

City of Gainesville

Checklist for Special Event

- Special Event Application** (complete the application and turn it in to Code Enforcement.)
- \$61.00 Permit required to process Special Event Application**
(Note: *Special Events/Outdoor Sale of Alcohol*– contact Gainesville Police Department at 352-393-7527)
- Permission Letter** (to be completed by property owner and turned in to Code Enforcement)
- Site Plan, must be 5 feet off sidewalk** (complete and turn in to Code Enforcement)
- Flame Retardant Tent Certificate** if tent is over 200 sq. ft. - Contact Building Department at 352-334-5050 (turn in a copy to Building Dept.)
- Trash Can**, 30 Gallon or larger (must be maintained and emptied by event organizer or designee)
- Occupational License** - Contact Billing and Collections at 352-334-5024 (turn a copy in to Code Enforcement)
- Copy of **State Certification** if needed (turn a copy in with application)
- List of **Fire Works** to be sold if needed (turn a copy in with application)
- If **50 or more people** will attend the event at a single time - contact Gainesville Fire Rescue at 352-334-5065

The above required information is to be turned in to the **Code Enforcement Division**, 306 NE 6 Ave. (The Thomas Center), Room 156, Gainesville, FL no later than ten (10) working days prior to the event.

Code Enforcement **main** number: (352) 393-8575 or (352) 334-5030;

Fax: (352) 334-2239 **Website:** www.gainesvillecodes.org **email:** codes@gru.com

Special Events/Sales Application

City of Gainesville

Applications may be *faxed* or *mailed* to the address on the left.

Code Enforcement Division 352-393-8575 or 334-5030 (phone)
 306 NE 6th Avenue Rm 158 352-334-2239 (fax)
 Gainesville, FL 32627-0490 www.gainesvillecodes.org

DATE: _____
Special Event Permit fee: \$61.00

Location of Sale: _____

Applicant (May be Individual or a Firm): _____

Type of Organization: (Please Circle)	Profit	Non-Profit	If Non-profit, Tax #
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Name of Person In Charge:	Contact Information:
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Nature of Special Event :	Phone #:
	Cell#
	Fax #:
	email :

Starting Date of Event:	Ending Date of Event:
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Type of Event/Sale	Check	Check List	Yes	No
Promotional Sale (not to exceed 72 hrs)		Fire Works Sold		
Sale of seasonal, temporary goods, or non profit org. (not to exceed 30 days)		Alcohol Sale (Contact GPD - 352-393-7527)		
Special event/sale (not to exceed period of event) parades, festivals, home football games		Doors Obstructed		
Description of items to be sold:		Sidewalk Obstructed (must be setback 5' from sidewalk)		
		On Public Property		
		Trash Can - 30 Gallon or Larger (must be maintained/emptied by applicant/event organizer)		
		Temporary Building/Tent to be used (if yes building permit is required)		
		Temporary sign to be used (if yes sign permit is required)		
		Electrical lighting or wiring to be used (if yes temporary electric pole permit is required)		
			Enter Number	
		How many people do you expect to attend the event at a single time? (If greater than 50, please contact Gainesville Fire Rescue at 352-334-5065)		

Signature of Applicant: _____

Questions related to building, electrical or sign permits should be directed to the City of Gainesville Building Department at 352-334-5050.

For Office Use Only

Approved by:	Date:
Code Enforcement Manager or Designee	
Traffic Engineer (if required)	
Planning (if required)	
Gainesville Fire/Rescue (if required)	
Gainesville Police Department (if required)	
Building Inspections Department (if required)	

Permit

By the power granted under Section 30-67(g) of the Land Development Code for the City of Gainesville, I hereby authorize a special event/sale as noted in the application above. This permit is valid for applicant's business only.

Authorized by:	Date:
_____	_____
Received by:	Date:
_____	_____

Permission Letter for Location

City of Gainesville
Code Enforcement Division
306 NE 6th Avenue, Rm. 158
P.O. Box 490 - Station 10A
Gainesville, FL 32627-0490
(352) **393-8575, 393-8473** or 334-5030 fax – (352) 334-2239
www.gainesvillecodes.org

Date: _____

I, _____, the owner/representative of

_____ located at _____,

grant _____ permission to set up and sell on my property for the period of _____ to _____.

If you have any questions please call _____.

Signature of owner/representative

Official Use Only:

Verified by: _____

Date/time: _____

Fundraising/Representing A Church or Non-Profit Organization

City of Gainesville
Code Enforcement Division
306 NE 6th Avenue, Room 158
P.O. Box 490 - Station 10A
Gainesville, FL 32602-0490
(352) **393-8575**, **393-8473** or 334-5030 fax – (352) 334-2239
www.gainesvillecodes.org

Date: _____

I, _____, the representative of

_____ located at _____,

grant _____

permission to set up and sell goods in order to raise donations to support the

_____. Our Tax ID number is

_____. If you have any questions please call

_____.

Signature of Representative

Official Use Only:

Verified by: _____

Date/time: _____

City of Gainesville

Helpful Special Events/Sales Applications Information:

1. All completed applications and packets **MUST** be turned in **10 DAYS** prior to the event – **NO EXCEPTIONS!**
2. Permits can be revoked and you can be banned or shut down at any time if any violations are found in accordance with Federal, State, City, or County ordinances.
3. ALL vendors/peddlers should have the following documentation at the site:
 - Original approved and signed **Special Event Permit**
 - **Receipt** for Special Event Permit
 - A copy of the **Application**
 - A copy of the **Site Plan** (activity/event must be 5' off sidewalk)
 - A copy of the Notarized **Permission Letter** (not required if property owner is applying for and completing the Special Event Application)
 - A copy of any **Special Instructions**
 - **Business Tax**
 - **Copy of 501C3** if a Non-profit Organizational Event

Failure to have this documentation can result in the vendor being shut down and/or a citation being written.

4. It is also the vender's responsibility to provide a **minimum 30 gallon trash can** that they will maintain and empty, leaving no trash behind after the event.
5. If fifty (50) or more people are expected to attend the event at a single time, contact Gainesville Fire Rescue at (352) 334-5065.
6. An **additional permit** issued by the **Florida Division of Hotels and Restaurants** for all temporary events where food and drinks are sold. This permit is **ONLY** issued **AFTER** an inspection of the site by the **STATE** inspector.

Form HR-7049 – Division of Hotels and Restaurants Application for Temporary Event Vendor License (1-3 day event) - Be prepared to submit the **States** completed application (Form HR-7049) and permit fee on the day of the event if contacted by a State Inspector. Please also review their checklist to insure that State requirements are met. This information can be accessed on the **State of Florida Department of Business and Professional Regulations** website, <http://www.myfloridalicense.com/DBPR/HR/forms/hr-licenseforms.html> or by phone at (850) 487-1395.

Failure to follow all Federal, State and Local laws can result in the vendor being shut down, a citation being written and/or an arrest.

Definitions:

Special Event: An event that is temporary in nature.

Examples of some **Special Events** are:

- Seasonal Sales
- Promotional Sales/Sidewalk Sales
- Parades
- Festivals
- Home Football Games (Sec. 30-67).

Sidewalk Sale: An event when a business takes items from the inside of their establishment and places them outside their establishment to display for sale. The property must remain in compliance with their Zoning Compliance Permit (Sec. 30-45).

Seasonal Sales: When a vendor sells items that are only available during a specific season. Seasonal Sales are limited to:

- Valentine's Day
- Easter
- Christmas
- Halloween
- New Year's Eve
- Mother's/Father's Day
- 4th of July
- (Temporary Sale Black History Month).

Maximum duration is 30 days. There must be 6 months between the end date of one event and the start date of the next event at the same location for the same applicant.)

To inquire about **Seasonal** and **Temporary Sales** permits contact the Code Enforcement Office at (352) 393-8575, 393-8473 or 334-5030.

Time Restraints on Special Events (Sec. 30-67):

- **Promotional Sales/Sidewalk Sales** cannot exceed 72 hours. One permit allowed per application per location every 60 days.
- **Seasonal Sales/Temporary Sales** cannot exceed 30 days. One permit allowed per application per location in any given 6-month period.
- **Non-profit organizational events** cannot exceed 30 days. One permit allowed per application per location every 60 days.
- **Parades and festivals** cannot exceed the period of the event.
- **Football Games***
Profit and Non-Profit

- This is the **ONLY** time you can apply for a special event in the same location before the 60-day wait period.
- All dates must be listed on the application.
- You can pay for all tent permits and special event permits and they will be honored as long as you are approved for each game.
- Any use or sale of alcohol in the Context Area **MUST** be handled in accordance with the Ordinance. An alcohol license **MUST** be included with the application.

*Home football game vendors can set up the day before the game but must be down by the end of the day of the game.

Special Event Permit: A permit that is required by the City of Gainesville for temporary events or sales by profit or non-profit businesses not usually held at a location (Sec. 30-67). *Special Event Permit Applications* can be downloaded from the following website: www.gainesvillecodes.org, click on **RESOURCES**; scroll down to the bottom third of the page to **DOCUMENTS**; Special Event Permit Application is located there.

Special Events with Alcohol: Contact Gainesville Police Department at (352) 393-7527

Street Closures and Noise Permits: Contact Gainesville Police Department at (352) 393-7527

Peddler: A vendor who is constantly on the move **EXCEPT** to make a sale.

A **peddler** can acquire a Peddler's Permit for a special event by contacting Billing and Collections at (352) 334-5024. If the peddler chooses to remain stationary he must secure a **Special Event Permit**. Contact Code Enforcement at (352) 393-8575, 393-8473 or 334-5030.

Site Plan: A detailed overview of where the vendor is going to set up. It shall show streets, buildings, sidewalks, fire hydrants, right-of-ways (ROW), and any other pertinent information.

The vendor should not be on or block the ROW. Exceptions are for parades & festivals. Vendors are to set up five (5) feet from the ROW or sidewalk.

A **permission letter** from the property owner must be signed and submitted to the **Code Enforcement Division** if vendor is not on his property.

Anyone **selling food** is responsible for contacting the State of Florida Department of Business and Professional Regulations (website: <http://www.myfloridalicense.com/DBPR/HR/forms/hr-licenseforms.html> or by phone at (850) 487-1395) for additional information.

Helpful Contact and Responsibility Information:

It is **your responsibility** to contact any departments or divisions necessary in order to secure the proper documentation. Our office, the Code Enforcement Division, must have a copy of the certificate and/or the certificate number **before the application can be approved.**

Alcohol Beverage Tobacco (ABT): (352) 333-2515 Fax (352) 333-2514
240 N.W. 76th Drive, Suite B, Gainesville, FL 32607
<http://www.state.fl.us/dbpr/abt/contact/index.shtml>

It is your responsibility to have a temporary extension of alcohol application from the ABT filled out and attached to the application.

Building Department: (352) 334-5050 Fax: (352) 334-2207
306 NE 6 Ave, Thomas Center Building B, Gainesville, FL
Tent permits (if tent is over 200 sq. ft.), **Christmas Tree Lot Permits,**
Itinerate Food Carts and pricing.

Code Enforcement: (352) 393-8575, 352-8473 or 334-5030 Fax: (352) 334-2239
306 NE 6 Ave, Thomas Center Building B, Room 158, Gainesville, FL
<http://www.gainesvillecodes.org>
(**Special Event Permits** are issued by Code Enforcement)

Cultural Affairs: (352) 334-5064 Fax: (352) 334-1246
302 NE 6 Ave, Thomas Center Building A, Gainesville, FL
<http://www.gvlculturalaffairs.org/>
(Must approve any event held on City of Gainesville property. Examples are parades, festivals, etc.)

Department of Business & Professional Regulations: (850) 487-1395
<http://www.myfloridalicense.com/DBPR/HR/forms/hr-licenseforms.html>
DBPR Form HR-7029 is required if selling any type of food and/or beverage

Division of State Fire Marshal Regulatory Licensing Section
(850) 413-3623
200 E. Gaines St, Tallahassee, FL 32399-6502
<http://www.fldfs.com/SFM/>

Fire Safety (GFR): (352) 334-5065 Fax: (352) 334-2523
1025 NE 13th Street, P.O. Box 490-65, Gainesville, Florida - 32601
<http://cityofgainesville.org/gfr/>
(**Fireworks**, any time there is a fence involved, or when 50 or more people are expected at an event at a single time)

Gainesville Police Dept.: (352) 393-7527
721 NW 6th St., P.O. Box 1250, Gainesville, FL 32602
<http://www.gainesvillepd.org/>
(Special events on city property, street closings, street parties, **special events which include alcohol, noise permits.**)

Health Department: (352) 334-7900
224 SE 24th St., Gainesville, FL
<http://www.doh.state.fl.us/chdAlachua/index.htm>

Business Tax/Peddler's Permit: (352) 334-2281
306 NE 6 Ave, Thomas Center Building B, Gainesville, FL

Parks and Recreation: (352) 334-5067
(For any special events at **any city park sites**)

Planning and Zoning Department: (352) 334-5023
306 NE 6 Ave, Thomas Center Building B, Gainesville, FL
(**Temporary signage** must be drawn in detail including dimensions and content, and is subject to review and approval by **current planning**).

Ordinances to reference:

19-53, 19-54(i) (solicitation and peddlers)

30-67 (g) (1)(2)(3), 30-107 (special events permit)

Appendix A Land Development code Sec 4(g) (fees and scheduling)

20.1.5.6* _ Crowd Managers

www.gainesvillecodes.org