THE PERMIT PROCESS: The permit application process begins when you submit to the City of Naples Community Services Department a completed Special Event Permit Application. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request. Staff will process your application internally through the necessary departments for approval. You will be notified if your event requires additional information, permits, licenses or certificates. During initial application screening process you will be allowed time to provide us with all pending documents (i.e. certificate of insurance, non-profit information, additional permits, etc.)

- Note: Your Special Event Permit may be approved only a few days/weeks in advance of the event date due to the many elements of the approval process and depending on when your application is received. Delays in providing required items may prolong the final approval of your event.

BEFORE YOU COMMIT TO A PLAN: Contact the Community Services Department at (239) 213-7120 for information and assistance on submitting your special event request.

WHO NEEDS A SPECIAL EVENT PERMIT? Any event that takes place on public property (other than indoor venues) and on private property requiring: Off-Site Parking, Street/Sidewalk Closure, Sound Amplification or City Personnel.

EVENT CATEGORIES: A. Antique/Art/Auction/Craft Show; B. Bike/Race/Run/Triathlon/Walk; C. Boat/Car Show/ Festival/ Market/Tournament; D. Church/Concert/Entertainment; E. Fundraiser; F. Parade; G. Private Parties.

IF EVENT IS HELD IN A CITY PARK: First you must contact the park staff and complete a Park Reservation Request Form. The park manager must approve the reservation and any park rental/usage fees will be discussed with you at the time of reservation approval. Applicable park rental fees must be paid at the community center according to the park reservation form. Not all park rentals require a special event permit. Once you receive the approved park rental agreement, the park staff will determine if a special event permit is required. If a special event permit is required you must contact the Community Services Department at 280 Riverside Circle, Naples FL 34102, (239) 213-7120.

IF THE EVENT IS NOT HELD IN A CITY PARK: You only need to complete a Special Event Permit Application through the Community Services Department at 280 Riverside Circle, Naples FL, 34102, (239) 213-7120. Permit Applications can be found at www.naplesgov.com.
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- **PERMIT APPLICATION DEADLINE:** The completed Special Event Permit application must be submitted to the Community Services Department no earlier than one (1) calendar year and no later than SIXTY (60) business days PRIOR to the day of the event.

- **SINGLE/MULTIPLE EVENT APPLICATION:** A single event will be defined as a one-time event that utilizes public property, in consecutive days without a break in dates, from one (1) day to a maximum of three (3) days. You will be allowed to include multiple events on one permit as long as each event is the exact same with the only difference being the date change. There is a $25.00 non-refundable fee per each additional event included on a permit application. Cancellation of current multiple event permit will occur if violations occur.

- **PERMIT APPLICATION FEES:** There will be a $75.00 non-refundable permit application processing fee per each permit application plus $25.00 per each additional event and a $250.00 refundable damage/clean up deposit. Damage deposit is refundable within thirty (30) days after the event if no damage occurs to City property and if there is no clean up, refuse removal or repairs required by City staff. Payment is due for both fees when permit application is submitted.

- **WHAT GOES TO CITY COUNCIL FOR APPROVAL:** If any one of items 1–5 on the Special Event Permit Application is checked YES, your event will require City Council approval. Some items may depend on event size. The five items are as follows: 1. Anticipated Crowd is 1500 or more; 2. Off-Site Parking will be provided or required; 3. Any Closure of Public Streets or Sidewalks; 4. Amplified Music or Sound; 5. Fireworks/Campfires within City limits is requested.

- **ITEMS DUE AT TIME OF PERMIT SUBMITTAL (some may not apply):** Site Plan, Parking Plans (Public & Vendor), Alcohol Certificate, current Insurance Certificate, D.O.T. Approval, Signed City Personnel Contract, Application Fee, Damage Deposit, 501(c)3 Certificate, IRS 990 Statement, Residential Impact Notification, ROW Permit, Security Plan, Parking Plan info in all advertising, fliers, signage, etc. Don’t worry... an itemized checklist is included in the special event permit application to assist you with this.

- **ITEMS DUE NO LATER THAN 60 DAYS AFTER EVENT IS HELD:** City of Naples Event Fundraising Financial Report (if event was a fundraiser), City Personnel Costs. (A checklist is included in the special event permit application.)
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- **NON-PROFIT REQUIREMENTS:** To receive non-profit status you must provide: 1. A copy of a valid 501(c)3 or a government agency certification; 2. A copy of Florida State Tax Exemption Certificate. Note: All entities without a 501(c)3 valid tax exemption status or government agency are considered to be commercial in nature.

- **EVENT ATTENDANCE:** It is important to anticipate the attendance number for your event. If the anticipated attendance is 1500 or more your special event permit will need to be approved by City Council and you will be required to notify local residents, businesses and neighborhood associations in writing of the event per the Notification Criteria on the last page of this guide.

- **PARKING PLAN:** It is important that you plan for the safe arrival/departure of event attendees, participants, vendors, etc. A parking plan must be submitted for both participants and vendors. The parking plan must address locations for any off-site parking, shuttle service, Right-of-Way (ROW) parking and obtaining a ROW permit, etc. It will also be the responsibility of the event organizer to promote the off-site parking in all advertising, event fliers and event signs and banners per the Notification Criteria on the last page of this guide.

- **STREET/SIDEWALK CLOSURE:** If your event will require any street(s) or sidewalk(s) to be closed your permit application must be approved by City Council. Please designate the location(s) on Site Plan. All signs, barricades and traffic control plans will be the responsibility of the applicant and will be required in conjunction with Police and Emergency Services review and approval. Note: If any traffic will be affected on U.S. 41 a separate permit must be filed with the Florida Dept. of Transportation, 2885 S. Horseshoe Dr., Naples, FL 34104, 239-252-5767.

- **5th AVENUE SOUTH PLAZA:** If your event will take place on the 5th Avenue South Plaza (located in front of the Sugden Theatre) you must receive approval from 5th Avenue Business Improvement District (BID), the management of Sugden Theatre and the adjoining establishments. Please note that use of the Plaza does NOT include the outdoor raised stage/entrance area in front of the Sugden Theatre.

- **AMPLIFIED SOUND/MUSIC:** If your event will have amplified music or sound your permit application must be approved by City Council. Please indicate on the permit application what type of sound/music you will be having and designate the location(s) on the Site Plan. All amplification must end by 10:00 p.m.
CITY SPONSORED EVENTS: (Previously called “Traditional” Events) The following are events currently sponsored by the City of Naples and all city personnel costs are paid by the City in full: 1. Great Dock Canoe Race; 2. City of Naples 4th of July Parade and Fireworks; 3. Collier County NAACP Martin Luther King Parade; 5. City of Naples Christmas Parade; 6. Naples Concert Band; 7. City Fest events.

SITE PLAN: A Site Plan must be submitted with every special event permit application. Site Plan should include the set up location(s) of the event, street/sidewalk closures, cooking location(s), activity locations, restroom/port-o-let location(s), barricade locations, number of booths, booth locations, electric usage locations, equipment locations, and other pertinent event information.

FUNDRAISING REQUIREMENTS: If the event will contain fundraising elements you must provide: 1. Name of the organization that will benefit from the event; 2. Percentage of profits or the estimated donation amount that will go to the named benefactor; 3. A copy of the charity’s last IRS 990 form; 4. Submit a completed City of Naples Event Fundraising Financial Report 60 days AFTER the event is held. Note: If you plan to charge an entrance fee on public property as part of your fundraiser you cannot force or intimidate entrants in to paying. It must be on a voluntary donation basis or risk denial of current or future events.

SIGN/BANNERS: Any signage in the Public/Right of Way require a permit through Public Works/Engineering Dept 380 Riverside Circle, Naples 34102, 239-213-5000. Signage similar in size and shape of real estate or political signs will be required to notify participants of any off site parking and/or shuttle service per the Notification Criteria on the last page of this guide.
**ALCOHOL:** If alcohol will be sold and/or consumed on the premises a copy of the Florida Beverage Commission permit and name of permit holder will be required at the time of permit application. If alcoholic beverages will be sold or consumed at this event, evidence of Host Liquor Liability insurance with minimum limits of $1 Million per occurrence will be required in addition to the other insurance requirements. If your event includes the use of alcohol on city property a Liquor Liability Coverage must be included on your certificate of insurance and a separate An City of Naples Alcohol Use Application Form must be completed and included with the Special Event Permit Application with appropriate approvals as required.

**SECURITY:** If security (other than city police) is provided include the name of the company and a contact number. A security plan is required if the event anticipates 1500 or more participants. Security Plan should include where security will be located, how will security be utilized, the plan for allowing the public access/egress to public facilities/locations, name of company providing security, etc.

**EVENTS ON PRIVATE PROPERTY:** If the event is to be held on private property and the event organizer is not the owner a letter of permission from the owner will be required. Approval from neighbors will also be required if amplified sound will be used. Must adhere to all parking and noise ordinances.

**TENT/CANOPIES/AIR SUPPORTED STRUCTURES:** In order to avoid damage to irrigation and other buried systems no tent stakes are permitted and placement of tents/canopies/structures must be indicated on the Site Plan. A Tent/Canopy/Air Structure Requirement form must be completed prior to approval is granted through the City’s Fire Department. Fire staff will inspect all tents once in place for the event. There will be a fire inspection fee.

**GENERATORS/AC UNITS:** Must designate all equipment location(s) on Site Plan.
**USE OF CITY ELECTRICITY:** Electrical power is extremely limited on public property and all event organizers/vendors should be prepared to supply their own power. If use of city electrical outlets, lighting, etc., is requested the type of uses must be included in the permit and outlet locations designated on the site plan. There will be a charge of **$10.00 per day per each electrical outlet** (includes 2 plugs), unless you are paying a park rental/usage fee (electric is included). Electrical outlet use fees are due when permit application is submitted. Note: Use of electrical outlets on private property is prohibited unless you provide documentation that you have approval from the property owner(s).

**FOOD/COOKING ON SITE:** Guidelines for food service is provided by the Collier County Health Department. Indicate on Site Plan the locations of food/cooking areas and type of cooking equipment to be used during event. Must provide appropriately rated fire extinguishers in all the cooking areas. Proper removal and disposal of grease and refuse will be required by the end of the event (see Refuse Removal section). A Cooking on Site Requirement form must be completed prior to approval is granted through the City’s Fire Department.

**REFUSE/WASTE REMOVAL:** If you, as an event organizer, set a standard of leaving the venue better than you found it, you will promote a highly beneficial impact on the Naples community. It will be the responsibility of the event organizer for the proper removal and disposal of all trash, refuse and debris throughout the term and immediately upon conclusion of the event. Additional dumpsters and trash containers can be arranged through the Solid Waste Department at (239) 213-4700 (additional fees may apply). Loss of entire deposit and/or additional City personnel charges will result if City staff has to clean up refuse/waste from event site.

**RESTROOMS/SANITARY FACILITIES:** It is recommended to have one (1) toilet per every 250 people, or a portion thereof who attend your event. This figure can be based upon the maximum number of attendees at your event during peak time. If public restrooms are not available to meet or exceed this number then portable restrooms will be required at the event organizers expense. Portable restrooms are provided by a number of private firms. Please contact them directly and specify location on the Site Plan.

**CITY PERSONNEL:** Based on responses to questions in the permit certain City personnel may be required, i.e. Police Officer, E.M.T. Fire, clean up staff, etc. Once staffing needs are determined, applicant will be required to complete and sign a contract detailing obligated City personnel costs necessary to stage the event. Payment for any city personnel will be invoiced by the City Finance Department after the event.
INSURANCE: A certificate of insurance will be required before final permit approval for events being held on City of Naples property or City co-sponsored events. Commercial General liability insurance with minimum limits of $1 Million per occurrence shall be maintained during the entire time the event is conducted and/or permitted for (including set up and take down). The certificate shall reference the name, date (including set up and take down) and location of the event and list the City of Naples as additional insured. Should you or your insurance agent have any questions concerning these insurance requirements, please feel free to contact the City of Naples Risk Management office at (239) 213-1833.

RESIDENTIAL (COMMUNITY) IMPACT: Event organizers may be required to develop mitigating measures to accommodate the negative impact your event may have on entities that may be affected by your event. Most neighborhoods and business areas are represented by a number of community groups that are officially recognized by the City of Naples. Event organizers may be required to notify local residents, businesses and neighborhood associations and provide signs regarding parking during the event, due to impacts by the event to the surrounding community. Information in this notice(s) should include date(s), time(s), location(s), the types of activities, provide alternate route information if regular access is affected and include a contact name and telephone number where members of the public can contact the organization if they have any questions, concerns or issues. A detailed review of the notification guidelines is included in the Notification Criteria on the last page of this guide. Letters of support or endorsement from the impacted entities and community groups should be attached to the permit application.

EVENT SIZE LEVELS: The size level for the purposes of determining the level of residential/community impact and other event requirements will be:
- LEVEL 1: Less than 500 participants;
- LEVEL 2: 500 - 1500 participants;
- LEVEL 3: 1500 - 2499 participants;
- LEVEL 4: 2500 - 4999 participants;
- LEVEL 5: 5000 - 9999 participants
- LEVEL 6: 10,000 participants or more.
NOTIFICATION CRITERIA FOR SPECIAL EVENTS:

GUIDELINES FOR NOTIFICATION:

Events held in a City Park:
- **LEVEL 1 & 2:** No notification is necessary.
- **LEVEL 3 & 4:** Must notify in writing: neighborhood & business association(s) in immediate area of the City park.
- **LEVEL 5 & 6:** Must notify in writing: residents, neighborhood & business association(s) along the outer perimeters of the park. For example: Events in Cambier Park should notify 8th Street South, 8th Avenue South, 6th Street South, Park Street and the Downtown Naples Association (DNA).

Events held on a City Street/Sidewalk/etc
- **LEVEL 1 & 2:** No notification is necessary.
- **LEVEL 3 & 4:** Must notify in writing: residents, neighborhood & business association(s) immediately where the event will take place.
- **LEVEL 5 & 6:** Must notify in writing: residents, neighborhood & business association(s) within a four (4) block radius from the event.

APPROVED TYPES OF NOTIFICATION:
- **Letters/Fliers notifying of upcoming special event:**
  - Must clearly state date, time and location(s) of event.
  - Must detail the off-site parking plan and locations(s).
  - Must include a contact name and phone number.
  - Must attach a copy of all letters/fliers to permit application.
- **Signage/Banners:**
  - Directional signs similar to small real estate/election signs.
  - Signs can only be put up the day of the event and removed immediately following the event.
  - Signs must clearly state the off-site parking location(s).
  - Any Public/Right of Way signage require a permit through the Public Works/Engineering Department at 380 Riverside Circle, Naples, FL 34102 or call 239-213-5000.