



Parks & Recreation

Compliance, Communities and Conservation Team

SPECIAL EVENT APPLICATION PROCEDURES

1. Fill out the Special Event Application at a **minimum of 90 days** prior to when you would like to begin to promote your event.
2. Include with your application of copy of the release waiver with Hillsborough County BOCC included in the release.
3. If our organization is a nonprofit include with your application a copy of the Florida Tax Exempt Certificate.
4. Liability insurance is a requirement for all events that are held on Hillsborough County Property. The amount is determined on the type of event to be held by Safety and Risk Management.
5. All fees owed for the event are to 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.
6. Vendors at your event are **required** to fill out the proper paperwork. Contact the Parks and Recreation department at 813-635-3510 for the packet.
7. **Filling out and submitting the application does not mean that the event will be approved.** All events must go through the approval process.
8. Once an event receives approval the organization will be sent a usage-permit letter stipulating the terms of the agreement. This letter must notarized and sent back to our main office. The letter must be on site at the time of the event.

ALCOHOL PERMIT PROCESS

1. Alcohol permits for events on Hillsborough County Property will be granted to nonprofit organizations **only** once they have met certain criteria.
2. All organizations must fill out and follow all of the Special Event Application 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 signed statement agreeing to indemnify Hillsborough County for all damages and losses of any type which might be incurred by the County as a consequence of its issuing this permit.
9. 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.
10. Provide a copy of the Temporary Alcohol Permit for the day of the event from the Department of Business and Professional Regulations.

Board of County Commissioners

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County Administrator
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County Administrator

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Interim Internal Auditor

Peggy Caskey

County Attorney

Chip Fletcher

Parks & Recreation

PO Box 1110
Tampa, FL 33601-1110

Parks and Recreation Department SPECIAL EVENT APPLICATION

Your application must be submitted 90 days prior to when you want to begin to promote your event.

Submission and acceptance of this application is not to be construed as an approval of your request for a permit. 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 for not for profit events/activities to be approved by the HCPRCD Director; however, all for profit events/activities must have the Hillsborough County B.O.C.C.'s approval. Therefore, proof of non-profit status or Hillsborough County B.O.C.C.'s approval must be provided (501(c) 3 Certificate)

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: _____

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

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

****Note: All Fees Must fit in with our current approved fee policy.**

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

Is this event in Partnership with Parks and Recreation? Yes No If yes # _____

Is this a co-sponsored event? Yes No If "Yes" Who is the co-sponsor? _____

Event Type:

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

Event Purpose:

Are you planning on using Inflatables for your event? Yes No

If “Yes” – What is the name of the company supplying them? _____

- *Rental Company must have current acceptable insurance on file with the Parks, Recreation and Conservation Department. If they do not, their equipment cannot be placed on our facilities.*
- *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.*
- *Bouncy Houses are not permitted at the following Parks: Lettuce Lake, Alderman Ford, Veterans Memorial, Eureka Spring, Trout Creek, & Lithia Springs.*

Will there be alcohol at your event? Yes No

If “Yes”, please call Kathy Stone at (813) 635-3527.

Some events will require police officers. Do you plan on having police officers? Yes No

If “Yes”, please contact the Hillsborough County Sheriff’s Office at (813) 247-8000.

Will there be vendors at your event? Yes No

If “Yes”, please call the Parks and Recreation at (813) 635-3508.

Do you have a parking plan for this event? Yes

A parking plan is a requirement.

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

See number of portable restrooms required for Special Events Chart.

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? _____

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.

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 BOCC as additional insured. Do you agree to comply with Hillsborough County’s requirement for insurance? Yes No

Will you need any equipment assistance from Hillsborough County? Simply requesting equipment doesn’t guarantee receiving equipment? Please list requested items. Yes No

**Parks and Recreation Department
Compliance, Communities and Conservation Team
Special Event Indemnification Agreement**

In consideration of the issuance of a special events permit and use of the Hillsborough County Parks, Recreation and Conservation Department's facilities in connection with the permitted event the organization:

Organization

hereby agrees to reimburse the Hillsborough County Parks and Recreation Department for any and all costs incurred in repairing damage to County Property proximately caused by the action of the 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 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.

Parks and Recreation 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

Number of Portable Restrooms Required for Special Events

Assumes servicing once per day										
Number of people per day / number of hours for event per day										
	1	2	3	4	5	6	7	8	9	10
250	2	2	2	2	2	3	3	3	3	3
500	2	3	4	4	4	4	4	4	4	4
1000	4	5	6	7	7	8	8	8	8	8
2000	6	10	12	13	14	14	14	15	15	15
3000	9	14	17	19	20	21	21	21	21	22
4000	12	19	23	25	28	28	28	30	30	30
5000	15	23	30	32	34	36	36	36	36	36
6000	17	28	34	38	40	42	42	42	44	44
7000	20	32	40	44	46	48	50	50	50	50
8000	23	38	46	50	54	57	57	58	58	58
9000	26	42	52	56	60	62	62	62	64	64
10,000	30	46	57	63	66	70	70	72	72	72
12,500	36	58	72	80	84	88	88	88	88	92
15,000	44	70	84	96	100	105	105	110	110	110
17,500	50	80	100	110	115	120	125	125	126	126
20,000	57	92	115	125	132	138	138	144	144	150
25,000	72	115	144	154	168	175	175	176	176	184
30,000	88	138	168	192	200	208	208	216	216	216

When your Special Event Application is completed please sign and return to:

April Young
Parks and Recreation Department
Compliance, Communities, and Conservation Team
6105 E Sligh Ave
Tampa, FL 33617
Phone: 813-635-3510
 or scan and e-mail your application to:
younga@hillsboroughcounty.org