REQUIREMENTS – PLEASE READ EACH CAREFULLY

Special Event permit must be filed with the Village of Indiantown no less than 60 days prior to event. Please read through carefully.

☐ SIGNS Special event signs. Temporary signs announcing special events may be installed subject to an approved special event permit issued. No special event signs may be located within a public right-of-way, except as specifically authorized herein. The signs may be in the form of freestanding signs no larger than six (6) square feet, flags, banners, pennants, or balloons and exhibited only for that period of time specified on the special event permit. The number of special events signs shall not exceed seventy-five (75) signs. Permit fee is $50.00 for up to 75 stickers Obtained at City Hall, Code Enforcement office.

☐ INSURANCE
Event with NO alcohol: Liability insurance naming the Village of Indiantown as an additional insured, in the minimum amount of $500,000 obtained privately.
Event with alcohol: Liability insurance naming the Village of Indiantown as an additional insured, in the minimum limits of $100,000 per person and $200,000 per event, with liquor liability coverage of sale and/or consumption of alcohol during event, obtained privately.

☐ ALCOHOL PERMIT
Consumption only (no sales): Village alcohol permit, Non-Profit $25.00 Profit: $50.00
Sales and consumption: 1) Village alcohol permit, Non-Profit $100, 2) State required Temporary Alcohol Beverage Permit issued by DBPR at Benton Building, 337 N US 1, Suite #111, 772-468-3927 ($25 Non-Profit: FL Business license extension), Non-Profit permit must be signed by Dept. of Revenue, Benton Building, suite 207-B (no charge), Permits must be signed by City Zoning Dep. City Hall, 2nd Fl ($25). A representative of the organization or business must sign. *Profit group: See ordinance

☐ POLICE SECURITY
Crowd Control: Your application will be reviewed and you will arrange the hiring of police for crowd control at your own expense through the MCPD. Payment must be made to MCPD at least 7 days prior to event.

Police Cancellation Policy Employers are permitted to cancel an off-duty assignment, without incurring any costs, under the following conditions:
1. The employer must make personal contact (either via phone or in person) with the Off-Duty Detail Coordinator and inform him/her that they wish to cancel the Off-Duty Detail. If the Off-Duty Detail Coordinator is unavailable then personal contact must be made with the On-Duty Road Patrol Supervisor. Personal contact means that they actually talk to the person (no messages or emails).
2. This personal contact notification must be done within 2 hours of the start time of the Off-Duty Detail.
3. If notification of cancellation of the Off-Duty Detail is not made as required by this policy then the employer must pay the employee assigned to work the Off-Duty Detail a minimum of 3 hours pay at the Off-Duty Detail rate. As long as the employer makes notification to the agency within the required time limits they will not have to pay the 3 hour minimum required, regardless of when the employee assigned to work the Off-Duty Detail is notified.
SANITATION **Contact Public Works at (772) XXX-XXXX Payment received at Village of Indiantown Offices

Trash Barrels: One trash barrel for every 100 participants is recommended. Event organizers are responsible for trash barrels and bags and disposing of all trash and cleaning of entire area during and after event.

Dumpster: A dumpster is required at each event site. Some sites have a city dumpster available.
   - 500 participants or less: 4CY = $140.00
   - 500-1000 participants: 8CY = $180.00
   - 1000 participants or more: 8CY/1000 people = $180.00 ea.

Portable Toilets: Must provide adequate portables at own expense, at least 1 for every 100 people.

☐ STREET CLOSURE **additional $25.00 fee required**

Events with Street Closure: display street closure from Point A to Point B, with color coding (red for closed, green for detour). Survey of affected residents/businesses.

City Street: Barricades will be provided by the Public Works Department. Required: one for each lane of closed traffic, from point A to point B, additional barricades for other barrier needs may be rented as well.

State Road: Barricades will be provided by the Public Works Department (772) XXX-XXXX. Required: one for each lane of closed traffic from point A to point B, additional barricades for other barrier needs may be rented as well. Also, 4 original Department of Transportation Requests for Road Closure forms are required.

☐ DIAGRAMS

Diagram of Event: display event layout: vendors, alcohol, stage, activities, portables and tents.

☐ ELECTRICITY**additional $50.00 fee required**

Electrician: If extensive electrical services are needed, you must hire one of our 3 vendors at your own expense.

☐ TENT **additional fees required** Must be completed no less than two weeks prior to event

Tent permit: Each tent exceeding 30 x 30 will need:

1) Martin County Fire District tent permit ($72.50 cash or check)
2) a copy of the Certificate of Flame Resistance
3) Village tent permit through Building & Code
Application Date: ________________

Name / Organization: __________________________

Responsible Person: __________________________

Address: ____________________________________

Phone(s): ___________________________________  

E-Mail: ______________________________________

**EVENT NAME:**

<table>
<thead>
<tr>
<th>Date</th>
<th><strong>Set Up Time</strong></th>
<th>Event Time</th>
<th>Clean Up Time</th>
</tr>
</thead>
</table>

Location: ____________________________________

Activities:

<table>
<thead>
<tr>
<th># of Participants</th>
<th># of Vehicles</th>
<th># Food/Beverage</th>
<th># of Craft</th>
<th># of Amusement</th>
</tr>
</thead>
</table>

**Must supply own trash containers and liners. Empty all trash during and after event.**

**Must leave grounds clear of all trash and debris.**

Initial Acknowledgement __________________

Need for electricity: If yes, additional $50.00 fee  

Number of Tents Exceeding 30 x 30  If yes, Permit is required from Fire Department & Building & Code Department

Will streets be closed? Parking spaces are not to be blocked during event time for vendors.

Location: (must provide map of road closure or route for 5K events)  

Indicate total number of each:

- Barricades: ________
- Cones: ________
- Detour Signs: ________
- Road Closed Signs: ________

Houses / Businesses affected: (must provide survey and map)

Will Alcohol be served? Will Alcohol be sold?

________________________
Signature of Applicant

Permit Fee $______ Electricity $______ Road Closure $______ Alcohol $______

Initial Acknowledgement ____________
Village of Indiantown
Police Department Review
(for police department only – do not write below)

Special Event: ____________________________________________________________

Comments:
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Hiring of Police for Security and Crowd Control:

<table>
<thead>
<tr>
<th>Hours</th>
<th># of Officers</th>
<th>Rate</th>
<th># of Supervisors</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$32.00/hour</td>
<td></td>
<td>$37.00/hour</td>
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Payments should be made at the Fort Pierce Police Department, payable to “Fort Pierce Off-Duty Detail Association” in the form of check, cash or money order. Please contact Off-Duty Detail Coordinator, 772-467-6800.

<table>
<thead>
<tr>
<th>Approved</th>
<th>Denied</th>
<th>Date:</th>
</tr>
</thead>
</table>

Signature – Chief of Police/Representative

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