(s), date(s) of event, and number of handicapped and regular parking spaces provided.</p>			
OTHER SERVICES			

APPLICATION CHECKLIST	
SITE PLAN (including)	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
	Support vehicle locations and number of vehicles
	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 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	\$50.00	Special Event	\$150.00
Festival, with road closures and/or alcohol sales	\$250.00	Festival, with road closures and/or alcohol sales	\$500.00
Festival Cleanup*	\$150.00	Festival Cleanup*	\$150.00
Water Barricades	See Road Closure Form	Water Barricades	See Road Closure Form
Permits received less than 60 days prior to the event will incur an additional \$50.00 charge.			
Permits received less than 30 days prior to the event date will not be accepted.			
<i>Special event fees are due immediately following approval of the event from the City of Crystal River council. Failure to submit payment within 15 days after receipt of invoice may result in cancellation of event. Special event fee covers water and electrical use for one event day. Two day events may incur increased fees.</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

Sheriff's Department **Date**

Fire Department **Date**

Community Planning **Date**

Code Enforcement **Date**

Public Works **Date**

Special Events **Date**

City Manager/City Clerk **Date**

Council Date: _____

Approved _____ **Denied** _____



CITY OF CRYSTAL RIVER

Special Event Permit

Road Closure &
Signage Request Form

ROAD CLOSURE INFORMATION					
EVENT NAME					
DATES OF CLOSURES					
	From	From		From	
TIMES OF CLOSURES					
<i>Include set up and breakdown in dates and times</i>					
REQUESTED ROAD #1					
START					
END					
REQUESTED ROAD #2					
START					
END					
REQUESTED ROAD #3					
START					
END					
REQUESTED ROAD #4					
START					
END					
REQUESTED ROAD #5					
START					
END					

Water Barricades	
<p>Any events with road closures require the use of water barricades for public safety. The organization planning the event is responsible for rental, placement, filling and emptying of barricades and clearing them from the roadway after the event. Each event will be evaluated by CCSO and The City of Crystal River to determine proper placement of the barricades. City of Crystal River Fire Department can be hired to fill barricades at the following cost:</p> <p style="text-align: center;">\$125 for Fire Truck \$4.76/1000 gallons of water</p>	
BARRICADE COMPANY	
DELIVERY DATE	
DELIVERY LOCATION	
FINAL ROAD CLOSURE TIME	

Road Closure map required with this permit

Road closure requests must be submitted with special events permits and are approved when special event permits are approved by The City of Crystal River Council.

OUTSIDE CODE ORDINANCE SIGNAGE REQUESTS

Sign #1	
# Requested	
Location(s)	
Size	
Sign #2	
# Requested	
Location(s)	
Size	
<i>Sign #3</i>	
# Requested	
Location(s)	
Size	
Sign #4	
# Requested	
Location(s)	
Size	
<p>Signage requests must be submitted with special events permits and applies to signs your event is requesting to put up outside the parameters of your event or prior to your event date. Signage used inside your event space during the dates of the event does not need to be included. Event signage may be placed 1 day prior to the event start date within a 1 mile radius of the event location. Yard signs will be limited to 18"x24" and cannot obstruct the view of traffic in any way. Signage must be removed 1 day following your event.</p>	



Leslie Bollin, Special Events Coordinator

lbollin@cystalriverfl.org
352.795.4216 x 307 (o)

123 NW Highway 19
352.212.0437 (c)

Crystal River, FL 34428
352.795.6351(f)

Water Barricade Placement Costs

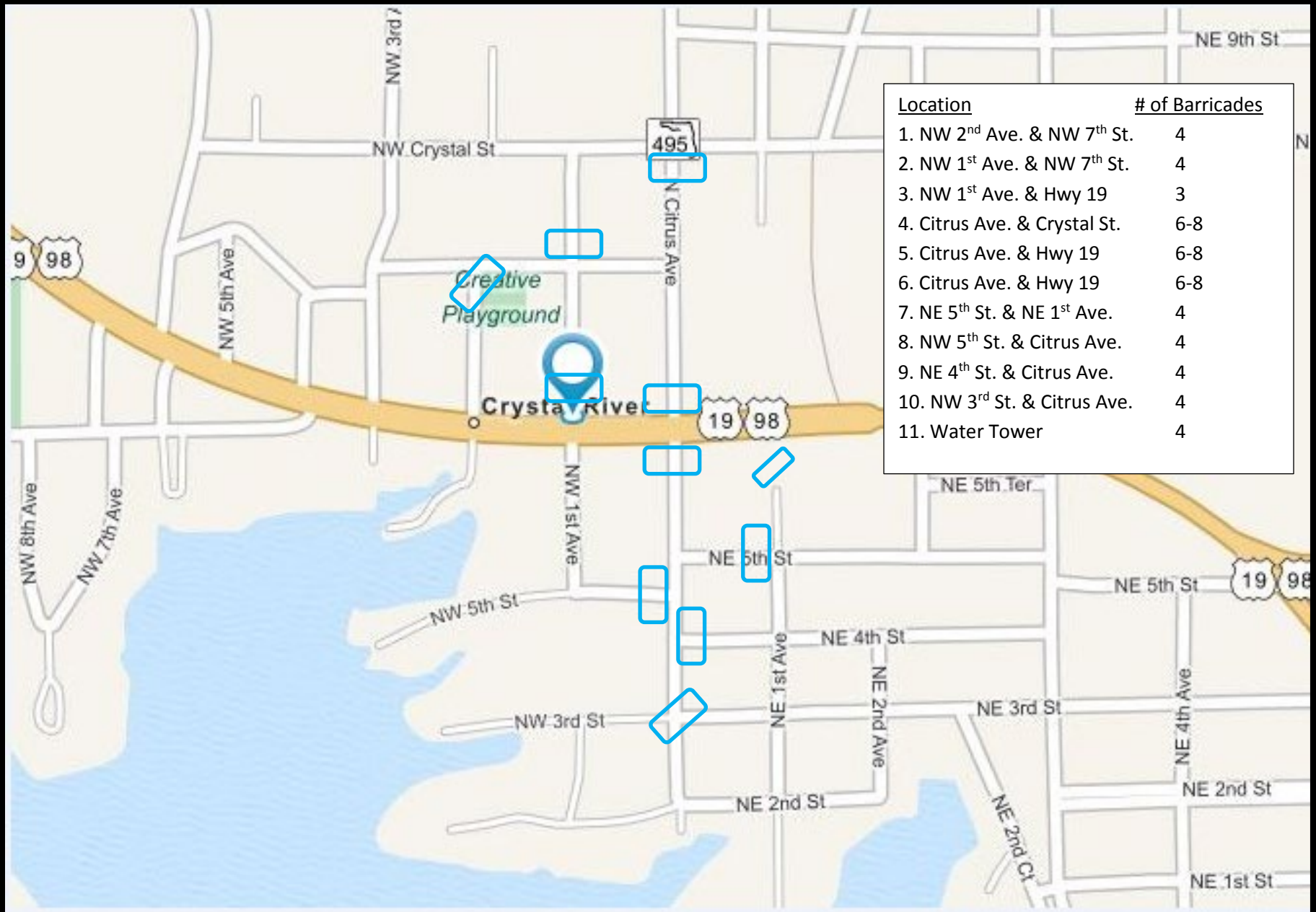
Item	Cost	Amount	Total
Barricade Rental	\$ 400.00	16	400.00
Fire Truck	\$ 125.00	1	125
Water Usage	\$ 30.00	Max 3200 Gallons	30
			\$555.00
<p>*Based on current inventory of 16 barricades and includes City staff delivering barricades to their placement location (off road). Festival producers must have barricades pushed into place prior to filling of the barricades. If the timing of filling the barricades requires more than one fire truck, extra costs will be incurred.</p>			

Employee Cost Breakdown

Item	Cost	Amount	Total
PW Labor	19.00/person	TBD	TBD
<p>Large festivals will require a minimum of one city staff person on site during festival hours. Total hours will be determined by festival producers and Special Events Coordinator and will be billed post-event.</p>			

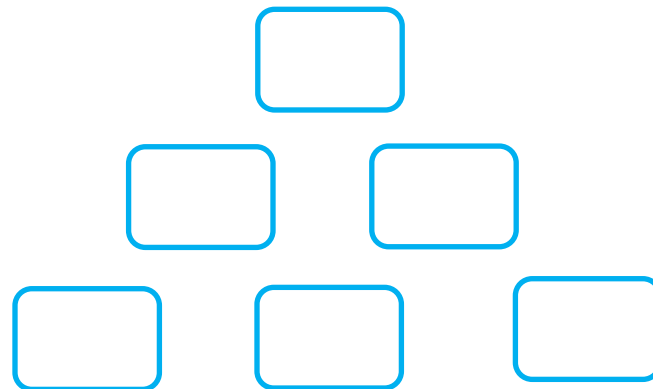


Water Barricade Placement Map

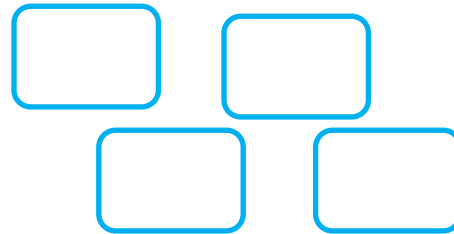


<u>Location</u>	<u># of Barricades</u>
1. NW 2 nd Ave. & NW 7 th St.	4
2. NW 1 st Ave. & NW 7 th St.	4
3. NW 1 st Ave. & Hwy 19	3
4. Citrus Ave. & Crystal St.	6-8
5. Citrus Ave. & Hwy 19	6-8
6. Citrus Ave. & Hwy 19	6-8
7. NE 5 th St. & NE 1 st Ave.	4
8. NW 5 th St. & Citrus Ave.	4
9. NE 4 th St. & Citrus Ave.	4
10. NW 3 rd St. & Citrus Ave.	4
11. Water Tower	4

Barricade Placement Should be in the following formation:



Main Road Formation



Side Road Formation