

Indian River County Parks Division - EVENTS AT PARKS

5500 77th Street

Vero Beach, Fl 32967

Phone (772) 589-9223

www.ircgov.com/parks

Permit application for an event at an Indian River County Park

Permit applications are subject to an application charge of \$100 plus tax

I hereby request the use of the following location: _____ Date of application: _____

Name of Park or Facility: _____

Proposed date(s): _____

Set-up Time: _____ Event Time: _____ Clean-up Time: _____

Name of group, organization or individual: _____

Profit Non-Profit Private

Name of Applicant: _____

Address: _____

Applicant's Contact Number: _____ Email: _____

Event Name: _____

Type of Event: _____

Expected number of people attending the Event: _____

Proposed Activities:

(Please feel free to use another sheet if necessary)

X _____

Date _____

Applicant

Your signature acknowledges that you have read and understand the attached rules and regulations. Further, the applicant certifies that he/she is authorized to obligate the organization or group he/she is making this request the ensuring compliance with these rules. The applicant hereby agrees to protect, indemnify, defend, save and hold harmless Indian River County, Florida from all claims, demands, liabilities, any suits of any nature whatsoever arising out of, because of, or due to this license, or due to any act or occurrence of mission or commission of the applicant, its agents or employees.

CASH _____

CHECK _____

CARD _____

APPROVAL: Event agreement for use of a County Park has been approved, subject to the conditions stated herein:

Date: _____

Authorized Parks Division Representative

General Park Rules

- This event agreement entitles the requestor to use a County public park for a specific organized event. It does not allow for the exclusive use of the park.
- Preparation and clean-up time must be included on this request.
- Parking for the applicant and his/her guests is allowed only in designated areas, parking in grass or mulched areas is not permitted.
- The applicant shall be responsible for the complete clean-up of the area after the event. This clean-up will include all foreign matter that has been transported to the area by the applicant, its guests, or other spectators. The parking area is to be specifically included in the clean-up process. All refuse will be placed in authorized receptacles or completely removed from the park or facility grounds.
There will be no digging, underground installations, tents or temporary building installations, or pruning of foliage without prior specific permission of the Parks Superintendent or designee. Authorization must be obtained in writing in advance of any action of the above on the part of the applicant. All applicants with authorization who plan to do this type of activity must confirm location of any underground facilities / utilities by contacting the following agencies.
- No alcoholic beverages may be consumed on this property.
- No loud music or other objectionable noise or amplification is permitted without prior permissions and permits.
- The applicant is fully responsible for the actions of all members and guests associated with this event and for ensuring compliance with all laws and ordinances that are in effect for this area.
- All security and traffic control is the responsibility of the applicant. Special arrangements can be made with the Indian River County Sheriff's Office crowd control department at (772) 569-6700 ext. 6276 for this service for a fee. Any event where attendance is 100 or more will require this service.
- A solid waste dumpster can be obtained for a fee from the Solid Waste Department (772) 226-1769 by arranging for this service at least one week in advance of the date of the event. The applicant can determine the container size and the appropriate container will be placed at a location that is convenient to both the Solid Waste Department and the applicant.
- By utilizing this location for this event, the applicant agrees to indemnify and hold harmless Indian River County for all liability, costs and fees incidental to, and loss or damage the county may suffer as a result of claims against it arising because of this event.
- Indian River County, Florida must be listed as the additional insured with the insurance endorsement provided to us for events requiring insurance.
- This fully completed application should be submitted to the Parks Division no later than 90 days prior to a public event and must be approved by the Parks Superintendent prior to the event being held.

INSURANCE GUIDELINES

- A Certificate of Insurance with endorsement is required from your insurance company. This must show Indian River County, Florida as the additional insured, and must list the event name, location where it is being held, and dates from set-up through clean-up in the description area.
- Your insurance company must endorse your policy and we must receive a copy of this endorsement. Be aware that your insurance company may charge you a fee for this service.
- Please provide these documents to the IRC Parks Division at 5500 77th Street, Vero Beach FL 32967. For your convenience, it can be mailed to said address. Once received the county will review these documents for approval. If information is missing or incorrect, you will be notified.
- Commercial General Liability – Minimum limits of \$1,000,000.00 per occurrence combined single limit for bodily injury liability and property damage liability.
- If applicable, Business Auto Policy coverage for vehicles involved in an event must be afforded on a form no more restrictive than the latest edition of the Business Auto Policy filed by the Insurance Services Office and must include: minimum limits of \$1,000,000.00 per occurrence combined single limit for bodily Injury Liability and Property Damage Liability. Unless covered under their own Workers' Compensation policy, the organization responsible for the event shall conform to minimum limits of \$500,000 per occurrence combined single limit for Workers' Compensation for all vendors participating in an event.

INDIAN RIVER COUNTY PARKS DIVISION CHECKLIST FOR EVENTS

Please check off all that apply to your event:

- | | |
|--|---|
| <input type="checkbox"/> Amplified sound | <input type="checkbox"/> Stage |
| <input type="checkbox"/> Live Music | <input type="checkbox"/> Bleachers |
| <input type="checkbox"/> Cooking | <input type="checkbox"/> Tents <i>(please see below note)</i> |
| <input type="checkbox"/> Food vending | <input type="checkbox"/> Bounce House |
| <input type="checkbox"/> Other vending | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> Port-o-lets | <input type="checkbox"/> other _____ |

Street use: Must get "Special Use Permit" approval from the Indian River County Sheriff's Office.
(For closure of any roads) (772) 569-6700

Note: Any tents that may be used that are larger than 10x10 require a special events & tents sales permit from the Indian River County Fire & Life Safety Bureau which we can provide to you. Fees will apply

Other Needs:

- Electric
- Water
- Signs - For permit and sign information please call Parks Division office @ (772) 589-9223
- Police - If needed, please call the Indian River County Sheriff's Office @ (772) 569-6700
- Dumpster - If needed, please call Waste Management @ (772) 770-3179
- Cooking or ambulance stand-by (contact Indian River County Fire Dept.
- Park Adjustments
 - Gates opened
 - Other: _____
 - Other: _____

If your request is approved, you may be required to submit a certificate of liability insurance covering the event, with Indian River County, Florida named as the additional insured and provide the Indian River County Parks Division with a copy of the additional insurance endorsement. Approximately 45 days before the event, an event committee meeting may be held with your representative(s) and county officials to ensure all requirements are met, and for coordination with other county departments. For questions, please call the Parks Division at (772) 589-9223

Should you encounter any problems during the use of this location please contact the Indian River County Sheriff's Office non-emergency number at (772) 569-6700.