

## **City of Gainesville**

### **Helpful Special Events/Sales Applications Information:**

1. All completed applications and packets **MUST** be turned in **10 DAYS** prior to the event – **NO EXCEPTIONS!**
2. Permits can be revoked and you can be banned or shut down at any time if any violations are found in accordance with Federal, State, City, or County laws.
3. ALL vendors/peddlers should have the following documentation at the site:
  - Original approved and signed Special Event Permit
  - **Receipt for Special Event Permit: \$52.50 (effective 10/1/09)**
  - A copy of the Application
  - A copy of the Site Plan (activity/event must be 5' off sidewalk)
  - A copy of the Permission Letter
  - A copy of any Special Instructions
  - Business Tax/Peddler's Permit

Failure to have this documentation can result in the vendor being shut down and/or a citation being written.

4. It is also the vender's responsibility to provide a **minimum 30 gallon trash can** that they will maintain and empty, leaving no trash behind after the event.
5. If 50 or more people are expected to attend the event at a single time, contact Gainesville Fire Rescue at 352-334-5065.
6. An **additional permit** issued by the **Florida Division of Hotels and Restaurants** for all temporary events where food and drinks are sold. This permit is **ONLY** issued **AFTER** an inspection of the site by the **STATE** inspector.

**Form HR-7049 – Division of Hotels and Restaurants Application for Temporary Event Vendor License** (1-3 day event) costs \$91.00 and is payable by "cashier's check or money order only." Please be prepared to submit the States completed application (Form HR-7049) and permit fee on the day of the event when contacted by a State Inspector. Please also review their checklist to ensure that you meet the State requirements. This information can be accessed on the State of Florida Department of Business and Professional Regulations website, <http://www.myfloridalicense.com/DBPR/HR/forms/hr-licenseforms.html> or by phone at (850) 487-1395.

Failure to follow all Federal, State and Local laws can result in the vendor being shut down, a citation being written and/or an arrest.

## Definitions:

**Special Event:** An event that is temporary in nature.

Examples of some **Special Events** are:

- Seasonal Sales
- Promotional Sales/Sidewalk Sales
- Parades
- Festivals
- Home Football Games (Sec. 30-67).

**Sidewalk Sale:** An event when a business takes items from the inside of their establishment and places them outside their establishment to display for sale. The property must remain in compliance with their Zoning Compliance Permit (Sec. 30-45).

**Seasonal Sales:** When a vendor sells items that are only available during a specific season. Seasonal Sales are limited to Valentine's Day, Easter, Christmas, Halloween, New Year's Eve, Mother's/Father's Day and the 4<sup>th</sup> of July (Temporary Sale Black History Month). (Maximum duration is 30 days. There must be 6 months between the end date of one event and the start date of the next event at the same location for the same applicant.)

To inquire about **Seasonal** and **Temporary Sales** permits contact the Code Enforcement Office at (352) 393-8575 or 334-5030.

**Time Restraints** on Special Events (Sec. 30-67):

- **Promotional Sales/Sidewalk Sales** cannot exceed 72 hours. One permit allowed per application per location every 60 days.
- **Seasonal Sales/Temporary Sales** cannot exceed 30 days. One permit allowed per application per location in any given 6-month period.
- **Non-profit organizational events** cannot exceed 30 days. One permit allowed per application per location every 60 days.
- **Parades and festivals** cannot exceed the period of the event.
- **Football Games\***  
Profit and Non-Profit
  - This is the **ONLY** time you can apply for a special event in the same location before the 60-day wait period.
  - All dates must be listed on the application.
  - You can pay for all tent permits and special event permits and they will be honored as long as you are approved for each game.

- Any use or sale of alcohol in the Context Area **MUST** be handled in accordance with the Ordinance. An alcohol license **MUST** be included with the application.

\*Home football game vendors can set up the day before the game but must be down by the end of the day of the game.

**Special Event Permit:** A permit that is required by the City of Gainesville for temporary events or sales by profit or non-profit businesses not usually held at a location (Sec. 30-67). *Special Event Permit Applications* can be downloaded from the following website: [www.gainesvillecodes.org](http://www.gainesvillecodes.org), click on **RESOURCES**; scroll down to the bottom third of the page to **DOCUMENTS**; Special Event Permit Application is located there.

**Peddler:** A vendor who is constantly on the move **EXCEPT** to make a sale. A **peddler** can acquire a Peddler's Permit for a special event by contacting Billing and Collections at (352) 334-2281. If the peddler chooses to remain stationary he must secure a **Special Event Permit** in conjunction with the **Peddler's Permit**. Contact Code Enforcement at **(352) 393-8575** or 334-5030.

**Special Event Permits** will not be issued for vacant parcels of land (Sec. 19-52).

**Site Plan:** A detailed overview of where the vendor is going to set up. It shall show streets, buildings, sidewalks, fire hydrants, right-of-ways (ROW), and any other pertinent information.

The vendor should not be on or block the ROW. Exceptions are for parades & festivals. Vendors are to set up five (5) feet from the ROW or sidewalk.

A **permission letter** from the property owner must be signed and submitted to the **Code Enforcement Division** if vendor is not on his property.

Anyone **selling food** is responsible for contacting the State of Florida Department of Business and Professional Regulations (website: <http://www.myfloridalicense.com/DBPR/HR/forms/hr-licenseforms.html> or by phone at (850) 487-1395) for additional information.

### **Helpful Contact and Responsibility Information:**

It is **your responsibility** to contact any departments or divisions necessary in order to secure the proper documentation. Our office, the Code Enforcement Division, must have a copy of the certificate and/or the certificate number **before the application can be approved**.

**Alcohol Beverage Tobacco (ABT):** (352) 333-2515      Fax (352) 333-2514

240 N.W. 76th Drive, Suite B, Gainesville, FL 32607

<http://www.state.fl.us/dbpr/abt/contact/index.shtml>

It is your responsibility to have a temporary extension of alcohol application from the ABT filled out and attached to the application.

**Building Department:** (352) 334-5050 Fax: (352) 334-2207  
306 NE 6 Ave, Thomas Center Building B, Gainesville, FL  
**Tent permits** (if tent is over 200 sq. ft.), **Christmas Tree Lot Permits,**  
**Itinerate Food Carts** and pricing.

**Code Enforcement:** (352) 393-8575 or 334-5030 Fax: (352) 334-2239  
306 NE 6 Ave, Thomas Center Building B, Room 130, Gainesville, FL  
<http://www.gainesvillecodes.org>  
(**Special Event Permits** are issued by Code Enforcement)

**Cultural Affairs:** (352) 334-5064 Fax: (352) 334-1246  
302 NE 6 Ave, Thomas Center Building A, Gainesville, FL  
<http://www.gvlculturalaffairs.org/>  
(Must approve any event held on City of Gainesville property. Examples are parades, festivals, etc.)

**Department of Business & Professional Regulations:** (850) 487-1395  
<http://www.myfloridalicense.com/DBPR/HR/forms/hr-licenseforms.html>  
DBPR Form HR-7029 is required if selling any type of food and/or beverage completed along with required fee:

1 – 3 day event	\$ 91
4 – 30 day event	\$ 105
Annual License	\$1,000

**Division of State Fire Marshal Regulatory Licensing Section**

(850) 413-3623

200 E. Gaines St, Tallahassee, FL 32399-6502

<http://www.fldfs.com/SFM/>

**Fire Safety (GFR):** (352) 334-5065 Fax: (352) 334-2523  
1025 NE 13th Street, P.O. Box 490-65, Gainesville, Florida - 32601  
<http://cityofgainesville.org/gfr/>

(**Fireworks**, any time there is a fence involved, or when 50 or more people are expected at an event at a single time)

**Gainesville Police Dept.:** (352) 334-3293  
721 NW 6th St., P.O. Box 1250, Gainesville, FL 32602  
<http://www.gainesvillepd.org/>  
(Special events on city property, street closings, street parties, etc.)

**Health Department:** (352) 334-7900  
224 SE 24th St., Gainesville, FL  
<http://www.doh.state.fl.us/chdAlachua/index.htm>

**Business Tax/Peddler Permit:** (352) 334-2281  
306 NE 6 Ave, Thomas Center Building B, Gainesville, FL

**Parks and Recreation:** (352) 334-5067  
(For any special events at **any city park sites**)

**Planning and Zoning Department:** (352) 334-5023  
306 NE 6 Ave, Thomas Center Building B, Gainesville, FL  
(**Temporary signage** must be drawn in detail including dimensions and content, and is subject to review and approval by **current planning**).

Ordinances to reference:

19-53, 19-54(i) (solicitation and peddlers)

30-67 (g) (1)(2)(3), 30-107 (special events permit)

Appendix A Land Development code Sec 4(g) (fees and scheduling)

20.1.5.6\*\_Crowd Managers

[www.gainesvillecodes.org](http://www.gainesvillecodes.org)