

CITY OF FERNANDINA BEACH SPECIAL EVENT PARADE APPLICATION



INTRODUCTION

A permit application should be received by the City of Fernandina Beach no later than 7 days prior to the actual date of your event and may be submitted as early as 365 days before your event. Any organized activity involving the use of, or having impact upon, public property, public facilities, parks, sidewalks, street areas or temporary use of private property in a manner that varies from its current land use requires a permit. It is our goal to assist event organizers in planning safe and successful events that create a minimal impact in the communities surrounding the event. These instructions will assist you in completing your Parade Permit Application. All parades must follow the approved parade route, unless the Fernandina Beach Police Department approves an alternate route.

PERMIT PROCESS

The permit application process begins when you submit to the City of Fernandina Beach a completed Parade Permit Application. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request. Upon receipt your application will be reviewed by the Special Event Committee. Throughout the review process you will be notified if your event requires any additional information, permits, licenses or certificates. During our initial application screening process, you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, secondary permits, ect.) we must receive these items before issuing a Parade Permit. Delays in providing these items often delay our ability to complete our review process and approve your application in a timely manner. Due to the many changing components of an event, in most cases, Parade Permits are issued only a few days in advance of the event date.

This application must be filled out completely and submitted to the Parks & Recreation Department at least 7 days prior to your planned event.

**() WE ARE REQUESTING A SPECIAL EVENT PERMIT AS PER
SEC 65-42 PARADE PERMIT REQUIRED**

The application will be reviewed by the Special Event Committee to determine the following criteria:

1. Availability of the date
2. Compliance with City Ordinances
3. Special Event Parade permit is required
4. Additional charges your organization will incur when City assistance and/or services are required
5. Security requirements

If this event application is approved, the applicant maybe required to furnish the City of Fernandina Beach with a certificate of liability in the amount of one million dollars (\$1,000,000). The City must be listed as the additionally insured:

**City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034**

CITY OF FERNANDINA BEACH PARADE APPLICATION

DATE OF PARADE _____

PARADE NAME _____

NUMBER OF VEHICLES _____

FIRST VEHICLE IN LINE UP _____

LAST VEHICLE IN LINE UP _____

*All vehicles are to post a number in the upper corner of the driver's side window.
At the end of the parade, all vehicles are to exit at South 13th Street*

NUMBER OF WALKING GROUPS _____

At the end of the parade, the walking groups are to exit at South 11th Street.

Parade line-up Time: _____

Parade Start Time: _____

Parade Ends Time: _____

Breakdown Time: _____

Has this parade been held in the past? ___ YES ___ NO

If yes, please list the last event date: _____

Parades and street closures

A request for a parade permit and street closures shall be reviewed and approved by the City Manager, or his designee, and will address issues such as traffic control and public safety. No items, including but not limited to candy, toys, beads or flyers shall be thrown or tossed from any moving vehicle, parade float or walkers (Ord. No. 2021-07)

DO NOT THROW ANYTHING FROM A MOVING VEHICLE, FLOAT, WALKERS, ETC.

A SPECIAL EVENT PARADE PERMIT FEE OF \$25.00 IS REQUIRED FOR ALL APPLICATIONS.

APPLICANT

CONTACT NAME _____

ORGANIZATION NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____

EMAIL _____

Non-Profit Organization ___ Yes ___ No Tax ID# _____

Date of Incorporation _____ State incorporated: _____

Federal ID # _____

I declare under penalty of perjury, that to the best of my knowledge and belief, the responses made herein are true and correct. If this application is approved, I understand that I must furnish an original certificate of General Liability insurance naming the City of Fernandina Beach as additionally insured. I understand that a Parks and Recreation sponsored activity has precedence over the above schedule and I will be notified if any conflicts arise. I certify that the information in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Fernandina Beach and I understand that this application is made subject to the rules and regulations established by the City Manager and/or the City Manager's designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue, the payment of any and all taxes, and the conduct of the event. The City shall not be liable for the payment of any taxes. I further agree that the payment of such taxes shall not reduce any consideration paid to the City pursuant to this permit. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Fernandina Beach.

I do further promise and hereby further agree to waive, release, absolve, and covenant not to sue the City of Fernandina Beach, its mayor, commissioners, employees, officers, volunteers, representatives, attorneys and agents, for any and all claims, including claims for equitable or injunctive relief, damages, loss or injury of any kind resulting from or in any way arising directly or indirectly out of _____ (describe event) for which I am applying for this special event/banner permit and/or use of the City of Fernandina Beach's facility named above. **THIS RELEASE INCLUDES A RELEASE FOR ANY AND ALL LOSSES OR INJURIES ARISING OUT OF ANY AND ALL NEGLIGENT OR WRONGFUL ACTS OR OMISSIONS OF THE CITY OF FERNANDINA BEACH, ITS MAYOR, COMMISSIONERS, EMPLOYEES, OFFICERS, VOLUNTEERS, REPRESENTATIVES, ATTORNEYS AND AGENTS.**

I further promise and agree to indemnify, defend and hold harmless the City of Fernandina Beach, its mayor, commissioners, employees, representatives, officers, volunteers, attorneys and agents from and against all liability, claims and expense, including reasonable attorneys' fees and costs, in connection with any and all claims whatsoever for personal or bodily injury or death, including loss of use, or property damage of any kind and character in connection with and arising directly or indirectly out of _____ (describe event) for which I am applying for this special event/banner permit and/or use of the City of Fernandina Beach's facility named above. This indemnity agreement encompasses all damages and claims, including claims for equitable or injunctive relief, arising out of the rental and/or use of the City of Fernandina Beach's facility named above.

THIS RELEASE IS GIVEN AND SIGNED OF MY OWN FREE ACT AND WILL AND I DO UNDERSTAND AND AGREE TO THE POLICIES OF THE CITY OF FERNANDINA BEACH FOR FACILITY RENTALS. FURTHERMORE I HEREBY REPRESENT AND WARRANT THAT I HAVE THE AUTHORITY TO BIND.

Signature of applicant

Title

Date

Please return completed application to the Parks & Recreation Department or via Fax, at least 7 days ahead of your planned event to:

Hannah Ross
2500 Atlantic Avenue
Fernandina Beach, Florida
E-mail address: hross@fbfl.org
Phone: (904) 310-3375 / fax (904) 310-3462

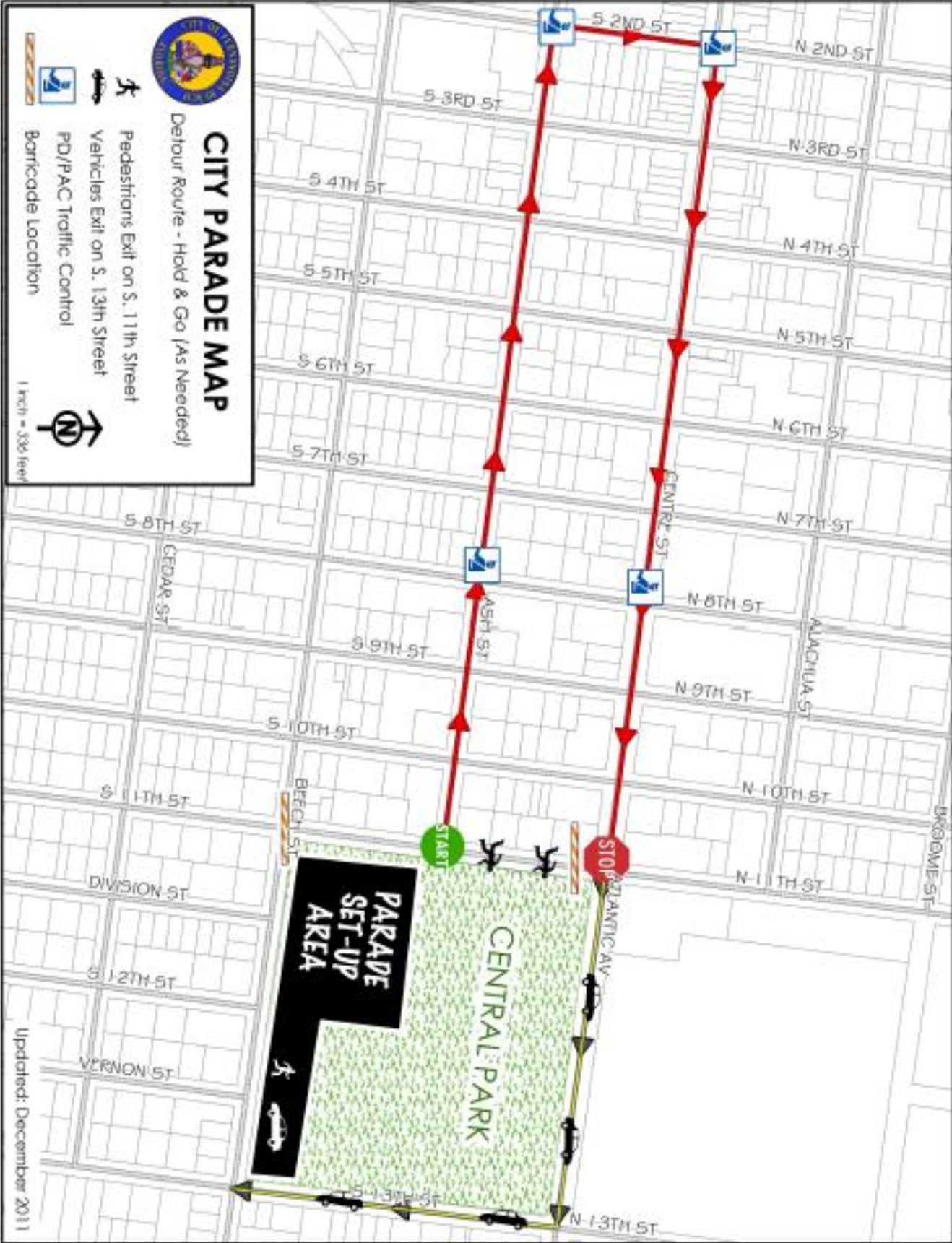


CITY PARADE MAP

Detour Route - Hold & Go (As Needed)

-  Pedestrians Exit on S. 11th Street
-  Vehicles Exit on S. 13th Street
-  PD/PAC Traffic Control
-  Baricade Location

1 inch = 300 feet

Updated: December 2011