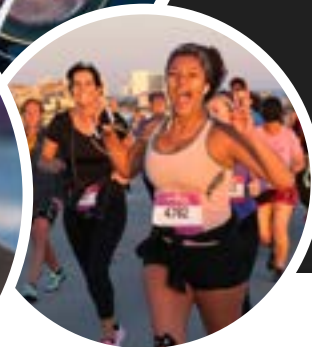


CUSTOMER GUIDE TO SPECIAL EVENTS



The Office of Special Events
Clearwater Parks & Recreation
Last updated 04.2021



CLEARWATER
BRIGHT AND BEAUTIFUL • BAY TO BEACH



Welcome to the Clearwater Office of Parks and Recreation Special Events

The City of Clearwater Special Events Division is proud to offer beautiful locations for your next event. Our venues offer spectacular views and a variety of resources for concerts, festivals, weddings, races, and more.

All reservations for special events, such as festivals, runs / walks, parades, block parties and citywide holiday celebrations that occur on public property are initiated with our office. Our Customer's Guide to Special Events is designed to provide you with the necessary information about permitting, planning and producing your event. Our team is dedicated to your event, and the process of assisting you in producing a successful event. We recommend that all event organizers contact the Special Event office early in the planning process or look at our website, www.myclearwaterevents.com. We are happy to answer questions and provide guidance to give you the best possible experience.

We strive to provide knowledgeable, customer-focused service to help guide you through the planning process and make your event memorable.

Applications can be submitted and paid for, no more than 365 days in advance, but not less than 90 or 60 days in advance, based on the classification of your event (see below). Depending on the size, scope and complexity of your event, it is recommended to submit all special event documentation as early as possible. Park Usage/Pavilion rentals and beach ceremonies must be turned in and paid for no less than 14 days in advance. Beach ceremonies require 30 days.

"High Impact" events are defined as having any one or more of the following:

- 1) Attendance of 600+
- 2) Significant Road Closure(s)
- 3) Significant City Services (traffic, electrical, Police, etc.)
- 4) Large scale activity such as noise, alcohol and/or major impact to the community.





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SPECIAL EVENT PERMIT TIME-LINE

HIGH IMPACT EVENTS REQUIRING STREET CLOSURES OR ALCOHOL	GENERAL EVENTS NO ALCOHOL
90 Days Before the Event	60 Days Before the Event
<ul style="list-style-type: none">• Special Event Application & Fees• Site Plan• Pre-planning meeting with city of Clearwater Staff (as requested by City)• Florida Tax Exemption Certificate - if applicable	<ul style="list-style-type: none">• Special Event Application & Fees• Site Plan• Pre-planning meeting with City of Clearwater Staff (as requested by City)• Tax Exemption Certificate - if applicable
60 Days	45 Days
<ul style="list-style-type: none">• Organizer receives event checklist<ul style="list-style-type: none">o Clearwater Police Extra Duty Applicationo Clearwater Fire Preventiono Emergency Medical Serviceo Traffic Engineeringo Park & Recreation Serviceso Parking Requirements	<ul style="list-style-type: none">• Organizer receives event checklist<ul style="list-style-type: none">o Clearwater Police Extra Duty Applicationo Clearwater Fire Preventiono Emergency Medical Serviceo Traffic Engineeringo Park & Recreation Serviceso Parking Requirements
30 Days	30 Days
<ul style="list-style-type: none">• Final Certificate of Insurance• Temporary Alcohol Permit for state of Florida• Final Site Plan• Event Timeline & On-site Contacts• Payment of Pre-Event Costs• Signed Checklist <p>Event permit will be submitted once all items above have been received and approved</p>	<ul style="list-style-type: none">• Final Certificate of Insurance• Final Site Plan• Event Timeline & On-site Contacts• Payment of Pre-Event Costs• Signed Checklist <p>Event permit will be submitted once all items above have been received and approved</p>
POST-EVENT	POST-EVENT
30 Days	30 Days
<ul style="list-style-type: none">• Final Payment, if applicable• After Action Meeting, (as requested by City)• Secure Future Dates with a New Application• Actual attendance numbers and economic impact reports	<ul style="list-style-type: none">• Final Payment, if applicable• After Action Meeting, (as requested by City)• Secure Future Dates with a New Application• Actual attendance numbers and economic impact reports

Special Events

Special event means any meeting; activity; parade; gathering; group of persons, animals, or vehicles; or a combination thereof, having a common purpose, design or goal, upon any public street, sidewalk, alley, park, beach or other public place or building, which special event substantially inhibits the usual flow of pedestrian or vehicular travel or which occupies any public area or building which results in preemptive use by the general public or which deviates from the established use. The term “special event” shall not be construed to include a block party or a park usage event.

City co-sponsorship means a specifically identified level of support authorized by the city commission intended to assist the primary event promoter with the production of an event. This support may range from the use of the City of Clearwater name and logo to cash contributions and/or in-kind city support services. The specific level of co-sponsorship shall be clearly specified in the approval letter. This co-sponsorship authorization is valid for one year at a time.

Park usage event means any meeting; activity; gathering; group of persons, or a combination thereof, having a common purpose, design or goal, within any public park or beach, which event substantially inhibit the usual flow of pedestrian or vehicular travel immediately adjacent to that facility and does not occupy any public area or building resulting in promotional use of the general public, and which is consistent with the established use. To be approved as a park usage event, said event may not conflict with an established city rental program or city recreational program at that facility. A park usage event shall not be required to undergo the complete special event application and approval process.



Insurance Requirements

If your event has more than 50 persons, vehicles, or if it will include a high-risk activity as determined by the City’s Risk Management Department, General Liability insurance coverage in the amount of \$1,000,000 per Occurrence naming the City of Clearwater as additionally insured will be required in the name of the organizer/applicant.

The certificate of insurance must have:

- 1

The date of the event (s) including set up dates and take down days.
- 2

Certificate holder must be the City of Clearwater.
- 3

Name on COI must match the organization/individual on the event application.

Additional insurance may be required, included, but not limited to:

- If automobiles will be used in your event for any purpose, your certificate of insurance must also include Automobile Liability, with a \$1,000,000 combined single limit, and the City as an additional insured.
- If liquor will be sold or distributed by yourself or vendors, proof of liquor liability coverage with \$1,000,000 in coverage must be provided. Liquor licenses must also be sent to our office.
- Proof of insurance must also be provided for any special vehicles and equipment such as boats, planes and drones.
- Security firms working with your event must contact our Police Department for coordination of security and also provide proof of insurance.
- The certificate of insurance must be submitted no later than 30 days before the event to the Special Events Office and the Risk Management Department.

Sample Certificate of Insurance

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER

INSURED

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

YOUR COMPANY NAME HERE

INSURER 1
INSURER 2
INSURER 3
INSURER 4
INSURER 5

Companies providing coverage

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING, ANY REQUIREMENT TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
GENERAL LIABILITY				EACH OCCURRENCE
COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (any one fire)
CLAIMS MADE				VED EXP (any one claim)
				PERSONAL & ADV INJURY
				GENERAL AGGREGATE
				PRODUCTS - COM/OP AGG
AUTOMOBILE LIABILITY				
ANY AUTO				
ALL OWNED AUTOS				
SCHEDULED AUTOS				
HIRED AUTOS				
NON-OWNED AUTOS				
GARAGE LIABILITY				
ANY AUTO				AUTO ONLY - EA ACCIDENT
				OTHER THAN AUTO ONLY
				EA AGG
				AGG
EXCESS LIABILITY				EACH OCCURRENCE
OCCUR				AGGREGATE
DEDUCTIBLE				
RETENTIONS				
WORKERS COMPENSATION AND EMPLOYERS LIABILITY				EA EACH ACCIDENT
				EA DISEASE - EA EMPLOYEE
				EA DISEASE - POLICY LIMIT
OTHER				

DESCRIPTION OF OPERATION/LOCATION/VEHICLES ETC.

Certificate must contain wording similar to what appears below

The City of Clearwater is named as additionally insured with regard to General Liability and Automobile Liability

CERTIFICATE HOLDER

ADDITIONAL INSURED: INSURER LETTER

CANCELLATION

City of Clearwater
PO Box 4748
Clearwater FL 33758-4748

City Must Be Named as Certificate Holder

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE, 30 DAYS WRITTEN NOTICE MUST BE GIVEN TO THE CITY OF CLEARWATER.

AUTHORIZED REPRESENTATIVE

ACORD 25-3 (1/93)

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EXAMPLE OF SITE MAP USING A SATELLITE PHOTO

Site Plan/Route Map

Applicant must provide with the application a legible site plan or map. Hand drawn maps will NOT be accepted. Applications submitted without a site plan will be rejected and returned to the applicant. You can use one of these blank maps; <https://www.myclearwaterevents.com/info/obtain-an-event-permit/site-maps> or if you have an event space that is not listed, the majority of people use a satellite photo of the proposed event location, and then show the layout of the event over that photo. That can be down with a computer program (Word, Publisher, Adobe Suite, ect.)

Please attach a clear and legible site plan or map with the following indicated:

- 1 North, indicated by directional symbol or arrow.
- 2 An outline of the entire event venue, including the names of all streets or areas that are part of the venue and surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and any and all road closures.
- 3 The location and dimensions of any and all physical equipment being placed, including, but not limited to: stages, merchandise vendors, food concessions, food trucks, sponsors, tents, signs, barricades, and portable restrooms, vehicles, picnic areas, firework shoot site, etc.
- 4 Indicate 10' wide fire lane clearances in all areas. Areas in front of fire hydrants must remain accessible and free of any obstacles.
- 5 Entrances and Exits in areas that are fenced.
- 6 Location of temporary alcohol sales where both sales and consumption occur, plus type of fencing to be used.
- 7 Any other details you think are helpful in describing the physical description of your event.

Street Closures and Use of Right-of-Way

Events that require road closures require an official maintenance of traffic (MOT). An official MOT is required for all road closure events. MOT's must be approved by traffic engineering and police. MOT should be submitted with completed checklist if not earlier.

Cost Estimates

A non-refundable application fee is required to submit a Special Event Application, once payment is received the event coordination and permit process will begin. In the event of damages, the applicant will be responsible for all costs associated with damages to park facilities, equipment, furnishings, grounds and right-of-way's, including but not limited to labor, materials and equipment required to complete repairs.

Denial or Rejection of a Special Event Permit Application

Within 15 business days of the filing of the application for a special event permit, the Special Event Chair will communicate the action taken on the application and the specific reason.

- A. The application is incomplete and request to resubmit/correct has not be completed.
- B. The application has been fraudulently completed.
- C. A prior permit has already been issued for the same area requested within the same calendar month.
- D. The application is not for an available public area.
- E. An adjacent public area has already been scheduled for use at the same time and simultaneous uses cannot be accommodated.
- F. The estimate of the anticipated attendance is in excess of the maximum designated as allowable for the area.
- G. The chief of police has factual knowledge that the applicant or sponsoring group specifically intends to cause or create imminent lawless actions in connection with the special event. Anticipated violence on the part of persons unassociated with the applicant or sponsoring group shall not be considered.
- H. Chief of fire has knowledge that a special event fails to comply with applicable fire and life safety laws and is considered a danger to public health, safety and welfare.
- I. The previous event application was incomplete in a material respect causing undue hardship upon the resources of the City of Clearwater.
- J. The applicant does not comply with all applicable city ordinances, traffic rules, park rules and regulations, state health laws, fire codes and liquor licensing regulations.
- K. The venue is no longer available for an event of that classification.
- L. If the applicant cannot comply with applicable local, state and federal license requirements for all or part of the planned event.
- M. The use or event is prohibited by law

Tent Permits

Definition of a tent:

A temporary structure, enclosure or other shelter constructed of fabric or pliable material supported by any other manner except by air or the contents it protects. A tent with a square footage in excess of 100 square feet (10' x 10') requires a tent permit from Planning and Development Services. The following must be provided when applying for a tent permit:

- A site plan showing the property lines and the location of the tent along with measurements.
- A floor plan showing what is under the tent along with measurements.
- A letter from the property owner stating that permission has been granted for the tent to be erected on the property.
- The dates that the tent will be put up and taken down.
- A copy of any occupational licenses.
- A copy of the certificate of flame resistance for the tent. All tents shall be provided with a 2A-10BC rated fire extinguisher, or larger, with an up-to-date inspection tag. Other fire extinguishers may be required depending on what is under the tent. A tent greater than 1,200 square feet shall have the exits marked with electric exit signs that have battery backup, and the tent shall have emergency lighting.

Tent Permit Costs:

- up to 20 x 40 = \$45.00
- greater than 20 x 40 = \$55.00
- any tents with electric are an additional \$30.00.

The tent permit shall be for no more than 30 days unless approved by the Fire Marshal's Office and the City of Clearwater Zoning Department.

The following tents and canopies are subject to inspection by the Fire Marshall:

- Tent that is larger than 900 square feet.
- Canopy that is larger than 400 square feet.

Fire Marshal

The city of Clearwater Fire Marshal requires an assembly permit for all temporary events or activities where there is a gathering of 50 persons or more. The event description should be submitted for review with dates and times along with a site or building floor plan of the event, including details of the area or streets to be utilized for the event shall be shown. A permit application submitted for review must include the permit fee and a return envelope. The copy of the receipt or approved permit application shall be posted in a conspicuous location adjacent to the main entrance.

Fire Marshal (continued)

Events that may require fire marshal presence:

- Event that has closed street or limited access
- more than 500 people.
- Pyrotechnics, fireworks, smoke effects etc.
- Inspector fees is \$57.88 per hour with a four-hour minimum per inspector.
 - o This list is subject to change and the Fire Marshal has the right to require an inspector on sight if deemed necessary for safety.

Fireworks/Pyrotechnic Permits

The use of pyrotechnics of any type requires a special permit from the Fire Marshal's Office. Applicants shall be qualified and licensed in the use and handling of pyrotechnic devices. A separate fireworks application is required from the Fire Marshal's office.

Waste Management/Recycling

The applicant is responsible for cleaning the rental area, disposing of waste/trash, and returning the area to a condition similar to that prior to use. Litter shall be picked up before, during and after an event. It is the responsibility of the event planner to ensure that there are a sufficient number of trash cans located throughout the event grounds and that they are emptied during the event in order to prevent overflow. In addition, this department has trash boxes and liners that can be purchased and dumpsters and recycling containers available for rent. You will work with your event liaison to arrange for these items. In an effort to become a more sustainable City, we encourage event planners to incorporate recycling at their events. If it is determined that the event space was not left in the same condition as started there will be a \$200 Fee Assessed + \$50/hr for any cleanups that last longer than 2 hours.

Amplified Sound

If an event will be having a band or amplified music, the applicant will ensure compliance with all noise ordinances established by the City of Clearwater, unless otherwise stated on the permit. Amplified sound is defined as any sound projected or transmitted by artificial means, including, but not limited to, loud speakers, amplifiers, beat box, compact disc or digital media device, or similar devices

Event Attendants

The City of Clearwater Parks and Recreation Department may determine that an Event Attendant(s) is required for events depending on the size and scope of the event. The Event Attendant(s) is required to be on duty a minimum of 30 minutes prior to the beginning of the event until the close of the event and is at the applicant's expense. The Event Attendant(s) will be charged at the prevailing hourly rates and provided in the cost estimate sheets.

Attendants are there as a liaison to the City, they will help ensure the event is following city guidelines for a safe event.

City of Clearwater Police Department

“The mission of the Clearwater Police Department is to consistently provide effective, professional and dependable law enforcement services to every citizen, visitor and business within the city of Clearwater.

CPD will determine if and how many extra duty officers are needed based on a number of planning variables including: the estimated number of attendees; the availability of alcoholic beverages; event location; weather conditions; time of day during which the special event is conducted; the need for street closures or rerouting of vehicular or pedestrian traffic; and history of particular event. Events requiring road closures or involving alcohol are required to hire extra duty officers for the safety of the attendees. If extra duty officers are required, the applicant must complete the Clearwater Police Extra Duty application. Questions regarding the application or the extra duty process, should contact the Clearwater Police Extra Duty Coordinator at 727-562-4152 for further assistance.

RATE SCHEDULE (AS OF JULY 2020)

	Regular Rate	Premium/Holiday Rate
Lieutenant in a supervisory capacity	\$65.00/hour	\$75.00/hour
Sergeant in a supervisory capacity	\$60.00/hour	\$70.00/hour
Supervisors in a non-supervisory capacity	\$55.00/hour	\$65.00/hour
Officers	\$55.00/hour	\$65.00/hour

The regular rate is charged for any job request received 8 days or more before the job date. The premium rate is charged for any job request received 7 days or less before the job date and for those jobs as described in Section I(C) above and Section VIII below.

NOTE – The Permit Application will reflect the minimum hours charged. The above rate schedule is subject to change. The Establishment/Applicant will be notified of such changes as soon as possible before the increase. More information will be provided when event application is processed.

Emergency Medical Services

Clearwater Fire Rescue (CFR) provides Advanced Life Support emergency medical services in the City of Clearwater. CFR provides a supplementary service to special events through uniformed extra duty paramedics. Clearwater Fire and Rescue will determine if and how many paramedics will be required to be hired for the proposed event. Clearwater Fire Rescue will make the determination based on a number of planning variables including: the estimated number of attendees; the availability of alcoholic beverages; event location; weather conditions; time of day during which the special event is conducted; the need for street closures or rerouting of vehicular or pedestrian traffic; and history of particular event.

LABOR RATES (as of June 2019)

- CFR rate is \$110.00 an hour for two clinicians with a (4) four-hour minimum.
- Sunstar standby rate is \$142.52 an hour with a (3) three-hour minimum.

Size and scope of event will determine the needs from CFR.





Parking

Each applicant should arrange for adequate parking for the event and should have a parking and traffic plan that addresses traffic control, safety and security for the proposed event. More information about public lots and parking can be found at:

<https://www.myclearwater.com/government/city-departments/engineering/parking-system>

Tax Exemption

All organizations eligible to receive tax exemption must submit a copy of the Florida State Exemption Certificate along with the Special Event Application. The applicant's name and address must match the name and address on the Florida State Exemption Certificate.

Event Capacities

All park facilities and properties have maximum capacities set by the City of Clearwater Parks and Recreation Department and the Clearwater Fire Marshal based on safety code regulations, seating capacities, parking provisions and intended park use. The City of Clearwater reserves the right to deny any application if the expected attendance will exceed the safe capacity of the facility or property

Event Costs Overview

*this is only a tool to help give you an idea of costs and may not include all charges that could be incurred. Venue rentals are plus tax

DESCRIPTION	TYPE OF COST	COST
Special Event Application Fee	Application Fee	\$200
Park Usage	Application Fee	\$75
Pavilion Permit	Application Fee	\$100
Wedding/Beach Ceremony	Application Fee	\$100
Crest Lake Park	Venue Rental	\$100
Coachman Park (closed for construction until 2024)	Venue Rental	N/A
Station Square Park	Venue Rental	\$100
Clearwater Beach (Venue1-6)	Venue Rental	\$500 per venue
Pier 60 Park	Venue Rental	\$500
Cleveland St (per block)	Venue Rental	\$50
Locations not listed	Venue Rental	Established at application review

Contacts

DEPARTMENT	PHONE NUMBER
Parks and Recreation Special Events Office	727-562-4700
Parking Services	727-562-4704
Clearwater Police Department	727-562-4242
Traffic Engineering	727-562-4750
Clearwater Fire and Rescue	727-562-4334
Fire Marshall	727-562-4327
Risk Management	727-562-4650
Planning and Development	727-562-4567





Park Pavilion Rentals

Pavilions located at various parks and facilities provide the perfect setting for a birthday party, baby shower or company picnic. Pavilion rentals are available in 4-hour time blocks: 9am-1pm or 2-6pm. Fees are per time block. Bounce houses and moon walks are permitted only with proof of insurance naming the City of Clearwater as additionally insured and must be presented at the time of reservation. Pavilion rentals do not provide you with exclusive use of the park or its amenities. Grills, electric and water are available at certain locations. Pavilion rental is \$75, require advance notice, and includes restrooms where available. Pavilion rentals are available at the following locations:

- Belmont Park (no pavilion)
- Cherry Harris Park (2 pavilions)
- Crest Lake Park* (2 pavilions)
- Woodgate Park
- Marymont Park
- Pier 60 Pavilion*

**Limited electricity available*

Pavilions located at parks not listed above are on a first come first serve basis, may not have a bounce house and must follow the park rules.

There is no access to electricity at these locations.

Station Square Park Rental

- Cost \$100
 - Exclusive, private use of the facility for your event
 - 4 hours of rental
- (Additional time for set up/clean up can be requested for \$25/hour)

PROHIBITED ITEMS

- Alcoholic beverages
- Open flame cooking
- Charge admission
- Sale of food or beverage
- Balloons and balloon releases are not permitted
- Staples, nails, tape, push pins, tacks, or paint to put up decorations
- Sprinkles, glitter, confetti, rice, or birdseed
- Consumption of illegal drugs
- Glass containers or bottles
- Gambling or games of chance
- Paper lantern releases

Wedding/Ceremonies on the Beach

Applications must be turned in a minimum of 30 days prior to event date. Submission of application does not guarantee a permit.

A Permit is required if one or more of the follow applies to your event:

- Event is generating income from attendee
- Over 25 people
- Small arch, chairs, 10 x 10 tent. *These are not provided by the City.
- Amplified sound (portable speakers or a P.A. system; no D.J.)

Permit Fee of \$100 allows:

- Up to 100 guests
- Small arch, chairs, 10 x 10 tent. *These are not provided by the City.
- Amplified sound (portable speakers or a P.A. system; no D.J.)

For more information and applications please go to

<https://www.myclearwaterevents.com/info/obtain-an-event-permit/wedding-application>

Rules & Guidelines:

All Beach Ceremony permits allow for a 4-hour time frame. Set-up, ceremony and breakdown are expected to occur within this time frame. Chairs, decorations and all other wedding materials must be removed immediately after the ceremony.

All weddings are conducted on public beach, in full view of beach goers. You are not permitted to block off any areas. If a semi-private event is desired, a Special Event permit must be submitted and Venue Rental fee will be charged.

- Portable furniture and chairs are allowed at park sites.
- Alcohol, glass and open flames are always prohibited at all public parks and beaches.
- Balloon release and Chinese lanterns not permitted.





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