



**PARKS and RECREATION (PR)
CONSERVATION and ENVIRONMENTAL LANDS MANAGEMENT (CELM)**

Special Event Application Procedures (No Alcohol Served)

1. The completed Special Event Application must be received a **minimum of 90 days** prior to your event date.
2. All payments for the event **must be paid 30 days** prior to the date of the event. If not, the facility will be released for other organizations and/or private citizen use. Fees will be determined once the application is received.
3. Include with your application the below:
 - A copy of the signed Special Event Indemnification Agreement. Releasing Hillsborough County BOCC from all liability relating to injuries that may occur during your event.
 - A copy of your organizations nonprofit Florida Tax Exempt Certificate if applicable.
4. Liability insurance is a requirement for all events that are held on Hillsborough County Property. Based on the event type Hillsborough County's Safety and Risk Management Department will determine the amount of insurance needed.

Things to Remember when Filing an Application

1. **Submitting an application does not guarantee approval.** All events must go through the approval process. Once the event is approved the organization will be sent a usage-permit letter stipulating the terms of the agreement. A copy of the letter must be kept onsite at the time of the event and the original must be signed back to our main office.
2. Incomplete applications will not be processed.
3. Vendors (selling item) and Exhibitors (showcase/give always) at your event are **required** to fill out the proper paperwork for approval.

Denial or Rejection of a Special Event Permit Application

1. The application is not executed properly or is incomplete.
2. The application contains material misrepresentation or fraudulent information.
3. The applicant owes Hillsborough County BOCC money from another event, services provided or damages to county property.
4. The Office of Special Events has already received a completed application and given preliminary approval for the same date and or space.
5. If the use or the event would conflict with previously planned programs organized and conducted by the county or non-governmental agencies previously scheduled for the same time and place.
6. The applicant does not comply with all applicable ordinances, traffic rules, park rules and regulations, state health laws, fire codes and liquor licensing regulations.
7. The use or event proposed by the applicant would present an unreasonable danger to health or safety of the public or applicant.
8. The use or event is prohibited by law.



**PARKS and RECREATION (PR)
CONSERVATION and ENVIRONMENTAL LANDS MANAGEMENT (CELM)**

Special Event Application Procedures (Alcohol Distribution)

1. The completed Special Event Application must be received a **minimum of 90 days** prior to your event date.
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1. **Submitting an application does not guarantee approval.** All events must go through the approval process. Once the event is approved the organization will be sent a usage-permit letter stipulating the terms of the agreement. A copy of the letter must be kept onsite at the time of the event and the original must be signed back to our main office.
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4. The Office of Special Events has already received a completed application and given preliminary approval for the same date and or space.
5. If the use or the event would conflict with previously planned programs organized and conducted by the county or non-governmental agencies previously scheduled for the same time and place.
6. The applicant does not comply with all applicable ordinances, traffic rules, park rules and regulations, state health laws, fire codes and liquor licensing regulations.
7. The use or event proposed by the applicant would present an unreasonable danger to health or safety of the public or applicant.
8. The use or event is prohibited by law.

ALCOHOL PERMIT PROCESS

1. Alcohol permits for events on Hillsborough County Properties in designated areas will be granted to nonprofit organizations **only** once the criteria has been met.
2. All organizations are required to submit an application and adhere to the approval process.
3. Provide a letter from requesting organization to receive a permit for alcohol to be either given out or sold at the event.
4. Purchase liability insurance for the event with the alcohol included and list Hillsborough County BOCC as the additionally insured.
5. Provide the names and addresses of the organization's officer's and director's.
6. Provide a copy of the charter showing the license to do business in the state and the purpose of the organization.
7. Provide a statement that the organization has never been convicted of any violation of state alcoholic beverage laws or related county ordinances.
8. Provide a list of all persons at the event serving beer and intoxication beverages and attest that all persons are at least 21 years of age.
9. Provide a copy of the Temporary Alcohol Permit for the day of the event from the Department of Business and Professional Regulations **and** Hillsborough County Development Services
 - State of Florida ABT Permit or Special Sales License
ABT Licensing District Office - Tampa
1313 Tampa St., Park Trammel Bldg., Suite 909,
Tampa, FL 33602
(813) 272-2610
 - HC Temporary Alcoholic Beverage Sale Sign Off-Verification Application
Hillsborough County Development Services Department
601 Eat Kennedy Boulevard, 19th Floor
Tampa, FL 33629
(813) 272-5600

Note: HC Development Services will not issue a permit until you receive an approval letter from the director over the event location. Also, the director will not issue an approval letter until requirements and documents 1-8 have been received.

ALCOHOL PERMIT RULES

Please initial each statement to acknowledge that you have read and understand each item of responsibility. A copy will be provide to you once your application has been approved.

1. _____ Organizations that are approved to have an event where alcoholic beverages will be served or consumed on Hillsborough County Properties and Designated Areas will be held responsible for the event.
2. _____ No individual under the legal drinking age of 21 may serve, sell, purchase, distribute, consume or possess alcohol on Hillsborough County properties
3. _____ Organizations are **NOT ALLOWED** to sell or promote “All You Can Drink” tickets/pass nor is the organization allowed to encourage binge drinking.
4. _____ Organizations are **NOT ALLOWED** to sell or promote “Open Bar” tickets/pass.
5. _____ Alcoholic Beverages are **NOT ALLOWED** outside of the Hillsborough County approved designated areas.
6. _____ All alcohol must be disposed of before leaving the event area.
7. _____ It's hard enough preventing patrons from becoming intoxicated at your event. Make sure they aren't already intoxicated when they arrive! Intoxicated persons should be denied entry. Security should make certain patrons don't bring alcohol into the event (Confiscate the alcohol, don't allow patrons to bring it back to their cars).

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PARKS and RECREATION (PR)
CONSERVATION and ENVIRONMENTAL LANDS MANAGEMENT (CELM)

SPECIAL EVENT APPLICATION

The completed Special Event Application must be received a minimum of 90 days prior to your event date. Submitting an application does not guarantee approval. If any information provided in this application is false or if the application does not comply with timeframes, deadlines and requirements the permit may be denied.

Hillsborough County Ordinance #08-17 allows the department director to approve or deny any for profit/nonprofit event/activity on county property. However, The Board of County Commissioners (BOCC) retains authority.

APPLICANT INFORMATION

Name of person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Cell #: _____ Email: _____

Name of organization that is financially responsible for the event: _____

Profit Non-profit (attach copy of tax exempt certificate)

Fed ID #: _____ Tax ID #: _____

EVENT INFORMATION

Event Name: _____

Date of event: _____ Location of event: _____

Set-up date and time: _____ Hours of event: _____ Expected attendance: _____

Number of vendors (Selling on Site): _____ Number of Exhibitors (Not Selling): _____
(Attach a list with the vendor's names and items they are selling) (Attach a list with the exhibitor's names and giveaway/showcase items)

Will there be an Admission Fee for your event? Yes No If yes, What is the fee? _____

Will there be a Registration Fee for your event? Yes No If yes, what is the fee? _____

Is this a first time event? Yes No If "No", number of years held? _____

Is this event in Partnership with Hillsborough County PR or CELM? Yes No

If yes Department name and Director that approved _____

Is this a Co-sponsored event? Yes No **If “Yes” Who are the Co-Sponsor?** _____
(Hillsborough County cannot Co-Sponsor an event that serve Alcohol)

Event Type:

- Sports/Recreation Walk/Run/Race Parade/March Fair/Festival
 Concert/Performance Fundraiser Other (Specify) _____

Summary of Event: _____

Will you be renting equipment or services for your event? Yes No

What Company will be supplying them? _____

- *If they do not have insurance on file, insurance is required - \$2,000,000 commercial general and participant liability COI (certificate of insurance) Hillsborough County B.O.C.C. must be listed as an additional insured. Insurance must be included with the application.*
- *List of approved Bounce house vendors are available upon request.*

Will there be alcohol at your event? Yes No

Some events will require Hillsborough County Deputies. Do you plan on having Hillsborough County Deputies?
 Yes No

If “Yes”, please contact the Hillsborough County Sheriff’s Office at (813) 247-8280 (<http://www.hcso.tampa.fl.us/Inquiries-Online/Off-Duty-Deputy-Procurement.aspx>). Please note, any event with alcohol will require a deputy sheriff and confirmation of off duty officer must be sent prior to event.

Provide your parking plan for this event.

*Large events will require organization to provide Hillsborough County Sheriff Deputies to direct traffic flow.

Do you plan on closing the streets for this event? Yes No

If “Yes”, please contact the Hillsborough County Public Works Department at (813) 307-1796

Do you plan on using port-o-lets? Yes No

Hillsborough County PR or CELM may ask you to supply them for your event. The staff will inform you of how many port-o-lets are needed based on your expected attendance.

Will there be amplified sound at your event? Yes No

If “Yes”, the sound must be 65dbi or lower at all times.

How do you plan on handling waste removal? _____

Organization is responsible for cleaning all areas used for event. Upon completion of the event, the facility must be clean and free of any obstruction or litter and return to its original set-up prior to the event. All trash generated must be bagged and placed in trashcans or dumpsters. **If property is not left in the condition received, an hourly staffing fee may be charged.**

Applicants may be required to provide a commercial general liability insurance policy with a limit of \$1,000,000 per occurrence and a \$2,000,000 general aggregate, naming Hillsborough County as additional insured.

Do you agree to comply with Hillsborough County’s requirement for insurance? Yes No

Equipment assistance MAY be provided to Non-profits only. Will you need any equipment assistance from Hillsborough County? Simply requesting equipment doesn’t guarantee receiving equipment? Please list requested items. Yes No _____



**Hillsborough
County Florida**

**PARKS and RECREATION (PR)
CONSERVATION and ENVIRONMENTAL LANDS MANAGEMENT (CELM)**

Special Event Indemnification Agreement

In consideration of the issuance of a special events permit and use of Hillsborough County’s Parks and Recreation or Conservation and Environmental Lands Management Department’s facilities in connection with the permitted event the organization:

Organization

hereby agrees to reimburse Hillsborough County Parks and Recreation or Conservation and Environmental Lands Management Department for any and all costs incurred in repairing damage to County Property proximately caused by the action of the permittee/sponsoring organization, its officers, employees, or agents, or any persons who are, under the permit tee/sponsoring organization’s control insofar as permitted by law occurring in connection with a special event known as:

Event Name

scheduled on:

Event Dates

The permit tee/sponsoring organization further agrees to hold harmless, indemnify and defend the Hillsborough County Parks and Recreation or Conservation and Environmental Lands Management Department, its officials, members, agents, and employees against any claims, costs, damages, demands, liability, and notices, of any kind, or nature whatsoever arising or resulting from any damage or injury proximately caused by actions of the permit tee/sponsoring organization, its officers, employees, or agents, or any person under its control in connection with the permitted event, regardless of whether the County is actively negligent or passively negligent.

The Parks and Recreation or Conservation and Environmental Lands Management Department reserves the right to bill the applicant for additional charges relating to, but not limited to, janitorial services, maintenance/repair services, staff time, or emergency services that were required as a result of the use. Reservations can be cancelled by the department due to unforeseen circumstances. Applicant cancellations must be received in writing two weeks before the original event date. Applicant will lose the rental opportunity if their check is not honored by the bank. Any future requests will require fees paid by money order only. Applicant will be responsible for bank service fee.

Please make payment payable to B.O.C.C. (Board of County Commissioners).

Print Name

Date

Signature

Date

Special Event Coordinator

Date Application Received

Completed applications should be mailed or emailed to the below address for processing:

Parks and Recreation Department
6105 E Sligh Ave
Tampa, Fl. 33617
Attention: April Young, Event Coordinator
Phone: 813-635-3510
youngA@hillsboroughcounty.org