

Community Maritime Park:

**Randall K. and Martha A. Hunter
Amphitheater**

Festival Grounds

Exhibition Fields

North and South Bowls

Parking Lot

Event Rental Application



VINCE J. WHIBBS SR. COMMUNITY

MaritimePark™

PENSACOLA, FL

Promoter/Event Planner Information Kit

The Event Application Process:

There are several steps involved in promoting an event at the Community Maritime Park (CMP). First, the potential event dates must be evaluated to make sure that it doesn't conflict with other events in the stadium or in the surrounding park. After the potential date is selected and evaluated, this application must be completed and returned to City of Pensacola, Maritime Cultural Arts Division (CITY), as soon as possible for review and approval. ***Just verifying that a date is available, does not constitute an acceptance of the event by the CITY.*** Next, an Event Estimate will be generated. After Estimates are done and the coordination of the event is in full swing, the payment for the rental of the facilities will be due. The CITY charges will be due not later than 4:00pm CST 14 days prior to the Event date in the form of a Business Check, Cashier's Check, Money Order, Credit Card (Visa and MasterCard only), or cash.

Why is the Event Rental Application required?

The Event Rental Application is required to provide the CITY with a comprehensive understanding of the objectives and production requirements of your event. Detailed answers to the Event Rental Application will assist in evaluating the suitability of the event for the proposed venue and in coordinating services required or requested for the event.

How long will it take for my Event Rental Application to be evaluated?

A fully completed Event Rental Application is usually reviewed within 30-days. Once all questions have been answered and all supplementary materials submitted, you will be notified by the CITY of whether your application has been approved.

Where do I submit my Event Rental Application?

Please submit the Event Rental Application to:

City of Pensacola, Parks and Recreation Department
Maritime Cultural Arts Division
222 W. Main Street
Pensacola, FL 32502

or

Email to: jpaul@cityofpensacola.com Fax to: 850-436-5199

Does this application replace the Special Event Permitting process?

No. All events in the CMP must have a Special Event Permit. A Special Event Permit application will be sent to the event organization after the event application has been received and processed by the CITY.

Questions?

Please forward all your questions to the CITY at 850-436-5676 or email questions to: jpaul@cityofpensacola.com.

Event Rental Application

1. Contact Information

Event Organization Name: _____

Organization Address: _____
City: _____ State: _____ Zip: _____

Non-Profit? _____ If Yes Please list the FL Sales Tax Exemption Number: _____
[Must include a copy of current Tax Exemption Certificate with this application]

Designated Event Contact Name: _____

Address: _____ State: _____ Zip: _____

Office #: _____ Fax: _____ Cell: _____ Other: _____

Email: _____ Website: _____

2. Event Information

Event Name: _____

Proposed Dates: _____

Full Event Description (add addition sheets if needed) _____

Areas Requested: ___ Amphitheater, ___ Festival Grounds, ___ Exhibition Field I, ___ Exhibition Field II,
___ North Bowl, ___ South Bowl, ___ Parking Lot, ___ Amphitheater and Festival Grounds, ___ Full Park,

How Many Years Has event been Promoted: _____ Site of Last Event: _____

Load-In Start Time: _____ Event Start Time: _____

Event End Time: _____ Load-Out End Time: _____ Are you selling Tickets to this event?: _____

Estimated Attendance: _____ Description of Audience: _____

Are there Food and Beverage Vendors: _____ Is there Alcohol being Served?: _____



3. Marketing Advertising

Please Describe your Marketing/Advertising Plan (Include TV Stations, Radio Stations, Print)

Please List your Major Sponsors: _____

Definitions

CMP - The Community Maritime Park – A 30 acre Park located in Downtown Pensacola encompassing an Amphitheater, Festival Grounds, Minor League baseball park, Exhibition Fields, and a parking lot.

CMPA - The Community Maritime Park Associates – The governing body for the CMP

NFPB - Northwest Florida Professional Baseball – The “Blue Wahoos”

CITY - The City of Pensacola, Department of Parks and Recreation, Cultural Maritime Arts Division – The entity which books, and coordinates all events at the CMP

Rules and Regulations

Initial _____ Missing property, damage or breakage at the park in course of the event will be the responsibility of the Event Organization

Initial _____ **THERE IS ABSOLUTELY NO STAKING OF TENTS, INFLATABLES, OR OTHER EQUIPMENT ALLOWED AT THE COMMUNITY MARITIME PARK WITHOUT PRIOR WRITTEN APPROVAL.**

Initial _____ In case of emergency or for reasons beyond the City’s or the CMPA’s control, the City and the CMPA reserve the right to cancel the scheduled event prior to scheduled use without liability. Examples of such instances include but are not limited to: inclement weather, fire, local/state/national state of emergency. Refunds will be made if cancellation by the City or the CMPA is necessary.

Initial _____ Final date for full payment of reservation will be received by 4:00pm CST 14 days prior to event date in the form of a Business check, Cashier’s check, Money Order, Credit Card (Visa and MasterCard only), or cash. The Event Organization must submit all cancellations and revisions in writing. If the event is cancelled within 30 calendar days of the event, all Security deposits are non- refundable (this includes rentals made less than 30 calendar days in advance). Events cancelled outside 30 calendar days will incur a \$100 Administrative Fee.



- Initial** _____ Should the event exceed the time reserved on the application, fees will be assessed on the next business day after the event. The amount will be deducted from the refundable deposit. If the fee exceeds the deposit, the Event Organization will be billed for the overage.
- Initial** _____ Event Organization agrees to fully indemnify, defend and hold harmless, the **CITY**, **NFPB**, and the **CMPA**, their officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties and expenses of every type and description, including, but not limited to, any fees and/or costs reasonable incurred by the **CITY** staff, attorneys or outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as “Liabilities”), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Event Organization, its officers, agents, employees, volunteers, and patrons in connection with its use of the **CMP** property. The hold harmless and indemnification contained herein shall survive the termination of the approved event.
- Initial** _____ Event Organization agrees to: (1) be financially responsible for any costs incurred by the **CITY**, **NFPB**, or **CMPA** for damages caused to the parts of the park and amphitheater that are requested through this application by the Event Organization, its employees, agents, vendors, volunteers, and patrons, during the process of conducting the event; (2) be financially responsible to reimburse the **CITY**, **NFPB**, or **CMPA** reasonable attorney fees to enforce the provisions for the event described in this application; (3) forfeit all fees and deposits as partial compensation to the **CITY**, **NFPB** or **CMPA** for any costs associated with the enforcement of the provisions of this application; (4) forfeit all fees and deposits if it is determined that applicant has provided false information on this application; (5) be financially responsible for any **CITY**, **NFPB**, or **CMPA** costs that exceed fees and deposits already forfeited to the **CITY** for enforcement of provisions related to this application.
- Initial** _____ Per the Multi-Use Facility Non-Exclusive Use Agreement with **NFPB**, Section 6(b), a Variable Ticket Sales Surcharge will be assessed on all ticket sales for events which take place within the **CMP**. This surcharge will be \$0.50 per ticket sold. Within 3 business days after the event, the Event Organization must submit a report detailing the total number of tickets sold on event letterhead, as well as, the total surcharge due. An invoice will be generated and sent to Event Organization for payment.
- Initial** _____ Event Organization may contract with any Food and Beverage vendor for its event as long as the vendor is authorized to conduct business in the City of Pensacola. If Alcohol is distributed or sold, the vendor must have all necessary licenses, permits, and Insurance Liability coverage. No Glass containers of any kind will be allowed in the park and Event Organization will make sure that all vendors adhere to the No Glass policy or the vendor may be removed from the event at the discretion of the **CITY**. If the event is occurring on a **NFPB** home game day, the Event Organization will adhere to the Sponsorship regulations.

Initial _____ Event Organization shall not affix any signs or objects on any roof or any portion of the exterior of any facility at the park; make any changes to or paint the exterior of any facility; install any exterior lighting, paintings, signs, or displays; install any sign or display on fences, sidewalks, parking lots, or driveways without prior written permission of the Maritime Cultural Events Division of the City of Pensacola. The event organization shall submit examples (drawing, computer graphic, site map) of all proposed signage installation. Any approved signage left on the premises after the end of the event shall be removed and disposed of at the event organization's expense.

Initial _____ Event Organization is responsible for hiring a cleaning agency to set-up, maintain, disposal, and site walk of all rubbish generated by the event. This includes the delivery of trash cans, the supply of can liners, and the methods and means to remove the rubbish. It is **CITY** recommendation, to use Keep Pensacola Beautiful for this purpose as they know the venues well, but the Event Organization may contract with any authorized cleaning and rubbish removal company. Please note that the liability is on the Event Organization and if the site is not cleaned and/or the rubbish is not disposed of properly, the Event Organization agrees to forfeit the security deposit (if on file) or agrees to be charged the actual charges for cleaning services. For smaller events (less than 200 in attendance and/or no vendors), waivers can be made, but only on a case by case basis as approved by **CITY**. For events ending by 6 pm all cleaning activities shall be completed within six (6) hours after the end of the event; and for events ending after 6 pm, all cleanup activities shall be completed by 8 am the following morning. Adequacy of the cleanup effort will be assessed by the **CITY**.

Initial _____ Event Organization agrees to report any discrepancies, complaints, and/or concerns within 3 business days after conclusion of the event to the **CITY**. These instances can be reported by telephone at **850-436-5676**, by fax at **850-436-5199**, or email at jpaul@cityofpensacola.com.

Initial _____ Event Organization agrees that if it has vendors for the event, it will have them fill out the attached Vendor form to be filed with the **CITY**. This Vendor form will not constitute an agreement with the **CITY**, but the form will be used as a hold harmless and photo release form. The Vendor may create its own version as long as it has the verbiage for the hold harmless and photo release attached. The applicant agrees to provide a copy of the Vendor form (in whatever layout), to the **CITY** to be kept in the event folder.

Initial _____ Event Organization will provide a site map with vendor locations and deliver to the **CITY** as part of the special events permitting process no later than ten (10) business days prior to the event. The **CITY** reserves the right to move any vendors that may be interfering with City/County utilities. Event organization must provide the **CITY** with power requirements for vendors no later than ten (10) business days prior to the event.

Initial _____ Event Organization agrees to purchase General Liability Insurance with coverage and limits depending on the size of the event but no less than \$1,000,000 and issued on an "Accord 25" form. The City of Pensacola, **NFPB**, and the **CPMA** must be listed as an "Additional Insured" for the event. Other types of insurance may be required depending upon the scope of the event. Please contact City Risk Management for details.

- Initial** _____ Event Organization agrees that each food vendor that prepares foods with an open flame will have on its vending site two (2) 10 lb ABC fire extinguishers. If hot oil or grease is to be used in food preparation, one (1) 10 lb 40BC fire extinguisher is required. Food vendor tents and their extinguishers will be inspected by the Fire Department prior to event start. If cooking oils or charcoal is used, all waste products must be disposed of properly. Do not pour used oils down the drainage systems. Do not pour hot coals on the grass. The Event Organization will be charged a fee for damage to grass or other surfaces damaged by grease, oil, or hot coals.
- Initial** _____ Vendor parking may be provided by the facility, but not guaranteed. Event Organization will issue pre-approved passes that must be displayed in each vehicle parked in the vendors parking area. No vehicles may be parked on grass areas, walkways, promenades, or at the loading docks during the event, without EXPRESS WRITTEN PERMISSION from the CITY.
- Initial** _____ Event Organization will cause Vendors to use proper exterior use extension cords. The cords must be exterior grade heavy duty Type SO or SJ /13-15 amp cords in good working condition, (not frayed, repaired, or modified). The cords must be secured to prevent tripping.
- Initial** _____ Event Organization will agree that their Vendors will comply with all laws of the United States, the State of Florida, City of Pensacola, Police and Fire Departments, or any other applicable laws, codes, and regulations. Vendors should display both a City of Pensacola business tax receipt and a state license.
- Initial** _____ Event Organization will agree that all vending areas will be inspected by the CITY prior to event start for compliance of the above rules. Any violators may be asked to break down and leave the park.
- Initial** _____ Event Organization is responsible for providing all sound, light, and backline equipment for their event and all cost associated. The Event Organization will also be responsible for decorating the stage area and must provide the CITY with plans at least ten (10) business days prior to load in.
- Initial** _____ Event Organization must supply the CITY with a detailed production schedule and technical rider for the event at least ten (10) business days before the event. The schedule should include load in times, sound check times, artist performance times, and load out times. A point of contact and event cell phone numbers for the event day will also be required.
- Initial** _____ Event Organization agrees that if the event plans to bring in 2,000 or more people to the CMP and/or requires a road / lane closure, a detailed street closure, pedestrian safety plan, and overflow parking plan will be required when permitting the event.

Initial _____ Event Organization and its staff, agents, or volunteers shall not discriminate against any vendor, concessionaire, employee, patron, visitor, attendee, or customer because of sex, age, race, color, religion, ancestry, national origin, sexual orientation, or disability.

Initial _____ Event Organization agrees that when the South side Exterior Stadium Restrooms are used instead of, or in conjunction with, renting port-a-lets (5% must be ADA compliant), the Event Organization is responsible for scheduling the appropriate number of bathroom attendants (2, one male, one female) to be present 30 minutes before the event, during the event, and 30 minutes after the event ends in order to restock paper products, clean bathrooms, and assist with any other bathroom issues. The Event Organization will be responsible for the payment of these attendants.

Initial _____ Event Organization agrees to include the **CPMA** logo and correct Park name and address on all advertising. The Park name is the “**Vince Whibbs Sr. Community Maritime Park**”. To request a logo please contact the **CITY** at (850) 436-5670. The correct address for the Vince Whibbs Sr. Community Maritime Park is **300 Block of Main Street Pensacola, FL 32502**.

Initial _____ Event Organization agrees to make the event accessible to people with disabilities to the greatest extent possible in compliance with the requirements of the American with Disabilities Act (ADA). Please contact the **CITY** at 850-436-5676 for more details.

Initial _____ I, as a duly recognized officer of the Event Organization, hereby attest that the information contained in this application is true and correct. I agree: (1) if any of the information contained in the application is found to be false; or (2) should my conduct, or the conduct of any participants or guests not be described in the application; or (3) should any applicable City, County, State or Federal rules, regulations, codes or laws be violated, this application shall automatically become null and void and any activity associated with this reservation will immediately cease. If the event has not taken place, it will be cancelled. At point of cancellation, all security deposits will be forfeit.

Initial _____ Once event has been completed, loaded out and cleaned up, a site inspection from the CITY will be conducted. If the site is deemed satisfactory, a request for refund of the security deposit will be issued within 3 business days after inspection. The CITY's policy is that there is one standard check cycle per month and that is when refunds are processed. This standard check cycle is on the 10th of the month. The deadline for entering a request for refund is the 20th of the prior month to be included in the monthly standard check cycle. If the site is not deemed satisfactory, the CITY will inform the Event Organization with documentation of the issues that the event site was left in an unsatisfactory condition, and the Event Organization will forfeit the full or partial Security Deposit which will be used to bring the site back to a satisfactory condition.

Initial _____ Event Organization understands that the venue for any claim, action or proceeding arising out of this application shall be Escambia County, Florida. The prevailing party in any action, claim or proceeding arising out of this application shall be entitled to attorney's fees and costs from the losing party. The law of the State of Florida shall be the law applied in the resolution of any action, claim or other proceeding arising out of this application.

Initial _____ I understand that the CITY, NFPB, and the CMPA reserves the right to refuse services to any applicant.

Please print and sign your name below to acknowledge that the application has been completed in full, all of the information is correct, you agree to the duties and responsibilities of the event organizer, and you have completed and understand the rules, regulations, and guidelines.

For Event Organization:

For CITY:

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

