



The following endorsements are minimum qualifications for organizations submitting a special event application to the City of Gulfport, Florida:

- The Application must be made by of the President or CEO of the city based non-profit organization, which is the sponsor/promoter of the event.
- All events receiving City support, as co-sponsorship, must be approved per section 17-30 of the City Codes of Ordinances.
- Standardized level of support is to be determined by the City.
- Each Gulfport Non-profit Organization will be entitled to one (1) “free-use” of the Casino Ballroom at a \$250.00 (operational) event fee.
  - Subsequently, additional event rentals by the organization will be charged a \$850.00 per day rental fee.
- Returning annual events will receive priority over first time events in selecting dates, facilities and determining the availability of city services and staff.
- All events receiving City Co-sponsored support must provide general liability insurance naming the City as additionally insured.
- All special event applications must be completed and received by August 15 of the preceding fiscal year that the event will occur in.
- All events/organizations receiving permission for the sale and consumption of alcohol on public property must have:
  - A completed Division of Alcoholic Beverages and Tobacco ABT-6003 application and a temporary
  - One/Two/Three Day Permit to sell alcoholic beverages for consumption on premises.
  - Liquor liability in addition to general liability insurance naming the City of Gulfport as additionally insured. A Liquor Liability Endorsement or separate policy is required.
  - A law enforcement/public safety presence as determined by the City Manager and/or the Police Chief or designee; with public safety costs paid by the sponsor/promoter of the event.
- The City must be named as a co-sponsor of the event on all printed and electronic promotional materials.
- The promoter must be capable of meeting all financial obligations incurred by the event.
- The promoter must have demonstrated the ability to organize public events.
- All event sponsors and promoters must fully comply with the provisions of the City of Gulfport’s Code of Ordinances Chapter 26 – CIVIL RIGHTS (City’s Human Rights Ordinance) when they conduct activities in concert with the City. Sponsors/promoters may not unreasonably deny access or participation in the event based on age, race, color, religion, national origin, ancestry, disability, marital status, gender, gender identity or expression, sexual orientation, or physical characteristic. The Sponsor and promoter must acknowledge that it is the intent of the City Council, in enacting Chapter 26 of the City of Gulfport Code of Ordinances, to protect and safeguard the right and opportunity of all persons to be free from all forms of discrimination, including discrimination based on age, race, color, religion, national origin, ancestry, disability, marital status, gender, gender identity or expression, sexual orientation, or physical characteristic.