



SPECIAL EVENT HANDBOOK AND APPLICATION 2023

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WHAT IS A SPECIAL EVENT

Special Event: Any preplanned entertainment, sporting, cultural, business, or other type of unique activity (including parades, festivals, races, tournaments, concerts, etc.) presented to a live audience and open to the public that is to be held in whole or in part upon property owned or managed by the County and that may substantially inhibit the usual flow of pedestrian or vehicular travel or which deviates from the established use of the place or building. Excludes activities not open to the public including private indoor facility rentals, pavilion rentals, or other activities for which a permit has been issued by the County.

FREQUENTLY ASKED QUESTIONS

The following questions and answers provide basic information, for more details; see the “Need to Know” section of this packet.

Q: DO I NEED A SPECIAL EVENT APPLICATION?

A: All “Special Events” require a special event permit.

Q: WHOM SHOULD I CONTACT?

A: For all events please contact the Parks and Recreation Department at 772-288-5474 or email events@martin.fl.us.

Q: HOW MUCH WILL IT COST?

A: There is an event fee, which is based upon the event impacts. Event fees may range between \$50.00 and \$1,100.00. Additional fees may include overtime cost, sheriff detail, and other services requested i.e. dumpsters if applicable. All fees are due in full upon signature of the contract.

Q: WHO ARRANGES CLOSING THE ROADS, LAW ENFORCEMENT, FIRE, DUMPSTERS, PORT-O-LETS, FENCING, VENDORS & ENTERTAINMENT, ETC?

A: The Special Event & Volunteer Coordinator will coordinate County related services with the promotor and advice regarding proper placement of equipment and rentals on County property. Port-o-lets, vendors, entertainment, fencing, etc. are the responsibility of the permittee. It is also the permittee’s responsibility to contact the Sheriff’s Office directly for any detail, and traffic/engineering for any road closures. If the event requires a road closure it is the permittees responsibility to contract with a barricade company based on the event route and size.

Q: HOW DO I RESERVE A DATE?

A: Fill out the Special Event Application including a site map and submit. Please allow up to two weeks for the application approval process. Once the application is APPROVED, the date is reserved. Only completed applications will be reviewed.

Q. WHEN ARE THE FEES DUE?

A. All fees are due upon signature of the contract.

Q: HOW DO I GET AN ALCOHOL PERMIT FROM THE STATE OF FLORIDA?

A. Only a licensed vendor or a non-profit organization can obtain a permit to sell alcohol (Florida Statute 561.422). Contact the Division of Alcoholic Beverages and Tobacco.

Q: WHAT IS YOUR CANCELLATION POLICY?

A: If the event is canceled 90 or more days prior to the event, permittee will be refunded 100% of event fees; 89 to 46 days prior to the event, permittee will be refunded 50% of event fees; 45 days or less prior to the event no fees will be refunded.

Q: WHAT IF I HAVE TO CANCEL MY EVENT FOR UNFAVORABLE WEATHER?

A: Only in the event of an extreme act of nature (i.e. hurricane, brush fire), may the event be postponed and all fees will transfer. Permittee must submit in writing for a postponed date. Other than stated above, Special Event Permits are rain or shine and cancelation due to weather will forfeit any and all fees and require a re-application for another date.

IMPORTANT NUMBERS

SPECIAL EVENT PERMIT

Martin County Parks and Recreation
Department Special Events and Volunteer
Coordinator - Carlos Morales
2401 SE Monterey Road, Stuart, 34996
Phone: 772-221-1430
Email: events@martin.fl.us

SHERIFFS DEPARTMENT

D/S Scott Bundy
800 SE Monterey Rd, Stuart, 34994
Phone: 772- 220-7000
Email: skbundy@sheriff.martin.fl.us

LIQUOR LICENSE

Division of Alcoholic Beverages & Tobacco
111 S. Sapodilla Ave. #105,
West Palm Beach, 33401
Phone: 561-650-6840

EMERGENCY MEDICAL SEVICES Martin

County Fire Rescue
800 SE Monterey Rd, Stuart, 34994
Phone: 772-288-5710

FLORIDA DOT ROAD CLOSURE

Community Traffic Safety Program Manager
carmen.pullins@dot.state.fl.us
954-777-4361

SUNSHINE, INC.

(Buried power lines)
1-800-432-4770

TENT & EVENT INSPECTIONS

(Tents 30'x30' or larger)
Martin County Fire Department
Administrative Specialist II -Vicki Dimambro
800 SE Monterey Rd, Stuart, FL 34994
772-463-7801

**GROWTH MANAGEMENT
DEPARTMENT**

(Temporary alcohol & promotional sign permit)
2401 SE Monterey Rd, Stuart, FL 34996
772-288-5495

WASTE MANAGEMENT, INC.

(Dumpsters)
7700 SE Bridge Rd., Hobe Sound, FL 33455
772-546-7700

LOCAL HEALTH DEPARTMENT

(Portable toilet requirements)
3441 SE Willoughby Blvd., Stuart, 34994
772-288-5501

PLACES TO HAVE AN EVENT IN MARTIN COUNTY

Indian Riverside Park: 1707 NE Indian River Dr.

Waterfront venue: accommodates approximately 1,500 - 2,000 people, depending on usage. 63 acres of waterfront property, 770 foot fishing pier with finger boat slips, an interactive splash pad for kids of all ages, 20 round tables, 20 rectangle tables, 175 chairs, there is also an inside option with a capacity of 250. This location also offers the option of the Mansion at Tuckahoe terrace which has a capacity of 750 – 1000 people, 40 round tables, 15 rectangle tables, 300 chairs, and a beautiful waterfront view.
Restrooms: Yes, Electric: Yes, Parking: Yes

Phipps Campground: 2175 SW Locks Rd. 55 acres

1 set of restrooms, 3 pavilions w/tables and grills, 58 campsites, walking bridges within STA lakes, boat ramp with pier, 500 people estimated accommodation, 88 species of birds, and a playground area.
Restrooms: Yes, Electric: Yes, Parking: Yes

Sailfish Splash Waterpark: 931 SE Runhke St.

Only waterpark of its kind on the Treasure Coast, attractions: two-four story waterslides, and interactive water playground with a zero depth entry, ¼ mile long interactive lazy river, NEW Lily Pad walk across, full service Cabanas and funbrellas, max capacity 1612
Restrooms: Yes, Electric: Yes, Parking: Yes

Halpatiokee Regional Park: 8303 SW Lost River Rd.

Approximately 7.5 miles of mountain biking trails which run for 2.5 miles in an Oak Hammock along the South Fork of the St. Lucie River, then winding for 5 miles around the property between lakes: a flowing cross country ride in a nice natural setting, 4 restrooms with concession stands attached, 12 pavilions with 46 picnic tables available, 5 full size soccer fields, 10 tennis courts, 5 baseball fields, 12 sets of bleachers and many clear water lakes for catch and release fishing and canoeing. Capacity 2,000 – 3,000 people, 700 parking spaces available.

Timer Powers Park: 14100 SW Citrus Blvd.

Arena has an acre of covered land with sandy/clay high performance footing, pre-engineered steel with energy efficient lighting, 300 person capacity bleachers, connection to potable public water system. Timer Powers Park: boat ramp with fishing docks, a small nature trail in a hammock, 2 small pavilions with 4 picnic tables and a large pavilion with 10 picnic tables. Capacity is dependent on event specifications.
Restrooms: Yes, Electric: Yes, Parking: Yes. *For additional special event permitting requirements by the Village of Indiantown, contact Village of Indiantown Community & Economic Development Division for additional information at (772) 597-8298.*

Sailfish Sands Golf Course: 2000 SE St. Lucie Blvd.

Only public golf course in Martin County, 304 acres, 400 golfers capacity, features a reversible 9 hole golf course & a 18-hole course, a full-length Toptracer driving range as well as putting and chipping greens, food and beverage available for purchase on site. Coming soon is 20 climate-controlled hitting bays, food and beverage, and a updated clubhouse. Restrooms: Yes, Electric: Yes, Parking: Yes

Other venues: 71 parks/beaches including: Charlie Leighton Park, County Line Park, East Ridge Park, Fire Station 36 Park, Greenfield Park, Hobe Sound Beach, JV Reed Park, Jock Leighton Park, Lamar Howard Park, Langford Park, L. Cpl. Justin Wilson Memorial Park, Leilani Heights Park, Mary Brogan Park, New Monrovia Park, Palm Lake Park, Pat Mark Rio-Jensen Skate Park, Paul Larson Park, Pendarvis Cove Park, Pettway Park, Pineapple Park, Rio Nature Park, SSG. Justin Johnson Memorial Park, Tropical Farms Park, Twin Rivers Park, William G.

“Doc” Myers Park, Wojcieszak Park, Zeus Park, Citrus Grove Park, Hosford Park, Jensen Beach Causeway, Jensen Sea Turtle Beach, Jimmy Graham Park, Maggy’s Hammock Park, Santa Lucea Beach, Manatee Park, Sandsprit Park, Stuart Beach, Stuart Causeway.

For a complete list of parks please visit www.martin.fl.us/parkfinder

APPLICATION PROCESS

STEP 1:

Submit a completed application including a site map and the organizations 501(c)3 or Non-Profit letter if applicable; Monday – Friday between 8:00am and 5:00pm. All applications will be reviewed on Tuesdays in the order they are received. All events will be scheduled on a first-come, first served basis.

Send applications to:

Martin County Parks and Recreation Department ATTN: Event & Volunteer Coordinator
2401 SE Monterey Road
Stuart, FL 34996
events@martin.fl.us

APPLICATION DEADLINE:

Special event applications must be submitted no later than 30 days prior to the event unless it is considered a *High Impact Event* in which case must be submitted 6 months prior to event (*Any event, with or without alcohol, which involves a road closure of 12 or more hours and/or anticipated attendance of 5,000 or more persons*)

STEP 2:

Applications will be stamped with the date of arrival into the Parks and Recreation Department. If permittee does not feel they can meet a deadline, please hand-deliver.

If application has met the required deadlines, the Event & Volunteer Coordinator will review along with any other necessary departments in order to obtain approval.

CRITERIA FOR APPLICATION

Availability of dates requested, nature of event, location appropriate for event, County services required, road closures and alcohol involved, compliance with special event regulations at past events will be considered during the review process.

APPLICATION STATUS: The County reserves the right to deny any application for a special event permit. All events with an expected attendance of more than 2,000 attendees require the approval of the Parks and Recreation Director.

Once the application is approved the permittee will be contacted by the Events & Volunteer Coordinator in order to schedule their event confirmation meeting. At said meeting permittee will receive all documentation needed in order to be issued a full permit.

STEP 3:

Submit your payment, signed contract, signed addendum, and all other items that are listed in your event confirmation letter.

SPECIAL EVENT “NEED TO KNOW”

AUTHORITY AND RESPONSIBILITY: The BOCC and County Administrator authorize the Parks and Recreation Director to amend and update this document as may be necessary. Changes proposed by staff and approved by the Parks and Recreation Director will be placed in public file and circulated to the County Administrator.

EVENT APPLICATION APPROVAL: If the application is approved, the Event & Volunteer Coordinator will schedule a meeting with the permittee and all parties/departments that may be affected by the event. At said meeting the permittee will receive their special event application approval letter, special event addendum, and contract with rules and regulations.

SPECIAL EVENT PERMIT FEE: The special event permit fee is calculated based on the Martin County Parks and Recreation Fee Schedule and the information provided in the permittee’s application. Fees range from \$50.00 to over \$1,100.00. Factors considered in the calculation include, but are not limited to, day of the week, the length of event, estimated number of people, non-profit vs. for-profit, one site vs. multiple sites, road closure vs. no road closure, and so forth. All fees are due upon signature of the contract.

NON-PROFIT RATES: Non-Profit rates apply only to events organized by Not For Profit Corporations. To benefit from the discounted rate, the organization applying for the permit must be registered with Department of State Division of Corporations as a Not For Profit and be identified as such on www.sunbiz.org. An officer or director of the Not For Profit Corporation must be the permit holder.

SHERIFF AND FIRE RESCUE (EMS) FEES: Sheriff Deputies and EMS personnel are required to be at each location deemed necessary by the County to maintain the health, safety and welfare of the public during the event. The permittee is required to contact the Martin County Sheriff’s Office (Sheriff) and Martin County Fire Rescue Department (EMS) separately 30 days prior to the event to arrange for services, schedule inspections and discuss the security plan for the event. Failure to contact Sheriff and EMS may result in the termination of the event permit. If the actual costs for Sheriff and EMS are less than the estimated amount, the excess amount will be refunded. If the actual costs are greater than estimated, the County will invoice the permittee and payment of said amount should be paid within 14 days of the conclusion of the event.

- **Sheriff Off Duty Detail:** The cost for providing off-duty Sheriff services shall be the rates currently in effect as established by Sheriff. Should the event be projected to have a significant impact on local traffic within the immediate area, Sheriff will require additional personnel to assist in traffic control to provide safe and efficient flow for citizens. These extra personnel will be assigned by Sheriff at the permittee’s cost. The permittee is responsible to pay directly the estimated costs for Sheriff services to be provided by the Martin County Sheriff’s Department.
- **Fire Rescue (EMS):** The estimated EMS charges shall be paid directly to Martin County Fire Rescue not less than 14 days prior to the event.

EMERGENCY ACCESS & COMMUNICATION: Permittee shall provide any and all emergency access required by the County. Permittee must keep a 15 foot fire lane open at all times and provide EMS with keys to all gated areas. Communication with the emergency services should be clear and precise about the emergency location. A plan should be drafted and volunteers, staff and participants of the event should be informed of what steps to take in case of an emergency.

NOTICES: Any and all notices to permittee may be given or served by certified or registered mail or electronic transmission producing a written record, to the address set forth in the application. Any and all notices to be given to the County may be given or served by certified or registered mail, or electronic

transmission producing a written record, addressed to the Events & Volunteer Coordinator, Parks and Recreation Department, 2401 SE Monterey Road, Stuart, FL 34996, or by email events@martin.fl.us.

LOGISTICS: The permittee is solely responsible for the activities of the event, including but not limited to patrons, spectators, volunteers, staff, sponsors, vendors, exhibitors, concessionaires, independent contractors and subcontractors participating in the event.

ROAD CLOSURES: As our community events continue to grow we must take into consideration the residents who live within the areas of the event. Please attempt to keep the roads open and accessible. Do not stage equipment overnight that can be disrupting to residents. If temporary restrooms must be placed in front of businesses and condominiums, permittee will be required to provide screening. All equipment that will be brought in must be noted in final site plan and requires approval by Events & Volunteer Coordinator. If road closures are necessary the permittee will need to contact the Engineering Departments traffic division and may have to supply a maintenance of traffic plan at the request of the County's Traffic Engineer. Depending on the location of the event, permittee may also be required to pay for any overtime associated with the Traffic Division's closing/opening the road. If permittee plans to close a State road, you will be required to obtain a permit from the Florida Department of Transportation and provide a copy to the County.

FDOT PERMIT: If event includes the closure of State roads permittee must obtain approval from the Florida Department of Transportation. Please contact FDOT for information on how to obtain a permit. For more information contact the Community Traffic Safety Program Coordinator by email carmen.pullins@dot.state.fl.us or by phone 954-777-4361.

TENT PLACEMENT: The County prefers use of weighted blocks, sand bags, buckets of water, or tent weights to hold a tent down on County property. Staking of tents on County property may be accommodated; please contact Martin County Park Operations 772-463-2886 to schedule an electrical and water line assessment prior to the event so tents may be staked in appropriate locations.

TENT INSPECTION: Permittee is required to obtain all necessary tent inspections through Martin County Fire Rescue. Inspections are required for tents 30'X 30' and larger. If permittee is unsure whether or not an inspection is needed please contact Fire Rescue at 772-463-7801.

SANITARY & FOOD REGULATIONS: Permittee is responsible for overseeing that the proper containment and disposal of cooking waste (this is wastewater, grease, etc.) are adhered to. It is the permittee's responsibility to insure that vendors comply with local, State, and Federal containment and disposal regulations. It is the responsibility of the permittee to insure that proper containers for the collection and disposal of cooking grease are available at the event site. Food vendors are required to use a protective flooring/tarp when cooking.

GLASS CONTAINERS: No glass containers shall be allowed in a County Park.

ALCOHOL PERMIT: Permittee must provide a copy of approved State of Florida license or permit from the State of Florida, Department of Business and Professional Regulation, Department of Alcoholic Beverages and Tobacco to the Parks and Recreation Department. Nonprofit civic organizations selling alcoholic beverages pursuant to a temporary permit under Section 561.422, Florida Statutes, must comply with provisions of 2.c. of the procedures for sale of alcohol, below. All temporary permits for the sale of alcohol must be signed by the Growth Management Department. Affidavit that the requesting organization shall ensure that staff is properly trained. Signs shall be posted notifying the public that alcohol is not allowed beyond the established event venue. Permit holders who are not licensed by the State of Florida are not permitted to sell alcohol to their guests. Martin County Parks and Recreation

Department can obtain an alcohol liability insurance quote for a permit holder who wants to sell alcoholic beverages to their guests at approved Parks and Recreation sites.

CONCESSIONAIRE RIGHTS: Licensee shall have exclusive concessionaire rights within the permitted area.

GARBAGE CANS: Extra trash cans can be made available upon request on a first come first served basis, and should be requested at time of application.

RESTROOMS: In the event temporary restrooms such as port-a-pottys are desired or necessary for an event, the permit holder is responsible for obtaining, scheduling, and directly paying for such temporary restrooms and associated services. Permittee are required to keep all event accessible restrooms cleaned and stocked with supplies at all times. Permittee is also required to monitor all restrooms throughout the event. For park restrooms extra toiletries can be made available upon request.

VEHICLES: No vehicles may be driven on the grass.

TRAFFIC/PARKING PLAN: If event has an expected attendance of 500 or more people a traffic plan must be submitted as part of the permit application showing the routes of exiting and entering the event. For any event that may affect the overall flow of the park a parking plan will be required.

ENTERTAINMENT: Permittee is solely responsible for all contracts or agreements of any nature for entertainment for the event. All contracts or agreements of any nature shall be negotiated by Permittee and secured at the sole expense of the Permittee. The County shall not be named as a party in any contract for goods and/or services provided in conjunction with the event. Permittee represents ad warrants that it shall have, prior to the event, all necessary performing rights and licenses (BMI/ASCAP) and shall ensure that all performance payments required to be made under such licenses are made promptly and directly to the licensing organizations. The County shall have no responsibilities to any performing rights licensing organization for any performances during the event. Amplified sound must be within reasonable limits and comply with Martin County Code for noise limits. The County reserves the right to reduce sound levels as needed. Amplified Sound is permitted within the following hours: Sunday through Thursday: 7:00 a.m. to 9:00 p.m. Friday and Saturday: 7:00 a.m. to 11:00 p.m.

FINAL SITE MAP: Not less than 14 days prior to the set up date, permittee shall provide to the County a final detailed site plan for the event showing the following: (a) location of any tents, port-a-lets, parking, stages, booths, etc. and the times when such will be constructed and dismantled.; (b) a description of all activities and events to occur on the permitted area during the event; (c) the home and business numbers of corporate officers; and (d) permittee may also be required to provide security badges, master gate keys and entry to County Staff and any other information required by the County's Events & Volunteer Coordinator. Such site plan shall be subject to the review and approval by the appropriate County departments which may require revisions to the plan. Permittee shall make such revisions and adjustments as requested by the County. Any changes made to the revised site plan after the review by County departments must be approved by the County

TECHNICAL EQUIPMENT: All technical equipment and support must be arranged by the permittee. This includes both sound and light. If technical equipment is needed permittee must note all electrical needs during initial application process. If electrical needs exceed the maximum allotted wattage in the permitted area additional power must be brought in at the permittee's expense.

SITE CONDITION: Safety comes first. Please ensure that the event site is free of trip hazards. Also monitor areas which could cause extreme congestion. Try to set up the event so that people have the

ability to move around as easily as possible. Clearly mark a first aid location and a lost children area. Have plenty of water made available to avoid dehydration situations. Mist fans are a good idea to have on hand. Permittee is responsible for ensuring that the event site is accessible in compliance with the requirements of the Americans with Disabilities Act <https://adata.org/publication/temporary-events-guide>.

CROWD MONITOR: Please ensure that areas do not become overcrowded. Make sure that the event site will accommodate the event size that is brought in. This may require that a certified crowd monitor is present.

PERMITTED AREA: The permittee and a representative of the County shall inspect and document the condition of the permitted area on or before commencement of set up. All booths, stages, vendors, temporary restrooms, etc. shall be placed in locations on the site which are designated by the County for such purposes so as not to cause damage to the landscaping or foliage on the site. Permittee may use electric tiki torches only; no fire or gas torches shall be allowed at any time within the permitted area. No heavy equipment, motor vehicles or large vessels shall be brought to the permitted area unless previously approved in application.

POST EVENT RESTORATION: Permittee is responsible for restoring the event site to a condition equal to that existing on the date of the inspection within 24 hours of the conclusion of the event, and pay all costs for the repair and replacement of County property which is necessary due to this event. The County reserves the right to approve the company selected by you to provide the clean-up services at least fourteen (14) days prior to the Event. If expected attendance is more than 1,000, the County may require the use of a company that specializes in large festival cleaning. If the event requires core drilling holes in the asphalt concrete and all other surfaces made to facilitate the erection of barriers, stages, fences, pilings and other improvements to the permitted area, it is understood that the County will have the right to complete the work and charge permittee for the costs.

SET UP/BREAK DOWN TIMES: If permittee commences set up of the event within the permitted area prior to the date and time specified in the event confirmation letter or fail to complete the breakdown of the event by the date and time set forth in the event confirmation letter including removal of all materials, equipment, and restoration of the permitted area the County may require payment.

INSURANCE: All Certificates of Insurance must name Martin County, Board of County Commissioners as an Additional Insured and Certificate Holder for all dates of the Event (including set up and tear down). For more information please see Exhibit A, Section 3: Certificates of Insurance/Department Review.

LIMITATION OF LIABILITY: Permittee agrees that the County's liability for any cause of action for money damages due to an alleged breach by the County of the special event permit shall not exceed, in total, \$5,000.00. Permittee agrees that the County shall not be liable to you for damages in an amount in excess of \$5,000.00 for any action or claim for breach of contract arising out of the performance or non-performance of any obligations imposed upon the County by the special event permit. Nothing contained herein is in any way intended to be a waiver of the limitation placed upon the County's liability as set forth in Florida Statutes, Section 768.28.

GOVERNING LAW: The special event permit shall be governed by the laws of the State of Florida and venue shall lie in Martin County.

FEDERAL, STATE, COUNTY & CITY REGULATIONS: Permittee shall comply in all material respects with all applicable federal and state laws and regulations and all applicable county and city ordinances and regulations.

NON DISCRIMINATION: Permittee and their concessionaires shall not discriminate against any vendor, concessionaire, employee, patron, visitor, attendee or customer because of race, color, religion, sex, gender identity or expression, national origin, age, disability, familial status, marital status or sexual orientation.

ATTORNEYS' FEES: In the event the County is required to file legal action against permittee to collect any amounts due under the special event permit, the County shall be entitled to its costs of collection, attorneys' fees and cost, and interest at the maximum rate allowable by law. In the event either party is required to file legal action to enforce the provisions of this special event permit, other than the collection of amounts due to the County, each party is responsible for its own fees and costs, including attorneys' fees and costs.

NOTICES: Any and all notices to permittee may be given or served by certified, registered mail, or electronic transmission producing a written record, to the address set forth in the application. Any and all notices to be given to the County may be given or served by certified, registered mail, or electronic transmission producing a written record, addressed to the 1 Events & Volunteer Coordinator, Parks and Recreation Department, 2401 SE Monterey Road, Stuart, FL 34996, or by email events@martin.fl.us

PERMIT MODIFICATIONS: The Events & Volunteer Coordinator is authorized to modify, alter or waive any minor requirements, conditions or provisions of the special event permit if in the best interest of the County in order to facilitate the safe or efficient implementation of the event.

TERMINATION: The County shall have the right to terminate the special event permit at its sole option at any time for convenience, with or without cause and without penalty, upon 7 days prior written notice.

DEFAULT: In the event of a failure to comply with any provisions of the special event permit, the Permit shall be considered in default and the County may exercise any and all remedies herein enumerated or permitted by law, including the termination of the permit without notice or opportunity to cure. Default shall include failure to pay the Special Event Permit Fee or any portion thereof when due; abandonment of the permitted area or any part thereof; failure to carry the required insurance; or the return of any checks given by permittee due to insufficient funds.

CANCELLATION POLICY: 90 or more days prior to event permittee will be refunded 100% of events fees, 89 to 46 days event permittee will be refunded 50% of event fees, if event is canceled 45 days or less prior to the event no fees will be refunded.

****Permittee is financially responsible for payment of the Administrative (cancellation) Fee****

Internal: Application Received Date _____

Martin County Parks and Recreation

Special Event Application

Submittal of this application does not guarantee approval of the event

Please be sure to fill out this application in its entirety. Any applications not completed will be denied automatically. Before applying please acknowledge that addendums will be utilized and instances where additional liability on behalf of the permittee may occur. Prior to submission, please make sure a detailed site plan that clearly shows all temporary structures (including but not limited to: tents, port-o-lets, stages, bleachers, dumpsters, fencing, etc.) also must be attached in order to process. If the permittee is applying on behalf of a non-profit, please provide a copy of the non-profit or 501(c)3 letter.

Name of Event: _____

Type of Event: _____

Date or Dates of Event: _____ Time of Event: _____

Event Day 2 _____

Event Day 3 _____

Event Location: _____

Alternate location, date, and time: _____

Will additional time be needed for set up/ tear down? Y/N (circle)

Set up will begin on (date) _____ at (time) _____

Break-down will begin on (date) _____ at (time) _____

Please provide a detailed description of proposed event (be specific):

Is this event open to the public? Yes _____ No _____

Ticket Prices (if applicable)

Seniors _____ Adult _____ Child _____

Estimated attendance (per day) _____ Estimated Teams (tournaments only) _____

Estimated Spectators (Tournaments only) _____

Fees may be assessed during post event inspection if attendance is greater than listed above

Organization producing the event:

(Please Choose One)

For Profit / Non-Profit / Governmental / Neighborhood Association

Name of Organization: _____

Name of Permittee: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Website: _____

Onsite Contact Name: _____

On Site Contact Best Number: _____

Email: _____

Phone number and/or website you want the public to contact for more information and to be listed on the Community Events website:

Does your organization have employees? Yes _____ No _____
If yes how many? _____

Does your organization own a vehicle? Yes _____ No _____

Have you produced an event previously? Yes____ No____
If yes, in a separate sheet of paper, provide references from 3 prior events that you have produced. Include name of event, date of event, complete reference name and contact information. Attach the addition document to the application when submitted

Number of years this event has taken place in Martin County: _____

Is this event produced in other areas? _____ If so, where? _____

Road Closure:

Will you require road closures: _____ if yes, please describe the streets you want closed and the closing and opening dates/times. Also, attach a map which shows cross streets, etc.

Name of streets: _____

Time/Date of Closure: _____

Time/Date of Opening: _____

Any event with possible road closures or limited access for emergency responders may require a life safety evaluation and permit (fees may be associated with such permit)

Insurance

Will your organization be providing insurance?

Yes _____ No _____

Parking

Will you need any parking lots reserved for non-public use?

Yes _____ No _____

Will this event affect any City of Stuart parking areas? Yes _____ No _____

Traffic Control

Will your event require traffic control?

Yes _____ No _____

Alcohol:

Will alcohol be served at your event?

Yes _____ No _____

If Yes, who will be providing your alcohol? _____

Food:

Will food be served at your event?

Yes _____ No _____

Will this food be self-prepared?

Yes _____ No _____

Will food be sold?

Yes _____ No _____

If using vendors, are these vendors on the Martin County Approved Vendor List?

Yes _____ No _____ Unknown _____

Amplified Sound:

Will amplified sound be provided at your event? Yes ___ No ___

If yes, what type of sound? _____

What Time? _____

Name of sound company? _____

Audio/Visual

Please list any AV equipment _____

Light Tower

Will you be using any lighting towers? Yes _____ No _____

Field Lighting

Will you need lights for a field rental? Yes _____ No _____

If yes what hours? _____

Fencing:

Will you be fencing your event? Yes _____ No _____

Name of fencing company? _____

Dumpsters:

Will you need dumpsters? Yes _____ No _____

If yes, how many? _____

Extra Restrooms

Will your event require Port O Lets? Yes _____ No _____

If yes, how many? _____

Cleaning

Name of cleaning company: _____

Electricity

Will you be using temporary electric? Yes _____ No _____

If yes, please name the electric company you will be using:

Company _____ Phone Number: _____

If temporary electricity is needed, permittee may be required to have equipment inspected. Such inspections may result in additional costs

Sheriff Services: Sheriff Service requirements will be determined by Martin County Sheriff's Office.

EMS Services: EMS services requirements will be determined by Martin County Fire Rescue

Tents

Will you be erecting tents, stages, ticket booths, etc.?

Yes _____ No _____ If yes, what is planned? _____

(Please include these items on your site map.)

Will these tents be 30'X30' or larger? (Fee associated with permitting this size tent)

Yes _____ No _____

Are you requesting the show mobile? Yes _____ No _____

Are you requesting the bleachers? Yes _____ No _____

Promotion/Advertising

What type of promotion/advertising do you have planned for your event?

When application is complete please return, with supporting documents and check to Martin County Parks and Recreation Attn:

Event & Volunteer Coordinator

Email: events@martin.fl.us Mail: 2401 SE Monterey Rd, Stuart, FL 34996 Phone: 772-288-5474

**PRE-EVENT CHECK LIST
(FOR YOUR FILE)**

- | | |
|--|---|
| _____ Site plan | _____ Approval Letter/Addendum/Contract |
| _____ Completed application | _____ 501(c) 3 Letter/Non-profit subbiz |
| _____ Special Event Fee | _____ EMS |
| _____ Site Walk Through | _____ Final Site Map |
| _____ Signed Addendum | _____ General Liability Insurance |
| _____ Signed Contract | _____ General Liability Insurance |
| _____ Engineering/Road Closures | _____ Copy of Alcohol License |
| _____ Traffic Plan | |
| _____ Parking Plan | |
| _____ Letter of No Objection from MCSO (required for high impact events) | |

Confirmation of:

Sheriff Department: Sheriff _____ Ocean Rescue _____
Fire Department: EMS _____ Inspections _____ Ecological Assoc. (Sea Turtles) _____

Not all items pertain to all events