



## **REQUIREMENTS – PLEASE READ EACH CAREFULLY**

Special Event permit must be filed with the River Walk Center **no less than 60 days** prior to event. Please read through carefully.

- ADVERTISING** – Any and all printed, internet, television, radio advertising **must** indicate “**FREE PARKING**” at the parking garage. A small map from garage to event location is available.
- SIGNS** Special event *signs*. Temporary *signs* announcing special events may be installed subject to an approved special event permit issued under [section 12-301](#) of this Code. No special event *signs* may be located within a public right-of-way, except as specifically authorized herein. The *signs* may be in the form of freestanding *signs* no larger than six (6) square feet, flags, banners, pennants, or balloons and exhibited only for that period of time specified on the special event permit. The number of special events *signs* shall not exceed seventy-five (75) *signs*. **Permit fee is \$50.00 for up to 75 stickers Obtained at City Hall, Code Enforcement office.**
- INSURANCE**  
Event with NO alcohol: Liability insurance naming the City of Fort Pierce as an additional insured, in the minimum amount of \$500,000 obtained privately.  
Event with alcohol: Liability insurance naming the City of Fort Pierce as an additional insured, in the minimum limits of \$100,000 per person and \$200,000 per event, with liquor liability coverage of sale and/or consumption of alcohol during event, obtained privately.
- ALCOHOL PERMIT**  
Consumption only (no sales): City alcohol permit, Non-Profit \$25.00 Profit: \$50.00  
Sales and consumption: 1) City alcohol permit, Non-Profit \$100, 2) State required Temporary Alcohol Beverage Permit issued by **DBPR at Benton Building, 337 N US 1, Suite #111, 772-468-3927** (\$25 Non-Profit: FL Business license extension), Non-Profit permit must be signed by Dept. of Revenue, Benton Building, suite 207-B (no charge), Permits must be signed by City Zoning Dep. City Hall, 2<sup>nd</sup> Fl (\$25). A representative of the organization or business must sign. \*Profit group: See ordinance
- POLICE SECURITY**  
Crowd Control: Your application will be reviewed and you will arrange the hiring of police for crowd control at your own expense through the FPPD, Off-Duty Detail (772) 467-6800. **Payment must be made to FPPD at least 7 days prior to event.**  
**Police Cancellation Policy** Employers are permitted to cancel an off-duty assignment, without incurring any costs, under the following conditions:
  1. The employer must make personal contact (either via phone or in person) with the Off-Duty Detail Coordinator and inform him/her that they wish to cancel the Off-Duty Detail. If the Off-Duty Detail Coordinator is unavailable then personal contact must be made with the On-Duty Road Patrol Supervisor. Personal contact means that they actually talk to the person (no messages or emails).
  2. This personal contact notification must be done within 2 hours of the start time of the Off-Duty Detail.
  3. If notification of cancellation of the Off-Duty Detail is not made as required by this policy then the employer must pay the employee assigned to work the Off-Duty Detail a minimum of 3 hours pay at the Off-Duty Detail rate. As long as the employer makes notification to the agency within the required time limits they will not have to pay the 3 hour minimum required, regardless of when the employee assigned to work the Off-Duty Detail is notified.

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**SANITATION** **\*\*Contact Public Works at (772) 467-3794 – Payment received at River Walk Center**

Trash Barrels: One trash barrel for every 100 participants is recommended. Event organizers are **responsible** for trash barrels **and** bags **and** disposing of all trash and cleaning of entire area during and after event.

Dumpster: A dumpster is required at each event site. Some sites have a city dumpster available.

- 500 participants or less: 4CY = \$140.00
- 500-1000 participants: 8CY = \$180.00
- 1000 participants or more: 8CY/1000 people = \$180.00 ea.

Portable Toilets: Must provide adequate portables at own expense, at least 1 for every 100 people.

**STREET CLOSURE** **\*\*additional \$25.00 fee required\*\***

Events with Street Closure: display street closure from Point A to Point B, with color coding (red for closed, green for detour). Survey of affected residents/businesses.

City Street: Barricades will be provided by the Public Works Department. Required: one for each lane of closed traffic, from point A to point B, additional barricades for other barrier needs may be rented as well.

State Road: Barricades will be provided by the Public Works Department (772) 467-3794. Required: one for each lane of closed traffic from point A to point B, additional barricades for other barrier needs may be rented as well. Also, 4 original Department of Transportation Requests for Road Closure forms are required.

**DIAGRAMS**

Diagram of Event: display event layout: vendors, alcohol, stage, activities, portables and tents.

**ELECTRICITY** **\*\*additional \$50.00 fee required\*\***

Electrician: If extensive electrical services are needed, you must hire one of our 3 vendors at your own expense. 1) All Phase Electric, 772-370-5570; 2) Matula Electric 772-461-8328; 3) Applebee Electrical 772-466-7930

**TENT** **\*\*additional fees required\*\*** **Must be completed no less than two weeks prior to event**

Tent permit: Each tent exceeding 30 x 30 will need:

- 1) **St. Lucie County Fire District tent permit (5160 Milner Drive, Port St. Lucie, 772-621-3400, \$72.50 cash or check, Monday –Thursday)**
- 2) a copy of the Certificate of Flame Resistance;
- 3) City Tent permit through Building & Code (See attached requirements) 772-467-3188.



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

Name / Organization:				
Responsible Person:				
Address:				
Phone(s):				
E-Mail:				
<b>EVENT NAME:</b>				
Date	** Set Up Time **	Event Time	Clean Up Time	
Location:				
Activities:				
# of Participants	# of Vehicles	# Food/Beverage	# of Craft	# of Amusement
**Must supply own trash containers and liners. Empty all trash during and after event				
**Must leave grounds clear of all trash and debris			Initial Acknowledgement _____	
Need for electricity: <small>If yes, additional \$50.00 fee</small>		Number of Tents Exceeding 30 x 30 <small>If yes, Permit is required from Fire Department &amp; Building &amp; Code Department</small>		
Will streets be closed? <small>Parking spaces are not to be blocked <b>during</b> event time for vendors.</small>				
Location: <small>(must provide map of road closure or route for 5K events)</small> <small>Indicate total number of each</small>				
Barricades _____ Cones _____ Detour Signs _____ Road Closed Signs _____				
Houses / Businesses affected: <small>(must provide survey and map)</small>				
Will Alcohol be served?		Will Alcohol be sold?		

\_\_\_\_\_  
Signature of Applicant

Permit Fee \$ \_\_\_\_\_ Electricity \$ \_\_\_\_\_ Road Closure \$ \_\_\_\_\_ Alcohol \$ \_\_\_\_\_

**\*\*Setup** NO vendors, bands, etc. will be allowed to setup or begin selling until AFTER 3:00 pm on Saturdays at Marina Square / Melody Lane. If not in compliance, they will immediately be shut down.

Initial Acknowledgement \_\_\_\_\_



**Fort Pierce Police Department Review**  
**(for police department only – do not write below)**

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

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hiring of Police for Security and Crowd Control:

Hours	# of Officers	Rate	# of Supervisors	Rate	Total
		\$32.00/hour		\$37.00/hour	
Payments should be made at the Fort Pierce Police Department, payable to "Fort Pierce Off-Duty Detail Association" in the form of check, cash or money order. Please contact Off-Duty Detail Coordinator, 772-467-6800.					

	Approved		Denied	Date:
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Signature – Chief of Police/Representative

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