

City of Deerfield Beach-Special Event Application



To apply for a Special Event Permit, please complete the form below and submit it to the Parks and Recreation Office at least 45 working days prior to your event.

Your application will be reviewed by our administrative staff to determine the following requirements:

- Compliance with City ordinances
- Special permits required
- Charges your organization may incur if city services are required
- Security requirements
- Emergency Medical/Fire Safety Requirements

If your Special Event Application is approved, the applicant must provide the City of Deerfield Beach with an original certificate of liability insurance naming the City of Deerfield Beach as an additional insured for the date of the event showing general liability insurance with a combined single limit of \$1,000,000.00 for bodily injury and property damage per occurrence. Products liability in the amount of \$1,000,000.00 is required if food or beverages are served or sold.

Mailing Address:

City of Deerfield Beach
150 NE 2nd Ave.
Deerfield Beach, FL 33441

For more information or questions, contact:

Special Events Division
Office: (954) 480-4429
FAX: (954) 480-4393
Email: cwaren@deerfield-beach.com kwarren@deerfield-beach.com

Visit our website at:

<http://www.deerfield-beach.com>

Please Note: The information you provide on this application is public information and may be used for promotional purposes.

Special Event Application Information

Any person or organization seeking to conduct a special event in the City of Deerfield Beach is required to file an application for a special event permit with the Department of Parks and Recreation.

The following pages include instructions developed to guide you through the Special Event Permit Application. It is our goal to assist event organizers in planning a safe and successful event.

Special Event Definition

The Code of Ordinances for the City of Deerfield Beach defines a special event as:

A "special event" shall mean any meeting, activity, gathering, or group of persons, animals, or vehicles, or a combination thereof, having a common purpose, design or goal upon any public or private facility, street, sidewalk, alley, park, or other place or building where the special event substantially inhibits the usual flow of pedestrian or vehicular traffic or which occupies any public area or building and preempts

use by the general public. A special event shall include but not be limited to a festival, carnival, concert, parade, walk, race, fund raising sale and similar gatherings, block party, grand opening promotions and other similar events not specifically permitted by the zoning ordinance.

Chpt. 66, Article VI (Parade, Marches and Special Events), Division 3.
Sec. 66-205. Defined. (Ord. No. 1995/003, § 1, 2-7-95)

Compliance with City Ordinances

All City ordinances, rules or regulations applicable to the use of public and private property on which the Special Event will occur shall be obeyed, unless previously and specifically waived by Director of Parks and Recreation or designee.

Special Event Approval Process

- Step 1. Submit your completed Special Event Application to the City of Deerfield Beach, Parks and Recreation Office.
- Step 2. Upon receipt of your application, a representative from Parks and Recreation will review your application and determine if any additional information is required. This person will be your primary contact for the processing of your permit.
- Step 3. Copies of your application will then be distributed to various city departments and agencies affected by your event. If your event requires additional permits, licenses, certificates or other supportive information, you will be contacted directly by the city department or agency. Please note some events may require approval of the City Commission.

Step 4. Application is Approved or Denied

Application for Approval

Unless extended by specific written permission by the Director of Parks and Recreation or designee, all permits and approvals necessary to conduct a special event shall be obtained and copies thereof provided to the city prior to the first day of the special event. No special event may be held unless an application as provided for herein has been submitted, fully completed, and approved in writing by the Director of Parks and Recreation or designee.

The Application for a Permit May Be Denied or Revoked If:

- The application is incomplete and/or contains inaccurate information.
- The conditions and requirements imposed by the City have not been or will not be fully met.
- The special event will interfere with or unduly burden the City's provision of municipal services to the community including but not limited to police, fire, emergency medical protection, water and sanitary sewer service and solid waste removal.
- The health, safety and welfare of the public are not threatened in any way by the conduct of the special event.

Costs Associated with Issuing the Permit

The city may require, as a condition precedent to the issuance of a special event permit, that the applicant pay to the city the city's cost in providing services in support of the special event and may require that the applicant pay to the city a user fee for the use of public property.

Indemnification (Hold Harmless)

The City of Deerfield Beach requires any person conducting a special event to indemnify and hold the City of Deerfield Beach harmless in the event of any injury sustained as a result of participation in such activity, function or program. This release includes, but is not limited to, such injuries that occur to as a result of the

negligent actions or omissions of other participants. This is a complete and total release of the City of Deerfield Beach, its agents or employees for any and all liability and shall be liberally construed in favor of the City of Deerfield Beach.

Liability Insurance Required

The City of Deerfield Beach requires applicants to provide a current Certificate of Insurance naming the City of Deerfield Beach as additional insured for the date(s) of the event showing general liability insurance with a combined single limit of \$1,000,000.00 for bodily injury and property damage per occurrence. Product liability in the amount of \$100,000.00 is required if food or beverages are served or sold. Insurance Certificates must be submitted for review to the City's Risk Manager prior to the event.

A copy of public premises liability insurance in the amount of \$1,000,000 naming the Broward Sheriff's Office as additional insured.

Property Owner Permission

If the sponsor of the event is other than the actual owner of the property as indicated by the Broward County Tax Rolls, a notarized letter of permission from the owner must be included giving the property owner's authorization to use the property for the event.

Protection of Nearby Property/Persons

It is the applicant's responsibility to ensure that surrounding and nearby property/persons are suitably protected from adverse conditions that may reasonably be expected to result from the special event.

Mitigation of Impact (Public Notification)

In order to accommodate the negative impact your event may have on the surrounding community, you are required to notify the residents, businesses, places of worship and schools that may be impacted by the noise, traffic and street closures related to your event. Information in this notice should include, but not be limited to the date(s), day(s), time(s), location(s), and types of activities taking place during the event. We recommend that you give at least two weeks notice prior to the event start date.

Noise Abatement

Be aware that loud and unreasonable noise (including music) is a violation of city code. A police officer that determines that noise from your event is offensive to others may require you to lower or discontinue the noise.

Event Parking

The applicant shall be required to prove that there is sufficient parking for the event.

Event Site Plan

A site plan shall be required with the application showing the location of the special event, all structures to be utilized in the event, including tents, booths, exhibits, width of aisles, means of ingress and egress, concession areas, waste removal facilities, sanitary facilities, and utilities such as electrical and telephone facilities, emergency medical facilities and any other information requested by the Director of Parks and Recreation or designee.

Event Sanitation and Recycling (Clean Up)

The proper disposal of trash and garbage throughout the length of your event is required. The area utilized shall be cleaned following any special event and in all respects restored to its former condition within 24 hours after the close of the event. Should you fail to perform adequate cleanup or damage occurs to city property and facilities due to your event, you will be billed at full cost recovery rates for cleanup and repair. In addition, such failure may result in denial of future approval for a Special Event Permit.

Rest Rooms

Sanitary facilities must be provided for all special events. It is recommended that you provide (1) chemical or portable toilet for every 250 people who attend your event. Ten percent (10%) of these facilities must be ADA accessible. This figure is based upon the maximum number of attendees at your event during peak time.

Temporary Road Closure

The City of Deerfield Beach requires City Commission approval and written permission from the applicable government agency to temporarily close City, County or State Roads. In addition, the applicant shall be responsible to furnish, place, and remove all barricades, traffic cones, flashers, and other traffic control devices as may be required for traffic control. In addition, you may be required to have a law enforcement agency present to ensure the proper detour and safe closure of your venue.

To obtain a Request Form for Temporary Closing/Special Use of State Road visit: [Click Here](#)

Events on Waterways

The City of Deerfield Beach requires City Commission approval and written permission from any other agency with jurisdiction, including the Army Corps of Engineers for events on waterways.

Broward Sheriff's Office

BSO will review the application to determine if deputies are required for traffic/crowd control or security for the event. The applicant shall be responsible to cover any costs in providing services in support of the special event.

Fire Department Requirements

The Broward County Sheriff's Office Fire Rescue Dept. will review the application to determine if medical, paramedic or fire services are required for the event. A field inspection prior to the event start may be required. The applicant shall be responsible to cover any costs in providing services in support of the special event.

Tents (Inspection & Permit)

Any tents must be erected by a company qualified to erect tents and must be registered with the City of Deerfield Beach. A permit to erect the tent must be obtained and a copy of the approved special event permit must be submitted when applying for the permit. An inspection by the building department will be required after the tent is erected. The tent must comply with all City of Deerfield Beach and National Fire Codes and requirements as well as any building code requirements.

Signs and Banners

Special event signs and banners advertising the city-wide, civic or cultural or charitable event are permitted as follows:

- (1) Two (2) signs or banners directing the attention of the public to a special event may be permitted on the premises of the event. The sign size shall not exceed 32 square feet (four by eight) per sign face. The height shall not exceed six feet above ground. A banner shall not exceed 50 square feet in area.
- (2) Special event directional signs are permitted, without the approval of the community appearance board, provided that a temporary permit approved by the city manager is obtained. The sign shall be located at points specified by the permit, shall not exceed four square feet per sign face and shall not exceed six feet in height, if freestanding.

Such signs, banners and directional signs shall be erected not to exceed two weeks prior to the scheduled event and removed one day after the scheduled event ends.

Merchandise (Non Food Vendors)

In order to sell merchandise (non food and beverage items) at a Special Event, the City of Deerfield Beach requires the following:

1. A current Broward County Occupational License issued by the Broward County Revenue Collection Division.
2. An original insurance certificate naming the City as an additional insured for the date of the event showing Products Liability in the amount of \$1,000,000.00.

For information on Broward County Local Business Tax Receipts (formally known as Occupational License) – [Click Here](#)

[Application for Local Business Tax Receipts](#)

Concession (Food Vendors)

In order to sell food and beverages at a Special Event, the City of Deerfield Beach requires the following:

1. A Temporary Event Vendor License from the Florida Department of Business and Professional Regulations, Division of Hotels and Restaurants.
2. An original insurance certificate naming the City as an additional insured for the date of the event showing Products Liability in the amount of \$1,000,000.00.

For further information on A Temporary Event Vender License please visit: [The Guide to Temporary Food Service Events](#)

Alcohol Use at Your Special Event

Alcoholic beverages are not permitted in any City Park or facility except where specifically waived by the City Commission for a citywide event.

In order to serve or sell alcoholic beverages at an event, the City of Deerfield Beach requires the following:

1. A special use license from The Division of Alcoholic Beverages and Tobacco.
2. A Certificate of Liquor Liability Insurance in the amount of \$500,000.00 naming the City of Deerfield Beach as an additional insured must be secured. The certificate of insurance must include liability coverage for the sale and/or consumption of alcohol during the event.

For further information on Alcohol Use are Your Special Event visit: [The Division of Alcoholic Beverages & Tobacco](#)

[Application for One/Two/Three Day Permits or Special Sales License](#)

The serving of alcoholic beverages at your Special Event must adhere to Florida Alcoholic Beverages Laws and meet all the requirements listed below:

- Proper identification must be presented in order to purchase/consume alcoholic beverages at the event.
- The only alcoholic beverages that may be possessed or consumed at a special event are those alcoholic beverages that are served by the sponsor of the event.
- The alcoholic beverages served at an event must be consumed within the designated area of the event.
- Alcohol servers must be properly trained to serve alcohol and refuse additional alcohol to individuals who appear intoxicated.
- Cease all alcohol sales 30 minutes before the end of the event.

Special Events Permit Conditions for Marine Turtle Guidelines (Beach Events)

Florida Department of Environmental Protection (DEP)

Division of Water Resource Management

1. The nesting season is March 1 – October 31 in Brevard, Indian River, St. Lucie, Martin, Palm Beach, and Broward counties, and is May 1 – October 31 in all other coastal counties in Florida. There are conditions required for special events on the beach for the protection of marine turtles during the marine turtle nesting season.
2. All structures proposed to be constructed in marine turtle nesting habitat and left out overnight shall have three (3) feet of vertical clearance beneath them, at least seven (7) feet of horizontal clearance between the supports where they meet the beach, and shall be located as far landward as possible. Any structures or materials not meeting these criteria must be removed by sundown each day. All staging and storage of equipment and materials shall be off beach.
3. The use of heavy equipment is prohibited, and the use of street vehicles to transport event equipment is prohibited except on beaches where public beach driving is allowed by local ordinance. A lightweight, ATV-type vehicle with 10 p.s.i. or less ground-to-tire pressure may be used for equipment transport if allowed by local ordinance. Use of vehicles shall be minimized, and restricted to event set-up and break-down.
4. In order to place structures on the beach, surveys for marine turtle nesting activity must be ongoing, and have been conducted daily for 65 days previous to the event date or since the beginning of marine turtle nesting season. It is the responsibility of the applicant to ensure that nesting surveys have been conducted in accordance with the following conditions.
 - a.) All nesting surveys shall be conducted by qualified persons who hold a valid marine turtle permit issued by the FFWCC pursuant to Florida Administrative Code Rule 68E-1. No materials or equipment may be set up on the beach until the applicant has coordinated with the marine turtle permit holder
 - b.) Nest surveys shall be conducted daily between sunrise and 9 a.m. during the marine turtle nesting season. No activity shall occur in any location prior to completion of the necessary marine turtle nest survey and protection measures.
 - c.) Nests deposited within the event area shall be marked and left in place unless natural factors threaten the success of the nest. Any nests left in the event area shall be clearly marked and the actual location of the clutch determined. A circle with a radius of ten (10) feet, centered at the clutch, shall be marked by stake and survey tape or string. No activities shall enter this circle and no adjacent activities shall be allowed which might directly or indirectly disturb the area within the staked circle. During marine turtle hatching season (July 1 – October 31), no structures or materials which could impede the progress of turtle hatchlings may remain seaward of a nest overnight.
5. No lighting associated with the event is authorized after 9:00 p.m. during the marine turtle nesting season.
6. No water from the structure or event area shall be allowed to run onto the beach where it could impact adjacent sea turtle nests.
7. In the event an unmarked marine turtle nest is exposed, or a dead, injured, or sick marine turtle is discovered during the event, the marine turtle permit holder shall be notified immediately such that appropriate conservation measures can be taken. Within 24 hours of any such occurrence, a report of the incident shall be faxed to the FFWCC Bureau of Protected Species Management at (850)921-6988.
8. The permittee shall not disturb existing beach and dune topography and vegetation. No excavation of sand landward of the mean high water line is permitted. Any temporary minor disturbances in the sand (including ruts, depressions, holes, or mounds) shall be filled in and raked smooth with hands each evening.

Special Event Application

Event Title: _____

Purpose of Event: _____

Description of Event:

Event Category (Please check):

- | | | | |
|--|-----------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Festival | <input type="checkbox"/> Parade/March | <input type="checkbox"/> Block Party |
| <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Carnival | <input type="checkbox"/> Grand Opening | <input type="checkbox"/> Fundraiser |
| <input type="checkbox"/> Other _____ | | | |

Event Schedule

	Date	Day	Starting Time	Ending Time	Anticipated Attendance
Setup					
Event Day 1					
Event Day 2					
Event Day 3					
Break Down					

Event Location/Address: _____

Property Owner's Permission:

I, the undersigned as owner of the property where the event will be located, do hereby grant permission for use of my property for the event described above.

Signature of Property Owner

Date

Phone Number

Organization Name: _____

Organization Address: _____

Organization is: For Profit Non Profit
(If Non-Profit, please include a copy of the IRS 501© tax exemption letter.)

Person Responsible for Coordination of Event

Name: _____

Email address: _____

Home Phone Number: _____

Cell Phone Number: _____

FAX Number: _____

Address: _____

Secondary Contact

Name: _____

Email address: _____

Home Phone Number: _____

Cell Phone Number: _____

FAX Number: _____

Address: _____

GENERAL EVENT INFORMATION

YES NO Is this an annual event? If yes, how many years have you been holding this event? _____

YES NO Is this event produced in other cities? If yes, please provide reference information.

YES NO Is your event part of a larger campaign (i.e. volleyball tour, charity event, holiday) If yes, please explain? _____

YES NO Will you require the use of a city park? If yes, please check below and complete a Park Rental Agreement.

Constitution Park

Pioneer Park

Johnie McKeithen Park

Villages of Hillsboro

Mayo Howard Park

Oveta McKeithen Recreational Complex

YES NO Will your event require the use of the Beach? If yes, see below:

Waiver of Fees (Please note: If yes, waiver of fees must be approved by City Commission)

YES NO Are you requesting a waiver of fees for parking spaces in main beach parking lot? If yes, how many: _____ spaces

YES NO Are you requesting a waiver of fees for parking spaces along ocean way? If yes, how many: _____ spaces

CITY SUPPORT SERVICES REQUEST

YES NO Are you requesting city services for your event including, but not limited to, staff and equipment? If yes, please describe: _____

(Please note: If yes, please complete the City of Deerfield Beach Parks and Recreation Department Equipment/Service Request form.)

ROAD CLOSURE REQUEST

YES NO Are you requesting any roads to be closed? *(Please Note: If yes, please complete the City of Deerfield Beach Temporary Road Closure Request.)*

CANOPY USE

YES NO Are you erecting any tents? If yes, please complete the table below. *(Please Note: Tents require a permit obtained by the City of Deerfield Beach Building Department.)*

Tent Size	# of Tents	Tent Location

ELECTRICAL USE

YES NO Will your event require electricity? If yes, please describe. _____

Electrical power provided with: Generator Temporary Power Drop Property Power

(Please note: If yes, subject to permits obtained by the City of Deerfield Beach Building Department.)

GAS FUELED EQUIPMENT

YES NO *(Please Note: If yes, subject to permits obtained by the City of Deerfield Beach Building Department)*

Fuel Sources: Propane Gas Natural Gas Diesel Fuel Gasoline

COOKING EQUIPMENT USE

YES NO (Please Note: *If yes, subject to permits obtained by the City of Deerfield Beach Building Department*)

Types: Fryers Propane Grill Charcoal Grills Concession Trailer Warmers/Sterno
(Please check all that apply)

AMUSEMENT RIDES

YES NO Will your event include amusement rides, inflatable's or children's games? If yes, please describe.

amusement rides must be approved and permitted by the State of Florida Bureau of Fair Rides

Type: Mechanical Inflatable (slides, bounce houses, etc.) Manual (Not power driven)

PYROTECHNIC/ FIREWORKS DISPLAY

YES NO Will your event include the use of fireworks or other pyrotechnics? If yes, please describe.

(Please Note: A permit obtained by the City of Deerfield Beach Fire/Rescue Department is required)

(If yes, requires a separate approval process completed by company of technician.)

CHARGING OF FEES

YES NO Are you charging a fee for this event? If yes, how will these revenues be used?

If the proceeds of the event are intended for an organization other than the applicant, please provide the following information:

Benefiting Organization: _____

Contact Person: _____

Phone Number: _____

MARKETING

YES NO Is your event listed on the web. If yes, please provide the URL address:

Please check how you plan on marketing your event.

- Outdoor Banners
- Radio Ads
- Mailings
- Newspaper Ads
- Outdoor Signs
- TV Ads
- Flyers
- Other: _____

Promotional Signs/Banners:

Location	Size	Description

Directional Signs:

Location	Size	Description

ENTERTAINMENT

YES NO Will your event have musical entertainment? If yes, please describe the type of music that will be used for your event.

YES NO Will your event use amplified sound equipment? If yes, please describe.

YES NO Will your event have other entertainment? If yes, please describe the type of entertainment.

YES NO Will your event require the use/construction of a stage? If yes, please describe.

YES NO Will your event require the use of the Showmobile? If yes, please include a Showmobile Request Form with your application.

SECURITY/SAFETY

Your event will be reviewed by the Broward Sheriff's Office (BSO) and Deerfield Beach Fire Rescue to determine if and what type of public safety assistance will be required.

YES NO Will you be using a licensed professional security company to provide security services for your event? If yes, please describe the type of services they will perform.

Company Name: _____

Contact Person: _____

Phone Number: _____

YES NO Will your event involve the use of traffic safety equipment? If yes, please describe.

SITE PLAN

Please provide a descriptive diagram of your event site plan and/or route and include the following items:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue and surrounding area.
- The location of fencing, barriers and/or barricades.
- The location of stages, tents, generators, portable toilets/restrooms, vendor booths and other temporary structures.
- A detailed or close-up of the food booth and cooking area including identification of all vendors cooking with flammable gas or barbecue grills.
- The location of parking arrangements made for event attendees, participants and vendors.
- The provision of a twenty foot (20') emergency access lanes throughout the event venue
- Identification of event components/accommodations that have been made for persons with disabilities.

Please also provide the following items to your event site plan and/or route:

- | | |
|--|---|
| <input type="checkbox"/> Location of cooking area and barrier being used to separate from the public. | <input type="checkbox"/> Location of generators and barriers being used to separate from the public |
| <input type="checkbox"/> Canopy locations w/sizes- Quantity | <input type="checkbox"/> Location of temp power drop |
| <input type="checkbox"/> Fuel Storage/Dispensing Areas | <input type="checkbox"/> Rides w/ descriptions-Quantity |
| <input type="checkbox"/> Emergency Access for EMS/Fire | <input type="checkbox"/> Identify any fences/gates around event |
| <input type="checkbox"/> Location of vendor booths & games | <input type="checkbox"/> Stage Locations |
| <input type="checkbox"/> Residential trailers for crews(carnivals) show barrier from general public | <input type="checkbox"/> Table, chair, and equipment layout under gathering canopies |
| <input type="checkbox"/> Cable covers for electric lines & hoses that are in the paths of egress for patrons | <input type="checkbox"/> Distances of structures, roadways, cooking equipment, canopies, etc. |
| <input type="checkbox"/> Location of hazards on property such as ditches, canals, lakes, construction, etc. | <input type="checkbox"/> Traffic routing, road closures, separation of parking area from event |
| <input type="checkbox"/> Location of fire extinguishers & other required life safety equipment | <input type="checkbox"/> No smoking signs for large canopy gathering areas |

Provide 2 copies of the site plan For Fire Marshal's Bureau and a minimum of 2 copies for the building department

DOCUMENTS NEEDED

Copy of written permission from the property owner, allowing the event on their property.

Copy of proof of liability insurance in the amount of \$1,000,000 naming the Broward Sherriff's Office as additionally insured.

Copy of proof of public premises liability insurance in the amount of \$1,000,000 naming the City of Deerfield Beach as additionally insured.

Canopy use: provide a copy of building permit, including flame retardant certificate for canopy material, schematic of canopy structure with anchors to ground.

Electrical use: provide a copy of electrical permit, generator specifications, and temporary power drop circuit info.

Gas (L/P Natural fueled equipment source): provide a copy plumbing, provide piping schematic.

Cooking equipment use: provide vendor information sheet. If using a residential grill must provide certification that equipment is safe to use. Equipment checked in place at event and must be certified company/technician that works with gas.

Mechanical Carnival Ride use: contact the Florida Dept. of Agriculture, Fair Ride Inspection, to schedule ride inspector. Contact number 850-488-9790

Food Preparation & Sale (excluding non-profit agencies): contact the Florida Dept. of Business & Professional Regulation, Division of Hotels and Restaurants to schedule an inspector. Contact number 850-487-1395

VENDORS

- YES NO Will items or services other than food/beverage be sold at your event?
If yes, you will be required to provide a listing of vendors and items/services that will be sold.

Please Note: *(All vendors are required to have a current Broward County Occupational License issued by the Broward County Revenue Collection Division and an original insurance certificate naming the City as an additional insured for the date of the event showing Products Liability in the amount of \$1,000,000.00)*

FOOD/BEVERAGE

- YES NO Will your event serve food?
If yes, where will the food be prepared? On Site Off Site
Will it be sold or provided free to attendees? _____

Please Note: *(An original insurance certificate naming the City as an additional insured for the date of the event showing Products Liability in the amount of \$1,000,000.00 is required. In addition, you may be required to have a Temporary Event Vendor License from The Florida Department of Business and Professional Regulations, Division of Hotels and Restaurants).*

- YES NO Do you intend to cook food in the event area? If yes, please specify method:
Gas Electric Charcoal Other:

- YES NO Will your event serve beer and/or wine?
Will it be sold or provided free to attendees? _____

Please Note: *(Alcoholic beverages are not permitted in any City Park or facility except where specifically waived by the City Commission for a citywide event. To serve alcoholic beverages at an event, a permit or special use license must be obtained from The Division of Alcoholic Beverages and Tobacco. In addition, a Certificate of Liquor Liability Insurance in the amount of \$500,000.00 naming the City of Deerfield Beach as an additional insured must be secured. The certificate of insurance must include liability coverage for the sale and/or consumption of alcohol during the event).*

PERMIT FEE BREAK DOWN: (To be completed by BSO Fire Marshal's Bureau and or/ City)

Permit/Inspection Fee(s) * \$ _____ Reinspection Fee(s) * \$ _____

Note: Checks to be made payable to the City of Deerfield Beach

Standby Firewatch Fee(s) * \$ _____/hr. x _____ hrs. x _____ = \$ _____

Standby Rescue Service Fee(s)* \$ _____/hr. x _____ hrs. x _____ =\$ _____

Note: Checks to be made payable to the Broward Sheriff's Office

All fees for Permits, Inspections, Firewatch and Rescue Services shall be paid in full prior to event permit processing and approval. In the event that you will require additional fire watch hours, once the approval has been issued, please contact the Fire Marshal's main office during regular business hours. After hours, please contact our Dispatch Center (954-765-5100) to contact the On Duty Fire Marshal.

NOTE: (a) Separate Permit required for each event site.

(b) Application must be submitted with all required attachments 30 days prior to event period starting date.

The Broward Sherriff's Office, Fire Marshal's Bureau, reserves the right to revoke this permit at any time for non-compliance of applicable codes and/or unsafe conditions or acts.

I have completed the above information and certify that the information provided as components of the event permit are factual and accurate to the best of my knowledge.

Printed Name

Applicant's Signature

Date

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

_____ (insert official name of vendor), hereinafter referred to as 'Vendor', agrees through the signing of this document by an authorized party, intending to be legally bound for themselves and their heirs, executors and administrators, covenants and agrees to Indemnify and Hold Harmless and defend the City of Deerfield Beach, the elected and appointed officials of the City of Deerfield Beach, the City Manager, department heads, division heads, supervisors and employees of the foregoing, and their heirs, representatives, successors, executors, administrators and assigns from and against any and all suits and actions including attorney's fees and all costs of litigation and judgments, claims for damages or injuries, including death, to persons or property of whatever kind or character, whether real, personal or mixed, asserted or occurring from every name and description arising out of or incidental to the Vendor's activity at the City of Deerfield Beach, Florida, _____ (describe activity) whether or not due to or caused by the negligence of the City of Deerfield Beach, excluding only the sole negligence of the City of Deerfield Beach. This provision shall also pertain to any claims against the City of Deerfield Beach by any employee of Vendor or anyone directly or indirectly employed by Vendor.

This _____ day of _____ 20____

_____	_____	_____
Applicant Signature	Print Name	Title

Witnesses

_____	_____	_____
Signature	Print Name	Date

_____	_____	_____
Signature	Print Name	Date