

# City of Cedar Key Festival and Right of Way Use Event Form

Permit # \_\_\_\_\_

Event Applicant: (Print Name) \_\_\_\_\_

The applicant is to be the sole contact person for the City, the person responsible for providing the City with all necessary information regarding the event and for ensuring that all participants comply with City guidelines for the event. If a special event involves more than one applicant (e.g., two or more organizations), the applicants shall agree to designate one individual to act as coordinator for all applicants.

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

Address: \_\_\_\_\_

Telephone(s): \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contacts Involved with the Event:

Name: \_\_\_\_\_ Contact #: \_\_\_\_\_ Duty: \_\_\_\_\_

Name: \_\_\_\_\_ Contact #: \_\_\_\_\_ Duty: \_\_\_\_\_

Event Name: \_\_\_\_\_

Facility/Location (s) Requested: \_\_\_\_\_

Event Code Recommendation (4 digits): \_\_\_\_\_

Type of Event: \_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_ Vehicles: \_\_\_\_\_

Will you be using sound amplifiers or significant noise generators? \_\_\_\_\_

Event require use of • power or • water? Do you have an inclement weather plan? • yes • no

If your special event will take place at the park, marina, beach, or any other area that requires reserving a particular space, please remember to make arrangements to mark off the area in advance. The City of Cedar Key is not responsible for reserving any public area for private events. If security, extra restroom facilities (portalets) or clean-up help is necessary, please make those necessary arrangements ahead of time. The Public Works Department may require additional information for some events such as festivals, parades, fishing tournaments, etc. The Public Works Department is not responsible for the set up/ breakdown of the event and is available only for emergencies during the event. Portable bathrooms are required for most street events and organized through the permit holder. Public Works department will determine quantity and locations.

A Police officer may be required for your event due to its expected crowd size or nature based on adequately handling the normal compliment of officers assigned to routine patrol duties. Officers are not assigned to special events in plainclothes or in an "undercover" capacity. The contract amount is \$25 per hour with a four (4) hour minimum per officer. Law enforcement personnel are considered on-duty while working special events and therefore are required to handle any police-related incident which they observe or become aware of whether or not the incident is related to the special event.

Deposits and event fees must be paid in full at the time of booking. Deposit returns will be issued to the name and address on the check and may take up to 30 days after the event. Credit card payment convenience fees additional if applicable.

I have read and understood the City of Cedar Key guidelines for this event and I understand that I am responsible for ensuring compliance with those guidelines by the participants at this event.

Discount for Community-Based Status: ANY event must meet ALL of the following requirements: (i) organizations/ groups qualified as not for profit organizations based in the City of Cedar Key; (ii) the event must be open to the public with no restrictions on attendance. Any groups dealing with political parties or causes, elections or religious activities are not eligible for community-based status. A full deposit will be required for all events.

Signature of Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

# City of Cedar Key

## Festival and Right of Way Use Event Form

**ALL FEES ARE DUE IN FULL AT THE TIME OF APPLICATION**

**Park, Marina, or Other (each location will require a fee)**

\$125.00 Deposit  
 \$133.75 Use Fee  
 \$50 Community-Based Status (Non- Fundraising Event)  
 \$100 Police Requirement (first 4 hours for one officer. \$25 per additional hour per officer required)  
 Sub-Total \_\_\_\_\_ x \_\_\_\_\_ # of days = Total Due \$ \_\_\_\_\_  
 Paid \_\_\_\_\_  Cash  Check # \_\_\_\_\_

## **Cancellation Policy**

Event must be cancelled in writing (US Mail by postmark date to PO Box 339 Cedar Key, FL 32625 or via e-mail to [cityhall@cedarkeyfl.us](mailto:cityhall@cedarkeyfl.us)) by the person who originally signed the rental contract. Cancellation of an event due to an officially declared state of emergency will receive a full refund of fees and deposit. (Resolution 383)

More than 3 weeks' notice: All Rental Fees will be returned & 75% of Security Deposit  
 2-3 Weeks' Notice: All Rental Fees will be returned & 50% of Security Deposit  
 1-2 Weeks' Notice: All Rental Fees will be returned & 25% of Security Deposit  
 Less than 1 Weeks' Notice: All Rental Fees will be returned & 0% of Security Deposit

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Office Use Only

• Return Deposit in Full • Return Partial Deposit: Amount of Refund \_\_\_\_\_ • NO Refund

Explanation:

Staff Inspector: \_\_\_\_\_ DATE: \_\_\_\_\_

## **Festival Regulations**

*Please Initial All Applicable*

### **City Park**

- \_\_\_\_\_ • Map of tent/booth placement and contact persons in charge of space--instruct all vendors on set-up times, operations and removal times.
- \_\_\_\_\_ • Any tent stakes driven in the Park need *Event Coordinator* approval and oversight in coordination with the City Public Works Department.
- \_\_\_\_\_ • All decorations must be removed after the event and the park areas must be left clean and in good condition.
- \_\_\_\_\_ • Coordinator is responsible for damage to grounds/landscaping by tents, tables or chairs brought into park areas.
- \_\_\_\_\_ • Cooking-fryers are not allowed in park. Use of Cooking-fryers must have approval for location and disposal of oil in coordination with the City Public Works Department.
- \_\_\_\_\_ • Map of tent/booth placement and contact persons in charge of space--instruct all vendors on set-up times, operations and removal times for any block/street event/ 5k/ or miscellaneous event..
- \_\_\_\_\_ • Once vendors are set-up and street is closed to traffic, there is ABSOLUTELY no driving on those streets.
- \_\_\_\_\_ • Provide a map of the planned route, staging area, start time, and list of participants (floats) for any Parade. An end of route disbanding procedure is required to prevent street blockage for any parades. Stopping for passengers to disembark outside of planned location will not be tolerated.