Special Event Permit Checklist

Required Documents:

1. A satellite view Site Plan with a key labeled:
   - Restrooms
   - Amplification Zone (A 10x10 area designated)
   - Parking
   - Food Trucks
   - Vendors
   - Inflatables
   - Beer Tent(s)
   - Dumpster
   - Alcohol perimeter zone
   - Stage/DJ
   - Generators/Light towers/Electric
   - Uber/Lyft drop-off and pick-up if needed

2. Certificate of Liability Insurance (Events **NOT** on City property do not require event insurance; however, it is recommended.) Risk Management in no way represents that the insurance required is sufficient or adequate to protect the vendors' interests or liabilities. The following are the required minimums the vendor must maintain throughout the duration of their event. *Note: Submitting the Certificate of Insurance at the time of application allows officials to promptly verify coverage and event qualifications, cutting down administrative delays for permit issuance.*

   a. Commercial General Liability - Coverage shall apply to premises and/or operations, products, completed operations, independent contractors, and contractual liability exposures with minimum limits of:

   - $1,000,000 per occurrence
   - $2,000,000 general aggregate
   - $1,000,000 products and completed operations

- $1,000,000 personal and advertising injury

b. Verification of Coverage:

Coverage shall be in place prior to the commencement of any work and throughout the duration of the contract. A certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:

The "Certificate Holder" shall read as follows:

City of Cape Coral

P.O. Box 150027

Cape Coral, Florida 33915-0027

The "Description of Operations/Locations/Vehicles" shall read as follows:

"The City of Cape Coral is named as an Additional Insured with respect to the General Liability policy, including Products and Completed Operations coverage. **"**

The City reserves the right to request additional documentation regarding the insurance provided.

3. Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement

Additional Documents if applicable:

- Food Cooking Notice
- Use of Private Property Authorization (Please fill this out if you are using property that is not owned by you)
- Cape Coral Police Detail Application
- Special Event Signature Surveys
- Liquor liability insurance is required for all events selling or serving alcohol, regardless of attendance amounts. Other instances that may require insurance are fireworks, amusement rides, food vendors, inflatables, etc. Additional insurance may be required for a special event if the City Risk Manager recommends such additional insurance as being necessary for the protection of the City or the public health, safety, and welfare.
- Flame Resistant Tent Certificate
- Alcohol Permit
- Parking Plan
- Approved MOT
- Bleacher Specifications
- Restroom Facility Contract
- Firework Display Permit
- Crowd Management Certification
- Stage Specifications
- Dumpster Contract