



## St. Petersburg Police Department Outdoor Assembly Permit Application



St. Petersburg Police Department, 1301 1<sup>st</sup> Avenue North, St. Petersburg, FL 33705, Office (727) 893-7154, Fax (727) 892-5587

### Procedures for Issuing Outdoor Assembly Permits

The Chief of Police or his/her designee shall be the authorized agent for issuing, tendering an alternative, rescinding or denying **Outdoor Assembly Permits**. Applications for such permits can be obtained at the St. Petersburg Police Department or electronically via email or online on the Department's website. Applications must be submitted to the Special Events Unit of the St. Petersburg Police Department **at least thirty (30) days prior** to the scheduled event, **but not more than 180 days** prior to the event. This time is necessary as other City Departments are involved in the permitting process. Event organizers are encouraged to contact the Special Events Unit prior to completing this application to discuss the specifics of their event. A completed application should include the following:

1. The name or names of the person or organization sponsoring the event.
2. The date, time and duration of the event.
3. A check or money order in the amount of **\$30.00** made payable to **"The City of St. Petersburg."** Cash will not be accepted as payment. This non-refundable application fee is required by Section 25-75 of the City Code and is to be paid at the time of the filing of this application. Actual event costs will be in addition to this application fee and shall be determined prior to the date of the event.
4. If alcoholic beverages are to be sold or served, proof of Liquor Liability Insurance will be required.

Applicants will provide adequate supervision for the event, ensuring the safety of all participants and the protection of any City property. Applicants are responsible for cleaning-up the affected area after the event. The applicant will also ensure that the event complies with all City Ordinances and Florida State Statutes and that there will be **NO** vending (sale of foods, beverages, etc.) without the proper City permits and/or licenses.

Should the location for the event be determined to be unsuitable, an alternate site may be recommended. If the permit is approved, the applicant will be provided a copy of the permit for their records. The applicant should retain this approved copy until the event has concluded. The original permit will be retained by the Special Events Unit. If the application is denied, the applicant will be notified of the denial and its justification.

The City may deny an application, tender an alternative permit or revoke an approved permit at any time. Reasons for denial may include, but are not limited to: submission after the 30 day limit, an incomplete application, traffic control and/or public safety concerns, failure of the applicant to secure adequate City services or another event which takes precedence. Reasons for tendering an alternative permit may include, but are not limited to: traffic control and/or public safety concerns or another event which takes precedence. Reasons for revocation may include, but are not limited to: falsification of the application, violation of one or more of the conditions or standards for issuance, or when a public emergency arises where the police resources are required for that emergency.

**KEEP THIS SHEET FOR YOUR RECORDS**



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Event Information				
Name of Event:				
Date of Event:				
Assembly Time:		Start Time:		End Time:

Event Specifics
Specify the purpose of the outdoor assembly and provide a general description of the proposed event, to include the activities that will take place during the event:   
Proposed Route to include Assembly Area, Start and End Points and Dispersal Area. Attach Route Map.   
Specify any Public Facilities, Parks and/or Equipment to be used:  
Provide a description of all recording equipment, signs, banners, etc. This should include a description of the materials used for any of these items.  
Will alcoholic beverages be <b>SOLD</b> or <b>CONSUMED</b> as part of this event? _____ Yes _____ No
Estimated number of people taking part in the event. _____
Estimated number and type of animals taking part in the event. _____
Will this event take place in the roadway? _____ Yes _____ No <i>If Yes, will the entire event be in the roadway or just a portion of the event?</i> _____
Will this event take place on the sidewalks? _____ Yes _____ No <i>If Yes, will the entire event be on the sidewalks or just a portion of the event?</i> _____
Estimated number of volunteers or Parade Marshals that will be assisting with this event. _____
<b>Parades, Sporting Events and other similar types of events typically disrupt the normal flow of traffic and inconvenience area businesses and/or residents. The City will endeavor to assist the event organizers and promoters in notifying the community about the event; however the responsibility for informing the public and affected commerce rests with the applicant.</b>
What steps will the applicant(s) take to ensure the community is properly notified?   



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### Event Fees, Costs and Insurance Requirements

A non-refundable application fee of **Thirty Dollars (\$30.00)** is required by Section 25-75 of the City Code. It is to be paid at the time of filing the application. The costs of all City services for the event shall be paid by the applicant (or person responsible). A certificate of insurance is required by Section 25-76 of the City Code and should also be included with the application at the time of filing. The City of St. Petersburg shall be named as an additional insured party on all insurance certificates.

### Waiver Request for Fees, Costs and Insurance Requirements

If the applicant is indigent and is engaged in **public issue speech or conduct**, as defined in Section 25-37 of the City Code, the application fee, City services costs and insurance requirements may be waived. The applicant shall apply to the City, and the City Administrator or the designee thereof, the City Attorney or the designee thereof, and the Administrator of Parks or the designee thereof shall determine if the applicant fulfills the public issue and indigency requirement, in order to receive a waiver of costs of the processing fee and City services. This application process will require a financial disclosure. The City Administrator shall make a recommendation to City Council who shall approve or deny the waiver. The applicant shall be notified of the council action.

**Do you wish to apply to the City for a claim of indigence and request a waiver of fees, costs and insurance requirements?**

☐ Yes ☐ No

### Organization Sponsoring Event Information

#### Applicant

Name:						
Address:						
Email:						
Phone:	Cell:		Home:		Work:	

#### Organization

Name:						
Address:						
Email:						
Phone:	Cell:		Home:		Work:	

#### President or Head of Organization

Name:						
Address:						
Email:						
Phone:	Cell:		Home:		Work:	

#### Person or Entity Responsible for Payment of City Services

Name:						
Address:						
Email:						
Phone:	Cell:		Home:		Work:	

#### Person Responsible for Event Conduct

Name:						
Address:						
Email:						
Phone:	Cell:		Home:		Work:	



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### Signature and Notary

I, \_\_\_\_\_, for himself/herself and for the other persons, organizations, firms and corporations listed in the **Organization Sponsoring Event Information** section of this application, do hereby contract and agree that they will jointly and severally indemnify and hold the City of St. Petersburg, Florida harmless against liability for any and all claims for damage or injury to or death of persons arising out of or resulting from the issuance of this permit, or the conduct of the event or its participants.

The event and expected conduct of the participants will conform to all requirements of law, including all ordinances of the City of St. Petersburg.

\_\_\_\_\_  
Applicant Signature (Authorized Representative)

\_\_\_\_\_  
Date

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as proper identification.

Notary Public: \_\_\_\_\_

### Permit Approval

The application for this Outdoor Assembly Permit is hereby granted subject to the applicant's acknowledgement that they will abide by all laws of the State of Florida and all ordinances of the City of St. Petersburg and Pinellas County. Further the applicant acknowledges they are responsible for the conduct of **ALL** participants of the event they have sponsored.

\_\_\_\_\_  
Authorized Signature (Police Department)

\_\_\_\_\_  
Date of Approval