



CITY OF BROOKSVILLE  
SPECIAL EVENT SPONSORSHIP CREDIT APPLICATION  
201 HOWELL AVENUE  
BROOKSVILLE, FL 34601

*For Office Use Only*

|                       |
|-----------------------|
| Date: Received: _____ |
| Permit Number: _____  |
| Project Code: _____   |

## DEFINITIONS

**Sponsorship Credit** Is a credit to an entity that is to cover the associated cost of the fees related to an event or facility fee with the exclusion of Street Closure/Special Event application fee, required Law Enforcement, Fire and Emergency, services including life safety, staff time, and other inspections. Nonprofits may receive up to 50% sponsorship credit for one event per fiscal year.

**Special Event** shall include any preplanned event **on or in any City owned property**, including, but not limited to rights of way, parks, City buildings, other city owned property.

**Special Event Permit Fees** are based on the actual costs of the City providing the service requested, and may include personnel, benefit costs, facility fees and equipment costs.

## SPECIAL EVENT FEES AND SPONSORSHIP CREDITS

- A. The rationale for waiving fees, or a portion thereof, is to promote the City of Brooksville as a place to visit, live, and to enjoy local events intended to create a positive economic impact to City of Brooksville and local businesses.
- B. Sponsorship Credit will be awarded at the sole discretion of the City Council.
- C. A completed Street Closure/Special Event application must have been submitted and approved.
- D. Completed Street Closure/Special Event Sponsorship Credit Applications must be returned a minimum of thirty (30) days before the event and will be scheduled on the next available City Council agenda for Council’s consideration.
- E. The City Council may, in its discretion, approve all, part, or none of the City costs to provide services or fees. The City reserves the right to limit the number of times sponsorship credit is awarded to the event organizer.
- F. A representative of the organization requesting Sponsorship Credit must be present during the City Council meeting when request is being considered and make an oral presentation about the event and the anticipated number of visitors that could attend.
- G. The City is to be acknowledged in publicity and promotional materials for Special Events receiving Sponsorship Credits. The City's logo is to be displayed appropriately on all printed event and marketing materials, including social media and website information. Failure to recognize the City for/at the event will jeopardize consideration of future sponsorship credits.
- H. All City costs/fees required for the Street Closure/Special Event that are not awarded through a Sponsorship Credit shall be paid five (5) days after the event. No Sponsorship Credit will be approved greater than the actual cost/fees to the City for the services for that event.
- I. For Sponsorship credit/fee waivers in excess of \$500.00, applicant organization must provide articles of incorporation, list of board members, copy of most recent financial statement and Affirmation





CITY OF BROOKSVILLE  
 STREET CLOSURE/SPECIAL EVENT SPONSORSHIP  
 CREDIT APPLICATION  
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Date: Received: \_\_\_\_\_  
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EVENT INFORMATION

Name of Event: \_\_\_\_\_

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

Purpose/Goal of Event: \_\_\_\_\_

Facility or Location of Event: \_\_\_\_\_

Anticipated number of: Participants \_\_\_\_\_ Spectators \_\_\_\_\_

| DATE       | SET-UP TIME |         | ACTUAL EVENT TIME |         | BREAKDOWN TIME |         |
|------------|-------------|---------|-------------------|---------|----------------|---------|
| Begin Date | From        | To      | From              | To      | From           | To      |
| 12/31/2021 | 6:30 AM     | 8:30 AM | 8:00 AM           | 6:00 PM | 6:00 PM        | 7:00 PM |
|            |             |         |                   |         |                |         |
| End Date   | From        | To      | From              | To      | From           | To      |
|            |             |         |                   |         |                |         |

Is the event open to the public?  Yes  No

What is your total event budget? \$ \_\_\_\_\_

Total Amount of Sponsorship Credit Requested? \$ \_\_\_\_\_

Has your organization put on this same event in the past?  Yes  No

Has this event received a sponsorship credit for this event in the past?  Yes  No

If yes, amount received \$ \_\_\_\_\_

SIGNATURES

\_\_\_\_\_  
 Authorized Representative Signature Date  
 State of \_\_\_\_\_ County of \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization,  
 this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_  
 (name of person making statement) who, is Personally Known or Produced \_\_\_\_\_ as identification,  
 and who (did) (did not) take an oath.

\_\_\_\_\_  
 [Printed, typed or stamped name of Notary] [Notary Stamp] \_\_\_\_\_  
 [Signature of Notary Public]



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City Council Approval

\_\_\_\_\_  
Mayor or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

**Amount Approved \$** \_\_\_\_\_

**Denied** \_\_\_\_\_

**Date** \_\_\_\_\_



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**SPECIAL EVENT AGREEMENT AND PERMIT (CITY USE ONLY)**

**PERMIT NO:** \_\_\_\_\_

The City of Brooksville issues a Special Event Permit to:

\_\_\_\_\_ (a \_\_\_ person, \_\_\_ corporation, \_\_\_ partnership), hereinafter called "the Applicant," for a special event, described as \_\_\_\_\_, to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ until the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, during the hours of \_\_\_\_\_.

By issuance of this permit, the Applicant has received the statement of the estimated cost of providing City services. The Applicant will remit the required estimated fees for City services to the City Clerk's Office fifteen (15) business days prior to event set-up day. The executed permit and the application must be present on-site, at the event, at all times.

Applicant /event organizer is responsible for any and all additional maintenance costs and/or damages resulting from the event. The applicant shall be responsible to pay the additional charges within twenty-one (21) days subsequent to event.

The Applicant shall be responsible and answerable to damages for any and all loss, damage or injury, together with the costs and expenses incidental thereto, arising out of or due to the negligence of the applicant, or any of the applicant's agents, employees, or volunteers in providing or failing to provide adequate care during the use of the City's water supply service, or other city property and facilities.

The Safety/Damage Deposit, if required, shall be returned within fifteen (15) business days after the event if less any additional maintenance costs and/or damages resulting from the event when applicable.

If litigation is necessary to enforce this agreement or to collect money due according to the terms of this agreement, the City of Brooksville shall be entitled to an award of all costs incurred incident to such litigation, including reasonable attorney's fees, both in trial and on appeal. This agreement shall bind and insure to the benefit of the parties hereto, their respective heirs, personal representatives, successors and assignees.

In accordance with the City of Brooksville Code of Ordinances, in permitting any special event, the applicant shall meet all requirements set forth by the City and Staff shall prescribe appropriate conditions and safeguards and obligations and fees as required.

ATTEST:

\_\_\_\_\_  
*City Manager*

\_\_\_\_\_  
*City Clerk*

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