



COMMUNITY AND SPECIAL EVENT PERMIT
APPLICATION

**In order to properly process your request, all applications must be received at least 30 days prior to event.*

SPEV-Special Event Permit #: _____ **Date Received:** _____

ABOVE TO BE COMPLETED BY STAFF

- NON-PROFIT ORGANIZATION EVENT (Must submit 501c3 documentation)
- TEMPORARY SPORTS EVENT
- BEACH EVENT
- COMMUNITY EVENT (Open for public attendance)
- PRIVATE EVENT (Not open for public attendance)
- CRAFT SHOW, ART SHOW, OR SALES EVENT

Organization Name: _____

Activity/Event Description: _____

Date(s) Requested: _____

Total number of attendees for the entire event: _____

Expected number of attendees at a time: _____

Set Up Time	Actual Event Time	Take Down Time
_____ to _____	_____ to _____	_____ to _____

Event Location: _____

Event Address: _____

Property owner's name: _____ Phone: _____

Applicant's Name: _____ Phone: _____

Applicant Email Address: _____

Day of the event Contact Name: _____ Phone: _____

→ ATTACH A SITE PLAN WHICH INCLUDES THE FOLLOWING:

- Property boundaries
- External roads
- Access points
- Existing On-Site Parking
- Parking (Off-Site or Right of Way to be used during the event)
- Buildings and Structures
- Tents and Outdoor Activities
- Food/Beverage Vendors
- Proposed sign location (on-premise)
- Multiple site plans will be submitted if more than one location is to be used.

PRESENT USE:

Undeveloped Developed; type of business: _____

PARKING AND TRAFFIC CONTROL:

Authorization and Traffic Control from the Marco Island Police Department may be required for certain events.

Undeveloped; site plan indicates designated parking areas.

Developed; site plan must indicate adequate parking for the special event *plus* a proposal for additional parking if deemed necessary by the Special Event Team.

Parking within Right-Of-Way; site plan indicating parking within Right-of-way. Approval required by Police

Department. Traffic control may be required by the Police Department.

BANNER/ SIGN:

Section 30-795 of the Marco Island City Codes allows one temporary sign or banner in conjunction with a temporary use permit (2 signs are allowed for properties with more than 1 street frontage). MAXIMUM SIZE = 32 square feet. **WIND SIGNS (including balloons, streamers, rotating devices and unofficial flags) ARE PROHIBITED.**

No, I will not be using a Banner

Yes, I will be using a Banner **Where? (Please include written description of the locations of banner)** _____

EVENT DIRECTIONAL SIGNS: A temporary sign intended to direct pedestrians, motorists, and other passerby to any assembly, gathering, activity, or meeting. In conjunction with an approved temporary use permit for a community or special event, off-premise directional signs, not to exceed 5 signs, may be placed within the right-of-way subject to the following criteria:

1. A written description indicating off-site directional sign locations must be included with the permit application.
2. Directional signs must be a minimum size of 18" x 24" and a maximum size of 24" x 32".
3. It is recommended that the signs be blue with white lettering, however, directional signs may be any single color background with any single color copy.
4. The signs shall be professional in appearance and shall include the special event permit number, which may be placed on back of sign.
5. Signs may not be erected prior to 5 days including the day or days of the scheduled event and must be removed within 24 hours of the completion of the event.
6. Signs may not be located within medians, attached to traffic control signs or other authorized highway

signs. Signs shall be located a minimum distance of 30 feet from street intersection and a minimum distance of 6 feet from the edge of pavement or 3 feet from the back of a curb. The bottom of all signs shall be a minimum of 12 inches above existing ground and the top of the sign shall not exceed a distance of 5 feet above the existing ground.

No, I will not be using Directional Signs

Yes, I will be using Directional Signs (5 days prior to your event date, including the day of your event)

Please indicate the dates for your signage:

From: ____/____/____ to ____/____/____.

Where? (Please include written description of the locations of signs)

EXTERIOR LIGHTING:

- Existing
- Additional lighting indicated on site plan.

NOISE:

Note: (excluding some holidays) Approval for Noise will not be approved after 10pm and before 8am.

- No music or noise proposed
- Music/Noise is anticipated from: _____AM/PM to: _____AM/PM

FOOD:

- No Food will be served
- Yes, food will be provided by _____

The food provided will be served HOT The food provided will be served COLD

Where will the food be prepared? _____

Food truck/trailer? Yes No

ALCOHOLIC BEVERAGES:

- Alcoholic beverages will not be sold or consumed.
- A copy of the Florida Beverage Commission permit is attached (Law Enforcement may be required)

TENTS:

***NOTE:** If tent(s) are 20x20 or larger, applicant shall schedule an inspection with the Marco Island Fire Department between days of tent setup and the first day of the event.

- Tents will not be used
- Tents will be used
 - Tent size: _____, # of tents: _____, Location of tents on site plan _____
 - If the tents are used for occupancy, please provide the following info:
 - Does it have sides? _____,
 - Submit a Life Safety Plan showing Seating Plan inside, Exit Locations, Lighting Plan showing exit and emergency lights and Fire extinguisher locations.
 - Will there be power or electric? _____, if so, how will they be supplied? _____.
 - Will you have a generator? _____, if so, what is the size? _____
 - Show stake line locations

Stage:

- No, we will not have a stage.
- Yes, we will have a stage.
 - Type of stage: _____, Size: _____
 - How will the stage be powered? _____

***NOTE:** Applicant shall schedule an inspection with the Marco Island Fire Department between days of stage setup and the first day of the event.

RESTROOMS:

- Existing facilities will be available
- Portable facilities are shown on the site plan

Law Enforcement:

- Security will not be provided (Police/Security not requested at this time; subject to change if Police Department deems necessary)
- Security will be provided (Please complete Law Enforcement Contract)

Fire Rescue: Please refer to Fire-Rescue Requirements for Special Events.

- Fire Rescue will not be provided (Subject to change if Fire Dept. or Special Event Team deems necessary)
- Fire Rescue is requested to provide # _____ Standby Fire Personnel.
(By request and/or deemed necessary)

By acceptance of this permit, the applicant agrees to defend, hold harmless and indemnify the City of Marco Island and its agents from any and all liability which may arise as a result of the issuance of this permit and agrees to conform to applicable provisions of the Collier County Land Development Code. If the event is deemed too excessive or if there are code and/or safety concerns, the Marco Island Police may require the applicant to limit or cease the activity(s) which is the cause of the concern. Citations may be issued by MIPD to the applicant of this permit, if their instructions are not followed.

I, _____, applicant/property tenant agree to use the property as described herein during the time period indicated. I understand that Section 30-796 of the Marco Island City Code permits a total of 28 days per calendar year (up to 14 consecutive days) for special events on this property.

Please sign and date below if you agree to the terms and conditions of this permit:

Applicant Signature

Date

This permit does not constitute approvals which may also be necessary under other local, state and federal regulations, including, but not limited to right-of-way permit, building permit, FAA, FCC, & DEP. This permit is issued pursuant to information provided by the applicant.

Permit Fee:
\$50 (Community Use/Non-Profit Charitable)
\$75 (Entrepreneurial Use/Commercial For Profit/Private)
Invoices can be paid online after invoice is received.