



CITY OF  
**MARATHON**, FLORIDA

9805 Overseas Highway, Marathon, FL 33050  
Phone (305) 743-0033 Fax (305) 743-3667 www.ci.marathon.fl.us

## Special Event Permit Application

**(During off hours, a \$50.00 refundable key deposit is required)**

Public Assemblies are regulated by Section 10.5 of the City Code. A Public Assembly is defined as an outdoor gathering in temporary structures, by individuals of the general public, with or without admission fees, when anticipated daily attendance is expected to exceed 250 people per day, and which occurs on more than one day per calendar month.

Application shall be submitted not less than nine (9) days prior to the commencement date of the event.

**APPLICANT:** Names and addresses of all corporations, associations or individuals who will be promoting, holding or operating said event/exhibition. Attach additional sheet if necessary.

**List local and permanent address of individual and/or corporation and list principal officers**

Event Name and  
Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

Event Contact  
Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

### Type of Event

- |  |                                   |   |  |
|--|-----------------------------------|---|--|
| <input type="checkbox"/> Music         | <input type="checkbox"/> Parade   | <input type="checkbox"/> Art Show         | <input type="checkbox"/> TV Commercial |
| <input type="checkbox"/> Movie/Filming | <input type="checkbox"/> Athletic | <input type="checkbox"/> Other (specify): |  |

### Extraordinary Uses:

- |  |                                   |   |                                       |                                  |
|--|-----------------------------------|---|---------------------------------------|----------------------------------|
| <input type="checkbox"/> Animals             | <input type="checkbox"/> Firearms | <input type="checkbox"/> Explosives/Fireworks | <input type="checkbox"/> Road Closure | <input type="checkbox"/> Cooking |
| <input type="checkbox"/> Tent/Temp Structure | <input type="checkbox"/> Aircraft | <input type="checkbox"/> Other (specify):     |                                       |                                  |

**LOCATION: (Exact location where event will be held)**

Street Name: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Or

Location Address: \_\_\_\_\_

If the location(s) utilize private property, proof of ownership permission to utilize the property must be submitted.

**Does this event utilize any school zones/property?** ☐ No ☐ Yes (If yes, please list location(s))

**Use of School Zones during posted times is not permitted.**

☐ Street Closure Required  
Times: \_\_\_\_\_ Location From: \_\_\_\_\_ To: \_\_\_\_\_

☐ Staging Area required. Location: \_\_\_\_\_

☐ All street closures shall comply with MUTCD standards.

☐ Parking Requirements (specify proposed locations):

**DATE AND TIMES:** (List all dates and periods of time on each date that event will be held)

Alt/Rain Date: \_\_\_\_\_

**SIZE:** (Estimated number of performers/participants and spectators)

Participants: \_\_\_\_\_ Spectators (per day): \_\_\_\_\_

**FACILITIES:** Are adequate facilities available for participants and spectators on premises for:

A. Sanitary? Describe facilities \_\_\_\_\_

B. Garbage Waste? Describe facilities \_\_\_\_\_

**Food will be served or available for purchase** ☐ Yes ☐ No

Type of cooking facilities to be used: \_\_\_\_\_

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**INSURANCE:**

Prior to the event, a Certificate of Liability Insurance must be filed with the Office of the City Clerk. The City shall be named as Certificate Holder and the minimum coverage limits shall be:

<b>General Liability</b>		<b>Automobile Liability</b>	<b>Excess Liability</b>	
Gen. Aggregate	\$2,000,000	All Autos/Combined	Umbrella Form	
Products	\$2,000,000	Single limit	Each occurrence	\$1,000,000
Pers/Adv Injury	\$1,000,000		Aggregate	\$1,000,000
Each Occurrence	\$1,000,000			
Fire damage	\$ 50,000			

**Required Attachments:**

1. Plan for traffic management.
2. Plan for crowd control.
3. Plan for waste disposal.
4. List of police and fire protection facilities available at or near site.
5. Certificate(s) of Insurance.
6. Hold Harmless Agreement (approved city form).

**CONSUMPTION AND/OR SALE OF ALCOHOLIC BEVERAGES ON PUBLIC PROPERTY IS EXPRESSLY PROHIBITED UNLESS A VALID TEMPORARY PERMIT FROM THE STATE OF FLORIDA DIVISION OF ALCOHOL AND TOBACCO HAS BEEN ISSUED FOR THE EVENT.**

**The signature below acknowledges receipt of the Policy and Procedures for events that has been attached at the end of this document.**

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 Name and Title

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 Date

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 Signature

Officer of Corporation with Corporate Resolution Authorizing execution and Binding Corporation

The City Manager or his designees shall have the authority to determine if police and/or fire/EMS personnel will be required to be in attendance during this event. In such instance, the applicant will be solely responsible for the hiring of off-duty Monroe Sheriff office personnel and/or The City of Marathon Fire Department personnel only. Waste (garbage) receptacle collection shall be provided.

Applicant covenants and agrees that it will indemnify and hold harmless the City and all of the City's officer's, agents, and employees from claim, loss, damage, costs, charge or expense arising out of any act, action, neglect or omission by applicant during the performance of the event, whether direct, or indirect, and whether to any person or property to which the City of said parties may be subject.

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 Name and Title

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 Date

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 Signature

Officer of Corporation with Corporate Resolution Authorizing execution and Binding Corporation

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**The City of Marathon reserves the right to revoke this permit at any time for non-compliance of applicable codes and/or unsafe conditions or acts.**

**CITY USE ONLY**

Approved: (initial and date)

Community Services: \_\_\_\_\_ Planning: \_\_\_\_\_

Building: \_\_\_\_\_ Public Works: \_\_\_\_\_

Sheriff's Dept: \_\_\_\_\_ Fire: \_\_\_\_\_

City Manager: \_\_\_\_\_ Legal: \_\_\_\_\_

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CITY OF  
**MARATHON**, FLORIDA  
Parks & Recreation Department

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City of Marathon Park and Recreation Department  
Policy and Procedures for Events

**THESE PROCEDURES WILL ALLOW VEHICLES AND CAUSE MINIMAL IMPACT TO  
GRASS AND FIELDS.**

Before Vendors proceed on field to assigned booth the following needs to be in place:  
**City Staff needs access to parking and the field as required to oversee the event.**

It will be necessary for your organization to contract directly with police and fire/ambulance service for your event at your expense.

Fire/Ambulance: 305-743-5266 Sheriff: 305-289-2430

The park has a few power outlets around the pavilions, concession stand and amphitheater. If additional power is needed for vendors, it becomes the responsibility of the Event organizer. The park has a 400 amp service for the amphitheater that must be connected by a licensed electrician. Under no circumstances are balloons allowed.

Park staff needs the name of one "Go To" person from the event organizer.

***Entrance***

1. The event organizers need at least two volunteers at all entrance gates.
2. Two golf carts are an option if the event organizer wishes. **Large tire carts are not permitted.**
3. Event personnel needs to stay at gates until they are closed / locked and event begins.
4. Event personnel needs to explain speed control, tire turning, unload procedures **No Set-Up Allowed**, just unload and leave field.
5. Event personnel must escort vendors to their space using the outside areas around field or pathway between soccer fields or as directed by Park Staff.
6. Vehicles are only allowed on the field if you have an escort. One volunteer must lead, by cart or by foot, to the vendor booth spot. The other person holds the other vendors waiting until an escort returns.
7. **NO ONE WILL BE ALLOWED TO DRIVE ON FIELD FOR 45 MINUTES BEFORE THE OPENING OF EVENT!**
8. **ALL VEHICLES MUST BE OFF THE FIELD 30 MINUTES BEFORE THE OPENING OF THE EVENT.**
9. Vendors may line up on the street by the tennis courts and will need at least two volunteers for that location.
10. The gate by the baseball field (Gate #1) and the double gate by the Amphitheater (Gate #4) are vendor entrances. If using both entrances two escorts must be in place at these locations.
11. RV's or forklifts are not allowed on field. All large trailers or food trucks placement needs need to be reviewed with Park Staff before the event.
12. No removal of any cones or barricades, either wood or metal. They are in place to cordon off areas that are not to be disturbed.

## ***Exit***

1. The event group needs at least two volunteer or Park Staff at gates.
2. Two golf carts are an option if the event organizer wishes. **Large tire carts are not permitted.**
3. Event personnel need to stay at gates until they are closed / locked and event begins.
4. Event personnel need to explain speed control, tire turning, unload procedures, and exit to assigned gate.
5. Event personnel must escort vendors to their space using the outside areas around field or pathway between soccer fields or as directed by Park Staff.
6. Vehicles are only allowed on the field if you have an escort. One volunteer must lead, by cart or by foot, to the vendor booth spot. The other person holds the other vendors waiting until an escort returns.
7. Vendors need to be completely broken down before the vehicle enters the field at closing of event.
8. The gate by the baseball field (Gate#1) and the double gate by the Amphitheater (Gate #4) are designated as exit gates.
9. **NO ONE CAN DRIVE ON OR OFF FIELD UNTIL ALL PARTONS HAVE LEFT THE FIELD!**
10. In case of emergency contact Park Staff for assistance.
11. Assigned gate personnel need to be established by event organizers two hours before the beginning or end of the event.
12. Someone from event personnel needs to remain on site as long as the field is open. This includes vendors leaving for just the night or the end.
13. Vendors may line up on the street by the tennis courts and need at least two volunteers for that location. Vendors must be led in and out.
14. Trash cans used at the event must be emptied by event organizers. This includes portable or non-portable containers as well as the recycle bins.

## ***Event Organizers***

1. Allowing pets is up to the event organizers. Park Staff must be informed if allowing.
2. Vehicles staged on the field during event needs approval from Park Staff.
3. Vehicles staying on field during event must stay until at least 30 minutes after the close of the event so patrons are off the field. Park Staff will give okay to remove.
4. **NO STAKES FOR TENTS...**either water weights or blocks must be used.
5. No overnight parking or sleeping on any Park property.
6. Staff needs to be placed at jail entrance and baseball entrance to stop thru traffic for the entire event. They need to remain at the barricades until event is over.
7. No double parking anywhere in any parking area.
8. Park Staff will determine how many vehicles can be on field at one time.
9. All vehicles must be escorted on and off the field.
10. Event Staff must stay until field is cleared and cleaned.
11. All trash must be emptied and taken to the dumpster nightly.
12. **NO KEYS CAN BE MADE WITHOUT THE CONSENT OF PARK DIRECTOR.**

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## CITY OF MARATHON PARKS & REC DEPARTMENT

200 36<sup>th</sup> Street Ocean, Marathon, FL 33050

Phone (305) 743-6598 | Fax (305) 289-5888 | [www.ci.marathon.fl.us/government/parks/](http://www.ci.marathon.fl.us/government/parks/)

**13. PARK STAFF NEEDS ACCESS TO PARKING AND FIELD ENTRANCE AT ALL TIMES.**

- 14. Only event leads, performers, and City Staff all allowed on stage during events.
- 15. Phase III of the Park can be used for overflow parking.
- 16. **ALL VENDERS MUST HAVE PASSES WITH NAME, BOOTH NUMBER, AND CELL NUMBER IN VIEW ON DASH.**
- 17. Venders need to leave the field within 2 hours of event end.
- 18. No bounce houses/inflatables allowed with the exception of commercial operators.
- 19. Event organizer must provide trash bags for use at the event.
- 20. If event requires portable potties they need to provide own toilet paper and paper towels.
- 21. Event organizer needs to maintain the cleanliness of the restrooms during the times the event is open to public.

***Gates***

- Gate 1 Double Base Ball Field
- Gate 2 Concession Stand
- Gate 3 Restrooms
- Gate 4 Double Amphitheater
- Gate 5 Double by Jail
- Gate 6 Jail side of field
- Gate 7 Jail side of field
- Gate 8 Jail side by Pavilion
- Gate 9 Next to Circle by Skate Park
- Gate 10 Double next to Skate Park
- Gate 11 Double by Skate Park and US1

***Event Item Available***

- Extension cords
- Tents & weights 10x20
- Tents & weights 10x10
- Tables
- Bleachers (move to event location)
- Chairs
- Water Key # 4
- Water Hose
- Trash Cans
- Trash Liners (**needs to be provided by event organizers**)
- Squares for under water barrels
- Barricades for parking lot wood
- Key for event Chair (Go to City Hall)
- Recycle Bins
- Butt Cans
- Barricades Entrance and Exit Wood
- Chairs for Entrance and Exit
- Barricades in front of stage metal.

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