

**EVENT PERMIT APPLICATION**

**Applicant/Primary Contact Information**

Full Name:

Mailing Address:

City: State: Zip Code:

Cell Phone:

Email Address:

**Producer Information**

Organization Name:

Organization Website:

Contact Person:

Address:

City: State: Zip Code

Phone:

Email:

For Profit: Non-Profit:

*Please attach a copy of Florida Consumer’s Certificate of Exemption and your IRS 501(c) determination letter if you are a non-profit organization.*

**Event Information**

Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of years event has been held: \_\_\_\_\_\_

Anticipated Total Attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please indicate attendance per day for multi-day events*

Anticipated Total Participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Include all staff, volunteers, vendors, etc. who will be participating in the event*

Event Description: *Be as specific as possible*

Event Type:

*Refer to Special Events Guide to determine your event type*

\_\_\_ Private Gathering \_\_\_ Procession/Parade

\_\_\_ Public Assembly \_\_\_ Festival

\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Location: *(Check all applicable)*

\_\_\_ Entrance Plaza

\_\_\_ The Marketplace

\_\_\_ Market End

\_\_\_ North View Edge

\_\_\_ Family Park

\_\_\_ Spa Beach Park \_\_\_ Spa Beach

\_\_\_ Pier Plaza & Splash Pad

\_\_\_ Benoist Plaza

\_\_\_ Tilted Lawn

\_\_\_ Overlook

\_\_\_ Coastal Thicket

\_\_\_ Discovery Center Wet Classroom

\_\_\_ North Event Plaza

\_\_\_ The Great Lawn

\_\_\_ Fishing Deck

Date/Time

*Include start and end times.*

Setup Dates & Time:

Event Date(s) & Time:

Load Out Dates & Time:

Event Website:

Event Social Media Handles and/or Links:

Is the event open to the public? \_\_\_\_ Yes \_\_\_\_ No

Will you be fencing your event? \_\_\_\_ Yes \_\_\_\_ No

Is there an admission fee? \_\_\_\_ Yes \_\_\_\_ No

If yes, please provide ticket details and how you would be controlling gates:

**Alcoholic Beverages**

Will there be consumption or sales of alcoholic beverages? \_\_\_\_ Yes \_\_\_\_ No

If yes, please indicate any that applies:

\_\_\_\_ Beer & Wine \_\_\_\_ Liquor \_\_\_\_ Hosted

\_\_\_\_ Sponsored/Donated Products

Note: The St. Pete Pier holds a year-round Beer & Wine license that will require an appropriate buyout/escrow procedure if you are pulling your own temporary license. Additionally, specialty district cups may be required to be used to serve alcohol.

**Ticketing**

Will you be selling tickets to the public? \_\_\_\_ Yes \_\_\_\_ No

If Yes, please indicate:

Estimated # of tickets: \_\_\_\_\_\_\_

Ticket Price Range: \_\_\_\_\_\_

Note: The St. Pete Pier Events Team own and operate a ticketing system, EventLive (ww.EventLiveUs.com). Use of EventLive to sell tickets are required for any ticketed event on the St. Pete Pier. An appropriate buyout fee will be required should you choose to use another ticketing provider.

**Music/Entertainment**

Please list your entertainment lineup:

Number of stage(s) and size:

Power Requirements:

Will there be fireworks? \_\_\_\_ Yes \_\_\_\_ No

If yes, please provide company name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Non-Food Vendors**

How many non-food vendors will you have at the event? \_\_\_\_

Will any of the vendors be providing their own tent? \_\_\_\_

Note: Please refer to tent weight requirements.

Will there be inflatables? \_\_\_\_ Yes \_\_\_\_ No

**Security**

Will you need private security services?

Please indicate the dates, times, and how many (include overnight if needed):

Note: Our event team will review your application to ensure adequate private security is requested. We reserve the right to increase the total required. Additionally, the St. Petersburg Police Department, Fire, & EMS will review this application to make a final determination as to the number of officers required to ensure your event is conducted safely.

**Food Vendors**

Note: All food vendors must meet all State and local guidelines for food vending, including being licensed through Florida Department of Business & Professional Regulations, and follow local fire regulations. Additionally, tents must adhere to St. Pete Pier’s tent requirements & all vendors must meet the insurance requirements. Cleaning fees may apply if the site is not returned to the condition it was received.

Will you have tented food vendors at the event? \_\_\_\_ Yes \_\_\_\_ No

If so, how many: \_\_\_\_\_\_\_

Will you have Food Trucks at the event? \_\_\_\_ Yes \_\_\_\_ No

If so, how many: \_\_\_\_\_\_\_

Check any activities listed below if it will be conducted by your food vendors:

\_\_\_ Cooking with gas/open flames

\_\_\_ Electric Cooking

\_\_\_ Frying

\_\_\_ Grease

Note: Grease removal is the responsibility of the vendor and event producer.

**Trash, Water, & Sanitation**

Note: You are responsible for leaving the venue clean and clear of any trash or debris after the event. Please ensure you provide adequate waste containers and staffing during and after your event. We reserve the right to increase total required staff and containers depending on your attendance and type of event.

Will you need access to potable water? \_\_\_\_ Yes \_\_\_\_ No

If so, please state purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of portable trash containers: \_\_\_\_\_\_\_ Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of portable recycling containers: \_\_\_\_\_\_\_ Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of dumpsters requested:\_\_\_\_\_\_

Sanitation Staff Requested:

During Event: \_\_\_\_\_\_ Days & Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

After Event: \_\_\_\_\_\_ Days & Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Portable Restrooms requested (please indicate location on map)

Load In Day & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Load Out Day & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Toilets: \_\_\_\_\_ ADA Accessible Toilets: \_\_\_\_ (10% of total must be accessible)

Hand Sinks: \_\_\_\_\_

**Site Plan**

Your site plan must be submitted along with your completed application. Applications without plans will be considered incomplete. Maps and/or CAD drawings are available on our website at StPetePierEvents.com

Please attach a clear plan or map with at least the following indicated:

1. An outline of the entire event venue
2. Location and dimensions of all physical equipment being placed, including but not limited to tents, stages, restrooms, RV’s, food trucks, & others.
3. Indicate fencing outline (if applicable) and entry/exit points, including emergency exits.
4. Location of bars serving or selling alcohol

**Accessibility**

Please describe your accessibility plans:

**Acknowledgements**

Reviewed minimum insurance requirements: \_\_\_\_\_ (initial)

Reviewed Sample Use Agreement: \_\_\_\_ (Initial)

You certify that the information in this application to be true and correct to the best of your knowledge: \_\_\_\_\_ (initial)

In consideration of the privileges that may be granted by submitting this application and the potential issuance of a St. Pete Pier Event Permitted, the host organization shall, to the fullest extent permitted by law, indemnify, defend, and hold harmless Pier Events, LLC as Event Manager, Collieers International Tampa Bay as Property Manager, and the City of St. Petersburg, and all of the organization’s officials, agents, and employees, against all claims which may result from the applicant to utilize the St. Pete Pier premises.

The person submitting this application certifies that they are authorized to act on behalf of the host organization and therefore to be financially responsible for any costs or fees that may be incurred.

Host Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Person In Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Person Submitting Application (If not the same as above)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Note: Submission of an Event Application constitutes a request to use the St. Pete Pier for the purpose of an event and does not guarantee event approval.**

**Should you have any questions, please feel free to contact the Event Manager, Bayli Cook, at** [**bayli@stpetepierevents.com**](mailto:bayli@stpetepierevents.com)