

## Events Cover Sheet

Thank you for your interest in holding an event on Pensacola Beach. Please complete the attached event check list along with a narrative explaining in detail the event or events that you would like to hold on Pensacola Beach. **A written narrative along with a site plan must be submitted with the event request. All requests to use public facilities or events that will be held on private leasehold property but will impact public facilities (parking, traffic, etc.), must be submitted at least 90 days in advance. A \$50.00 events application fee must be included.**

**Written notification will be provided to you when and if your event is approved.**

Events are approved annually. Although an event may be approved one year, it is not guaranteed approval for additional years. Each year that you wish to hold an event, even if approved before, must be re-submitted for approval. **Events that are produced by Pensacola Beach businesses, civic groups or the Santa Rosa Island Authority take precedence over any other event request.** Depending upon the event, you will be required to pay for one or more of the below listed services:

- Security (determined by the Escambia County Sheriff's Department)
- Clean up (a bond may be required if determined necessary by the Santa Rosa Island Authority's Public and Recreational Facilities Department)
- Tent permit (if the tent is more than 10' x 12') you must obtain a permit through Escambia County's Building Inspections Department. Application must be approved through the SRIA first and a processing fee of \$25.00 must accompany the application. If the tent is to be located on the beaches off the Gulf of Mexico, you must obtain a permit from the Florida Department of Environmental Protection.
- Medical Assistance (to be determined by the Santa Rosa Island Authority's Public Safety Department)
- Liability insurance listing the Santa Rosa Island Authority and Escambia County as an additional insured in the minimum amount of \$1,000,000. Insurance must be obtained for the entire time the event is being held, plus, any set-up or tear-down days.
- Port-O-Lets. To be determined by the Santa Rosa Island Authority's Public and Recreational Facilities Department.
- Labor cost of additional labor to install or set-up electric or water facilities if approved and cost of Notary fee for the event producers signature.
- **TENTS MUST BE SECURED WITHOUT DRIVING STAKES INTO PARKING LOT.**

**SANTA ROSA ISLAND AUTHORITY  
EVENTS APPROVAL CHECKLIST  
AND SRIA PUBLIC FACILITIES  
USE POLICY/AGREEMENT**

This agreement/event checklist along with a **LETTER OF REQUEST** (outlining the event in detail) must be submitted to the Santa Rosa Island Authority's Promotions and Events Department at least ninety (90) working days prior to the event. A \$50.00 events application fee must be included.

**NO APPLICATION WILL BE APPROVED WITHOUT CURRENT CERTIFICATE OF INSURANCE. CERTIFICATE MUST BE TURNED IN 20 DAYS PRIOR TO EVENT.**

By execution of this agreement, the Santa Rosa Island Authority ("SRIA") does grant and allow the use of SRIA Public Facilities and certain permanent fixtures and structures thereon under the following terms and conditions:

\_\_\_\_\_ **QUIETWATER AMPHITHEATER**    \_\_\_\_\_ **GULFSIDE PAVILION**    \_\_\_\_\_ **OTHER**

**(PLEASE NOTE: Separate fees must be paid and separate insurance coverage must be provided for each day of the event and for each facility used. In addition, liability insurance must cover time during set up and take down for each event.)**

\_\_\_\_\_ **DATE(S) OF EVENT** \_\_\_\_\_ **TIME**

\_\_\_\_\_ **EVENT NAME**

\_\_\_\_\_ **NAME OF SPONSOR**

\_\_\_\_\_ **NAME OF CONTACT**

\_\_\_\_\_ **PHONE NUMBER**                      \_\_\_\_\_ **ALTERNATE NUMBER**                      \_\_\_\_\_ **FAX NUMBER**

\_\_\_\_\_ **ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **DESCRIPTION OF EVENT**

\_\_\_\_\_  
\_\_\_\_\_



Insurance is required in the amount of \$1 million dollars with the Santa Rosa Island Authority and Escambia County listed as additional insured.

**INDEMNIFICATIONS:** Event Producer shall be liable for any and all damage done to the property covered by this agreement located on Pensacola Beach, as applicable, regardless of who causes such damage or how such damage is caused, during the period of use contained in this agreement. Further, Event Producer shall agree to defend, indemnify, and hold harmless the Santa Rosa Island Authority, its officials, employees, and representatives for any and all claims caused by or arising out of, in whole or in part, the activities permitted by this agreement.

**GUIDELINES:** The attached guidelines are considered a part of this agreement and Event Producer agrees to abide by all terms and conditions contained therein.

I, the undersigned Event Producer, have read the above policy and guidelines and agree to abide by them.

\_\_\_\_\_  
Signature of Event Producer Date

\_\_\_\_\_  
Witness # 1 Signature

\_\_\_\_\_  
Witness # 2 Signature

STATE OF  
COUNTY OF

The foregoing instrument was acknowledged before me this the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification, who did or did not take an oath.

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

My commission expires:

**TO BE USED BY SRIA PERSONNEL ONLY**

Event security as recommended by Escambia County Sheriff's Department:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is Gulf Breeze Police coordination necessary: Yes\_\_\_ No\_\_\_

Barricades: Yes\_\_\_\_\_ No\_\_\_\_\_

Extra Dumpster: Yes\_\_\_\_\_ No\_\_\_\_\_

Portable Toilets: Yes\_\_\_\_\_ No\_\_\_\_\_

Clean-up: Yes\_\_\_\_\_ No\_\_\_\_\_

Clean-up bond: Yes\_\_\_\_\_ No\_\_\_\_\_ Amount\_\_\_\_\_

Comments:

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**FUNDING:**

Cost to SRIA for approving event. See below:

Name of Department	Date Personnel Needed	Number of Personnel Needed	Time Needed
Public and Recreation Facilities			To: From: # Hours:
Promotion & Events			To: From: # Hours:
Administration & Leasing			To: From: # Hours:
Environmental Services			To: From: # Hours:
Finance			To: From: # Hours:
Public Safety			To: From: # Hours:

Is this a budgeted event? \_\_\_\_\_Yes\_\_\_\_\_No

If yes, amount funded is \$\_\_\_\_\_

Is additional funding needed? \_\_\_\_\_Yes\_\_\_\_\_No

If yes, amount needed is \$\_\_\_\_\_

Work Order Written to Department involved to charge cost of operation:

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**TO BE USED BY SRIA PERSONNEL ONLY**

**APPROVED BY:**

**( ) Promotions and Events Manager:**

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Signature Date

**( ) Escambia County Sheriff's Department:**

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Signature Date

**( ) Gulf Breeze Police Department:**

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Signature Date

**( ) Gulf Islands National Seashore:**

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Signature Date

**( ) Director of Public Works:**

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Signature Date

**( ) Director of Public Safety:**

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Signature Date

**( ) Director of Administration:**

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Signature Date

**( ) Director of Developmental Services:**

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Signature Date

**( ) Director of Finance:**

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Signature Date

**( ) Executive Director:**

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Signature Date

ATTACHMENT TO EVENTS APPROVAL CHECKSHEET

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SANTA ROSA ISLAND AUTHORITY BOARD POLICY MANUAL

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TITLE: GUIDELINES FOR USE OF GULFSIDE PAVILION & QUIETWATER  
AMPHITHEATER OR OTHER PUBLIC FACILITIES AND PROPERTIES  
ADOPTED: 10-1-97  
REVISED: 12/11/06  
DEPT: PROMOTIONS & EVENTS

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1. The Santa Rosa Island Authority ("SRIA") has reserved the Gulfside Pavilion and the Quietwater Amphitheater on Fridays, Saturdays, Sundays and holidays for SRIA-sponsored events.
2. Those wishing to use the Gulfside Pavilion or the Amphitheater or other public facilities and properties must complete and enter into the Events Approval Checklist and Agreement for Use of Gulfside Pavilion/Amphitheater or other public facilities and properties (see Exhibit "A"), submit the fees and provide proof of insurance as required.
3. Entry fees are prohibited for events conducted using the Gulfside Pavilion, the Quietwater Amphitheater or other public facilities and properties.
4. Event Producers must abide by all SRIA, County, State, and other applicable government rules and regulations.
5. The SRIA requests that sponsors keep in mind when planning their programs that the facilities are intended to provide broad-based enjoyment and family entertainment to the general public.
6. The SRIA further requests that Event Producers and those using the Gulfside Pavilion, Quietwater Amphitheater or other public facilities and properties conduct themselves in accordance with the standards of behavior which are generally accepted and followed by those in our community.
7. Event Producers must comply with all SRIA policies and requirements on the display of banners and/ or signs in connection with their event.
8. Security is to be provided by Events Producers if required by the Escambia County Sheriff's Department.
9. Sanitation and clean up are to be provided by Events Producers if required.
10. No cooking or open fires are allowed on any public pavilion, amphitheater, boardwalk, sidewalk, parking lot, etc., in connection with the event.
11. No roller blades, roller skates, skateboards, bicycles, or other vehicles or wheeled equipment are allowed on the pavilion, amphitheater, or boardwalks, with the exception of wheelchairs or other vehicles used for the disabled.

12. No animals are allowed on the pavilion, amphitheater, boardwalk, or beach with the exception of seeing-eye dogs for the blind.
13. Event Producers must obtain required permits and comply with all SRIA and County regulations/ordinances on and for the sale of any food, beverages, and event related materials.
14. Event Producers shall refrain from all profane, lewd and lascivious behavior prohibited by applicable state and local laws.
15. All requests to use the pavilion, amphitheater, or other public facilities and properties should be submitted at least thirty (90) days in advance; however, the SRIA staff may approve requests with less notice if sufficient time has been given to assure proper compliance and scheduling.
16. If deemed to be in the public interest, the General Manger or his designated representative may waive any or all provisions of this policy.
17. Events held at public facilities and properties other than the Quietwater Boardwalk or the Gulfside Pavilion will be considered for approval upon request to the SRIA board who may apply these guidelines and other restrictions to assure that the use of the public facility is consistent with the public interest.

SANTA ROSA ISLAND AUTHORITY BOARD POLICY MANUAL

TITLE: VENDOR FEES  
ADOPTED: 2-10-99  
DEPT: ADMINISTRATION & LEASING

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Purpose: The purpose of this policy is to provide for more equitable competition between the businesses on Pensacola Beach holding a commercial lease with the Santa Rosa Island Authority and the vendors operating on the island for a short term period.

Commercial entities or individuals not operating under a commercial lease who wish to conduct business on Pensacola Beach during a special event such as the Pensacola Beach Air Show or festivals (e.g. Fiesta of Five Flags) sponsored by the Santa Rosa Island Authority or a not-for-profit organization, must register with the Santa Rosa Island Authority and pay a vendor fee. All such vendors must operate under the umbrella of the Santa Rosa Island Authority or a not-for-profit organization approved by the Santa Rosa Island Authority.

Vendors participating in special events or festivals sponsored by existing commercial leaseholders are exempt from payment of the fee as established in this policy. The sponsoring commercial leaseholder is exempt from payment of the fee because the sponsoring commercial leaseholder is liable for collection of all fees due the SRIA from all activities taking place during the sponsored event. The sponsoring commercial leaseholder shall report all earnings and fees to the SRIA as gross revenues on the required SRIA monthly report form.

The fee is as follows:

\$100 per event per vendor

This policy applies to individual vendors and those vendors operating through another agency such as the Fiesta of Five Flags, Pensacola Beach Chamber of Commerce, etc.

**ATTENTION EVENT COORDINATORS**

IN KEEPING WITH THE ATTACHED POLICY, ALL VENDORS ASSOCIATED WITH EVENTS NOT SPONSORED BY A BUSINESS HOLDING AN EXISTING COMMERCIAL LEASE ON PENSACOLA BEACH MUST REGISTER WITH THE SANTA ROSA ISLAND AUTHORITY AND PAY A \$100 VENDOR FEE. **VENDOR FEES ARE NOT REFUNDABLE.**

EACH VENDOR WILL RECEIVE A VENDOR REGISTRATION CERTIFICATE SIGNED AND SEALED BY A REPRESENTATIVE OF THE SANTA ROSA ISLAND AUTHORITY. THE VENDOR REGISTRATION CERTIFICATE MUST BE DISPLAYED BY THE VENDOR DURING THE ENTIRE COURSE OF THE EVENT. ONLY VENDORS DISPLAYING A VENDOR REGISTRATION CERTIFICATE WILL BE ALLOWED TO OPERATE DURING AN EVENT.

IT IS THE RESPONSIBILITY OF THE EVENT COORDINATOR TO ASSURE THAT EACH OF HIS/HER VENDORS HAS OBTAINED THE SRIA VENDOR REGISTRATION CERTIFICATE AS WELL AS ALL OTHER APPROPRIATE LICENSES AND CERTIFICATES REQUIRED OF SUCH VENDORS.

VENDOR REGISTRATION CERTIFICATES MAY BE OBTAINED AT THE SRIA ADMINISTRATIVE OFFICE AT 1 VIA DE LUNA DRIVE BETWEEN THE HOURS OF 8:30 A.M. AND 5:00 P.M. MONDAY THROUGH FRIDAY.

PLEASE LIST EACH EVENT VENDOR IN THE SPACE BELOW, AND RETURN THIS FORM TO THE SANTA ROSA ISLAND AUTHORITY FOR USE IN ISSUING THE SRIA VENDOR REGISTRATION CERTIFICATES:

NAME OF EVENT: \_\_\_\_\_  
 EVENT COORDINATOR: \_\_\_\_\_

**SRIA USE ONLY**

VENDOR NAME	VENDOR TYPE (Food, Crafts, etc.)	DATE CERTIFICATE ISSUED	SRIA STAFF INITIALS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

(ATTACH ADDITIONAL SHEET IF NECESSARY)

## **Guidelines for obtaining a Tent Permit for Santa Rosa Island/Pensacola Beach**

**A Tent Permit is required for all tents larger than 10' X 12'.  
Applications must be submitted at least TWO WEEKS prior to the event.**

The Application package must contain the following documents:

- 1) SRIA Application for a Tent Permit.
- 2) A detailed site plan showing the entire property with size and placement of the tent.
- 3) A Certificate of Flame Resistance from the rental company.
- 4) A \$25.00 processing fee. Please make checks payable to The Santa Rosa Island Authority (SRIA).

Waterfront/Gulfside – Requests for tents to be placed on the Pensacola Beach area must also be pre-approved by the State Department of Environmental Protection, Office of Beaches and Coastal Systems. Please contact Reginald Bradley at 1-877-314-1329 (pager). He will bring a DEP permit to the SRIA to be included in your application.

Tents erected in Parking Lots must be secured by buckets of sand or other approved means. Stakes may not be driven into parking lots or other paved areas. You must have a Fire Extinguisher and “No Smoking” signs in the tent at all times.

Upon approval from the Santa Rosa Island Authority (SRIA), the original and one copy of the paperwork will be returned to you. You will then go to the Escambia County Building Inspections Department to obtain your permit (They are located in the back of Town & Country Plaza – 3300 N. Pace Blvd., Suite 300 ~ phone number 850-595-3550). The County permit fee is \$87.00

- 1) Prior to going to the County complete the “Site Plan Submittal Checklist “. (Check off each paragraph as you read it.) Sign & Date the form.
- 2) Note: you will need three (3) sets of site plans.
- 3) If you are not the property owner you will need proof of permission to locate the tent on the property.
- 4) Complete the “Special Event Permit Application” for Escambia County.

**You must provide the SRIA with a copy of the Escambia County Building permit before the tent can be erected.**

If you have questions do not hesitate to call the SRIA.

Attachments: SRIA Application Form  
Escambia County Application Package

Revised 7/02/2009



# Application For Tent Permit

NOTE: A building permit must be obtained from the Escambia County Building Safety Department after SRIA approval.

**Santa Rosa Island Authority ~ Pensacola Beach**  
Phone: (850) 932-2257 Fax: (850) 932-1866

Applicant's Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Size of Tent: \_\_\_\_\_  
(attach Certificate of Flame Resistance)

Location of Tent (street address): \_\_\_\_\_  
(attach Site Plan noting location of the tents)

Date/Time to be Erected: \_\_\_\_\_

Date/Time to be Removed: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<p style="text-align: center;">\$25 Tent Fee</p> <p>_____ Paid</p> <p>_____ Waived</p>
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<b>This Box to Be Completed By SRIA Staff</b>
Staff Comments: _____
_____
_____
_____
_____
_____
_____ APPROVED BY _____ DATE _____
_____ NOT APPROVED

**Escambia County Approval:** You must have a Fire Extinguisher & No Smoking Signs in the tent at all times.

**TEMPORARY OR MINOR PROJECT  
LAND USE CERTIFICATE**

Application date: \_\_\_/\_\_\_/\_\_\_

Certificate number: \_\_\_\_\_

Date issued: \_\_\_/\_\_\_/\_\_\_

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

Subdivision: \_\_\_\_\_

Property reference number: (Call Escambia County Property Appraiser at 434-2735)

Section: \_\_\_ Township: \_\_\_ Range: \_\_\_ Parcel: \_\_\_ Lot: \_\_\_ Block: \_\_\_

Zoning: \_\_\_ Future Land Use Classification: \_\_\_\_\_

Setbacks: front \_\_\_\_\_ left \_\_\_\_\_ right \_\_\_\_\_ rear \_\_\_\_\_

**USE TYPE:**

\_\_\_ TENT (Non-Inflatable) \_\_\_ FENCE \_\_\_ CONST. TRAILER \_\_\_ SALES OFFICE TRAILER

\_\_\_ PWR POLE (30 DAYS) \_\_\_ POWER POLE \_\_\_ PORTABLE SIGN (30 DAYS)

Dimensions: Length \_\_\_\_\_ Width \_\_\_\_\_ Height: \_\_\_\_\_ Area (sq. ft.) \_\_\_\_\_

PURPOSE: \_\_\_\_\_

**APPLICANT:**

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Home ( ) \_\_\_\_\_ - \_\_\_\_\_ Work ( ) \_\_\_\_\_ - \_\_\_\_\_

**PROPERTY OWNER/AGENT (if different from applicant):**

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Home ( ) \_\_\_\_\_ - \_\_\_\_\_ Work ( ) \_\_\_\_\_ - \_\_\_\_\_

Note: This is not a Construction Plan Review for Code Compliance or a Building Permit. A building permit must be obtained from the County Building Safety Division prior to any construction.

I certify that the site plan accurately describes the property for which the Land Use Certificate is intended and that I intend to place structure(s) as indicated on the site plan. I understand and agree to comply with all of the requirements of the Land Development Code for construction of the above referenced project. This Land Use Certificate will expire in 180 days or as otherwise indicated.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Issued by \_\_\_\_\_ Date \_\_\_\_\_



# Special Event Permit Application

Escambia County, Florida

Permit Number	
Building Permit Number	
Approved By:	Date:

Check one of the following:	
Tent Permit	
Operational Permit	
Waiver of Noise	
Air Supported Structure	

Applicant:		Phone Number:	
Owner's Name:		Phone Number:	
Owner's Address:			
City:	State:	Zip Code:	
Job Address:		Lot or Apt. Number:	

Tent Permit Section Only	
Tent Usage:	
Size of Tent:	Date of Event:

Limited Waiver Section Only	
Pursuant to Ordinance 2001-8, as amended by Ordinance 2001-36, a limited waiver of the noise restrictions may be granted to organizations for special outdoor events to take place in the community.	
Site Address:	
Time of Activity:	Activity:

Remarks or Comments:	
Driving Directions:	

Escrow Account Number:	
Applicant Signature:	Date:

Special Event Permit Application

Revised 7/29/2004

## BEACH WEDDING GUIDELINES

1. For a wedding, you may pick a spot anywhere along the eight mile beach area, exchange your vows, and not fill out any form of permit application. But please notify the Santa Rosa Island Authority as to where and when you will be having it.
2. Since it is a public beach, no area can be reserved.
3. You may have a runner, an arch and chairs.
4. You may not have open flames (campfires).
5. You may not have generators.
6. A tent smaller than 10' x 12' may be used without a permit from the SRIA or the Department of Environmental Protection.
7. Glass containers are never allowed on the beach.
8. Please leave only your footprints when you depart.

### TENT PERMIT - Rules

1. Tents over 10' x 12' require advance permission from the Santa Rosa Island Authority. Contact Robbie Lofty at 1 Via de Luna Pensacola Beach, FL 32561  
Tel: (850) 932-2257
2. Complete application, attach site map and return it to the Island Authority for approval along with a \$25.00 check made out to the SRIA.
3. Once your application has been approved, the Island Authority will contact you for pick up.
4. If tent is on the beach, a Department of Environmental Protection permit is needed also.
5. The approved application along with the DEP approval must be taken to Escambia County Building Inspection office, (850-595-3550). You will pay a fee and receive your permit. A copy of the permit must be given to the Island Authority prior to your event.
6. **TENTS MUST BE SECURED WITHOUT DRIVING STAKES INTO PARKING LOT.**

### EVENT GUIDELINES

1. You must fill out an event checklist and include a \$50.00 events processing fee.
2. Liability coverage of \$1,000,000.00 (One million dollars) for the day of event must accompany the completed checklist.
3. Liability coverage shall include Santa Rosa Island Authority, Escambia County and Pensacola Beach Chamber of Commerce as additional insured.
4. If event is to use tents larger than 10' x 12', a tent permit application from Escambia County must be filled out and returned to the Santa Rosa Island Authority. Any sized tent on the Gulf Side or during turtle season must obtain permits from Escambia County and the Department of Environmental Protection (DEP). This must take place a minimum of 90 days prior to event.
5. Completion of checklist does not guarantee approval of your event.
6. All paperwork must be completed and returned within 90 days prior to your event for processing. Paperwork may be submitted sooner than the 90 day requirement.