



CITY OF  
TALLAHASSEE

# Special Event Permit Application Form

SUBMIT COMPLETED APPLICATION AT  
[Maron.Chbat@talgov.com](mailto:Maron.Chbat@talgov.com)

**Marketing/advertising of any kind may not take place until physical event permit is granted.**

A. General Information

Date of Event:
Name of Event:
Start Time:
End Time:
Setup Start Time:
Teardown End Time:
Location of Event:
Facility Requested:
Date Application Submitted:

Name of Applicant/Applying Organization:
Address:
City: State: Zip:
Phone:
Phone (Alt):
Fax:
Web Site:
Non-Profit Status ID#:

On-Site Event Coordinator Name:
Address:
City: State: Zip:
Day of Event Phone:
E-mail Address:

B. Event Information

<b>Type of Event: (Please circle all that apply)</b>		
<b>Festival</b>	<b>Block Party</b>	<b>Public Assembly</b>
<b>Walk/Run</b>	<b>Concert/Performance</b>	<b>Parade/Procession/Motorcade</b>
<b>Other (Please List):</b>		
<b>Estimated attendance:</b>	<b>Open to the Public:</b>	
<b>Will fireworks be a part of the event?</b>		
<b>If yes, who is responsible for displaying them:</b>		
<b>What type of entertainment will take place?</b>		

C. Fees

<b>Will there be an admission fee charged to the event?</b>	<b>Amount:</b>
<b>Will fees be charged to exhibitors/vendors?</b>	<b>Amount:</b>
<b>Will there be any additional activity fees charged?</b>	<b>Amount:</b>
<b>Please list all additional activities (if applicable):</b>	
<b>Will there be charge for parking?</b>	<b>Amount:</b>

D. Vending / Concession

<b>What type of vending will be present? (Crafts, Food, Exhibits, Beverage, etc.)</b>
<b>Do you request electrical services for vendors?</b>
<b>Do you request water services for vendors?</b>
<b>Are your vendors using generators?</b>
<b>Number of trash receptacles needed:</b>
<b>Will food and/or non-alcoholic beverages be served and/or sold?</b>
<b>Will alcoholic beverages be served and/or sold?</b>
<b>If caterers are being used, please list names and DBPR license number of each caterer:</b>

E. Restroom Facilities:

How many port-o-lets will you have?
Where will they be located?
Who will be the vendor providing the restrooms?
How many handicap port-o-lets will you have?
How many wash stations will you have?
If port-o-lets are not used, what restroom facilities will your event be utilizing?

F. Medical Arrangement:

Will there be ambulance services on site?	Provided by:
Will there be first aid services on site?	Provided by:

G. Equipment

Will the event include tents?
Please specify quantity of tents per each size.
Will you be placing banners and/or signs at your event?
How many? <span style="margin-left: 150px;">Sizes?</span>
Verbiage:
Please list number and location of stages:
Please list location of staff management command center:

Note: Any tent (or grouping of tents) larger than 30 x 30, including vendor tents, must obtain a permit from the City of Tallahassee's Growth Management Department. Please refer to the tent guidelines. **NO EQUIPMENT INCLUDING TENTS MAY BE STAKED INTO THE GROUND.**

H. Sound and Lighting

Who will provide your audio and lighting?
Will electrical services be needed?
Please list locations and explain:

I. Street Closures and Security

Will the event require security (alcohol, monetary, overnight, etc.?)
Will the event require street closures?

**Note: The sponsor/event planner will be required to provide police barricade service for events that require street closures. Street closures involving state roadways require Florida Department of Transportation review and permitting. If the event includes such a closure TPD will discuss options with the sponsor/event planner.**

#### J. Cancellation

The City of Tallahassee reserves the right to cancel or relocate an event due to special circumstances including but not limited to the following: pandemic, weather conditions, misuse or abuse of facilities, non-compliance with City of Tallahassee event guidelines, and un-permitted/prohibited events.

**-Cancellation of an event more than 30 days before an event will result in loss of application fee.  
-Cancellation less than 14 days results in loss of all fees.**

#### K. Site Plans, Maps and Accessible Planner

Please attach a detailed site map to include the following: Tent locations, Port-o-let locations, all vendors, stages, and power requirements. Also please be prepared to include a parking plan if asked.

#### L. Insurance Requirements

General Liability Insurance is required for all public events. **All General Liability Insurance must be provided by the event applicant, no exceptions. Liquor Liability can be provided by whichever business/organization/non-profit that is providing the alcohol services.** The insurance limits are \$1,000,000 per occurrence. The certificate holder must be listed as City of Tallahassee, 300 S. Adams Street, Tallahassee, FL 32301. The certificate holder must also be listed as Additional Insured. Additionally, if any County owned and/or maintained roadway or County equipment is being utilized the County must also be listed as certificate holder. The certificate holder must be listed as Leon County, 301 S. Monroe Street, Tallahassee, FL 32301. All food vendors and caterers are also required to provide a current copy of their General Liability Insurance.

#### M. Additional Terms

The City reserves the right to revoke any permit granted for an activity, which is found to be in violation of any ordinance, law, or condition of approval. Failure of the City to timely invoke this right will act as a waiver to exercise such rights in the future. Prohibited Practices include; Games of Chance, Gambling, and Raffles are prohibited.

#### N. Bounce House Policy

Bounce houses are not permitted on City property. Other types of inflatables will be considered on a case by case basis. Please contact event staff to further discuss inflatables on City property.

#### O. Processing

All applications must be submitted for review no less than 30 days prior to the date of the event to be held. Applications turned in with less than 30 days processing time will not be approved. **TPD will attempt to staff every request but staffing cannot be guaranteed. If the required TPD staffing is not secured two weeks before the event, the requestor will be given the option to cancel or modify the event to account for the available TPD staffing.**

#### P. Music Licensing

Permittee acknowledges and agrees they are solely responsible to ensure any music, or any other audio or visual material utilized by Permittee, or their employees, agents or subcontractors, is properly licensed by the following entities: American Society of Composers, Authors and Publishers (ASCAP), Broadcast Music, Inc. (BMI), Global Music Rights, Society of European Stage Authors and Composers (SESAC) and AllTrack. The use of unauthorized or improperly licensed music, or any other audio or visual material is expressly prohibited. Permittee shall indemnify the City against any loss, damage, cost, claim or expense, including attorney's fees, incurred by the City arising out of or in connection with any third party claim regarding Permittee's infringement of a third party's intellectual property rights. This provision shall survive the expiration or termination of the Permit.



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\_\_\_\_\_  
PRINT APPLICANT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT SIGNATURE



**CITY OF  
TALLAHASSEE**

# City Commission Policy 170: Single-use Plastics

**Effective June 2, 2021**



Single-use plastics are no longer permitted for food and beverage service on City property or at City events.

## Why are we making this change?

Single-use plastic is a growing sustainability issue. Plastic creates litter that ends up in our waters and landfills. The City is a sustainability leader and wants to model best practices for the community.



## What is a single-use plastic?

Any food or beverage service-related product made from plastic that is designed to be used only once in the same form and then disposed of or destroyed.



## Examples of single-use plastics



**Polystyrene  
Containers**



**Plastic  
Straws**



**Plastic  
Utensils**



**Plastic  
Cups**

## Alternatives to single-use plastics

- Replace plastic wrap with aluminum foil
- Use reusable products
- Purchase bioplastic cups, bowls, plates, and utensils
- Paper straws and wood stirrers
- Plant-based to-go containers instead of polystyrene

## What should my business do? What about my event?

Single-use plastic food service products are not to be distributed on City property or at City events. There are many alternative options that are allowed:

- Reusable items made from ceramic, steel, etc. that can be washed and reused
- Disposable items made from biodegradable material such as paper, sugarcane, etc.



**Metal  
Straws**



**Paper  
Cups**



**Paper  
Clamshell**

## Special Circumstances

There are some exceptions to the single-use plastic policy:

- Plastic straws may be requested by an individual.
- Single-use plastics may be used during a declared state of emergency.
- Single-use plastic utensils or containers used in pre-packed food or beverages that have been filled and sealed before receipt by the vendor or permittee are allowed.
- Single-use plastics used to safely wrap and store raw meat, poultry, or fish are allowed when the product is not to be consumed on City property.

Non-plastic Utensil options

<b>Material</b>	<b>items</b>	<b>price</b>	<b>Price each</b>	<b>seller</b>
Plastic	Kirkland Signature Cutlery, Clear, 360-count	\$18.49/360 pieces	\$.05/ea	Costco
Wood	220 Disposable Wooden Forks or spoons	\$16.79/ 220 pieces	\$.08/ea	Amazon
Bamboo	Carbonized Bamboo Disposable Utensils Cutlery Set - 100 Fork or spoon Package...	\$15.19	\$.15/ea	Amazon
Compostable material	100% Compostable Spoons OR forks - 360 count Disposable Utensils	\$16.96	\$.05/ea	Amazon
stainless	Dinner Forks, Set of 16 Top Food Grade Stainless Steel Silverware Forks	\$9.80/ 16	\$.61/each	Amazon

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