

Insurance is required in the amount of \$1 million dollars with the Santa Rosa Island Authority and Escambia County listed as additional insured.

INDEMNIFICATIONS: Event Producer shall be liable for any and all damage done to the property covered by this agreement located on Pensacola Beach, as applicable, regardless of who causes such damage or how such damage is caused, during the period of use contained in this agreement. Further, Event Producer shall agree to defend, indemnify, and hold harmless the Santa Rosa Island Authority, its officials, employees, and representatives for any and all claims caused by or arising out of, in whole or in part, the activities permitted by this agreement.

GUIDELINES: The attached guidelines are considered a part of this agreement and Event Producer agrees to abide by all terms and conditions contained therein.

I, the undersigned Event Producer, have read the above policy and guidelines and agree to abide by them.

Signature of Event Producer

Date

Witness # 1 Signature

Witness # 2 Signature

STATE OF
COUNTY OF

The foregoing instrument was acknowledged before me this the ____ day of _____, 20 ____, by _____ who is personally known to me or who has produced _____ as identification, who did or did not take an oath.

Notary Public

My commission expires:

TO BE USED BY SRIA PERSONNEL ONLY

Event security as recommended by Escambia County Sheriff's Department:

Is Gulf Breeze Police coordination necessary: Yes___ No___

Barricades: Yes_____ No_____

Extra Dumpster: Yes_____ No_____

Portable Toilets: Yes_____ No_____

Clean-up: Yes_____ No_____

Clean-up bond: Yes_____ No_____ Amount_____

Comments:

FUNDING:

Cost to SRIA for approving event. See below:

| Name of Department | Date Personnel Needed | Number of Personnel Needed | Time Needed |
|----------------------------------|-----------------------|----------------------------|--------------------------|
| Public and Recreation Facilities | | | To: From: # Hours: |
| Promotion & Events | | | To: From: # Hours: |
| Administration & Leasing | | | To: From: # Hours: |
| Environmental Services | | | To: From: # Hours: |
| Finance | | | To: From: # Hours: |
| Public Safety | | | To: From: # Hours: |

Is this a budgeted event? _____Yes_____No

If yes, amount funded is \$ _____

Is additional funding needed? _____Yes_____No

If yes, amount needed is \$ _____

Work Order Written to Department involved to charge cost of operation:

TO BE USED BY SRIA PERSONNEL ONLY

APPROVED BY:

() Promotions and Events Manager:

Signature **Date**

() Escambia County Sheriff's Department:

Signature **Date**

() Gulf Breeze Police Department:

Signature **Date**

() Gulf Islands National Seashore:

Signature **Date**

() Director of Public Works:

Signature **Date**

() Director of Public Safety:

Signature **Date**

() Director of Administration:

Signature **Date**

() Director of Developmental Services:

Signature **Date**

() Director of Finance:

Signature **Date**

() Executive Director:

Signature **Date**

ATTACHMENT TO EVENTS APPROVAL CHECKSHEET

SANTA ROSA ISLAND AUTHORITY BOARD POLICY MANUAL

TITLE: GUIDELINES FOR USE OF GULFSIDE PAVILION & QUIETWATER
AMPHITHEATER OR OTHER PUBLIC FACILITIES AND PROPERTIES
ADOPTED: 10-1-97
REVISED: 12/11/06
DEPT: PROMOTIONS & EVENTS

1. The Santa Rosa Island Authority ("SRIA") has reserved the Gulfside Pavilion and the Quietwater Amphitheater on Fridays, Saturdays, Sundays and holidays for SRIA-sponsored events.
2. Those wishing to use the Gulfside Pavilion or the Amphitheater or other public facilities and properties must complete and enter into the Events Approval Checklist and Agreement for Use of Gulfside Pavilion/Amphitheater or other public facilities and properties (see Exhibit "A"), submit the fees and provide proof of insurance as required.
3. Entry fees are prohibited for events conducted using the Gulfside Pavilion, the Quietwater Amphitheater or other public facilities and properties.
4. Event Producers must abide by all SRIA, County, State, and other applicable government rules and regulations.
5. The SRIA requests that sponsors keep in mind when planning their programs that the facilities are intended to provide broad-based enjoyment and family entertainment to the general public.
6. The SRIA further requests that Event Producers and those using the Gulfside Pavilion, Quietwater Amphitheater or other public facilities and properties conduct themselves in accordance with the standards of behavior which are generally accepted and followed by those in our community.
7. Event Producers must comply with all SRIA policies and requirements on the display of banners and/ or signs in connection with their event.
8. Security is to be provided by Events Producers if required by the Escambia County Sheriff's Department.
9. Sanitation and clean up are to be provided by Events Producers if required.
10. No cooking or open fires are allowed on any public pavilion, amphitheater, boardwalk, sidewalk, parking lot, etc., in connection with the event.
11. No roller blades, roller skates, skateboards, bicycles, or other vehicles or wheeled equipment are allowed on the pavilion, amphitheater, or boardwalks, with the exception of wheelchairs or other vehicles used for the disabled.

12. No animals are allowed on the pavilion, amphitheater, boardwalk, or beach with the exception of seeing-eye dogs for the blind.
13. Event Producers must obtain required permits and comply with all SRIA and County regulations/ordinances on and for the sale of any food, beverages, and event related materials.
14. Event Producers shall refrain from all profane, lewd and lascivious behavior prohibited by applicable state and local laws.
15. All requests to use the pavilion, amphitheater, or other public facilities and properties should be submitted at least thirty (90) days in advance; however, the SRIA staff may approve requests with less notice if sufficient time has been given to assure proper compliance and scheduling.
16. If deemed to be in the public interest, the General Manger or his designated representative may waive any or all provisions of this policy.
17. Events held at public facilities and properties other than the Quietwater Boardwalk or the Gulfside Pavilion will be considered for approval upon request to the SRIA board who may apply these guidelines and other restrictions to assure that the use of the public facility is consistent with the public interest.

SANTA ROSA ISLAND AUTHORITY BOARD POLICY MANUAL

TITLE: VENDOR FEES
ADOPTED: 2-10-99
DEPT: ADMINISTRATION & LEASING

Purpose: The purpose of this policy is to provide for more equitable competition between the businesses on Pensacola Beach holding a commercial lease with the Santa Rosa Island Authority and the vendors operating on the island for a short term period.

Commercial entities or individuals not operating under a commercial lease who wish to conduct business on Pensacola Beach during a special event such as the Pensacola Beach Air Show or festivals (e.g. Fiesta of Five Flags) sponsored by the Santa Rosa Island Authority or a not-for-profit organization, must register with the Santa Rosa Island Authority and pay a vendor fee. All such vendors must operate under the umbrella of the Santa Rosa Island Authority or a not-for-profit organization approved by the Santa Rosa Island Authority.

Vendors participating in special events or festivals sponsored by existing commercial leaseholders are exempt from payment of the fee as established in this policy. The sponsoring commercial leaseholder is exempt from payment of the fee because the sponsoring commercial leaseholder is liable for collection of all fees due the SRIA from all activities taking place during the sponsored event. The sponsoring commercial leaseholder shall report all earnings and fees to the SRIA as gross revenues on the required SRIA monthly report form.

The fee is as follows:

\$100 per event per vendor

This policy applies to individual vendors and those vendors operating through another agency such as the Fiesta of Five Flags, Pensacola Beach Chamber of Commerce, etc.

ATTENTION EVENT COORDINATORS

IN KEEPING WITH THE ATTACHED POLICY, ALL VENDORS ASSOCIATED WITH EVENTS NOT SPONSORED BY A BUSINESS HOLDING AN EXISTING COMMERCIAL LEASE ON PENSACOLA BEACH MUST REGISTER WITH THE SANTA ROSA ISLAND AUTHORITY AND PAY A \$100 VENDOR FEE. **VENDOR FEES ARE NOT REFUNDABLE.**

EACH VENDOR WILL RECEIVE A VENDOR REGISTRATION CERTIFICATE SIGNED AND SEALED BY A REPRESENTATIVE OF THE SANTA ROSA ISLAND AUTHORITY. THE VENDOR REGISTRATION CERTIFICATE MUST BE DISPLAYED BY THE VENDOR DURING THE ENTIRE COURSE OF THE EVENT. ONLY VENDORS DISPLAYING A VENDOR REGISTRATION CERTIFICATE WILL BE ALLOWED TO OPERATE DURING AN EVENT.

IT IS THE RESPONSIBILITY OF THE EVENT COORDINATOR TO ASSURE THAT EACH OF HIS/HER VENDORS HAS OBTAINED THE SRIA VENDOR REGISTRATION CERTIFICATE AS WELL AS ALL OTHER APPROPRIATE LICENSES AND CERTIFICATES REQUIRED OF SUCH VENDORS.

VENDOR REGISTRATION CERTIFICATES MAY BE OBTAINED AT THE SRIA ADMINISTRATIVE OFFICE AT 1 VIA DE LUNA DRIVE BETWEEN THE HOURS OF 8:30 A.M. AND 5:00 P.M. MONDAY THROUGH FRIDAY.

PLEASE LIST EACH EVENT VENDOR IN THE SPACE BELOW, AND RETURN THIS FORM TO THE SANTA ROSA ISLAND AUTHORITY FOR USE IN ISSUING THE SRIA VENDOR REGISTRATION CERTIFICATES:

NAME OF EVENT: _____
 EVENT COORDINATOR: _____

SRIA USE ONLY

| VENDOR NAME | VENDOR TYPE (Food, Crafts, etc.) | DATE CERTIFICATE ISSUED | SRIA STAFF INITIALS |
|-------------|-------------------------------------|----------------------------|------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

(ATTACH ADDITIONAL SHEET IF NECESSARY)