



CITY OF LEESBURG SPECIAL EVENT CHECKLIST

Return application to:
Leesburg Recreational Complex
1851 Griffin Road, Leesburg, FL 34748
City Contact: Special Events Coordinator - (352) 728-9885

- Completed Application
- Application Fee
- Site Plan
- Copy of Insurance Certificate
- Additional Permits/Additional Licenses
 - Alcohol
 - Tent
- Signatures
 - Section 9 – Indemnification
 - Section 10 – Certification
- List of Special Requests from the City (if any)

How close are the nearest residences?							
Will you need water hook-ups?					Yes		No
If yes, please describe							
Will you need electrical hook-ups?					Yes		No
If yes, please describe							
Will there be:							
Tents* or canopies?			Yes		No	Size(s)	
Open flames or cooking?			Yes		No	Explain	
Temporary fencing?			Yes		No	Explain	

*All tents require a spate building permit

*Staked tents require locates. Event organizer must provide city with confirmation ticket

Will there be:							
First aid locations?					Yes		No
Portable toilets?					Yes		No
Electrical services/generators?					Yes		No
Event coordinator must provide (attach list of providers)							
Carnival/amusements?					Yes		No
Spotlights?					Yes		No

Description of any other activities at the event:							

Section 3 – (A,B)

Parades, Motorcades, Running, Walking/ Cycling/Skating Events and Street Parties

Assembly Area		Assembly Time	
Disassembly Area		Disassembly Time	
Number of Units			
Description of Units (motorized, animals, floats, sound amplification)			
Roads to be closed (Traffic Control Plan required)			
Traffic Control Signage (Describe signage requested/required)			
Parking locations (Provide separate map of locations)			
Barriers / Barricades needed?		Yes	No
If yes, where? (provide separate map of locations)			

Traffic Control - A separate Traffic Control Plan must be submitted (including map) along with the request for signs or road closure and must be approved by the City of Leesburg.

Routes - A separate plan & map indicating the proposed route, including assembly and disassembly areas must be submitted with this application.

Section 4 – Site Plan (A, B, C)

Event Site Plan - Please include a site plan of the event area indicating the location(s) of the following:	
Activity/Amusement areas	Merchandise/Food vendors
Barriers & Barricades	Open flames/cooking areas
Carnival/Amusement rides	Parking
Controlled access/admission areas	Portable toilets
Electrical services/Generators	Recycling container
Emergency access	Stage(s)/Amplified sound equipment
First aid stations	Temporary fencing
Handicap parking/access areas	Temporary water service
In / Out gates	Tents/Canopies
Liquor distribution/Control areas Transportation transfer areas	

Closure of Public Access Areas – Traffic Control Plan indicating vehicle/pedestrian traffic control, detour routes and directional signs, as well as the time period of the closure, must be submitted for the proposed closure of any streets, sidewalks, alleys, right-of-ways, parking lots or any other public access area. Notice of closure must be posted 72 hours prior to the event.

Note: If possible, please submit all plans on 8 1/2" by 11 " paper. Plans must show all street names around location and identified in part by distance from 2 nearest cross streets.

Section 5 – Security (If Private)(A,B,C)

Responsible person at event			
Home or business phone		Cell phone (required)	
Type of Private Security Personnel and Company Name			
Security company address			
Security company phone		Number of security personnel	
Will you be requesting off-duty Leesburg police officers?		Yes	No
If yes, how many?			
*If yes, be sure to complete the appropriate form, <u>Police Service Agreement</u> .			

(After reviewing the permit application, the City may **require** the use of increased security or off-duty officers)

Section 6 – Alcohol (A)

Will there be alcohol?		Yes		No
Sold at the event?		Yes		No
Given away at the event?		Yes		No
Allowed to be brought into the event by attendees?		Yes		No
Included in ticket/admission price? *		Yes		No

*applies to charitable, civic, religious, fraternal, or political groups only.	
If you answered "Yes" to any of the above, a liquor license is required. Which type of license will be used for the event?	
Extension of Premises (attach copy of State of Florida application)	
Special Events (attach a copy of State of Florida application)	

If applying for a Special Event Liquor License, the following must be provided:			
Charity or Organization's Name			
501(c) (3) # (if applicable)			
<i>A letter from the charity or organization agreeing to participate as the agent for the special event liquor license is required and must accompany the original event application.</i>			
Name of Contact at Charity or Organization		Phone	
On-Site Agent Responsible for Liquor		Phone	
Is event within 500' of a church, town park, or school property line?		Yes	No
How will event attendees of legal drinking age (21) be identified?			

What controls will be used to keep attendees under the age of 21 from obtaining alcohol at the event?		Yes	No
Will those drinking be separated from those not drinking?		Yes	No
Will more than 50% of the gross revenues from the event be derived from alcohol sales?		Yes	No

A site plan showing locations of alcohol service areas, type and height of fencing, and security check areas must be provided and correspond to the description of the controls above.

Section 7 – Insurance (A,B)

Copies of all certificates of insurance required must be attached and must show the name of the event and dates of the coverage prior to the issuance of the event permit. Please have your insurance company FAX or email the certificate to the attention of the Recreation Department - (352)326-6625 or Recreation.Dept@leesburgflorida.gov at least 30 days prior to the event date.
<u>General Liability Insurance</u> - A certificate of commercial general liability insurance naming the City of Leesburg as an Additional Insured is required for all events taking place on City property. The certificate must indicate the date, time, and location of the event. The person/organization listed on the certificate must be the applicant. The commercial general liability policy shall be written on an occurrence basis including personal injury, property damage and products liability coverage's with limits of at least \$1,000,000 . Higher limits may be required if event includes hazardous activities.
Automobile Liability Insurance Certificate of insurance with a minimum of \$500,000 coverage per occurrence is required if automobiles or any other licensed motor vehicles are used as part of the event and must name the City of Leesburg as an Additional Insured.
<u>Liquor Liability Insurance Certificate</u> of insurance with a minimum limit of \$1,000,000 is required if there will be the sale or consumption of alcoholic beverages at the event. Certificate must name the City of Leesburg as an Additional Insured.

Section 8 – Fees & Cost Recovery (A,B)

Fees for events will vary greatly, depending on the resources your event will require. Fees will be charged based on the requirements of the Special Events ordinance.
* <u>Electrical permit</u> must be obtained before any work can begin, and fees paid at time of permit issuance. Permit must be at the event location or inspector will not approve electrical. Inspection requires 24 hours advance notice.
<u>Deposits</u> may be required for such things as keys for park gates, water meters, recycling containers, cleaning, or damages. Deposit amounts depend on the type of deposit, number of days, or activities of an event.

<u>Direct Costs</u>	<ol style="list-style-type: none"> 1. Direct costs will be billed to applicant for damage, including cost of materials and labor to repair damage 2. Overtime costs incurred by City personnel may be billed to applicant. 3. Costs for the use of City equipment (i.e.: light towers, dumpsters, barricades, etc...) may be billed to the applicant.
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Section 9 – Indemnification (A,B,C)

Applicant/Permittee agrees to indemnify and hold harmless the City of Leesburg and its agencies representatives, employees and officers from and against any and all claims, liabilities, damages or judgments, caused by or arising out of (a) dealings between the Applicant/Permittee and third parties, (b) the issuance of this permit, and (c) the City's approval of security provisions regarding Applicant's proposed event for which this application is being prepared. This indemnification includes the costs of litigation and counsel fees. Applicant/Permittee agrees, at its own expense, to defend all of the persons to whom this covenant extends against any such claim. The Applicant/Permittee shall have full control of the defense of any litigation and may settle, compromise or adjust the same, provided, however, that the City, on relieving the Applicant/Permittee in writing of indemnification, shall have the right, if it so elects, to conduct any such litigation at its own expense by its own counsel.

Applicant's Signature	Date

Section 10 – Certification (A, B, C)

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions of use as written. This permit is not transferable to any other individual or group.

Applicant's Signature	Date



Some of the following items may be available through the City. Please indicate if you are requesting the use of any of the listed items. There is an additional cost associated with the use of each item. The items in the following table are available only on request and are not guaranteed to be available for each event until approved by the appropriate City department.

Item	Comments
<input type="checkbox"/> Tables (Max of 25)	
<input type="checkbox"/> Chairs (Max of 144)	
<input type="checkbox"/> Bleachers (Max of 2)	
<input type="checkbox"/> Portable Stage	
<input type="checkbox"/> Light Tower	
<input type="checkbox"/> Traffic Cones	
<input type="checkbox"/> Sound System	
<input type="checkbox"/> Barriers & Barricades	
<input type="checkbox"/> Recycling Container	
<input type="checkbox"/> Trash Receptacles	