



Richard Hawthorne
Chief of Police

City of Gulf Breeze Police Department



Sharon Armstrong
Deputy Chief of Police

CITY OF GULF BREEZE **SPECIAL EVENT APPLICATION**

Packet Includes:

1. Copy of Requirements to conduct special events.
2. Application to conduct special events.

The above documents must be signed, dated, and returned to:

**The Gulf Breeze Police Department
311 Fairpoint Drive
Gulf Breeze, Florida 32561**

At least thirty (30) days prior to the special event.

Applicant's Signature

Date





Richard Hawthorne
Chief of Police

City of Gulf Breeze *Police Department*



Sharon Armstrong
Deputy Chief of Police

CITY OF GULF BREEZE

REQUIREMENTS TO CONDUCT SPECIAL EVENT **ON CITY PROPERTY OR IN THE CITY OF GULF BREEZE**

Applicant must provide the following information at least thirty (30) days prior to the Special Event:

- a) The name and address of the organization or group requesting to hold a special event.
- b) The name, address, and telephone number of the person requesting the permit.
- c) The name, address, and telephone number of the person(s) who will act as chairman of the Special Event and be responsible for the conduct thereof.
- d) The date, hours, and specific location of the event.
- e) The purpose of the event, a general description of the activities to take place, the estimated number of persons to participate or otherwise attend, and the number and types of vehicles (if any) to participate.
- f) If this is a fundraising event, provide the name of the individual or organization benefiting from the fundraiser and indicated the proposed use of the funds.
- g) If this is a charitable event, provide the name of the benefiting charity, estimation of charitable contribution, and, if an annual event, previous year's charitable contribution and benefit charity's name.
- h) Sponsors of the Special Event will be responsible for all costs incurred by the City in providing required public safety personnel. Cost for public safety personnel will include FICA, retirement, and overtime. We will attempt to use auxiliary and part-time officers to keep the expense down, but should we

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have to utilize fulltime personnel, the cost will increase considerably. If an officer is required, please complete the attached form and return it along with the application package.

- i) Assurance that the applicant will conform to the necessary fire prevention rules, regulations, and guidelines.
- j) Assurance of indemnification and insurance coverage. The applicant shall agree to indemnify and hold harmless the City, its servants, agents, and employees for any and all claims caused by or arising out of the activities permitted. The applicant shall provide certification of an appropriate policy of insurance to protect the City from liability which might arise from the Special Event. The police occurrence limits shall not be less than \$1,000,000. A copy of the policy shall be submitted at the time of application.
- k) Sponsors shall be required to submit a detailed map illustrating the location of the vent and the streets which may be affected by the event. Per City Council action, no event will be allowed on U.S. Highway 98.
- l) Such other information as the Chief of Police and/or City Manager may deem necessary in order to provide for traffic control, street, and property maintenance, and the protection of the public health, safety, and welfare.
- m) Event sponsors will be responsible for cleanup of the event site and/or route. Failure by the sponsor to clean up the site will result in the City doing the cleanup and billing the sponsor for the actual cost.
- n) The City prohibits the use of spray paint on City streets to demark directional arrows for any event.

Applicant's Signature Date

Approved by:

Gulf Breeze Police Department Date



Gulf Breeze Police Department

Application for Off-Duty Employment

Applicant: _____

Type of Event: Party _____ Dance _____ Traffic _____ Security _____

Applicant wishes to engage the service of off-duty personnel of the Gulf Breeze Police Department for police services that are in addition to those provided generally to the public.

Date(s) of Employment:

Beginning Date: _____ Beginning Time: _____

Ending Date: _____ Ending Time: _____

of Persons Expected: _____ Number of Hours: _____

Location of Event: _____ Phone Number: _____

Officer Duties/Responsibilities:

Number of Officers: _____

Person Making Request: _____ Phone Number: _____

There is a three (3) hour minimum on all off-duty employment. Cancellations must be made 24hrs in advance.

The Gulf Breeze Police Department is not obligated to provide off-duty police services. Off duty police services will not be approved to any person, firm, or organization whose officers, members, business, or operations are of questionable nature or for any event that will discredit the employee, the police department or the City.

It is understood that, notwithstanding the fact that the applicant will pay the Officer directly for services rendered, police personnel remain employees of the City of Gulf Breeze Police Department. The applicant is restricted to the general assignment of duties to be performed and has no authority over police personnel.

Applicant Signature: _____ Date: _____

Approved/Disapproved: _____ Date: _____

Off Duty Coordinator or Designee

Approved /Disapproved: _____ Date: _____

Chief of Police or Designee



City of Gulf Breeze Police Department



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Chief of Police

Sharon Armstrong
Deputy Chief of Police

APPLICATION TO CONDUCT SPECIAL EVENT ON CITY PROPERTY OR RIGHT-OF-WAY

Date Submitted

1. EVENT NAME:

2. SPONSORING ORGANIZATION(S) BEING REPRESENTED:

Name: _____

Address: _____

3. PERSON REQUESTING PERMIT:

Name: _____

Address: _____

Phone: _____

4. PERSON ACTING AS CHAIRMAN AND RESPONSIBLE FOR CONDUCT THEREOF:

Name: _____

Address: _____

Phone: _____

5. DATE, HOURS, AND LOCATION OF EVENT:

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Accredited by Commission for Florida Law Enforcement Accreditation

6. GENERAL DESCRIPTION OF ACTIVITIES: _____

7. ESTIMATED ATTENDANCE: _____

8. NUMBER AND TYPE OF VEHICLES, IF ANY: _____

9. IF A FUNDRAISING EVENT, INDICATE PROPOSED USE OF FUNDS:

10. IF A CHARITABLE CONTRIBUTION IS TO BE DONATED FROM PROCEEDS OF THIS SPECIAL EVENT, PROVIDE THE FOLLOWING INFORMATION:

NAME OF CHARITY: _____

ESTIMATE OF DONATION AMOUNT: \$ _____

IF ANNUAL EVENT, LAST YEAR'S DONATION: \$ _____

Applicant's Signature Date

Approved by:

Gulf Breeze Police Department Date

Gulf Breeze City Manager Date