



CITY OF PUNTA GORDA  
 PARK RENTAL & EVENTS  
 326 WEST MARION AVENUE  
 PUNTA GORDA, FL 33950  
 ParkRental@CityofPuntaGordaFL.com  
 (941) 575-3367

## EVENT PERMIT APPLICATION

**IMPORTANT:** Applications for event permits must be submitted for processing at **least sixty (60) days prior** to the event. The following information is required for all event permits issued by the City of Punta Gorda. Please be aware that approval does not exempt the applicant from any County, State or Federal criteria which may apply to such event or activity. Non-refundable application fee shall be paid at time of application or the application will be returned. Rental fees will be paid at approval of the event request. All questions must be answered, incomplete applications will be rejected. Signature must be notarized or application will be rejected. For further information, contact the Urban Design Division.

**EVENTS REQUESTING TO CLOSE THE HARBORWALK FOR AN EVENT, REQUIRE SPECIAL COUNCIL APPROVAL UNLESS OTHERWISE AUTHORIZED AND LISTED IN THE EVENT APPLICATION PACKAGE. IF THE EVENT IS APPROVED TO CLOSE THE HARBORWALK, THE EVENT ORGANIZER MUST PLACE DETOUR SIGNS A MINIMUM OF 24 HOURS PRIOR TO CLOSURE INFORMING THE PUBLIC OF THE CLOSURE OF HARBORWALK AND OFFERING A DETOUR TO THE ROUTE. EVENT ORGANIZER *MUST* SUPPLY THEIR OWN DETOUR SIGNS, AFTER SUBMITTING A DIGITAL COPY OF THE SIGN, AND SIGN LOCATION PLACEMENT FOR APPROVAL.**

<b>DATE RECEIVED:</b>		<b>PERMIT NO:</b>	
<b>Application Fee: \$50.00 (DUE AT TIME OF APPLICATION)</b>		<b>DRC DATE:</b>	
Name of Event			
Applicant or Organization			
Event Date(s)			
Type: If event is a joint venture between a not-for-profit organization and a for-profit company, the rental rates will be charged the for-profit rate. Attach copy of non-profit status with IRS certification or copy of the State of Florida tax exemption certificate. <input type="checkbox"/> For profit <input type="checkbox"/> Not-for-profit (type _____, provide IRS certification) <input type="checkbox"/> Joint Event			
Name of Responsible Party		Title	
Address		City	
		State	
Phone #'s		Email address	
Description of Event			

**Event Location:**

Indicate all areas intending to be used. Site plan is required at the time of application submittal, including location(s) of any signage, and/or a parade/race route, as applicable. Site plan shall indicate the areas to be used for parking, location of portable toilets and trash containers/ dumpsters as well as layout of event. In addition, an accessible route site plan is required and must include all elements outlined on the ADA Checklist provided in the event manual.

Gilchrist Park			Lashley Park			Ponce de Leon Park		
<input type="checkbox"/> Open Space/Event Lawn <input type="checkbox"/> Gazebo <input type="checkbox"/> Large Shelter <input type="checkbox"/> Small Shelter <input type="checkbox"/> Exclusive Use (Specify) _____  <input type="checkbox"/> Other (Specify) _____			<input type="checkbox"/> Open Space <input type="checkbox"/> Open Air Pavilion <input type="checkbox"/> Gazebo <input type="checkbox"/> Exclusive Use (Specify) _____  <input type="checkbox"/> Other (Specify) _____			<input type="checkbox"/> Open Space <input type="checkbox"/> Large Shelter <input type="checkbox"/> Open Air Chapel <input type="checkbox"/> Exclusive Use (Specify) _____  <input type="checkbox"/> Other (Specify) _____		
Set up Time			Event Time			Clean Up Time		
Date	From	To	Date	From	To	Date	From	To
Has this event been held in the Past?			<input type="checkbox"/> No <input type="checkbox"/> Yes – When _____ In attendance _____					
Anticipated Crowd Size for this event			_____			Peak Hours _____		
Will there be a charge for Parking			<input type="checkbox"/> No <input type="checkbox"/> Yes		Will off-site parking be provided		<input type="checkbox"/> No <input type="checkbox"/> Yes	
Will any type of “shuttle” service from parking to entrance be provided?			<input type="checkbox"/> No <input type="checkbox"/> Yes –By whom _____ If yes, will the shuttle equipped for those with disabilities? <input type="checkbox"/> No <input type="checkbox"/> Yes					
Will there be amplified music or entertainment?			<input type="checkbox"/> No <input type="checkbox"/> Yes		Will any street(s) or sidewalk(s) be closed?		<input type="checkbox"/> No <input type="checkbox"/> Yes	
Are off-premise directional signs or other types of advertising devices being requested?						<input type="checkbox"/> No <input type="checkbox"/> Yes		
Will tents or canopies be used?			<input type="checkbox"/> No <input type="checkbox"/> Yes – How Many? _____ What Size? _____					
Will alcoholic beverages be sold or consumed on the premises?			<input type="checkbox"/> No <input type="checkbox"/> Yes – Alcoholic Beverage Permit Holder _____					
Are Fireworks planned?			<input type="checkbox"/> No <input type="checkbox"/> Yes		Does the applicant own the property where the event is to be held?		<input type="checkbox"/> No <input type="checkbox"/> Yes	
Will private security be provided to protect exhibits, equipment or facilities brought on-site for this event			<input type="checkbox"/> No <input type="checkbox"/> Yes – Name of Security Company _____					
Will food be cooked and/or catered on-site during this event?			<input type="checkbox"/> No <input type="checkbox"/> Yes – has the Health Department been contacted <input type="checkbox"/> No <input type="checkbox"/> Yes					
Will temporary sanitary facilities be provided?			<input type="checkbox"/> No <input type="checkbox"/> Yes		*Portable toilets and portable hand washing facilities are REQUIRED for ANY event serving/selling food and/or beverages. (Only exception is in Lashley Park)			
<p style="background-color: yellow;">*If portable toilets are provided for use by event participants, a minimum of five percent of all units, but never less than one unit, must be accessible. Where clusters of portable units are provided at various locations around the event site, five percent of the units in each cluster should be accessible. They should be equipped with all the accessible elements required by the Standards such as maneuvering space, grab bars, toilet paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are.</p>								

Will disposable cardboard trash receptacles be provided?		<input type="checkbox"/> No <input type="checkbox"/> Yes	
Will additional refuse containers/dumpsters be provided? (If serving food a dumpster is required)		<input type="checkbox"/> No <input type="checkbox"/> Yes – By whom? _____	
Are live animals going to be part of this event?		<input type="checkbox"/> No <input type="checkbox"/> Yes – Type? _____ How Many? _____	
Who is the event's designated ADA Coordinator responsible for ensuring event is accessible to those with disabilities?		Name _____	
		Phone _____	
		Email Address _____	
Will Punta Gorda Personnel be Requested?	Police <input type="checkbox"/> No <input type="checkbox"/> Yes	Fire <input type="checkbox"/> No <input type="checkbox"/> Yes	Public Works <input type="checkbox"/> No <input type="checkbox"/> Yes
<i>Events on City Property. Please provide the City of Punta Gorda with a Certificate of Insurance for property and Liability coverage of the event, naming the City as additional insured. Combined Single Limit for Bodily Injury liability having minimum limits of \$1,000,000 per occurrence and Property Damage liability as follows: \$100,000 for Ponce de Leon; \$500,000 for Gilchrist &amp; Laishley Park, must be provided prior to permit approval</i>			
Do you have the appropriate insurance?	<input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes	Is the City named as an additional insured?	<input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes
Does this event require the use of Water?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Does this event require the use of Electric?	<input type="checkbox"/> No <input type="checkbox"/> Yes
<i>Telephone service shall be available on site of event for emergency purposes. Indicate the arrangements you have made for communications on-site during event. List the name of contact person responsible the day(s) of event</i>			
Name _____		Title _____	
Address _____		City _____	State _____ Zip _____
Phone #'s _____		Email address _____	
<p>During review by various City Departments, additional conditions may be imposed. The permit is valid only for the time indicated on the ISSUED permit. In the event that the applicant fails to fulfill the requirement(s) (as set forth in the permit) or fails to obtain proper authorization to proceed, if conditions have changed, including but not limited to acts of God, pandemics, natural disasters, etc., or the expected outcomes, impacts, or conditions are substantially altered, then the permit will be voided immediately by authorized City Personnel.</p> <p>I, the undersigned, will indemnify, defend and hold harmless the City of Punta Gorda, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the conduct of this event.</p> <p>The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.</p>			
<b>NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT</b>			
_____ Signature		_____ Organization	
_____ Type or Printed Name & Title		_____ Date	
State of Florida County of Charlotte			
The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification.			
_____ (Signature of Notary)		_____ (Seal)	



## AMERICANS WITH DISABILITIES CHECKLIST

Attention Event Permit Applicants & Participants:

The following Americans with Disabilities Act (ADA) checklist requirements shall apply to all special events permitted by the City of Punta Gorda:

- ✓ All vendors have the name of the event's designated ADA Coordinator and procedures to handle requests for accommodations.
- ✓ An accessible route from site arrival points and an accessible entrance have been provided.
  - As much as possible, the accessible route should be the same route used by other participants.
  - Once a route has been mapped out, it must be identified with signs if it deviates from paths used by the general public. (Be at least 36 inches wide)
  - All vendors have received the event layout outlining the accessible route and are aware that it MUST be maintained at all times.
- ✓ The layout of the event should allow people with disabilities to attain goods and services and participate in activities without assistant.
  - Front-line staff at information and ticketing areas must have a thorough knowledge of accessible features and services offered by the event and a general sensitivity to disability issues.
- ✓ The entrance gate, main desk, or information booth must be accessible in the design and location of the space and in the information provided.
- ✓ Vendors MUST modify policies and procedures to ensure they do not discriminate against persons with disabilities. Vendors may:
  - be required to leave their booths briefly to assist someone with limited hand dexterity in reaching their money, or need to take items from an inaccessible area to an interested individual in order to allow the individual to evaluate and select merchandise or to participate in an activity offered.
- ✓ If there is a "no pet" policy it MUST be modified to allow service animals to assist persons with disabilities in performing one or more tasks related.
- ✓ If portable toilets are provided for use by event participants, a minimum of five percent of all units, but never less than one unit, must be accessible.
- ✓ Signage is needed to direct the public to the location of accessible parking spaces, passenger drop-off points and transit stops and accessible entrances and gates. Signs should include the international symbol of accessibility, use easy-to-read typefaces, and be large enough to be read from a distance.
- ✓ Accessible parking spaces must be level and adjoin an accessible route to entrances. Accessible parking spaces should be placed as close as possible to the accessible entrance served by the parking area to minimize the need for a person with a disability to travel long distances to merely arrive at the entrance.

- If temporary parking lots, grass fields or dirt lots, etc. are going to be used as temporary parking areas, accessible spaces must be created and held in reserve for people with disabilities.
- ✓ If shuttles or other modes of transportation are made available at the event, the mode of transportation MUST also be available to those with disabilities.
- ✓ If the event provides seating, viewing, or assembly areas a designated section should be made available for those with disabilities.

Event organizer & ADA Coordinator shall provide a signed copy of this document to the Urban Design Division in acknowledgement and full understanding of the above stated ADA requirements that all event organizers must abide by.

For more information on planning for making temporary events accessible to people with disabilities visit <https://adata.org/publication/temporary-events-guide>

<b>Event Name</b>		<b>Organization</b>	
<b>Event Date(s)</b>		<b>Event Time(s)</b>	
<b>Name of Requestor/Applicant</b>		<b>Designated ADA Coordinator</b>	
<b>Name</b>		<b>Name</b>	
<b>Title</b>		<b>Title</b>	
<b>Phone #</b>		<b>Phone #</b>	
<b>Email</b>		<b>Email</b>	
<b>Address</b>		<b>Address</b>	

I, \_\_\_\_\_ as authorized representative hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these conditions in all respects if a permit is issued at a result of this application. In addition, **by signing this form the event coordinator & ADA coordinator insures that all participants/vendors of the event have received a copy of ADA requirements and clearly understands each applicable requirement listed above.**

\_\_\_\_\_  
Signature Authorized Representative

\_\_\_\_\_  
Date



## SPECIAL EVENT SAFETY CHECKLIST

Attention Event Permit Applicants & Participants:

The following fire safety requirements shall apply to all special events in the City of Punta Gorda.

- ✓ All tents and canopies under which any type of cooking or warming of food items is conducted will be required to have a fire retardant certification on the canvas or be separated from other structures and tents by 10' (foot) spacing. Permits may be required contact the Fire Marshal for details.
- ✓ Use of electrical or gas powered equipment will be required to have a fire retardant certification on the canvas or be separated from other structures and tents by 10' (foot) spacing. Permits may be required contact the Fire Marshal for details.
- ✓ All vendors with electrical power, cooking or food warming and any flammable hazards will be required to have a State certified (state tagged) portable fire extinguisher mounted within the vendor area. All fire extinguishers will be a minimum size of 5 pounds, ABC type.
- ✓ All vendors cooking with oils or grease type products will need to have absorbent material for any spills (i.e., sand or kitty litter).
- ✓ Any cooking equipment shall be in good operational condition (LP tanks, hoses, generators, grills and electrical appliances). All appliances shall be properly secured and out of egress pathways.
- ✓ Gasoline containers shall be approved types and shall not be stored under tents or in egress pathways.
- ✓ LP tanks shall be properly secured from any falling or tipping hazards and kept clear of egress pathways.
- ✓ Extension cords shall be heavy duty outdoor use type. Cords shall not be spliced together or tied in knots. Extension cords shall be kept clear of standing water and where they pass through pedestrian areas shall be secured, as to not cause trip hazards.



TJ Smith  
 Fire Marshal, EMT  
 PGFD

Event coordinator shall provide a signed copy of this document to the Fire Department in acknowledgement and full understanding of the above stated fire safety requirements that all event participants must abide by

### ALL VENDORS MUST ACKNOWLEDGE RECEIPT IN ORDER TO PARTICIPATE IN A CITY EVENT

<b><i>By signing this form the event coordinator insures that all participants/vendors of the event have received a copy of these listed requirements and clearly understands each applicable requirement listed.</i></b>							
Name				Title			
Address			City			State	Zip
Phone #'s			Email address				
Event Name			Event Date			Event Time	_____ to _____
Signature _____				Organization _____			
Type or Printed Name & Title _____				Date _____			