



## City Of Brooksville Fire Department

Fire Prevention Division

Inspection Services

Phone: (352) 540-3840 Fax: (352) 544-5462

### Application for Special Events

Event Name: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_ Times of Event: \_\_\_\_\_

Type of Event:(check all that apply):  Outdoor  Indoor  Concert  Festival

Other: \_\_\_\_\_

Estimated Attendance Including Staff:  < 250  <500  500 – 1,000  1,000 – 2,500  
 2,500 –5000  > 5000

Is the event weather dependent?  Yes  No Alternate Location/Date? \_\_\_\_\_

Promoter/Sponsoring Organization: \_\_\_\_\_

Event Coordinator(EC) Contact: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Other: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Principal Crowd Manager (PCM): \_\_\_\_\_

PCM Telephone Day of Event: ( ) \_\_\_\_\_

PCM E-mail: \_\_\_\_\_

#### Definitions

**Event Coordinator (EC):** The Event Coordinator is the person responsible for coordinating or sponsoring the venue or event. The Event Coordinator is responsible for appointing the Principal Crowd Manager. The Principal Crowd Manager will report directly to the Event Coordinator. The Principal Crowd Manager and Event Coordinator may be the same person so long as their duties do not conflict.

**Principal Crowd Manager (PCM):** The Principal Crowd Manager is responsible for on-site event safety. Before the event, the Principal Crowd Manager must perform and document that a safety inspection was performed of the facilities and venue. They must wear identifiable clothing that distinguishes him or her from the general audience. They are responsible for notifying the Event Coordinator of safety issues that are identified prior to the event and assuring these are corrected before the event begins. They are also responsible for establishing contact with emergency response personnel when they arrive to relay pertinent information about the emergency, such as cause, status, injuries and facility and venue information.

### COBFD Special Event Information & Request Form

#### Florida State Fire Prevention Code

“The Florida Fire Prevention Code requires that all places of assembly must have at least (1) crowd manager or crowd manager supervisor. Where occupant loads exceed 250, additional crowd managers/supervisors may be required at the ratio of 1 crowd manager/supervisor for every 250 occupants (NFPA 101, Section 12.7.6).

#### Event Planning

1. Please describe your event:

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2. Have you developed a safety plan for your event? If so, please describe your plan and attach a copy with this form.

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3. Will your event conduct the following:      Pyrotechnics      Bonfire / Ceremonial fire

4. Tents used    Yes    No      > than 400 Sq ft ( If greater than 400 sq. ft. Permit required)

5. Is alcohol being served and/or allowed at your event?    Yes    No  
If yes Please Attach Alcohol Permit

Please attach a site map and indicate any areas where you propose to erect any tents or other structures and the locations that you will require vehicle access. Also indicate where you will have parking, bands, vendors, race routes, etc.

# Approved Fee Schedule

These fees are designed to establish rates for within the City of Brooksville for the use of personnel and equipment resources necessary to assure adequate levels of fire and emergency services for special events.

The cost of additional resources for special events will be as follows:

- Fire Personnel 35.00 per hour each
- Fire Engine 75.00 per hour each
- Staff Vehicle 35.00 per hour each
- Fire Supervisor 40.00 per hour each
- Rescue Unit 50.00 per hour each

## Required Attachments

### Site Map

**List of Food Trucks/Food Vendors:** Include Vendor/Truck Name(s), Contact Name(s), and Contact Phone Number(s).

**Alcohol Permit** (if answered yes to question 5)

**The Completed Application must be received by the Fire Department at least 30 calendar days prior to the scheduled event.**

**The completed application SHALL include all of the required attachments.**

**Applications that are incomplete or received outside of the prescribed time frame Shall be DENIED.**

**Email Completed Application to:**

[NTroche@CityofBrooksville.us](mailto:NTroche@CityofBrooksville.us)

or Mail Completed Application to:

Brooksville Fire Department: INSPECTION SERVICES

85 Veterans Ave, Brooksville, FL 34601

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