

## Events Cover Sheet

Thank you for your interest in holding an event on Pensacola Beach. Please complete the attached event check list along with a narrative explaining in detail the event or events that you would like to hold on Pensacola Beach. **A written narrative along with a site plan must be submitted with the event request. All requests to use public facilities or events that will be held on private leasehold property but will impact public facilities (parking, traffic, etc.), must be submitted at least 90 days in advance. A \$50.00 events application fee must be included.**

**Written notification will be provided to you when and if your event is approved.**

Events are approved annually. Although an event may be approved one year, it is not guaranteed approval for additional years. Each year that you wish to hold an event, even if approved before, must be re-submitted for approval. **Events that are produced by Pensacola Beach businesses, civic groups or the Santa Rosa Island Authority take precedence over any other event request.** Depending upon the event, you will be required to pay for one or more of the below listed services:

- Security (determined by the Escambia County Sheriff's Department)
- Clean up (a bond may be required if determined necessary by the Santa Rosa Island Authority's Public and Recreational Facilities Department)
- Tent permit (if the tent is more than 10' x 12') you must obtain a permit through Escambia County's Building Inspections Department. Application must be approved through the SRIA first and a processing fee of \$25.00 must accompany the application. If the tent is to be located on the beaches off the Gulf of Mexico, you must obtain a permit from the Florida Department of Environmental Protection.
- Medical Assistance (to be determined by the Santa Rosa Island Authority's Public Safety Department)
- Liability insurance listing the Santa Rosa Island Authority and Escambia County as an additional insured in the minimum amount of \$1,000,000. Insurance must be obtained for the entire time the event is being held, plus, any set-up or tear-down days.
- Port-O-Lets. To be determined by the Santa Rosa Island Authority's Public and Recreational Facilities Department.
- Labor cost of additional labor to install or set-up electric or water facilities if approved and cost of Notary fee for the event producers signature.
- **TENTS MUST BE SECURED WITHOUT DRIVING STAKES INTO PARKING LOT.**