



SPECIAL EVENT APPLICATION

Application fee: no fee

Pursuant to the Unified Land Development Code, Section 53-265, special events held within the City of North Port shall have a Special Event Permit.

Fill in the information below, and submit, along with the necessary attachments, to the City of North Port Planning Division, 4970 City Hall Blvd., North Port, Florida, 34286, at least sixty (60) days prior to the event. For questions or additional information call (941) 429-7156. Please note, this application does not supersede any current contract agreement.

Date Application Received: 10-13-20 Accepted by: RAC Event No: SPE- 20 - 199

Application is: Approved Denied Reason for Denial:

Above to be completed by City Staff

EVENT INFORMATION

Name of Event: North Port Community Trunk or Treat Event Type: Free children's event Trunk or Treat

Date(s) of Event: OCT. 31st 2020 Event Start/End time: 2pm 6pm

Location: Estates Dr. Expected Attendance: 400

We have authority from: _____ to hold this event at (a signed and notarized affidavit or letter from property owner authorizing the use of property for the event if the applicant/sponsor is not the property owner and shall be submitted with the application).

Address: _____ Parcel ID# _____

APPLICANT

Applicant Name/Sponsor: Justin Willis/Kiwanis Non-Profit Yes No (If yes, attach a copy of 501c3)

Daytime Phone: _____ Cell: 941-237-7907 Email: JustinWillis@gmail.com

Event Point of Contact (POC): Justin Willis POC Phone #: 941237-7907

Did you know, you may eligible for financial assistance for your event through the Special Event Assistance Program. Awards are applied directly to the actual costs of City resources/fees. For further information concerning the program guidelines and how to apply, visit the City of North Port website at www.cityofnorthport.com or call the Planning and Zoning Division at (941) 429-7156 for more information.

Check all that apply and include these items in your event narrative and on the site plan

- | Yes | No | |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Granted assistance through the Special Event Assistance Program? If yes, attach award letter with funding amount. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is alcohol being sold*? (Attach the Special Alcohol Permit from Department of Alcohol, Beverages and Tobacco)
* Liquor Liability Certificate of Insurance \$1,000,000 Naming the City of North Port as additional Insured and Certificate Holder.
(For additional information concerning the sale of alcohol, please refer to page one and three of the Special Event Handbook). |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is alcohol being consumed not sold*? *Any means whereby alcohol is 'sold' whether for cash or using tokens having identifiable cash value and/or raffle tickets and redeeming them in exchange for alcohol constitutes a sale and a special alcohol permit is required. * Liquor Liability Certificate of Insurance \$1,000,000 Naming the City of North Port as additional Insured and Certificate Holder. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will your event take place on City property? If yes, include copy of rental agreement |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Live animals (Liability insurance with City of North Port as additional insured shall apply) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Bounce houses* (If yes, quantity_____ and show placement on site plan) (Liability insurance required) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Carnival Rides* (If yes, quantity_____ and show placement on site plan) (Liability insurance required) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Cooking (If yes, a copy of the Health Department license is required) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Fireworks (If yes, an approved fireworks permit is required with submission of application) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Generators <input type="checkbox"/> <input type="checkbox"/> Loudspeakers/Outdoor Music (Circle one or both if applicable) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Permanent restroom facilities available? (Show location on site plan) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Port-o-Lets (As determined by the Sarasota County Health Department (941) 861-3310) |
| <input type="checkbox"/> | <input type="checkbox"/> | Road closures or traffic control (Contact Public Works for Maintenance of Traffic (MOT) & signage for road closures (941) 240-8050) It is the responsibility of the applicant to obtain the appropriate barricades and/ or cones. These items are no longer provided by the City. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Rerouting of SCAT buses, especially on City property. Applicant to notify SCAT of any changes in routes needed. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Right of Way Signs* (If yes, quantity_____ and show placement on site plan) (limited to 25- max size 16 sq. ft.) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Recycling bins (If yes, quantity_____ and show placement on site plan) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Stage (If yes, quantity_____ and show placement on site plan) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Tents* (If yes, quantity_____ and show placement on site plan) Size _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Waste containers (If yes, quantity_____ and show placement on site plan) |

*** REQUIRES ALL CLEAR TICKET FROM SUNSHINE STATE ONE CALL FOR DIGGING HOLES TO CHECK FOR UTILITIES. Please call 1-800-432-4770 or 811 and submit the all clear ticket with this application. Any damage sustained to underground equipment is at the sole risk and responsibility of the applicant.**

Application Checklist

Before submitting application, please verify that it is complete, and all supporting documents are attached.

Please attach the following with the special event application

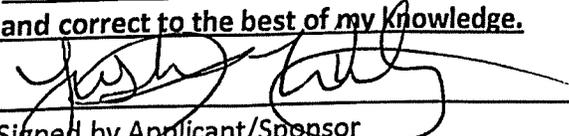
1.	Narrative	Describe in detail the nature of event
2.	Insurance Requirements	Recipients are required to obtain and maintain commercial general liability insurance in the amount of \$300,000 each occurrence, \$600,000 general aggregate, naming the City of North Port as an additional insured on the COMPREHENSIVE GENERAL LIABILITY POLICY. If additional insurance limits are required, the City of North Port Risk Management Division will determine the limits based on the risk potential.
3.	Site Plan	Detail dimensions, location of all structures, seating, tents, cooking areas, stages, generators, booths, vendors, games, toilet facilities, fire hydrants, ingress & egress patterns, emergency vehicle access, parking, solid waste containers, recycling bins, etc. Include designated handicap accessible parking and accommodations.
4.	Sign Plan	If signs are to be installed, a site plan depicting the exact locations and dimensions shall be included. Twenty-five off-site signs may be permitted and shall be limited to an area of 16 square feet pursuant to Section 29-9C. (5) Unified Land Development Code (ULDC). If signs are larger than 16 square feet a Building Permit is required.

Additional Information

This event *may* require public safety personnel. The need for, and the number of, Fire-Rescue and Law Enforcement personnel shall be at the sole discretion of those agencies. Public safety personnel shall be hired from the City of North Port Fire Rescue District and/or the City of North Port Police Department staff. The costs associated with this service shall be borne by the event applicant/sponsor. This does not preclude the event applicant/sponsor from hiring additional on-site security. For other helpful information, please refer to the Special Events Handbook and Frequently Asked Questions (FAQ's).

1. If the special event takes place on city property, it is the responsibility of the applicant/event sponsor to leave the grounds and or property in the same condition it was found. This includes any cleanup after the event.
2. Applicant/Event Sponsor understands that additional costs may incur which include but are not limited to the additional use of city personnel, services and or equipment not otherwise specified on the special event permit. This would include any damages to city owned property and or equipment if event takes place on city property.
3. If additional costs are incurred, the event applicant/sponsor **shall be billed for such costs and shall be responsible for payment.**

I have read the above and understand that I am responsible for any additional charges which include but are not limited to the use of city personnel, services or equipment that may be necessary for the special event and such charges shall be billed to me. In addition, all the information provided on this application is true and correct to the best of my knowledge.



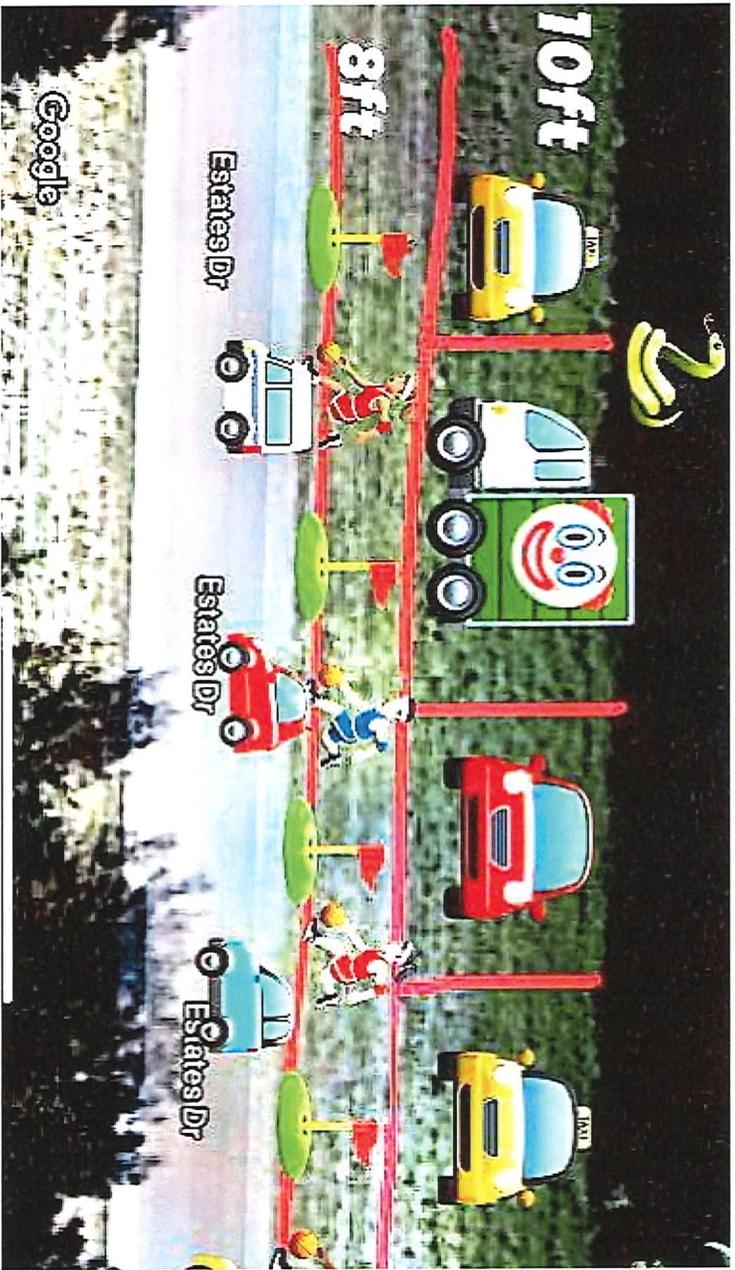
 Signed by Applicant/Sponsor

10/8/20

 Date

Justin Willis

 Please Print Name



The following is where signs will be located for the Trunk or Treat event on Halloween on Estates Drive.

They will include time, date and place.

The ones at Estates Drive are directional signs

- #1. Sumter and Tropicaire
- #2. Sumter and Price
- #3. Sumter and US 41 area
- #4. Tropicaire and Taneytown
- #5. Estates Drive X2
- #6. Pan American and Glenallen
- #7. Price and Glenallen
- #8. Price and Heron Creek
- #9. Price and Toledo Blade
- #10. Toledo Blade and Haberlain
- #11. Toledo Blade and Chancellor
- #12. Biscayne and North Port Blvd.
- #13. North Port Blvd. near the Skatepark
- #14. Price and Cranberry
- #15. Price and Salford
- #16. US 41 and Salford
- #17. Chancellor and Hillsborough

Traffic plan for entrance

Take Sumter Blvd to Tropicaire Blvd

Turn left on the Tropicaire Boulevard

follow Tropicaire Boulevard to Reistertown Road

turn right onto Reistertown Road

follow Reistertown Road to Estates Dr

when you are on an Reistertown road prepare to stop frequently

as you make the left onto Estates Drive your child may exit the vehicle to walk the trail

kids must stay behind the roped off barriers

parents must stay in their car follow Estates drive slowly until you get to Taneytown

Traffic Plan exit

From Estates Dr turn left on to taneytown

Follow taneytown to Tropicaire Blvd

You may turn left to exit to Sumter Blvd

Or Right to exit to Ponce De Leon

Be safe and have fun

Setup plan

Trunk or treat setup starts at 2pm

First car in line would be the PD participant.

Cars will be parked in a 10' x 10' square.

Cars will pull in with their trunks facing the road way.

Cars will leave 8 feet between their trunk and the road.

A cone will be placed at the road way directly behind the car.

Once cars are parked the walkway will be roped off for safety.

Cars are expected to come in down Reistertown.

Please park in the first available spot.

Please keep your area clean.

No cars may move from the parking spot after the event has started.

We will have people to control traffic and help with parking.

Breakdown

All participants are asked to keep their area clean.

Please remove all trash at the end of the event.

Barrier will be removed.

Cones will be removed.

Cars will exit starting with the car closest to Taneytown.

Cars will exit down Taneytown.

Covid guidelines

All participants are asked to wear masks and gloves while handing out candy. Businesses and nonprofits are asked to put all items in one bag to limit contact.

Participants will put candy in the bag for the kids to limit contact.

Participants are asked to sanitize their hands often.

Kids are asked to safely distance while walking to pick up candy.

Signs will be out reminding people of the covid guidelines.

