



SPECIAL EVENT PERMIT APPLICATION

**To be submitted to the Tallahassee Police Department - Special Operations Division
234 East 7th Avenue, Tallahassee, FL 32303
(850) 891-4261**

FREQUENTLY ASKED QUESTIONS:

- **Do I Need A Special Events Permit?**

Yes! Every special event held on property or in a facility owned, leased, or otherwise controlled by the City of Tallahassee requires a special event permit. For those events held in a city-owned park, a special event permit, to include all associated fees, will have to be issued by the Tallahassee Parks & Recreation Department. All other special event permits, to include temporary road closure and non-profit solicitation are issued by the Tallahassee Police Department. If you are interested in hosting an event, you can use our Special Event Permit Application (PDF) process. A hard copy of the permit can be requested through our Special Events Unit at 891-4261.

- **Planning your Special Event in Tallahassee**

Permit applications, and all required documentation must be received by the Tallahassee Police Department (Special Operations Division) no later than thirty (30) days prior to the actual date of your event and may be submitted as early as one (1) year before your event.

- **Permit Process**

The permit process begins when you submit your completed application. Upon receipt of your application, the Special Event Coordinator will perform an initial screening of the submitted information. Documentation you provided may be forwarded to the appropriate City Departments for review and approval. Throughout the review process you will be notified if your event requires any additional information, permits, licenses or certificates. During the initial screening process you will be allowed time to provide us with any pending documents. All requested information must be received before final approval. Delays in providing these items could result in the denial of your permit.

- **Application Fees**

There is a non-refundable application fee of \$25.00 per event. This non-refundable processing fee will be assessed and collected at the time the special event permit application has been submitted. Additional costs related to the actual event will be determined, as a part of the review process.



EVENT TRACKING NUMBER

SPECIAL EVENT PERMIT APPLICATION

CONTACT INFORMATION

Date of Application: _____

Name of Applicant: _____

Sponsoring Agency: _____

Phone Number

Address (Street, City, ST, Zip)

Fax Number

Email Address

Website

Point of Contact For Event:
Event Coordinator

Name

Phone Number

On-Site Point of Contact:

Name

Phone Number

EVENT INFORMATION

| | | | |
|------------------------------------|-----------------------|---|--------------------------------------|
| Event Category: | SPECIAL EVENT | ROAD CLOSURE | ROADWAY SOLICITATION |
| <i>Please check applicable box</i> | Run/Walk | <input type="checkbox"/> Parade | <input type="checkbox"/> Non-Profit |
| | Community Celebration | <input type="checkbox"/> Procession / March | <input type="checkbox"/> Political |
| | Concert/Performance | <input type="checkbox"/> Motorcade | <input type="checkbox"/> Religious |
| | Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

NAME OR TITLE OF EVENT: _____

LOCATION AND DESCRIPTION OF EVENT: _____

EVENT TIMES:

| | | | | |
|--------------------|------|-------|------|-------|
| Setup Starts | Date | _____ | Time | _____ |
| Event Starts | Date | _____ | Time | _____ |
| Event Ends | Date | _____ | Time | _____ |
| Dismantle Complete | Date | _____ | Time | _____ |

TOTAL ANTICIPATED ATTENDANCE: _____



EVENT CHECKLIST

Yes/No

- Does this event involve a charge for admission?
- Does this event involve the sale or use of alcoholic beverages?
- Will items or services be sold or given away at the event? If YES, please describe:

- Does this event involve live entertainment? If YES, please describe:

- Does this event involve amplified music (DJ)? If YES, please describe:

- Does this event involve a moving route of any kind along streets, sidewalks or highways? If YES, please attach a detailed map of your proposed route, indicate the direction of travel, and provide a written narrative to explain your route.
- Does this event involve a moving float?
- Does this event involve animals?
- Does this event involve a fixed venue site? If YES, attach a detailed site map showing all streets affected.
- Does this event involve a plan for tents?
- Will there be open flame cooking in booths or trailers?
- Will there be a pyrotechnics display?
- Will Liquefied Petroleum Gas (i.e. Propane) be used?
- Will there be any temporary electrical wiring used?
- Will there be a need for additional Litter Containers?
- Will there be a need for Port-A-Lets?
- Does this event involve hanging a banner?

PARADE / ROAD CLOSURE INFORMATION

LIST ANY STREET (S) REQUIRING ROAD CLOSURE AS A RESULT OF THIS EVENT. INCLUDE **STREET NAME (S), DATE AND TIME** OF CLOSING AND REOPENING:

ROUTE TO BE TRAVELED (If Applicable): _____

DESCRIPTION OF FLOATS (Include Size and Number): _____

DESCRIPTION OF MARCHING UNITS, BANDS, VEHICLES (Include Size and Number):

OTHER PERTINENT INFORMATION (Please Attach Diagrams If Necessary):

INSURANCE REQUIREMENTS

Insurance requirements depend upon the risk level of the event. As a general rule, the City of Tallahassee requires a minimum of one million dollars (\$1,000,000) in liability coverage for a temporary street closure permit. Events with higher risk levels such as athletic events, pyrotechnic displays, and events that include alcohol may require additional insurance coverage.

Before final permit approval, you will need to submit a **certificate and endorsement** for your commercial general liability insurance policy that names as Additional Insured, the

