



City of Plantation Parks & Recreation Special Event / Tournament Application

**Advertising of the requested event is not permitted until a final permit has been issued.
Submittal of this application does not guarantee approval for the event.**

Applicant Information

Organization Name:		
Address:		
City:	State:	Zip:
Main Contact Name:		
Phone:	Email:	
Organization Type:		
Sunbiz #:		

Event Information

Event Name / Title:	
Description / Summary of Event:	
Requested Event Location(s):	
Type of Event:	If other, describe:
Profit Type:	

** IRS non-profit letter must be submitted with application*

Requested Event Schedule

	Event Date	Day of Week	Start Time	End Time
Day 1				
Day 2				
Day 3				

Set up start date:	Set up start time:
Breakdown completed by date:	Breakdown completed by time:

Estimated Attendance:	Will the event open to the public? Yes No
Are you requesting exclusive use of the facility/park? Yes No	Will admission be charged? Yes No
Are you requesting any road closures? * Yes No	* <i>Must include site map with road closures including:</i>
Streets/Intersections:	
Closure Times:	Re-open Times:

Are you requesting to post banners for advertising of event? Yes No	
Other requests / details:	

Tournament Requests Only

Number of fields requested:
Field dimension requirements:

Equipment

Will you require tables/chairs/tents from the City? Yes No
 If yes, please select quantities from below.

CITY OF PLANTATION EVENT RENTAL EQUIPMENT					
QTY	ITEM(S)	RATE	QTY	ITEM(S)	RATE
	10x20 Tent	\$100.00 each		Picnic Tables	\$25.00 each
	20x20 Tent	\$200.00 each		Trash Cans	\$10.00 each
	20x40 Tent	\$300.00 each		8x10 Trailer (Small) Stage	\$300.00 each
	6' White Tables	\$6.00 each		Stage Tent	Included in Rate
	6' Black Tables	\$6.00 each		Lattice for Stage	Included in Rate
	White Chairs (44)	\$2.00 each		Wind/Rainscreen for Stage	\$25/\$50/\$100
	Black Chairs	\$2.00 each		Traffic Cones	\$2.00 each
	Bleachers (3rows /15')	\$40.00 each		Riser (4x8)	\$25.00 each

* above prices are subject to change

Additional Comments:

Vendors

Table / Chair Vendors	Tent Vendors
Will you be using a table/chair vendor? Yes No	Number of tents:
Food and Beverage Vendors	Food Truck Vendors
Number of F&B vendors:	Number of food trucks:
Performance or Music Vendors	Merchandise Vendors
Number of performance vendors:	Number of merchandise vendors:
Other Vendors	
Please describe:	

If your event will have any vendors above you are required to submit the "Event Hold Harmless and Indemnification" form.

Requirements

All documentation must be submitted to the City and approved within 60 days of receiving preapproval. Failure to supply approved documentation on time will result in the termination of any temporary approvals and the event will be revoked.

Insurance

- 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.

Hold Harmless Waiver – only required if you will be using outside vendors during your event.