City of Safety Harbor Florida

HOME OF ESPIRITU SANTO MINERAL SPRINGS

750 Main Street Safety Harbor, Florida 34695 (727) 724-1555
FAX 724-1566

June 21, 2012

Dear Event Organizer,

The City of Safety Harbor is now accepting applications for Special Events to be conducted in 2013. If your organization is interested in producing an event in Safety Harbor, please fill out the attached application and return it to my office by September 30, 2010. With the number of events hosted in Safety Harbor it is important to submit your application by the deadline to be considered for the 2013 Special Events Calendar. Once the calendar is complete and approved you will not be able to apply for events until the application submittal period starts for 2014 events. For multiple events, please put all the event dates on the application rather than filling out multiple applications.

If you have any questions about completing the application, I encourage you to schedule an appointment to review the process.

If you have any other questions please feel free to contact me at 727-724-1572, or via e-mail jcooper@cityofsafetyharbor.com.

Sincerely,

Joe Cooper
Special Events Supervisor
City of Safety Harbor

enclosure

City of Safety Harbor, Florida

The Gazebo in John Wilson Park

Veteran's Memorial Park

Fountain in Marina Park

Safety Harbor Pier

Marina Park

Special Events Guide and Application

www.cityofsafetyharbor.com

Updated 6/12

Special Events in Safety Harbor

Safety Harbor prides itself on the unique atmosphere and quaintness which is unlike any other city in the Tampa Bay area. The special events and activities within the city reflect this personality and maintain Safety Harbor's uniqueness. Our goal for each special event is to try and provide a wholesome event that enhances the quality of life for the residents of Safety Harbor while showcasing the city to visitors and participants. We strive to host professional events that are well organized and profitable for all parties involved. The City of Safety Harbor realizes that each event has a variety of goals that need to be met in order for the event to be considered a success. Our staff is here to ensure the success of each event.

Special Events Guidelines

1. All special events must submit a completed application. The application period is from January 1st through September 30th. The Safety Harbor Mayor and Commission must approve all events at a regular meeting.

2. Completing an application and obtaining approval does not guarantee your event will be publicized on the City of Safety Harbor's Special Events Card. Space is limited on the event cards printed by the City of Safety Harbor.

3. Applications for events will only be approved at least 6 months prior to the event date. If not, the event will be considered for the next calendar year. Larger events and festivals will only be approved for the following calendar year. Our goal is to ensure quality planned events are held in Safety Harbor.

4. All organizations interested in hosting an event must provide a current certificate of liability insurance naming The City of Safety Harbor as an Additional Insured with at least $1,000,000 per occurrence at the time of submitting the application. If an event is serving alcohol, a separate Alcohol Liability certificate must be obtained naming the City of Safety Harbor as additional insured with a minimum of $1,000,000 per occurrence.

5. All prospective events must understand there are costs to holding an event in Safety Harbor. There are hard costs that the City of Safety Harbor is not able to waive, even if the City is a Co-Sponsor of the event.

6. Events that use electricity require a City of Safety Harbor electrician on site during the event at the cost to the event coordinator(s). All electric requirements must be submitted two weeks before the event date.

7. All Events must adhere to the Fire Marshal's regulations. Events with food vendors, pyrotechnics or a large amount of electricity must have a Fire Marshal inspection before the event starts. The event may not begin until the Fire Marshal deems the event safe.

8. All alcohol served at events in Safety Harbor must be done so in accordance with local, state and federal laws.

9. If alcohol is served, a minimum of two Pinellas County Deputies are required at the event. Each location where alcohol is poured must have a minimum of one Deputy. Alcohol sales may not start until the Deputy has arrived. No Deputies, No alcohol. Sales cannot start until 11:00 am on Sundays. All alcohol sales must end by 11:00 pm.

10. The City of Safety Harbor is not responsible for any loss of revenue or sponsors.

11. Any assistance needed in gathering forms and information can be received by calling Joe Cooper, Special Events Coordinator, (727) 724-1572.

I have read the guidelines and understand them;

_____ _____

Signed Date

Non-Waivable costs for events in The City of Safety Harbor

City Staff **$22.00/hour**

- Set up staff, tear down staff, cleaning staff
- Four hour minimum

City Electrician **$25.00/hour**

- Must utilize if electricity is needed for an event
- All electricity is to be approved 2 weeks before event

Banner above Main Street & 10th Avenue **$50.00**

- Hang up and removal
- Event to provide the banner
- Banner must be to City specifications

8 yard dumpsters **$75/dumpster**

- Includes set up and removal
- $45/dumpster for additional dumps during event

Pinellas County Sheriff's Deputy **$47/hour for Deputy**
$50/hour for Sergeant

- Four hour minimum
- For road closures
- For Alcohol locations
- Minimum of 2 Deputies at an event if alcohol is served
- Supervisor required when more than 4 Deputies are hired.

*Costs may change without notice.

Rental Equipment from The City of Safety Harbor

Items must be reserved 3 weeks before event date. Late charges will apply for items ordered last minute.

8' Tables — $15.00/ table

- Delivered and picked up from specified location.
- Quantities Limited

Folding Chairs — $5/chair

- Delivered and picked up from specified location.
- Quantities Limited

Garbage Cans — $10/can

- Additional liners provided
- Extra costs for city staff to empty throughout an event
- Quantities Limited

Barricades — $5/barricade

- Delivered and picked up from specified location.
- Must have for road closures
- Quantities Limited

Rental Rates for Other Safety Harbor Facilities

Please call each facility for updated pricing and availability.

Safety Harbor Community Center **650 9th Avenue South**
Call 727-724-1530 for current rates and available dates.

Rigsby Recreation Center **605 2nd Street North**
Call 727-724-1545 for current rates and available dates.

Gazebo and John Wilson Park **401 Main Street**
Call 727-724-1572 for available dates.

Weddings	$50/hour for Safety Harbor Residents $75/ hour for Non-Safety Harbor Residents $50 Refundable Deposit needed to hold date 2 hour minimum Balance due 2 weeks before reservation date.
Other Events:	
	$250/daily for a maximum 8 hours $100 deposit the hold the date

Safety Harbor Parks Shelters:
(Daisy Douglas Park, Veterans Memorial Park, City Park, North City Park, Mease Park or Marshal Street)
Call 727-724-1545 for current rates and available dates.

Athletic Fields, Basketball Courts and Tennis Courts:
(North City Park, City Park or Middle School Track)
Call 727-724-1530 for current rates and available dates.

Safety Harbor Library
Call 727-724-1545 for current rates and available rooms.

Reservations are not firm until the correct deposit and paperwork are received.

City of Safety Harbor Co-Sponsored Application

Definition: A City of Safety Harbor Co-Sponsored event is any event that includes the City's logo and name mentioned in all forms of advertising and marketing for the event. In return the City of Safety Harbor may waive some fees and associated city costs. In some situations where advertising and marketing is limited, the Co-Sponsorship will be scaled.

Event Date: _____

Event Name: _____

Time of Event: _____

Set up Date & Time: _____

Event Location: _____

Contact: _____ Phone:_____

Address: _____

City: _____ State:_____ Zip: _____

E-Mail: _____

Non-Profit: Yes No Non-Profit #:_____

Admission: _____ Alcohol: Yes No Vendors: Yes No

Please list all marketing and advertising the City of Safety Harbor will be included on with an approximate value. If you need more space please use a separate sheet. Attach the event budget to this application.

_____
_____
_____
_____
_____
_____

I/We understand that the City of Safety Harbor is limited on Co-Sponsorship Funds and may not be able to waive some costs associated with the above event. I/We agree to pay for those costs not covered by the Co-Sponsorship dollars. I/We agree to include The City of Safety Harbor in all marketing and advertising associated with the above event. Not doing so can revoke Co-Sponsorship dollars and incur additional city costs to the above event.

_____ _____
Signed Date:

_____ _____
City of Safety Harbor Representative Date:

City of Safety Harbor Florida

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SPECIAL EVENT APPLICATION

OFFICE USE ONLY
Rcvd:_____
By:_____

TELL US ABOUT YOUR ORGANIZATION:

APPLICATION DATE:_____

NAME OF APPLICANT:_____

TITLE:_____

NAME OF ORGANIZATION:_____

ADDRESS:_____

CITY: _____ STATE:_____ ZIP: _____

HOME PHONE #:_____ WORK #:_____

CELL PHONE #:_____

E-MAIL: _____

IS THE ORGANIZATION NON-PROFIT? ☐ YES ☐ NO
(IF YES, PLEASE ATTACH VERIFICATION)

501(C) 3 #: _____

TAX EXEMPT #: _____

DOES YOUR GROUP PRESENTLY HAVE LIABILITY INSURANCE?

☐ YES ☐ NO

A copy of your general liability insurance policy must be included with this application.

(GENERAL LIABILITY INSURANCE IS REQUIRED FOR ALL VENDORS, NAMING THE CITY OF SAFETY HARBOR AS ADDITIONAL INSURED. IF FOOD IS BEING SERVED, PRODUCTS LIABILITY INSURANCE MUST BE INCLUDED. LIMITS OF LIABILITY SHOULD BE NO LESS THAN $500,000 COMBINED SINGLE LIMIT FOR BODILY INJURY AND PROPERTY DAMAGE. IF ALCOHOL IS BEING SERVED OR SOLD, LIQUOR LIABILITY IS REQUIRED AND SHOULD BE NO LESS THAN $1,000,000 PER INCIDENT. TWO PINELLAS COUNTY SHERIFF'S DEPUTIES ARE REQUIRED TO OVERSEE ALL ALCOHOL SALES. SEE THE RULES AND GUIDELINES SECTION FOR MORE INFORMATION.)

BRIEF DECRIPTION OF ORGANIZATION'S PURPOSE/FUNCTION:

_____
_____
_____
_____

PAST EVENTS OR FUNDRAISERS THAT HAVE BEEN PUT ON BY YOUR ORGANIZATION:_____
_____
_____
_____
_____
_____

WHAT WILL THE PROCEEDS FROM THIS EVENT BE USED FOR?_____
_____
_____
_____
_____
_____
_____

TELL US ABOUT YOUR EVENT:

EVENT NAME:_____

EVENT DATE(S):_____ DAY(S) OF WEEK:_____

EVENT TIME(S):_____

LOCATION OF EVENT: _____

BRIEF DESCRIPTION OF EVENT: _____

_____

_____

_____

SETUP TIME AND DATE:_____

BREAKDOWN TIME AND DATE: _____

RAIN DATE: _____ (IF ANY)

EXPECTED ATTENDANCE:_____

ADMISSION FEE: _____

WILL ALCOHOL BE SOLD? YES NO
IF YES, WHO WILL PROVIDE LICENSE TO SELL ALCOHOL?

_____

WILL FOOD BE SERVED? YES NO
IF YES, WHO WILL SELL THE FOOD?

_____

_____

_____

WILL YOU NEED ELECTRICITY DURING THE EVENT?
YES NO
(ELECTRIC ACCESS MAY BE LIMITED)

WILL YOU HAVE TENTS? YES NO

WHAT SIZE(S)? _____

IF YES, WILL THE TENT(S) BE PROFESSIONALLY INSTALLED?
YES NO

ARE YOU REQUESTING CO-SPONSORSHIP ASSISTANCE FROM THE CITY OF SAFETY HARBOR? YES NO

IF YES, WHAT SERVICES WILL YOU REQUIRE?

_____
_____
_____

WHAT WILL THE CITY OF SAFETY HARBOR BE INCLUDED IN FOR THE CO-SPONSORSHIP?

_____
_____
_____
_____

WHAT IS THE VALUE OF THE ABOVE? _____

HAVE YOU OR YOUR ORGANIZATION RECEIVED CITY CO-SPONSORSHIP IN THE PAST? YES NO

IF YES, WHEN? _____ HOW MUCH? _____

ANY OTHER INFORMATION REGARDING YOUR ORGANIZATION OR ABOUT THE EVENT?

_____
_____
_____
_____
_____

If your organization has any outstanding financial obligation with any department within the City of Safety Harbor, your application may not be processed. Incomplete applications may result in a denial of your request.

If you are applying for a parade or a street closure, a map of the street closures must be included with this application.

Event site maps and/or event layout with electrical requirements is due to the Special Events Office no later than 10 days before your event.

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Release of Liability and Hold Harmless Statement

By applying for this event, _____ agrees
(name of organization or applicant)
to release and hold the City of Safety Harbor from any liability of any kind for any and all damages arising out of any loss or injury resulting from the _____ to be held on _____.
(name of event) (date of event)
This release includes a release for any and all losses or injury arising while using The City of Safety Harbor facilities or property and for any and all losses or injury to persons attending this Special Event.

I certify that the event will be open to all citizens and that individuals will not be barred from participation due to race, creed, color, national origin, sex, age or physical impairment. I agree to obtain the required Liability Insurance and to secure all necessary City/County/State or Federal permits or licenses. I further certify that all the facts contained in this application are accurate and I am able to speak on behalf of the Organization or Applicant.
I agree to pay any invoices issued by The City of Safety Harbor in relation to this event.
I have read, signed and understand the Special event Guidelines section of the Special Events Application Packet. (Page 2)
Lastly, I understand special event dates and times are limited and by filling out this application does not guarantee this event will receive approval or Co-Sponsorship.

_____ _____
Event Organizer Organization

_____
Date