

# TEMPORARY USE PERMIT APPLICATION FORM

## CITY OF HOLMES BEACH

***All completed applications must be submitted six weeks prior to the date of the proposed event.***

### **PLEASE NOTE: SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE APPROVAL**

Temporary Use Permit(s) (TUP) are required for a wide range of activities, including but not limited to: Promotional and Sales activities, Sporting events, Sidewalk Sales, Rummage Sales/Flea Markets, Holiday events, Christmas Tree Sales, Beachfests, Charitable and other fund raising events, Parades, Plant Sales, Grand-Openings, Art Shows, Fairs, Festivals, Auctions, Filming Productions, Temporary portable storage units that occur or take place in the City of Holmes Beach upon City property, Public Property, Public Streets and Rights-of-way, beach areas and commercial property located in the following districts; recreation/open space, preservation, public/semi-public, commercial and multifamily/residential tourist. Real estate development project activities such as: Real estate sales office, offices for persons actively engaged in the development, temporary housing, model homes, temporary radio transmitting equipment are also required to obtain a Temporary Use Permit.

### **Temporary Use Permit Fees:**

- \$75.00 Non-refundable application fee.
- \$250.00 Non-refundable fee per day for use of City Hall Field.
- \$500.00 Refundable Deposit fee per Event for use of City Hall Field. This will be used to cover any damage or clean-up costs (A Charge per can will be deducted from the deposit if not emptied into dumpster each day or end of festival) the City of Holmes Beach may incur.
- \$25.00 Banner/Temporary Event Signs

Checks made payable to: "The City of Holmes Beach."

### **Requirements for Use of City Field:**

It is the policy of the City of Holmes Beach to provide for and encourage the noncommercial use of the City Field solely for the benefit of the citizens of Holmes Beach and Anna Maria Island.

- Temporary use permits for the City Field shall be issued to organizations which are active not-for-profit corporations duly incorporated under chapter 617, Florida Statutes or which have been approved by the Internal Revenue Service as exempt under Section 501(c)(3) of the Internal Revenue Code. Any organization wishing to utilize the City Field shall be organizations whose mission benefits the residents and/or natural resources of Anna Maria Island. Priorities shall be given to organizations that have been granted Section 501(c)(3) status by the Internal Revenue Code. Local chapters which are affiliated with and work under the auspices of a national group which has 501(c)(3) status are deemed to be eligible organizations; however, such local chapters must provide a letter dated not more than one year prior to the event from their national organization indicating the affiliation and stating that the national organization retains its 501(c)(3) status.
- Statement of National Affiliation Status **MUST** be renewed every year and submitted with each Application.
- The City Field will be available for the use of maximum of two (2) times per month regardless of the length of the temporary use permit.
- No one organization may be granted a temporary use permit for use of the City Field more than three (3) times per year.
- The use of loud speakers, amplification, musical performances, and the like shall be prohibited on the City Field on **SUNDAYS**.
- In order to further the policy set forth above, permits for the use of the City Field shall be limited to organizations or events whose members, beneficiaries and/or mission statement benefit Anna Maria Island and the adjacent waters.
- As a condition of permit issuance, the applicant shall be required to post one or more signs at the event. These signs shall state the percentage or amount of revenue the applicant is receiving from the event.
- The sponsor, owner, or manager of any temporary use event shall be responsible for ensuring the site remains free of debris or waste upon conclusion of each day's event.

Overnight camping during temporary use events:

- Nonpermanent facilities, limited to recreational vehicle-type units, may be allowed for overnight camping on site at temporary use events on property owned by the City of Holmes Beach. Said use shall be limited to vendors, sponsors, owners, managers, and participants of such events.
- "Participants", as used herein, shall be limited to natural persons performing or displaying items as a part of, and in conjunction with, the temporary use event, and shall not include patrons, paying or otherwise, of such event.
- Such overnight camping may commence no more than two days prior to commencement of the event, and shall terminate and cease no more than one day after the termination or cessation of the event pursuant to the temporary use permit. \$250.00 per day user fee will be charged for each day the City Field is occupied by event, vendors, or participants.
- The sponsor, owner, or manager of any temporary use event shall be responsible for insuring the site remains free of debris or waste upon conclusion of each day's event.
- The owner or person occupying any such nonpermanent units shall be responsible for the solid waste management of the unit and disposal of such waste. No solid waste or sewage from nonpermanent units, or the owners or occupants thereof, may be discharged or disposed of on property owned by the City of Holmes Beach.
- As used herein, "recreational vehicle-type unit" must be a self-contained unit, wherein all living, sleeping, cooking, dining, and restroom facilities are physically and permanently located within the vehicle.

All applicants must provide certificate of insurance listing the City of Holmes Beach as a named insured in the amount of \$1,000,000.00.

All applicants that request authorization to sell and serve alcoholic beverages shall provide:

- Proof of state liquor license as required by F.S. 561.422 or 565.02.
- Proof that a licensed security person(s) to oversee the safety and orderliness of the event will be retained.

**POLICE SERVICES:**

- **MUST** have On-Site Security Officer from set-up through tear-down of event. Paperwork must be submitted with the application. Officer can be from reputable security company (Holmes Beach Police Department will approve) or our local Holmes Beach Police Department.

Police Department staff will review the permit application and approve the use of any On-Site Security Officer. A contract for services is required before the permit can be approved.

**NOTE:** The Chief of Police or designee is the final authority for police services, including the number of officers required, and the hours assigned.

- The charges for special Holmes Beach Police services shall be \$30.00 per hour for each Officer assigned. Said amount based on current charges and are subject to change.
- The minimum charge for any duty shall be two hours per officer for any contracted service.
- The above fee is subject to change upon 15 days written notice given by the Holmes Beach Police Department to the applicant.
- Holmes Beach Police Department will invoice the applicant directly.
- Cancellation: Holmes Beach Police Department may cancel this agreement in an emergency or a disaster as deemed by the Chief of Police.

Status of Police Officer Performing Special Police Services:

Police Officers performing special services under the terms of this agreement, as authorized by City Ordinance 01-06 (amended section 38-3) dated May 22, 2001 shall be deemed to be on duty as officers of the City of Holmes Beach, their primary responsibility shall be to the Police Department, and at all times shall be under direct command of the Police Department. Any special assignment under this agreement shall terminate in the event of any emergency, a situation in which the officer(s) is ordered by a supervising officer to terminate the special police assignment and to respond to the police emergency affecting the general public.

In the event a police officer's special assignment is interrupted for the aforementioned reasons, it is understood that the City of Holmes Beach shall assume no liability for any damages that may occur during the suspension of service.

**If utilizing Holmes Beach Police Services, please coordinate with the Chief of Police before Permit is Approved.**

**BANNERS/TEMPORARY EVENT SIGNS:**

Signs advertising temporary events (i.e., art fairs, community fundraisers, and other special events) require approval of the building official; permission of the property owner; payment of \$25.00 fee. Temporary event signs may be displayed -

*within 50' west of the Welcome sign on Manatee Avenue, Manatee County Beach, or City Field. Signs may be displayed for a period not to exceed 14 days and shall be removed not more than one day after the event. The Building official shall not use sign content in its determination. All decisions must be recorded and referred to as precedent for determining similar application in the future.*

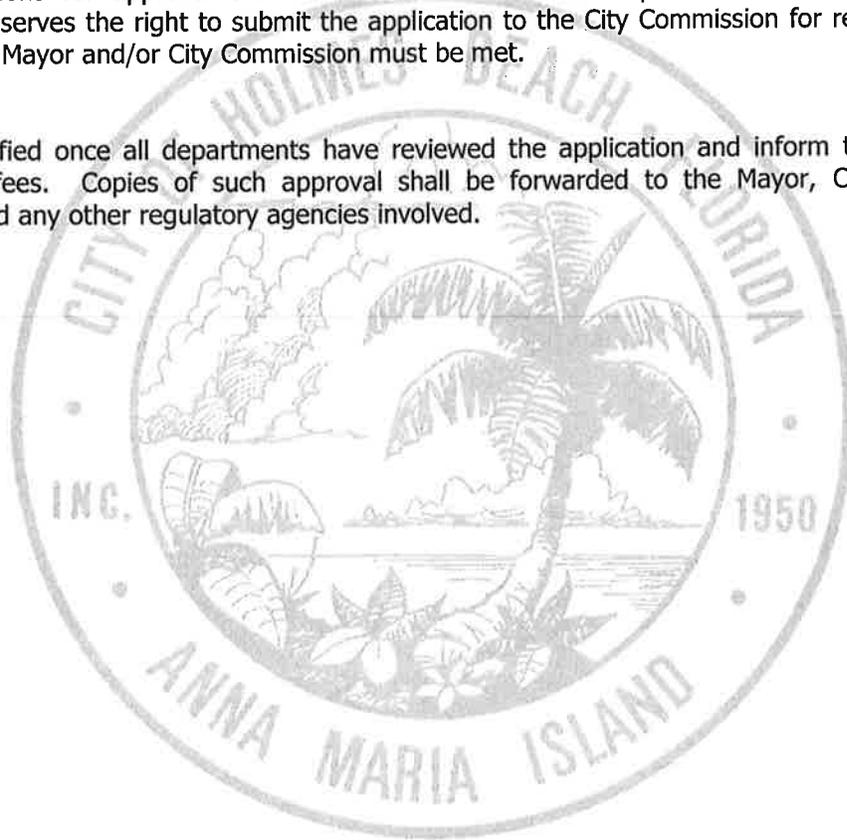
**PUBLIC WORKS SERVICES:**

The Superintendent of Public Works or designee will review the permit application and determine the need for Public Work's assistance.

**NOTE:** The Superintendent of Public Works or designee has the final authority on the need for Public Work's services, including the scope of services and manpower needed.

Contingencies and conditions for approval shall be determined once all departments involved have reviewed the application. The Mayor reserves the right to submit the application to the City Commission for review, if necessary. All conditions required by the Mayor and/or City Commission must be met.

The applicant will be notified once all departments have reviewed the application and inform the applicant of all the conditions and required fees. Copies of such approval shall be forwarded to the Mayor, City Commission, Police Department, Applicant, and any other regulatory agencies involved.



# TEMPORARY USE PERMIT APPLICATION FORM

**LOCATION:**  **CITY FIELD** (\$250.00 Non-Refundable Fee per Day of Internal Revenue Code)  **PUBLIC PROPERTY**  
 **Exempt under Sec. 501(c) (3)** (\$500.00 Refundable Deposit per Event)

Detailed Description on Event to be Held: \_\_\_\_\_

Not-for-Profit Organization Recipient: \_\_\_\_\_

Percentage/Amount of Revenue Not-for-Profit Organization will Receive: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Set-Up Date & Time: \_\_\_\_\_

Dismantle Date & Time: \_\_\_\_\_

Estimate the number of people attending the event: \_\_\_\_\_

Event Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

e-mail address: \_\_\_\_\_

**Sale of Alcohol:**  **YES**  **NO** (If yes, liquor liability coverage will be required)

**Consumption/Complimentary Alcohol:**  **YES**  **NO** (If yes, liquor liability coverage will be required)

Please explain in detail to include location of Alcohol: \_\_\_\_\_

\_\_\_\_\_

**Please check all that are applicable in conjunction with the requested Temporary Use.**

- Food Service     Vendors     Cookout     Balloons     Parking     Fireworks
- Wildlife/Domestic Animals     Banners/Signs (\$25.00 fee)

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**Tents/Canopies:**

- Tents (Enclosed on one or more sides)    How Many: \_\_\_\_\_
- Shade Canopies (Open on all sides)    How Many: \_\_\_\_\_

- **IF TENTS OR CANOPIES ARE CHECKED, THEY MUST BE SHOWN ON THE SITE MAP**
- **MAXIMUM CANOPY SIZE ALLOWED - 10X10**
- **ALL TENTS AND CANOPIES MUST BE REMOVED IN THE EVENT OF 39MPH WINDS**
- **ALL TENTS MUST HAVE FIRE RETARDANT (FR) LABELS ATTACHED**

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**Music:**

- Music/Amplification (indicate type of music/amplification to be used and specify location on attached map)
  - The use of loud speakers, amplification, musical performances, and the like shall be **prohibited on the City Field on SUNDAYS.**

Type of Music: \_\_\_\_\_

Date(s)/Time: \_\_\_\_\_

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- Use of City's electrical hook-up
- Public Works Services: (Exp. Cones) \_\_\_\_\_
- Police Services Requested: \_\_\_\_\_

**If requesting Holmes Beach Police Services, please coordinate with the Chief of Police.**

**TRASH REMOVAL:** City of Holmes Beach shall be responsible for trash removal at events held at City Field. Sponsor, owner, or manager of any temporary use event shall be responsible for ensuring the City Field remains free of debris or waste upon conclusion of each day's event. (A Charge per can will be deducted from the deposit if not emptied into dumpster each day or end of festival)

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MUST BE COMPLETED BY PROPERTY OWNER IF  
EVENT IS TO BE HELD ON RENTAL PROPERTY**

Date: \_\_\_\_\_

As owner and Landlord of property located at \_\_\_\_\_, I am aware that my Tenant  
\_\_\_\_\_, d/b/a \_\_\_\_\_, has applied for a  
Temporary Use Permit for the above address.

I have no objection to my Tenant conducting \_\_\_\_\_ on  
(Date/Dates) \_\_\_\_\_ from (Time) \_\_\_\_\_ to \_\_\_\_\_ at the rental property.

Property Owner Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

**NOTARIZATION REQUIRED:**

State of \_\_\_\_\_

County \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_,

by \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

Personally Known \_\_\_\_\_

Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

\_\_\_\_\_  
Name of Notary Typed, Printed or Stamped

In Foreign Countries – Oaths, affidavits, and acknowledgments, required or authorized by the laws of this state, may be taken or administered in any foreign country, by or before any judge or justice of a court of last resort, any notary public of such foreign country, any minister, consul general, charge d'affaires, or consul of the United States resident in such country. The jurat, or certificate of proof of acknowledgment, shall be authenticated by the signature and official seal of the officer or person taking or administering the same; provided, however, when taken or administered by or before any judge or justice of a court of last resort, the seal of such court may be affixed as the seal of such judge or justice.

**BANNER/TEMPORARY EVENT SIGN APPLICATION**

Date of Event: \_\_\_\_\_

Event: \_\_\_\_\_

Location: \_\_\_\_\_

Requested Date(s) of Placement: \_\_\_\_\_

Date Banner(s) will be removed: \_\_\_\_\_

Location of Banner(s):

1) \_\_\_\_\_

2) \_\_\_\_\_

Banner Measurements: \_\_\_\_\_ x \_\_\_\_\_

Method of Anchoring: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

**Banner/Temporary Event Sign:** Signs advertising temporary events (i.e., art fairs, community fundraisers, and other special events) require approval of the building official; permission of the property owner; payment of \$25.00 fee. Temporary event signs may be displayed - west of the Welcome sign on Manatee Avenue, Manatee County Beach, or City Field. Signs may be displayed for a period not to exceed 14 days. The Building official shall not use sign content in its determination. All decisions must be recorded and referred to as precedent for determining similar application in the future.

All Banners are to be removed not more than 1 day after event. All Banners shall be placed no closer than 10' from edge of roadway or no closer than 1' inside of sidewalk. Banners must be placed so as to not obstruct entrances to, or exits from, buildings, nor may banners impede visibility of oncoming traffic.

**Certificate of Insurance**

If City Field is being used, General liability insurance coverage in the amount of \$1 million must be acquired before an event, and maintained throughout the duration of the event, including set-up and dismantle periods.

- The standard proof of insurance is the ACORD certificate form. Coverage verification provided on an insurance company's certificate form is also acceptable.
- The name of the insured, the insurance carrier, the policy number and coverage limits must be stated on the certificate of insurance, as well as the effective and expiration dates for the coverage.
- An endorsement naming "The City of Holmes Beach, its officials, agents, employees and volunteers" must accompany the certificate of insurance. If alcohol will be served, a liquor liability endorsement or policy is also required.
- An authorized representative of the insurance carrier must sign insurance certificates and endorsements. Electronic signatures are acceptable and this information can be placed anywhere on the endorsement that it will fit.
- The certificate of insurance must include the event name, date and location. It should state that coverage extends to include the set-up and dismantle periods.

I hereby certify that I/we will be responsible for the preservation, sanitation and clean up of the areas used for the temporary use in order to return premises to pre-activity conditions. Additionally, I/we will comply with all other City regulations. I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers. I/we further accept the responsibility of submitting all required forms, information and documentation required by the City of Holmes Beach and/or the West Manatee Fire & Rescue District.

Signature: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: if different from above \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Notarization Required**

State of \_\_\_\_\_

County \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by

\_\_\_\_\_

\_\_\_\_\_  
Signature of Notary

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Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

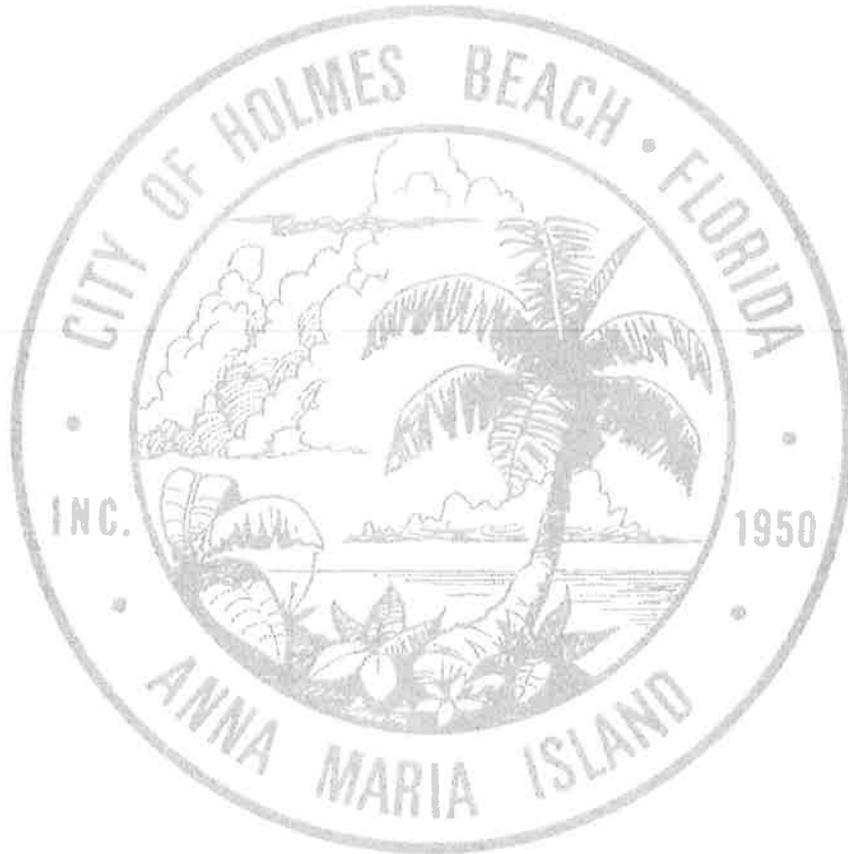
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**MAP PLAN TO BE COMPLETED BY ALL APPLICANTS**

Please provide a detailed drawing of the event to include: the location of all proposed activities, arrangement/layout of booths, music/amplification, trash receptacles, note all tents and canopies - and sizes of each, any food vendors, and reference streets.

- **Provide North Arrow on Plan**
- **Minimum aisle width must be 10ft**
- **Document food from vendors and how prepared**
- **Maximum Tent or Canopy size allowed - 10x10**
- **All Tents must have Fire Retardant (FR) Labels attached to tent material**
- **All Tents and Canopies Must be removed in the event of 39mph winds or greater**



**SALE OR CONSUMPTION OF ALCOHOL**

**Sale or Consumption/Complimentary of Alcohol:**  **YES**  **NO**

An Ordinance of the City of Holmes Beach, Florida amending Section 6-3 of the Code of Ordinances to allow sale and consumption of alcohol in publicly owned property by issuance of a Temporary Use Permit.

Section 3, consumption of alcoholic beverages allowed with permit.

The City Commission may grant a permit authorizing the sale and/or consumption of alcohol on publicly owned property by issuance of a temporary use permit in accordance with temporary use permit requirements and regulations established in the Land Development Code.

**For City Field:**

All Applicants who request authorization to sell and/or serve alcoholic beverages in conjunction with a temporary use must provide the following additional information before said permit can be issued:

- Certificate of Insurance listing the City as a named insured in the amount of \$1,000,000.00
- Proof of State Liquor License as required by F.S. 561.422 or 565.02.
- Proof that a licensed security person(s) to oversee the safety and orderliness of the event will be retained.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Notarization Required**

State of \_\_\_\_\_

County \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_

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