



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

Name / Organization:					
Responsible Person:					
Address:					
Phone(s):					
E-Mail:					
<b>EVENT NAME:</b>					
Date of Event	** Set Up Time **	Event Time <small>start to end</small>		Clean Up Time	
Location:					
Activities:					
# Participants	# Vehicles	# Food Trucks	# Food Tents	# Vendors	# Bounce Houses
<b>**Must supply own trash containers and liners. Empty all trash during and after the event</b> <b>**Must leave grounds clear of all trash and debris</b>					
<b>Initial acknowledgement</b> _____					
Need for electricity:	Number of Tents exceeding 900 Sq Ft overall _____				
If yes, additional \$50.00 fee per day	How many tents under 120sq ft _____ : over 120sq ft with 10 or more people: _____				
	If yes, Permit is required from Fire Department and/or Building Department				
Will streets be closed?	Hours of Closure:				
	If houses or businesses are affected <b>(must provide map)</b>				
Location:					
(Must provide map of road closure for all events and routes for 5K events)					
Will Alcohol be consumed?			Will Alcohol be sold?		
			If yes, need copy of State License		
Diagram of event space to include stage(s), vendors, food trucks, etc.					

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

Permit Fee \$ \_\_\_\_\_ Electricity \$ \_\_\_\_\_ Barricades \$ \_\_\_\_\_ Alcohol \$ \_\_\_\_\_ Dumpster \$ \_\_\_\_\_ Building \$ \_\_\_\_\_

**\*\*\*Setup at Marina Square\*\*\***

**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 \_\_\_\_\_



## WORK ORDER REQUEST

**Event:**

**Date of Event:**

	Quantity	Droff Off Location	Comments
<b>Barricades</b>			
<b>Cones</b>			
<b>Detour Signs</b>			
<b>Road Closed Signs</b>			
<b>Electric if available</b>			
<b>Dumpsters:</b>			
<b>4 cy</b>			
<b>8 cy</b>			
<b>Irrigation - off</b>			
<b>Parklets</b>			
<b>Miscellaneous</b>			



## Fort Pierce Police Department Review

(Do not write below - For Police use only)

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

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

Hiring of Police for Security and Crowd Control:

Hours	# of Officers	Rate	# of Supervisors	Rate	Total
		\$65.00/hour		\$70.00/hour	
		\$75.00/hour <b>Holiday</b>		\$80.00/ hour <b>Holiday</b>	

Payments must be made one (1) week prior to the date of the event, unless specified. 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, 772-467-6858. Designated holidays will be charged at the holiday rate, i.e. Martin Luther King Jr Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

	Approved	Denied	Date:
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\_\_\_\_\_  
Signature – Chief of Police/Representative

**CANCELLATIONS** -The Fort Pierce Police Department reserves the right to cancel an off-duty detail assignment at any time. Vendors are permitted to cancel an off-dutydetail, without incurring any costs, under the following conditions:

1. The vendor 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 (office number is (772) 467-6858 or (772) 467-6881 Monday-Friday 8:00AM–4:00PM).
2. If the Off-Duty Detail Coordinator is unavailable, **personal contact** must be made with the On-Duty Road Patrol Supervisor by calling the 9-1-1 non-emergency number at (772) 465-5770.
3. This personal contact notification to cancel a detail must be done within twenty-four (24) hours of the start time of the Off-Duty Detail.
4. If notification of cancellation of the Off-Duty Detail is not made as required by this policy, then the vendor must pay the employee assigned to work the Off-Duty Detail the minimum 3-hour pay per officer at the Off-Duty Detail rate. As long as the vendor makes notification to the agency within the required time limits, they will not have to pay the 3-hour minimum required.
5. If the time worked is less than one-half (1/2) of the assigned time, the officer will be paid for the time worked or a minimum of three (3) hours, whichever is greater. If the time worked is greater than half (1/2) of the assigned time, the officer will be paid for the full time of the assignment scheduled.

**"Personal contact" means the vendor must speak with either the Off-Duty Detail Coordinator (or his/her designee) or the Road Patrol Supervisor (no messages or e-mails). Cancellations made by voice messages or emails will not be accepted.**



## 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.

- FOOD TRUCKS - St. Lucie County Fire District requires inspections of ALL food trucks. \*\*additional fees required\*\*** Per *St. Lucie County Fire District Fire Prevention Code and Fee Schedule Resolution No. 740-23*; All food trucks must be inspected after setup and prior to event starting. The organizer of the event must call for an appointment with the SLC Fire District at (772) 621-3322 and is responsible for **any and all** fees prior to inspection and approval. If no inspection is completed prior, the Fire Department and Police Department will ask the food truck to vacate the event. During working hours: \$145.00, after hours \$150.00 (1-4 food trucks) each additional truck \$25.00 up to max fee of \$350.00.
- INSURANCE must be received a minimum of two weeks prior to the event.**  
**Event with NO alcohol:** Liability insurance naming the City of Fort Pierce, 100 N US 1, Fort Pierce, FL 34950 as an additional insured, in the minimum amount of \$500,000 obtained privately.  
**Event with alcohol:** Liability insurance naming the City of Fort Pierce, 100 N US 1, Fort Pierce, FL 34950 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** <https://www2.myfloridalicense.com/alcoholic-beverages-and-tobacco/temporary-permits>. (\$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 **\*\*If a business is applying for a temporary extension of their alcohol license to sell or consume alcohol outside of their business footprint, we MUST receive the DBPR approval permit two weeks prior to scheduled event.**
- STREET CLOSURE \*\*additional \$25.00 fee required for barricades and/or cones\*\***  
**Events with Street Closure:** display street closure from Point A to Point B, with color coding (red for closed, green for detour).  
**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:** 4 original Department of Transportation Requests for Road Closure forms are required. [FDOT - One Stop Permitting](#).
- DIAGRAMS**  
**Diagram of Event:** display event layout: vendors, alcohol, stage, bounce houses, portable restrooms, tents, food trucks, etc.
- ELECTRICITY \*additional \$50.00 fee per day required\*\***
- 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) 467-6858. **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 vendor 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 (office number is (772) 467-6858 or (772) 467-6881 Monday-Friday 8:00AM–4:00PM).
2. If the Off-Duty Detail Coordinator is unavailable, **personal contact** must be made with the On-Duty Road Patrol Supervisor by calling the 9-1-1 non-emergency number at (772) 465-5770.
3. This personal contact notification to cancel a detail must be done within twenty-four (24) hours of the start time of the Off-Duty Detail.
4. If notification of cancellation of the Off-Duty Detail is not made as required by this policy, then the vendor must pay the employee assigned to work the Off-Duty Detail the minimum 3-hour pay per officer at the Off-Duty Detail rate. As long as the vendor makes notification to the agency within the required time limits, they will not have to pay the 3-hour minimum required.
5. If the time worked is less than one-half (1/2) of the assigned time, the officer will be paid for the time worked or a minimum of three (3) hours, whichever is greater. If the time worked is greater than half (1/2) of the assigned time, the officer will be paid for the full time of the assignment scheduled.

- TENT** **\*\*additional fees required\*\* Must be completed no less than two weeks prior to event**  
**Tent permit: Each tent exceeding 900 sq ft will need: \*\*No tents will be attached or side-by-side. If having more than one (1) tent, there must be 10' distance between tents. \*\***

- 1) **St. Lucie County Fire District tent permit (5160 Milner Drive, Port St. Lucie, 772-621-3400, \$72.50 1<sup>st</sup> tent; cash or check, Monday – Friday)**
- 2) City tent permit through Building Department 772-467-3718. Any tent that is longer than 30 feet in length or width, or when larger than 120 sq ft and intended to be used for gathering of 10 people or more.
- 3) a copy of the Certificate of Flame-Retardant certificate from tent manufacturer.
- 4) sketch of proposed location
- 5) Insurance certificate showing a minimum of \$50,000.00 for one of more accidents and \$30,000.00 aggregate for bodily injury and \$10,000.00 property damage will be in effect for the dates the tent will be erected, naming the City of Fort Pierce, 100 N US 1, Fort Pierce, FL 34950 as additional insured.

- SANITATION** **\*\*Payment received at River Walk Center for dumpster rental\*\***

**Trash Barrels:** One trash barrel for every 100 participants is recommended. Event organizers are **responsible** for obtaining their own 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.

- 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.

- SIGNS** Temporary *signs* advertising events may be installed subject to an approved sign 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.**