GULFPORT

INC. 1910

Gateway to the Gulf

City of Gulfport Florida Events Guide

GATEWAY TO THE GULF
CITY OF GULFPORT, FLA.
INCORPORATED OCT. 12, 1910

CITY OF GULFPORT SPECIAL EVENTS/GUIDE

GULFPORT
INC. 1910
Gateway to the Gulf

Welcome to the City of Gulfport, Florida. Special Events help build a sense of belonging and community. The special event application process, such as festivals, runs / walks, parades, and citywide holiday celebrations that occur on public property are initiated with our office.

Please complete the Special Event Application and submit to jshea@mygulfport.us or by mail to 5500 Shore Boulevard South, Gulfport, Florida 33707.

Our dedicated and professional team is happy to provide guidance and answers to your questions.
We strive to deliver outstanding customer service to ensure your event's success.

Respectfully,
Justin Shea
City of Gulfport, Florida

Mission Statement

The Special Events team will provide you with the guidance and assistance for a successful and memorable event.

TABLE OF CONTENTS

Applicant....2
City Council Approval....2
City Human Right's Ordinance....2
Timeline....3
Additional Approvals…....4
Public Safety....4
Site Map....4
Portable Restrooms…....4
Alcohol Sales/Consumption....5
Road Closures…....5
Parking....5
Outside Vendor/Sales….....5
Temporary Structures….....6
Outdoor Cooking....6
Charcoal....7
Propane….....7
Fire Extinguishers....7
Flammable & Combustible Gases....8
Electrical....8
Vehicles on the beach/Park....9
Signage….....9
Duration of Permit....10
Insurance....10
Bond….....10
Certifications/Agreements….....11
Hold Harmless/Indemnification….....12
Authorized Signature….....12

Applicant

The applicant must be an adult (over the age of eighteen) who can verify that he/she is in charge of the special event. The hosting organization or group affiliated must be recognized by the IRS or Florida Department of State as a non-profit entity. The applicant will be responsible for the compliance of the terms and conditions contained within the special event permit forms.

Included within this collection of information and applicable forms are the basic minimum requirements for your special event permit to the City of Gulfport. These requirements are based upon the scope of your planned event and any city assistance you may require.

All applications must be submitted a minimum of sixty (60) days prior to the date of the event. Events requiring City Council approval should be submitted no later than forty five (45) days prior to the date of the event, in order to secure a place on the City Council agenda.

Your request may be very basic or you may be planning a more intense event, such as an arts and crafts Festival, concert or TV/movie filming.

The special event permit application process gives the applicant the opportunity to research and consider the specifics of your event by depicting details on a site map, answering activity-related questions and completing the appropriate forms detailing event activities.

This format allows applicants to convey to the City of Gulfport, what you would like to do in your event. Review of the information you provide allows city staff to determine the combined requirements and resources necessary for your event. This review will also provide you with an opportunity to address additional questions or concerns you may have with the appropriate city staff.

City Council Approval

If your request involves the use of public property or you are requesting city services for your event, City Council approval/action is required. Your request should be very specific, indicating services and or supplies requested.

- Please note that a permit application of this scope should be submitted at least forty-five (45) days prior to the date of your event in order to be placed on the City Council agenda. City Council meetings are held on the first and third Tuesday of each month.

You may be required to present your request at a City Council meeting on a date designated by the city manager. Failure to appear may result in the denial of your permit application.

Non-discrimination

Applicant acknowledges their necessary compliance with the provisions provided for within the City of Gulfport's Code of Ordinances Chapter 26 - CIVIL RIGHTS (City's Human Rights Ordinance) in the conduct of its activities on the premises, and shall not unreasonably deny access or participation based on age, race, color, religion, national origin, ancestry, disability, marital status, gender, gender identity or expression, sexual orientation, or physical characteristic.

Time Line for Special Event Application Process

60 Days Prior to Event

- Submit special event application
- Submit site plan
  If applicable:
  - Alcohol waiver request
  - Apply for road closure (s)
  - Contact and schedule for emergency services
  - Contact and schedule for law enforcement
  - Pavilion reservation request – if available

45 Days Prior (Pending Approval)

-Sponsor to Obtain and Provide (if applicable)

- 501(c)3 and Certificate of Tax Exemption
- Contact Bureau of Alcohol & Tobacco for short term permit
- Contact physical amenities vendors for services:
  - Portable restroom contract
  - Waste management receptacles
  - Food and beverage - details

30 Days Prior to Event

- Provide proof of insurance
  - Applicant
  - All commercial vendors
- Provide proof of all issued permits, if applicable

10 Days Prior to Event

Final discussion with city staff regarding event, if applicable provide verification that service has been requested for:

- Portable restrooms
- Temporary concession stand permit applications
- Sanitation
- Emergency services
- Law enforcement

Additional Approval

If a planned special event requires approval by any county, state, or federal agency or department, other than the City of Gulfport, Florida, those approvals shall be the responsibility of the applicant and no special event permit will be issued until all approvals have been documented.

Public Safety

The police and fire chiefs or their designees shall determine both the necessity and level of police or fire/EMS staffing which may be required. The applicant may be required to pay for these services as outlined in the special Duty Agreement for Public Safety. Please complete the following form and submit with your special event application. City of Gulfport Special Duty Agreement for Public Safety.

Site Map

A site map must be attached to a special event application. The map must be clearly drawn or illustrated to include all of the following criteria, if applicable to the event:

- Directional indicator denoting north, south, east, west
- Circle, highlight or otherwise denote full area of event, including parking, pedestrian area, maintenance of traffic, emergency lane, etc.
- Location and dimensions of all physical equipment including portable toilets, staging/entertainment area, booths, tents, temporary structures, vendors, electrical sources, cooking, fireworks, amusements, barricades, refreshments, signs, ticketing, lighting placement, waste receptacles, first aid, lost and found locations, etc.

Portable Restrooms/Hand Wash Stations

The applicant will be responsible for the ordering and payment of all portable restrooms/ hand-washing stations. Proof of purchase to the city's special event contact for the department receiving the application shall be no later than 30 calendar days prior to the event.

Portable restrooms and hand-washing stations are required for special events in open venues without public restroom facilities, or in the event the expected attendance is greater than current recommended capacity for established restrooms.

Portable sanitary facility requirements for temporary outdoor events are addressed in Chapter 64E-10 of the Florida Administrative Code and are enforced by the State of Florida Department of Health. At least one unisex portable restroom and hand-washing station will be required for the disabled. Check with your local Americans with Disabilities (ADA) office for further guidance.

The applicant will be responsible for overseeing delivery, setup and removal of the portable restrooms. Portable restrooms need to be removed from **city premises no later than 24 hours** after conclusion of the event. The applicant is also responsible for verification of appropriate disposal. Failure to abide by proper methods of disposal can result in a safety hazard and/or environmental hazard. If a hazardous situation occurs, the applicant is responsible for all clean-up and restoration costs.

Alcohol Sales/Consumption

Ordinance No. 2003-13 allows for the City Council to suspend various sections of the Gulfport Code of Ordinances by resolution to accommodate special events; Section 17-30 of the Code of Ordinances, accords the city manager the authority to allow for providing accommodations and services for special events/activities and for those participating in such events. Requests for sale of and possession/consumption of alcohol on public property will require a waiver of city ordinances/policies.

All alcohol vendors must possess appropriate licenses and permits and comply with state regulations. In the event that alcohol sales and/or service is permitted on public property, the following specific terms will also apply:

- NO GLASS CONTAINERS will be permitted
- The applicant is responsible for ensuring (via appropriate signage, fencing, barricades, etc.) that alcohol sales, service, and consumption are contained to the approved area(s) as designated on the site map.
- The city manager, chief of police, or designee, may revoke this aspect of the permit and deny the public sale/service of alcoholic beverages at any time during the event if the city manager, chief of police, or designee feels it is in the best interest of public safety.

If you have any questions or need assistance in completing a one, two, or three day permit to sell alcoholic beverages for consumption on the reported premises, please contact the Division of Alcoholic Beverages & Tobacco's (AB&T) local district office.

Road Closures

The city manager or designee must first approve all request(s) for any type of proposed public road closure(s). Final permission to close a public road or right-of-way may only be granted by City Council action/approval.

Parking:

Due to the large attendance at some events, off-site parking is recommended. If off-site parking is utilized, exact remote parking locations must be included with your submittal, along with specific routes, method of transportation, vendor parking, disabled parking and hours that will be required to transport passengers to and from the event. Please indicate offsite parking locations for vendor parking.

Outside Vendor Sales

If you would like outside food/beverage/retail sales in conjunction with your event, specific vendor locations must be indicated on your site map. A vendor list will be required. Food vendors will need to be licensed by the State of Florida. Cooking locations must be specifically referenced on the site map, along with electrical sources involved. These requests are subject to final review and inspection by the building/fire inspectors.

Temporary Concession Stand Permit Applications must be submitted **10 days prior to the event.** Please the Temporary Concession Stand Permit link for guidelines, pre-inspection checklist, and temporary use permit for outdoor cooking.

Terms and Conditions

Temporary Structures

Tents and air-supported structures shall comply with the requirements of FPC CH39. All structures must be accessible by fire equipment, structurally stable, and flame resistant. There must be separate tents for cooking and dining. If there are over 100 people in attendance, emergency lighting must be provided by the applicant.

Outdoor Cooking

All fires must comply with section11-10 of the Gulfport Code of Ordinances. Please visit www.municode.com for further information.

Canopy is a temporary structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without side walls or drops on 75 percent or more of the perimeter.

Combustible Decorative Materials are combustible materials used for decorative effects such as curtains; draperies; streamers; surface coverings applied over building interior finishes for decorative, acoustical or other effect; cloth; cotton batting; paper; plastics; vegetation; hay; split bamboo; straw; vines; leaves; trees; moss; and similar materials used for decorative effect. Combustible decorative materials do not include floor coverings, ordinary window shades, interior finish materials used as surface coverings (for regulations of such materials, see UBC Chapter 8) and materials 1/28 inch (0.9 mm)or less in thickness applied directly to a noncombustible backing.

Flame Retardant is an approved chemical, chemical compound or mixture which, when applied in an approved manner to any fabric or other material, will render such fabric or material incapable of supporting combustion.

Flame Resistant Material is material that has been modified in its chemical composition by impregnation, coating or has inherent composition that makes the material resistant to ignition and combustion when exposed to a small ignition source.

Temporary Membrane Structure is an air-inflated, air-supported, cable, or frame-covered structure as defined by the building code, which is erected for less than 180 days and not otherwise defined as a tent, canopy or awning. See Uniform Building Code, Appendix Chapter 31.

Tent is a temporary structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects.

Low Hazard Stands are stands which do not use electricity or heat producing equipment.

Medium Hazard Stands are stands which use equipment powered by electricity, flammable gases, or flammable or combustible liquids. Cooking, except for deep fat frying and similar operations, is permitted.

High Hazard Stands are stands where deep fat frying and similar operations are conducted.

Stand operators who refuse to comply with these guidelines will be asked to terminate their operation and remove their equipment.

Terms and Conditions

Charcoal:

Charcoal cooking must be done in an approved outdoor grill (Metal). Responsible party must follow manufacturer's safety procedures and adhere to any warnings when using grilling equipment. Approved metal containers shall be provided for the disposal of coals and ashes.

Propane:

Listed outside cooking appliances shall be installed in accordance with their listing and the manufacturer's instructions. Unlisted units shall be installed outdoors with clearances to combustible material of not less than 36 inches at the sides and back and not less than 48 inches at the front. Total propane cookware must be inspected prior to approval. Dry power extinguisher (2A10BC) must be readily available at all times.

Temporary membrane structures, tents and canopies shall not be located within 20 feet of property lines, buildings, temporary membrane structures, other tents and canopies, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy. In lieu of minimum separation, temporary membrane structures may be counted as one unit.

Fire lanes shall be maintained to a minimum unobstructed width of 20 feet. Posts, fences, vehicles, trash, storage and other materials shall not be placed or kept near fire hydrants and fire department connections. A minimum of 3 feet of clearance shall be maintained around the circumference of all hydrants.

Stands shall be structurally sound and constructed of fire resistant material or material treated with an approved fire retardant.

A label or certificate of **flame-retardant treatment** is to be provided for each structure being permitted. If a label, similar to the one shown, is not permanently adhered, then a certificate is required. This certificate shall include:

- Identification of tent, canopy or temporary membrane structure, size and fabric type
- Date the fabric was last treated with a flame retardant solution
- Trade name and type of solution utilized in the flame retardant treatment
- Name of persons and firm treating the material.
- Make and manufacturer of the tent, canopy or temporary membrane structure. Table cloths are not required to be flame resistive.

Fire Extinguishers:

Portable fire extinguishers shall be installed where readily visible and accessible at all times. All portable fire extinguishers shall bear a tag indicating that they have been serviced within the last 12 months.

Fire extinguishers (approved and certified with tag) must be a min. 5# 2A10BC for all vendors cooking; Vendors utilizing any type of "frying" and deep fat fryers shall also have a Type "K" extinguisher 40BC (certified and tagged). Heat producing appliances shall not sit on combustible surface(s) (tables, saw horses, etc.)

All medium hazard stands shall have at least one portable fire extinguisher having a minimum rating of 2A:10B:C.

All high hazard stands shall have at least one portable fire extinguisher having a minimum rating of 2A:10B:C and at least one 2 ½ gallon Class K extinguisher portable fire extinguisher.

Terms and Conditions

Flammable and Combustible Gases

All fuel tanks, fuel lines, and devices shall be approved for the fuel in use. Fuel lines shall be attached in a secure and approved manner and shall be protected against physical damage.

All compressed gas cylinders, including propane or CO2 cylinders used for beverage service shall be secured against falling and protected from physical damage. Cylinders containing flammable gas shall be placed outside of the stand and are not allowed in a tent or under a canopy.

Flammable and combustible liquids shall be stored in approved containers only. All containers and spare fuel shall be placed outside of the stand, shall be secured against falling and protected from physical damage in an approved manner and safety release valves must be pointed away from the tent, canopy of membrane structure.

Electrical

Extension cords (temporary wiring) shall comply with NEC Article 305. Each extension cord shall be plugged directly into an approved receptacle and shall, except for approved multiplying extension cords, serve only one appliance or fixture. Extension cords shall be in good condition without splices, deterioration, or damage. Extension cords shall be of grounded type when servicing grounded appliances or fixtures.

All electrical equipment, wiring, connections, and devices shall be installed and operated in conformance with the city electrical code. Extension cords shall be rated to handle the electrical current demand of the appliances they serve. Additionally, electrical wiring shall not present a trip hazard or obstruction to a walkway during the event. Electrical wiring shall be protected against damage from foot and vehicle traffic in an approved manner. Protection methods shall prevent physical damage and shall allow electrical wiring to dissipate heat. The placement of rugs, tape and other similar items are not approved for this use.

Electrical connections shall consist of only approved main disconnect panels, complete with circuit breakers and a limited number of receptacles available from the city.

Ground fault protection shall be provided to supply temporary power to equipment being used by personnel. Generators shall be a minimum of 20 feet from tents, canopies, or temporary membrane structures and shall be isolated from contact with the public by approved means.

Questions concerning **the temporary concession stand guidelines**, should be referred to the Gulfport Fire Department at 727-893-1062.

CITY OFFICIAL(S) MAY REVOKE ANY/ALL COOKING/FIRE PERMIT(S) WHEN CONDITIONS BECOME A PUBLIC NUISANCE DUE TO, BUT NOT LIMITED TO, SMOKE, FUMES OR ADDITIONAL FIRE HAZARDS, INCLUDING A "BURN BAN" ISSUED BY THE FLORIDA DIVISION OF FORESTRY.

Vehicles on the Beach/Park

If the staging of vehicles, and/or the utilization of areas outside of the delineated travel/ parking area(s) are planned in conjunction with your event, please provide the city with a list containing the number of vehicle and type(s) of vehicle(s) which you foresee entering the beach/park area(s), these areas include; beach and park areas for ingress and egress for both drop-off / set-up and pick-up. Conditions may prevent vehicle access to beach/park area. This requires city manager/City Council approval.

Signage

If you are requesting the placement of signs and/or banner (banners must meet city specifications) on public property in conjunction with your event, you need to specify the exact size, locations and wording of the graphics involved. This request also requires completion of additional documents; see below:

All temporary signs shall be located a minimum of ten (10) feet from any roadway, and three (3) feet from any public sidewalk, away from the adjacent roadway and at the expense of the applicant. Signs on city property for the event are allowed only on the day of the event. All signs must be removed immediately after event.

Location of temporary signs. Size:_____X_____

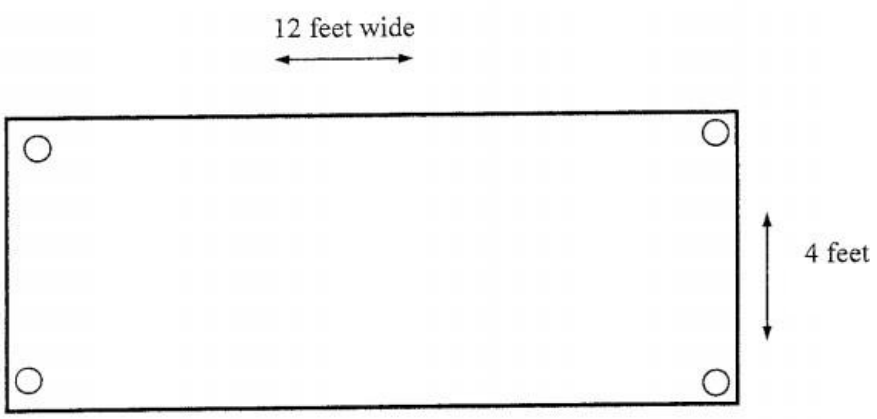
Locations:

_____
_____
_____
_____
_____
_____
_____

_____
_____
_____
_____
_____
_____
_____
_____

If available, special event banner for Gulfport Boulevard
Width: 12 feet - Height: 4 feet

- Metal grommets shall be located at each of the four (4) corners of the banner.
- Banner shall be stored to allow wind to pass through.



****PLEASE NOTE****

The City of Gulfport reserves the right to require and charge for services (pre and post event or during the event) including, but not limited to, police, fire, grounds maintenance and utility usage, deemed necessary for the safe coordination of the event.

The applicant is required to provide or rent tents, staging, portable toilets or tables and chairs. The applicant is responsible for attaining these items for this special event at their own expense.

Non-discrimination

Applicant acknowledges their necessary compliance with the provisions provided for within the City of Gulfport's Code of Ordinances Chapter 26 - CIVIL RIGHTS (City's Human Rights Ordinance) in the conduct of its activities on the premises, and shall not unreasonably deny access or participation based on age, race, color, religion, national origin, ancestry, disability, marital status, gender, gender identity or expression, sexual orientation, or physical characteristic.

Duration of Permit

Permit(s) shall be valid only for the approved date; the city manager or City Council shall address any changes to the original approved permit (rain dates, cancellation(s), and postponement of event) upon the request of the event organizer. Any changes to the original permit must be re-approved by the city manager and/or City Council.

Insurance

Based upon details of the event, insurance requirements shall be determined by the City of Gulfport and may change from the below stated requirements. You will be notified of any change in these requirements. A certificate of insurance naming the City of Gulfport, Florida as additionally insured in the amount of $500,000 (a minimum) is required 30 days prior to the event.

Bond

The city manager may require that a liability bond be posted to ensure that no damage is done; the amount of which is to be determined by the City Council or the city manager, according to the intensity of the event.

Certifications/Agreements

As the applicant, I hereby accept and understand the responsibility to oversee all contractors, vendors or parties affiliated with the event and to ensure compliance with all policies, rules and regulations, and guidelines of the City of Gulfport, Florida; including the rules and regulations of each individual department as posted in the special events guide. I understand that any violations may result in immediate cancellation of the permit. I understand the permit is non-transferable and non-refundable. Failure to provide all requirements will result in no issuance of a permit for the event. This cannot be waived.

☐ I acknowledge the necessary compliance with the provisions provided for within the City of Gulfport's Code of Ordinances Chapter 26 - CIVIL RIGHTS (City's Human Rights Ordinance) in the conduct of its activities on the premises, and shall not unreasonably deny access or participation based on age, race, color, religion, national origin, ancestry, disability, marital status, gender, gender identity or expression, sexual orientation, or physical characteristic. The City of Gulfport does not condone the exhibition of hate, bias, or discrimination, within city facilities/property.

(Certifications/Agreements Continued)

☐ In order to provide accommodations under the Americans with Disabilities Act, I certify that an accessible location will be set up for special assistance. Such location will be close to the designated parking for the disabled and staffed throughout the event. As necessary, the special assistance location will provide wheelchairs and volunteers to help push wheelchairs throughout the site of the event.

☐ I certify that I/We will be responsible for the preservation, sanitation and cleanup of the areas used for the special event. I/We certify that there are no misrepresentations in the foregoing statements and answers and that the facts contained in this request are accurate.

☐ I further certify that this is a non-profit event and that no individuals(s) will financially gain as a result of this event.

☐ If this event supports a non-profit organization, I have attached a copy of my organization's non-profit certificate, to this application.

☐ I agree to obtain the required liability insurance and to secure all necessary city / county / state permits and licenses. Copies of these documents shall be furnished to the City thirty (30) days prior to the date of event

☐ I understand that the city should be recognized on any promotional materials produced for the event.

☐ I agree to reserve up to 7 parking spots for the City of Gulfport, Florida for this event.

☐ I have completed the City of Gulfport Special Duty Agreement for Public Safety.

☐ I have attached a site map of the necessary event set-up details, to this application.

Insurance

Based upon details of the event, insurance requirements shall be determined by the City of Gulfport and may change from the below stated requirements. You will be notified of any change in these requirements. A certificate of insurance naming the City of Gulfport, Florida as additionally insured in the amount of $500,000 (a minimum) is required 30 days prior to the event. Insurance requirements are as follows:

Commercial general liability insurance including, but not limited to, Bodily Injury, Property Damage, and Personal Injury.

Limits	
Minimum Exposures - Coverage Limit	$ 500,000
Above Average Exposures	$1,000,000
Unusual or High Hazard Exposures	$3,000,000 and up

Damage to rented premises shall be included with a limit of $100,000

The term "City" or "The City of Gulfport, Florida" shall include all Authorities, City Council, Divisions, Departments and offices of City and individual members, employees thereof in their official capacities, and/or while acting on behalf of the City of Gulfport, Florida.

The City of Gulfport, Florida shall be endorsed to the required policy or policies as an Additional Insured.

Copy of the Additional Insured endorsement must be provided with the certificate of insurance as proof of coverage.

All policies shall be written on a primary, non-contributory basis.
The City of Gulfport, Florida reserves the right to request a copy of all insurance policies.

Applicant/Authorized Representative shall defend, indemnify and hold harmless City of Gulfport, Florida and all of City of Gulfport, Florida's officers, agents, and employees from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys' fees, and court costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of Applicant/Authorized Representative, its officers, agents or employees in performance or nonperformance of its obligations under the Agreement. Applicant/Authorized Representative recognizes the broad nature of this indemnification and hold harmless clause, as well as the provision of a legal defense to City of Gulfport, Florida when necessary, and voluntarily makes the is covenant and expressly acknowledges the receipt of such good and valuable consideration provided by City of Gulfport, Florida in support of these indemnification, legal defense and hold harmless contractual obligations in accordance with the laws of the State of Florida. This clause shall survive the termination of this Agreement. Compliance with any insurance requirements required elsewhere within this Agreement shall not relieve of its liability and obligation to defend, hold harmless and indemnify City of Gulfport, Florida as set forth in this article of the Agreement.

I agree to the TERMS OF AGREEMENT as set forth in this application, and I agree to abide by all rules and regulations as provided by separate document with this applications response. The applicant represents and warrants that it has the full right and authority and has obtained all necessary approvals to enter into this Agreement, that the person executing this Agreement on behalf of the Organization is authorized to do so, and that this Agreement constitutes a valid and legally binding obligation of the Applicant, enforceable in accordance with its terms.

Applicant/Authorized Representative: Signature: _____

Printed Name: _____

Date: _____