

Capital Region (Southwood) CDD Special Use Application Overview

Generally speaking, Southwood park facilities are available to the general public on a first-come, first-serve basis and are managed according to the District's facilities rules. However, special use permits for activities otherwise prohibited by these rules may be obtained from the District's Property Manager.

The District may deny any application based on safety, site capacity, scheduling considerations, potential for community disturbance, other issues impacting the community or as may be in the best interests of the District. All decisions of the Board are final.

- All persons receiving approved applications must sign a statement that they have read and agree to abide by the policies, rules and/or regulations of the District.
- Proof of insurance (if required) and the applicable deposit must be received at least five business days prior to the scheduled event or assembly time.

Special Use Application Review and Approval

For special events or organized assemblies with fewer than 30 anticipated attendees, a completed short-form special use application must be returned to the District's Property Manager at least 15 business days prior to the scheduled event or assembly time. This minimum application deadline may be waived if the Property Manager determines that such a waiver will not present a hazard to the safety of the public because of the reduced time available within which to fully process the application.

Applicants should take note that the Property Manager in his/her discretion may determine that a special use application should be subject to the review and approval of the District's Board of Supervisors. Such applications will be considered by the Board at its next regular meeting.

For special events or organized assemblies with 30 or more anticipated attendees, a complete special use application must be returned to the District's Property Manager and will be considered by the Board at its next regular meeting.

For special events involving the service or sale of alcohol, an alcohol application form must be completed and submitted with the applicant's completed application.

Insurance and Other Requirements

The District reserves the right, to be exercised by the District Property Manager or Board of Supervisors, to require the special use applicant to supply insurance, security, portable bathroom facilities, trash receptacles, garbage disposal and such other requirements as may be necessary for the protection of the public health, safety and welfare and District property on an event-by-event basis.

Required Deposit for Anticipated Attendance

- | | | |
|-----------------------|-----------------------|---------------------|
| - 20-29 people: \$150 | - 30-39 people: \$300 | - 40+ people: \$450 |
|-----------------------|-----------------------|---------------------|

To receive a full refund of the deposit, the following must be completed:

- Ensure that all garbage and litter is collected and disposed of in approved receptacles or otherwise removed.
- Remove all displays, picnic tables, chairs or other assembly or event items or remnants.
- Ensure that no damage has occurred to the District's Park Facilities or other District property.
- All attendees at the assembly or event are required to adhere to all District policies, rules and/or regulations, including as provided in the District's adopted Park Facility Policies.
- All applicable City of Tallahassee and/or Leon County ordinances, rules or regulations must be complied with.

Failure to comply with such policies, rules and/or regulations may result in the forfeiture of the deposit. If additional cleaning or any repairs are required, the individual or organization that submitted the special use application will be liable for any expenses incurred by the District to hire an outside contractor for cleaning or repair services. The District's Property Manager shall determine the amount of the deposit to return, if any.

Indemnifications and Waiver of Liability:

Each organization, group or individual reserving the use of a Capital Region Community Development District ("District") Park Facility agrees to indemnify and hold harmless the District and its respective officers, agents and employees from any and all liability, claims, actions, suits or demands by any person, corporation or other entity, for injuries, death, property damage of any nature, arising out of, or in connection with, the use of the District Park Facilities, including litigation or any appellate proceedings with respect thereto. Nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity granted pursuant to Section 768.28, F.S. The District and its agents, employees, and officers shall not be liable for, and the user hereby releases all claims for damage to or loss of personal property sustained by the user or any person claiming through the user resulting from any fire, accident, occurrence, theft or condition in or upon the District's parks and recreational facilities.

Further, as a condition of the use of the District Park Facilities (hereinafter the "Activity or Activities"), each organization, group or individual reserving the use of the Park Facilities hereby acknowledge and agree to the following:

1. The hazards of the novel coronavirus ("COVID-19") and am familiar with the Centers for Disease Control and Prevention ("CDC") guidelines regarding COVID-19. I acknowledge and understand that the circumstances regarding COVID-19 are changing from day to day and that, accordingly, the CDC guidelines are regularly modified and updated, and I accept full responsibility for familiarizing myself with the most recent updates. I further recognize and assume the risk that the District's Park Facilities are not staffed and, therefore, the Park Facilities are not sanitized regularly. Even with sanitation procedures, the virus may remain on surfaces for days, sanitation procedures do not guarantee in anyway the virus is not present, and other individuals present within the premises may be COVID+ and I accept the inherent risks associated therewith by entering the premises or engaging in the Activities.

2. I acknowledge and fully assume the risk of illness or death related to COVID-19 arising from my being on the premises and participating in the Activities and hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE (on behalf of myself and any minor children for whom I have the capacity to contract) the LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT, their supervisors, officers, directors, agents, employees, staff and assigns (the "RELEASEES") from any liability related to COVID-19 which might occur as a result my being on the premises and participating in the Activities.
3. I shall indemnify, defend and hold harmless the RELEASEES from and against any and all claims, demands, suits, judgments, losses or expenses of any nature whatsoever (including, without limitation, attorneys' fees, costs and disbursements, whether of in-house or outside counsel and whether or not an action is brought, on appeal or otherwise), arising from or out of, or relating to, directly or indirectly, the infection of COVID-19 or any other illness or injury.

All completed applications must be returned to:

Robert Berlin
Operations Manager - Capital Region CDD
Governmental Management Services LLC
3196 Merchants Row Blvd, Suite 130
Tallahassee, FL 32311
850-727-5310 Office
rberlin@gmsnf.com

CAPITAL REGION COMMUNITY DEVELOPMENT DISTRICT FACILITY USE APPLICATION – SHORT FORM

Name of Applicant		Date	
Organization		Email	
Mailing Address	City/State	Zip	Daytime Phone
Facility/Park Requested		Intended Use	
Date Requested	Start Time:	End Time:	
Est. Attendance			

Special Activities or Risks

Each organization, group or individual reserving the use of a District Park Facility agrees to indemnify and hold harmless the Capital Region Community Development District and its respective officers, agents and employees from any and all liability, claims, actions, suits or demands by any person, corporation or other entity, for injuries, death, property damage of any nature, arising out of, or in connection with, the use of the District Park Facilities, including litigation or any appellate proceedings with respect thereto. Nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity granted pursuant to Section 768.28, F.S.

The District and its agents, employees, and officers shall not be liable for, and the user hereby releases all claims for damage to or loss of personal property sustained by the user or any person claiming through the user resulting from any fire, accident, occurrence, theft or condition in or upon the District's parks and recreational facilities.

I have read, understood and agree to abide by all District policies, rules and regulations regarding the use of the Park Facility.

Signature	Date
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*****OFFICE USE ONLY*****

DEPOSIT	Date
Received By:	Approved By:
Conditions of Approval:	

**CAPITAL REGION COMMUNITY DEVELOPMENT DISTRICT
FACILITY USE APPLICATION – LONG FORM**

A. General Information

1. Name of Event: _____ Date of Event: _____

Location of Event / Facility Requested: _____

Start Time: _____ End Time: _____ Hours for Setup: _____ Hours for Teardown: _____

2. Name of Applicant or Applying Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Website: _____

Non-Profit Status ID#: _____

3. Name of Event Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone (W): _____ (C): _____ Email: _____

B. Event Information

1. Type of Event (Please check all that apply)

<input type="checkbox"/> Festival	<input type="checkbox"/> Block Party	<input type="checkbox"/> Foot Race	<input type="checkbox"/> Benefit Walk
<input type="checkbox"/> Public Assembly	<input type="checkbox"/> Concert	<input type="checkbox"/> Carnival/Circus	<input type="checkbox"/> Parade
<input type="checkbox"/> Performing Arts	<input type="checkbox"/> Reception	<input type="checkbox"/> Party	<input type="checkbox"/> Animal Event
<input type="checkbox"/> Other (Please Define): _____			

2. Estimated Attendance (Please check one)

<input type="checkbox"/> 100 or less	<input type="checkbox"/> 100-500	<input type="checkbox"/> 500-1,000	<input type="checkbox"/> 1,000-2,000
<input type="checkbox"/> 2,000-5,000	<input type="checkbox"/> 5,000-10,000	<input type="checkbox"/> 10,000-25,000	<input type="checkbox"/> 25,000-50,000
<input type="checkbox"/> 50,000-100,000	<input type="checkbox"/> 100,000-150,000	<input type="checkbox"/> 150,000-more	
<input type="checkbox"/> Other (Please Define): _____			

3. Will fireworks be a part of the event? No _____ Yes _____

If yes, who is responsible for displaying them: _____

4. What type of entertainment will take place? Please check all that apply:

☐ Musical ☐ Dance (No Music) ☐ Speakers ☐ Other (Please List): _____

Note: A permit from the Tallahassee Fire Department is required prior to any fireworks display. Sound level and noise disturbances will be monitored and handled by the Tallahassee Police Department.

C. Fees

1. Will there be an admission fee charged to the participants? No ____ Yes ____ Amount \$ ____

2. Will there be an admission fee charged to the spectators? No ____ Yes ____ Amount \$ ____

3. Will fees be charged to exhibitors/concessionaires? No ____ Yes ____ Amount \$ ____

4. Will there be an activity fee charged? No ____ Yes ____ Amount \$ ____

Please list all activities: _____

5. Will there be a charge for parking? No ____ Yes ____ Amount \$ ____

Please list parking lots to be used: _____

Please list areas for handicap parking: _____

D. Vending

1. Will vendors and/or concessionaires be a part of this event? No ____ Yes ____

2. What type of vending will be present? Arts/Crafts ____ Food ____ Exhibits ____

Please list any other vendor types: _____

3. Will you be requesting additional electrical services for vendors? No ____ Yes ____

4. Will you be requesting additional water services for vendors? No ____ Yes ____

5. Are your vendors using generators? No ____ Yes ____ If yes, how many? ____

6. Will the event require trash receptacles with dumping services? No ____ Yes ____

Number of receptacles needed: _____

E. Catering Services

1. Will food and/or non-alcoholic beverages be served and/or sold? No ____ Yes ____

2. Will alcoholic beverages be served and/or sold? No ____ Yes ____

3. Who will dispense the food or beverage (i.e.: caterers, staff, etc.)? _____

If caterers are being used, please list the names and DBPR license number of each caterer:

Note: All sales tax is to be reported by the Vendor.

F. Restroom Facilities

1. How many portable restroom facilities will you have? _____

Number of handicap facilities _____ Number of handwash sinks _____

2. Where will facilities be located? _____

3. Which vendor will provide the restrooms? _____

4. If portable restroom facilities are not used, what restroom facilities with your event be utilizing?

G. Medical Arrangements

1. Will there be ambulatory services on site? No _____ Yes _____

Service provided by: _____

2. Will there be first aid services on site? No _____ Yes _____

Service provided by: _____

3. Please describe the placement of first aid stations and/or vehicles:

H. Equipment

1. Will the event include tents? No _____ Yes _____

Please specify quantity of tents per each size:

10 x 10 _____ 10 x 15 _____ 10 x 20 _____ 15 x 15 _____ 20 x 20 _____

Please list any other sizes and their quantity: _____

2. Will you be placing banners and/or signs at your event? No _____ Yes _____

How many? _____ Sizes? _____

Verbiage: _____

3. Please list the number and location of stages: _____

4. Please list the location of staff management command center: _____

5. Please provide your plan for public transportation access and service:

I. Sound and Lighting

1. Who will provide your audio and lighting: _____

2. Will additional electrical services be needed? No _____ Yes _____

Please list locations: _____

J. Street Closures and Security

1. Will the event require security (alcohol, monetary, overnight, etc.)? No _____ Yes _____

2. Will the event require street closures? No _____ Yes _____

Please indicate which streets will be closed and the times of closure and re-opening:

Street Closed: _____ Time Closed: _____ Time Re-Opened: _____

Street Closed: _____ Time Closed: _____ Time Re-Opened: _____

Street Closed: _____ Time Closed: _____ Time Re-Opened: _____

Street Closed: _____ Time Closed: _____ Time Re-Opened: _____

3. Will the event include a parade? No _____ Yes _____ Number of Entries: _____

Will the parade have a reviewing stand? No _____ Yes _____ Announcer? No _____ Yes _____

Parade Start Time: _____ End Time: _____ Setup Time: _____

Staging Area: _____

Note: The sponsor/event planner will be required to provide police barricade service through the City of Tallahassee Police Department for events that require street closures. In the event a state road is involved, the event planner must secure a permit from the Florida Department of Transportation through the Tallahassee Police Department.

K. Prohibited Practices

Games of Chance, Gambling and Raffles are prohibited.

L. Cancellations

Is a rain date scheduled? No _____ Yes _____ Date _____

Note: There may be times when the District cannot accommodate a date change due to overlapping events. This will be handled on a case-by-case basis.

M. Site Plans and Maps

Please attach with your application a detailed site plan to reflect all venues, exhibits, activities,

equipment, trash receptacles, restrooms, street closures, staging, beer gardens, etc.

N. Insurance Requirements

General liability insurance or other insurance may be required as determined by the District's Board. The District, its staff, consultants and supervisors shall be named as an additional insured on any required general liability insurance. All food vendors and caterers are also required to provide a copy of their current general liability insurance certificate.

O. Indemnification

Each organization, group or individual reserving the use of a District Park Facility agrees to indemnify and hold harmless the Capital Region Community Development District and its respective officers, agents and employees from any and all liability, claims, actions, suits or demands by any person, corporation or other entity, for injuries, death, property damage of any nature, arising out of, or in connection with, the use of the District Park Facilities, including litigation or any appellate proceedings with respect thereto. Nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity granted pursuant to Section 768.28, F.S.

The District and its agents, employees, and officers shall not be liable for, and the user hereby releases all claims for damage to or loss of personal property sustained by the user or any person claiming through the user resulting from any fire, accident, occurrence, theft or condition in or upon the District's parks and recreational facilities.

P. Additional Terms

The District reserves the right to revoke any application approved for an activity, which is found to be in violation of any ordinance, law, or condition of approval.

I have read, understood and agree to abide by all District policies, rules and regulations regarding the use of the Park Facility.

Signature

Date

*****OFFICE USE ONLY*****

DEPOSIT: \$ _____ Date: _____

Received By: _____ Approved By: _____

Conditions of Approval:

**CAPITAL REGION COMMUNITY DEVELOPMENT DISTRICT
FACILITY USE APPLICATION – ALCOHOL FORM**

A. General Information

1. Name of Event: _____ Date of Event: _____

Location of Event / Facility Requested: _____

Start Time: _____ End Time: _____ Hours for Setup: _____ Hours for Teardown: _____

2. Name of Applicant or Applying Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Website: _____

Non-Profit Status ID#: _____

3. Name of Event Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone (W): _____ (C): _____ Email: _____

B. Alcohol Service Information

1. Which alcoholic beverage products will be served and/or sold? Please check all that apply.

☐ Beer ☐ Wine ☐ Liquor ☐ Plastic Cup ☐ Bottle/Glass ☐ Other: _____

2. What area(s) will alcoholic beverages be served and/or sold? Please check all that apply.

☐ Hospitality/VIP Area ☐ Entire Venue ☐ Park ☐ Street ☐ Other: _____

3. What are the times for consumption and service? _____

4. Will alcohol be advertised? Yes ☐ No ☐ If yes, how? Please check all that apply.

☐ Banners ☐ Napkins ☐ Signs ☐ Posters/Fliers ☐ Cups ☐ Other: _____

In addition to standard event forms and requirements, the following will also be required for events serving or selling alcoholic beverages:

- State of Florida 1-3 day alcohol temporary sales permit (or) current and active business license to sell alcoholic beverages
- Liquor liability insurance from the company, individual or organization serving or selling alcoholic beverages
 - This insurance shall be in the amount of \$1,000,000 per occurrence and is to name the District, its staff, consultants, and supervisors as additionally insured for the date of the event. The certificate holder shall be listed as: Capital Region Community

Development District 14785 St. Augustine Road, Suite 4, Jacksonville, Florida, 32258.
(This may be added to a General Liability policy)

I acknowledge that all of the above information is true and correct and that I will provide all necessary documentation as requested on this application.

Signature

Date

*****OFFICE USE ONLY*****

Date: _____

Received By: _____

Approved By: _____

Conditions of Approval: _____