

EVENTS AND WEDDINGS GUIDELINES

WEDDING GUIDELINES BEACH WEDDING

1. You may have a runner, an arch and chairs
2. You may not have open flames (campfires), tiki torches are permitted.
3. You may not have generators.
4. A tent smaller than 10' x 12' may be used without a permit from the DEP.
5. Since it is a public beach, no area can be reserved.

EVENT GUIDELINES

1. You must fill out an event checklist and include a \$50.00 events processing fee.
2. Liability coverage of \$1,000,000.00 (One million dollars) for the day of event must accompany the completed checklist.
3. Liability coverage shall include Santa Rosa Island Authority, Escambia County and Pensacola Beach Chamber of Commerce as additional insured.
4. If event is to use tents larger than 10' x 12', a tent permit application from Escambia County must be filled out and returned to the Santa Rosa Island Authority. Any sized tent on the Gulf Side or during turtle season must obtain permits from Escambia County and the Department of Environmental Protection (DEP). This must take place a minimum of 90 days prior to event.
5. Completion of checklist does not guarantee approval of your event.
6. All paperwork must be completed and returned within 90 days prior to your event for processing. Paperwork may be submitted sooner than the 90 day requirement.

TENT PERMIT

1. An application may be obtained from Beach Chamber or the Island Authority.
2. Complete application, attach site map and return it to the Island Authority for approval.
3. Include the \$25.00 SRIA processing fee
4. If tent is on the beach, you must contact the DEP office and let them know you have an application being processed at the Island Authority.
5. Once your application has been approved, the Island Authority will contact you for pick up.
6. The approved application along with the DEP approval must be taken to Escambia County Building Inspection office. You will pay a fee and receive your permit. A copy of the permit must be given to the Island Authority prior to your event.
7. **TENTS MUST BE SECURED WITHOUT DRIVING STAKES INTO PARKING LOT.**