



SPECIAL EVENTS APPLICATION

Event Name:

Date Received by City Staff:

IMPORTANT INFORMATION:

- 1. Applicants must reserve your facility/field if possible though Community Pass (go to: register.capturepoint.com)**
- 2. ALCOHOL is PROHIBITED on all city-owned properties and facilities.**
- 3. ELECTRICITY is NOT provided by the City (except in our indoor facilities).**
- 4. ROAD CLOSURES require prior Commission approval.**
- 5. An incomplete application will be returned to the applicant and may delay approval and reservation of preferred date.**

CONTACT INFORMATION

Organization/Applicant Name:

Telephone:

Applicant Address:

Email:

Contact Person (if different from Applicant):

Telephone:

Email:

EVENT DETAILS

Description of Event: Must Include:

- Location
- Type of Event (Parade, Wedding, Marathon, Etc.)

Anticipated Number of Attendees:

Open to the Public: Yes No

Will you be charging an admission fee: Yes No If yes, how much?:

Date(s) of Event:

Setup Start Time:

Event Start Time:

Break Down Time:

Event End Time:

LOGISTICS

Will you be requesting any road closures? Yes No *NOTE: Road Closures require prior Commission approval*

Name of specific street/road:

Times of Road Closure:

Anticipated Parking Spots needed: Will off site parking be used? Yes No

Will you be using generators? Yes No Location of off site parking:

Please include all roads to be closed on the site map that is submitted, including location of any barricades, cones, etc.

TEMPORARY STRUCTURES

Will you have Temporary Structures? Yes No

Booth If yes, how many?: Measurements:

Tent If yes, how many?: Measurements:

Inflatables If yes, how many?: Measurements:

Bathrooms If yes, how many?:

Other

*All items above must be clearly marked with all details on the site map that is submitted.
Utility Locates(811) must be called in if temporary structures are to be used.*

MUSIC INFORMATION

Will music be provided at your event? Yes No

Will there be sound amplification? Yes No

Band DJ Stereo System Other:

Applicant must adhere to the City of Lynn Haven Nuisances Ordinance Sec. 26-26.

NOTE: Electricity is ONLY available at the Sheffield Park Amphitheater, the Garden Club, and Porter Park

FOOD / VENDORS

Will there be food? Yes No Provided at a charge? Yes No

Will there be vendors? Yes No If yes, how many vendors?

If yes, what kind? Cooking Vendor Non-Cooking Vendor

Which Vendors will be present?

All vendors location must be clearly marked on the site map that is submitted.

CITY SERVICES NEEDED FOR SPECIAL EVENT

Police Officer(s) If yes, how many?

EMT(s) Minimum of two if requested.

Additional Trash Cart(s) If yes, how many?

Please be aware that the use of City Services and City Personnel incurs a fee for each person requested for your event.

The type of event that you are hosting determines the level of Public Safety (Police, Fire, EMT, Public Works) presence required.

The City reserves the right to assess the need for additional City services.

ADDITIONAL REQUIREMENTS

The following additional requirements **MUST** be submitted with the initial application:

- Detailed Site Plans. Note: Any changes to the initial site plan must be submitted at least 10 days prior to the event start date. Submit changes to: Specialevents@cityoflynnhaven.com)
- W-9 for all For-Profit and Not-for-Profit Entities.
- Special Events Permit Fee:
 - a. Small Event (51-100 participants) \$50.00
 - b. Medium Event (101-500 participants) \$225.00
 - c. Large Event (501+ participants): \$350.00

NOTE: The city shall make the final determination of additional City services needed for any Special Event and prepare an invoice for such services.

The following additional requirements **MAY** be required:

1. Certificate of Insurances with the City of Lynn Haven named “additionally insured” for worker’s compensation and general liability. NOTE: If such insurance certification is required of an individual, the City offers a TULIP insurance program (Tenant Users Liability Insurance Policy) which provides low-cost general liability coverage to third party” users. For more information, email Specialevents@cityoflynnhaven.com.

APPLICANT SIGNATURE

I hereby certify that the information provided in this application is true and correct and agree to adhere to the City of Lynn Haven Ordinance No. 1115

Applicant (Required)

Date (Required)

- Submit digital application at: Specialevents@cityoflynnhaven.com
- Submit paper application at:
 - City of Lynn Haven Customer Service Center
 - 825 Ohio Avenue
 - Lynn Haven, FL 32444
 - OPEN: 7:30 AM to 4:30 PM

Please allow two business days for review and approval. If your application is not approved, staff will provide an explanation for the denial. Once approved, all payment shall be processed through the City of Lynn Haven Customer Service Center.