



**CITY OF
TALLAHASSEE**

Road Closure Application

Email to
Raphie.Barreto@talgov.com

A. General Information

Date of Request:		
Date of Event:		
Name of Event:		
Exact Location of Event:		
Event Start Time:	Event End Time:	
Set Up Time:	Tear Down Time:	
Name of Applying Organization:		
Contact Name:		
Address:		
City:	State:	Zip:
Phone:	Phone (Alt):	
Web Site:		
Email Address:		
Federal Employer ID # (FEIN):		
Tax Exemption Certificate #:		

B. Event Information

On-Site Event Coordinator Name:	
Day of Event Phone (preferably cell phone):	
Describe what roads need to be closed:	
Describe the type of event that will be taking place on closed roadways:	
Anticipated Attendance:	Open to Public:
Does event involve sale or distribution of alcohol?	
Does event involve live music?	
Does event involve a moving route (parade)? If yes, please attach a map of your proposed route with direction of travel and provide a written narrative to explain.	

C. Processing

All applications must be submitted for review no less than 30 days prior to the date of the event to be held. Applications turned in with less than 30 days processing time will not be approved. TPD will attempt to staff every request, but staffing cannot be guaranteed. If the required TPD staffing is not secured two weeks before the event, the requestor will be given the option to cancel or modify the event to account for the available TPD staffing.

D. Special Event Payment Policy

Initial Payment must be made within 5 business days of receiving and accepting the Cost Estimate associated with your event. This payment must be at least **50%** of the Cost Estimate amount. If initial payment is not received within **5 business days**, your reservation will be cancelled and your date and location will be available to other event planners on a first come, first served basis.

Final payment must be paid no later than **10 business days** prior to event date. This payment will be for the remaining balance of the Cost Estimate.

A final assessment of event fees will be provided by COT staff, and a determination will be made if there is an outstanding balance or if event planner/organization is entitled to a refund. Any post-event payment must be made within **10 business days** after your event. If event planner/organization is due a refund, it will be processed within **10 business days**.

E. Fees

\$25 Non-refundable Application Fee. Barricade Fee: \$20/Barricade/Day. Cost Estimates will be provided prior to your event.

F. Bounce House Policy

Bounce houses are not permitted on City property. Other types of inflatables will be considered on a case-by-case basis. Please contact event staff to further discuss inflatables on City property.

G. Cancellation & Refund Policy

All notices of cancellation must be received in writing.

Special Event and/or Road Closure application fees are not refundable.

Cancellation notice received **45 or more calendar days** prior to the event date will receive a full refund of their initial payment, minus any Road Closure or Special Event Application fees.

Cancellation notice received between **44 -15 calendar days** prior to the event date will receive a refund of **50%** of the initial payment, **minus** any Road Closure or Special Event Application fees.

Cancellation notice received between **14 -10 calendar days** prior to the event date will receive a refund of **25%** of the initial payment, **minus** any Road Closure or Special Event Application fees.

Cancellation notice received **less than 10** calendar days prior to the event date will result in a forfeiture of **all** applicable fees.

The City of Tallahassee reserves the right to cancel or relocate an event due to special circumstances including but not limited to the following: pandemic, weather conditions, misuse or abuse of facilities, non-compliance with City of Tallahassee event guidelines, and un-permitted/prohibited events.

H. Site Plans, Maps and Accessible Planner

Please attach a detailed site map to include the following: Tent locations, Port-o-let locations, all vendors, stages, and power requirements. Also please be prepared to include a parking plan if asked.

I. Insurance Requirements

General Liability Insurance is required for all public events. All General Liability Insurance must be provided by the event applicant, no exceptions. Liquor Liability can be provided by whichever business/organization/non-profit that is providing the alcohol services. The insurance limits are \$1,000,000 per occurrence. The certificate holder must be listed as City of Tallahassee, 300 S. Adams Street, Tallahassee, FL 32301. The certificate holder must also be listed as Additional Insured. Additionally, if any County owned and/or maintained roadway or County equipment is being utilized the County must also be listed as certificate holder. The certificate holder must be listed as Leon County, 301 S. Monroe Street, Tallahassee, FL 32301. All food vendors and caterers are also required to provide a current copy of their General Liability Insurance.

J. Additional Terms

The City reserves the right to revoke any permit granted for an activity, which is found to be in violation of any ordinance, law, or condition of approval. Failure of the City to timely invoke this right will act as a waiver to exercise such rights in the future. Prohibited Practices include Games of Chance, Gambling, and Raffles are prohibited.

PRINT APPLICANT NAME

NAME OF APPLICANT ORGANIZATION

APPLICANT SIGNATURE

DATE

IMPORTANT: Save completed application to your device before submitting.