



SPECIAL EVENT POLICY & GENERAL INSTRUCTIONS

I. DEFINITION:

Special Event shall mean any preplanned meeting, activity, parade, or gathering of a group of persons, animals or vehicles or a combination thereof, having a common purpose on any public/private street, sidewalk, alley, park, lake or other public/private place or building, which a special event substantially inhibits the usual flow of pedestrian or vehicular travel or which occupies any public/private place or building so as to preempt normal use of space by the general public or which deviates from the established use of space or building.

II. APPLICANT'S PACKET:

1. General Instructions and Policies.
2. Application Form

III. PACKET AVAILABILITY/SUBMIT APPLICATION:

City of Sanford City Hall, Recreation Department (1st floor)
300 N. Park Avenue, Sanford, Florida 32771
Phone: 407.688.5120, option: 5 Fax: 407.688.5121

IV. MAIL APPLICATION TO:

City of Sanford Recreation Department
Attn: **Special Events Division**
PO Box 1788, Sanford, Florida 32772-1788

V. APPLICANT'S PROCEDURAL SYSTEM:

- 1) Submit with your completed application all of the following:
 - a) \$50.00 Processing Fee (non-refundable).
 - b) Site setup diagram and a location map.
 - c) Requests for City Services.
 - d) All applications shall be returned for review a minimum of **sixty (60) days prior** to event. Applications presented less than sixty (60) days prior to the proposed event date will not be accepted.
- 2) All applications will be reviewed by the Special Events Review Committee. Special Events Review Committee members are appointed by their respective City department heads. They are accountable to their own department heads for their recommendations and decisions concerning special events. The Committee is made up of representatives from the following departments (Planning & Development Services, Police, Fire, Public Works, Recreation Department, Parks, Utilities, Finance/Risk Management and Community Improvement.) The Special Events Supervisor for the Recreation Department will act as facilitator.
 - a) Each Committee member is responsible for establishing the guidelines and requirements for each event relevant to department operations. Guidelines and requirements should be reviewed on an annual basis and revised accordingly.
 - b) Special Events Review Committee reviews application and forwards recommendations to the Recreation Department Director.
 - c) The Special Events Supervisor will inform the Applicant and all Departments of all decisions.
- 3) Upon receiving confirmation of approval from the Special Events Supervisor, the applicant will remit the required permit fee(s) as well as all estimated fees for City services ten (10) days prior to event setup day. Applicant's copy of permit(s) and approved application must be at the event at all times.

- 4) Following the event, the applicant will be billed for any additional expenses that may have been incurred. The applicant shall be responsible to pay any additional charges within twenty one (21) days subsequent to the event.
- 5) The event sponsor must provide a certificate of insurance listing the City of Sanford as additionally insured and must be submitted seven days prior to event setup day. The City of Sanford's Risk Manager will provide insurance requirements.

VI. POLICIES:

- 1) **APPROVAL OF EVENT:**
 - a) The Mayor & City Commission shall approve or deny the following special events. (**Request for Alcoholic Beverages/Outdoors, Street Closure, Carnivals/Circuses, Parades, Pyrotechnics, Bonfires or Ceremonial Type Fires**).
 - b) Special Event Review Committee shall review all other special event applications for approval or denial.
- 2) **FEE CHARGES:** Payment of all charges shall be made to the City of Sanford. Applicants shall be charged for all City services deemed necessary as well as Permitting Fees.
- 3) **CITY EQUIPMENT:** Shall not be loaned nor leased for public indoor or outdoor use, unless the equipment is part of the City facility being requested and is to be used according to its intended purposes.
- 4) **RESERVATION DATE:** It is suggested, prior to application submission, that the Applicant tentatively reserve the park or facility needed and date of the event. Upon approval of the application/event, the date will be confirmed. Fees may be associated with this process.
- 5) **SITE VIEWING:** The applicant agrees to be present for a Pre-event Site Inspection, and if needed, a Post-event Site Inspection.
- 6) **CAPACITY:** The City has the right to deny the use of a site because of capacity standards.
- 7) **TERMINATION OF EVENT:** Applicant understands that at any time during the event, the Chief of Police and/or Fire Chief or their representative, may order termination of the special event if it is in violation of any law or ordinance, or if it endangers any person, participant or spectator, or if it threatens the peace and dignity of the community, or if it creates unmanageable problems for public safety officials whereby the proper execution of their duties are endangered.
- 8) **TIMES OF EVENTS:** The City shall determine the allowed time of the event as may be appropriate for the event and the surrounding neighborhood.
- 9) **OCCUPATIONAL LICENSES:** If the Special Event sponsor(s) or organizer(s) need to hire an entrepreneur to sell and receive part of the profits, then the entrepreneur must obtain a proper City occupational license. This shall also apply to private promoters and carnivals.
- 10) **PORTABLE RESTROOMS:** Required number and location to be determined by the City. Said facilities shall be removed within 24 hours after the conclusion of the event. Rental fees are the sole responsibility of the Applicant.
- 11) **TRASH & CLEAN UP:** Applicant shall pay for additional dumpsters and trash receptacles. The City will coordinate through the current Collection Franchise. The applicant shall be responsible to clean up the site. The applicant shall be billed for any additional special maintenance services required for the event.
- 12) **TENTS:** Any tent, 400' square feet or larger, must have a fire retardant certificate and be inspected by the City of Sanford Fire Inspector. Permits for all tents larger than 400' square feet must be obtained from the City of Sanford, Planning and Development Services. (Permit Tech 407-688-5140). Application must be made no more than ten (10) business days (Monday-Thursday) prior to set-up. City staff approval is required for tent locations to prevent possible damage to gas or water lines.

- 13) **SPECIAL STRUCTURES:** Any special structures such as fences, platforms, electrical structures, etc. require separate permits and must comply with all appropriate codes and be City-inspected for final approval.
- 14) **ADVERTISING:** No advertising or distribution of flyers, brochures, posters, etc. regarding the event is to take place until the date(s) and time(s) have been approved in writing by the City.
- 15) **CITY SPONSORSHIP:** The City sponsors an annual event series of the following: Martin Luther King, Jr. Celebration, Memorial Day Parade, Fourth of July Celebration, Christmas Parade, and Christmas in the Square.
- 16) **SIGNS & BANNERS:** All sign & banner permit fees must be paid. For banners over First Street at Park Avenue, a banner permit must be submitted to the Public Works Department. The Public Works Department will verify if the requested dates are available. If available, banner specifications must be met along with a paid fee of \$120. Also, the Community Development Department may be contacted for permit additional signage regulations.
- 17) **SELLING FOOD:** The City of Sanford, the Seminole County Health Department and the State of Florida must pre-approve the vendor's equipment. The Applicant is responsible for obtaining the approval from the County Health Department and the State of Florida.
- 18) **COOKING OUTDOORS:** Proper preventative measures shall be taken to prevent grease from dropping onto the ground, streets, sidewalks, paving, etc. Proper arrangements, approved by the City, shall be made for the disposal of grease.
- 19) **ALCOHOLIC BEVERAGES/OUTDOORS:** If the intention to serve alcoholic beverages outdoors is indicated on the special events application, the Recreation Department will request approval from the Police Department, Mayor and City Commission. The City Commission and Police Department will require the presence of security, such as an off-duty Police Officer as a condition of approval. Special Events on private property follow standard Special Events procedures.
- 20) **ALCOHOLIC BEVERAGES/BUILDINGS:** Police Officers will be required at all events held at City facilities involving alcohol. Associated fees are to be paid by the Applicant.
- 21) **STREET CLOSURE:** Events requiring street closure and parades must be submitted a minimum of sixty (60) days prior to event. Any proposed event that involves closure of a major or minor arterial roadway or a collector roadway must receive City Commission approval. No street closure shall be approved for Non-City sponsored events for more than 48 hours. Applicant requesting street closure shall be responsible for all costs of traffic notification signs and barricades as well as security. Special Events Review Committee will determine number of signs and barricades.
- 22) **CARNIVALS/CIRCUSES:** No carnival or circus will be allowed within three hundred feet (300) of a residential area except for approved City Sites.
- 23) **PARADES:**
 - a) Map of parade route to be submitted at least sixty (60) days prior to the event along with special event application.
 - b) It is understood that no tokens, candy, or other articles are to be thrown from parade participants in moving vehicle(s) to spectators along the route. Participants must hand them out.
 - c) The Applicant is responsible for providing fences and/or barricades between parade participants and spectators.
 - d) It is also to be understood that NO fireworks or other explosive-type devices are to be used by parade participants along the route, which may cause injury or danger to spectators, or participants.
 - e) A permit from the State Department of Transportation to close a State street, Seminole County for all County roads and/or a permit from the City of Sanford to close a City street shall be needed along with a parade route. (The Applicant is responsible for obtaining all approvals from the necessary State and County agencies).

- 24) **MOTION PICTURE FILMING:** All applicants requesting a site for motion picture recording must complete a Motion Photography Production Permit with the Economic Development Department (407.688.5015) or via the Orlando Film Office.
- 25) **PYROTECHNICS:** Any event utilizing any type of pyrotechnic displays or devices shall obtain the proper permit from the Fire Department, telephone 407.688.5050, at least sixty (60) days prior to the event.
- 26) **BONFIRES OR CEREMONIAL TYPE FIRES:** Any events utilizing a bonfire or ceremonial type fire shall require a permit. The possibility of a Fire Department Unit on a stand-by-basis including the applicable fee may also apply. 407.688.5050
- 27) **SPECIAL EFFECTS:** Any event utilizing any type of special effects not mentioned above, such as those involving cryogenics, open flame devices, etc. shall require the proper Fire Department permit(s) and inspection.
- 28) **AMPLIFICATIONS:** All amplify sound systems shall abide by current City code. Amplify sound systems used at Fort Mellon Park should face Lake Monroe. A permit from the Sanford Police Department is required for all events using amplification systems.
- 29) **POST EVENT REPORT:** Applicant further understands that records shall be kept of all Special Events and that repeated request for approval of Special Events shall be determined by previous performance history according to records on file as well as existing ordinances, policies, rules, and procedures.
- 30) **INSURANCE:** The event sponsor shall be responsible for providing the City of Sanford an appropriate Certificate of Insurance. The City reserves the right to change these limits of insurance. Risk Management for the City will make the final determination that the required insurance limits are met.

PLEASE NOTE: The items below **must** appear on the Certificate of Insurance and must name the City of Sanford as Additional Insured, if recommended by the Risk Manager.

General Liability Insurance Policy must be provided as specified in the Risk Manager's event assessment

Automobile Liability Insurance Providing coverage on a per occurrence basis will be required in the amount of the General Liability requirement if automobiles are used as part of the event.

Product Liability Insurance will be required if there is food sales or consumption at the event. Each vendor (an entity in the business of making a profit) must provide proof of a minimum of \$1,000,000 Products Liability Insurance.

Worker's Compensation Insurance, in accordance with Florida State Statutes, will be required and afford protection to, any City of Sanford off duty employees hired by the event holder/sponsor to work the event.

Liquor Liability Insurance with a minimum limit of \$1,000,000 will be required if there is the sale or consumption of alcoholic beverages at the event.

Hold Harmless Agreement must be signed on application. Individual vendors will also be required to sign a Hold Harmless Agreement and secure an Insurance policy.

- 31) **DISCRIMINATION:** Special events shall not discriminate against participants or observers as to race, color, religion, sex, national origin, age, handicap, marital or veteran status.



Special Event Application Permit Request



Thank you for choosing the Historic City of Sanford, the *Friendly City*, as the hosting location for the Special Event you are planning. Please complete this application, in its entirety, and return it at least **sixty (60) days prior** to the event date with the \$50.00 nonrefundable processing fee to:

City of Sanford
Recreation Department
300 North Park Avenue
Sanford, FL 32771

If you have additional questions, please call 407.688.5120 option: 5 or email Jennifer.Brooks@sanfordfl.gov

Name of Event: _____

Facility / Location Requested: _____

What kind of event are you hosting?

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Carnival/Circus/Fair | <input type="checkbox"/> Picnic/Party _____ | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Exhibit/Festival | <input type="checkbox"/> Charity Walk/ Run _____ | _____ |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Tournament or Competition | _____ |
| <input type="checkbox"/> Reception | _____ | _____ |
| <input type="checkbox"/> Wedding | _____ | _____ |

Event Date: _____ Event Hours: From _____ AM / PM To _____ AM / PM (Explain)

Set-Up Date: _____ Set-Up Hours: From _____ AM / PM To _____ AM / PM

Break-Down Date: _____ Break-Down Hours: From _____ AM / PM To _____ AM / PM

Estimated Number of Participants: _____ Spectators: _____ Vehicles _____ Vessels (for boating events only) _____

Sponsoring Organization's Name: _____

Address: _____
Street Address City State Zip Code

Type of Organization: Profit _____ Not For Profit _____ Individual _____
Federal Tax ID # Attach "Consumer's Certificate of Exemption"

Primary Contact Name: _____ Phone: _____ Email: _____

Secondary Contact Name: _____ Phone: _____ Email: _____

Certification: I certify that I have read this application and that all information contained in this application is true and correct. I certify that I am authorized by the organization named herein to act as its agent for the herein described activity.

Signature of Applicant

Date

Please provide us with additional information regarding your event by checking off the items that pertain to your event in sections A-C and any services you require from the City in Section D. Ensure that you specify any requests for alcoholic beverages, street closures, pyrotechnics/fires, any city services you desire, etc. In Section E, provide or attach a diagram of your event and a detailed timeline of your event day.

A. Is your event: Private or Public, costing the attendee \$_____ or is free
 Is (or will become) a recurring event this often weekly monthly quarterly annually or _____

B. At your event, you will offer:

<input type="checkbox"/> Alcohol sales	<input type="checkbox"/> Merchandise sales	<input type="checkbox"/> Banners / Signage: _____
<input type="checkbox"/> Food/beverage/catering	<input type="checkbox"/> Fireworks/pyrotechnic company	_____
<input type="checkbox"/> Concession stands	<input type="checkbox"/> Inflatable Devices	_____

C. Are you bringing in any special equipment such as:

<input type="checkbox"/> Large trailers (_____ lbs)	<input type="checkbox"/> Tents	<input type="checkbox"/> Other _____
<input type="checkbox"/> Lighting	<input type="checkbox"/> Generator(s)	_____
<input type="checkbox"/> Sound equipment	<input type="checkbox"/> Stages / Props/ Production Equipment	_____

D. Do you need the City to provide or make available, at an additional fee, any of the following:

<input type="checkbox"/> Potable water	<input type="checkbox"/> Trash Cans / Barrels _____	<input type="checkbox"/> Streets/Avenues/Parks _____
<input type="checkbox"/> Connection(s) for electric power	<input type="checkbox"/> Dumpsters _____	_____
<input type="checkbox"/> Audio Equipment	<input type="checkbox"/> Security / Police Officers	_____

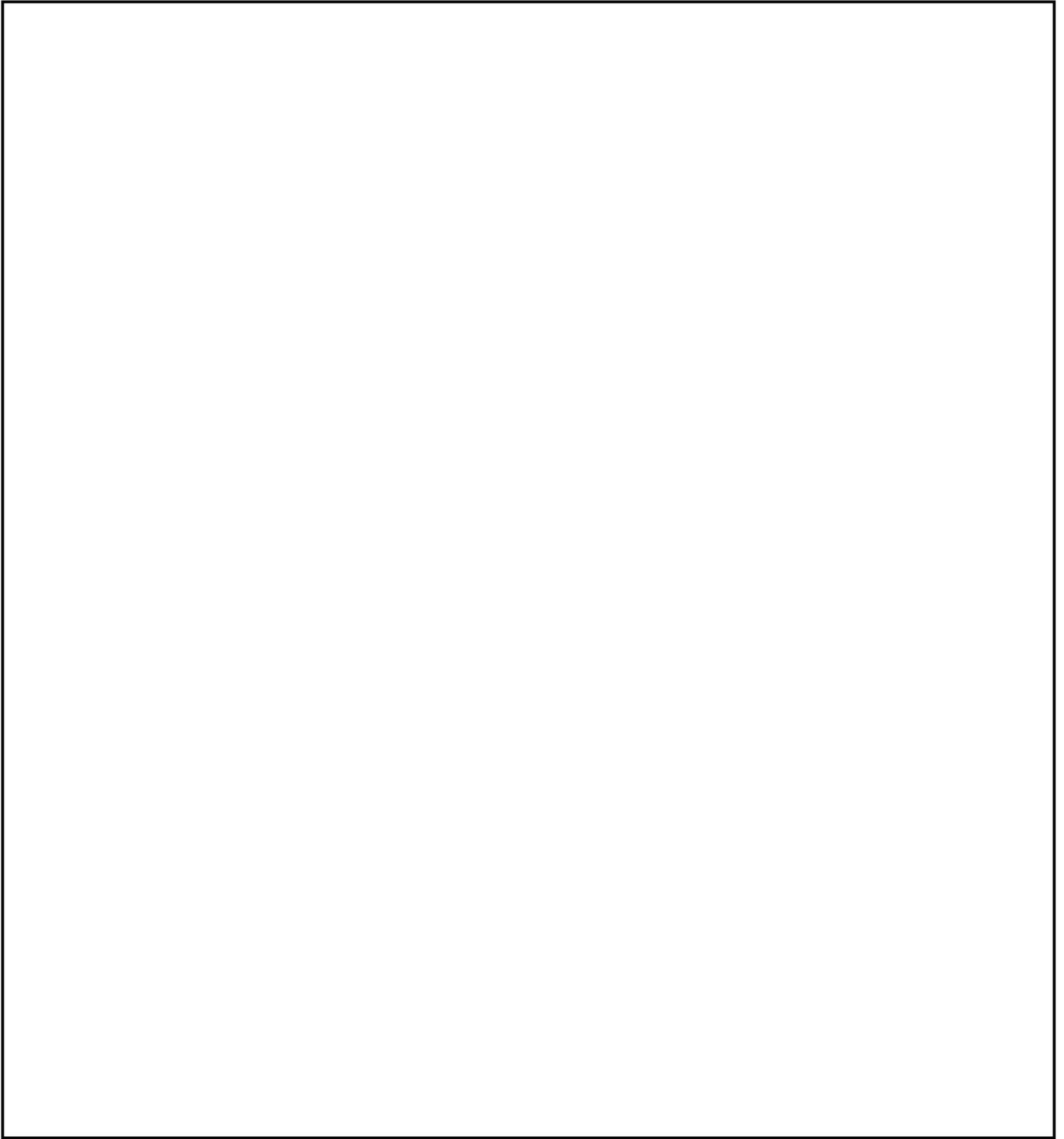
Additional Information / Requests: _____

In the event anticipated or actual attendance at a public function exceeds the estimate initially provided on the Permit Application, the event sponsor/applicant shall immediately notify the Special Event Supervisor or designated city event staff. If City Staff determines that attendance at an event exceeds the estimate provided on the Permit Application on the day of the event, they may, in their sole discretion, require the sponsor/applicant to pay for additional detail personnel that may be deemed necessary to cover the event.

If an event is canceled, the sponsor/applicant must notify the Special Events at least one (1) business day before the event. Failure to provide notice in accordance with this guidelines may result in charges for costs incurred for the staff assigned to the event or for the loss of rental revenue from your reserved site.

**Submission of an application does not guarantee the event will be approved.
 Please do not publicize or promote your event until the permit has been issued.**

E. Please provide a detailed timeline and a diagram/map of the proposed event site / layout / route.



INSURANCE REQUIREMENTS: The applicant will supply Certificate of Insurance(s) naming the City of Sanford as additionally insured in the following manner: "the City of Sanford, its agents, officers, officials, employees and volunteers are hereby named as additional insureds as their interest may appear". The applicant will also ensure that the City of Sanford, as the certificate holder, is provided a 30-day written notice if the insurance policy is cancelled or modified before the expiration date. All insurance policies provided shall be issued by insurance companies licensed to do business in the State of Florida and shall be rated with an A- or better rating in the most current edition of A.M. Best's Key Rating. The City of Sanford shall be listed as certificate holder in the following manner:

City of Sanford Recreation Department
Special Events Review Committee
PO Box 1788
Sanford, Florida 32772-1788

All applicants must obtain Commercial General Liability insurance with limits of no less than \$1,000,000 per occurrence to protect the City of Sanford, its agents, officers, officials, employees and volunteers, the Lessee, and any subcontractor from claims for damages for personal injury, including accidental death, and from claims for property damage that may arise from the Lessee's operations, whether performed by Lessee itself, any subcontractor, or anyone directly or indirectly employed by either of them. If the applicant, or any of its vendors, offers for sale or distribution any products (food, beverages, souvenirs, etc.), then Product Liability insurance with limits of no less than \$1,000,000 per occurrence will be required. Vendors will also be required to afford the statutory limits of worker's compensation insurance protection to its employees. If the vendor is the holder or sponsor of the event, the vendor will afford worker's compensation insurance protection to any City of Sanford off duty employees hired by the event. If automobiles or any other licensed motor vehicles are used as part of the event, Automobile Liability insurance with limits of no less than \$1,000,000 per occurrence will also be required. If the sale or consumption of alcoholic beverages at the event is authorized, then Liquor Liability insurance with limits of no less than \$1,000,000 per occurrence is required. Other types of coverage and limits may be required by the City of Sanford, depending upon exposure as assessed by the City's Risk Management Department.

CERTIFICATION BY APPLICANT: I certify that I have read this application and that all information contained in this application is true and correct. Any falsehoods or misrepresentations will constitute a criminal violation of the code of the City of Sanford. I agree to comply with and be bound by any and all applicable provisions of the city code. I understand the event may be cancelled by the Chief of Police or The Fire Chief should any conditions/stipulations of the permit or city ordinance or state statute be violated. I certify that I am authorized by the organization named herein to act as its agent for the herein described activity. I also have received the notice informing me of my responsibilities and obligations should I cancel the event. By filing this application, I, and the organization on whose behalf I make this application, contract and agree that we will jointly and severally indemnify and hold the city harmless against liability, including court costs and attorneys' fees for trial and on appeal, for any and all claims for damage to property or injury to, or death of persons arising out of or resulting from the issuance of the permit or the conduct of the activity or any of its participants.

Signature of Applicant

Date

STATE OF FLORIDA
COUNTY OF SEMINOLE

The foregoing instrument was acknowledged before me this _____ day of _____ 2016 by _____, who is personally known to me or has produced _____ as identification and who did not take an oath.

Notary Public
My Commission Expires: _____

CITY OF SANFORD ESTOPPEL NOTICE, INDEMNIFICATION, COVENANT AND HOLD HARMLESS AGREEMENT (PART OF ALL SPECIAL EVENT APPLICATIONS)

The City of Sanford hereby advises the applicant that the activities that are part of the _____ special event plans of the applicant filed with the city on _____
(Special Event Name) (Date)

may give rise to liability of diverse types and natures. The City of Sanford is not responsible for any events that are not specifically sponsored by the City of Sanford. Approval of a special event is not acceptance of the event as a City of Sanford-sponsored event. Thus, the applicant is advised to ensure that, beyond providing for insurance relative to its own activities, it would be prudent for the applicant to resolve all insurance needs with the participants, vendors, etc., that relate to the event in all respects.

The applicant shall take all precautions for the safety of and will provide reasonable protection to prevent damage, injury or loss to all persons and property in association with the special event.

The applicant shall comply with all laws, ordinances, rules, regulations and other orders regarding the safety of persons or property, or their protection from damage, injury or loss with regard to the special event.

The applicant shall be responsible to ensure that all trademark and copyright laws and all other laws relating to intellectual property rights are adhered to in every respect.

In any emergency affecting the safety of persons or property, the applicant shall act with care and discretion to prevent threatened damage, injury, loss or death.

The applicant shall indemnify and hold harmless the City of Sanford and its officials, officers, employees, agents, servants, invitees and guests from and against all claims, damages, losses and expenses, including reasonable attorneys' fees arising out of or resulting from the event. Accordingly, the undersigned for the applicant and her/himself and any and all derivative claimants, of whatsoever type or nature or relationship, understands that the City of Sanford and its officials, officers, agents and employees, assume no liability whatsoever for any loss that may result from the special event in any way whatsoever to include, but not be limited to, any personal injury or property damage or loss that the undersigned, or any of its agents, employees, participants, vendors, or derivative claimants, may cause or suffer, of whatsoever type or nature or cause, as a result of, or associated with, the special event.

In consideration of, and as an inducement for, the City of Sanford approving the special event application, the undersigned, as an individual and for the applicant and any and all derivative claimants including, but not limited to, any and all heirs, assigns, executors, beneficiaries, administrators, and any and all other claimants or legal representatives of whatsoever nature or relationship, do hereby forever fully release, remiss, indemnify, acquit, forever discharge, and hold harmless and blameless, the City of Sanford and its officials, officers, employees, agents, servants, invitees and guests from, against and for any claims relating to losses described above or otherwise contemplated by law in any respect; the activities that relate, in any way, to the special event; personal injury or property damage, of whatsoever type or nature, that arise, in any way from the

special event; and any all damages or losses however claimed or asserted or cognizable under law that any claimant may suffer or cause as a result of, directly or indirectly, the special event. I recognize and assume any and all risks, known or unknown, relating to the special event and covenant on behalf of myself and all derivative claimants, as aforementioned in every respect, not to sue the City of Sanford or its officials, officers, employees, agents, servants, invitees and guests, or any one of them or combination of them.

Should the City of Sanford be sued as a result of the special event in any way or manner, the applicant shall be notified of such suit and, thereupon, the applicant shall have the duty to defend the suit and the City of Sanford. Should judgment be awarded against the City of Sanford in any such case, the applicant shall forthwith pay the same and relieve the City of Sanford of any obligations relating thereto. The City of Sanford shall not be liable in any respect or in any nature.

Should the applicant receive notice, in any way, of any suit or claim arising from the special event, the applicant shall promptly advise the City of Sanford in writing.

The undersigned represents that he/she has the right, authority and legal power to execute this document and bind the applicant and her/himself to each and every matter set forth herein.

Applicant Signature
Print Name: _____
Date: _____

Witness Signature
Print Name: _____



PUBLIC WORKS DEPARTMENT

ADMINISTRATION, FACILITIES, FLEET,
SOLID WASTE, STREETS &
STORMWATER DIVISIONS
407-688-5080, FAX (407) 688-5081

1st STREET BANNER PERMIT

Please complete the following information to request Public Works hang a banner over 1st Street at Park Avenue. Requests will be processed on a first come, first serve basis for one week, from Monday to Monday, and will be subject to a \$120.00 per week fee. An applicant may be approved for additional weeks as long as other applicants decline their opportunity to hang a banner during their event week.

Name of applicant: _____

Address of applicant: _____

Name of contact: _____

Contact telephone number: _____ Fax #: _____

Dates to hang banner: Start: _____ End: _____

Event: _____ Date: _____

BANNER SPECIFICATIONS:

- 1 Banner shall be made of a material capable of sustaining severe weather and high wind conditions. (Recommend minimum of 18 oz. Vinyl material, with edges folded and double stitched near eyelets.)
- 2 Include Air Holes
- 3 Have attached metal eyelet spaced every two foot (2')
- 4 Maximum thirty foot (30') long by three foot (3') in height
- 5 Supplied with sixty (60') foot length of one quarter inch (1/4") nylon rope
- 6 Banner must be delivered to the Public Works Department at City Hall one week prior to event

Approved _____ Denied _____

As a condition of approval, the applicant agrees that the City shall not be responsible to maintain the banner or correct placement of the banner (which may be needed as a result of winds, etc.) once the banner is installed. The City may take corrective actions at its discretion and as convenient to the City.

Public Works Department Date

Comments: _____



CHECKLIST FOR THE SPECIAL EVENT APPLICATION

This form is solely for your use to help you verify that your application is complete prior to turning it in and to provide a guide through the process. Remember that the City must receive the application at least 60 days prior to the event.

Before your application is submitted, have you:

- completed all blanks on page 1 of Application providing general event and organization information, a tax identification number, and two contact people?
- signed the Certification by Applicant on page 1?
- provided all additional information on page 2 of the Application including:
 - information about your event (Sections A-B)?
 - special equipment you and/or your vendors will bring / need (Section C)?
 - any city services or equipment requested (Section D)?
 - timeline and any other general information (Section E)?
 - included or attached a diagram, map of your event?
- reviewed the Insurance Requirements and Copyright Law on Page 4 of the application?
- signed and have notarized the Certification on the bottom of page 4 of the application?
- signed the Estoppel Notice, Indemnification, Covenant and Hold Harmless Agreement on Page 6 of the application?
- provided a \$50.00 non-refundable payment made out to the City of Sanford to process the application for approval?
- been asked to attend a meeting with the Special Event Review Committee? If so, on what date: _____.
- been informed that it needs approval by the City Commission? If so, what is the date that the commission will hear your request: _____

Ten (10) days before your event, have you

- paid all estimated costs for city services and permits?
- provided all certificates of insurance naming the City of Sanford as additional insured?
- provided a copy of your "Consumer's Certificate of Exemption", as issued by the Florida Department of Revenue?
- provided a list of food vendors for submission to the State of Florida's Department of Business and Professional Regulation (DBPR) or the State of Florida's Food Hygiene Inspection Program to for inspection on event day?

Thank you, again, for choosing the Historic City of Sanford to host your Event!