

OFFICE OF THE MAYOR

Nick Sortal
Mayor

ADMINISTRATION

Jason R. Nunemaker
Chief Administrative Officer



CITY OF PLANTATION

400 NW 73rd Avenue

Plantation, Florida 33317

954-797-2222

**CITY OF PLANTATION SPECIAL EVENT APPLICATION
PROMOTIONAL EVENTS**

A commercial or non-profit event generally sponsored by churches, malls, shopping centers or single occupant building. Events such as a grand opening, special sale, yard sales, fair, car shows, fundraisers, holiday events (pumpkin patch, seasonal sales, egg hunting, etc.).

Applicant Information

DATE OF SUBMISSION: _____

Full Name / Contact Person

Company Name

Company or Residential Address

City

Fl

Zip

Phone

Cell

Email

Event Information

Application must be approved by Police, Fire Department and the Engineering Department.

Date and Time of Event: _____

Resident's/Business Name: _____

Location(s) of Event: _____

All Outdoor Events must include a site plan/diagram of the event location.

General Description of Event:

Certificate of Insurance Requirements

The City of Plantation insurance requirements must include the following information before an event, agreement, purchase order, or qualifying as a vendor, current (COI) must be provided:

- Insured: The name on SUNBIZ and the company listed on COI must be the same.
- Certificate holder: City of Plantation, 400 NW 73 Avenue, Plantation, FL 33317;
- Authorized Signature: COI must be signed;
- General Liability: \$1,000,000.00; General Aggregate \$2,000,000.00; The City must be listed as an additional insured by checking the box or include in writing.
- Automobile Liability: \$1,000,000.00 (owned or hired autos); The City must be listed as an additional insured by checking the box or include in writing.
- Workers Compensation (WC): \$1,000,000.00; A waiver of subrogation must be included in writing and/or checking the box;
- No Workers Comp (WC) insurance; provide WC exemption form. Please visit <https://www.myfloridacfo.com/Division/wc/employer/Exemptions/default.htm>
- 10-day notice cancellation language must be noted on COI.
- The City should be named as an additional insured for other insurances except Worker's Compensation.

If you have any questions or concerns about these requirements, please do not hesitate to contact the Risk Management Department by calling 954-797-2222 or email to kjoiner@plantation.org or gjackson@plantation.org.

Banners

1. One (1) sign not to exceed 16 square feet in the area directing the attention of the public to the special event may be permitted on each street frontage of the property where the event occurs.
2. 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.
3. Banner shall not be attached to trees or shrubs.

Signage

1. Directional Signage - 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 event occurs.
2. Directional signs shall not exceed 4 square feet per sign face.
3. Directional signs can be placed the day before the event begins and must be removed the day after the event. Please provide the location of where the signage will be placed (street names, structures, shopping malls, etc.)
4. Signage City Wide: Provide property owner approvals and a location map for each sign.
5. Signage on Street Frontages: Provide location map for the maps.
6. 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 interest is an easement, the consent of the landowner shall likewise be required).

Pop-Up Tents (10 x 10) are permitted for 1-3 days without completing a Special Event form. If more than 3 days or larger than 10 x 10, a permit must be pulled in the building department and complete the Special Event form.

Tents with Sides:

1. Must complete the Special Event form.
2. Building permit needs to be applied for after approval letter received from the City.
3. Electrical (if needed) a permit must be pulled after approval letter received from the City.