



City of Lake City

205 North Marion Avenue | Lake City, Florida 32055
Phone: (386) 758-5427 | Email: cityevents@lcfla.com

SPECIAL EVENT PERMIT APPLICATION

Revised 2023

Date Received: _____

Permit NO: _____

Completed applications and ALL attachments that are required must be submitted a minimum of THIRTY (30) days PRIOR to actual event.

SECTION I: EVENT/ CATEGORIES (Please check one)

- | | | |
|-----------------|------------------|-------------------------|
| Corporate Event | Public Assembly | City Sponsored |
| Festival | Reunion | Other (Please specify): |
| Parade | Walk/Run | _____ |
| Private Party | Wedding Ceremony | |

SECTION II: EVENT/ORGANIZATION INFORMATION (Please complete)

Organization/Applicant Name: _____

Event/Description: _____

Facility Location (Attach Site Plan & any applicable attachments):

	Set up Time	Actual Event Time	Take Down Time
Date: _____	_____ to _____	_____ to _____	_____ to _____
Date: _____	_____ to _____	_____ to _____	_____ to _____
Date: _____	_____ to _____	_____ to _____	_____ to _____

Address: _____ City: _____ State: ___ Zip: _____

Email: _____

Event Contact Name: _____ Phone: _____

Are you a Charitable/Non-Profit Organization? If yes, FL State Tax Exempt #: _____

***Please provide a copy of your current 501(c)(3) certificate with this permit. Certificate included ? Yes No

SECTION III: EVENT ITEMIZED DETAILS (Please complete each item. Failure to do so will result in a incomplete application.)

Items 1-5 marked YES may require City Council approval.

YES NO

1. Crowd: Anticipated attendance number is: _____. Is anticipated crowd size 150 or more?

2. Streets/Traffic: Will any street(s) or sidewalk(s) be closed? **If yes, provide location on site plan.**

3. Food: Will you have Food Trucks at your event? If yes, please provide the name of Company/
Food Truck: _____

4. Security: Will the event require Security? Note: Security is required for an event that anticipates a crowd of more than 150 people in attendance or with alcoholic beverages. The Lake City Police Department will contact you regarding payment of the additional fee for Security for officers working the event in an off-duty capacity.

5. Inflatables: Will inflatables (Example: Bounce Houses) be used at this event?

CANCELLATIONS

The City of Lake City reserves the right to cancel or relocate an event due to special circumstances including but not limited to the following: weather conditions, misuse or abuse of facilities, non-compliance with City of Lake City event guidelines, and un-permitted/prohibited events.

Cancellation less than 30 days before an event will result in loss of deposit.

Cancellation less than 10 days before an event will result in loss of all fees.

INSURANCE REQUIREMENTS

Applicants are required to provide a certificate of liability with a minimum limit of \$1,000,000 per occurrence with the City of Lake City listed as the additional insured. Liability must cover your event from the beginning of set up through the event and completion of the breakdown and removal of all equipment. The certificate holder must be listed as City of Lake City, 205 North Marion Avenue, Lake City, FL 32055. Insurance must be evidenced and submitted a minimum of 30 days prior to your event. Per 811 guidelines before any installation that requires anchors and/or excavation the applicant must obtain current locates through Sunshine 811. If locates are not acquired the applicant is subject to a \$500 fine per state law 556.107 (c). Additionally, if damage occurs to city infrastructure without current locates the applicant will be subject to penalties in accordance with the City ordinance and a fine will be imposed to cover the cost of repairs not limited to but including materials and labor. Absolutely no stakes in the ground. Please use weights for all tents.

AFFIDAVIT OF APPLICATION

I understand this Special Event Application does not guarantee approval of my event or reservation of the event location until fees are received and a permit is issued. I agree to pay the City, in advance, the estimated cost (including rental fee, deposit, and electricity fee) when submitting the application. I understand the violation of any City ordinances and/or regulations during the event will result in immediate termination at the City’s discretion and ineligibility for future Special Events.

HOLD HARMLESS & ACKNOWLEDGMENT

By agreeing to these terms, applicants indemnify, defend, and hold harmless the City of Lake City, its employees, officers and agents from any and all liability, demands, claims, damages, expenses (including attorney fees) proceeding and cause of action of every kind and nature arising out of or connected with the applicant’s use, act, omission, injury, accident, occupation, or control of the City managed land or recreational facility (and any improvements thereon including any furniture, furnishings, equipment, or fixtures utilized in connection therewith) subject to the approved permit, and any breach of the approved permit.

The applicant further agrees it will, at its own cost and expense, defend any and all actions, suits, or proceedings which may be brought against the City of Lake City, its employees, officers and agents in connection with said Department managed land and facilities (and any improvements thereon including any furniture, furnishings, equipment, or fixtures utilized in connection therewith) arising from applicant's activities, omissions, accidents, injuries, and damages on said property and will satisfy, pay, and discharge any and all judgments that may be entered against the City of Lake City, its employees, officers, and agents in such proceeding.

By signing this application, you are stating you understand the information in this application to be true to the best of your knowledge, and you agree to comply with City of Lake City Code of Ordinances. Should the City grant approval and a permit be issued, you agree to comply with any other requirements provided by law.

Applicant Signature

Date

Electronic Submittal

By checking this box, typing your name in the applicant signature field (s), and submitting this form electronically (via email), you affirm all information contained within this document was completed truthfully, and to the best of your knowledge, and you understand your electronic signature is considered legally binding the same as signing your physical signature by hand.

FOR OFFICE USE ONLY

Permit has met all criteria to be forward for approval: _____
Community Program Manager Approval Date

Rental Fee Deposit \$ _____

Total Collected \$ _____

Deposit Refunded