

CITY OF BROOKSVILLE

TEMPORARY STREET CLOSURE APPLICATION

INSTRUCTIONS: COMPLETE TOP PORTION OF FORM AND RETURN TO CITY CLERK'S OFFICE at 201 Howell Avenue, Brooksville, FL 34601 for processing. A broad form type events coverage or other insurance policy acceptable to the City is required to protect the City from any and all claims for injuries, or damages occurring during or resulting from this event in an amount of not less than \$300,000 for each individual and \$500,000 for event. Applicant will be notified of estimated cost; receipt of the deposit and the Certificate of Insurance are required not later than three (3) business days before the event.

Certificate Attached Yes No

Waiver Requested* Yes No

Approved by Council Yes No

Name or Organization Sponsoring:		Event	
Contact Person:		Address	Telephone:
If unavailable (Alternate Name)		E-Mail:	Telephone:
Date of Event:	Starting Time:	Ending Time (approx):	Estimated Number of Participants:
Proposed Route (include Street/Avenue, attach location map)			
<p>I/We _____ assume responsibility for reimbursing the City's cost as estimated below, and all liability for injuries and damages and will hold the City harmless from any claims arising directly or indirectly from the event, including or as a result of City's closure of the street(s) to facilitate the event, and, if applicable, authorization to use copyrighted materials. If applicant is a corporation, association, or partnership, the undersigned warrants he/she is authorized to execute binding contracts on behalf of the applicant.</p> <p>_____</p> <p>Signature</p> <p>State of Florida County of Hernando</p> <p>The foregoing instrument was acknowledged before me this ____ day of _____ 20____, by _____, who is personally known to me or who presented _____ as identification, and who (did) (did not) take an oath.</p> <p>_____</p> <p>[Signature of Notary Public] [Printed, typed or stamped name of Notary Public]</p>			

PROCESSING: City Clerk's Office will accept application, process through Police Department, Public Works & Fire Department for related costs as well as City Council if waivers are being requested.

APPROVAL: Chief of Police and City Manager will approve or deny application.

DISTRIBUTION: Original: Return to Applicant

Copies: Chief of Police, Director of Public Works, City Manager and City Clerk

PUBLIC NOTICE: A LIST OF STREETS BEING CLOSED WITH DATES AND TIMES WILL BE RELEASED TO THE PRESS NO LESS THAN 5 DAYS PRIOR TO THIS EVENT.

NOTICE: PERMIT NOT VALID UNLESS APPROVED BY DESIGNATED CITY REPRESENTATIVE.

Total Deposit \$ _____ Received By: _____ Date _____

Public Works Director	Date	Police Chief	Date
		City Manager	Date

CITY OF BROOKSVILLE

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201 Howell Avenue
(352)540-3853

Event: _____
 Starting: _____ End: _____

Police Department

Personnel _____ @ \$ _____ per hr. X _____ hours = \$ _____
 _____ @ \$ _____ per hr. X _____ hours = \$ _____
 Equipment _____ @ \$ _____ = \$ _____
 _____ @ \$ _____ = \$ _____

POLICE DEPARTMENT TOTAL \$ _____

Fire Department

Personnel _____ @ \$ _____ per hr. X _____ hours = \$ _____
 _____ @ \$ _____ per hr. X _____ hours = \$ _____
 _____ @ \$ _____ per hr. X _____ hours = \$ _____
 Equipment _____ @ \$ _____ = \$ _____
 _____ @ \$ _____ = \$ _____

FIRE DEPARTMENT TOTAL \$ _____

Public Works

Personnel (St) _____ @ \$ _____ per hr. X _____ hours = \$ _____
 _____ @ \$ _____ per hr. X _____ hours = \$ _____
 Equipment _____ @ \$ _____ = \$ _____
 Personnel (Gar) _____ @ \$ _____ per hr. X _____ hours = \$ _____
 _____ @ \$ _____ per hr. X _____ hours = \$ _____
 Equipment _____ @ \$ _____ = \$ _____

PUBLIC WORKS TOTAL \$ _____

Parks & Recreation

Personnel _____ @ \$ _____ per hr. X _____ hours = \$ _____
 Equipment _____ @ \$ _____ = \$ _____

PARKS & REC TOTAL \$ _____

Community Development

Tent Rental \$ _____ **COMMUNITY DEV. TOTAL \$ _____**

ESTIMATED TOTAL DUE CITY \$ _____

TOTAL Actual Costs \$ _____ Billed \$ _____ Payment Received By: _____

**Per Council Policy 3-2012: Applicants may request a Fee Waiver of up to 50% of City required Special Event Permit Fees. Council may, with a supermajority vote or at a minimum, a 4-1 vote, waive fees above the 50%. A request for a Fee Waiver must be submitted with a Special Event permit application. The City may, in its discretion, approve all, part, or none of a Fee Waiver request. Applicants are encouraged to solicit volunteer agencies to offset costs. City should be listed as a sponsor and City logo should be added to event website/media/marketing materials if fees are waived.*

_____ Initial of Applicant

