



**City of Plantation
Special Event Application Form**

Each Special Event request is reviewed on a case-by-case basis. Please complete this application and either mail it to City of Plantation Administration, Attention: Daniel Keefe, 400 NW 73 Avenue, Plantation, Florida 33317, or fax it to 954-797-2223. Application must be received a minimum of 2 weeks prior to the event. For additional information please contact Nan at 954-797-2212.

Name/Contact Person: _____ Date: _____

Company Name (if applicable): _____

City Occupational License # (if applicable): _____

Company address: _____

Phone #: _____ Fax: _____

Date(s) of event: _____

Location(s) of event: _____

General description of event: _____

Type of Special Event Requested: Pick one.

- Special Event** – a non-commercial event of community wide interest held in a city park or city park facility such as a Fair, Festival, or Art Show (see page 2)
- Promotional Event** – a commercial event generally sponsored by a mall, shopping center, or single occupant building such as a Special Sale, Kids Fair, or Car Show (see page 3)
- Grand Opening Event** – a commercial event for the initial opening of a new business (see page 4)
- Seasonal Sales Event** – a commercial seasonal sales of holiday related items such as Christmas trees (see page 5)
- Film making, TV & Commercial Production** (see page 6)
- Block Party, Street Party** (see page 7)
- Construction Work on Sunday** (see page 8)
- Fundraiser** – examples include car washes, cookie sales, and candy sales for non-profit organizations (see page 9)
- Other** (please describe) _____

SPECIAL EVENT

Special Event – a non-commercial event of community wide interest held in a city park or city park facility such as a Fair, Festival, or Art Show

- ♦ No more than six (6) professionally lettered signs not to exceed 16 square feet in area can be placed throughout the City. For private property locations, a letter from the property owner with a diagram showing the designated location for the sign must be submitted to the City along with the permit application for the event. For public property locations, the consent of the governmental agency owning or controlling such property is required (if the public interest is an easement, the consent of the landowner shall likewise be required).
 - ✓ Do you intend to place signs Citywide? yes no
 - ✓ If yes, please provide property owner approvals and a location map for each sign.
- ♦ One (1) sign not to exceed 16 square feet in area, directing the attention of the public to the special event may be permitted on each street frontage of the property where the special event occurs.
 - ✓ Do you intend to place signs on each of the street frontages? yes no
 - ✓ If yes, please provide a location map for the signs.
- ♦ One (1) banner, not to exceed 40 square feet in area, directing the attention of the public to the special event, may be attached to a building or a fence housing the event. A special event sign or banner may be erected two weeks prior to the event and must be removed within 2 days after the event.
 - ✓ Do you intend to place a banner? yes no
 - ✓ If yes, will the banner be placed on the building or on the fence? Circle one.
- ♦ Special event directional signs shall not exceed 4 square feet per sign face and may be constructed of plastic or paper. Special event directional signs can be placed the day of the event.
 - ✓ Do you intend to place directional signage? yes no
 - ✓ Temporary structures are reviewed on a case-by-case basis.
 - ✓ Do you intend to place temporary structures such as tents or canopies? yes no
 - ✓ If yes, please provide a location map for the temporary structures.

PROMOTIONAL EVENT

Promotional Event – a commercial event generally sponsored by a mall, shopping center or single occupant building such as a Special Sale, Kids' Fair or Car Show

- ♦ Limited to two times per year for a mall or shopping center, one time per year for a single occupant building.
 - ✓ Is the event proposed at a mall/shopping center or a single occupant building? Circle one.
- ♦ A mall or shopping center can permit a tenant-sponsored event to be substituted for one or both of the two annual shopping center events.
 - ✓ Is the event sponsored by the mall/shopping center or by a tenant within the mall/shopping center? Circle one.
 - ✓ If sponsored by a tenant, please provide written authorization from the mall or shopping center.
- ♦ City Council approval is required for activities taking place outside the building - a site plan showing the event details must be provided for Zoning, Fire and Engineering Department review.
 - ✓ Is the event taking place outside? ___yes ___ no
 - ✓ If yes, please provide a location map for the event.
- ♦ One sign (maximum of 16 square feet) may be placed at the primary entrance of the property where the event occurs.
 - ✓ Do you intend to place a sign at the primary entrance? ___ yes ___ no
 - ✓ If yes, please provide a location map for the sign.
- ♦ All alcoholic beverages must be confined to the inside of the building unless approved as part of an outdoor event by the City Council and all required alcoholic beverage license requirements have been satisfied with the State of Florida.
 - ✓ Do you intend to serve alcoholic beverages outside by obtaining a special event license from the State of Florida? ___ yes ___ no
- ♦ Temporary structures are reviewed on a case-by-case basis.
 - ✓ Do you intend to place temporary structures such as tents or canopies? ___ yes ___ no
 - ✓ If yes, please provide a location map for the temporary structures.

GRAND OPENING EVENT

Grand Opening Event – a commercial event for the initial opening of a new business

- ♦ Costumed characters, pennants, balloons on the roof, or other attention getting devices are not allowed.
- ♦ Tenants within a multi-tenant building may have (1) banner, no greater than (40) square feet in area, placed on the tenant storefront (1) day prior to the opening and removed no later than (14) days after the opening.
 - ✓ Do you intend to place a banner on the storefront? yes no
- ♦ Major occupants (having a floor area greater than 10,000 square feet and occupying at least 10 percent of the overall floor area of a multi-tenant building) or a tenant within a single occupant building may have (1) freestanding sign, (16) square feet in area, installed no earlier than (1) day prior to the opening and removed no later than (14) days after the opening.
 - ✓ Do you intend to place a sign on the property? yes no
 - ✓ If yes, please provide a location map for the sign.

SEASONAL SALES EVENT

Seasonal Sales Event - outdoor commercial seasonal sales of holiday related items such as Christmas trees or Easter flowers

- ♦ Letter indicating property owner or authorized agent is required.
- ♦ Requires City Council approval for activities taking place outside the building - a site plan showing the event details must be provided for Zoning, Fire and Engineering Department review
 - ✓ Will your sales activity take place outside? yes no
 - ✓ If yes, please provide a location map for the activity.
- ♦ Requires a bond be placed with the City Clerk to ensure site clean up after the event
- ♦ Requires proof of Insurance be provided to the City's Risk Management Department
- ♦ Requires issuance of an occupational license through the City Clerk's Office
- ♦ Two double faced painted signs with a maximum sign area of (16) square feet per side are permitted on the property where the event occurs, installed the first day of the season and removed no later than (7) days after the season. Permanent electrical connections to the sign are not permitted.
 - ✓ Do you intend to place a sign on the property? yes no
 - ✓ If yes, please provide a location map for the sign(s).
- ♦ Seasonal promotional periods are March 1st through April 30th of any year and from November 1st through January 2nd of the ensuing year.
 - ✓ Will your sales activity take place within the allowable promotional periods? yes no
- ♦ Temporary structures are reviewed on a case-by-case basis.
 - ✓ Do you intend to place temporary structures such as tents or canopies? yes no
 - ✓ If yes, please provide a location map for the temporary structures.

Film Making, TV & Commercial Production

- ♦ **A minimum of one week notice is required. Permits must be applied for and approved at least 48 hours prior to film shoot. THERE WILL BE NO EXCEPTIONS TO THIS POLICY.**
- ♦ Ordinance 1374, which outlines the City's requirements for filmmaking, TV or commercial productions, is attached.
- ♦ City Administration will forward the application for review by the Police Department.
- ♦ The City must be shown as additional insured on general liability.
- ♦ The permittee shall have on site a responsible representative empowered with authority over the filming director, filming crews, participants, and filming operation.

Local Address and Phone Number: _____

Name of Production/Advertisement/Studio: _____

Type of Production: _____ Approximate Budget: _____

Dates & Time of Filming: _____

Locations (Attach location breakdown or maps if necessary): _____

Briefly summarize scenes to be filmed or attach script excerpts: _____

Street Closure planned? _____

Traffic Control measures planned? _____

Describe in detail extraordinary circumstances i.e. animals, firearms, helicopters, explosives: _____

Parking requirements: _____

County and/or City Services Required (Personnel/Equipment/Facilities): _____

Applicant shall indemnify and hold harmless the City of Plantation, its officers, agents or employees from and against all claims, suits, actions, damages, liabilities, expenditures, or causes of action of any kind arising out of or occurring during the activities of applicant, and resulting or accruing from any negligent act, omission or error of applicant, resulting in to injuries to body, limb property sustained in, about, or upon the permitted premises or improvement thereto, or arising from the use of the premises.

Signature & Title of Authorized Representative: _____

Signature of Mayor or their Designee: _____

Block Party, Street Party

- ♦ Requires Police Department approval. Please note, for this event, the City has no supervisory responsibility and will not accept any responsibility or liability for injuries that may occur.
- ♦ Will your activity take place during the day or at night? ___ day ___ night
 - ✓ If during the day only, non-lighted barricades may be obtained from our Public Works Department by calling 954-452-2535.
 - ✓ If during the night, lighted barricades must be obtained from a barricade company.
- ♦ Access for emergency vehicles must be maintained. Parking is not allowed in the roadway during the event.
- ♦ It is the organizers responsibility to notify affected neighbors of the road closing.
- ♦ Noise levels must be maintained in compliance with City Code requirements (attached).

Construction Work on Sunday

- ◆ Noise levels must be maintained in compliance with City Code requirements (attached).
- ◆ Work can begin no earlier than 8:00 a.m. and must end no later than 4:00 p.m.
- ◆ Complaints from nearby residents may result in withdrawal of weekend work approval for subsequent dates.

Fundraisers

Fundraisers such as car washes, cookie sales, and candy sales for non-profit organizations

- ♦ Limited to one event per year at a shopping center or single occupant building
- ♦ Please indicate product or service being offered:

- ♦ Letter indicating property owner or authorized agent is required.