

**CITY OF BRADENTON**  
**101 Old Main Street**  
**BRADENTON, FLORIDA 34205**  
**(941) 932-9440**

**EVENT PERMIT APPLICATION**

The following information is required for all event permits issued by the City of Bradenton. Please be aware that approval does not exempt the applicant from any County, State, or Federal criteria which may apply to such event or activity.

**A non-refundable application fee of \$25.00 shall be paid at time of application.** Rental fees and damage deposits will be paid following approval of the event request. All questions must be answered as incomplete applications will be rejected. For further information, contact the Event Review Committee at 941-932-9440.

**NAME OF EVENT:** \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

If the event is to be held on the Riverwalk, please indicate the area(s) intending to be used.

Mosaic Amphitheater  Pavilion Area  Great Lawn  Regatta Plaza  Parking Lots/Areas  Tower Plaza  Skate Park

Outdoor Living Room  Botanical Gardens  Volley Ball Courts  Other (specify) \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Set up Time of Event: \_\_\_\_\_ Break down Time: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Is this event open to the public? \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

Has this event been held in the past? \_\_\_\_\_ **YES** \_\_\_\_\_ **NO** If **YES**, what was the attendance? \_\_\_\_\_

**ORGANIZATION NAME (IF APPLICABLE):** \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**PLEASE CHECK ALL PLANNED ACTIVITIES OF EVENT:**

1. Music/Amplified sound: \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

2. Food Served / Sold: \_\_\_\_\_ **YES** \_\_\_\_\_ **NO** If **YES**, What Type:  Cold  Cooked \*  Using Fryers \*

*\*please ask about special requirements for cooked foods*

3. Alcohol Served / Sold: \_\_\_\_\_ **YES** \_\_\_\_\_ **NO** *\*alcohol requires additional police officers*

4. Tents Used: \_\_\_\_\_ **YES** \_\_\_\_\_ **NO** If **YES**, Number of Tents: \_\_\_\_\_ Size of Tents \_\_\_\_\_

**NOTE: If tents or canopies are used, no stakes are allowed and tent permits must be secured from the City's Department of Planning and Community Development located on 1<sup>st</sup> floor of City Hall @ 101 12<sup>th</sup> Street West. 941-932-9423**

5. Street Closure Requested: \_\_\_\_\_ **YES** \_\_\_\_\_ **NO** If **YES**, What Street(s) \_\_\_\_\_

Times of Street Closure: **FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

(Please also complete *Street Closure Form*)

6. Will temporary sanitary facilities be provided? \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**  
If **YES**, please indicate number and location on site plan (for calculations, see Event Manual under Standards)

7. Are fireworks planned? \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**  
**NOTE: Fireworks will require a permit from the Planning Department in conjunction with the Fire Department. Application for permit must be received no less than one (1) month prior to the event. Any water displays shall be permitted by the US Coast Guard.**

8. Are live animals planned to be a part of this event? \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**  
If **YES**, please describe: \_\_\_\_\_  
**NOTE: Live animals are only allowed by City Council approval and their planned location must be indicated on site map**

9. Describe any additional event activities: \_\_\_\_\_

**CITY SERVICES REQUESTED:**

- Electricity** \*see fee schedule
- Solid Waste Service** \*see fee schedule

**NOTICE OF PUBLIC SAFETY NOTICE FOR SECURITY & TRAFFIC CONTROL:**

Bradenton Police Department - 100 10th Street West - 932-9300

Police security is required whenever alcoholic beverages are present, when closure of a public street is necessary, when large crowds are in attendance, or in any other situation as deemed necessary by the Bradenton Police Department (BPD). The number of personnel required is determined by BPD and wages are payable by applicant.

**Contact BPD OFF-DUTY SECURITY COORDINATOR, Brenda Lovett, at 941-932-9317 or via [brenda.lovett@cityofbradenton.com](mailto:brenda.lovett@cityofbradenton.com) to discuss security requirements.**

During review by various City Departments, additional conditions may be imposed. This permit is valid only for the time indicated on this permit. In the event that the applicant fails to fulfill the requirement(s) (as set forth in this permit) or fails to obtain proper authorization to proceed, if conditions have changed, or the expected outcomes, impacts, or conditions are substantially altered, then the permit will be voided immediately by authorized City Personnel.

I, the undersigned, will indemnify, defend and hold harmless the City of Bradenton, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands, or judgments to any person or property which may result now or in the future from the conduct of this event.

**The undersigned agrees to abide by all Event Approval Standards set forth in the manual (see page 6 to 8).**

The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Typed or printed name and title

\_\_\_\_\_  
Date

## Rental Contract

All event organizers must read and sign the Rental Contract before the event permit is issued.

1. Levels of sound, music, and noise produced at the authorized event shall adhere to City Noise Ordinance. If at any time a City of Bradenton law enforcement officer determines that this standard has been violated, said officer shall have the authority to require the Event Organizer, or any agent thereof, to take all necessary and appropriate actions to prevent further violations of this standard. If the Event Organizer or any agent thereof, fails to obey the orders of the law enforcement officer, Event Organizer will be required to present any future events to City Council for review prior to approval.
  
2. The event organizer has been informed that all events at Riverwalk Park, including non-musical events, must be completely closed by 10:00 pm. If any event wishes to continue past 10:00 pm, special City Council approval is required.

I, \_\_\_\_\_, applicant/event organizer for \_\_\_\_\_, event, scheduled for \_\_\_\_\_ 20\_\_\_\_, from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m., hereby agrees to all conditions and regulations set forth in the event manual, application and contract as adopted by City Council.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Typed or Printed Name and Title

\_\_\_\_\_  
Date

**CITY OF BRADENTON  
REQUEST FOR TEMPORARY CLOSING OF CITY STREET(S)**

**\*\*\*Request for Temporary Closing Form MUST be submitted to the Bradenton Public Works Department a minimum of sixty (60) days prior to the event\*\*\***

1. Name of Requestor: \_\_\_\_\_  
Name of Organization \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

2. Title of Event: \_\_\_\_\_

Date(s) of Event		Times of Event	
To:	From:	Begin:	Ends:

3. Proposed Road(s) to Close (Specific Locations – Include Map):  
\_\_\_\_\_  
\_\_\_\_\_

4. Proposed Detour Route (Include Alternative Road and Map):  
\_\_\_\_\_  
\_\_\_\_\_

5. Additional Notes & Comments:  
\_\_\_\_\_  
\_\_\_\_\_