



CITY OF GULFPORT, FLORIDA

Gateway to the Gulf

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DANIEL LIEDTKE, Councilmember, Ward 1
CHRISTINE BROWN, Councilmember, Ward 2

SAMUEL HENDERSON, Mayor

YOLANDA ROMAN, Councilmember, Ward 3
MICHAEL FRIDOVICH, Councilmember, Ward 4

Special Event Application

This application is to be completed by the individual or authorized representative of the organization regulating the event and requesting permit. Submission of an application does not guarantee the event will be approved. Do not publicize or promote your event until your notification of acceptance has been issued.

Event Information

Name of Event: _____ Purpose: _____

Date(s) of Event: _____ Event Location (Facility/Park/Road):
(Parks - include Park Name) _____

Official Start /End time: _____

Setup Date/Time & Final Wrap-Up: _____

Rain or Shine Event: Yes No Is your event free and open to the Public? Yes No

Expected Attendance (include Crew, Participants, Spectators)
Overall: _____ At any One Time: _____

Applicant

Name: _____ Email: _____

Address: _____ City: _____ State/Zip Code: _____

Daytime Phone: _____ Cell: _____ Fax No: _____

Event Point of Contact: _____ POC: Phone # _____

Company/Organization

(This section is for use by organizations registered with the State of Florida both "For Profit" and "Non Profit")

Company/Organization Name: _____ Charity Organization: Yes No
(Copy of 501 (c)3 Required)

Address: _____ City: _____ State/Zip Code: _____

Email: _____ Organization Website: _____

Authorized Representative Name: _____ Point of Contact Name (if different): _____

Daytime Phone: _____ Cell No: _____ Fax No: _____

Event Activities

Has this event been held previously? Yes No If yes, Date/Place/Attendance: _____

Have you included a site map for this Special Event? Yes No

Are you requesting any road closures for this event? Yes No

*Are you requesting alcohol to be served in public/park area(s)? Yes No

*Sale/Serving of Alcohol may require – [Police Presence](#)

Are you providing portable restrooms for this event? Yes No

Are you requesting use of the City's Special Event Trolley? Yes No

Will Outside food/beverage/retail sales take place during this event? Yes No
 Are you requesting cooking be conducted in public/park area(s)? Yes* No

*Please complete the [Temporary Concession Stand Permit application](#) for each vendor cooking on site.

Will temporary structures (Tents, stage, etc.) be used in the event? Yes No
 Are you requesting vehicle(s) to enter any beach / park area(s)? Yes No

Have you have completed the [City of Gulfport Special Duty Agreement for Public Safety](#). * Yes No
 * Public Safety (Police and Fire) as determined by the Police and Fire Chiefs.

Are you requesting display of outdoor/right of way signage during event? Yes No

Does your group have proof of liability insurance naming the City as an additional insured? Yes No
 If so, what is the amount? \$ _____.

Does your event have Music, Entertainment, and amplified music? Yes No

What is your plan for waste management, sanitation and event clean up? _____

Please describe how the event will benefit the residents and impact the quality of life/overall image of Gulfport:

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—

Please select all applicable activities and/or known services for this event from the choices below:

- | | | | |
|---------------------------|----------------------------|-----------------------|----------------------------|
| 5K/8K Walk/Run | Car/Auto Show | Generator Usage | Signage |
| Alcohol Sales/Consumption | Catering (On-Site Prep) | Lighting (external) | Skateboarding Event |
| Amplified Music | Craft Show | Media Attendance | Sporting Event |
| Amusement Device(s) | Cycling Event | Motorsport Event | Stage/Risers |
| Animal Acts/Show | Dance | Outdoor Cooking | Street Festival |
| Animal Petting Zoo | Demonstration | Outside Vendor/Sales | Tent Usage (> 10X10) |
| Art Show | Easter Egg Hunt | Overnight Parking | Trailer on Site or in Park |
| Baseball | Electrical Usage | Parade | Trolley |
| Basketball | Emergency Medical Services | Park Festival | Use of Road/Right of Way |
| Beach Event | Entertainment-Music Band | Photography | Vehicles on Beach/Park |
| Beverage/Catering | Equipment Rentals | Public Facility Usage | Volleyball |
| Beverage/Food/Merchandise | Equipment Testing | Police | Waste Management |
| Bicycled Riding Events | Event Planner | Pyrotechnics | Water Parade |
| Block Party | Fair (Art/Craft/Other) | Rally | |
| Boating Event | Fishing Event/Tournament | Regatta | |
| Canoe/Kayak Event | Fundraising | Road Closures | |

Other Activity (not included above):

Please complete the following sections of this application in narrative format. Provide as much detail as possible for activities applicable to your event. If any of the following sections do not apply to activities, service, or needs for your event, please write N/A (for not applicable).

