

**City of Port St. Lucie**

Business Tax Division  
121 S.W. Port St. Lucie Blvd, Bldg B  
Port St. Lucie, Fl. 34984  
Phone: (772) 344-4356  
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# Application for Special Event

Name of Applicant/Business/Organization \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone Number \_\_\_\_\_ Fax \_\_\_\_\_

Name of Property Owner/Agent \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone Number \_\_\_\_\_ Fax \_\_\_\_\_

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

Location of Event \_\_\_\_\_

Name of Commercial Center (if applicable) \_\_\_\_\_

Date of event From \_\_\_\_\_ To \_\_\_\_\_ Hours of event \_\_\_\_\_

**(Not to exceed seven (7) consecutive days and no more than two (2) events per year shall be permitted.)**

Please describe the temporary event:

What type of merchandise will be sold?

Will there be a public address or sound system? (Noise permit required) \_\_\_\_\_

Will there be a tent? (Tent permit required) \_\_\_\_\_ Will there be food? (Food permit if applicable) \_\_\_\_\_

Will there be any animals/reptiles? (Contact Animal Control) \_\_\_\_\_ Will alcohol be served/sold? \_\_\_\_\_

Will this event be located in St. Lucie West? \_\_\_\_\_ (Approval needed from John Gallagher's office 772-871-0004)

- **Attach letter of permission/contract/agreement from the property owner/agent**
- **If food is being prepared and/or sold on the site, or if any sanitary facilities and/or sewage disposal involved, the applicant must contact St Lucie County Health Department to determine if any inspection is required. The food safety inspection report must be submitted prior to opening.**
- **The Fire Department reviews proposed tents or similar structures associated with temporary uses for compliance with the applicable Life Safety Codes. 772-621-3322**

***I, the undersigned applicant, as the owner or authorized agent of the above-referenced property, have read and agree to comply with all of the requirements set forth in this application/affidavit. I agree that if I fail to comply with any of these requirements, the City of Port St Lucie will revoke the temporary use permit and I must cease all activities associated with the permit immediately. I agree to indemnify and hold harmless the City of Port St Lucie for all damages, demands, or expenses of every character which in any manner be caused by the temporary use or structure.***

Signature of Applicant/ Owner/Agent \_\_\_\_\_

Print Name and Contact Telephone \_\_\_\_\_

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Permit: \_\_\_\_\_  
Fee paid: \_\_\_\_\_

## 158.225 OUTDOOR SALES AND SPECIAL EVENTS

### (A) Circuses, carnivals, tent revivals, and outdoor exhibitions.

(1) Outdoor events under this section shall be permitted on property zoned open space recreation, institutional and general commercial. The event shall not be permitted to exceed seven (7) consecutive days and no more than two (2) such events per year shall be permitted on the same property. All events containing an animal show shall make application with, and receive approval from, the city's animal control division before a special event permit will be issued.

(2) **The fees for outdoor events are as follows:** A one hundred dollar (\$100.00) non-refundable application fee; two hundred dollars (\$200.00) for the first day, one hundred fifty dollars (\$150.00) for each succeeding day, and twenty dollars (\$20.00) per day, per concession stand, booth, or individuals carrying items on their person for the purposes of sale. The fee(s) shall be paid in full before any equipment is brought upon the location where the outdoor event will take place.

(3) The applicant applying to the building department for such outdoor event permit in the city shall be the owner or its agent of the land upon which the event is intended to be held. Applications must be complete and submitted with the following documentation, to be processed:

a. The area utilized shall be cleaned daily and following any special event shall in all respects be restored to its former condition within twenty-four (24) hours after the close of the event. A refundable security deposit in the amount of five hundred dollars (\$500.00) plus one hundred dollars (\$100.00) for each day of the event payable in advance, shall be required as security to guarantee that the premises will be cleaned of all rubbish and debris after use by the applicant. Covered dumpsters and trash containers must be provided on the event site and emptied daily.

b. A written statement from the fire department that the tents or temporary structures under which the event is to be held are of fireproof material and will not constitute a fire hazard.

c. Police services will review the application to determine if off-duty officers are required for traffic/crowd control or for security at the event site. If off-duty police officers are required/requested, payment for their services must be made at least fifteen (15) days prior to the first day of the event. The carnival owner shall provide a list of all carnival employees, which shall include names, social security numbers, and dates of birth.

d. A copy of the inspection report from the Department of Agriculture for mechanical rides, prior to opening.

e. If food is being prepared and/or sold on the site, or if any sanitary facilities and/or sewage disposal is involved, the applicant must contact St. Lucie County Health Department to determine if an inspection is required. The food safety inspection report must be submitted prior to opening.

f. Indemnification and insurance to protect the city shall be provided for any special event using public property. The applicant shall provide an original insurance certificate showing general liability insurance with a combined single limit of one million dollars (\$1,000,000) for bodily injury and property damage per occurrence. Product liability in the amount of one million dollars (\$1,000,000) is required if food or beverages are served or sold. The certificate should indicate "Special Event Liability Insurance for (Name and type of event, i.e. race, parade, etc.)".

g. A site plan will be required showing the location of the special event, all structures to be utilized in the event including tents, booths, exhibits, width of aisles, means of ingress and egress, concession areas, waste removal facilities, sanitary facilities, and utilities such as electrical and telephone facilities.

***Should any information provided by the applicant be deemed invalid, a permit will not be issued. All information is subject to verification. Any violation of any city ordinance shall result in the permit being revoked immediately and the violator being banned from holding an event in the city for a period of not less than twenty-four (24) months.***

(B) **Recreational vehicles and boat sales.** The sales of recreational vehicles and boats shall be permitted on developed property zoned general commercial and open space recreation. The sale shall not be permitted to exceed seven (7) days. If the event is located in a parking lot, the sale shall not use more than fifteen (15) percent of the total required parking spaces of the project. Only one (1) applicant may apply per site at any time. A temporary sales permit shall be required for each event with a cost of one hundred dollars (\$100.00) for the first day, fifty dollars (\$50.00) each additional day. A letter from the property owner or its agent stating its consent shall be provided at the time of application. Temporary tent and parking lot sales of automobiles are prohibited except on property licensed and zoned dealership property.

(C) **Display of merchandise at the entry to retail establishments.** Merchandise displays may be located at the entry of each business. Displays shall be limited to one-half (1/2) the business' store frontage. Stores with more than one (1) entry shall be limited to the same total by any combination. In no case shall a display extend into the parking lot or fire lane.

(D) **Temporary tent and parking lot sales.** The outdoor sales of merchandise other than automobiles, RV's, motorized vehicles and boats shall be permitted on developed property zoned institutional, open space recreation, and general commercial. The temporary outdoor sales event shall be limited to two (2) one-week sales events per calendar year, either by a locally licensed business or sponsored by a locally licensed business on the same property. The limitation to two (2) one-week sales events per calendar year shall not apply to Christmas tree sales or crafter/vendor annual permit holders, as authorized by paragraph (E), Christmas tree sales and (F), Crafter/vendor annual permits. If the event is located in a parking lot, the sale shall not use more than fifteen (15) percent of the total required parking spaces, as defined by its site plan. A temporary sales permit shall be required for each event with a fee of two hundred dollars (\$200.00). Only one (1) applicant may apply per site at any given time.

(E) **Crafter/vendor annual permit.** The outdoor sales of merchandise shall be permitted on developed property zoned open space recreation, institutional, and general commercial. The number of outdoor sales events, pursuant to this subsection, shall be limited to twelve (12) two-day sales events per calendar year. If the event is located in a parking lot, the sale shall not use more than fifteen (15) of the total required parking spaces. A fee of five hundred dollars (\$500.00) is required for a crafter/vendor annual permit. Only one (1) applicant may apply per site at any scheduled event. A schedule of event dates and a letter from the property owner stating its consent shall be provided at the time of application. One (1) on-site sign per event is included with the permit fee.

(F) **Christmas tree sales.** The sale of Christmas trees shall be permitted on property zoned institutional and general commercial for a maximum of forty-five (45) days. A temporary sales permit shall be required with a fee of twenty dollars (\$20.00) per day, up to a maximum fee of Two hundred dollars (\$200.00).

(G) **Legally recognized non-profit and charitable organizations are exempt from the fees.** The organization must; however, provide proof of non-profit/charitable status and shall obtain a permit under the above mentioned regulations.

(H) Permits are not required for church festivities when held on church property.