

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 download a copy of the Special Event Permit Application from TPD's website at Talgov.com/tpd/tpd-special.aspx.

- **When do I need to submit the application for my special event?**

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.

- **What is the permit process?**

The permit process begins when you submit your completed application. Upon receipt of your application, the Special Events Coordinator will perform an initial screening of the submitted information. 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 ample time to provide 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 and your event.

- **Are there any application fees?**

There is a non-refundable fee of \$25.00 per event required for each application. The processing fee shall be collected at the time the special event permit application is submitted. Additional costs related to the actual event will be determined as part of the review process.

- **Where do I submit the application?**

Completed applications should be submitted to:

Tallahassee Police Department – Special Operations Division
234 East 7 Ave
Tallahassee, FL 32303
Email: tpdspecialevnts@talgov.com

- **Who can I call with questions?**

Tallahassee Police Department – Special Operations Division
(850) 891-4261
Email: tpdspecialevnts@talgov.com



Special Event Permit Application

Submit To: Tallahassee Police Department • Special Operations Division • 234 East 7th Avenue, Tallahassee, FL 32303 • 850-891-4261

Contact Information

Date of Application:

Name of Applicant:

Sponsoring Agency:

Address:

(Street, City, State, Zip)

Phone Number:

Fax Number:

Email Address:

Website:

Name of Contact for Event:

Phone #:

Event Coordinator

Name of On-Site Contact:

Phone #:

Event Information

Name or Title of Event:

Event Category (Please check applicable box)

Special Event

Road Closure

Roadway Solicitation

Run/Walk

Parade

Non-Profit

Community Celebration

Procession/March

Political

Concert/Performance

Motorcade

Religious

Other (Special Event, Road Closure or Roadway Solicitation):

Location and Description of Event:

Event Times:

Setup Start Date:

Setup Start Time:

Event Start Date:

Event Start Time:

Event End Date:

Event End Time:

Dismantle Complete Date:

Dismantle Complete Time:

Estimated/ 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?



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Parade / Road Closure Information

List all streets requiring road closure as a result of this event. Include street name(s), date and time of proposed closing and reopening:

Route to be Traveled (*if applicable*):

Description of Floats (*include size & number*):

Description of Marching Units, Bands, and Vehicles (*include size & 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 of endorsement** for your commercial general liability insurance policy that names as “additional insured”, the “City of Tallahassee, its officers, employees, volunteers and agents”. Insurance coverage must be maintained for the duration of the event including setup and dismantle dates. **The event organizers’ current effective insurance policy, or copy, along with necessary endorsements, shall be filed with the City of Tallahassee Risk Management Office at least fourteen (14) calendar days before the special event.**

Release from Liability & Indemnification

(Please read before signing)

INDEMNIFICATION: The user agrees to indemnify fully and save and hold harmless the City of Tallahassee, its officers, employees, and agents, against all damages, claims, liabilities and causes of action of every kind and nature, to the extent they are caused by the conduct of the user, its visitors, agents or employees. The City shall give users prompt and reasonable notice of any such claims or actions and the user shall have the right to investigate, compromise, and defend the same to the extent of the sponsors’ own interest.

WAIVER OF CLAIMS: The City and its agents, employees and contractors shall not be liable for, and the user hereby releases all claims for damage to or loss of personal property sustained by the user or any person claiming through the user resulting from any fire, accident, occurrence, theft, or condition in or upon the City premises/facility or which they shall be a part of, or if adjoining or contiguous property or buildings, provided same are not due to negligence of the City, its agents, or employees. I understand that I must abide by the Regulations as set forth in City of Tallahassee Ordinance # 88-0-0167 and the Guidelines of the Tallahassee Police Department.

Print Name of Applicant/Sponsoring Agency

Date

Signature of Sponsoring Agency Applicant

