



CONSERVATION and ENVIRONMENTAL LANDS MANAGEMENT (CELM)

Special Event Application Procedures (No Alcohol Served)

Completed applications should be emailed to ConservationParksAdmin@hillsboroughcounty.org for processing:

1. The completed Special Event Application must be received a **minimum of 90 days** prior to your event date.
2. All payments for the event **must be paid 30 days** prior to the date of the event. If not, the facility will be released for other organizations and/or private citizen use. Fees will be determined once the application is received.
3. Include with your application the below:
 - A copy of the signed Special Event Indemnification Agreement. Releasing Hillsborough County BOCC from all liability relating to injuries that may occur during your event.
 - A copy of your organizations nonprofit Florida Tax Exempt Certificate if applicable.
4. Liability insurance is a requirement for all events that are held on Hillsborough County Property. Based on the event type Hillsborough County's Safety and Risk Management Department will determine the amount of insurance needed.

Things to Remember when Filing an Application

1. **Submitting an application does not guarantee approval.** All events must go through the approval process. Once the event is approved the organization will be sent a usage-permit letter stipulating the terms of the agreement. A copy of the letter must be kept onsite at the time of the event and the original must be signed back to our main office.
2. Incomplete applications will not be processed.
3. Vendors (selling item) and Exhibitors (showcase/give always) at your event are **required** to fill out the proper paperwork for approval.

Denial or Rejection of a Special Event Permit Application

1. The application is not executed properly or is incomplete.
2. The application contains material misrepresentation or fraudulent information.
3. The applicant owes Hillsborough County BOCC money from another event, services provided or damages to county property.
4. The Office of Special Events has already received a completed application and given preliminary approval for the same date and or space.
5. If the use or the event would conflict with previously planned programs organized and conducted by the county or non-governmental agencies previously scheduled for the same time and place.
6. The applicant does not comply with all applicable ordinances, traffic rules, park rules and regulations, state health laws, fire codes and liquor licensing regulations.
7. The use or event proposed by the applicant would present an unreasonable danger to health or safety of the public or applicant.
8. The use or event is prohibited by law.



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SPECIAL EVENT APPLICATION

The completed Special Event Application must be received a minimum of 90 days prior to your event date. Submitting an application does not guarantee approval. If any information provided in this application is false or if the application does not comply with timeframes, deadlines and requirements the permit may be denied.

Hillsborough County Ordinance #08-17 allows the department director to approve or deny any for profit/nonprofit event/activity on county property. However, The Board of County Commissioners (BOCC) retains authority.

APPLICANT INFORMATION

Name of person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Cell #: _____ Email: _____

Name of organization that is financially responsible for the event: _____

Profit Non-profit (attach copy of tax exempt certificate)

Fed ID #: _____ Tax ID #: _____

EVENT INFORMATION

Event Name: _____

Date of event: _____ Location of event: _____

Set-up date and time: _____ Hours of event: _____ Expected attendance: _____

Number of vendors (Selling on Site): _____ Number of Exhibitors (Not Selling): _____
(Attach a list with the vendor's names and items they are selling) (Attach a list with the exhibitor's names and giveaway/showcase items)

Will there be an Admission Fee for your event? Yes No If yes, What is the fee? _____

Is this a first time event? Yes No If "No", number of years held? _____

Event Type:

- Sports/Recreation Walk/Run/Race Parade/March Fair/Festival
- Concert/Performance Fundraiser Other (Specify) _____

Are you requesting to utilize County equipment? Yes No

If yes, please list the equipment being requested: _____

(Note: a request does not guarantee approval)

Will you be renting equipment or services for your event? Yes No

What Company will be supplying them? _____

- *If they do not have insurance on file, insurance is required - \$2,000,000 commercial general and participant liability COI (certificate of insurance) Hillsborough County B.O.C.C. must be listed as an additional insured. Insurance must be included with the application.*
- *List of approved Bounce house vendors are available upon request.*

Will there be alcohol at your event? Yes No

Is your event self-sustained, or will you require the use of the Park Staff at \$40/hr. per staff. Yes No

Some events may require Hillsborough County Deputies. Do you plan on having Hillsborough County Deputies?

Yes No

If “Yes”, please contact the Hillsborough County Sheriff’s Office at (813) 247-8280 (<http://www.hcso.tampa.fl.us/Inquiries-Online/Off-Duty-Deputy-Procurement.aspx>). Please note, any event with alcohol will require a deputy sheriff and confirmation of off duty officer must be sent prior to event.

Do you plan on closing any portion of the park or trail for this event? Yes No

If “Yes”, please contact the Hillsborough County Public Works Department at (813) 307-1796

Please note: submitting a request does not guarantee approval.

Will there be amplified sound at your event? Yes No

If “Yes”, the sound must be 65dbi or lower at all times.

How do you plan on handling waste removal? _____

Organization is responsible for cleaning all areas used for event. Upon completion of the event, the facility must be clean and free of any obstruction or litter and return to its original set-up prior to the event. All trash generated must be bagged and placed in trashcans or dumpsters.

- *Depending on the size of your event, you may be required to provide dumpsters.*
- *If property is not left in the condition received, an hourly staffing fee may be charged.*

Do you plan on using port-o-lets? Yes No

Hillsborough County CELM Dept. may ask you to supply them for your event. The staff will inform you of how many port-o-lets are needed based on your expected attendance.

Applicants may be required to provide a commercial general liability insurance policy with a limit of \$1,000,000 per occurrence and a \$2,000,000 general aggregate, naming Hillsborough County as additional insured.

Do you agree to comply with Hillsborough County’s requirement for insurance? Yes No

You will be required to do a park walk through with the Park Manager and/or Coordinator



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Special Event Indemnification Agreement

In consideration of the issuance of a special events permit and use of Hillsborough County’s Conservation and Environmental Lands Management Department’s facilities in connection with the permitted event the organization:

Organization

hereby agrees to reimburse Hillsborough County Conservation and Environmental Lands Management Department for any and all costs incurred in repairing damage to County Property proximately caused by the action of the permittee/sponsoring organization, its officers, employees, or agents, or any persons who are, under the permit tee/sponsoring organization’s control insofar as permitted by law occurring in connection with a special event known as:

Event Name

Scheduled on:

Event Dates

The permit tee/sponsoring organization further agrees to hold harmless, indemnify and defend the Hillsborough County Conservation and Environmental Lands Management Department, its officials, members, agents, and employees against any claims, costs, damages, demands, liability, and notices, of any kind, or nature whatsoever arising or resulting from any damage or injury proximately caused by actions of the permit tee/sponsoring organization, its officers, employees, or agents, or any person under its control in connection with the permitted event, regardless of whether the County is actively negligent or passively negligent.

The Conservation and Environmental Lands Management Department reserves the right to bill the applicant for additional charges relating to, but not limited to, janitorial services, maintenance/repair services, staff time, or emergency services that were required as a result of the use. Reservations can be cancelled by the department due to unforeseen circumstances. Applicant cancellations must be received in writing two weeks before the original event date. Applicant will lose the rental opportunity if their check is not honored by the bank. Any future requests will require fees paid by money order only. Applicant will be responsible for bank service fee.

Print Name

Date

Signature

Date

Hillsborough County’s Representative

Date Application Received