



City of Plantation
Special Event Application Form

Each Special Event request is reviewed on a case-by-case basis. By submitting this application, you understand that the City of Plantation does not allow banners, streamers, pennants or balloons of any sort, or costumed characters in the public right-of-way (swale areas, streets, highways and intersections). Please complete this application send it to City of Plantation Administration, either via email (specialevents@plantation.org) or fax (954-797-2223). Application must be received a minimum of 2 weeks prior to the event. For additional information please call 954-797-2222.

Name/Contact Person: _____ Date: _____

Company Name (if applicable): _____

City Occupational License # (if applicable): _____

Company address: _____

Phone #: _____ Fax: _____

Email: _____

Date(s) and time 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 churches, malls, shopping centers, or single occupant building such as a Special Sale, Kids Fair, Car Show or Fundraisers (see page 3)
Seasonal Sales Event - a commercial seasonal sales of holiday related items such as Christmas trees (see page 4)
Film making, TV & Commercial Production (see page 5)
Block Party, Street Party (see page 6 for information)
Grand Opening Event - a commercial event for the initial opening of a new business (see page 6 for information)
Construction Work on Weekends and Weeknights (see page 6 for information)
Other (please describe) _____

Four horizontal lines for additional description of the 'Other' event type.

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 (6 only) not to 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 churches, malls, shopping centers or single occupant building such as a Special Sale, Kids' Fair, Car Show, Fundraisers (for non-profit organizations), etc.

- ♦ The number of events at a mall or shopping center are limited by the size of the property.
 - ✓ Is the event proposed at a mall/shopping center or a single occupant building? Circle one.
 - Name of mall or shopping center: _____
 - ✓ 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.
 - ✓ 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 and all 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 (with sides) _____ yes ___ no
 - Canopies (no sides)? _____ yes ___ no
 - Stage and/or lighting? _____ yes ___ no
 - Walk through structure? _____ yes ___ no
 - Other? (please specify) _____ yes ___ no

 - If yes, please provide a location map for the temporary structures.
 - Please be aware that any structure may require a building permit after this application is approved.

SEASONAL SALES EVENT

Seasonal Sales Event – outdoor commercial seasonal sales of Christmas trees

- ◆ Letter indicating property owner or authorized agent approval is required.
- ◆ A site plan showing the event details must be provided for Zoning, Fire, Engineering, and Police Department review/comments
 - ✓ 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 (with sides) yes no
 - Canopies (no sides)? yes no
 - Stage and/or lighting? yes no
 - Walk through structure? yes no
 - Other? (please specify) yes no

 - If yes, please provide a location map for the temporary structures.
 - Please be aware that any structure may require a building permit after this application is approved.

Film Making, TV & Commercial Production

- ♦ **A minimum of two weeks' notice is required. Permits must be finalized at least 3 business days 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.
- ♦ City Administration will forward the application for approval by the Police Department.
- ♦ The City must be shown as additional issued on general liability and auto insurance.
- ♦ 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: the City has no supervisory responsibility and will not accept any responsibility or liability for injuries that may occur.
 - ✓ 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.
 - ✓ Please be aware all barricades whether non-lighted or lighted must be manned in the event they need to be moved for traffic.
- ♦ 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 Ordinance available upon request.

Grand Opening Event

- ♦ A commercial event for the initial opening of a new business.
- ♦ Costumed characters, pennants, balloons on the roof, or other attention gaining devices are not allowed.
- ♦ Tenants 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 then (14) days after the opening.
- ♦ Occupants may have (1) freestanding sign, (16) square feet in area, installed no earlier than (1) day prior to the opening and removed no later then (14) days after the opening.
 - ✓ If you intend to place a sign on the property, please provide a location map for the sign.

Construction Work on Weekends and Weeknights

- ♦ Sunday hours and Holidays require special permission from the Mayor's office / Administration. No earlier than 8:00 a.m. and must end no later then 4:00 p.m.
- ♦ If work is required at nighttime, permission is required from Mayor's office / Administration.
- ♦ Working Saturday hours are 7:00 a.m. - 8:00 p.m. with the exception of pile driving (8:00 a.m. - 5 p.m.)
- ♦ Complaints from nearby residents may result in withdrawal of weekend work approval for subsequent dates.
- ♦ Noise Ordinance available upon request.