



ST JOHNS COUNTY • HABITAT CONSERVATION
 901 POPE ROAD. ST AUGUSTINE, FL 32080
 PHONE 904-209-0752

Payment:	_____
Check #:	_____
Cash:	_____

APPLICATION FOR SPECIAL EVENTS OF MAJOR IMPACT (OVER 200 INDIVIDUALS)

1. INDIVIDUAL/REPRESENTATIVE APPLYING FOR PERMIT:

APPLICANT'S NAME: _____

CONTACT PERSON: _____

APPLICANT'S ADDRESS: _____

DAY/EVENING PHONE NUMBERS: _____

2. DESCRIPTION OF THE EVENT:

Wedding Ceremony Beach Cleanup Surf contest Race Other

PLEASE EXPLAIN: _____

NOTE: If event is of commercial nature or sporting event proof of insurance will be required.

3. REQUESTED LOCATION/ADDRESS/COUNTY PARK NAME: _____

NOTE: Pavilion fee information and reservations can be made by calling 904-209-0344.

4. REQUESTED DATE: _____ (IF A SCHEDULING CONFLICT OCCURS YOU WILL BE NOTIFIED)

HOURS (INCLUDE SET UP AND BREAK DOWN): _____ to _____

5. Have you held this event in the past years? If yes, where and when: _____

6. PLEASE ATTACH A SITE PLAN INCLUDING: a detailed narrative and time line including a description of activities during the event attached.

7. TRAFFIC CONTROL PLAN (TCP) *IF APPLICABLE*

Please attach:

A copy of the TCP

A moving TCP is requested

Road closure summary or a list of roads to be closed during the event

8. PLEASE ATTACH A ROUTE MAP IF APPLICABLE

9. PARKING MANAGEMENT PLAN/WAIVERS/SHUTTLE SYSTEMS

Please include in the parking management plan:

If off-site parking will be utilized and where

Description on adequate parking for the disabled

Location of staff and volunteer parking

Location of public parking (provide a site map with the locations)

Shuttle company to utilized _____

(IF APPLICABLE)

10. ENVIRONMENTAL IMPACT: Please provide a description of your garbage and recycling plan and show locations on site plan

11. PORTABLE RESTROOMS ARE REQUIRED- Please indicate where they will be located and show locations on site plan

12. POLICE PRESENCE AT THE EVENT IS REQUIRED please contact St. Johns County Sheriff's Office (904) 824-8304 for rates and scheduling

13. PLEASE CHECK ALL ITEMS THAT APPLY TO YOUR EVENT:

MUSIC: LIVE, AND/OR RECORDED YES NO

PARKING ON THE BEACH YES NO

PREPARING FOOD ON SITE (IF YES, EXPLAIN IN ITEM 8) YES NO

LIVE ANIMALS (IF YES, PLEASE INDICATE TYPE: _____) YES NO

SIGNS FOR ADVERTISING AND/OR IDENTIFICATION YES NO

REQUESTED LIGHTING DISPLAY (ONLY FROM NOV 1 – APRIL 30) YES NO

PERMIT MUST BE PRESENT WITH YOU AT ALL TIMES DURING THE EVENT

14. WILL YOU BE REQUESTING TO INSTALL STRUCTURES BEFORE AND AFTER THE TIME INDICATED FOR THE EVENT? NOTE: Items cannot be left on the beach overnight. Items cannot be installed prior to 8:00 am or remain after 7:30 pm (May 1 – October 31, sea turtle season) [] YES [] NO (IF YES PLEASE EXPLAIN BELOW)

15. PLEASE PROVIDE ANY FURTHER INFORMATION THAT WE SHOULD BE AWARE OF IN CONSIDERING APPROVAL OF THIS APPLICATION (I.E. USE OF TENTS, CHAIRS, ARCHES):

16. AMERICA WITH DISABILITIES ACT (ADA):

Applicants are hereby advised that, in accordance with applicable provisions of the Americans with Disabilities Act (ADA), all Special Events conducted on St. Johns County property and open to the public shall be accessible to people with disabilities. County staff shall ensure that each Special Event venue provides for an adequate number of accessible parking spaces in appropriate locations, accessible routes throughout the site, and other accessible features for food service, restroom facilities (including accessible portable toilets), assembly area seating, etc., where such elements or facilities are provided for the public. No ADA accessible element or facility shall be obstructed, removed, relocated, or otherwise altered without prior written approval by the County. Applicants must coordinate with County staff as necessary to ensure compliance with the provisions contained in this paragraph, failure to do so may result in revocation of this Special Event Permit.

BY SIGNING THIS CONTRACT APPLICANT AGREES TO THE FOLLOWING LAWS AND REGULATIONS:

- A. ABIDE BY ALL THE APPLICABLE LAWS AND REGULATIONS AS STATED IN BEACH CODE 2007-19, A BRIEF DESCRIPTION OF THE BEACH RULES AND REGULATIONS ARE ATTACHED
- B. REMOVE ALL LITTER, TRASH, SIGNS, TEMPORARY STRUCTURES, ETC FROM THE PROPERTY AT THE CONCLUSION OF THE EVENT
- C. DO NOT USE PUBLIC STREETS AND/OR PUBLIC RIGHT-OF-WAY FOR PARKING OR EVENT SPACE.

PRINT NAME: _____ SIGN NAME: _____

DATE: _____

PERMIT MUST BE PRESENT WITH YOU AT ALL TIMES DURING THE EVENT

HOLD HARMLESS AGREEMENT

Indemnification and Hold Harmless

The BUSINESS and/or INDIVIDUAL agrees to indemnify and hold the County and its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and costs of whatever kind or character, arising from, by reason of, or in connection with the use of the facilities described herein. It is the intention of the BUSINESS and/or INDIVIDUAL that the COUNTY and its officers, agents and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense resulting to the user and those it brings onto the premises due to accidents, mishaps, misconduct, negligence or injuries either in person or property.

The BUSINESS and/or INDIVIDUAL expressly assumes full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of the facilities pursuant to this agreement, and agrees to pay the COUNTY for all damages caused to the facilities resulting from the user's activities hereunder.

The BUSINESS and/or INDIVIDUAL represents that its activities pursuant to this agreement will be supervised by adequately trained personnel, and that user will observe, and cause the participants in the activity to observe, all safety rules for the facility and the activity. The BUSINESS and/or INDIVIDUAL acknowledges that the COUNTY has no duty to and will not provide supervision during the activity.

Print Name of Applicant

Date signed

Signature of Applicant

Witness

**IF AN ORIGINAL SIGNATURE FOR BOTH APPLICANT AND WITNESS ARE NOT PROVIDED, THEN PERMIT PROCESSING WILL BE DELAYED
WITNESS SIGNATURE MUST BE A SECOND PARTY INDIVIDUAL; A NOTARY IS NOT NECESSARY.**

PERMIT MUST BE PRESENT WITH YOU AT ALL TIMES DURING THE EVENT

BEACH RULES AND REGULATIONS

Please be considerate of the environment, the animals that live there, and other beach goers. It will make sure the St. Johns County beaches are a joy both now and for years to come.



Driving and parking hours on beach are from 8:00 am to 7:30 pm during sea turtle season (May 1 – October 31).



Possession of alcoholic beverages and glass containers is prohibited.



Unleashed animals prohibited, owner must remove defecated material from beach.



Lanterns, flashlights are strictly prohibited during sea turtle season (May 1 – October 31).



Open fires prohibited; heated objects shall be disposed of properly.



Fireworks prohibited.



Overnight camping prohibited.



Minimize all beach front lighting visible from the beach.



Prohibited to solicit or canvass commercial activities.



Motorized boats are not authorized for launching from the Atlantic Ocean Beach.



Do not remove beach sand and vegetation.



Reduce litter and marine debris by disposing of your trash properly.



At the end of your visit fill any holes left by sandcastles and tire ruts.



Tents, shelters, chairs, catamarans, trailers, towels, shoes and other such items are prohibited from being left on beach overnight.



When crossing dunes, use designated walkovers.



All pedestrian activities are prohibited within the Conservation Zone, 15 feet seaward of the dune line.

By signing below, the Permit holder acknowledges they are responsible for all event guests to follow the rules and regulations before, during, and after the event.

PRINT NAME: _____ SIGN NAME: _____

DATE: _____

IF AN ORIGINAL SIGNATURE IS NOT PROVIDED, THEN PERMIT PROCESSING MAY BE DELAYED

PERMIT MUST BE PRESENT WITH YOU AT ALL TIMES DURING THE EVENT

OFFICE USE ONLY

APPLICATION HAS BEEN FORWARDED TO:

LAW ENFORCEMENT SUPERVISOR: _____

MARINE RESCUE SUPERVISOR: _____

BEACH SUPERINTENDENT: _____

ENVIRONMENTAL SUPERVISOR: _____

HCP ZONE: _____

APPLICATION IS: APPROVED () DENIED ()

APPROVED WITH CONDITIONS (IF ANY):

- 1) _____

- 2) _____

- 3) _____

- 4) _____

- 5) _____

Office Use Only
Event Type: _____
Date: _____
Location: _____
of People _____

BEACH SERVICES SUPERVISOR (OR DESIGNEE)

DATE

PERSONS WHO WISH TO APPEAL THE DECISION TO APPROVE OR DENY A PERMIT FOR A SPECIAL EVENT OF MINOR IMPACT SHALL MAKE THAT REQUEST TO THE COUNTY COMMISSION THROUGH THE DIVISION OF BEACH SERVICES.

PERMIT MUST BE PRESENT WITH YOU AT ALL TIMES DURING THE EVENT