



EVENT APPLICATION/PERMIT FORM

City of Gainesville Police Department

352-393-7527 (ph.) / 352-334-2504 (fax)

080220

Street Address
413 N 8th Avenue
Gainesville, FL 32602

Mailing Address:
PO Box 1250 (Box 50)
Gainesville, FL 32602 Att: Krystal Martin

This form must be submitted to receive permission to use public or semi-public property for an event, to have a parade/march/run on City property, to close a street within the City or to request the use of amplified sound on public property or public space. The completed form must be submitted to the Special Events Coordinator at the Gainesville Police Department, a minimum of 30 business days prior to the event date. All permit applications must include **all required attachments** and a \$29.00 nonrefundable processing fee (checks payable to "City of Gainesville").

- Requests for street closures involving county roads require applicant to obtain County Commission approval prior to event.
- Requests for street closures involving or affecting use of state roads must be submitted 45 days prior to event date.
- Requests for **Extension of Boundaries** event permits must be submitted a minimum of **45 days prior to event date**, and must include the Permit Application Supplement.

Event Name ↑	Event Date ↑
Sponsoring Organization/Individual ↑	Application Date ↑
Full Mailing Address of Sponsoring Org./Individual, incl zip code ↑	Non-profit # (required for City-sponsored events only)
Registered Agent of Organization (if applicable)	Full Mailing Address of Registered Agent
e-mail:	
Contact Person for Event ↑	Phone (h) ↑ Phone (w) ↑

PARKING: ☐ Specific parking lots designated for vendors (see below) at event site ☐ Working with local businesses, plan to share use of their parking lots
☐ No plan, attendees will use available parking

Estimated Attendance at Event _____
How will event be promoted? _____

(Attach flier, press release, poster or other promotional materials.)
Purpose of event (if fundraiser, please specify): _____

City of Gainesville property you are requesting to use:
NOTE: completion of this form does NOT reserve the event location.

Approval for event location must be obtained separately.

_____ Gainesville Community Plaza
_____ City Hall Mall
_____ Park Facility: _____
_____ Other (city parking lot, etc.) _____

Will volunteers be provided? Y/N Number: _____
Will portalets be provided? Y/N Number: _____

Clean-up by Parks REQUESTED? Y/N

NOTE:--->

Hours of Event: _____ am/pm to _____ am/pm
Set-up hours: _____ am/pm to _____ am/pm
Admission charge? Yes/No If yes, amt.? \$ _____
If Fundraiser name of charity? _____
Planned activities: _____

Extension of boundaries requested? Y/N # of security personnel: _____
Hours of boundary extension: _____ am/pm to _____ am/pm
Will tent(s) be erected at event site? Y/N
(10' x 10' tents only allowed on City Property)
Are external electrical connections proposed? Yes/No
(Safety inspection and fee required by Bldg. Insp. Dept.)
Unless event is city-sponsored, applicant is responsible for all elec. connection costs.
Will any alcohol be served? Yes/No Where?
(Liquor license from State Div. Alcohol & Tobacco required.)

Clean-up by Parks Div. staff may be required at expense of applicant.

TO USE AMPLIFIED SOUND: (70dB(A) maximum)

(Reference Gainesville Code, Section 15-4)

Hours proposed: _____ am/pm to _____ am/pm

Location: _____

A Noise Permit for a **maximum sound level of 70dB(A)** is available for entertainment events open to the public and on public property or public space (as defined in Gainesville Code, Chapter 30-23); a maximum of six Noise Permits may be obtained for any public space per calendar year. **The permitted amplified sound must occur between the hours of 9am and 12 midnight Sun-Thurs, or 9am and 1am (of the following day) Fri & Sat.** Functions may be held between the hours of 9am on New Year's Eve and 1am the following day, 9am on October 31st and 1am the following day only if October 31st is on a Friday or Saturday, and between 9am and 2am the following day if there are no private residences, hospitals or nursing homes within a ½ mile radius of the event site (requires certification from Community Development). Amplified sound cannot exceed 70dB(A) as measured 200 feet from the real property boundary of the source property. When 1 or more streets are closed adjacent to the source of the sound, the measurement shall be taken 200 feet from the boundary of the closed area.

MAXIMUM SOUND LEVELS WITHOUT A NOISE PERMIT IN dB(A)

SOURCE LAND USE

Residential
Commercial

DAYTIME

61
66

NIGHTTIME

55
60**TO CLOSE A STREET (temporary):**

(Reference Gainesville Code, Section 23-42)

Street(s) to be closed, including intersecting roadways: _____

Hours proposed for street closure: from _____ am/pm to _____ am/pm (include preparation time needed for participants)

Roadways proposed for closure (check all that apply): ☐ City Street(s) ☐ County Road(s) ☐ State Road(s)

Temporary street closure signs prepared by Transportation Services staff may be required at expense of applicant.

Will You be purchasing your own barricades Y/N, (If you mark No and they are required City Staff will bill your event this cost)

Extension of Boundaries: Applicant will provide temporary fencing and private security to ensure legal drinking age of individuals entering closed street area(s). It is the responsibility of applicant to obtain and distribute appropriate identifiers such as wrist bands. Failure of applicant to adequately control the distribution of the identifier will result in immediate revocation of the approved event permit and cessation of the event. **A copy of your Temporary Alcohol Permit from the State of Florida Division of Alcoholic Beverages and Tobacco, must be provided to the City 10 business days prior to your event, failure to acquire said permit will result in denial of the Extension of Boundaries Portion of your event.**

A map of the proposed closed area MUST be attached (Ext. of Boundaries, please see supplement form), along with Street Closure Petition to document notification to residents and businesses affected by the closure(s). Street Closure Petition form is available from the Events Coordinator. Closure of a county road requires approval from Alachua County Sheriff's Office and Public Works Department. Closure of a state road requires Florida Dept. of Transportation approval (form is available from Events Coordinator). **Permittee is responsible for provision of necessary barricades, traffic cones, signs, etc., conforming to Florida DOT specifications to close a roadway, and is responsible for all associated costs. Maintenance of roadblocks is required during the event to ensure emergency vehicle access at all times.**

Applicant signature: _____

TO HAVE A PARADE/PROCESSION/MARCH/RUN:

(Reference Gainesville Code, Section 23-42)

Anticipated number of persons/units: _____

Location of route-CIRCLE ONE: sidewalks, roadways – ATTACH MAP

Starting time/point: _____

Ending time/point: _____

A map of the parade route must be attached. A license is required from the City's Occupational License Division prior to operation of any sound vehicle. Chief of Police and Fire Chief will have final approval on parade permit requests. **Permittee is required to have a State of Florida approved Maintenance of Transportation provider for all roadway closures involving state roadways. Costs for barricades and cones are the responsibility of the event organizer.**

ALL APPLICANTS MUST SIGN: Applicant certifies by signature below that the information on this application is true and complete to the best of his/her knowledge. Applicant agrees to hold harmless, indemnify and defend the City of Gainesville, its officers and employees from any liability costs and attorney fees that may arise from the event. Applicant agrees to comply with all City ordinances and regulations in connection with the event and understands that the violation of any City ordinances and regulations during the event will result in the revocation of the permit. Applicant agrees to pay the City of Gainesville for any services required in the staging of this event, and will provide a minimum of 72 hours notice for cancellation or rescheduling of the event. Failure to give adequate notice of cancellation or rescheduling of said event may result in staffing or equipment charges to your event permit. Failure to pay event cost may result in denial of future special event permits. Permit application fees are not refundable.

Applicant Signature _____

Date _____

Drivers License Number _____

Witness Signature _____

Below to be completed by City staff:

City-sponsored event? Yes No Fund Source for Costs: Applicant/City Acct. # _____

POLICE COSTS TO BE PREPAID BY APPLICANT: _____

TRANSPORTATION SERVICES COSTS TO BE PREPAID BY APPLICANT: _____

REC & PARKS COSTS TO BE PREPAID BY APPLICANT: _____

SOLID WASTE COSTS TO BE PREPAID BY APPLICANT: _____

UTILITY (ELEC.) COSTS TO BE PREPAID BY APPLICANT: _____

Fire Rescue/EMS COST TO BE PREPAID BY APPLICANT: _____

Permit fees paid on: _____ Costs given to Applicant on: _____ Costs prepaid by Applicant on: _____

Extension of Boundaries:

Copy of approved State Div. Of Alcoholic Beverages & Tobacco Application received on: _____

PERMIT REVIEWED BY:

Facilities Coordinator: _____

Date: _____

City Transportation Services/Designee: _____

Date: _____

Fire Chief/Designee: _____

Date: _____

Police Chief/Designee: _____

Date: _____

Parks Division: _____

Date: _____

PERMIT STATUS:

APPROVED

DENIED

If Denied Reason for Denial: _____

City Manager/Designee: _____

Date: _____