



# **Special Events & Facilities Use Guide**

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Pinellas County Government

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Welcome to the **Pinellas County Special Events & Facilities Use Guide!** Our goal is to help you have a safe and successful event and/or use of county facilities.

Please familiarize yourself with the guide – it contains many of the county rules and regulations regarding use of county-owned facilities, county-owned land and events held on county property. Keep in mind, **this guide is for unincorporated Pinellas County only** and does not include processes necessary for cities or townships sitting within the unincorporated area.

There can be several county departments, and perhaps other regulatory agencies, that you may need to contact when you have a special event. Each can have their own requirements. We hope our guide and application process provides ease of use, consistency and navigation across county departments. We feel confident this guide will assist in planning your event as it may or may not relate to regulatory requirements by other local, state or federal agencies, including information about when an event may require law enforcement personal and/or other emergency services on site.

Our mission is to provide an established application process regarding use of public land and/or facilities for private and/or commercial purposes, that can be used for most of the county departments you may need to approach. We will provide a courteous, timely and consistent approach to the process and enforcement of rules for all applicants while ensuring the safety and protection of county assets for all county citizens. The County reserves the right to approve or deny your event.

Pinellas County has provided information related to our application process and other noteworthy information for facility use and special events at this site. It is the **responsibility of the applicant** to determine that all federal/city/state/etc. requirements have been met and all federal/city/state/etc. permits have been obtained.

## Application and Submittal Requirements

The following list of four items and definitions is provided for better understanding of when the County requires an application. **All items listed require an application for acceptance by the County.**

One of the first things to consider is where the event will be held. Will it be in one location or multiple locations? Will it be held on county property only or will it enter other municipal jurisdictions, as typical of marathons and long distance bicycle rides? Will it involve a road closure? When the logistics have been determined, the next step is determining if an application to the County is necessary.

If your event involves commercial use of a county facility or property, involves a road closure or will be held in a county park, you may be required to submit an application.

### 1. County Facilities Use

*County Facilities Use* is described as the temporary use of a county-owned or -operated building, structure or sections of a building or structure by a private group or business group, where no commercial transaction takes place. Requests to use a county building for purposes of a meeting would fall into this category.

Please be advised, county facilities use does not include any of the characteristics under items 2-4 below, and park shelter requests are not included in this definition (see *Park Use*).

- Application required = *Facilities Use application*

### 2. County Road Closure

*County Road Closure* is described as a full, partial, sidewalk or alley closure, including roads located in county-operated parks or preserves for the purpose of a public gathering for festivals, exhibitions, markets, parades, sporting events, charity events, organized neighborhood events or any other gathering of persons requiring closure on a specific date and time as permitted by **Pinellas County Building & Development Review Services**.

The definition for a county road closure does not include authorized road closure as part of a county contract for maintenance or construction.

- Application required = *Special Event application* and *Fireworks Display Operation Permit (if applicable)*

### 3. Commercial Use or Commercial Activity

*Commercial Use* or *Commercial Activity* are described as the sale, service or solicitation of goods, items, services, entertainment or amusement for a fee at any county-owned or managed land that is not offered by the department or county approved concessionaire, licensee, permittee or contracted vendor.

Basically, there will be an exchange of funds, either electronically or in person, before, during or after use of a county property for catering, entertainment, drop-off equipment rentals, etc. Below are two examples of *Commercial Use* or *Commercial Services*:

- A private individual or company who receives fees for services or products while operating in a county park.
- A private wedding on county-owned/operated property when money will be exchanged between any parties other than Pinellas County for any part of the service, including catering or entertainment.

Examples do not include vendors or contractors who have current contracts or agreements with Pinellas County.

- Application required = *Special Event application* and *Fireworks Display Operation Permit (if applicable)*

### 4. Park Use

Park use can be described in many ways because not all visitors to county parks have a planned activity, nor do they want to reserve a shelter. For this reason, the county created a separate category for park use as it relates to *County Facility Use* and *Special Events*.

If applicable, the following section outlines the applications needed for park use only. Please review the three processes to determine if any will apply to you. Keep in mind regardless of attendance, any activity that potentially impacts the utilization of park facilities for the general public will require **one of the following application processes**:

**a. Park Shelter Reservation Request Only** – Use of a county park for a gathering of less than 200 persons at any one time with no organized athletic activities, and does not meet any of the previous definitions for use or event.

Shelters are never required, but are recommended if you plan to have a large group of persons at any one time.

For a county park shelter reservation, please visit [www.pinellascounty.org/resident/recreation.htm](http://www.pinellascounty.org/resident/recreation.htm).

**b. County Park Facility Use** — Use of a county park or facility location (not a shelter) for a gathering of 200 or less persons at any one time. This use can be with or without a shelter reservation as shown in **4a**, and does not include organized athletic activities, *Commercial Use/Commercial Activity* or *Road Closure*.

For use of a county park facility, please complete the *Facility Use application*.

**c. Special Event within County Park** — Park use for a special event can be described as the use of a county park, preserve or facility location involving organized athletic activities or involving commercial use or commercial services as described in the *Commercial Use or Commercial Activity* section.

For use of a county park for a special event, please complete the *Special Event application* and *Fireworks Display Operation Permit (if applicable)*.

**d. Wedding within County Park** — Park use for holding a private or commercial wedding, regardless of size.

For use of a county park for a wedding, please complete the *Wedding application*.

## Submitting an Application

Once the event location is determined and the type of application has been selected, complete the application or make the reservation request (if applicable). Submit all requests to the county department administering the location.

The following departments accept the *Special Event* and *Facilities Use* applications for use and events:

- **Building & Development Review Services** — usually involves a road closure, including block parties, art shows and festivals and tent permits, with the exception of county park road closures.
- **Parks & Conservation Resources** — for all park related use/events, including in park road closures.
- **Real Estate Management** — for temporary use of a county-owned building other than a park.
- **Safety & Emergency Services** — fire administration for all pyrotechnic/fireworks displays.
- **Visit St. Pete/Clearwater** — for professional/commercial film/photography requests.

If submitting a *Special Event* application for parks use, and a road closure is necessary outside of park boundaries, two departments require this application. Submit one copy to **Parks & Conservation Resources**, the other copy will go to **Building & Development Review Services** for review and permitting of a road closure.

## Application Deadlines

Turning in applications and any other necessary information is important to having a successful event. County departments need time to review the applications, contact other departments and possibly make additional requests of the applicant. Last minute applications don't give the necessary time required for all parties to prepare for the request. We don't want the planning of your event to be stressful because the process isn't started in a timely manner.

To be sure there is enough time for all affected departments to approve the event, give you feedback on additional information needed and answer your questions, the county has established timelines for submission of use and event applications. Please review the following timelines:

**Park Shelter Reservation Only** — reservations can be made up to one year in advance; available online.

**Facility Use Application** — 30 business days prior to the need for use, but no earlier than 180 business days in advance.

**Fireworks Display Operation Permit** — no less than 30 days prior to event.

**Special Event Application** — 90 business days prior to the event, but no earlier than 180 business days in advance.

Parks & Conservation Resources (PCR) will accept Special Event applications up to one year in advance; however, this is **NOT** a guarantee for immediate review. Reviewing departments other than PCR may not be able to review the application until 90 days prior to the event.

Once the application is received, the County will review it. The applicant will be contacted with notice of approval or a request for additional information.

## Posting Event Paperwork

On occasion, the County and/or other regulatory or governmental agencies will send staff to monitor, or perform safety inspections or verify that permits have been issued for permitted items. These inspections can occur at sites where events are being held.

Our goal is to minimize the impact of disruption to your event. Therefore, we have a few recommendations for your continued enjoyment at the event.

We suggest **any and all notices for acceptance of the event or activity be posted in a visible location** throughout the event; this includes any permits and/or licenses received from other agencies.

Failure to comply with posting of approvals or permits may result in immediate termination of certain activities or event shut down. We would like to avoid this if at all possible.

## Potential Event Requirements

**Please review  
the following  
requirements.  
Some may or  
may not apply  
to your event.**

### Food & Beverage

Any food or beverage distribution, whether by sale or donation, shall be in compliance with the *Florida Department of Business and Professional Regulation guidelines for Temporary Food Service Events* and shall have appropriate business licenses and insurance. For more information regarding short term food and beverage licensing, please visit [www.myfloridalicense.com](http://www.myfloridalicense.com).

Distribution, sale or consumption of alcohol on county property or in county facilities is prohibited. However, there are occasions when the County may authorize a **PUBLIC FUNCTION** allowing the distribution, sale or consumption of alcohol. This activity can only be conducted if an alcohol waiver is approved by the County Administrator or a contract has been reviewed and approved by county contract review staff, including the County Administrator.

The following completed document, *Request for Distribution, Sale or Consumption of Alcohol Waiver form*, must be returned with the completed *Facilities Use or Special Event* application. Submittal of the waiver form does not guarantee or authorize this activity. A permit will be issued if authorized by the County Administrator.

The County reserves the right to decline approval for the sale or distribution of alcoholic beverages on county property or in county facilities. The County will review the application and waiver form to determine authorization for a function open to the public.

Information related to the short term license/permit can be obtained from *Florida Department of Business and Professional Regulation website*. If your alcohol waiver is approved, you are required to provide a short term license/permit from the state within 30 calendar days of your event.

### Road or Lane Closure

**Building & Development Review Services** administers the permitting and application process for county road closures. To close a county road in Pinellas County requires much preparation and review of current county-wide obligations for the road on the date being requested. Therefore, we suggest notifying the department a minimum of 90 days prior to request a closure.

If a road closure is requested, proper road signage must be displayed notifying the public of the closure and/or detour route at least 14 calendar days prior to the event and shall remain posted until the close of the event.

Keep in mind, a *fee is associated with a road closure*. Payment is required at the time the application is submitted to the County.

An emergency lane for ingress and egress of emergency vehicles, law enforcement and staff must be included in proposed plan for road closure.

**Additional rules and regulations for road closure** are as follows:

- Operation and maintenance of event shall not interfere with property and rights of prior occupant.
- Operation and maintenance of this event shall not create an obstruction or conditions which are or may become dangerous to the traveling public.
- A *Maintenance of Traffic (MOT)* plan must be developed in keeping with standards of the *Florida Department of Transportation Design Standards Manual for Design, Construction, Maintenance and Utility Operations on the State Highway System* (600 Series or event specific), the *Florida Department of Transportation Manual of Uniform Traffic Control Devices*, and the Pinellas County bureau director of the **Department of Environment and Infrastructure** (DEI) or his agent.
- The applicant will repair any damage to the road or highway or other county property by reason of exercise of any of the privileges granted in the permit, and shall repair the same promptly within seven calendar days from date of loss or incident. This is to restore it to a condition at least equal to that immediately prior to the infliction of such damage. All portions of the right-of-way other than paved areas disturbed by this event will be compacted, mulched or sodded as required.

### **Tent Permitting**

**Building & Development Review Services (BDRS)** administers the application and permitting process for tents greater in size than 10' x 10' as required by county code.

### **Amplified Sound**

If an event or use will have live music or amplified music, the applicant will ensure compliance with all noise ordinances as found in *Pinellas County Code Chapter 58, Article XII, sec. 58-441 to 58-454*.

**Pinellas County Code Enforcement** may visit the event. Please familiarize yourself with the applicable penalties related to the Pinellas County ordinance for failure to comply with the noise ordinance. [View the county code related to noise ordinances.](#)

## Emergency Medical and Fire Services

Application requests may be required to have dedicated emergency response staff on site depending upon the size and nature of the special event; and will be required for **ALL** permitted fireworks display operations.

Emergency response capability may be either the local Fire/Rescue Agency and/or Sunstar Paramedics (Pinellas County's ambulance service) to provide emergency medical services and/or fire protection.

The County reserves the right to require fire/rescue and/or emergency medical services personnel at any event and at the expense of the applicant.

If notification is provided that these services will be required, the applicant is responsible for contacting Pinellas County Public Safety Services – Emergency Medical Services (EMS) Division at (727) 582-5750 to develop an appropriate medical plan for your special event and the local fire/rescue agency for any fire protection services required. The County's EMS Division will coordinate with the local fire/rescue agency(s) who can assist in providing First Responder Emergency Medical Services.

If the fire authority having jurisdiction determines that an indoor or outdoor event has an adverse impact on public safety (diminished access to buildings, structures, fire hydrants and fire apparatus access roads) or public safety services, that fire official shall have the authority to order the development of, or prescribe an Operations Plan for the provision of, an approved level of fire response and/or coverage. The plan shall address such items as emergency vehicle ingress and egress, fire protection, public assembly areas and the need for fire personnel for such event.

If required, proof of service request shall be submitted to the County at least 30 days prior to event; this includes requests involving fireworks display operations.

For events in excess of 2,000 people, the County requires a specified location be designated for First Aid and Lost & Found. The area must be staffed with persons certified in First Aid and CPR. This requirement is in addition to the attendance of emergency staff.

## Insurance Requirements

Minimum applicable requirements as shown below must be provided **no later than 30 days prior to the event or use:**

**Commercial General Liability insurance** including, but not limited to, Bodily Injury, Property Damage and Personal Injury.

### Limits

General Aggregate	\$1,000,000
Products/Completed	\$1,000,000
Operations Aggregate	
Personal Injury and Adv Injury	\$1,000,000
Each Occurrence	\$1,000,000

*(Bodily Injury & Property Damage)*

Pinellas County, a political subdivision of the state of Florida, shall be endorsed to the required policy or policies as an “Additional Insured.” A copy of the “Additional Insured Endorsement” form must be provided with certificate of insurance as proof of coverage.

The term “County” or “Pinellas County” shall include all authorities, boards, bureaus, commissions, divisions, departments and offices of the County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.

All policies shall be written on a primary, non-contributory basis.

Pinellas County reserves the right to request a copy of all insurance policies pre-and post-event.

Additional insurance coverage or higher limits may be required based upon exposures determined during review of the application. This additional coverage may include a higher limit for *General Liability*. **Other insurance coverage may be required including but not be limited to:**

- Commercial Auto Liability
- Aviation Liability
- Liquor Liability
- Marine Liability
- Pollution Legal Liability
- Workers Compensation and Employer’s Liability

Vendors hired by the applicant for commercial services at an approved event are required to meet the same minimum requirements for *General Liability* **and** are required to provide proof of *Commercial Auto Liability* coverage if a commercial vehicle is used as part of their operation, including delivery of goods or services on county property. Proof of insurance coverage by you and for all vendors (hired or donated) must be submitted no later than 30 days before the event.

Please be sure you are able to secure the proper insurance coverage. Incomplete proof of insurance coverage will not be accepted and could cause your event to be canceled.

If your organization does not carry insurance coverage, we suggest you check with your agent or broker to share these requirements with them or visit [TULIP website](#).

The [TULIP website](#) will ask you to provide information related to your event. Based upon your answers, it will determine your insurance needs, and prepare and calculate a short term policy for you. If choosing to purchase a policy from this site, please include as an *Additional Insured*:

Pinellas County Board of County Commissioners  
400 South Fort Harrison Avenue  
Clearwater, FL. 33756

**Pinellas County Risk Management** recognizes the above referenced [TULIP website](#); however, is unable to make any recommendations to or endorsements for any third party companies or organizations.

Applicants meeting insurance requirements with a day specific policy should have a plan in the event of a rain delay. Insurance coverage acceptance is only authorized for the specified date on the certificate of insurance. Charges to covered policy periods must be pre-approved by Risk Management.

## Law Enforcement

The Pinellas County Sheriff's Office (PCSO) is the agency responsible for law enforcement within Pinellas County and contracted cities. The Pinellas County Sheriff's Office is responsible for the protection of life and property of the public by maintaining and promoting community order. The PCSO provides supplementary law enforcement services through the Secondary Employment Office.

PCSO will determine the number of members needed for a particular event based on a variety of variables

to include: the estimated number of attendees; the availability of alcoholic beverages; the event location; weather conditions; time and day during which the event is scheduled; the need for street closures and rerouting of vehicular or pedestrian traffic; and history of a particular event.

Events requiring road closures or involving alcoholic beverages may be required, by Pinellas County, to contract law enforcement services through the PCSO for the safety of the attendees. The cost for deputies is a set flat rate of \$45 per hour with a three (3) hour minimum. Events requiring more than three (3) deputies may require a supervisor be assigned as well.

Questions regarding this process can be directed to the PCSO Secondary Employment Office at 727-582-6176 or 727-582-6285.

The following personnel matrix may be used for planning purposes; however, this matrix is subject to modification by the PCSO Special Services Unit based on a variety of reasons, some of which are listed above. The personnel matrix DOES NOT include members required for traffic control.

**Personnel Matrix**

		<b>EXPECTED ATTENDANCE</b>				
<b>Number of Attendees (at any one time)</b>	<b>Non-Alcohol Event</b>					
	<b>up to 100</b>	<b>101-1000</b>	<b>1001-3000</b>	<b>3001-5000</b>	<b>5000+</b>	
	1	3	5	6	8+	
	<b>Alcohol Event</b>					
	<b>up to 100</b>	<b>101-1000</b>	<b>1001-3000</b>	<b>3001-5000</b>	<b>5000+</b>	
	2	4	6	8	12+	

**Lighting**

If the area intended for use is not meant for pedestrian traffic and does not have adequate lighting, portable flood lights will be required at the expense of the applicant.

**Parking**

Prior to the event, adequate parking for attendees must be arranged. A parking plan with a map shall be provided by the applicant as a separate document to the *Facilities Use* or *Special Event* application.

During the application review process, the parking map will be reviewed to determine if the chosen parking meets

the needs for the event, and ensures the safety of Pinellas County citizens in, on or around the designated parking area.

If a road closure is necessary, proper signage must be displayed notifying the public of the closure and/or detour route at least 14 days prior to the event and shall remain posted until the close of the event.

## Portable Restrooms/Hand Wash Stations

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.

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

The applicant will be responsible for overseeing delivery, setup and removal of the portable restrooms. Portable restrooms need to be removed from county premises no later than 24 hours after event conclusion.

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.

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.

### Portable restroom locations should be:

- Well marked
- Cleaned and maintained throughout the duration of the event
- Near hand-washing stations
- Well lit (if nighttime use is anticipated)
- Serviced (including pump-out of portables)
- Located away from food/beverage storage and service areas
- Secured to prevent tipping

Use the following tables for determining the number of restrooms and hand-washing stations needed based upon event attendance and activity.

**Portable Restrooms**

**EXPECTED ATTENDANCE**

Hours	Standard Event							
	50	100	250	500	1000	5000	7000	10000
2	1	2	3	4	5	23	32	46
4	1	2	3	4	7	32	45	64
6	2	3	4	6	8	36	51	72
8	2	3	4	8	8	39	54	77
10	2	3	4	8	9	40	57	81

**Portable Restrooms**

**EXPECTED ATTENDANCE**

Hours	Event with alcohol							
	50	100	250	500	1000	5000	7000	10000
2	2	3	4	5	6	26	36	52
4	2	3	4	5	8	35	51	72
6	3	4	5	7	9	41	58	81
8	3	4	5	9	9	44	61	87
10	3	4	5	9	10	45	64	92

**Hand-washing Stations**

**EXPECTED ATTENDANCE**

Number of Hand-washing Stations	Standard Event					
	50	100	250	500	1,000	5,000
2	2	2	2	4	6	18
Number of Hand-washing Stations	Event with alcohol					
	50	100	250	500	1,000	5,000
2	2	2	2	4	8	20

## Site Map

A site map must be attached to a *Special Event application* only. The map must be clearly drawn or illustrated to include any of the following criteria, if applicable to the event:

- Directional indicator denoting north, south, east, west
- 
- Circle, highlight or otherwise denoted 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, vendors, amusements, barricades, refreshments, signs, ticketing, lighting placement, waste receptacles and first aid/lost & found locations.

## Waste Management/Recycling

Waste management is the responsibility of the applicant. Pinellas County is not responsible for the removal or disposal of waste produced from a special use or special event. Please contact a waste management organization for delivery/drop-off/removal of waste through the use of additional receptacle containers or dumpsters.

Any receptacles for waste must meet the minimum requirements for setup as provided by **Building & Development Review Services**. The site map shall show all locations of intended receptacles and record the measurements from each curb, private property, sidewalk and driveway.

If the event involves food preparation, the applicant's hired vendor shall properly dispose of the food items including grease. The applicant is 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.

In the event Pinellas County must remove waste from a scheduled event, the applicant is responsible for all applicable costs.

## Water

Appropriate access to drinking water, either by water stations or purchase from a hired vendor, must be available for persons in field or outdoor venues, or at events where activity can produce extreme temperatures.

The applicant is responsible to provide an adequate quantity of drinking water and any fees associated with providing drinking water. Water may not be accessed for any reason from a fire hydrant without the express consent of the local fire department.

When estimating the amount of water needed to keep the guests and staff hydrated, consider the event duration, location and season.

## Electrical Services

Request for use of county electrical sources must be obtained prior to the event. A list of all equipment requiring electricity must be submitted with the *Special Event* application.

Existing electrical locations within our facilities, parks and preserves may be inadequate for the needs of certain events. Pinellas County reserves the right to deny use of electricity at any time for any location, and does not guarantee or warranty availability. Any damage to existing electrical services due to overload will be the responsibility of the applicant.

Request for permission to use a privately-owned generator must be made with your application. Generators are prohibited from being placed in an enclosed area or adjacent to a residential area.

## Shelter Reservations (county parks only)

*Shelter reservations for Pinellas County parks* can be requested from **Parks and Conservation Resources** up to one year in advance *online* or by calling (727) 582-2100.

Applying for a *Special Event* does not guarantee a shelter reservation; shelters can be reserved up to one year in advance. If a shelter reservation has been requested, please note this on the *Special Event application*.

## Vendors, Equipment and Other Commercial Service Providers

All hired or contracted vendors for the event are required to provide proper proof of insurance coverage. They must provide and/or post all required permits for their services. All waste and excess materials must be removed and properly disposed of at the expense of the vendor or applicant.

Vendors are not permitted to drive vehicles in the event zone during the hours the event is open for public access. The event zone is defined as the boundaries drawn on the site map.

Vendors will shut down their operations at the time listed on the *Special Event* application as “Official End Time.” No additional sale or services will be permitted after that specified time. The time needed for tear-down of equipment will be included in the wrap-up time designation.

## Helpful Information

### Use of County Logo

Pinellas County does not sponsor private events. Using the Pinellas County logo is not authorized without written consent from the Board of County Commissioners. Unauthorized use of the Pinellas County logo or seal can result in legal action.

### Advertisement

Advertisement of event is at your own risk. We suggest you do not advertise prior to County approval of event. If the need to advertise the event is imperative, we recommend following the 180-day submission for permit. We will strive to return a permit at least 90 days prior to the event.

### Cancellation or Postponement

The County reserves the right to cancel or postpone an event due to inclement weather or state of emergency. Other unforeseen circumstances include, but is not limited to, hurricane, tropical storm, weather service warning of severe weather or state of emergency announcement.

### Capacity

All county facilities and properties have maximum capacities based upon fire/safety regulations, seating capacities, parking provisions and intended use. Pinellas County reserves the right to deny any application if the expected attendance will exceed the safe capacity of the facility or property.

### Operation/Maintenance/Supervision

The applicant assumes full responsibility for the operation, maintenance and supervision of the entire event. Pinellas County makes no representations about the suitability of the proposed location for the event. Applicant shall fully inspect the site and plan accordingly.

Pinellas County will not provide security or assume any responsibility for personal property. For events involving multiple-day site use, security must be provided at applicant's expense to monitor personal property. If the multiple-day event involves staging, a safety check must be performed on the stage setup each day prior to the event opening.

Weather watch and unforeseen emergency situations are the responsibility of the applicant/permittee. However, the County Sheriff's Department and/or local fire departments reserve the right to communicate evacuation orders and/or seek shelter requests.

It is recommended the applicant station event coordinators at various locations throughout the event to broadcast the need for evacuation or shelter in the event of an emergency.

## **Safety and County Property Site Information**

The County from time to time, may visit an event site before, during or after the event for purposes of evaluating safety issues at the event. Should unsafe acts or conditions be observed, the County safety representative will discuss them with the event coordinator, and it is the responsibility of the event coordinator to remedy the unsafe act or condition. Failure to do so may affect the ability for the event to continue and/or affect future approval for events.

The appropriate County Director/Site Manager will have the unlimited right to shut down an event for safety reasons. Also, any special event held on County Industrial Facilities shall be approved by County Director/Site Manager due to operational constraints.

## **Additional Info**

All documents, licenses and permits must be registered, approved and assigned in the same name or will not be accepted. Likewise, vendor licenses and proof of insurance must also match.

The person signing all documentation must be an authorized party to legally bind the organization, company or other to the contract for which they are signing. This will be verified.

Receipt of the application does not grant or guarantee approval for the use or the event. If any information is missing, falsified or does not comply with deadlines and requirements, permission may be denied. Pinellas County reserves the right to deny use or event(s).

A separate application must be completed for each event; this includes annual or regularly scheduled events. Separate approval notices will be provided for each event unless the County agrees otherwise.

All event equipment must be removed by the date scheduled as the *Wrap-Up Date*. Any property not removed by the final *Wrap-Up Date* will be disposed of by the County at the expense of the applicant.

Pinellas County has provided information related to our application process and other noteworthy information for facility use and special events at this site. It is the responsibility of the applicant to determine that all federal/city/state/etc. requirements have been met and all federal/city/state/etc. permits have been obtained.

Pre- and post-event inspections may be requested by Pinellas County. One or more authorized persons from the approved permit must be in attendance for the post inspection at date and time requested by the County.

Incomplete, illegible and/or unsigned applications will **NOT** be accepted and will be returned.

## Event Timeline and Checklist

**Failure to follow recommended guidelines could result in the denial of application.**

### 90 Days Prior to Event

- Submit *Special Event* application
- Submit site plan
  - If applicable:
    - Apply for road closure and fees
    - Apply for tent permit and fees
    - Park Shelter Reservation Request
    - Alcohol waiver request for County Administrator

### 60 Days Prior

- If applicable:
  - Contact and schedule for emergency services
  - Contact and schedule for law enforcement
  - 501(c)3 & Certificate of Tax Exemption
  - Contact Bureau of Alcohol & Tobacco for short term permit
  - Contact and document payment for services:
    - Portable restroom
    - Waste receptacles
    - Food & Beverage
    - Etc.

### 30 Days Prior

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

### 10 Days Prior

- Final discussion with Pinellas County Staff regarding event
- If applicable provide verification that services have been requested for:
  - Portable restrooms
  - Waste Management
  - Emergency services
  - Law enforcement

## Resources and Applications

### Resources

#### Parks & Conservation Resources

12520 Ulmerton Road, Largo, FL 33774  
(727) 582-2100

[http://www.pinellascounty.org/forms/parks\\_form.htm](http://www.pinellascounty.org/forms/parks_form.htm)

#### Pinellas County Code – Chapter 90

[https://library.municode.com/HTML/10274/level2/PTIIPICOCO\\_CH90PACORE.html](https://library.municode.com/HTML/10274/level2/PTIIPICOCO_CH90PACORE.html)

#### Building & Development Review Services

440 Court Street, Clearwater, FL 33756  
(727) 464-3888

<http://www.pinellascounty.org/forms/building.htm>

#### Safety & Emergency Services

12490 Ulmerton Rd., Largo, FL 33774  
(727) 582-5750, EMS

(727) 582-2437, Fire Administration

#### Visit St. Pete/Clearwater Film Commission

<http://www.filmspc.com>

#### Florida Department of Business & Professional Regulation Public Food Service

<http://www.myfloridalicense.com/dbpr/hr/statutes.html>

#### Alcoholic Beverages and Tobacco Licenses

<https://www.myfloridalicense.com/intentions2.asp?chBoard=true&boardid=400&SID=>

#### Florida Department of Health

<http://www.pinellashealth.com>

#### Pinellas County Sheriff's Office

Sgt. Nicholas Lazaris  
(727) 582-6255

email: [nlazaris@pcsonet.com](mailto:nlazaris@pcsonet.com)

Cpl. Ernie Armistead

(727) 582-6731

email: [earmistead@pcsonet.com](mailto:earmistead@pcsonet.com)

### Applications

Also, see web page for links to **PDF** documents

- **Facilities Use application** (2 pages)
- **Special Event application** (9 pages)
- **Wedding application** (2 pages)
- **Fireworks Display Operation Permit** (4 pages)
- **Temporary Waiver/Alcoholic beverages** (1 page)