

TAB 4

COLLINS



**SPECIAL FUNCTION PERMIT APPLICATION**

EVENT NAME: Wedding  
APPLICANT: PALMETTO RIVERSIDE BNB  
ADDRESS: 1102 RIVERSIDE DR  
CONTACT: Van Lippens

EVENT DATE: SUNDAY OCT 21<sup>st</sup> '12  
EVENT TIME: 04:00-07:00  
PHONE: 941-981-5331  
PHONE: \_\_\_\_\_

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: Wedding

ANTICIPATED ATTENDANCE: 45 guests

CITY SERVICES REQUIRED:  
POLICE: Streets Blocked:  Traffic Control: \_\_\_\_\_ Security: \_\_\_\_\_ Other: \_\_\_\_\_  
PUBLIC WORKS: Barricades: \_\_\_\_\_ Clean-up: \_\_\_\_\_ Set-up: \_\_\_\_\_ Other: \_\_\_\_\_

*If a temporary restroom is utilized for a period greater than five (5) days, a Temporary Use Permit is required. Application is available at City Hall.*

TEMPORARY RESTROOM FACILITIES: # of units: \_\_\_\_\_ # of days: \_\_\_\_\_  
Proposed location(s): \_\_\_\_\_

**INSURANCE REQUIREMENT:** Insurance naming the City of Palmetto as an "Additional Insured" must be provided to the City Clerk ten (10) days prior to any event that is part of the Special Function Permit.

Please review Exhibit A for insurance coverage requirements. Insurance may also be obtained by event sponsors through personal or commercial insurance policies. If it is necessary to purchase an insurance policy for an event, please refer to Exhibit B, and follow the directions to obtain a quote or purchase a policy.

The Special Function Permit Application must be submitted to City Clerk's office at least 30 days prior to the event.

**SALE OR CONSUMPTION OF ALCOHOLIC BEVERAGES ON CITY PROPERTY IS STRICTLY PROHIBITED.**

If your event will include the use of loudspeakers, you may be required to apply for a Special Permit Exception to the City's Noise Ordinance (see Chapter 5-Amusements, of the City of Palmetto Code of Ordinances).

Special Function Permit Application  
Page 2

EVENT: Wedding

Event Date: OCT 21<sup>st</sup> 2012

I HAVE READ AND UNDERSTAND THE ABOVE SPECIAL FUNCTION PERMIT APPLICATION CONDITIONS.

[Signature]  
Permittee

CITY APPROVAL:

City Clerk

[Signature]

Date 9/5/12

Public Works Director

[Signature]

Date 9-5-12

Police Department

[Signature]

Date 9-5-12

North River Fire

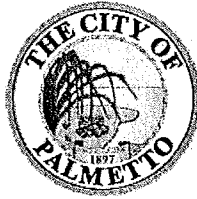
[Signature]

Date 8/30/12

APPROVED BY COMMISSION:

Date \_\_\_\_\_

Internal use only  
Date Received: 8/29/12  
By: [Signature]



**SPECIAL FUNCTION PERMIT APPLICATION**

EVENT NAME: Fall Festival  
APPLICANT: First Baptist Church  
ADDRESS: 1020 4 St. W. Palmetto  
CONTACT: Charlene Keller

EVENT DATE: 10-31-2012  
EVENT TIME: 5:30-8:00pm  
PHONE: 722-7795  
PHONE: \_\_\_\_\_

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: Close 11<sup>th</sup> Avenue  
between 4<sup>th</sup> and 5<sup>th</sup> Street for foot traffic  
and safety

ANTICIPATED ATTENDANCE: 600+

**CITY SERVICES REQUIRED:**

POLICE: Streets Blocked: X Traffic Control: \_\_\_\_\_ Security: \_\_\_\_\_ Other: \_\_\_\_\_  
PUBLIC WORKS: Barricades: X Clean-up: \_\_\_\_\_ Set-up: \_\_\_\_\_ Other: \_\_\_\_\_

*If a temporary restroom is utilized for a period greater than five (5) days, a Temporary Use Permit is required. Application is available at City Hall.*

**TEMPORARY RESTROOM FACILITIES:** # of units: \_\_\_\_\_ # of days: \_\_\_\_\_  
Proposed location(s): \_\_\_\_\_

**INSURANCE REQUIREMENT:** Insurance naming the City of Palmetto as an "Additional Insured" must be provided to the City Clerk ten (10) days prior to any event that is part of the Special Function Permit.

Please review Exhibit A for insurance coverage requirements. To purchase insurance policies of appropriate coverage through the City, please complete and submit the Special Events Application Quote Form (Exhibit B).

The Special Function Permit Application must be submitted to City Clerk's office at least 30 days prior to the event.

**Sale or consumption of alcoholic beverages on City property is strictly prohibited.**

If your event will include the use of loudspeakers, you may be required to apply for a Special Permit Exception to the City's Noise Ordinance (See Chapter 5-Amusements, of the City of Palmetto Code of Ordinances).

**THIS PORTION OF THE PAGE INTENTIONALLY LEFT BLANK.**

**PLEASE CONTINUE TO PAGE 2.**

EVENT: Fall Festival

Event Date: Oct. 31

I HAVE READ AND UNDERSTAND THE ABOVE SPECIAL FUNCTION PERMIT APPLICATION CONDITIONS.

Charlene Keller  
Permittee

CITY APPROVAL:

Public Works Director [Signature]  
Risk Management N/A  
Parks Department N/A  
Police Department [Signature]  
North River Fire [Signature]  
APPROVED BY COMMISSION: \_\_\_\_\_

8/5/12  
Date 8-5-12  
Date \_\_\_\_\_  
Date \_\_\_\_\_  
Date 9-5-12  
Date 9/4/12  
Date \_\_\_\_\_

Internal use only  
Date Received: 8/31/12  
[Signature]



**SPECIAL FUNCTION PERMIT APPLICATION**

EVENT NAME: FIRST FRIDAYS

EVENT DATE: OCT 5<sup>TH</sup> NOV 2<sup>ND</sup>, DEC 7<sup>TH</sup>

APPLICANT: SLICKS GARAGE

EVENT TIME: 5:00PM -10:00PM

ADDRESS: 923 5<sup>TH</sup> STREET W, PALMETTO, FL

PHONE: 941-776-7298

CONTACT: SLICK / JANE HUNTER

PHONE: 941-773-2895 / 941-286-4753

**DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.:** 900 block of 5<sup>th</sup> St W & 400 block of 10<sup>th</sup> Ave W. (Dec only – to link with Christmas in the Park – also the 500 block of 10<sup>th</sup> Ave W)

CAR SHOW / COMMUNITY BLOCK PARTY. Charity fundraising event. Promotes local businesses. Attracts new people to Palmetto. Provides Free Family Entertainment for local residents.

ANTICIPATED ATTENDANCE: 500+ people (up to 100 CARS)

**CITY SERVICES REQUIRED:**

POLICE: Streets Blocked: \_\_\_\_\_ Traffic Control: \_\_\_\_\_ Security: \_\_\_\_\_ Other: \_\_\_\_\_

PUBLIC WORKS: Barricades: \* Clean-up: \_\_\_\_\_ Set-up: \_\_\_\_\_ Other: \_\_\_\_\_

**Just to supply barricades/signs/cones for road closure**

*If a temporary restroom is utilized for a period greater than five (5) days, a Temporary Use Permit is required.*

*Application is available at City Hall.*

TEMPORARY RESTROOM FACILITIES: # of units: \_\_\_\_\_ # of days: \_\_\_\_\_

Proposed location(s): \_\_\_\_\_

**INSURANCE REQUIREMENT:** Insurance naming the City of Palmetto as an "Additional Insured" must be provided to the City Clerk ten (10) days prior to any event that is part of the Special Function Permit. Please review Exhibit A for insurance coverage requirements. To purchase insurance policies of appropriate coverage through the City, please complete and submit the Special Events Application Quote Form (Exhibit B). The Special Function Permit Application must be submitted to City Clerk's office at least 30 days prior to the event.

**SALE OR CONSUMPTION OF ALCOHOLIC BEVERAGES ON CITY PROPERTY IS STRICTLY PROHIBITED.**

If your event will include the use of loudspeakers, please review Chapter 5 of the Palmetto City Code of Ordinances which can be viewed online by visiting the City's website, [www.palmettofl.org](http://www.palmettofl.org), and following the City Ordinances link to the Municode website.



Special Function Permit Application  
Page 2

EVENT NAME: FIRST FRIDAYS

EVENT DATE: OCT 5<sup>TH</sup>, NOV 2<sup>ND</sup>, DEC 7<sup>TH</sup>

I HAVE READ AND UNDERSTAND THE ABOVE SPECIAL FUNCTION PERMIT APPLICATION  
CONDITIONS.

*Jane Hunter*

Permittee

CITY APPROVAL:

City Clerk	<i>[Signature]</i>	Date	<i>9/6/12 JH</i>
Public Works Director	<i>[Signature]</i>	Date	
Police Department	<i>[Signature]</i>	Date	<i>9/6/12</i>
North River Fire	<i>[Signature]</i>	Date	<i>9/5/12</i>
APPROVED BY COMMISSION:	<i>[Signature]</i>	Date	

Internal use only  
Date Received: *9/5/12*  
By: *AFOJ*

Mail completed permit to:

City of Palmetto

P.O. Box 1209

Palmetto, FL 34221

If you have any questions, please call Amber Foley at 941.742.4570