



SPECIAL EVENT PERMIT MANUAL

REVISED September 2023



City of Naples

~ Parks, Recreation, and Facilities Department ~

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INTRODUCTION

What requires a Special Event Permit?

Any organized public or private activities held or conducted on a temporary basis which are apart from, or in addition to, activities and uses normally associated with and permitted at a specific location. Live entertainment, which requires a live entertainment permit in accordance with section 56-125 (City of Naples Ordinance), is distinguished from a special event in that live entertainment is not considered a temporary use. A special event permit must be obtained and may be granted for a temporary and specific period of time for such special activities as:

- Air Shows
- Art Shows
- Running/Walking Events
- Carnivals
- Concerts
- Festivals
- Fireworks
- Parades
- Commercial Photography Shoots
- Musical Presentations
- Street Dances
- Triathlons
- Other similar event activities requiring off-site parking, street closures, sound amplification or use of city personnel or public property or extended events and sales beyond the time limits provided under a temporary use permit.

What event requires City Council Approval?

City Council approval is required for any event which necessitates:

- Street Closings
- Off-site Parking
- Amplified Entertainment – live music, plays, DJ's, or an continuous amplified sound determined by staff
- City Co-Sponsorship
- Crowd Attendance in Excess of 1,500
- Fireworks

What is the permit process?

1. Submit a completed *Special Event Permit Application with all the required back-up information to the City of Naples, no later than 120 days prior to proposed event date for events requiring City Council Approval. Events that do not require City Council approval must be submitted with all required back-up information a minimum of 90 days prior to the event date.
2. A City representative will contact you upon receiving the application and thereafter will serve as your primary point of contact.
3. Staff review of application, which includes review from the **Special Events Committee. The organizer may be contacted for questions about certain items within the application for clarification.
4. Once reviewed, the Special Events Committee will make a recommendation to City Council based on the guidelines/policies/ordinances in place, and the impact on the community.
5. City Council will review and discuss, if needed.
6. City Council approval or denial.

**Approved Special Event Applications with incorrect information or changes will require the organizer to complete a new application for approval through the Special Events Committee and City Council (if needed).*

*** The Special Event Committee is composed of representatives from each department associated with the event approval process. The departments represented are Parks, Recreation, & Facilities, Police, Fire, Code Enforcement, Planning, Solid Waste, and Streets.*

What happens if the organizer has multiple events?

Applicant can include multiple events on one permit if each event is EXACTLY THE SAME with the only difference being the date change. Cancellation of a multiple event permit will occur if violations occur during any event.



Event Priority

The City of Naples events have priority. Otherwise, repeat events have the first right of refusal if request is for the same date, time, and location as a previous years' event. Other events will be processed, and dates reserved in the order applications are received, which includes application fee must be paid in full.

DEADLINES/TIMELINES

Application Submittal Deadline

Special Event Permit Applications with all the required back-up information must be submitted to the City of Naples, no later than 120 days prior to proposed event date for events requiring City Council Approval. Events that do not require City Council approval must be submitted with all required back-up information a minimum of 90 days prior to the event date. Event approvals that fall in the month of June and July may be delayed due to City Council break. Larger scale events may take additional review time, so the organizer needs to consider the date of submittal based on how much time is needed to properly plan and approve the event.

Items Due at Time of Application Submittal

- Application/Usage Fee
- Event Deposit Site
- Plan
- Parking Plan – Includes detailed map, which can be included on the site plan
- Security Plan
- Route Plan
- Current Insurance Certificate
- Alcohol Certificate
- 501(c)3 Certificate or other Non-Profit Paperwork
- IRS 990 Statement
- Fire Department Tent and Cooking Form
- Letters of Event Approval
- DOT Approval

NOTE: Incomplete applications will be returned to the organizer.

Items Due NO Later Than 60 Days After Event

- Event fundraising Financial Report
- Payment for all City Services provided during the event.

FEES

Application Fee

There is a **\$150 non-refundable** permit application processing fee per permit, plus **\$25 non-refundable** per multiple-day event, and a **\$500 refundable** damage/clean up deposit. Damage deposit is refundable if no damage occurs to City property and there is no clean-up, refuse removal, or repairs required by City staff. Payment is due for both fees when the permit application is submitted. Payment methods: *Cash, Check, and all major credit cards.*

City Staffing and Service Fee

The City may require Police, Fire, custodians, parking garage attendants, solid waste, barricades, etc. The cost of all City services provided for the event will be paid for by the organizing agency. The City will determine services required to ensure the safety of participants, minimize the inconvenience to residents and reduce the liability exposure to the City and organizing agency. A **City Services Contract** with the **estimated costs** will be provided to the Applicant to sign and return prior to the event. Applicants will be sent an invoice for the actual costs of City Services after the event. Payment is due within sixty (**60**) days after receipt of invoice. Event organizers who do not submit payment within sixty (**60**) days will be required to pay all estimated fees in advance for future applications before approval is granted.



EVENT SIZE LEVELS (LEVEL OF IMPACT)

The below levels are used to determine the level of impact on the community. Road closures increase the level by one automatically. The range for participants below is based on “peak attendance” and not total attendance of the event.

Level 1: Less Than 500 Participants

Level 2: 500 – 1,500 Participants

Level 3: 1,500 – 2,499 Participants

Level 4: 2,500 – 4,999 Participants

Level 5: 5,000 – 9,999 Participants

Level 6: 10,000+ Participants

SPECIAL GUIDELINES

Events Held in the Park

An event organizer must first contact the appropriate park to coordinate the scheduling of your event. Park staff must approve the parking reservation form prior to submitting the special events application. Capacity varies pending site and set-up in public parks. Park Rental/Usage Fees will be discussed with you at the time of reservation approval and must be paid at the respective park. Not all park rentals require a special event permit. The confirmation of a park rental is not approval for a special event permit if a special event permit is required. Parks and open spaces (public streets, ROW, beach, etc) are public spaces and will remain open to the public during the event. In certain cases, an area within the even can be deemed exclusive, but must be approved by the City Manager.

Events Not Held in the Park

An event organizer will be required to complete the Special Event Permit Application.

Event Set-up

The event organizer is responsible for ensuring vendors, attractions, booths, bands, etc. DO NOT set-up prior to the time approved in the application. Failure to comply will result in a violation of the Special Event Permit and the loss of the event deposit. In addition, this violation by the organizer will be recorded and presented during future Special Event Application reviews. A violation may prevent an organizer from holding future events.

Event Breakdown

The event organizer is responsible for breaking down the event, and all of the components associated with said event. Failure to comply will result in a violation of the Special Event Permit and the loss of the event deposit. In addition, this violation by the organizer will be recorded and presented during future Special Event Application reviews. A violation may prevent an organizer from holding future events.

Road Closures

Road Closures must obtain authorization to close streets, lanes, public alleys, or sidewalks in the City of Naples in order to maintain public safety. The event organizer must provide written details of any road closures for approval. The plan must include the time of closure AND the time of event setup, with at least a 2-hour gap between closure time and setup time unless otherwise approved by the Police Department. The Department will specify the equipment required for the closures to include barricades, signage, and other traffic control devices to be supplied at the expense of the applicant. Archer 1200 barricades are required for closures or stopping barricades by the police department.



Signs and barricades can be rented. Staff may be able to provide recommendations for local companies that provide this service.

The property owner cannot charge for or block parking in the right-of-way.

Security or Use of Police Enforcement

The event organizer must detail in the Security Plan whether law enforcement or private security will be providing services for the event. Any requests for hiring of police officers or intended use of police equipment must be listed in the Plan. For road closures and other events deemed to have specific safety requirements, the hiring of law enforcement officers may be required. The organizer must comply and resolve all safety concerns of the Naples Police Department. The Naples Police Department are the primary subject matter experts on the safety and security for all events in the City of Naples.

Event Signage/Advertisement

Signage associated with a special event shall be included for review and approval with the special event application and may be installed upon issuance of a special event permit and shall be removed at the conclusion of the event. Signage is limited to the site of the event. Directional signs may be permitted in the right-of-way adjacent to event site or associated parking area(s) on the day(s) of the event subject to obtaining a right-of-way permit. Signage shall be limited to 24-inch by 48-inch temporary sign at the entrance of the parking lot for the duration of the event.

The organizer cannot post flyers or advertise the event until it has been approved through the Special Event Permit process.

ONLINE SPECIAL EVENTS CALENDAR

The City of Naples provides a calendar of approved upcoming special events at www.naplesgov.com. Information from your permit application is considered public information and may be used in the Calendar of Events. Photos taken at your event may also be used in City publications and presentations.

INSURANCE REQUIREMENTS

A certificate of insurance will be required before final permit approval for events being held on public property. Insurance must be in 30 days prior to the event, or event may be cancelled. Commercial General Liability insurance with a minimum limit of \$1 Million per occurrence shall be maintained for the duration of the event (including set up and take down). The certificate shall reference the name, date(s), location of the event and list the City of Naples, 735 8th Street South, Naples, FL 34012 as the **Certificate Holder** and as **Additional Insured**. Should you or your insurance agent have any questions concerning the insurance requirements, feel free to contact the City of Naples Risk Management office at (239) 213-1833.

NON-PROFIT REQUIREMENTS

To Receive non-profit status, you must meet the following criteria:

- Provide a copy of valid 501(c)3 or government agency certification.
- Provide a copy of Florida State Tax Exemption Certificate

NOTE: All entities without a 501(c)3, valid tax exemption status, or government agency will be considered commercial in nature

FUNDRAISING/CHARITY REQUIREMENTS

If the event will contain fundraising elements, you must provide:

- The name of the benefitting charity.
- Percentage of profits or the estimated donation amount that will go to the charity
- Copy of the charity's last IRS 990 form.
- Charity must be registered with the Florida Department of Agriculture to accept donations.
- Submit completed Event Fundraising Financial Report 60 days after the event.



RESIDENTIAL AND/OR BUSINESS NOTIFICATION

Commercial/Residential District Requirements

Events that require road closures, incorporate amplified sound, or may cause disruption for City of Naples residents, businesses, churches, etc. may be required by the Special Events Committee, City Manager, the Mayor, and/or City Council to mail, email or hand deliver notification to the affected parties two weeks prior to the event. Notices must reflect the date(s), day(s), time(s), and location(s) of the event, as well as the types of activities taking place during your event and the event coordinator's contact information. The notice must provide detour or alternate route information, prior approval by the Police Department required, if normal access is affected. Organizers may be required to provide advisory signs, which must be placed a maximum of one week prior to the event, if the event impacts a major roadway. Advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure. Please provide a sample of the notice and a proposed list of recipients with your application. Events may require approval letters from affected property associations, residents, and business.

In addition, events held in commercial/residential planned developments should be accompanied by a letter from the HOA board or property management showing they have been notified and whether they support or do not support the event(s). The HOA is responsible for notifying all residents, within its jurisdiction, of the event. This requirement is only for developments with mixed commercial and residential units.

REFUSE/SOLID WASTE REMOVAL

If the event organizer sets a standard of leaving the venue better than you found it, it will promote a highly beneficial impact on the Naples community. It is the responsibility of the event organizer for the proper removal and disposal of all trash, refuse and debris, which includes paper, plastic, bottles, cans, and event marketing signs 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 will apply). Loss of entire deposit and/or additional City personnel charges will result if City staff is required to clean up refuse/waste from event site.

EVENT SITE PLAN

Event Capacity

In order to determine the capacity for your selected event location you will need to provide an estimate of how many tents (including size), tables/booths, portable sanitation units, stages, cars, food trucks, dumpsters and any other "obstacles" that will be located in the event area. You must include the estimated total event attendance, maximum peak attendance and peak time(s). A capacity matrix formula will be used to determine the maximum number of participants that can attend your event at any one time. You will be responsible to not exceed the maximum capacity.

Parking Plan/Capacity/Private Residence

The number of available parking spaces must be submitted for both participants and vendors. You must include locations for any on-site (venue) parking and off-site (outside of venue) parking, shuttle service, right-of-way parking, etc. There must be available spaces to meet the parking capacity per the number of estimated attendees/vendors. The event organizer must promote off-site parking, if used, in all advertising, event fliers, and event signs/banners. All parking plans must be accompanied by a map showing in detail where the proposed parking will be. This information must be included on the site plan. Any events held at a private residence must be able to accommodate a minimum of 50% of the guests on their property per the parking plan or the application will be required to be submitted to council for approval.

Site Plan

A Site Plan must be submitted with every special event permit application. The Site Plan must meet the current site requirements set by the City of Naples, which includes the event area size and location, and events must not exceed this defined area. Additional information is available, please ask staff. Site Plan should include a DETAILED description of the event and the following information:

- Event set-up location(s)



- Street/sidewalk closures & barricade locations
- Tents/booths – Please include quantities, size, location, and intent of use
- Stages/entertainment location(s)
- Food trucks/caterers/vendors/cooking location(s)
- Cars & parking location(s) – exact location(s)
- Activity locations (include type of activity)
- Restroom/portable sanitation units
- Equipment locations
- Electric/generator usage locations
- Other pertinent event information

TENTS/CANOPY REQUIREMENTS

If tents/canopies will be utilized during the event, indicate the size, location, and intent of use of the tent/canopy. Approval through the Fire Department is required. [CLICK HERE](#) for the guidelines/requirements for tents/canopies.

ALCOHOL REQUIREMENTS

Events where alcohol will be served/sold require the organizer to acquire a permit through the Florida Beverages Commission. The organizer will also be required to obtain an additional Host Liquor Alcohol Insurance of \$1million at least four weeks prior to the event. Alcohol must remain inside the permitted area(s) of the event. The consumption area must be marked on the site plan, and a control plan must be submitted to keep consumption in the approved area. Organizer is responsible for the behavior and alcohol consumption of all event attendees. The event organizer must complete the Alcohol Request Application, please [CLICK HERE](#) to access that application with additional details of the requirements. The event organizer will be required to request and pay for at least one (1) police officer during the event(s).

PORTABLE SANITATION REQUIREMENTS

ADA Requirements

The American with Disabilities Act (ADA) requires, at a minimum, 5% and no less than one handicap access unit in each portable sanitation facility location so that attendees with disabilities can have proper accommodations.

[Portable Sanitation Association International Table](#) (<<Click to download a PDF copy of chart below)

The organizer is REQUIRED to provide portable sanitation facilities based on the table provided below and ADA guidelines above. City facilities with existing sanitation facilities may be included in the number required, if event is held at those venues. The facilities with existing sanitation facilities are:

**Portable Sanitation Association International
SPECIAL EVENT CHART
EXTENDED BREAKDOWN**

Number of Units required when no pumping service is provided based on 50/50 Mix of Men & Women
One unit provides approximately 200 uses with 4 hours between use

Average Crowd Size	Average hours at the Event									
	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
10,000	15	25	38	50	63	75	88	100	113	125
15,000	20	38	56	75	94	113	131	150	169	188
20,000	25	50	75	100	125	150	175	200	225	250
25,000	38	69	99	130	160	191	221	252	282	313
30,000	46	82	119	156	192	229	266	302	339	376
35,000	53	96	139	181	224	267	310	352	395	438
40,000	61	109	158	207	256	305	354	403	452	501
45,000	68	123	178	233	288	343	398	453	508	563
50,000	76	137	198	259	320	381	442	503	564	626
55,000	83	150	217	285	352	419	486	554	621	688
60,000	91	164	237	311	384	457	531	604	677	751
65,000	98	177	257	336	416	495	575	654	734	813
70,000	106	191	277	362	448	533	619	704	790	876
75,000	113	205	296	388	480	571	663	755	846	938
80,000	121	218	316	414	512	609	707	805	903	1001
85,000	128	232	336	440	544	647	751	855	959	1063
90,000	136	246	356	466	576	686	796	906	1016	1126
95,000	143	259	375	491	607	724	840	956	1072	1188
100,000	151	273	395	517	639	762	884	1006	1128	1251

Source: Independent Study by: Center of Business and Industrial Studies / University of Missouri St. Louis
For more information contact the Portable Sanitation Association International at:
info@psai.org • 952.854.8300 • 800.822.3020 • www.psal.org



VIOLATIONS OF SPECIAL EVENT PERMIT

If the applicant fails to fulfill the requirements as set forth in the permit, or if at any time the event does not comply with the specific terms and conditions of the permit and specifications approved by the city manager, including but not limited to time and activities, the permit may be cancelled by the city manager or designee and the activity shall cease immediately. Any violation of the approved Special Event Permit/Application by the organizer or their event will be recorded and presented during future Special Event Application reviews. A violation may prevent an organizer from holding future events. The loss of the event deposit will also apply, and additional fines may apply if it is determined a City of Naples ordinance was compromised. Violations are defined as any action that is outside the scope of agreement in the approved Special Event Application and/or a violation of a law or ordinance.

CITY MANAGER AUTHORITY

The City Manager may grant or deny a special event permit considering whether:

- The applicant has complied with all required criteria outlined on the permit application form.
- Sufficient city support personnel are available to assist in the conduct of the event.
- Adequate support facilities are available for the event with the support facilities including, but not limited to, parking, refuse collection, sanitation, and lighting.
- No conflict exists with the requested event and other approved and previously scheduled events.
- The event will not result in the over-utilization of city facilities nor the over-utilization of one area of the city.
- No outstanding balances are due to the city for assistance from previous activities from the applicant.
- Amplification of sound has been justified and is established at a level acceptable to the city manager.
- Crowd size has been determined to be a manageable size for the proposed event and site.
- The event is generally compatible with the character of the city and/or the locale permits.
- The applicant complied with terms and conditions of any previously granted permits.
- The event set up is deemed safe and free of safety concerns.



Parks, Recreation, & Facilities Department

280 Riverside Circle | Naples, Florida 34102 - 6796
Phone: (239) 213-7120 Email: events@naplesgov.com

SPECIAL EVENT PERMIT APPLICATION

Revised August 2023

Date Received: _____

PERMIT NO.: _____

Permit = \$150.00 (non-refundable);

Event Type (Highlight One): Public Private

Deposit (if event on City property) = \$500.00 (refundable)

Completed applications and ALL attachments that are required must be submitted a minimum of NINETY (90) days PRIOR to actual event. Events that require City Council approval must be submitted ONE HUNDRED TWENTY (120) days PRIOR to actual event. Note: Handwritten applications will not be accepted.

SECTION I: EVENT / CATEGORIES (Please check one)

- Art Shows
- Air Shows
- Running/Walking Events
- Carnivals/Festivals/Fireworks/Parades
- Musical Presentations/Street Dances
- Commercial Photography Shoots
- Triathlons
- Other similar events (as defined on Page 2 of Special Events Manual)

SECTION II: EVENT/ORGANIZATION INFORMATION (Please complete)

Organization: _____

Event: _____

Description: (Please provide DETAILED information about event)

Location (Attach Site Plan & any applicable attachments): _____

	Setup Time	Actual Event Time	Take Down Time
Date: _____	to _____	to _____	to _____
Date: _____	to _____	to _____	to _____
Date: _____	to _____	to _____	to _____

Has this event been held in the past? _____ If yes, when? _____ Actual Attendance: _____

Billing Information: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Event Contact Name: _____ Phone: _____

Email Address: _____

Are you a Charitable/Non-Profit Organization? _____ If yes, FL State Tax Exempt #: _____

***Please provide a copy of your current 501(c)(3) certificate with this permit. Certificate included? Yes No

SECTION III: EVENT ITEMIZED DETAILS (Please complete each item. Failure to do so will result in a incomplete application.)

Items 1-5 marked **YES** may require City Council approval.

		YES	NO
1. Crowd:	Anticipated attendance number is: _____ Is anticipated crowd size 1500 or more?	<input type="checkbox"/>	<input type="checkbox"/>
2. Parking:	a. Will off-site parking be provided? <u>If yes, provide list of off site parking areas to be used in ROW.</u> Note: Please provide parking plan info in all advertising, fliers, and temporary event signage.	<input type="checkbox"/>	<input type="checkbox"/>
	b. Will "shuttle" service to parking be provided? By whom? _____	<input type="checkbox"/>	<input type="checkbox"/>
	c. Will you be having vendors? <u>If yes, must provide vendor parking plans with provisions as to how parking will be enforced.</u>	<input type="checkbox"/>	<input type="checkbox"/>
3. Streets/Traffic:	Will any street(s) or sidewalk(s) be closed? <u>If yes, provide location on site plan.</u> 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. <u>If yes, please provide the Date and Time of the requested road closure.</u> Please note that event set-up may not start prior to the approved road closure. Date: _____ Time: _____ Note: If any traffic will be affected on US 41 a separate permit must be filed with the Florida Department of Transportation, 2885 South Horseshoe Drive, Naples, FL 34104, 239-252-5767.	<input type="checkbox"/>	<input type="checkbox"/>
4. Amplified Sound:	Will there be amplified music or entertainment? If yes, please attach description of entertainment and scheduled time(s) of performance(s). Indicate stage location(s) on site plan. *Amplification must end by 10:00 pm. Applicant must comply with City Code of Ordinances Sections 22-37.	<input type="checkbox"/>	<input type="checkbox"/>
5. Fires/Fireworks:	Is this a <input type="checkbox"/> public <input type="checkbox"/> or private display? Applicant must comply with City Code of Ordinances for Fires: Sections 28-36; 42-112 and Fireworks: Sec. 24: 221-226; State Law F.S. 791; NFPA 1123. Note: Fires on the beach may be denied depending on recommendations of the Fire Department.	<input type="checkbox"/>	<input type="checkbox"/>
6. Fundraising:	Will this be a fundraising event? If yes, please provide a copy of last year's IRS 990 Form. Organization(s) benefiting from event proceeds: _____ Percentage of profits/donation amount that will go to named charity: _____	<input type="checkbox"/>	<input type="checkbox"/>
7. Banners, Signs, Etc.:	Will exterior banners, balloons, signs or other types of advertising, and directional techniques be used? *Any Public/Right of Way signage requires a permit through Streets/Traffic Dept. at 295 Riverside Circle, Naples, FL, 34102, 239-213-5000: City Code of Ordinance Sec 50: 32 through 39.	<input type="checkbox"/>	<input type="checkbox"/>
8. Alcohol:	Will alcoholic beverages be <input type="checkbox"/> sold <input type="checkbox"/> or consumed on the premises? Please check one or both. A copy of the Florida Beverages Commission permit is required at the time of application and prior to event approval. Permit Holder: _____ *Division of Alcoholic Beverages and Tobacco, 4100 Center Point Dr, Ft Myers, FL 33916. Call 239-278-7195 or go to www.MyFlorida.com/dbpr.	<input type="checkbox"/>	<input type="checkbox"/>
9. Security:	Will private security be provided to protect exhibits, equipment, or facilities brought on-site for this event? Name of Security Company: _____ Security Company Phone: _____ *For events of 1500 or more a security plan may be required.	<input type="checkbox"/>	<input type="checkbox"/>
10. Private Property:	Does the applicant own the property where the event is to be held? If NO, please attach a letter of permission from the property owner(s) and approval letters from neighbors.	<input type="checkbox"/>	<input type="checkbox"/>
11. Tents:	Will tents or canopies be used? <u>If yes, indicate on site plan the location of tent(s), tent size(s), and the intended use of the tent. This is required for approval through the Police and Fire Departments.</u>	<input type="checkbox"/>	<input type="checkbox"/>
12. Generators/ A/C Units:	Will exterior power generators or air conditioning equipment be operated during the event and from vehicles or trailers? <u>If yes, indicated location(s) of equipment on site plan.</u>	<input type="checkbox"/>	<input type="checkbox"/>
13. Cooking/Food:	Will food be <input type="checkbox"/> cooked <input type="checkbox"/> catered on-site during this event? <u>Indicate on site plan the location of caterers/vendors and cooking equipment to be used. (Appropriately rated fire extinguishers and proper disposal of grease and refuse will be required.)</u>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION III: EVENT ITEMIZED DETAILS - Continued (Please complete each item. Failure to do so will result in a incomplete application.)

YES NO

14. Sanitary Facilities: Will temporary sanitary facilities be provided? If yes, please indicate location on site plan.
 If yes, by whom: _____
Petitioner is responsible for collection and removal of ALL refuse/debris. City of Naples Solid Waste: 239-213-4700

15. Repeat Event: Is this is a Repeat Special Event the was previously permitted with the City of Naples?
 If YES, what was the last year permitted: _____ How many years has this event taken place? _____
 If YES, an additional description is required below. Please provide details of changes from the last permitted year. Include any additional request (e.g. road closures, amplified sound, alcohol, etc)

16. Vendors: Are you using vendor(s)?*

- If YES, please check the categories which best describe the type or purpose of vendor(s).**
- | | |
|---|---|
| <input type="checkbox"/> Food/Concessions/Ice Cream | <input type="checkbox"/> Alcohol (beer and wine only) |
| <input type="checkbox"/> Art/Crafts/Jewelry | <input type="checkbox"/> Apparel |
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Sporting Goods |
| <input type="checkbox"/> Electronics/Technology | <input type="checkbox"/> Photographers |
| <input type="checkbox"/> Entertainers | <input type="checkbox"/> Florist |
| <input type="checkbox"/> Medical | <input type="checkbox"/> Home Goods |
| <input type="checkbox"/> Pet Supplies | |
| <input type="checkbox"/> Other – Please describe: _____ | |

*All vendors in public spaces must be family friendly. Prohibited vendors include, but not limited to, marijuana products/CBD, weapons, tobacco products, vaping products, adult media, adult novelties, and other vendors deemed inappropriate by the Special Event Committee.

SECTION IV: VERIFICATION/ACKNOWLEDGEMENT (Please initial each item. Failure to do so will result in a incomplete application.)

Please initial boxes next to items 17-22, by which you are verifying your understanding of each item and the City's Codes, rules and any other requirements (that might be asked of you):

Initial

17. City Personnel: Based on responses to questions 1-5 & 9, certain City personnel may be required (i.e. Police Officer, E.M.T., Fire, Parks, Recreation, & Facilities, etc.). Once staffing needs are determined, applicant will be required to sign a contract detailing obligated City personnel costs necessary to assist with event. The applicant will receive an invoice for payment for any City personnel after the event by the City Finance Department.

18. Insurance Requirement (excluding private property): Please provide the City of Naples with a Certificate of Insurance for property and liability coverage of the event, **naming the City as additional insured.** Liability = \$1 Mil each occurrence; Aggregate = \$2 Mil; Property Damage = \$1 Mil. Proof of Insurance must be provided **prior** to permit final approval.

19. Residential Impact: See Event Size Level and the Notification Criteria for Special Events sections of the Special Event Planning Guide for special requirements on notification and attachments.

20. Items due PRIOR to permit final approval (some may not apply): Site Plan, Parking Plans (public & vendors), Alcohol Certificate, current Insurance Certificate, D.O.T approval, Signed Cit Personnel Contract, Application Fee, Damage Deposit, 501(c)(3) Certificate, ROW Permit, Security Plan, etc.

21. Items due no later than 60 days AFTER event is held: Payment for City of Naples Personnel costs.

22. Non-compliance of any item listed in this permit may result in denial of current or future events.

FEES & CHARGES

A. Fees & Charges due upon submittal of permit application:

Permit Fee = \$150.00

Damage Deposit = \$500.00 (Damage Deposit will be refunded approximately 30 days after event, if no cleanup is required by City staff or no damage occurs to City property.)

B. Fees & Charges due no later than 60 days after the event:

Police/Fire/Emergency/Park, Recreation, & Facilities Personnel Costs = Varies per event

Cash or Checks Only. Make checks payable to the City of Naples.

SPECIAL NOTICE: During review by various City Departments, additional conditions may be imposed. This permit is valid only for the time indicated on this permit. In the event that the applicant fails to fulfill the requirements (as set forth in this permit) or fails to obtain proper authorization to proceed, if conditions have changed, or the expected outcomes, impacts, or conditions are substantially altered, then the permit will be voided immediately by authorized City personnel and denial of future events may occur.

APPLICANT AGREEMENT AND WAIVER OF LIABILITY: I, the undersigned, will indemnify, defend and hold harmless, the City of Naples, 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. The undersigned has read and voluntarily signed the release and waiver of liability and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made. The undersigned agrees to pay all required fees and charges and will abide by all the rules and procedures presented therein and non-compliance may result in denial of current or future events.

Applicant Approval

Date

(Note: If submitting this form electronically, please type your name and date on the corresponding lines above. Also, please review the Electronic Submittal disclaimer below.)

Applicant Comments:

ELECTRONIC SUBMITTAL

(NOTE: The button used to submit this form (via email) will appear upon checking the box and agreeing to the terms below. Saving this entire form for electronic submittal requires a minimum of free Adobe Reader version 11 (or greater), or Adobe Acrobat Standard / Pro).

By checking this box, typing your name in the applicant/citizen signature field(s), and submitting this form electronically (via email), you affirm that all information contained within this document was completed truthfully, and to the best of your knowledge and you understand that your electronic signature is considered legally binding the same as signing your physical signature by hand.

FOR OFFICE USE ONLY

Permit has met all criteria to be forwarded for

_____ **CS Permit Review Staff Approval**

_____ **Date**

Staff Comments: _____

_____ **Police Approval**

_____ **Date**

_____ **Police Comments**

_____ **Fire Approval**

_____ **Date**

_____ **Fire Comments**

_____ **Community Service Approval**

_____ **Date**

_____ **CS Comments**